

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

**Bid Receiving
PWGSC
33 City Centre Drive
Suite 480
Mississauga
Ontario
L5B 2N5
Bid Fax: (905) 615-2095**

**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

| | |
|---|--|
| Title - Sujet ELECTRICAL SERVICES | |
| Solicitation No. - N° de l'invitation W7719-115080/A | Date 2012-06-26 |
| Client Reference No. - N° de référence du client W7719-115080 | |
| GETS Reference No. - N° de référence de SEAG PW-\$TOR-014-5955 | |
| File No. - N° de dossier TOR-1-34260 (014) | CCC No./N° CCC - FMS No./N° VME |
| Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-07-20 | Time Zone Fuseau horaire Eastern Daylight Saving Time EDT |
| F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/> | |
| Address Enquiries to: - Adresser toutes questions à: Grozdanovski, Tase | Buyer Id - Id de l'acheteur tor014 |
| Telephone No. - N° de téléphone (905) 615-2080 () | FAX No. - N° de FAX (905) 615-2060 |
| Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE 1133 SHEPPARD AVE W. TORONTO Ontario M3K2C9 Canada | |

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

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

Issuing Office - Bureau de distribution

Public Works and Government Services Canada
Ontario Region
33 City Centre Drive
Suite 480
Mississauga
Ontario
L5B 2N5

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

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PART 1 - GENERAL INFORMATION

1. Introduction

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

Part 1 General Information: provides a general description of the requirement;

Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;

Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;

Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, if applicable, and the basis of selection;

Part 5 Certifications: includes the certifications to be provided;

Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by bidders; and

Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting Contract.

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist, and the Insurance Requirements.

2. Summary

The purpose of this contract is to provide all labour, tools and equipment (excluding materiel) necessary to install, construct, troubleshoot, check, inspect, repair, maintain, commission, test, service and operate building electrical systems including related electrical controls, devices and equipment (including emergency generators). The work includes scheduled inspection(s), testing and maintenance of critical electrical components.

The period of the Contract is from date of Contract to October 31, 2013 inclusive. The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 4 additional 6 month periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

The requirement is limited to Canadian goods and/or services

3. Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions* (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2012-03-02) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: sixty (60) days

Insert: ninety (90) days

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.

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

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 "" 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.

5. Bidders' Conference

A bidders' conference will be held at DRDC - Toronto, 1133 Sheppard Ave. W. Toronto, Ontario on July 10th, 2012. The conference will begin after the mandatory site visit. The scope of the requirement outlined in the bid solicitation will be reviewed during the conference and questions will be answered. It is recommended that bidders who intend to submit a bid attend or send a representative.

Bidders are requested to communicate with the Contracting Authority before the conference to confirm attendance. Bidders should provide, in writing, to the Contracting Authority, the names of the person(s) who will be attending and a list of issues they wish to table at least 1 working day before the scheduled conference. Any clarifications or changes to the bid solicitation resulting from the bidders' conference will be included as an amendment to the bid solicitation.

Bidders who do not attend will not be precluded from submitting a bid.

6. 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 July 10th, 2012 at 10:30am at DRDC - Toronto, 1133 Sheppard Ave. W. Toronto, Ontario. Bidders must communicate with the Contracting Authority no later than 1 day 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.

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 (3 hard copies)

Section II: Financial Bid (2 hard copies)

Section III: Certifications (1 hard copy)

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid. Canada requests that bidders follow the format instructions described below in the preparation of their bid:

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders are encouraged to :

- 1) use paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and

2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Bid

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

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

Section II: Financial Bid

Offerors must submit their financial offer in accordance with the Annex B, Basis of Payment.

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

(a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.

(b) An evaluation team composed of representatives of Canada will evaluate the bids.

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

- (i) The bidder must submit one (1) dedicated master electrician who is licensed in the Province of Ontario as per s. 8 of the SOW.
- (ii) The bidder must have a minimum of 5 years experience in a comparable industrial, medical or research setting.
- (iii) The bidder must have general knowledge of fire alarm systems.
- (iv) The bidder must have thorough knowledge of legislated safety requirements, codes, standards and regulations.
- (v) The bidder must have experience with Building Automation Systems and computerized maintenance systems.

(vi) The bidder must have strong communication skills (written and verbal) in English.

1.1.2 Point Rated Technical Criteria

A. Operational Plan (26 Points)

- (i) Provision of all equipment and tools necessary to fulfill the contract specifications. (5 Points)
- (ii) Understanding and experience in arranging and coordinating support services from provincial, municipal and local authorities. (5 Points)
- (iii) Approach to the procurement, supply and distribution of materials, parts, equipment, supplies and consumables. (5 Points)
- (iv) Contingency plan to provide service in event of labour disruptions. (11 Points)

B. Corporate Experience (15 Points)

- (i) Facility population serviced (3 points)
- (ii) Approx. square meters (square feet) facilities serviced (3 points)
- (iii) Bidder has detailed electrical operations & maintenance experience; has demonstrated ability to install, troubleshoot, maintain, service, repair and replace. (6 points)
- (iv) Bidder has knowledge and experience with emergency generator testing and inspection. (3 points)

C. References (57 Points)

To demonstrate this experience, the bidder must provide one (1) but no more than three (3) references, detailing *similar operations, currently or previously managed by the bidder's firm as follows:

- (i) Name and location of organization for whom work was done;
- (ii) Name and telephone number of an individual who may be contacted in regard to your firm's performance and the information you have addressed herein;
- (iii) Type of operating environment, i.e. industrial, commercial etc;
- (iv) Length of time your firm has provided service for the named organization;
- (v) Type(s) of service provided and the extent of service provided; and
- (vi) Population supported/serviced.

* similar - for the purpose of evaluation similar means the extent of comparability in terms of scope, magnitude, operating environment and business sector.

References will be consulted and the responses will be rated. If more than 3 references are submitted, only the first 3 in the order as they appear in the bid, will be consulted. For each references submitted, a maximum of 19 points may be achieved per reference for a total of 57 points (to be added to the maximum of 17 points noted above). Example - If you submit two (2) references, the maximum total

score you can achieve will be 38 points, if one (1) reference submitted, maximum total score you can achieve will be 19 points.

Bidder will automatically receive zero point for each reference with incorrect reference contact information.

1.2 Financial Evaluation

1.1.1 The Bidder must complete and submit with it's bid, Annex B - Basis of Payment.

1.1.2 The price of the bid will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded.

1.1.3 The price used for evaluation will be calculated as follows:

Evaluated Price = Estimated usage X Unit prices

2. Basis of Selection

1. To be declared responsive, a bid must:

(a) comply with all the requirements of the bid solicitation;

(b) meet all mandatory criteria; and

(c) obtain the required minimum of 69 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 98 points.

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

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

4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60 % .

5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40 %.

6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.

7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

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

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

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

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications to be awarded a contract. Canada will declare a bid non-responsive if the required certifications are not completed and submitted as requested. Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract. The Contracting Authority will have the right to ask for additional information to verify bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

1. Certifications Precedent to Contract Award

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

1.1 Federal Contractors Program - Certification

- 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 (<http://www.servicecanada.gc.ca/cgi-bin/search/eforms/index.cgi?app=profile&form=lab1168&dept=sc&lang=e>), 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 (<http://www.hrsdc.gc.ca/eng/labour/equality/fcp/index.shtml>) is available on the HRSDC Web site.

1.2 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, in the context of the fee abatement formula, a pension or annual allowance paid under the Public Service Superannuation Act (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the Supplementary Retirement Benefits Act, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the Canadian Forces Superannuation Act, R.S., 1985, c. C-17, the Defence Services Pension Continuation Act, 1970, c. D-3, the Royal Canadian Mounted Police Pension Continuation Act, 1970, c. R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c. R-11, the Members of Parliament Retiring Allowances Act, R.S. 1985, c. M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

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

If so, the Offeror must provide the following information:

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

Work Force Reduction Program

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

If so, the Offeror must provide the following information:

- (a) name of former public servant;
- (b) conditions of the lump sum payment incentive;
- (c) date of termination of employment;
- (d) amount of lump sum payment;
- (e) rate of pay on which lump sum payment is based;
- (f) period of lump sum payment including start date, end date and number of weeks;

(g) number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

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

Certification

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

1.3 Canadian Content Certification

This procurement is limited to Canadian services.

The Bidder certifies that:

() the service offered is a Canadian service as defined in paragraph 2 of clause A3050T.

1.3.1. SACC Manual clause A3050T (2010-01-11) Canadian Content Definition.

1.4 Status and Availability of Resources

1.4.1 SACC Manual clause A3005T (2010-08-16), Status and Availability of Resources

1.6 Education and Experience

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

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

1. Security Requirement

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

(a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;

(b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;

(c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.

2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.

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

2. Insurance Requirements

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Annex D.

If the information is not provided in the bid, 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.

PART 7 - RESULTING CONTRACT CLAUSES

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

1. Statement of Work

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

2. Standard Clauses and Conditions

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

2.1 General Conditions

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

3. 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 C;
- (b) Industrial Security Manual (Latest Edition).

4. Term of Contract

4.1 Period of the Contract

The period of the Contract is from date of Contract to October 31, 2013 inclusive.

4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 4 additional 6 month period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 5 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Tase Grozdanovski
 Title: Supply Specialist
 Public Works and Government Services Canada
 Acquisitions Branch
 Ontario Region
 33 City Centre Drive
 Mississauga, ON
 L5B 2N5

Telephone: (905) 615-2080

Facsimile: (905) 615-2060

E-mail address: tase.grozdanovski@pwgsc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

5.2 Project Authority

The Project Authority for the Contract is: (to be provided at time of contract award)

Name: _____

Title: _____

Organization: _____

Solicitation No. - N° de l'invitation

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tor014

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File No. - N° du dossier

TOR-1-34260

CCC No./N° CCC - FMS No/ N° VME

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

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

5.3 Contractor's Representative

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: ____ - ____ - _____
Facsimile: ____ - ____ - _____
E-mail address: _____

6. Payment

6.1 Basis of Payment

For the Work described in Annex A:

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

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

6.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$_____. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

A. when it is 75 percent committed, or

- B. four (4) months before the contract expiry date, or
C. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6.3 Monthly Payment

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

6.4 Time Verification

SACC Manual clause C0710C (2007-11-30) Time and Contract Price Verification

7. Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed. Instruction to contracting officers: Use the following paragraph when invoices must be accompanied by supporting documents. The documents listed are examples only and must be revised to reflect the requirement.

Each invoice must be supported by:

- (a) a copy of time sheets to support the time claimed;
- (b) a copy of the monthly progress report.

2. Invoices must be distributed as follows:

- (a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
- (b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

8. Certifications

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

8.2 SACC Manual Clauses

SACC Manual clause A3060C (2008-05-12) Canadian Content Certification

9. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____. (*Insert the name of the province or territory as specified by the bidder in its bid, if applicable.*)

10. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2012-03-02), General Conditions - Higher Complexity - Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) Annex D, Insurance Requirements;
- (g) the Contractor's bid dated _____ (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award.*), as clarified on _____ " *or* ", as amended on _____ " *and* *insert date(s) of clarification(s) or amendment(s).*

11. Defence Contract

SACC Manual clause A9006C (2008-05-12) Defence Contract

12. Insurance Requirements

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

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

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

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tor014

CCC No./N° CCC - FMS No/ N° VME

ANNEX A

STATEMENT OF WORK

Please see attached.

ANNEX B**BASIS OF PAYMENT**

1.0 FIRM MONTHLY RATES AND FIRM HOURLY RATES FOR THE CONTRACT PERIOD: From date of Contract to October 31, 2013 inclusive.

1.1 Day-to-Day Service (3 consecutive days per week, Monday to Friday): Firm monthly labour rate for on-site daily operations of routine, preventive and corrective maintenance during regular working hours (0700-1600), Days of the week to be determine at time of award.

1.1.1 FIRM MONTHLY RATE

| CATEGORY | FIRM MONTHLY RATE |
|--------------------|-------------------|
| Master Electrician | \$ |

1.2 TRADE LABOUR RATE (Per Hour) – Firm hourly rate for routine and corrective maintenance within normal working hours for an additional electrician on an “as and when” required basis.

1.2.1 FIRM HOURLY RATE

| CATEGORY | FIRM HOURLY RATE |
|--------------------|------------------|
| Master Electrician | \$ |

1.3 EMERGENCY AND CALL BACK SERVICE – firm hourly rate for emergency and call back (ECB) service as and when requested, 24/7, 365 days per year. Charges apply to emergency or call back services only and are not applicable if the contractor is already on site for other work. Rates include tools, equipment, truck charge, travel, supervision and other overhead costs.

ECB-1 = Outside Regular Working Hours – Monday to Friday, 1600 – 0700

ECB-2 = Outside Regular Working Hours – Saturday, Sundays and Government of Canada statutory holidays

ECB-3 = Regular Working Hours – Monday to Friday, 0700-1600

1.3.1 FIRM HOURLY RATE

| | FIRM HOURLY RATE | | |
|--------------------|------------------|---------|---------|
| | ECB - 1 | ECB - 2 | ECB - 3 |
| Master Electrician | \$ | \$ | \$ |

1.3.2 HIGH VOLTAGE SERVICE - FIRM HOURLY RATE

| | HIGH VOLTAGE SERVICE - FIRM HOURLY RATE | | |
|-----------------------------------|--|----------------|----------------|
| | ECB - 1 | ECB - 2 | ECB - 3 |
| Licensed high voltage electrician | \$ | \$ | \$ |
| Master Electrician | \$ | \$ | \$ |

1.3.3 HIGH VOLTAGE SERVICE – FLAT TRUCK CHARGE PER CALL UP

| | HIGH VOLTAGE SERVICE – FLAT TRUCK CHARGE PER CALL UP | | |
|--------------|---|----------------|----------------|
| | ECB - 1 | ECB - 2 | ECB - 3 |
| Truck Charge | \$ | \$ | \$ |

C. MATERIAL, and CONSUMABLES

The Contractor will be reimbursed for the direct expenses reasonably and properly incurred in the purchase of Materials and Consumables in the execution of call back service (as per Appendix 1, B). These expenses will be paid at actual cost without mark-up, upon submission of an itemized statement supported by original receipt vouchers. Reimbursed cost will include ECB-1, ECB-2, and ECB-3 labour (as per Appendix 1, B).

D. PARTS, MATERIEL AND CONSUMABLES

The Contractor will be reimbursed for the direct expenses reasonably and properly incurred in the purchase of Parts, Materials and Consumables in accordance with Section 12, Annex A Statement of Work. These expenses will be paid at actual cost without mark-up, upon submission of an itemized statement supported by original receipt vouchers.

Materials/Parts Estimated Cost : \$25,000/per year
Consumables Estimated Cost : \$10,000/per year

2.0 FIRM MONTHLY RATES AND FIRM HOURLY RATES FOR OPTIONAL CONTRACT PERIOD :
November 1st, 2013 to April 30th, 2014

2.1 Day-to-Day Service (3 consecutive days per week, Monday to Friday): Firm monthly labour rate for on-site daily operations of routine, preventive and corrective maintenance during regular working hours (0700-1600), Days of the week to be determine at time of award.

2.1.1 FIRM MONTHLY RATE

| CATEGORY | FIRM MONTHLY RATE |
|--------------------|-------------------|
| Master Electrician | \$ |

2.2 TRADE LABOUR RATE (Per Hour) – Firm hourly rate for routine and corrective maintenance within normal working hours for an additional electrician on an “as and when” required basis.

2.2.1 FIRM HOURLY RATE

| CATEGORY | FIRM HOURLY RATE |
|--------------------|------------------|
| Master Electrician | \$ |

2.3 EMERGENCY AND CALL BACK SERVICE – firm hourly rate for emergency and call back (ECB) service as and when requested, 24/7, 365 days per year. Charges apply to emergency or call back services only and are not applicable if the contractor is already on site for other work. Rates include tools, equipment, truck charge, travel, supervision and other overhead costs.

ECB-1 = Outside Regular Working Hours – Monday to Friday, 1600 – 0700

ECB-2 = Outside Regular Working Hours – Saturday, Sundays and Government of Canada statutory holidays

ECB-3 = Regular Working Hours – Monday to Friday, 0700-1600

2.3.1 FIRM HOURLY RATE

| | FIRM HOURLY RATE | | |
|--------------------|------------------|---------|---------|
| | ECB - 1 | ECB - 2 | ECB - 3 |
| Master Electrician | \$ | \$ | \$ |

2.3.2 HIGH VOLTAGE SERVICE - FIRM HOURLY RATE

| | HIGH VOLTAGE SERVICE - FIRM HOURLY RATE | | |
|-----------------------------------|--|----------------|----------------|
| | ECB - 1 | ECB - 2 | ECB - 3 |
| Licensed high voltage electrician | \$ | \$ | \$ |
| Master Electrician | \$ | \$ | \$ |

2.3.3 HIGH VOLTAGE SERVICE – FLAT TRUCK CHARGE PER CALL UP

| | HIGH VOLTAGE SERVICE – FLAT TRUCK CHARGE PER CALL UP | | |
|--------------|---|----------------|----------------|
| | ECB - 1 | ECB - 2 | ECB - 3 |
| Truck Charge | \$ | \$ | \$ |

C. MATERIAL, and CONSUMABLES

The Contractor will be reimbursed for the direct expenses reasonably and properly incurred in the purchase of Materials and Consumables in the execution of call back service (as per Appendix 1, B). These expenses will be paid at actual cost without mark-up, upon submission of an itemized statement supported by original receipt vouchers. Reimbursed cost will include ECB-1, ECB-2, and ECB-3 labour (as per Appendix 1, B).

D. PARTS, MATERIEL AND CONSUMABLES

The Contractor will be reimbursed for the direct expenses reasonably and properly incurred in the purchase of Parts, Materials and Consumables in accordance with Section 12, Annex A Statement of Work. These expenses will be paid at actual cost without mark-up, upon submission of an itemized statement supported by original receipt vouchers.

Materials/Parts Estimated Cost : \$25,000/per year
Consumables Estimated Cost : \$10,000/per year

3.0 FIRM MONTHLY RATES AND FIRM HOURLY RATES FOR OPTIONAL CONTRACT PERIOD :
May 1st, 2014 to October 31st, 2014.

3.1 Day-to-Day Service (3 consecutive days per week, Monday to Friday): Firm monthly labour rate for on-site daily operations of routine, preventive and corrective maintenance during regular working hours (0700-1600), Days of the week to be determine at time of award.

3.1.1 FIRM MONTHLY RATE

| CATEGORY | FIRM MONTHLY RATE |
|--------------------|-------------------|
| Master Electrician | \$ |

3.2 TRADE LABOUR RATE (Per Hour) – Firm hourly rate for routine and corrective maintenance within normal working hours for an additional electrician on an “as and when” required basis.

3.2.1 FIRM HOURLY RATE

| CATEGORY | FIRM HOURLY RATE |
|--------------------|------------------|
| Master Electrician | \$ |

3.3 EMERGENCY AND CALL BACK SERVICE – firm hourly rate for emergency and call back (ECB) service as and when requested, 24/7, 365 days per year. Charges apply to emergency or call back services only and are not applicable if the contractor is already on site for other work. Rates include tools, equipment, truck charge, travel, supervision and other overhead costs.

ECB-1 = Outside Regular Working Hours – Monday to Friday, 1600 – 0700

ECB-2 = Outside Regular Working Hours – Saturday, Sundays and Government of Canada statutory holidays

ECB-3 = Regular Working Hours – Monday to Friday, 0700-1600

3.3.1 FIRM HOURLY RATE

| | FIRM HOURLY RATE | | |
|--------------------|------------------|---------|---------|
| | ECB - 1 | ECB - 2 | ECB - 3 |
| Master Electrician | \$ | \$ | \$ |

3.3.2 HIGH VOLTAGE SERVICE - FIRM HOURLY RATE

| | HIGH VOLTAGE SERVICE - FIRM HOURLY RATE | | |
|-----------------------------------|--|----------------|----------------|
| | ECB - 1 | ECB - 2 | ECB - 3 |
| Licensed high voltage electrician | \$ | \$ | \$ |
| Master Electrician | \$ | \$ | \$ |

3.3.3 HIGH VOLTAGE SERVICE – FLAT TRUCK CHARGE PER CALL UP

| | HIGH VOLTAGE SERVICE – FLAT TRUCK CHARGE PER CALL UP | | |
|--------------|---|----------------|----------------|
| | ECB - 1 | ECB - 2 | ECB - 3 |
| Truck Charge | \$ | \$ | \$ |

C. MATERIAL, and CONSUMABLES

The Contractor will be reimbursed for the direct expenses reasonably and properly incurred in the purchase of Materials and Consumables in the execution of call back service (as per Appendix 1, B). These expenses will be paid at actual cost without mark-up, upon submission of an itemized statement supported by original receipt vouchers. Reimbursed cost will include ECB-1, ECB-2, and ECB-3 labour (as per Appendix 1, B).

D. PARTS, MATERIEL AND CONSUMABLES

The Contractor will be reimbursed for the direct expenses reasonably and properly incurred in the purchase of Parts, Materials and Consumables in accordance with Section 17, Annex A Statement of Work. These expenses will be paid at actual cost without mark-up, upon submission of an itemized statement supported by original receipt vouchers.

Materials/Parts Estimated Cost : \$25,000/per year
Consumables Estimated Cost : \$10,000/per year

4.0 FIRM MONTHLY RATES AND FIRM HOURLY RATES FOR OPTIONAL CONTRACT PERIOD :
November 1st, 2014 to April 30th, 2015

4.1 Day-to-Day Service (3 consecutive days per week, Monday to Friday): Firm monthly labour rate for on-site daily operations of routine, preventive and corrective maintenance during regular working hours (0700-1600), Days of the week to be determine at time of award.

4.1.1 FIRM MONTHLY RATE

| CATEGORY | FIRM MONTHLY RATE |
|--------------------|-------------------|
| Master Electrician | \$ |

4.2 TRADE LABOUR RATE (Per Hour) – Firm hourly rate for routine and corrective maintenance within normal working hours for an additional electrician on an “as and when” required basis.

4.2.1 FIRM HOURLY RATE

| CATEGORY | FIRM HOURLY RATE |
|--------------------|------------------|
| Master Electrician | \$ |

4.3 EMERGENCY AND CALL BACK SERVICE – firm hourly rate for emergency and call back (ECB) service as and when requested, 24/7, 365 days per year. Charges apply to emergency or call back services only and are not applicable if the contractor is already on site for other work. Rates include tools, equipment, truck charge, travel, supervision and other overhead costs.

ECB-1 = Outside Regular Working Hours – Monday to Friday, 1600 – 0700

ECB-2 = Outside Regular Working Hours – Saturday, Sundays and Government of Canada statutory holidays

ECB-3 = Regular Working Hours – Monday to Friday, 0700-1600

4.3.1 FIRM HOURLY RATE

| | FIRM HOURLY RATE | | |
|--------------------|------------------|---------|---------|
| | ECB - 1 | ECB - 2 | ECB - 3 |
| Master Electrician | \$ | \$ | \$ |

4.3.2 HIGH VOLTAGE SERVICE - FIRM HOURLY RATE

| | HIGH VOLTAGE SERVICE - FIRM HOURLY RATE | | |
|-----------------------------------|--|----------------|----------------|
| | ECB - 1 | ECB - 2 | ECB - 3 |
| Licensed high voltage electrician | \$ | \$ | \$ |
| Master Electrician | \$ | \$ | \$ |

4.3.3 HIGH VOLTAGE SERVICE – FLAT TRUCK CHARGE PER CALL UP

| | HIGH VOLTAGE SERVICE – FLAT TRUCK CHARGE PER CALL UP | | |
|--------------|---|----------------|----------------|
| | ECB - 1 | ECB - 2 | ECB - 3 |
| Truck Charge | \$ | \$ | \$ |

C. MATERIAL, and CONSUMABLES

The Contractor will be reimbursed for the direct expenses reasonably and properly incurred in the purchase of Materials and Consumables in the execution of call back service (as per Appendix 1, B). These expenses will be paid at actual cost without mark-up, upon submission of an itemized statement supported by original receipt vouchers. Reimbursed cost will include ECB-1, ECB-2, and ECB-3 labour (as per Appendix 1, B).

D. PARTS, MATERIEL AND CONSUMABLES

The Contractor will be reimbursed for the direct expenses reasonably and properly incurred in the purchase of Parts, Materials and Consumables in accordance with Section 12, Annex A Statement of Work. These expenses will be paid at actual cost without mark-up, upon submission of an itemized statement supported by original receipt vouchers.

| | |
|-----------------|------------------------------------|
| Materials/Parts | Estimated Cost : \$25,000/per year |
| Consumables | Estimated Cost : \$10,000/per year |

5.0 FIRM MONTHLY RATES AND FIRM HOURLY RATES FOR OPTIONAL CONTRACT PERIOD :
May 1st, 2015 to October 31st, 2015.

5.1 Day-to-Day Service (3 consecutive days per week, Monday to Friday): Firm monthly labour rate for on-site daily operations of routine, preventive and corrective maintenance during regular working hours (0700-1600), Days of the week to be determine at time of award.

5.1.1 FIRM MONTHLY RATE

| CATEGORY | FIRM MONTHLY RATE |
|--------------------|-------------------|
| Master Electrician | \$ |

5.2 TRADE LABOUR RATE (Per Hour) – Firm hourly rate for routine and corrective maintenance within normal working hours for an additional electrician on an “as and when” required basis.

5.2.1 FIRM HOURLY RATE

| CATEGORY | FIRM HOURLY RATE |
|--------------------|------------------|
| Master Electrician | \$ |

5.3 EMERGENCY AND CALL BACK SERVICE – firm hourly rate for emergency and call back (ECB) service as and when requested, 24/7, 365 days per year. Charges apply to emergency or call back services only and are not applicable if the contractor is already on site for other work. Rates include tools, equipment, truck charge, travel, supervision and other overhead costs.

ECB-1 = Outside Regular Working Hours – Monday to Friday, 1600 – 0700

ECB-2 = Outside Regular Working Hours – Saturday, Sundays and Government of Canada statutory holidays

ECB-3 = Regular Working Hours – Monday to Friday, 0700-1600

5.3.1 FIRM HOURLY RATE

| | FIRM HOURLY RATE | | |
|--------------------|------------------|---------|---------|
| | ECB - 1 | ECB - 2 | ECB - 3 |
| Master Electrician | \$ | \$ | \$ |

5.3.2 HIGH VOLTAGE SERVICE - FIRM HOURLY RATE

| | HIGH VOLTAGE SERVICE - FIRM HOURLY RATE | | |
|-----------------------------------|--|----------------|----------------|
| | ECB - 1 | ECB - 2 | ECB - 3 |
| Licensed high voltage electrician | \$ | \$ | \$ |
| Master Electrician | \$ | \$ | \$ |

5.3.3 HIGH VOLTAGE SERVICE – FLAT TRUCK CHARGE PER CALL UP

| | HIGH VOLTAGE SERVICE – FLAT TRUCK CHARGE PER CALL UP | | |
|--------------|---|----------------|----------------|
| | ECB - 1 | ECB - 2 | ECB - 3 |
| Truck Charge | \$ | \$ | \$ |

C. MATERIAL, and CONSUMABLES

The Contractor will be reimbursed for the direct expenses reasonably and properly incurred in the purchase of Materials and Consumables in the execution of call back service (as per Appendix 1, B). These expenses will be paid at actual cost without mark-up, upon submission of an itemized statement supported by original receipt vouchers. Reimbursed cost will include ECB-1, ECB-2, and ECB-3 labour (as per Appendix 1, B).

D. PARTS, MATERIEL AND CONSUMABLES

The Contractor will be reimbursed for the direct expenses reasonably and properly incurred in the purchase of Parts, Materials and Consumables in accordance with Section 17, Annex A Statement of Work. These expenses will be paid at actual cost without mark-up, upon submission of an itemized statement supported by original receipt vouchers.

| | |
|-----------------|------------------------------------|
| Materials/Parts | Estimated Cost : \$25,000/per year |
| Consumables | Estimated Cost : \$10,000/per year |

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tor014

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

W7719-115080

CCC No./N° CCC - FMS No/ N° VME

ANNEX C

SECURITY REQUIREMENTS CHECK LIST

Please see attached.

ANNEX D

INSURANCE REQUIREMENTS

1.0 Commercial General Liability Insurance

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

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

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

B. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.

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

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

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

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

G. Employees and, if applicable, Volunteers must be included as Additional Insured.

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

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

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

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

L. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

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

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

For the province of Quebec, send to:

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

For other provinces and territories, send to:

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

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

2.0 Automobile Liability Insurance

1. The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence.
2. The policy must include the following:
 - A. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
 - B. Accident Benefits - all jurisdictional statutes
 - C. Uninsured Motorist Protection
 - D. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

ANNEX A
STATEMENT OF WORK

1.0 Site of Work

Defence Research & Development (R&D) Canada – Toronto
1133 Sheppard Ave West
Toronto ON
M3K 2C9

2.0 Buildings

- .1 Building 54 - Research Facility: Laboratories and offices, two-storey, constructed in 1988, main electrical service upgraded in 2005/06
- .2 Building 54A - Research Facility: Laboratories and offices, single floor trailer, 1970 construction
- .3 Building 201- Research Facility: Laboratories and offices, two-storey plus basement & mechanical penthouse, constructed between 1952 and 1975, complete replacement of electrical service and distribution between 2004 and 2008
- .4 Building 203 - Maintenance – Industrial/Workshop: Shop building, single floor, built in 1953
- .5 Building 213 - Bulk Storage: Warehouse, single floor with mezzanine, constructed in 1985 with new addition in 2010
- .6 Building 214 - Heating Plant: Boiler plant, single floor, constructed in 1995
- .7 Building 215 - Guardhouse: Guardhouse, single floor, constructed in 1988
- .8 Trailers: Three temporary trailers, office space, single floor, installed in 2004.

3.0 Definitions

The following definitions apply:

- a. **Site Authority (SA)** is the DRDC Toronto Group Leader/Infrastructure & Environment Services Group or his/her authorized representative;

The Site Authority for this contract is Mr. Tony Bianchi.

- b. **Technical Authority (TA)** is designated by the Site Authority as the qualified point of contact for all routine matters under this contract;

The Technical Authority for this contract is Mr. Donald Church.

- c. **Licensed Master Electrician** means a person qualified and certified in the Province of Ontario to install, maintain, test, troubleshoot and repair electrical wiring, fixtures, control devices and related equipment in buildings and other structures;

- d. **Maintenance** means all necessary repairs and modifications to installed systems and replacement of defective/damaged parts, components and other accessories;
- e. **Electrical equipment/appliance** is an electricity-consuming device or apparatus (including the cable) that is connected to or is capable of being connected to an electrical installation;
- f. **Electrical installation** is all wiring, wiring enclosure switchgear, control and protective gear appliances and any other component permanently connected to or associated with the wiring that is on the premises to which electricity is or is intended to be supplied through a distribution network.
- g. **Applicable Legislation** means all applicable legislation, regulations, by-laws, codes, rules, standards, policies, procedures, promulgated by any federal, provincial, and municipal government body, including those of its agencies, having authority over DRDC Toronto buildings and site.
- h. **Check** means a visual observation to ensure the device or system is in place and is not obviously damaged or obstructed;
- i. **Inspect** means physical examination to determine that the device or system will apparently perform in accordance with its intended function;
- j. **Test** means operation of device or system to ensure that it will perform in accordance with its intended operation or function.
- k. **Emergency Call back:** An “emergency callback” means a service request or other request for service placed outside of normal working hours (or contract hours) and of such a nature that response cannot wait for the resumption of the next day’s normal working hours.
- l. **On Call Standby Service:** means the Contractor must remain available to be called back to the work site on short notice if the need arises by the designated representative.
- m. **DRDC Toronto** means Defence Research Development Canada, Toronto
- n. **PWGSC means** Public Works and Government Services Canada

4.0 Contractor’s Use of Site

- .1 Contractor must adhere to all Site Regulations as directed by the SA/TA for Defence Research and Development Canada – Toronto, (DRDC – Toronto) or representative thereof. The Contractor undertakes and agrees to comply with all Standing Orders or other Regulations in force on the Site where the Work is to be performed, relating to the life safety and health of all persons on the Site, the protection of DND property from any and all causes including fire, environmental spill and site security, etc.

5.0 Safety and Health Requirements

- .1 Establishment Safety and Health Regulations:
 - .1 Contractors must adhere to DRDC-Toronto Safety and Health Regulations.

- .2 DND safety and environmental policies, all contracts stipulate that contractors must be appropriately licensed by the Province of Ontario, and must comply with the most current regulations, standards and codes as applicable to their profession, health and safety, and the environment.
- .2 Smoking Restrictions
 - .1 Smoking is strictly prohibited in Department of National Defence (DND) buildings.
- .3 Safety Requirements
 - .1 WHMIS: Comply with requirements of Workplace Hazardous Materials Information Systems (WHMIS) regarding use, handling, storage and disposal of hazardous materials; and regarding labelling and provision of Material Safety Data Sheets (MSDS) acceptable to Canada Labour Code, and Health Canada.
 - .2 The Contractor must ensure that all personnel are properly trained and educated in the safe handling of all hazardous materials which may be used or encountered for the Work on DND property in accordance with all current acts and regulations pertaining to hazardous materials. The requirement for the Contractor to submit proof of this is at the discretion of the SA/TA or representative thereof.
 - .3 The Contractor must accept liability and indemnify the Department of National Defence and the Federal Government of Canada in the event of injury and damage, claim or action arising from the Contractor's failure to comply with these acts and regulations.
 - .4 Safety precautions in accordance with current regulations set out by the appropriate regulating authority and the most stringent standards are to be enforced at all times by the Contractor.
 - .5 The Contractor must make every endeavour to safeguard health and safety of people in and around the Property against any perils when conducting electrical services.

6.0 Environmental Protection

- .1 All Work to be performed in accordance with all current National Environmental Regulations and/or any current application of Provincial or Municipal Environmental Regulations.
- .2 In case of conflict or discrepancy, the Regulation with the more stringent requirement must apply.

7.0 Scope of work

- 7.1 The purpose of this contract is to provide all labour, tools and equipment (excluding materiel) necessary to install, construct, troubleshoot, check, inspect, repair, maintain, commission, test, service and operate building electrical systems including related electrical controls, devices and equipment (including emergency generators). The work includes scheduled inspection(s), testing and maintenance of critical electrical components.
- 7.2 The contractor must perform maintenance, repairs, modifications, replacements and installation of electrical equipment and systems to include wiring, conduit, junction boxes, relays, switches, starters, receptacles, breakers, panel boxes, fixtures, electric motors, disconnects, motor control centres, lighting systems, re-lamping, ballast replacement, major and minor appliances, electrically powered equipment, battery and DC systems and other similar type equipment.
- 7.3 The contractor must perform routine and preventative maintenance on electrical equipment and systems to include switch gear, breakers, panel boxes, relays, transformers, emergency generators, emergency lighting systems, motor controllers, equipment battery system and other similar type equipment.
- 7.4 All work performed under this contract must be in accordance with the requirements stipulated under the most recent edition of the Canadian Electrical Code and all related regulations, codes, and standards.
- 7.5 The Contractor must:
- a. read and interpret drawings, schematics and electrical code specifications to determine the layout of electrical equipment installations;
 - b. install, examine, inspect, test, check, replace or repair electrical systems and equipment including electrical wiring, switch boxes, breakers, panel boxes, relays, emergency generators, lighting, and other electrical components;
 - c. Install (e.g. pull) wire through conduits and through holes in walls and floors;
 - d. Install brackets and hangers to support electrical distribution system and equipment;
 - e. Install, replace and repair lighting fixtures and electrical control and distribution equipment (e.g. switches, relays and circuit breaker panel);
 - f. Test circuits; Test electrical systems, circuits in electrical wiring equipment and fixtures;
 - g. Troubleshoot and isolate faults and remove and replace faulty parts;
 - h. Assemble, install, test and maintain electrical or electronic wiring, equipment, appliances, apparatus and fixtures;
 - i. Diagnose malfunctioning systems to identify hazards, defects and need for adjustment or repair
 - j. Test electrical systems, circuits in the electrical wiring, equipment and fixture;
 - k. Install ground leads and wires, switch boxes, circuit breaker panels and conduits for wall wiring;
 - l. Perform motor repair as required.
 - m. Provide the necessary "Danger/Out of Service tags" (lock out tags) for electrically isolated work.
 - n. Provide identification for electrical system (including verifying and updating lighting and power panel directory and panel and switch identification/labeling).
 - o. Provide as requested single line diagram of electrical system.
 - p. maintain the operation of an electrical repair shop to allow the ongoing maintenance and repair of electrical equipment, electrical systems, fixtures, apparatus, and appliances;
 - q. test electrical systems, equipment, wiring and components for continuity, current, voltage and resistance;
 - r. maintain, repair, install and test switchgear, transformers, switchboard meters, and regulators;

- s. maintain, repair, test and install electrical motors (and controllers), generators, alternators, batteries, and hydraulic and pneumatic electrical control systems;
- t. troubleshoot (i.e., diagnose malfunctions to identify hazards, defects and need for adjustment and/or repair), isolate and lockout circuits and remove and replace faulty parts;
- u. conduct preventive and corrective maintenance programs in accordance with manufacturers' recommendations and industry standards;
- v. keep maintenance records and maintain drawings;
- w. provide identification for electrical systems as per applicable code;
- x. conduct periodic inspections and provide on-site advice with respect to electrical systems and equipment; and
- y. conduct weekly and monthly emergency generator preventative maintenance, servicing, testing and inspection as per Appendix 1, A1.2.
- z. test life safety systems (excluding fire alarm system, smoke detectors, HADs, maglocks and magnetic door holders): test emergency generator connected load, verify all connect loads and life safety systems are operational (i.e. emergency lights, exit signs, etc.).
- aa. Test gas leak alarm equipment (i.e. CO, Nat. gas, in the boiler room).
- bb. Prepare cost estimates, layout sketch and required material (selection).
- cc. Comply to all Applicable Legislation and Regulatory Requirements (s9.0).
- dd. Provide electrical inspections as required in accordance with Ontario Electrical Safety code (e.g. for new construction, renovations and electrical maintenance work).
- ee. Update and verify all power panels and lighting panels directories.
- ff. Create building single line diagram as required.
- gg. Provide written notification of disruption of service(s) i.e. power supply shut off or interruption.
 - Statement of disruption (Notification of...)
 - Area affected by disruption (Area/Building/Level/Room Numbers)
 - Anticipated duration of disruption (start & end dates, start & end times, daily?)
 - Reason for the Disruption (including details of work to be performed, who will be performing the work e.g. stating the name of the contractor)
 - Alternatives available (include mapping and posting of way-finding signage if applicable)
 - Contact Information (Contractor's information including company's name, name, cell phone number and email address)

7.6 Work Included:

The Contractor must be responsible for installing, troubleshooting, maintaining, servicing, repairing and replacing the following:

- a. exterior lighting,
- b. interior lighting,
- c. emergency lighting,
- d. disconnect and safety switches,
- e. motor control centres,
- f. conduits, pipe and fittings,
- g. main switchboards in buildings,
- h. boxes, switches and receptacles including power outlets,
- i. panelboards,
- j. raceways and distribution troughs

- k. electrical lockout systems,
- l. wire and cables, and
- m. hangers and support devices.
- n. Pole lighting

7.7 The contractor is additionally responsible for the inspection, monitoring and reset breakers, as required, with respect to the high voltage substations and transformers. Substation locations are in Bldg 201 (Rm 1023, Rm B113, Rm B115) and Bldg 54 (Rm 54104).

7.8 A description of substations and emergency generators (Qty:2) are provided in Appendix 1. Full electrical details and drawings will be available to the successful bidder.

7.9 High Voltage Preventative Maintenance Services

7.9.1 The Contractor must provide all labour, equipment and material necessary to provide annual High Voltage preventative maintenance services, complete annual inspection, thorough inspection, testing, and operation of four substations in rooms (1023, B 113, B 115 and in Bldg. 54), ensuring the services meets with all applicable and current ESA requirements and regulations. Refer to the Scope of work in Appendix 1, A1.3 for details.

7.9.2 All work must be conducted in accordance with applicable legislation and Regulatory Requirements (s10.0).

7.9.3 Report: The Contractor must prepare and submit a service report to the TA.

7.9.4 Should the Contractor's core business not provide this service the Contractor, may sub contract to a qualified contractor to perform the services as per Appendix 1, A1.3.

7.9.5 Contractor Qualifications:

.1 The Contractor must be certified and license to perform this type of work . Minimum requirements include licensed high voltage electrician, Master electrician.

.2 The Contractor must have a minimum of five (5) years experience.

7.9.6 Emergency Service:

This contract includes a 24 hour, 7 days a week emergency call up service. The Contractor must be on site within two (2) hours from time of notification. Emergency service will be considered an extra to this contract.

7.10 Work Excluded:

- a. security gate operation

8.0 Mandatory Contractor Qualifications

- 8.1 The contractor must provide one (1) dedicated master electrician who:
- a. is licensed in the Province of Ontario,
 - b. has a minimum of five (5) years experience,
 - c. has general knowledge of fire alarm systems,
 - d. has thorough knowledge of legislated safety requirements, codes, standards and regulations,
 - e. basic computer skills (MS Office Suite, electronic mail),
 - f. experience with Building Automaton System (BAS) and computerized maintenance systems (beneficial), and
 - g. has strong communication skills (written and verbal) in English.
- 8.2 The contractor must, upon the verbal request of the DRDC Toronto SA or representative thereof, immediately remove any person employed by the contractor for the purposes of the contract work who, in the opinion of the DRDC Toronto SA or representative thereof, is unqualified, incompetent or has conducted him/herself improperly in any manner. Any contractor worker so removed must not be permitted to return to the worksite.

9.0 Regulatory Requirements (refers to latest edition)

- 9.1 The contractor must comply with the following:
- a. National Building Code of Canada (NBCC)
 - b. National Fire Code of Canada (NFCC)
 - c. Canadian Standards Association (CSA)
 - CSA C22.1-09, Canadian Electrical Code, Part 1
 - CAN/CSA-B72-M87, Installation Code for Lightning Protection
 - CSA C282-09 Emergency Electrical Power Supply for Buildings
 - CSA Z462 Workplace Electrical Safety
 - d. Canada Labour Code Part II and associated Regulations
 - e. Canada Occupational Health and Safety Regulations
 - f. National Electrical Manufacturers Association (NEMA)
 - g. Institute of Electrical & Electronics Engineers (IEEE)
 - h. National Fire Protection Association (NFPA)
 - i. Canadian Environmental Protection Act (1999)
 - j. Underwriters' Laboratories of Canada (ULC)
 - k. Federal Halocarbon Regulation (FHR 2003) or latest version
 - l. other Applicable Legislation

10.0 Workmanship

- 10.1 All work must be installed by skilled persons proficient in the electrical trade.
- 10.2 All work must be conducted in accordance with recognized trade standards for workmanship (i.e., in a neat, orderly and responsible manner).

- 10.3 Work must be performed at a time and in a manner that is acceptable to the DRDC Toronto SA/TA.
- 10.4 Work must be conducted in a manner that ensures worker protection and safety (see Section 7) as well as protection of property and equipment.
- 10.5 All waste, litter and recyclables resulting from contract work must be picked up and disposed appropriately by the contractor at the end of the work. The contractor may use DRDC Toronto garbage and recycling facilities.

11.0 Worker Protection & Safety

- 11.1 Work must be performed in compliance with applicable safety regulations, including DRDC Toronto policy and procedures.
- 11.2 The contractor is responsible for providing, to personnel under this contract, all required Personal Protective Equipment (PPE) including, but not limited to approved, mats, shields, headgear, work boots, gloves, protective clothing, eye protection and insulated tools.
- 11.3 All PPE provided by the contractor must be appropriate to the hazard and in compliance with prescribed standards and specifications.
- 11.4 The contractor is responsible for the proper storage and maintenance of PPE.
- 11.5 The contractor must notify the SA and/or TA of all occupational hazards and necessary safety precautions.
- 11.6 All contractor personnel must be covered under applicable workers compensation legislation.
- 11.7 The contractor must provide necessary signs and lockout tags for electrically-isolated work in accordance with applicable code and regulations.

12.0 Contractor Uniform

- 12.1 All Contractor personnel, working in or on properties designated under this contract, must wear distinctive uniform clothing. The uniform must have the Contractor's name easily identifiable, affixed thereon in a permanent or semi-permanent manner.

13.0 Hours of Service

- 13.1 Regular work hours are 7:00 A.M. to 4:00 P.M.
- 13.2 Non-Regular, (silent) hours are from 4:00 P.M. to 7:00 A.M.
- 13.3 Statutory holidays for the Federal Public Service only must be observed.

14.0 Emergency Call-outs and Standby Services

- 14.1 This contract includes a twenty-four (24) hours per day, seven (7) days per week (24/7) emergency call up service. The contractor must provide emergency or call-back service on an as-needed basis. The contractor must be on site within two (2) hours from time of notification.

Emergency and/or normal hour call back service will be considered an extra to this contract and invoiced separately.

- .1 On occasion requests for corrective action, special service beyond the routine requests for emergency service(s) may be placed.
- .2 On occasion request for continual service during regular working hours (7:00am to 4:00PM) to meet client's requested need(s) may be placed.
- .3 Refer to Contingency Work (s. 22).

14.2 On Call Standby Service (Standby/Emergency Duty).

- 14.2.1 This contract includes an after hour (silent hours) 24/7 on call standby service. When requested the Contractor (e.g. the assigned dedicated master electrician) must provide standby monitoring services to respond and deal with emergency site conditions such as power outage, fire alarm activation, air conditioner failure, burst water main, storm floods or water damage. The Contractor will be responsible to secure the emergency incident to allow safe building occupancy the next working day. Contractor's operatives will not be asked to carry out tasks needing specialist training or capabilities that they do not possess.
- 14.2.2 Emergency service is defined as unscheduled work which requires immediate action to restore equipment or system operations, to correct mechanical/electrical problems that will cause imminent interruption to operations or will cause damage to operating equipment.
- 14.2.3 The Contractor is responsible to restore system and building to ensure safe building occupancy.
- 14.2.4 On occasion the Contractor's assigned dedicated Master electrician may be requested to provide Standby service.
- 14.2.5 The Contractor must be prepared to receive and respond to calls from the identified DRDC Toronto representative during the agreed standby period. DRDC reserves the right to cancel Standby Services at any time during the execution of this contract.
- 14.2.6 The contractor must be on site within two (2) hours from time of notification.
- 14.2.7 The standby service will be considered an extra to this contract.
- 14.2.8 On Call Standby Service rates must be governed by unionized pay rates and contractor's stated ECB rates.

15.0 Subcontracting

- 15.1 Subcontracting is permitted when there is a requirement for specialize service(s) outside the Contractor's core business practice.
- 15.2 All subcontracting must be approved by the Contracting Authority (PWGSC).

- 15.3 The High Voltage Preventative Maintenance Services portion of this contract may be sub contracted.

16.0 Materials, Tools and Supplies

- 16.1 DRDC Toronto will provide all stock items and non-stock items required for routine maintenance and operations of electrical equipment and services. The Centre will maintain a limited inventory of stock parts including but not limited to: conduit, couplings, connectors and clips, elbows, locknuts and reducers, armored cable (BX), cable, boxes of various sizes and configurations, extension rings, switches, receptacles, twist lock plugs and receptacles, straight blade plugs, jack chain, screws/anchors/plugs/toggle bolts, pigtail sockets, control transformers, fractional HP motors, solderless lugs, wire terminals, tytraps, marettes, wiremold and accessories.
- 16.2 DRDC Toronto will provide all consumable materials or components that are depleted or require periodic replacement including, but not limited to: circuit breakers for most panels, washers, connector body, fluorescent lamps, exit lights, flood lamps, pilot lamps, ballasts, incandescent lamps, HID lamps, fuses, wires and photocells.
- 16.3 The contractor is responsible for providing all trade-specific tools and equipment required by the electrician performing work under this contract.
- 16.4 The contractor will prepare cost estimates, layout sketches and proposed materiel lists for any required equipment and supplies not available within the DRDC Toronto inventory. These will be submitted to and processed by the TA pending approval by the DRDC Toronto delegated authority.

17.0 Parts, Materials and Consumables

- 17.1 When required and as approved by the TA, the contractor may be required to supply Material, Parts and Consumable outside DRDC Toronto's inventory. The labour to install all material, parts and consumable is part of this contract.
- 17.2 All materials, parts and consumables used or installed under this contract will be new and no less than equal to existing in design and quality and in accordance with manufacturer's specification.
- 17.3 All parts, material and consumable will be supplied by the Contractor at fair market value. Original invoice to be supplied.
- 17.4 All parts, material and consumables must be meet regulatory requirements (e.g. CSA, ULC, NEMA, etc.)

18.0 Warranty

- 18.1 All materials, parts, labour and equipment installed by the contractor must be warranted/ guaranteed to be free of defect in material, design or workmanship for a minimum period as stated by the manufacturer or supplier but generally no less than twelve (12) months.
- 18.2 For any parts, material, equipment or supplies purchased directly by the contractor, the contractor must ensure that installations include manufacturer/supplier warranties. Consideration must be given to extended warranties, and discussed with the SA/TA.

18.3 The contractor is responsible for identifying the duration of warranty on any installations and will be responsible for accomplishing all warranty repairs during the contract period and/or for the duration of the warranty.

19.0 Site Utility Services

19.1 The contractor must notify the DRDC Toronto SA, or representative thereof, to obtain permission prior to the connection, disconnection, interference or other modification required with or to existing site utility services.

19.2 The contractor must, before any work commences, liaise with the DRDC Toronto SA, or representative thereof, and be solely responsible for obtaining locator services to locate buried utility services.

19.3 The contractor is responsible for contacting local utility authorities (e.g., Toronto Hydro, Toronto Municipal Services, etc).

19.4 In the event of any damage to a site utility service, the contractor must stop work and immediately notify the DRDC Toronto SA or representative thereof. The contractor will be responsible for rendering assistance as required. Work will not be restarted until instructed by the DRDC Toronto SA or representative thereof.

19.5 Where the utility service is indicated by the locator service or utility authority, or as shown on site drawings provided to the contractor, the contractor must be responsible for the costs of necessary repairs.

20.0 Interruption to Building Services

20.1 The contractor must notify the DRDC Toronto SA, or representative thereof, verbally and then in writing, at least forty-eight (48) hours prior to any proposed interruption to building services (e.g., switching off power supply). Notification will include the date, expected duration of shutdown and area/equipment affected.

20.2 No building services will be switched off without prior written approval by the DRDC Toronto SA or representative thereof, except where the safety of any person(s) would otherwise be at risk.

20.3 The contractor will work with DRDC Toronto staff to provide temporary lighting and power as required to allow building occupants to operate essential equipment.

20.4 The contractor will be responsible for any loss or damage to DRDC Toronto property or goods caused by unauthorized interruptions to building power supply.

21.0 Examination of Contract Work

21.1 If, at any time after the commencement of the contract work, the DRDC Toronto SA, TA or representative thereof, has reason to believe that the work or any part thereof has not been performed in accordance with the terms and conditions of the contract, DRDC Toronto may have that work examined by an expert of choice. If the work is found to be inferior, the contractor must be responsible to redo the work in accordance with the contract.

22.0 Contingency Work

- .1 For any related work outside the scope of the contract, the contractor must submit a quotation to the DRDC Toronto SA or TA who retains the right to obtain additional quotations. Any such quotation will be a firm all-inclusive lump sum (i.e., includes a detail itemized breakdown of costs: supervision, labour (hourly rate and number of hours), material, equipment, transportation and incidentals). The contractor must not conduct any work outside the scope of the contract without the explicit approval of PWGSC and the DRDC Toronto TA.
- .2 Any approved work outside the scope of the contract will be deemed to be extra work and subject to a separate invoice. Extra work completed by the contractor without the written approval of PWGSC and DRDC Toronto must be deemed as unauthorized and payment must not be made.
- .3 Related services outside the scope of the contract includes:
 - .1 Emergency Service(s): On occasion the TA may request the Contractor to perform corrective action, special or emergency service(s) that are beyond routine service requests such as:
 - .1 Call Back Service: The contractor may be called back to respond to emergency service requiring immediate action to correct or restore equipment or system operation to a safe normal operating condition and ensuring the building is safe to operate and occupy.
 - .2 Where the emergency service(s) require specialize service(s) outside the Contractor's core business practice, the Contractor may subcontract such services. Mark-up must not exceed 15%.
 - .2 Telephone, intercom/PA systems and communication wiring.

23.0 Records

- 23.1 The Contractor will have an established record keeping system by which records are kept of all service conducted. The system will be detailed enough to keep track of each specific maintenance procedure completed, when it was completed and how long the procedure took to complete. The contractor must also record trouble calls/emergencies/call back, tracking the date & time, nature of the problem both reported and ultimately discovered and the steps taken to correct the deficiency.
- 23.2 The contractor must submit all relevant logbooks, service reports, test results and completion of work reports to the DRDC SA and TA.

A1.1 System Description

Location: Bldg 201, Room 1023

| Qty | Description |
|-----|--|
| 1 | FPE 27.6 KV LIS |
| 1 | FPE 3000 KVA dry type transformer |
| 1 | 600 volt switchboard c/w 1 main FPE 4000 amp air circuit breaker, 5 secondary FPE air circuit breakers |
| 2 | Siemens RL air circuit breakers |
| 1 | Siemens distribution board c/w 9 molded case breakers. |

Location: Bldg 201, Room B113

| Qty | Description |
|-----|--|
| 1 | 600 volt switch board c/w 1 GE 1200 amp air circuit breaker 11 molded case breakers 1 200 amp fused disconnect switch |

Location: Bldg 201, Room B115

| Qty | Description |
|-----|---|
| 1 | 600 volt switchboard c/w 1 main Siemens 1200 amp molded case breaker |
| 1 | Distribution board ; DB-PPBc/w 9 secondary molded case breakers |
| 1 | Distribution board; DB-MDP c/w 11 molded case breakers |

Location: Bldg 54, Room 54104 (fed from Hydro Pole F17439)

| Qty | Description |
|-----|---|
| 1 | 600 volt switchboard c/w 1 square D 1200 amp Micrologic air circuit breaker 21 molded case breakers |
| 1 | 225 KVA dry type transformer |
| 1 | 150 KVA dry type transformer |

NOTE: Full electrical detail and drawings will be made available to the successful bidder. An opportunity to view electrical systems and equipment will be provided through the mandatory site visit.

A1.2 Emergency Generators - Scope of Work

- A1.2.1 The Contractor must at a minimum:
- a. Perform regular scheduled service, preventative maintenance service and testing of the generators and automatic transfer switches (ATS), in accordance with the

Ontario Fire Code, CSA (Canadian Standards Association, C282-05), manufacturer's recommendations and as per weekly and monthly schedule.

Weekly Procedures

| Activity | Action |
|---|--------------------------------------|
| Visual inspection of unit – leaks, wear, damage, loose connections/components, corrosion | Correct |
| Check engine oil level | Adjust, correct |
| Check engine oil operating pressure | Adjust, correct |
| Check engine coolant: check level, water pump, jacket water heater, belts (wear, alignment, tension) hoses & clamps, fan. | Adjust, correct |
| Check fuel delivery system – leaks, day tank fuel level, piping, hoses, connectors, operating fuel pressure, filter | Adjust, correct, tighten connections |
| Check air inlets/outlets for debris | Clean |
| Check block heater operation | Correct |
| Check electrical system – conduct general inspection of wiring and connection; check circuit breakers/fuses. Check starter, volts, amps & frequency. | Correct |
| Check battery: verify operation, check electrolyte level and specific gravity, check for corrosion. | Adjust, correct |
| General condition – check for debris, foreign objects, loose or broken fittings; check guards and components; check for any unusual condition of vibration, leakage, noise, temperature or deterioration. | Correct |
| Check instrumentation (meters & gauges) | Correct |
| Transfer switch – visual check | Correct |
| Check for exhaust leaks | Correct |
| Check room ventilation (louvers) | Correct |
| Check room heater(s) | Correct |
| Check room aux. lighting | Correct |
| Test enunciator lamps to confirm operation | Correct |
| Test audible and visual trouble signal at fire alarm panel | Correct |
| Return the unit to standby setup for operation | When required |
| Generate a test and inspection report | Action taken |

Monthly Procedures

| Activity | Action |
|---|---------|
| All items specified in weekly procedure. | |
| Test and verify the entire system as follows: (a) Simulate failure of normal electrical supply to the building. (b) Operate system under at least 30% of rated load for 60 min. (c) Operate all automatic transfer switches under load. (d) Inspect brush operation for sparking. (e) Inspect for bearing seal leakage. (f) Inspect for correct operation of all auxiliary equipment, e.g., radiator shutter control, coolant pumps, fuel transfer pumps, oil coolers, and engine room ventilation system(s). | Correct |

| | |
|--|--------------|
| (g) Record the readings for all instruments in the log and verify that they are normal. (h) Drain the exhaust system condensate trap. | |
| 3. Inspect block heater hoses and wires. | Correct |
| Return the unit to standby setup for operation | Correct |
| Generate a test and inspection report | Action taken |

A1.2.2 Emergency Generators

| Location | Fuel Type | Description | Remarks |
|----------|-------------|---|---|
| Bldg 201 | Diesel | Onan North Star Gen Set (model 200DFBD), Cummins engine (model No. NT855, serial no. 11597083). | Max volts 600, Phase 3, 400 Amps, Cont. 208V, 3 Phase 200 KW at 250 KVA |
| Bldg 54 | Natural Gas | Generac model No. QT02015GNSN, (serial no. 4352215), engine serial no. GT9139. | 25 kW at 208V |

A1.3 High Voltage Preventative Maintenance (PM) Services - Scope of Work

The Contractor must provide all labour, equipment and material necessary for a complete annual inspection. The Contractor to provide a thorough inspection, testing and operation of four substations in rooms (1023, B113, B115 and in building 54 as per all applicable legislation and current ESA requirements and regulations. The following minimum requirements:

- 1.3.1 Inspect and service insulators, bus ducts, lightning arrestors, phase barriers, terminators and interrupter compartments.
- 1.3.2 Conduct resistance and insulator tests.
- 1.3.3 Inspect and ensure proper grounding system.
- 1.3.4 Inspect, adjust and clean all operating mechanism.
- 1.3.5 Inspect all contacts, fuse holders and fuses.
- 1.3.6 Check for the posting of High Voltage signs and single line diagrams.
- 1.3.7 Inspect and clean all auxiliary and relay mechanism.
- 1.3.8 Inspect and service all switches and circuit breakers.
- 1.3.9 Inspect and clean all porcelain insulators and bushings.
- 1.3.10 Test insulating liquid in transformers.
- 1.3.11 Inspect wires and all connections for overheating.
- 1.3.12 Clean and test all tripping devices.
- 1.3.13 Inspect all electrical wires for tightness.
- 1.3.14 Inspect all arcing contacts.
- 1.3.15 Perform insulation resistance tests.
- 1.3.16 Inspect and ensure that all meters are functional.
- 1.3.17 Vacuum and clean all switches, circuit breakers and their compartments.
- 1.3.18 Perform all High Voltage Preventative Maintenance in compliance with Ontario Hydro and ESA regulations.
- 1.3.19 Report code compliance issues and Health and Safety concerns.
- 1.3.20 Maintain and update all records and drawings.



| |
|--|
| Contract Number / Numéro du contrat W7719-115080 |
| 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 | | 2. Branch or Directorate / Direction générale ou Direction | |
| DND | | DRDC Toronto | |
| 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 Electrical Service Contract. Scope of work includes a contractor (license Electrician) to provide all labour, tools and equipment (excluding materiel) necessary to install (e.g. all electrical wiring, power distribution, wiring enclosure, switchgear, controls, etc), construct, troubleshoot, repair, maintain, commission, test, service and operate building electrical systems including related electrical controls, devices and equipment. | | | |
| 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 checked="" type="checkbox"/> | | NATO / OTAN <input type="checkbox"/> | Foreign / Étranger <input type="checkbox"/> |
| 7. b) Release restrictions / Restrictions relatives à la diffusion | | | |
| No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/> | All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/> | No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/> | |
| Not releasable / À ne pas diffuser <input type="checkbox"/> | | | |
| Restricted to: / Limité à : 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 <input type="checkbox"/> | CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/> | |
| SECRET <input type="checkbox"/> | COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/> | 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 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 :

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



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 SECRET | COSMIC TOP SECRET COSMIC TRÈS SECRET | PROTECTED PROTÉGÉ | | | CONFIDENTIAL | SECRET | TOP 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"/> |
| 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"/> |
| 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"/> |

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).