

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Public Works and Government Services / Travaux  
publics et services gouvernementaux**  
**Kingston Procurement**  
**Des Acquisitions Kingston**  
**86 Clarence Street, 2nd floor**  
**Kingston**  
**Ontario**  
**K7L 1X3**  
**Bid Fax: (613) 545-8067**

**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**

<b>Title - Sujet</b> Electric Storage System	
<b>Solicitation No. - N° de l'invitation</b> 6A007-110001/A	<b>Date</b> 2012-03-27
<b>Client Reference No. - N° de référence du client</b> 6A007-11-0001	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$KIN-620-5822	
<b>File No. - N° de dossier</b> KIN-1-36365 (620)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2012-05-07</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST
<b>F.O.B. - F.A.B.</b> Specified Herein - Précisé dans les présentes <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input checked="" type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Porter, Marta M.	<b>Buyer Id - Id de l'acheteur</b> kin620
<b>Telephone No. - N° de téléphone</b> (613) 547-7587 ( )	<b>FAX No. - N° de FAX</b> (613) 545-8067
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> NATIONAL PAROLE BOARD STE 100 516 O CONNOR DR. KINGSTON Ontario K7P1N3 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 / Travaux publics et  
services gouvernementaux  
Kingston Procurement  
Des Acquisitions Kingston  
86 Clarence Street, 2nd floor  
Kingston  
Ontario  
K7L 1X3

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

**THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT.**

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Annex D      Security Requirements Check List

## **PART 1 - GENERAL INFORMATION**

### **1. Security Requirement**

There is a security requirement associated with the requirement. For additional information, consult Part 4 - Evaluation Procedures and Basis of Selection, and Part 6 - Resulting Contract Clauses.

### **2. Requirement**

To furnish all labour, material and equipment required to fully complete the installation of an electrically operated high-density storage system as indicated in Annex A - Requirement for the Parole Board of Canada, Kingston, Ontario. Supplier is also required to pack existing files, relocate files to temporary holding area in building, and then unpack same files and install on new shelving.

### **3. 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.

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## PART 2 - BIDDER INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the Standard Acquisition Clauses and Conditions (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) 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 (2012-03-02) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

#### 1.1 SACC Manual Clause

B1000T (2007-11-30), Condition of Material

### 2. 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.

### 3. 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. 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 **April 18, 2012, at 10:00 am, at the Parole Board of Canada, 516 O'Connor Drive, Suite 100, Kingston ON**. Bidders are requested to communicate with the Contracting Authority 2 day(s) before the scheduled visit to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders may 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.

### 5. Applicable Laws

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

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

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## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **1. Bid Preparation Instructions**

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

Section I: Technical Bid (2 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>). To assist Canada in reaching its objectives, bidders are encouraged to:

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

#### **Section I: Technical Bid**

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

#### **Section II: Financial Bid**

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) must be shown separately, if applicable.

#### **1.1 SACC Manual Clauses**

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. 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 Requirements

Failure to meet any of the following mandatory criteria at bid closing will render your submission non-responsive and it will be given no further consideration.

Mandatory Technical Criteria	
MT1	Provision of pricing as requested in Annex B, Basis of Payment.
MT2	Bidder must complete Annex A-1, Technical Specifications Matrix.
MT3	Bidder must provide shop drawings showing a complete layout of storage shelves detailing dimensions, clearances and configuration.
MT4	Bidder must provide plans, sections and elevations of storage shelves.
MT5	Bidder must provide sample chart of colour finishes.

#### 1.2 Financial Evaluation

SACC Manual Clause A0220T (2007-05-25), Evaluation of Price

### 2. Basis of Selection

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

### 3. Security Requirement

1. At the date of bid closing, the following conditions must be met:
- (a) the Bidder must hold a valid organization security clearance as indicated in Part 6-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 6-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. For additional information on security requirements, bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders"

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(<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Website.

## PART 5 - CERTIFICATIONS

Bidders must provide the required certifications to be awarded a contract. Canada will declare a bid non-responsive if the required certifications 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 or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

### 1. 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.

#### 1.1 Federal Contractors Program - over \$25,000 and below \$200,000

Suppliers who are subject to the Federal Contractors Program (FCP) and have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive federal 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.

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;

(d) ( ) has not been declared an ineligible contractor by HRSDC, and has a valid certificate number as follows: \_\_\_\_\_.

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

## PART 6 - RESULTING CONTRACT CLAUSES

### 1. Security Requirement

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), 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 RELIABILITY STATUS, 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 D;
- (b) Industrial Security Manual (Latest Edition).

### 2. Requirement

The Contractor must provide the items detailed under the "Requirement" at Annex "A".

### 3. 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 (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

#### 3.1 General Conditions

2010A (2012-03-02), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

### 4. Term of Contract

#### 4.1 Delivery Date

The best delivery date that can be offered is \_\_\_\_\_. (*To be completed by Bidder*)

#### 4.2 Shipping Instructions - FOB Destination and DDP

Incoterms 2000 "DDP Delivered Duty Paid" National Parole Board, Kingston ON.

### 5. Authorities

#### 5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Marta Porter  
 Title: Supply Officer  
 Public Works and Government Services Canada  
 Acquisitions Branch

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Address: 86 Clarence Street  
Kingston, ON K7L 1X3  
Telephone: 613-547-7587  
Facsimile: 613-545-8067  
E-mail address: marta.porter@pwgsc.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 (To be inserted at time of Contract award)**

The Project Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone : \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

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

**5.3 Contractor's Representative (To be completed by Bidder)**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone : \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

**6. Payment**

**6.1 Basis of Payment**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm lot price, as specified in Annex B for a cost of \$ \_\_\_\_\_ (**PWGSC will insert the amount at contract award**). Customs duties are included, and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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.

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## 6.2 Limitation of Price

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

## 6.3 Single Payment

SACC Manual clause H1000C (2008-05-12) Single Payment

## 7. 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.

## 8. Certifications

8.1 Compliance with the certifications 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 or 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. Applicable Laws

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

## 10. 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) 2010A (2012-03-02) General Conditions - Goods (Medium Complexity);
- (c) Annex A - Requirement;
- (d) Annex A-1 Technical Specifications Matrix;
- (e) Annex B - Basis of Payment;
- (f) Annex C - Floor Plan Drawing;
- (g) Annex D - Security Requirements Check List;
- (h) the Contractor's bid dated \_\_\_\_\_ .

## 11. Insurance Requirements

The Contractor must comply with the insurance requirements specified in 11.1. 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

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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.

### 11.1 Commercial General Liability

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

- (n) Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents
- (o) Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

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

For other provinces and territories, send to: Senior General Counsel, Civil Litigation Section, Department of Justice 234 Wellington Street, East Tower Ottawa, Ontario K1A 0H8

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

## 11.2 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.
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.

## 12. SACC Manual Clauses

B7500C (2006-06-16,) Excess Goods  
 A9068C (2010-01-11), Government Site Regulations  
 A9039C (2008-05-12), Salvage

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## ANNEX "A"

### REQUIREMENT

#### 1.0 Scope:

a. Furnish all labour, material and equipment necessary or required to complete the installation of an electrically operated high-density storage system as indicated on the drawings and specifications.

Supplier is also required to pack existing files, relocate files to temporary holding area in building, and then unpack same files and install on new shelving.

b. These specifications are intended to cover the complete installation of a programmable electric control operation storage system consisting of the following:

6 double faced moveable carriages 30"D x 20'L x 7 openings.

2 double faced moveable carriages 30"D x 19'L x 7 openings.

2 double faced fixed platform 30"D x 20'L x 7 openings.

1 single faced fixed platform 15"D x 22.5'L x 7 openings.

1 single faced static shelving 15"D x 24.5'L x 6 openings.

c. The system must comply with the latest version of the National Fire Code of Canada.

#### 1.1 Submittals:

1. Shop drawings:

(a) The shop drawings must show a complete layout of storage shelves detailing dimensions, clearances and configuration.

(b) Provide plans, sections and elevations of storage shelves.

2. Samples:

Provide sample chart of colour finishes.

#### 1.2 Warranty:

All new equipment must be warranted against defective workmanship and material and to include full parts for a minimum of five years after date of delivery.

#### 1.3 Site Preparation:

The following will be the responsibility of the customer:

- To ensure that the area where the system is to be installed is completely clear of all material.
- Adequate space is available to store the system components during installation.

- 
- To ensure that the existing floors are structurally sound as to provide adequate support to ensure a high degree of system performance.
  - To ensure that the overall dimensions of the system will conform to building code and safety requirements.
  - To remove any existing carpet in the area that the system is to be installed and to reinstall the carpet on the installed wooden floor and ramp.
  - To supply adequate electrical power supply of 20 amps 110 volts dedicated circuits to a specific location designated for the electric system.

## 2.0 Products:

Rail system must be a steel bar interlocked and welded into a powder coat finished base channel. Rail assembly must have welded leveling/anchor plates maximum 20" (508mm) on centre with leveling screw adjustability and be permanently anchored to the floor. All rail splice joints must have interlocking braces and splice plates, which provide permanent horizontal and vertical rail alignment. Rail guidance gaps must be maximum 5/8" (16mm). All rail assemblies must be fully grouted with a non-shrink grout with an 8000 lb. p.s.i. strength after curing.

## 2.1 Carriage:

Carriage must be welded, uniframe assemblies constructed of minimum 12 ga. steel with main supporting structural face sections 5 3/4 inches high with two reinforcing flanges running the full length of the carriage. Main supporting structural face sections must provide a shelf mounting recess for positive shelving alignment and attachment. Wheel support sections must be single piece, minimum 12 ga. steel and must be welded between the main support face sections, one per rail assembly. A minimum of two carriage face panel supports must be provided for each face panel to fully support its weight and provide positive alignment. Carriage face sections must provide a smooth clean appearance without any exposed assembly holes or protruding hardware. Carriage must be powder coat painted from manufacturer's standard colours. Stationary platforms, as shown on drawing, must be of the same construction and height as the moveable carriages, and must be anchored to the rails. Carriage will be capable of supporting a minimum load of 1000 pounds per carriage foot length.

## 2.2 Wheels:

All wheels must be equipped with two permanently shielded bearing assemblies. Wheels must be a double flanged wheel design. All drive wheels must be 5" diameter. Wheel bearings must eliminate all friction between wheels and carriage frame.

## 2.3 Raised Floor:

Provide minimum 3/4" unfinished plywood deck that must be flush with the top of the rails. Provide a ramp constructed of same material as the deck. Ramp must not extend past the front of the units into the main access aisle. The ramp must have a minimum slope of 1:12. Decking and ramp must be installed in a manner that will prevent warping, deformation and movement from normal operation and loading.

## 2.4 Shelving and Uprights:

---

All shelving sections must be four post design with closed uprights, 30" deep and 15" deep, and 42" and 30" wide shelves as specified in the drawings. Overall height of shelving to be 74 3/4" and 81 1/2" in height from existing floor including carriage and each shelving section to be 7 openings, with each shelf complete with four adjustable dividers, and to be complete with canopy tops. Box storage shelving must have no dividers and 6 openings, to be complete with canopy tops.

Overall height of shelving and shelf depths and widths tolerance +/- 1" to accommodate standard legal file size. Shelves must be formed of minimum 22-gauge cold rolled steel with flanges on all four sides. Front and rear flanges must be flush with the outside face of the posts. Shelves to be adjustable on 1 1/2" centre vertically. Shelves to be supported front and back by shelf supports of 14-gauge minimum steel. Full depth shelves must have mounting holes for attachment and include centre stops. Height of shelf including supports must be 3/4" using standard shelf support.

Uprights must consist of 18 gauge cold steel formed into eight 2" with "T" shape common post or a 1" wide-angle shape end post. Keyholes shaped slots are placed on 1 1/2" centers vertically on the inner face of the posts. Uprights must have minimum 24 gauge closure panels between the posts and flush with the outer edges of upright. All uprights must have a stiffening channel formed along the vertical centre line of the closure panel.

## **2.5 Face Panels:**

All exposed front ends must be finished in a laminate. Edges to be black plastic "T" molding. Supplier must provide cardholders and all necessary hardware for a complete installation.

## **2.6 Operation:**

Every aisle must be protected with solid state infrared, photo sweep sensors system located on the carriage 3/4" (19 mm) above the floor scanning the entire length of the carriage on both sides. When the beam is interrupted by a person or object as the aisle is closing, the carriage must stop. Photo Sweep must be operational when the carriages are not moving. Should a beam be blocked in an open aisle, the carriages will not close on that aisle. Photo Sweep must automatically reset if blocked and then cleared when the carriages are not moving.

## **2.7 Powered System Control and Operational Requirements:**

Entire system must be UL Listed in the US and Canada (C-UL US). System must be equipped with a minimum of two photo sweep safeties per aisle. There must be one aisle control located 1117mm (44 in.) from the base of and centered on the face panel for each moveable carriage. The control head must have two "move" push buttons, a "stop/reset" push button, and a LED indicator. Aisle must open automatically when a "move" button for any given aisle is pressed regardless of the position of the carriages.

All controls and indicating lamps must be solid state and provide visual indication of all safety and control circuit activity. Each aisle must have an adjustable distance sensor to provide proper timing for soft start/stop operation and closed aisle spacing.

Supplier must provide (1) one portable, re-chargeable power adapter to move carriages and provide access to media during a power disruption.

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## **2.8 Service Capability:**

Supplier must provide on-site service within 2-4 hours of a service call.

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**ANNEX A-1**

**Technical Specifications Matrix**

To demonstrate compliance, bidders must include published technical information and provide a cross reference that confirms compliance with each mandatory criteria specified herein.

If published technical documentation does not exist for a specific requirement, then a written Narrative explaining how the product offered meets the specification must be included with the Proposal. Failure to comply with any of the mandatory technical requirements will disqualify the bid from further consideration.

Mandatory Criteria	Supporting Information (Bidder must indicate cross-reference to included documentation or provide narrative as per above)
6 double faced moveable carriages 30"D x 20"L x 7 openings.	
2 double faced moveable carriages 30"D x 19"L x 7 openings.	
2 double faced fixed platform 30"D x 20"L x 7 openings.	
1 single faced fixed platform 15"D x 22.5"L x 7 openings.	
1 single faced static shelving 15"D x 24.5"L x 6 openings.	
The system must comply with the latest version of the National Fire Code of Canada.	
<b>WARRANTY</b>	
All new equipment must be warranted against defective workmanship and material and to include full parts for a minimum of five years after date of delivery.	
<b>PRODUCTS</b>	
Rail system must be a steel bar interlocked and welded into a powder coat finished base channel. Rail assembly must have welded leveling/anchor plates maximum 20" (508mm) on centre with leveling screw adjustability and be permanently anchored to the floor. All rail splice joints must have interlocking braces and splice plates, which provide permanent horizontal and vertical rail alignment.	

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Rail guidance gaps must be maximum 5/8" (16mm). All rail assemblies must be fully grouted with a non-shrink grout with an 8000 lb. p.s.i. strength after curing.

**CARRIAGE**

Carriage must be welded, uniframe assemblies constructed of minimum 12 ga. steel with main supporting structural face sections 5 3/4 inches high with two reinforcing flanges running the full length of the carriage. Main supporting structural face sections must provide a shelf mounting recess for positive shelving alignment and attachment. Wheel support sections must be single piece, minimum 12 ga. steel and must be welded between the main support face sections, one per rail assembly. A minimum of two carriage face panel supports must be provided for each face panel to fully support its weight and provide positive alignment. Carriage face sections must provide a smooth clean appearance without any exposed assembly holes or protruding hardware. Carriage must be powder coat painted from manufacturer's standard colours. Stationary platforms, as shown on drawing, must be of the same construction and height as the moveable carriages, and must be anchored to the rails. Carriage will be capable of supporting a minimum load of 1000 pounds per carriage foot length.

**WHEELS**

All wheels must be equipped with two permanently shielded bearing assemblies. Wheels must be a double flanged wheel design. All drive wheels must be 5" diameter. Wheel bearings must eliminate all friction between wheels and carriage frame.

**RAISED FLOOR**

Provide minimum 3/4" unfinished plywood deck that must be flush with the top of the rails. Provide a ramp constructed of same material as the deck. Ramp must not extend past the front of the units into the main access aisle. The ramp must have a minimum slope of 1:12.

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<p>Decking and ramp must be installed in a manner that will prevent warping, deformation and movement from normal operation and loading.</p>	<p><b>SHELVING AND UPRIGHTS</b></p> <p>All shelving sections must be four post design with closed uprights, 30" deep and 15" deep, and 42" and 30" wide shelves as specified in the drawings. Overall height of shelving to be 74 3/4" and 81 1/2" in height from existing floor including carriage and each shelving section to be 7 openings, with each shelf complete with four adjustable dividers, and to be complete with canopy tops. Box storage shelving must have no dividers and 6 openings, to be complete with canopy tops.</p>	<p>Overall height of shelving and shelf depths and widths tolerance +/- 1" to accommodate standard legal file size. Shelves must be formed of minimum 22-gauge cold rolled steel with flanges on all four sides. Front and rear flanges must be flush with the outside face of the posts. Shelves to be adjustable on 1 1/2" centre vertically. Shelves to be supported front and back by shelf supports of 14-gauge minimum steel. Full depth shelves must have mounting holes for attachment and include centre stops. Height of shelf including supports must be 3/4" using standard shelf support.</p>	<p>Uprights must consist of 18 gauge cold steel formed into eight 2" with "T" shape common post or a 1" wide-angle shape end post. Keyholes shaped slots are placed on 1 1/2" centers vertically on the inner face of the posts. Uprights must have minimum 24 gauge closure panels between the posts and flush with the outer edges of upright. All uprights must have a stiffening channel formed along the vertical centre line of the closure panel.</p>	<p><b>FACE PANELS</b></p>	<p>All exposed front ends must be finished in a laminate. Edges to be black plastic "T" molding. Supplier must</p>
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	<p>provide cardholders and all necessary hardware for a complete installation.</p>
	<p><b>OPERATION</b></p> <p>Every aisle must be protected with solid state infrared, photo sweep sensors system located on the carriage 3/4" (19 mm) above the floor scanning the entire length of the carriage on both sides. When the beam is interrupted by a person or object as the aisle is closing, the carriage must stop. Photo Sweep must be operational when the carriages are not moving. Should a beam be blocked in an open aisle, the carriages will not close on that aisle. Photo Sweep must automatically reset if blocked and then cleared when the carriages are not moving.</p>
	<p><b>POWERED SYSTEM CONTROL AND OPERATIONAL REQUIREMENTS</b></p>
	<p>Entire system must be UL Listed in the US and Canada (C-UL US). System must be equipped with a minimum of two photo sweep safeties per aisle. There must be one aisle control located 117mm (44 in.) from the base of and centered on the face panel for each moveable carriage. The control head must have two "move" push buttons, a "stop/reset" push button, and a LED indicator. Aisle must open automatically when a "move" button for any given aisle is pressed regardless of the position of the carriages.</p>
	<p>All controls and indicating lamps must be solid state and provide visual indication of all safety and control circuit activity. Each aisle must have an adjustable distance sensor to provide proper timing for soft start/stop operation and closed aisle spacing.</p>
	<p>Supplier must provide (1) one portable, re-chargeable power adapter to move carriages and provide access to media during a power disruption.</p>
	<p><b>SERVICE CAPABILITY</b></p>
	<p>Supplier must provide on-site service within 2-4 hours of a service call.</p>

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**ANNEX "B"**

**BASIS OF PAYMENT**

**Pricing Instructions:**

Bidders will provide firm, all-inclusive prices in Canadian Currency (exclusive of GST and HST). G.S.T. or H.S.T., if applicable, is extra to the prices herein and shall be shown on any invoice as a separate item. Customs duties are included.

<b>Item:</b>	<b>Description:</b>	<b>U/I:</b>	<b>Qty:</b>	<b>Lot Price DDP:</b>
1.	Supply and install an electrically operated High-density storage system as per Annex A. (Also to include packing/unpacking/relocating existing files as per Annex A.)	Lot	1	\$ _____

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**ANNEX "C"**

**FLOOR PLAN DRAWING  
(attached)**

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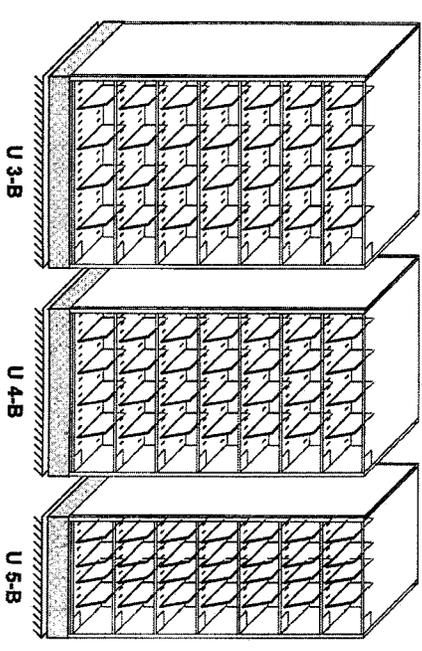
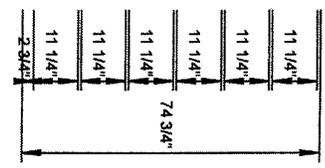
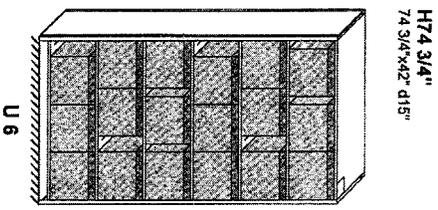
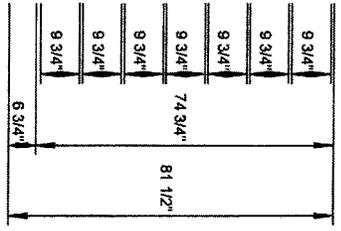
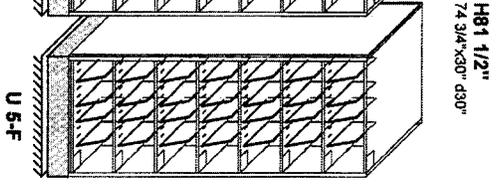
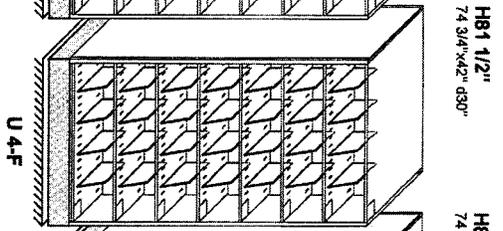
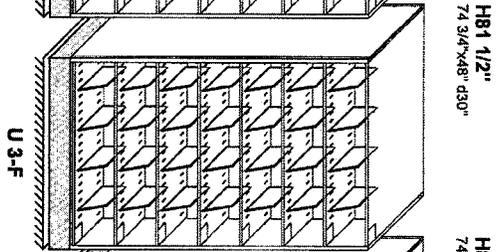
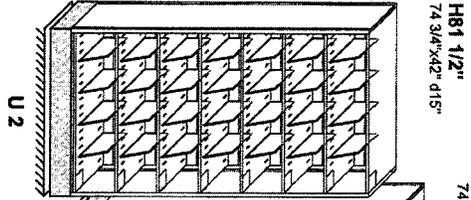
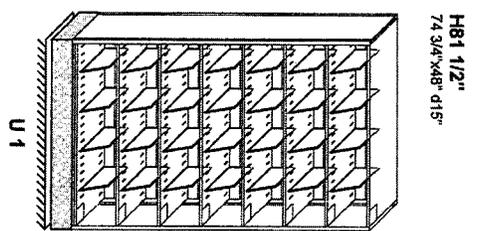
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**ANNEX "D"**

**SECURITY REQUIREMENTS CHECK LIST  
(attached)**





Scale  
1/4" = 1'





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**PART 9 - INFORMATION / RENSEIGNEMENTS**

9. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui

If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité:

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?  No / Non  Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel:  
Document Number / Numéro du document:

**PART 10 - PERSONNEL SECURITY / SÉCURITÉ DU PERSONNEL**

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

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITE	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGHT TRÈS SECRET - SIGHT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:  
Commentaires spéciaux:

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

10. b) May unscreened personnel be used for portions of the work?  
Des personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  No / Non  Yes / Oui

If Yes, will unscreened personnel be screened?  
Dans l'affirmative, le personnel en question sera-t-il examiné?  No / Non  Yes / Oui

**PART 11 - INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

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

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

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

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**PART C - SUMMARY / TABLEAU RÉCAPITULATIF**

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category Group	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC						
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTRICTÉE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	AGRIC TOP SECRET / SECRET TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	
											A	B	C				
Information / Autres renseignements / Informations																	
IT Data / Données TI																	
IT Lic / Licences TI																	

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
 La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

No / Non  Yes / Oui

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

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  
 La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

No / Non  Yes / Oui

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



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Security Classification / Classification de sécurité

<b>13. Organizational Project Authority / Chargé de projet de l'organisme</b>			
Name (print) - Nom (en lettres majuscules) <b>Cheryl Shock</b>		Title - Titre <b>Regional Finance Officer</b>	
Signature <i>Cheryl Shock</i>		Date <b>October 11, 2011</b>	
Telephone No. - N° de téléphone <b>613-634-3857 ext 304</b>	Facsimile No. - N° de télécopieur <b>613-634-6288</b>	E-mail address - Adresse courriel <b>cheryl.shock@gpc-olm.gc.ca</b>	Date <b>October 11, 2011</b>
<b>14. Organization Security Authority / Responsable de la sécurité de l'organisme</b>			
Name (print) - Nom (en lettres majuscules) <b>Alexandre Charrel</b>		Title - Titre <b>Security &amp; Accommodation Officer</b>	
Signature <i>Alexandre Charrel</i>		Date <b>OCT 12 2011</b>	
Telephone No. - N° de téléphone <b>613-964-1748</b>	Facsimile No. - N° de télécopieur <b>613-941-8889</b>	E-mail address - Adresse courriel <b>Alexandre.Charrel@pco-dco.gc.ca</b>	Date <b>OCT 12 2011</b>
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
<b>16. Procurement Officer / Agent d'approvisionnement</b>			
Name (print) - Nom (en lettres majuscules) <b>Cheryl Shock - Marta Porter</b>		Title - Titre <b>Supply Officer / Équipe de base - officier</b>	
Signature <i>Cheryl Shock</i>		Signature <i>Marta Porter</i>	
Telephone No. - N° de téléphone <b>613-634-3859 ext 304</b>	Facsimile No. - N° de télécopieur <b>613-634-1885</b>	E-mail address - Adresse courriel <b>cheryl.shock@gpc-olm.gc.ca</b>	Date <b>Oct 11 2011</b>
<b>17. Contracting Security Authority / Autorité contractuelle en matière de sécurité</b>			
Name (print) - Nom (en lettres majuscules) <b>JACQUES SAUMUR</b>		Title - Titre <b>CONTRACT SECURITY OFFICER</b>	
Signature <i>Jacques Saumur</i>		Date <b>02-11-2011</b>	
Telephone No. - N° de téléphone <b>613-946-1732</b>	Facsimile No. - N° de télécopieur <b>613-954-6177</b>	E-mail address - Adresse courriel <b>JACQUES.SAUMUR@</b>	Date <b>02-11-2011</b>

TPSGC-AWGSC.G.C. CA

TBS/ECT 350-903(2004/12)

Security Classification / Classification de sécurité



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