



**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
Bid Receiving Public Works and Government  
Services Canada/Réception des  
soumissions/Travaux publics et Services  
gouvernementaux Canada  
Building S-111  
CFB Petawawa  
Petawawa  
Ontario  
K8H 2X3  
Bid Fax: (613) 687-6656

**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> Service Wet/Dry Sprinkler System	
<b>Solicitation No. - N° de l'invitation</b> W0107-11C296/A	<b>Date</b> 2012-05-02
<b>Client Reference No. - N° de référence du client</b> W0107-11CB296	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$PET-903-1181	
<b>File No. - N° de dossier</b> PET-1-35105 (903)	<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 2012-06-28</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Harrington, Mary-Lou	<b>Buyer Id - Id de l'acheteur</b> pet903
<b>Telephone No. - N° de téléphone</b> (613) 687-0789 ( )	<b>FAX No. - N° de FAX</b> (613) 687-6656
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  Specified Herein Précisé dans les présentes	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

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

**Issuing Office - Bureau de distribution**

Public Works and Government Services Canada Supply and  
Services Operation  
Petawawa Procurement  
Building S-111  
CFB Petawawa  
Petawawa  
Ontario  
K8H 2X3

<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>

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## PART 1 - GENERAL INFORMATION

### 1. Security Requirement

There is no security requirement associated with this document.

### 2. Requirement

For the provision of all labour, equipment, tools, materials, transportation, and supervision to inspect, test and perform minor repairs on all wet and dry pipe sprinkler systems and associated equipment located in various building at CFB Petawawa, Ontario in accordance with the Specification attached as Annex "B".

### 3. Mandatory Site Visit

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for site visit to be held on **June 19, 2012 at 10:00 am. at Bldg. S-111, Room C-114, PWGSC**. Bidders must communicate with the Contracting Authority no later than 5 day(s) before the scheduled visit to confirm attendance and provide the names of the person(s) who will attend. Bidders will be required to sign an attendance form. Bidders should confirm in their bids that they have attended the site visit. Bidders who do not attend or send a representative will not be given an alternative appointment and their bids will be rejected as non-compliant. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

### 4. Debriefings

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

## PART 2 - BIDDER INSTRUCTIONS

### 1. 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 (PWGSC).

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 (2011-05-16) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

### 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 five (5) 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. Applicable Laws

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.

### 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 (this RFP document) (1 hard copy)  
 Section II: Financial Bid (Annex A) (1 hard copy)  
 Section III: Certifications

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 environment 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 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. Bidders shall complete and submit all fill-in pages from the RFP document.

#### Section II: Financial Bid

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

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**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.

**1.1 Technical Evaluation:**

All bids must be completed in full and provide all of the information requested in the bid solicitation to enable full and complete evaluation.

**1.1.1 Mandatory Technical Criteria**

Should any of the following Mandatory Requirements not be met the offer will be considered as non-compliant and shall not be given any further consideration.

- a) Bidders must provide prices for **all** items listed in Annex A;
- B) Bidders must attend the Mandatory Site Visit as detailed in Part 1, General Information, Paragraph 3

**1.2 Financial Evaluation**

**1.2.1** Bids will be assessed to arrive at an aggregate value based on the estimated usage provided herein at Annex "A", FOB Destination as indicated, for three (3) years. The estimated usage provided herein is for the sole purpose of establishing an evaluation tool and are based only on best estimates. They may not reflect the actual usage and do not represent any commitment on the part of Canada.

The Offeror's Unit Prices will be multiplied by the corresponding estimated usage to arrive at an extended price. The aggregate value is the sum of all extended prices.

**2. Basis of Selection**

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**

3.1 Before award of a contract, the following conditions must be met:

- (a) the bidder must hold a valid organization security clearance as indicated in Part 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.

3.2 Canada will not delay the award of any contract to allow bidders to obtain the required clearance.

3.3 For additional information on security requirements, bidders should consult the "[Security Requirements for PWGSC Bid Solicitation - Instructions for Bidders](http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31)" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Website.

## **PART 5 - CERTIFICATIONS PART 5 - CERTIFICATIONS**

Bidders must provide the required certifications or documents to be issued 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 the 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 - \$200,000.00 or more**

1. The Federal Contractors Program (FCP) requires that some suppliers, including a supplier who is a member of a joint venture, bidding for federal government contracts, valued at \$200,000 or more (including all applicable taxes), make a formal commitment to implement employment equity. This is a condition precedent to contract award. If the Bidder, or, if the Bidder is a joint venture and if any member of the joint venture, is subject to the FCP, evidence of its commitment must be provided before the award of the Contract. Suppliers who have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive government contracts over the threshold for solicitation of bids as set out in the *Government Contracts Regulations*. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP for a reason other than the reduction of their workforce to less than 100 employees. Any bids from ineligible contractors, including a bid from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

2. If the Bidder does not fall within the exceptions enumerated in 3.(a) or (b) below, or does not have a valid certificate number confirming its adherence to the FCP, the Bidder must fax (819-953-8768) a copy of the signed form LAB 1168, Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC.

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

The Bidder or the member of the joint venture

(a) ( ) is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;

(b) ( ) is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;

(c) ( ) is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC (having not bid on requirements of \$200,000 or more), in which case a duly signed certificate of commitment is attached;

(d) ( ) is subject to the FCP, and has a valid certificate number as follows: \_\_\_\_\_ (e.g. has not been declared an ineligible contractor by HRSDC.)

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

## 1.2 Documents required:

- 1.2.1 Copy of insurance certificate which meets or exceeds the coverage specified herein.
- 1.2.2 Copy of Worker's Compensation coverage for all applicable employees
- 1.2.3 Copy of your company's most recent, signed Health and Safety Plan as it relates to this work.
- 1.2.4 24/7 phone number or pager service is required as per the specification. Provide number.
- 1.2.5 Copy of security requirement document.

## 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. Until the security screening of the Contractor personnel required by this Contract has been completed satisfactorily by the CISD, PWGSC, the Contractor personnel MAY NOT ENTER sites without an escort.
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

For the provision of all labour, equipment, tools, materials, transportation, and supervision to inspect, test and perform minor repairs on all wet and dry pipe sprinkler systems and associated equipment located in various building at CFB Petawawa, Ontario in accordance with the Specification attached as Annex "B".

### 3. Standard Clauses and Conditions

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All clauses and conditions identified in the Contract by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<http://sacc/pwgsc.gc.ca/sacc/index-e.jsp>) issued by Public Works and Government Services Canada.

### 3.1 General Conditions

2010C (2011-05-16) General Conditions - Services (Medium Complexity), apply to and form part of the Contract.

## 4. Term of Contract

### 4.1 Period of Contract

The period of the Contract is from 01 Aug 2012 to 31 July 2015 inclusive.

## 5. Authorities

### 5.1 Contracting Authority

The Contracting Authority for the Contract is:

Mary Lou Harrington  
Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch, Petawawa Procurement  
Bldg S-111, CFB Petawawa, Ontario  
K8H 2X3

Telephone: 613-687-0789  
Facsimile: 613-687-6656  
E-mail address: marylou.harrington@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 DND Technical Authority

The DND Technical Authority for the Contract is: *(to be completed at contract award)*

Wayne Cook or his designate  
Base Construction Engineers  
Bldg. S-111, CFB Petawawa  
613-687-5511 Loc. 6392

The DND Technical 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 DND Authority, however the DND Technical 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: (As completed by the bidder. To be inserted by PWGSC at the time of issue)

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

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PET-1-35105

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**6. Payment**

**6.1 Basis of Payment**

For the Work described in the Annex A, Pricing Basis I:

In consideration of the Contractor satisfactorily completing the obligations under the Contract, the Contractor will be paid a firm lot price per inspection of \$\_\_\_\_\_ (**insert amount at contract award**). Customs duties are included, Goods and Services Tax or Harmonized Sales Tax is extra if applicable.

**6.2 Basis of Payment - Financial Limitation - Individual Work Authorization for Call-ups against the Contract**

For the Work described in Part II and III of the Pricing Basis in Annex A:

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", Part II and III. All service work will be authorized by the Site Authority using form DND 626, Task Authorization (or other acceptable authorization document). Individual Authorizations must not exceed \$15,000.00 (Goods and Services Tax or Harmonized Sales Tax included).

**6.3 Limitation of Expenditure**

Canada's liability to the Contractor under the authorized work must not exceed the limitation of expenditure specified in the authorized work. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable. No increase in the liability of Canada or in the price of the Work specified in the authorized work resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

**6.4 Payment by Credit Card**

The credit card \_\_\_\_\_ is accepted.

**OR**

The credit cards \_\_\_\_\_ and \_\_\_\_\_ are accepted.

**6.5 SACC Manual Clauses**

C0710C	Time and Contract Price Verification	2007-11-30
H1001B	Multiple Payments	2008-05-12

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## 7. Invoicing Instructions

**7.1** The Contractor must submit invoices in accordance with the information required in Section 08 of 2010C, General Conditions - Services (Medium Complexity).

**7.2** Invoices cannot be submitted until all work identified in the invoice has been completed. Invoices shall be submitted on a monthly basis, in original and one (1) copy to the address below:

Department of National Defence  
Base Construction Engineers  
Bldg. S-111  
CFB Petawawa, Ontario K8H 2X3

## 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 entire contract period. 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. Insurance

### 10.1 Insurance Requirements:

The Contractor must comply with the insurance requirements specified below. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

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

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

### 10.2 Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.

2. The Commercial General Liability policy must include the following:

(a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.

(b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.

(c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.

(d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.

(e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.

(f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.

(g) Employees and, if applicable, Volunteers must be included as Additional Insured.

(h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)

(i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.

(j) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.

(k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

(l) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

(m) 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 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.

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Amd. No. - N° de la modif.

File No. - N° du dossier

PET-1-35105

Buyer ID - Id de l'acheteur

pet903

CCC No./N° CCC - FMS No/ N° VME

W0107-11CB296

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### 11. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) 2010C (2011-05-16) General Conditions - Services (Medium Complexity);
- (c) Annex A, Pricing Basis;
- (d) Annex B, Specification;
- (d) the Contractor's bid dated \_\_\_\_\_ (*insert date of bid*), as amended \_\_\_\_\_ (*insert date(s) of amendment(s), if applicable*)

### 12. SACC Manual Clauses

A9062C	Canadian Forces Site Regulations	2010-01-11
C0711D	Time Verification	2008-05-12

**ANNEX "A"**  
**BASIS OF PAYMENT**

**Year 1 - 01 Aug 2012 to 31 July 2013**

**Year 2 - 01 Aug 2013 to 31 July 2014**

**Year 3 - 01 Aug 2014 to 30 July 2015**

**Pricing Basis I**

Item	Description	Est. Usage Per Year	Unit Of Issue	Lot Price Year 1	Lot Price Year 2	Lot Price Year 3
1.	Lot price for annual inspection, testing and servicing of Wet and Dry Sprinkler Systems as detailed in Annex B . A man lift is mandatory as per Technical Spec Para 4.3 and is to be included in the inspection lot price.	1	Lot			

**Pricing Basis II**

Item	Description	Est. Usage Per Year	Unit Price Year 1	Unit Price Year 2	Unit Price Year 3
2.	Addition of annual Wet or Dry Sprinkler Systems inspection with a total area of coverage up to 5,000 sq m	4			
3.	Addition of annual Wet or Dry Sprinkler Systems inspection with an area of coverage from 5,000 to 10,000 sq m	1			
4.	Addition of annual Wet or Dry Sprinkler Systems inspection with an area of coverage from 10,000 to 15,000 sq m	1			
5.	Addition of annual Wet or Dry Sprinkler Systems inspection with an area of coverage from 15,000 to 20,000 sq m	1			
6.	Addition of Five (5) Year Wet or Dry Sprinkler Systems inspection with a total area of coverage up to 5,000 sq m	1			
7.	Addition of Five (5) Year Wet or Dry Sprinkler Systems inspection with a total area of coverage from 5,000 to 10,000 sq m	1			
8.	Addition of Five (5) Year Wet or Dry Sprinkler Systems inspection with a total area of coverage from 10,000 to 15,000 sq m	1			
9.	Addition of Five (5) Year Wet or Dry Sprinkler	1			

	Systems inspection with a total area of coverage from 15,000 to 20,000 sq m				
10.	Deletion of annual Wet or Dry Sprinkler Systems inspection with a total area of coverage up to 5,000 sq m	2			
11.	Deletion of annual Wet or Dry Sprinkler Systems inspection with an area of coverage from 5,000 to 10,000 sq m	1			
12.	Deletion of annual Wet or Dry Sprinkler Systems inspection with an area of coverage from 10,000 to 15,000 sq m	1			
13.	Deletion of annual Wet or Dry Sprinkler Systems inspection with an area of coverage from 15,000 to 20,000 sq m	1			
14.	Deletion of Five (5) Year Wet or Dry Sprinkler Systems inspection with a total area of coverage up to 5,000 sq m	1			
15.	Deletion of Five (5) Year Wet or Dry Sprinkler Systems inspection with a total area of coverage from 5,000 to 10,000 sq m	1			
16.	Deletion of five (5) year Wet or Dry Sprinkler Systemes inspection with a total area of coverage from 10,000 to 15,000 sq	1			
17.	Deletion of five (5) year Wet or Dry Sprinkler Systems inspection with a total area of coverage from 15,000 to 20,000 sq m	1			

**Pricing Basis III (For Minor repairs)**

Item	Description	Est. Usage per year	Unit Price Year 1	Unit Price Year 2	Unit Price Year 3
18.	First hour to include labour, equipment, transportation and supervision cost and one hour of productive work on site. To be charge only once per call. During normal working hours(0730-1600hrs)	5 calls			
19.	Additional hours of work during normal working hours.	35 hours			
20.	First hour to include labour, equipment, transportation and supervision cost and one hour of productive work on site. To be charge only once per call. After hours or on the weekend/holidays	2 calls			
21.	Additional hours of work after hours or an the weekend/holidays	17 hours			
22.	Man lift rental only for rminor repair work (priced per day).	20 days			
23.	Man lift rental only for minor repair work (priced per week).	12 wks			
24.	Man lift rental only for minor repair work	2 mnths			

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	(priced per month)				
25.	Material at contractors cost plus mark-up	\$5K			

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**ANNEX "B"**  
**SPECIFICATION**

29 June 2011

**Specification for Inspections, Testing, Troubleshooting and Minor Repairs of Wet and Dry pipe Sprinkler Systems at CFB/ASU Petawawa**

Project file number CB296

1) Identification

- a) This requirement is to supply all supervision, transportation, equipment, labour and materials to inspect, test, troubleshooting and perform minor repairs to all wet and dry pipe sprinkler systems and associated equipment identified in this specification on an as when requested basis.

2) Standards

- a) National Building Code (NBC)
- b) Canadian Electrical Code (CEC)
- c) National Plumbing Code (NPC)
- d) Canadian Labour Code (CLC)
- e) Canadian General Standards Board (CGSB)
- f) Canadian Standards Association (CSA)
- g) Underwriters' Laboratories of Canada (ULC)
- h) Trades Qualification and Apprenticeship Act (TQAA)
- i) Fall Arrest Course
- j) National Fire Code (NFC)
- k) National Fire Prevention Association (NFPA)

- 
- l) Ontario Regulations for Sprinkler and Fire Protection Installer
- m) Environmental Protection act
- n) Ontario Occupational Health and Safety act
- 3) Foreseeable Safety Hazards.
- a) Ontario Occupational Health and Safety Act R.S.O. 1990 Part III articles 29 and 30 identifies legislated compliance requirements for Canada (the Owner or Project Owner) dealing directly and indirectly with person(s), other than employees, in the workplace. The Contractor must comply with all of its responsibilities under the Ontario Occupational Health and Safety Act R.S.O. 1990.
- b) Though it is not Canada's responsibility to enforce the Ontario Occupational Health and Safety Act R.S.O. 1990, Canada intends to proactively exercise its obligation to due diligence for Health and Safety of its employees and Contractors. Prior to commencement of work, Canada will require the service provider to provide a task and site specific safety plan regardless of the service provider's obligation under the Ontario Health and Safety Act.
- i) The means small service providers who are not required Provincially to complete an annual Health and Safety Program will be required to provide one as part of this requirement;
- ii) Canada will identify the common medium to high risk tasks. Each requirement should be considered on an individual basis to establish appropriate safety requirements and due diligence. The Service provider's review and subsequent safety plan must be communicated to Canada and their employees should not be relegated to a simple "one size fits all format. Each situation must be tailored specifically in writing to the project at hand.
- iii) Canada will require task specific safety plans with proof of attendance of all the service providers employees, sub contracted employees and if required Canada's effected employees having been briefed. This task specific safety plan will be based on the hazard assessment of the requirement / task.
- c) Canada's due diligence will be exercised by the Project Authority by verifying that the service provider:
- i) has an established and current safety program in force for all employees under contract for this requirement;
- ii) has complied with all applicable WSIB legislation;
- iii) has completed task/requirement specific safety plans and that all employees that will be on site have been briefed;
- iv) is providing their own supervision for safety aspects of the project.
- v) is performing the work in a safe manor using the correct protective equipment.

- 
- d) If the Project Authority observes that the work is being performed in a manner that is contrary to the applicable safety legislation.
- i) The Project Authority will identify the hazard to the service provider's responsible person, who is identified in their safety plan.
  - ii) If the unsafe work practice continues the Project Authority may stop work until the service provider can rectify the unsafe practice. No compensation will be paid to the service provider for work stoppages due to their personnel's unsafe work practices.
  - iii) Canada may require that the service provider replace their personnel if those personnel are repeatedly performing unsafe work.
- e) Common Medium to High Risk Hazards
- i) This is not an all inclusive list but are the most commonly occurring hazards. The service provider must identify all known hazards and communicate them in writing to their employees and other effected people before work commences. Under no circumstances will work proceed without an approved task specific safety plan on a project with the following hazards:
    - (1) Exposure to unexploded ordinance (UXO). When work on this requirement is on a military establishment there is a UXO risk. Canadian Forces Base (CFB) Petawawa and CFB Borden have known UXO risks. Each CFB has a written procedure for access to known areas with UXO hazards. Even in areas that do not require special UXO training, service providers must ensure they inform staff that if for any reason they see what may be a UXO, they must not investigate closer, leave the area and inform the appropriate authorities.
    - (2) Excavation –Extreme care and planning for all excavations (manual and machine) before commencing.
    - (3) Exposures to high voltage / arc flash – many of Canada's facilities operate their own electrical distribution system which is a combination of above and below ground high voltage power distribution. Extreme care and planning must be completed not only when working directly on, or near, electrical equipment but when completing tasks that may cause planned or unplanned exposure to live electrical systems.
    - (4) Working at heights – Canada maintains various types of structures such as buildings, towers, manholes, and training facilities that require persons to be at risk of falling. Extreme care and planning must be completed on all work where there is risk of a fall. This must include not only elevated work but work at ground level (such as over a manhole or on a bridge).
    - (5) Working in confined space – Canada has many different types of confined spaces. Extreme care and planning must be completed on all projects where there is risk associated with entering a confined space. Service providers must comply with Canada's confined space access policy including entry permit process.

- 
- (6) Hot work – Canada's facilities require a hot work permit for all activities listed in their Fire Hall's hot work permit process. Extreme care and planning must be completed on all projects where there is risk of personal injury or fire due to hot work. Many of Canada's facilities use a high pressure and low pressure steam for central heating purposes. Extreme care and planning must be completed on all projects where there is risk of working on steam lines or coming in close proximity.
  - (7) Working with chemicals- Many projects require the use of chemicals to complete them. Extreme care and planning must be completed on all projects where there is risk associated with the use of chemicals. Material Safety Data Sheets must be maintained on site for all chemicals. In addition to the safety issues to persons, care must be taken with regards to the chemical reaction with the surfaces it will come in contact with. Under no circumstances will service provider's chemicals be disposed of in any location or system on Canada's property.
  - (8) Traffic control – In many facilities, Canada maintains its own road system and emergency services responders. Under no circumstances shall the service provider close or inhibit traffic without the appropriate approvals. This allows emergency service responders to adjust routes for emergency responses. In addition to the road networks, Canada has many high traffic parking areas and institution vehicle areas. Extreme care and planning must be completed on all projects where there is risk associated with traffic coming in contact with service provider's employees.
  - (9) Exposure to pressure vessels – many of Canada's facilities contain regulated pressure vessels in areas such as heating systems, boilers and ice making plants. The service provider must ensure that a qualified person is in attendance at all times when installing or maintaining pressure vessels. Extreme care and planning must be completed on all projects where there is risk associated with planned or close proximity work on pressure vessels
  - (10) Requirement to lock out potential energy sources – Canada's facilities contain many potential electrical and mechanical energy sources. It is critical that the service provider investigate all potential energy sources for each project and ensures they have a process for lock out in place. Turning off a device without locking it out is unacceptable. Extreme care and planning must be used on all projects where there is risk associated with electro-mechanical energy sources.
  - (11) Other – at the time of work, if there is other, and there are many known hazards, the Technical Authority and the service provider will agree on what they are and ensure the hazard are covered in the work site specific safety plan.

#### 4) Technical Requirements

##### a) Administration

- i) A company representative must complete the fire safety Construction/Demolition Sites Annex B and return it to the approving authority.

- 
- ii) The Contractor including all employees must attend an annual range safety and unexploded ordinance briefing prior to conducting any work in the Range and Training Area.
  - iii) The contractor will report to BCE contracts section to sign in before starting work and must sign out upon completion of the days work
  - iv) Access to CFB/ASU Petawawa and/or to the work site of this project could be interrupted at anytime with little or no notice by operational and/or security requirements.
  - v) The contractor must follow all manufacturer recommendations for the installation and repair of the Sprinkler Systems / Fire Protection Systems. A copy of manufactures installation and maintenance standards shall be made available to the Technical Authority.
  - vi) All materials to be used for this requirement shall be to pressure rated and size in accordance with NFPA 13 and 25.
  - vii) The inspecting components under this requirement shall be conducted and completed during normal working hours, 07:30 to 16:00 hrs, Monday to Friday during the months of July and August.
  - viii) Any time a sprinkler/fire suppression system is out of service or is to be put out of service the contractor shall notify the unit in that building through the base fire hall local 5555 so a fire picket can be provided.
  - ix) Warranty all materials and workmanship for a minimum period of 90 days from the date of acceptance.
  - x) Chief Fire Inspector or delegated representatives are to witness all tests.
  - xi) All systems to be, placed back in service after the completion of testing.
  - xii) The contractor is responsible to pressure test the systems after each repair and shall provide adequate notice to the technical authority. In the case of a modification or new system the Fire Hall must witness the pressure test to commission the system in addition to the Technical Authority.
  - xiii) The contractor will provide emergency service with a four (4) hour response time and a seven (7) day twenty four (24) hour emergency response telephone line.

xiv) Cleaning will consist of daily policing and clean up for the duration of the work period. On completion of the work requirement all tools, equipment, surplus material and debris will be removed from the work area and the site will be left clean and tidy. All cleaning and disposal operations to comply with local ordinances and anti-pollution laws. There will be no onsite disposal of waste including both interior and exterior bins

b) Wet and Dry pipe requirement shall annually cover:

i) Inspections, Tests and Minor Repairs in accordance with NFPA 25 wet and dry sprinkler systems of various manufactures and age as listed in Annex C.

ii) All test valves shall be flowed for each system.

iii) Inspect and test flow alarms using the inspectors test valves to confirm alarm transmission to the Base Fire Department.

iv) Record time from opening the inspectors test valve and activation of the building fire alarm system.

v) Inspect and test all tamper and supervisory switches to confirm transmission to the Base Fire Department.

vi) Inspect the interior of dry pipe valves.

vii) Visually inspect from ground level sprinkler heads and associated piping for damage.

viii) Inspect Fire Department connections and caps.

c) Documentation

i) Within 5 days of the completion of the inspections, provide a written inspection reports on each system indicating their number, location, status and any deficiencies found as a result of the testing and inspections.

ii) Applicable code references are to be provided if repairs are required or alterations to ensure systems are code compliant.

**Annex B****General/Fire Safety Procedures for Construction/Demolition Sites at CFB Petawawa****Location(s)** (to include both BLDG Number and Civic Address): \_\_\_\_\_**Start Date of Job:** \_\_\_\_\_

A project fire safety plan shall be prepared and submitted to the Fire Prevention Bureau. Fire inspections will be ***IAW NBC of Canada.***

Contractors are to ensure all employees receive not only all the required safety equipment but also ensure all employees are trained in their use IAW ***The Occupational Health and Safety Act (OSHA) Construction Regulations.***

Trailer(s) on site shall be spaced a minimum distance of 5m on all sides and shall be located 10m from all other existing structures.

Dumpsters shall be placed a minimum distance of 3m from buildings. Garbage and combustible materials shall be removed from work area daily and put in dumpsters. Smoking material shall be disposed of in metal containers.

Serviceable fire extinguishers shall be placed at the work site and shall be accessible at all times. The size, type, placement, and quantity of fire extinguishers will be job specific.

A hotwork permit will be issued by the Fire Prevention Bureau at (loc 6111) after an on-site inspection. Regulations contained in the Hotwork Permit will be strictly adhered to.

For hotwork involving welding, cutting, grinding, soldering, and thawing pipes, every worker who may be required to use fire extinguishing equipment shall be trained in its use.

Kettle operators and torch applied roofers shall be trained in the use of fire extinguishers and be knowledgeable in the operations and hazards involved.

Flammable / combustible liquids and gas cylinders are to be stored and used in an approved manner.

Means of egress and exits shall be accessible at all times in occupied areas. Exit and emergency lighting shall remain serviceable.

Onsite storage areas shall be separated from all structures. Spacing shall be determined by the type(s) of hazards being stored. All storage areas shall be secured against unauthorized entry both when working and after hours.

Where part of the building continues to be occupied, that part shall be separated from the construction site by a 1 hr fire separation. AHJ will determine this requirement.

Where tests, repairs or alterations are made to fire protection installations, including fire hydrants, water mains, sprinkler and standpipe systems, a procedure of notification shall be established and approved by the Chief Fire Inspector.

Fire protection equipment shall not be removed from the building or used other than for fire fighting purposes unless pre-approved by the Chief Fire Inspector.

Base Fire Department is to be notified of all road closures and when roads are open.

Contractor is to be given civic address of work site and instructed in the event of an emergency they must give civic address along with the building number to 911 dispatch. Workers shall be familiar with phone locations, emergency equipment and will know their role(s) during an emergency.

A Fire Safety/ Fire Evacuation Plan shall be posted at the worksite.

All applicable warning signs shall be set up around the worksite and will display all hazards involved within that jobsite.

If the contractor cannot meet any of the safety procedures listed in this document or any related document, contact will be made with the Chief Fire Inspector to work out an acceptable solution before the job begins.

A **fire**, as defined in *DAOD 4007-1 Reporting and Investigation of Fire and Incidents* shall be reported to the Base Fire Hall without delay.

***The following information shall be posted around the jobsite and the emergency procedures listed shall be explained to all employees working at the jobsite.***

**IN CASE OF FIRE**

**SHOUT FIRE, FIRE, FIRE.  
ACTIVATE THE NEAREST FIRE ALARM PULL STATION TO NOTIFY  
OCCUPANTS AND FIRE DEPT.  
IF SAFE, USE FIRE EXTINGUISHER TO FIGHT THE FIRE.  
EVACUATE IF UNABLE TO EXTINGUISH THE FIRE.**

**UPON HEARING THE FIRE ALARM**

**STOP WORK IMMEDIATELY.  
CLOSE WINDOWS AND DOORS LEAVE LIGHTS ON.  
EVACUATE OUT THE NEAREST EXIT.  
REPORT TO THE DESIGNATED ASSEMBLY AREA.**

**ASSEMBLY LOCATION**

(example Parking Lot behind building)

**CALL FIRE DEPARTMENT @ 9-1-1 FROM A SAFE LOCATION  
Call 9-1-1 report what type of emergency and ensure civic address is given.  
This pertains to all emergency situations.**

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**Compliance / Authorization by AHJ (authority having jurisdiction)**

**Acknowledge:** I am aware of these regulations requiring compliance with CFB Petawawa Fire Safety Orders and Directives in connection with the work to be performed.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*Supervisor or Individual Performing Work*

Annex "C"  
List of Sprinklers

Building	Type of System	Number of Risers/Alarm Valves
AA-1	WET/DRY	1 (wet) 1 (dry)
AC-1	WET	1
AC-2	WET	1
AC-101	WET/DRY	1 (wet) 1 (dry)
BB-104 CMED	WET	4
BB-104 1 FLD	WET	3
BB-129	WET	2
BB-130	WET	2
BB-134	WET	1
B-21	WET	1
B-104	WET	1
C-39	WET	1
C-40	WET	1
C-50	WET	1
C-53	WET	1
C-103	WET	1
CC-102	WET/PRE-ACTION FOAM	
CC-104	WET	1
CC-120	WET/PRE-ACTION FOAM	
CC-122	WET	1
CC-125	WET/DRY	3 (wet) 1(dry)
CC-127	WET	1
D-57	WET	1
D-104	WET	1
D-105	WET	1
G-104	WET	2
H-35	WET/DRY	1(wet) 1(dry)
H-98	WET	1
H-104	WET	1
H-107	WET	1
H-110	WET	4
H-112	WET	5
H-114	WET	1
H-119	WET	3

H-124	DRY	1
H-126	DRY	1
J-101	WET	1
K-101	WET	1
K-102	WET	1
L-54	WET/DRY	1 (wet) 1 (dry)
L-57	WET	1
L-103	WET	1
L-104	WET	1
N-109	WET	1
O-9	WET	1
P-1	WET	1
P-101	WET	1
P-102	WET	1
P-117	WET/DRY	1 (wet) 3 (dry)
P-118	WET	3
P-119	WET	1
P-146	WET	1
R-102	WET	2
RR-119	WET	1
RR-120	WET	1
S-111	WET	4
S-118	WET	2
W-112	WET	1
Y-101	WET	2
Y-102	WET	2
Z-104	WET	1
Z-105	WET	1
Z-106	WET	1
Z-108	WET	1
Z-120	WET	1
Z-123	WET/DRY	1 (wet) 1(dry)
Z-133	WET	1

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## ANNEX D

SRCL attached as electronic copy.



**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 <b>National Defence</b>	2. Branch or Directorate / Direction générale ou Direction <b>CFB Petawawa Construction Engineers</b>
3. a) Subcontract Number / Numéro du contrat de sous-traitance <b>N/A</b>	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant <b>N/A</b>

4. Brief Description of Work / Brève description du travail  
**Service Contract: Wet & Dry Pipe Sprinkler System Inspection, Testing and Repair**

5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées?  No / Non  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?  No / Non  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)  No / Non  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.  No / Non  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?  No / Non  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"/>
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7. b) Release restrictions / Restrictions relatives à la diffusion

No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>	Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>	Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>

7. c) Level of information / Niveau d'information

PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>



**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui  
If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité :
9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?  No / Non  Yes / Oui

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

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

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis
- |   |   |   |  |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS<br>COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input type="checkbox"/> SECRET<br>SECRET           | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET - SIGINT<br>TRÈS SECRET - SIGINT        | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>ACCÈS AUX EMPLACEMENTS              |   |   |  |
- Special comments:  
Commentaires spéciaux : \_\_\_\_\_

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

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

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

**PRODUCTION**

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

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

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



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

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

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

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).



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**PART D - AUTHORIZATION / PARTIE D - AUTORISATION**

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

Name (print) - Nom (en lettres moulées) Maj.C. Middleton	Title - Titre BCEO	Signature 
Telephone No. - N° de téléphone 613-687-5511-5580	Facsimile No. - N° de télécopieur 613-588-6291	E-mail address - Adresse courriel Christian.Middleton@forces.gc.ca
		Date 17 Nov 11

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

Name (print) - Nom (en lettres moulées) Dawn Murray - DPM Sec 3 SRCL Team Lead Tel: 613-949-1036 / Fax: 613-949-1069 E-Mail: dawn.murray@forces.gc.ca	Title - Titre	Signature 
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
		Date 20 November 2011

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) Joelle Smith	Title - Titre CSA	Signature 
Telephone No. - N° de téléphone 613-948-1726	Facsimile No. - N° de télécopieur 613-954-4171	E-mail address - Adresse courriel joelle.smith@PWGSC.gc.ca
		Date Dec. 9/11