

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:

**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada**

Pacific Region

401 - 1230 Government Street

Victoria, B.C.

V8W 3X4

Bid Fax: (250) 363-3344

Request For a Standing Offer Demande d'offre à commandes

Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

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

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

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Public Works and Government Services Canada - Pacific Region

401 - 1230 Government Street

Victoria, B. C.

V8W 3X4

Title - Sujet KEY CUTTING & LOCK REPAIR RISO	
Solicitation No. - N° de l'invitation W0103-125099/A	Date 2012-12-12
Client Reference No. - N° de référence du client W0103-125099	GETS Ref. No. - N° de réf. de SEAG PW-\$VIC-230-6112
File No. - N° de dossier VIC-2-35203 (230)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-01-22	Time Zone Fuseau horaire Pacific Standard Time PST
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Miller, Shaun J.	Buyer Id - Id de l'acheteur vic230
Telephone No. - N° de téléphone (250)363-3217 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE BASE CONSTRUCTION CFB ESQUIMALT STN FORCES P.O.BOX 17000 VICTORIA British Columbia V9A7N2 Canada	
Security - Sécurité This request for a Standing Offer includes provisions for security. Cette Demande d'offre à commandes comprend des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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

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PART 1 - GENERAL INFORMATION

1. Introduction

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

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

The Annexes include the Statement of Work, the Basis of Payment, the Evaluation Criteria and Basis of Selection, the Security Requirements Checklist, the Insurance Requirements and the Periodic Usage Reports.

2. Summary

Canada, on behalf of Department of National Defence (DND), CFB Esquimalt, Victoria, British Columbia, has a requirement for a Regional Individual Standing Offer (RISO) to provide goods and services required for key cutting, lock repair, lock installation, lock replacement, installation and repairs of exit and entrance door hardware (e.g. panic bars and related hardware). Services, inclusive of labour, materials, supervision and transportation shall be provided on an if and when requested basis, to various DND work sites in the Victoria area. The period for making call-ups against the Standing Offer is from the date of issuance of the Standing Offer to 2014-Dec-31. If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional one year period, from 2015-Jan-01 to 2015-Dec-31.

3. Security Requirement

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

4. Debriefings

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

PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

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

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

The 2006 (2012-11-19) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

1.1 Electronic Purchasing

1. Any standing offer that will be issued as a result of the Request for Standing Offers can be listed on e-purchasing, which is a web-based desk top purchasing system provided to federal government departments.

2. While not obligated to agree to have their products/prices listed on e-purchasing, offerors are strongly encouraged to do so as this is the direction that the federal government may be taking in the future. Further, it will increase the visibility of the successful Offeror's catalogued products.

3. The Offeror's decision to agree or decline to list its products on e-purchasing will not affect the evaluation of its offer or the authorization of a Standing Offer.

4. If the Offeror is interested in having its Standing Offer on e-purchasing, it can obtain a copy of the set-up requirements by sending a written request to the Public Works and Government Services Canada (PWGSC) Standing Offer Authority identified in the Request for Standing Offer. The Offeror should also indicate:

A) its interest in listing its catalogue (products/prices) on e-purchasing:

Interested: YES ___ NO ___

B) its capability to load the standing offer products on a file layout in either Excel or Lotus 123 in bilingual format (a sample layout will be provided by PWGSC upon request);

C) in which software the catalogue (products/prices) can be loaded:

Excel: YES ___ NO ___ and/or

Lotus 123 YES ___ NO ___ ; and

D) if green products are easily identifiable:

Green products are highlighted: YES ___ NO ___

Green products can be highlighted: YES ___ NO ___

2. Submission of Offers

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

3. Enquiries - Request for Standing Offers

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

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

4. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in British Columbia.

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

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

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

Section I: Technical Offer (One (1) hard copy)

Section II: Financial Offer (One (1) hard copy)

Section III: Certifications (One (1) hard copy)

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement

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

. To assist Canada in reaching its objectives, offerors 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 Offer

All offers must be completed in full and provide all of the information requested in the Request for Standing Offer to enable full evaluation.

Section II: Financial Offer

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

The Offeror is required to submit firm prices, rates or both that will apply for all periods of the Standing Offer.

Offerors must submit firm prices for all items listed in Annex B".

Payment by Credit Card

Canada requests that offerors complete one of the following:

- (a) () Government of Canada Acquisition Cards (credit cards) will be accepted for payment of call-ups against the standing offer.

The following credit card(s) are accepted:

VISA _____
Master Card _____

- (b) () Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of call-ups against the standing offer.

The Offeror is not obligated to accept payment by credit card.

Acceptance of credit cards for payment of call-ups will not be considered as an evaluation criterion.

Section III: Certifications

Offerors must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.

1.1 Financial Evaluation

The price of the offer will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, FOB destination, Canadian customs duties and excise taxes included.

2. Basis of Selection

An offer must comply with the requirements of the Request for Standing Offers to be declared responsive. The responsive offer with the lowest evaluated aggregate price will be recommended for issuance of a standing offer.

PART 5 - CERTIFICATIONS

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

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

1. Mandatory Certifications Required Precedent to Issuance of a Standing Offer

1.1 Code of Conduct and Certifications - Related documentation

- 1.1.1** By submitting an offer, the Offeror 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 an offer, the Offeror 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 Offeror, 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 offer 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 Offeror and any of the Offerors affiliates, will also be required to remain free and clear of any acts or convictions specified herein during the entire period of the Standing Offer and any call-ups made against the Standing Offer.

Offerors who are incorporated, including those submitting offers as a joint venture, must provide with their offer or promptly thereafter a complete list of names of all individuals who are currently directors of the Offeror. Offerors submitting offers as sole proprietorship, including those submitting offers as a joint venture, must provide the name of the owner with their offer or promptly thereafter. Offerors submitting offers 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 offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to comply will render the offer non-responsive. Providing the required names is a mandatory requirement for issuance of a standing offer and award of a contract.

Canada may, at any time, request that an Offeror provide properly completed and Signed Consent Forms (Consent to a Criminal Record Verification 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 offer being declared non-responsive.

2. Additional Certifications Precedent to Issuance of a Standing Offer

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

2.1 Federal Contractors Program - Certification

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 a reduction of their workforce to less than 100 employees. Any offers from ineligible contractors, including an offer from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

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

The Offeror or the member of the joint venture

A.() is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, 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 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:
<http://www.hrsdc.gc.ca/eng/labour/equality/fcp/index.shtml>

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, offerors must provide the information required below.

Definitions

For the purposes of this clause,

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

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

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

"pension" means 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 FPS . It does not include pensions payable pursuant to the

Canadian Forces Superannuation Act, R.S., 1985, c. C-17, the Defence Services Pension Continuation Act, 1970, c. D-3, the Royal Canadian Mounted Police Pension Continuation Act, 1970, c. R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c. R-11, the Members of Parliament Retiring Allowances Act, R.S. 1985, c. M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Offeror a FPS in receipt of a pension? **YES () NO ()**

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

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

By providing this information, Offerors agree that the successful Offeror's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

Work Force Reduction Program

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

If so, the Offeror must provide the following information:

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

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

PART 6 - SECURITY REQUIREMENTS

1. Security Requirement

1. Before issuance of a standing offer, the following conditions must be met:

- (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;

-
- (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7A - Standing Offer;
 - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.
 3. For additional information on security requirements, offerors 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 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer

- 1.1 The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Annex "A".

2. 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).

3. Standard Clauses and Conditions

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

3.1 General Conditions

2005 (2012-11-19) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

3.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex "E". If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "nil" report.

The data must be submitted on a semi-annual basis to the Standing Offer Authority.

The data must be submitted to the Standing Offer Authority no later than fifteen (15) calendar days after the end of the reporting period.

4. Term of Standing Offer

4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from the date of issuance of the Standing Offer to 2014-Dec-31.

4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional one year period, from 2015-Jan-01 to 2015-Dec-31, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

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

5. Authorities

5.1 Standing Offer Authority

The Standing Offer Authority is:

Shaun Miller
Public Works and Government Services Canada
Acquisitions Branch
Pacific Directorate
401-1230 Government St, Victoria, B.C. V8W3X4

Telephone: 250-363-3217
 Facsimile: 250-363-0395
 Email: Shaun.Miller@pwgsc-tpsgc.gc.ca

In the event you are unable to contact the above noted Authority, please contact:
 Martin.Bell@pwgsc-tpsgc.gc.ca

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

5.2 Project Authority

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

5.3 Offeror's Representative

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

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

6. Identified Users

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

Department of National Defence
 Canadian Forces Base Esquimalt
 Victoria, B.C.

7. Call-up Instrument

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

8. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$25,000.00 (Goods and Services Tax or Harmonized Sales Tax included).

9. Financial Limitation - Total

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$40,000.00 (Goods and Services Tax or Harmonized Sales Tax included) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or 4 months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

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 call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2012-11-19), General Conditions - Standing Offers - Goods or Services;
- d) the general conditions 2010C (2012-11-19) General Conditions - Services (Medium Complexity);
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex D, Security Requirements Check List;
- h) the Offeror's offer dated _____.

11. Certifications

11.1 Compliance

Compliance with the certifications and related documentation provided by the Offeror is a condition of authorization of the Standing Offer and subject to verification by Canada during the term of the Standing Offer and of any resulting contract that would continue beyond the period of the Standing Offer. In the event that the Offeror does not comply with any certification, provide the related documentation or if it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or

unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

12. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in British Columbia.

13. Time Verification

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

14. Canadian Forces Site Regulations

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

15. Salvage

All scrap and waste material will become the property of the Contractor who must remove it from the site.

16. Electrical Equipment

All electrical equipment supplied under the Contract must be certified or approved for use in accordance with the Canadian Electrical Code, Part 1, before delivery, by a certification organization accredited by the Standards Council of Canada.

17. Defence Contract

The Contract is a defence contract within the meaning of the Defence Production Act, R.S.C. 1985, c. D-1, and must be governed accordingly.

Title to the Work or to any materials, parts, work-in-process or finished work must belong to Canada free and clear of all claims, liens, attachments, charges or encumbrances. Canada is entitled, at any time, to remove, sell or dispose of the Work or any part of the Work in accordance with section 20 of the Defence Production Act.

18. Overtime

The Contractor must not perform any overtime under the Contract unless authorized in advance and in writing by the Contracting Authority. Any request for payment must be accompanied by a copy of the overtime authorization and a report containing the details of the overtime performed pursuant to the written authorization. Payment for authorized overtime will be calculated as follows: See Annex B.

19. Estimates

Where an estimate of the cost of performing specific work is required, the Identified User will provide the Offeror with a statement of the work required and the Offeror must provide the Identified User with an estimate of the cost of performing the specified work in accordance with the pricing provision of the Standing Offer. The Offeror must not undertake any of the specified work unless and until a call-up is issued by the Identified User. The estimated cost stated in the call-up must not be exceeded without the specific written authorization of the Identified User.

B. RESULTING CONTRACT CLAUSES

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

1. Statement of Work

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

2. Standard Clauses and Conditions

2.1 General Conditions

2010C (2012-11-19), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

Section 13, Interest on Overdue Accounts, of 2010C (2012-11-19) General Conditions - Services (Medium Complexity) will not apply to payments made by credit cards.

3. Term of Contract

3.1 Period of the Contract

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

4. Payment

4.1 Basis of Payment

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work as determined in accordance with the Basis of Payment in Annex B. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

4.2 Multiple Payments

Canada will pay the Contractor upon completion and delivery of units in accordance with the payment provisions of the Contract if:

A) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;

B) all such documents have been verified by Canada;

C) the Work delivered has been accepted by Canada.

4.3 Payment by Credit Card

The following credit card is accepted: _____.

OR

The following credit cards are accepted: _____ and _____.

5. Invoicing Instructions

The Contractor must submit invoices in accordance with section 10, entitled "Invoice Submission" of the 2010C (2012-11-19) General Conditions - Services (Medium Complexity). Invoices cannot be submitted until all work identified in the invoice is completed.

5.1 Invoicing

Invoices must be addressed to:

Department of National Defence
Base Construction Engineering Office
Attn: CE Contracts
Canadian Forces Base Esquimalt
Dockyard 575, Rm 228
PO Box 17000, Stn. Forces
Victoria, BC V9A 7N2

Contractor shall provide a materials price breakdown with each invoice submission that includes material costs. Include a list of any call-ups and all pertinent information pertaining to each call-up including building number, time of call, and reason for call. **Invoices will be held for payment until this documentation is supplied.**

6. Insurance

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

Solicitation No. - N° de l'invitation

W0103-125099/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

vic230

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

W0103-125099

File No. - N° du dossier

VIC-2-35203

CCC No./N° CCC - FMS No/ N° VME

7. Excess Goods

The quantity of goods to be delivered by the Contractor is specified in the Contract. The Contractor remains liable for any shipment in excess of that quantity whether the excess quantity is shipped voluntarily or as a result of an error by the Contractor. Canada will not make any payment to the Contractor for goods shipped in excess of the specified quantity. Canada will not return the said goods to the Contractor unless the Contractor agrees to pay for all the costs related to the return, including but not limited to administrative, shipping and handling costs. Canada will have the right to deduct such costs from any invoice submitted by the Contractor.

ANNEX "A"**STATEMENT OF WORK****SPECIFICATIONS:**

To provide goods and services required for key cutting, lock repair, lock installation, lock replacement, installation and repairs of exit and entrance door hardware (e.g. panic bars and related hardware).

Schedule of Services

Normal working hours shall be between the hours of 8:00 am and 4:30 pm, Monday to Friday.

Outside of normal working hours shall be considered to be hours prior to 8:00 am and after 4:30 pm Monday to Friday, and all hours on Saturdays, Sundays and statutory holidays.

Level of Service

The Offeror must reply to the call-out request within the following timeframes:

Routine: Within 4 hours, from time of an authorized call out

Emergency or
Immediate Operational

Requirement (IOR) : Within 1 hour, from time of an authorized call out.

Level of Performance

Services requested shall commence:

Routine: Within 2 (two) days, from time of an authorized call-out

Emergency or IOR: Within 1 hour, from time of an authorized call-out.

Services requested shall be completed, delivered or rendered

Routine: Within 1 week

Emergency or IOR: Within 2-4 hours from commencement of the work.

Emergency or IOR conditions apply when verbally requested by the Project Authority.

Work Areas**1. Location:**

All work shall be performed at designated sites in British Columbia, as listed below:

- a. Dockyard, Esquimalt
- b. Naden, Esquimalt
- c. Work Point, Esquimalt
- d. Munroe Head, Esquimalt

- e. Bay St Armoury, Victoria
- f. Colwood Area, Colwood
- g. Belmont Park, Colwood
- h. Albert Head, Metchosin
- i. Mary Hill, Metchosin
- j. Rocky Point, Metchosin
- k. Heals Range, Brentwood
- l. Patricia Bay, Sidney
- m. Ashton Armoury, Victoria
- n. HMCS Malahat, Victoria.

2. Access:

Direct access to and from work areas is subject to:

- a. Traffic regulations as established by Department of National Defence
- b. Security regulation as established by Department of National Defence
- c. Inclusion on a list of designated employees and/or suppliers
(Following issuance of a Standing Offer, it will be the Offeror's responsibility to supply and maintain an up-to-date, listing of designated individuals and/or suppliers that may require access to any of the designated working areas within CFB Esquimalt. The list shall be provided to the Base Security Officer within one week of notice of intent to issue a Standing Offer to the successful Offeror.)
- d. Area as determined by the Engineer/Site Authority
- e. Fire regulations as established by the Base Fire Chief
- f. Performance of requested services during normal working hours; Work outside of normal working hours (overtime) may be required.
- g. Smoking restrictions - **No Smoking** allowed in DND buildings

Status of Work Areas

All work areas shall be left clean and tidy at the completion of the requested service. All debris and waste materials are to be removed from the site by the Contractor and are encouraged to be recycled if possible.

ANNEX "B"

BASIS OF PAYMENT

CALL OUT RATES:

- Call out rates must not include any productive labour rates.
- All-inclusive firm call-out rates must be based only on direct travel FROM Contractors plant TO the sites of work specified below AND DIRECT RETURN to Contractors plant (direct return trip).
- Call out rates shall be charged only ONCE for each Call-up Against the Standing Offer.
- If a job estimate is required, the estimate shall be completed at no-charge to Canada.

If call out rates do not apply, please fill in rate as zero (0)

* ETT= Estimated Travel Time (in minutes) is ONE WAY from suppliers base to the job site(s) above. Suppliers base is located at: _____.

CALL OUT PERIODS		
#1 YEAR ONE 2013	#2 YEAR TWO 2014	#3 YEAR THREE 2015

REGULAR TIME	ETT* min	Est #trips per year	YEAR ONE PER C~0	Extension	YEAR TWO PER C~O	Extension	YEAR THREE PER C~0	Extension
Dockyard, Naden, Work Point Barracks, Bay Street Armouries		59	\$	\$	\$	\$	\$	\$
Colwood and Belmont Park		4	\$	\$	\$	\$	\$	\$
Heals Range		2	\$	\$	\$	\$	\$	\$
Albert Head and Mary Hill		6	\$	\$	\$	\$	\$	\$

Rocky Point		4	\$		\$		\$		\$		\$		\$
Patricia Bay		5	\$		\$		\$		\$		\$		\$
EVALUATION SUBTOTAL A			\$	lot	EVAL SUB B	\$	lot	EVAL SUB C	\$	lot	EVAL SUB D	\$	lot

OVERTIME	Est #trips per year	YEAR ONE PER C~0	Extension	YEAR TWO PER C~0	Extension	YEAR THREE PER C~0	Extension
Dockyard, Naden, Work Point Barracks, Bay Street Armories	1	\$	\$	\$	\$	\$	\$
Colwood and Belmont Park	1	\$	\$	\$	\$	\$	\$
Heals Range	1	\$	\$	\$	\$	\$	\$
Albert Head and Mary Hill	1	\$	\$	\$	\$	\$	\$
Rocky Point	1	\$	\$	\$	\$	\$	\$
Patricia Bay	1	\$	\$	\$	\$	\$	\$
EVALUATION SUBTOTAL D			\$	lot	EVAL SUB E	\$	lot

EMERG/IOR Immediate Operational Requirement <i>During normal working hours</i>	Est #trips per year	YEAR ONE PER C~0	Extension	YEAR TWO PER C~0	Extension	YEAR THREE PER C~0	Extension
Dockyard, Naden, Work Point Barracks, Bay Street Armories	1	\$	\$	\$	\$	\$	\$
Colwood and Belmont Park	1	\$	\$	\$	\$	\$	\$
Heals Range	1	\$	\$	\$	\$	\$	\$
Albert Head and Mary Hill	1	\$	\$	\$	\$	\$	\$
Rocky Point	1	\$	\$	\$	\$	\$	\$
Patricia Bay	1	\$	\$	\$	\$	\$	\$
EVALUATION SUBTOTAL G			\$ lot	EVAL SUB H	\$ lot	EVAL SUB I	\$ lot

EMERG/IOR Immediate Operational Requirement <i>Outside normal working hours</i>	Est #trips per year	YEAR ONE PER C~0	Extension	YEAR TWO PER C~0	Extension	YEAR THREE PER C~0	Extension
Dockyard, Naden, Work Point Barracks, Bay Street Armories	1	\$	\$	\$	\$	\$	\$
Colwood and Belmont Park	1	\$	\$	\$	\$	\$	\$

Heals Range	1	\$	\$	\$	\$	\$	\$	\$
Albert Head and Mary Hill	1	\$	\$	\$	\$	\$	\$	\$
Rocky Point	1	\$	\$	\$	\$	\$	\$	\$
Patricia Bay	1	\$	\$	\$	\$	\$	\$	\$
EVALUATION SUBTOTAL J		\$	lot	EVAL SUB K	\$ lot	EVAL SUB L	\$	lot

PRICING PERIODS

#1 YEAR ONE 2013	#2 YEAR TWO 2014	#3 YEAR THREE 2015
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FIRM UNIT PRICES FOR SPECIFIED PERIOD:

ITEM	DESCRIPTION	UNIT	EST. YEARLY USAGE	#1 YEAR ONE 2013	#2 YEAR TWO 2014	#3 YEAR THREE 2015
KEY BLANKS:						
1	Standard keys	EA	1,254	\$	\$	\$
HIGH SECURITY KEYS:						
3	Primus	EA	433	\$	\$	\$
MATERIAL (USED FOR REPAIR, TO REFURBISH, TO REPLACE):						
CORBIN:						
4	P/N 423XC26D Mortise	EA	44	\$	\$	\$
PRIMUS:						
5	P/N 20-706FX626A Mortise	EA	22	\$	\$	\$
6	P/N 20-706CX626 L2 Mortise	EA	7	\$	\$	\$
7	P/N 20-706CX626X Cylinders	EA	15	\$	\$	\$
8	P/N 20-709CX626 Ri	EA	17	\$	\$	\$
9	P/N 20-724CX626	EA	9	\$	\$	\$

Cylinders					
10	P/N 20-724CX626 A	EA	12	\$	\$
SCHLAGE:					
11	P/N 20-013C626B M	EA	24	\$	\$
12	P/N 20-013C626B Mortise cylinder and A/R Cam	EA	23	\$	\$
13	P/N 20-001C626 C Mortise cylinder Std. cam	EA	18	\$	\$
14	P/N A53XORBX626 Entrance Lockset	EA	5	\$	\$
15	P/N A53XPLYX612E	EA	4	\$	\$
16	P/N A80XORBX626	EA	14	\$	\$
17	P/N B660X626 single Cylinder deadbolt	EA	6	\$	\$
18	P/N PL101PL	EA	10	\$	\$
19	P/N PL2003PL	EA	10	\$	\$
EVALUATION SUBTOTALS				M\$	N\$
					O\$

Standby time (all work areas)	YEAR ONE	YEAR TWO	YEAR THREE
During normal working hours	_____/HR	_____/HR	_____/HR
Outside normal working hours	_____/HR	_____/HR	_____/HR
EVALUATION SUBTOTALS	P\$	Q\$	R\$

SERVICES	
Services are defined as, but not necessarily limited to, the following:	
1. Recode cylinder	
2. Repair/replace as required Master key cylinder	
3. Repair/replace as required Grandmaster and master key cylinder	
4. Repair/replace as required Cut key to fit existing know lock	
REPAIRS	
Total charges (inclusive of parts and labour) shall not exceed 75% of replacement value.	
Repairs have been defined as, but are not necessarily limited to, the following:	
1. Repair lock in accordance with defect	

2. Replace locksets
3. Replace key inserts
4. Hydraulic door closers
5. Repair, refurbish non standard, discontinued and vintage hardware.

Labour Rates

The firm rates below shall be inclusive of all labour, tools, equipment, supervision, and work-related equipment to perform the services and repairs. Goods and Services Tax (GST) / Harmonized Sales Tax (HST) will be charged extra to the rates quoted herein.

Services and repairs shall be charged as follows:

REG	YEAR ONE			YEAR TWO			YEAR THREE		
	EST USAGE Per Year	FIRM RATE <i>Per hour</i>	Extension	FIRM RATE <i>Per hour</i>	Extension	FIRM RATE <i>Per hour</i>	Extension	FIRM RATE <i>Per hour</i>	Extension
SHOP LABOUR	60hrs	\$	\$	\$	\$	\$	\$	\$	\$
ON-SITE LABOUR	300hrs	\$	\$	\$	\$	\$	\$	\$	\$
EMERG									
SHOP LABOUR	1hr	\$	\$	\$	\$	\$	\$	\$	\$
ON-SITE LABOUR	1hr	\$	\$	\$	\$	\$	\$	\$	\$
EVALUATION SUBTOTALS			\$	EVAL SUBTOTAL T	\$	EVAL SUBTOTAL U	\$	EVAL SUBTOTAL U	\$

MATERIAL REPLACEMENT PARTS: shall be charged at the laid down cost (which includes invoice cost, transportation costs, exchange, custom and brokerage charges) **plus firm mark-up** of (See below) (which includes purchasing expenses, internal handling, General & Administrative Expenses and profit) excluding Goods and Services Tax, which must be shown as a separate item

YEAR ONE				YEAR TWO				YEAR THREE			
ITEM	EST	MARK- UP	EXTENSIO N	EST	MARK- UP	EXTENSION	EST	MARK- UP	EXTENSION		
MATERIALS	\$30,000.00	+	\$	\$30,000.00	+	\$	\$30,000.00	+	\$		
		%			%						
			\$	EVALUATION		\$	EVALUATION		\$		

EVALUATION SUBTOTAL V	SUBTOTAL W	SUBTOTAL W
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ANNEX "C"

EVALUATION CRITERIA AND BASIS OF SELECTION

Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.

1. Financial Evaluation

The price of the offer will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, FOB destination, Canadian customs duties and excise taxes included.

2. Basis of Selection

An offer must comply with the requirements of the Request for Standing Offers to be declared responsive. The responsive offer with the lowest evaluated aggregate price will be recommended for issuance of a standing offer.

Selection will be based on the lowest aggregate price basis totalling evaluation subtotals
A+B+C+D+E+F+G+H+I+J+K+L+M+N+O+P+Q+R+S+T+U+V+W+X

ANNEX "D"

SECURITY REQUIREMENTS CHECK LIST AVAILABLE ON MERX

(Signatures on file)

ANNEX "E"

PERIODIC USAGE REPORT - SEMI ANNUAL

STANDING OFFER NUMBER: W0103-125099

Reports may be submitted in the format shown below, or as copies of invoices issued for goods supplied and/or services rendered.

Invoices submitted for time and labour, shop or on site, should specify:

- i) work site,
- ii) hourly rate of labour, and hours, or portion thereof, of labour charged and
- iii) total cost of labour.

Reports should be forwarded to the Contracting Authority no later than fifteen (15) days after the designated reporting periods listed below:

- i) July 1, 2013
- ii) December 31, 2013
- iii) July 1, 2014
- iv) December 31, 2014

If the extension period is authorized:

- v) July 1, 2015
- vi) December 31, 2015

Report of Usage, period ending

Item	Quantity	Price	Total Price
		\$	\$
Description of work	Time/hours		Total Price
			\$

Return Report to:

Shaun Miller
Public Works and Government Services Canada
Acquisitions Branch
Pacific Directorate

401-1230 Government St, Victoria, B.C. V8W3X4

Telephone: 250-363-3217

Facsimile: 250-363-0395

Email: Shaun.Miller@pwgsc-tpsgc.gc.ca

In the event you are unable to contact the above noted Authority, please contact:

Martin.Bell@pwgsc-tpsgc.gc.ca

Offerors Signature: _____



Government
of Canada

Gouvernement
du Canada

Contract Number / Numéro du contrat

W0103-12-5099

Security Classification / Classification de sécurité
unclassified

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

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



PART A (continued) / PARTIE A (suite)

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

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

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

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

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

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

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

Special comments:

Commentaires spéciaux : If the contractor is required to access higher security zones, escort will be provided.

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

PRODUCTION

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

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☒ No ☐ Yes
Non Oui



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

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



Government
of Canada

Gouvernement
du Canada

Contract Number / Numéro du contrat

W0103-12-5099

Security Classification / Classification de sécurité
unclassified

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Rick Amot

Acting Contract Supervisor

Telephone No. - N° de téléphone
250-363-7648

Facsimile No. - N° de télécopieur
250-363-5324

E-mail address - Adresse courriel
Richard.Amot@forces.gc.ca

Date

16 Aug 2012

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

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?



No
Non



Yes
Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date