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This Standing Offer will not be for deliveries of goods or services in a CLCA or PSAB area. The RFSO description of goods and services clearly states that the SO is not for deliveries of goods or services in a CLCA area.

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## PART 1 - GENERAL INFORMATION

### 1. Introduction

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

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

The Annexes include the Statement of Work, the Basis of Payment and any other annexes.

### 2. Summary

To supply, install and repair Drapery for the Single Living Accommodation (SLA) for the British Army Training Unit Suffield (BATUS) for the Department of National Defence at the Candian Forces Base Suffield in Ralston, Alberta on an as and when requested ~~during the period of the Standing Offer (SO)~~, from the issuance of the Standing Offer (SO) to 31 March 2013 with the option to extend for two (2) additional one (1) year option years.

This Standing Offer will not be for deliveries of goods or services in a CLCA or PSAB area. The RFSO description of goods and services clearly states that the SO is not for deliveries of goods or services in a CLCA area.

There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security Requirements, and Part 7A - Standing Offer. Offerors should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders"

The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), the Agreement on Internal Trade (AIT), the Canada Chile Free Trade Agreement (CCFTA) and the Canada Peru Free Trade Agreement (CPFTA).

### 3. Security Requirement

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

### 4. Debriefings

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

## PART 2 - OFFEROR INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

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

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

The 2006 (2012-03-02) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of 2006, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days  
Insert: ninety (90) days

#### 1.1 SACC Manual Clauses

M1004T	Condition of Material	2011-05-16
M0019T	Firm Price and/or Rates	2007-05-25

### 2. Submission of Offers

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

### 3. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than ten (10) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

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and the enquiry can be answered with copies to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

#### **4. Applicable Laws**

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

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

#### **5. 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 Wednesday May 23, 2012 at 10:30am at the Department of National Defence, Canadian Forces Base Suffield, G4 Supply/LPO building 370 conference room, (2nd Floor) in Ralston, Alberta. Bidders must communicate with the Contracting Authority no later than two (2) days 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 - OFFER PREPARATION INSTRUCTIONS**

#### **1. Offer Preparation Instructions**

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

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

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

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

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

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

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

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

To assist Canada in reaching its objectives, offerors 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 Offer**

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

**Section II: Financial Offer**

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

**Payment by Credit Card**

Canada requests that offerors complete one of the following:

- (a)  Government of Canada Acquisition Cards (credit cards) will be accepted for payment of call-ups against the standing offer.  
The following credit card(s) are accepted:  
VISA \_\_\_\_\_  
Master Card \_\_\_\_\_
- (b)  Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of call-ups against the standing offer.

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

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

**Section III: Certifications**

Offerors must submit the certifications required under Part 5.

**PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION****1. Evaluation Procedures**

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

**1.1 Financial Evaluation****1.1.2 Evaluation of Price**

SACC Manual Caluse M0222T - Evaluation of Price 2010-01-11

**1.2.2 Financial Evaluation Calculation**

Offers will be assessed and accepted on a low aggregate basis. Low aggregate will be determined by extending and totalling the price per call for Year One (1), Option Year One (1) and Option Year Two (2)

$$[\text{Item 1.1.a}] + [\text{Item 1.1.b}] + [(\text{Item 1.2.a} \times 50\text{km})] + [(\text{Item 1.2.b} \times 30 \text{ Metres/Yards})] + [(\text{Item 1.2.c} \times 8.5 \text{ hours})] + [\text{Item 2.1.a}] + [\text{Item 2.1.b}] + [(\text{Item 2.2.a} \times 50\text{km})] + [(\text{Item 2.2.b} \times 30 \text{ Metres/Yards})] + [(\text{Item 2.2.c} \times 8.5 \text{ hours})] + [\text{Item 3.1.a}] + [\text{Item 3.1.b}] + [(\text{Item 3.2.a} \times 50\text{km})] + [(\text{Item 3.2.b} \times 30 \text{ Metres/Yards})] + [(\text{Item 3.2.c} \times 8.5 \text{ hours})] = \text{Lowest Evaluated Bid}$$

## 2. Basis of Selection

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

## PART 5 - CERTIFICATIONS

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

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

### 1. Certifications Precedent to Issuance of a Standing Offer

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

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

Suppliers who are subject to the Federal Contractors Program (FCP) and have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive federal government contracts over the threshold for solicitation of bids as set out in the Government Contracts Regulations. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP for a reason other than a reduction of their workforce to less than 100 employees. Any offers from ineligible contractors, including an offer from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

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

The Offeror or the member of the joint venture

- a. ( ) is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;
- b. ( ) is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;
- c. ( ) is subject to the requirements of FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC, having not bid on requirements of \$200,000 or more;
- d. ( ) has not been declared an ineligible contractor by HRSDC, and has a valid certificate number as follows: \_\_\_\_\_ .

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

## 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.

## PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

### 1. Security Requirement

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

## PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 1. Offer

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

#### 2. Security Requirement

##### SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE # W0142-12C187

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 - Security Requirements Checklist;
  - (b) Industrial Security Manual (Latest Edition).

### 3. Standard Clauses and Conditions

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

#### 3.1 General Conditions

2005 (2012-03-02) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

#### 3.2 Standing Offers Reporting

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

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

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

The quarterly reporting periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31;

4th quarter: January 1 to March 31.

The data must be submitted to the Standing Offer Authority no later than thirty (30) calendar days after the end of the reporting period.

### 4. Term of Standing Offer

#### 4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from the issuance of the Standing Offer (SO) to 31 March 2013.

#### 4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional two (2) periods, from 01 April 2013 to 31 March 2014 and 01 April 2014 to 31 March 2015 under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority fifteen (15) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

### 5. Authorities

#### 5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Denise Gerstmar  
 Title: Supply Officer  
 Public Works and Government Services Canada  
 Acquisitions Branch  
 Directorate: Western  
 Address: 910 - 410 22nd Street East, Saskatoon SK S7K 5T6

Telephone: (306) 975-8912  
 Facsimile: (306) 975-5397  
 E-mail address: denise.gerstmar@pwgsc-tpsgc.gc.ca

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

#### 5.2 Project Authority

The Project Authority for the Standing Offer is:

##### ***To be determined***

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

#### 5.3 Offeror's Representative

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

Title: \_\_\_\_\_

Address: \_\_\_\_\_

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

Facsimile: \_\_\_\_\_

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

**6. Identified Users**

The Identified User authorized to make call-ups against the Standing Offer is: The Department of National Defence, Canadian Forces Base Suffield.

**7. Call-up Instrument**

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

**8. Limitation of Call-ups**

Individual call-ups against the Standing Offer must not exceed \$20,000.00 (Goods and Services Tax or Harmonized Sales Tax included).

**9. Priority of Documents**

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2012-03-02), General Conditions - Standing Offers - Goods or Services
- e) the general conditions 2010C(2012-03-02) General Conditions - Services (Medium Complexity);
- f) Annex A, Statement of Work;
- g) Annex B, Basis of Payment;
- h) Annex C, Security Requirements Check List;
- i) Annex D, Standing Offer Useage Report;
- i) the Offeror's offer \_\_\_\_\_.

**10. Certifications****10.1 Compliance**

Compliance with the certifications provided by the Offeror is a condition of authorization of the Standing Offer and subject to verification by Canada during the term of the Standing Offer and of any resulting contract that would continue beyond the period of the Standing Offer. In the event that the Offeror does not comply with any certification or it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

**11. Applicable Laws**

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

## B. RESULTING CONTRACT CLAUSES

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

### 1. Statement of Work

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

### 2. Standard Clauses and Conditions

#### 2.1 General Conditions

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

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

### 3. Term of Contract

#### 3.1 Period of the Contract

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

### 4. Payment

#### 4.1 Basis of Payment

See Annex B - Basis of Payment

#### 4.2 Limitation of Price

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

#### 4.3 Single Payment

SACC Manual clause H1001C - Multiple Payments      2008-05-12

#### 4.4 SACC Manual Clauses

A9117C	T1204 - Direct Request by Customer Department	2007-11-30
C2000C	Taxes - Foreign-based Contractor	2007-11-30

#### 4.5 Payment by Credit Card

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

### 5. 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.
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.

## 6. Insurance Requirements

### 6.1 Insurance Requirements

The Contractor must comply with the insurance requirements specified in Part 7, Section B - 6.2 . 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.

### 6.2 Commercial General Liability Insurance

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

## 7. SACC Manual Clauses

B7500C

Excess Good

2006-06-16

## ANNEX "A"

### STATEMENT OF WORK

For the provision of draperies Single Living Accommodation (SLA) for the British Army Training Unit Suffield (BATUS) at Canadian Forces Base Suffield, Alberta on an as and when requested.

*For the purposes of this procurement, Canada is acting as AGENT for the British Army Training Unit Suffield in accordance with the "Agreement Between the Government of Canada and The Government of The United- Kingdom of Great Britain and Northern Ireland on British Armed Forces "Training in Canada" and the "Memorandum of Understanding Between the Department of National Defence of Canada and The Ministry of Defence of the United Kingdom of Great Britain and Northern Ireland Concerning British Armed Forces Training at Canadian Forces Base Suffield (the "MOU")."*

#### 1. Background

This service supports BATUS training in Suffield which is critical for the deployment of Troops. The Canadian G4 Supply Department (Procurement Authority) is responsible for the coordination of requests for service and materials, between BATUS and the Contractor. The Quartermasters Department (QM's) at the British Army Training Unit Suffield (BATUS) is responsible for the budgeting, provision, accounting, rotation, and maintenance of Single Living Accommodation (SLA), through the Canadian Supply system. The QM's Accommodation Services Department is responsible for the maintenance of twenty-seven Barrack Accommodations that sleep up to 2400 Men. The hours of operation for CFB Suffield are Monday through Thursday from 8:00 am to 16:30 pm, with Saturday, Sunday, and all Statutory holidays closed for business.

#### 2. Objective

The aim of this project is to set up a Standing Offer to measure, provide, deliver and install draperies for Buildings- 434 and 435, and other Single Living Accommodations as and when requested for BATUS at CFB Suffield.

#### 3. Security

There is a security requirement for this Standing Offer. See attached SRCL.

#### 4. Scope

##### Tasks

- a. The Contractor must provide the material, equipment, labour, and supervision necessary to measure, manufacture and install draperies in buildings listed as per Annex A.
- b. On site visit to survey and estimate (at no charge) the task on hand.
- c. The Contractor must provide Drapes (complete with hooks) to fit existing hardware.
- d. The Contractor must exchange/repair damaged items as requested for serviceable ones within 7 days or less from receipt of call-up.
- e. The Contractor must supply and install draperies for each Building (434 and 435) no later than 180- Days (90 Days for each Building) from date of award.
- f. The Contractor must complete call-ups for other work within 7 days from receipt of call-up unless otherwise approved through the Technical Authority.
- g. The Contractor must provide a minimum of a 90 day 100% warranty on all material, parts, and labour from date of installation.

#### 5. Constraints

- a. Fabric must be single layer, must conform to the National Fire Code of Canada 2010 - 2.3.2.1- (CAN/ULC-S109), must be non shrinkable, washable by commercial/non-commercial washers, directly block out sunlight by a minimum of 90% black out rating (proof of this will be required with

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the bid), and the colours must be a dark forest green (Officer's Accn) and a dark blue for Building -435 (client approval).

- b. Minimum width of fabric is 56 inches
- c. The Contractor must ensure the measuring and installation of drapes for the Single Accommodation is done during normal hours of operation (0800-1630 Hrs Monday-Thursday) at CFB Suffield excluding weekends and statutory holidays. Considerations occasionally need to be made if personnel are sleeping in the SLA because of much needed rest from the training (from March till November). Please contact to be determined, if Quarter/Quarters are not vacant.

## **6. Acceptance**

Acceptance after inspection and verification of all goods and services are as ordered by the Technical Authority.

## **7. Delivery locations**

As requested on each individual call-up against the Standing Offer. Delivery location is Canadian Forces Base- Suffield, Alberta.

## **8. Meetings/Reports**

- a. Mandatory site visit.
- b. The Contractor will attend a Contractor Safety Briefing before work can commence.

## **9. Site Regulations**

- a. The contractor shall adhere to all Federal government health and safety, security, and environmental regulations including all transport regulations.
- b. Access to the delivery points will be coordinated from the: (to be determined)

## **10. Duration of Standing Offer:**

Require a one year Standing Offer with two option years extend the Standing Offer.

1. Standing Offer Period 1: from date of issuance to 31 March 2013
2. Option Period 1: from 01 April 2013 to 31 March 2014
3. Option Period 2: from 01 April 2014 to 31 March 2015

Technical authority:

To be determined

Administrative Authority:

To be determined

**ANNEX "B"****BASIS OF PAYMENT**

FOB - Destination

GST to be excluded from the prices shown herein.

GST will be added as a separate item on the invoice.

**1. Period One (1) - From Issuance of the Standing Offer to 31 March 2013**

- 1.1 Replacement of Existing Draperies
- a. For Building 435 (Gibson Block) \$ \_\_\_\_\_ Lot, firm fixed price
- b. For Building 434 (Officer's Accommodation) \$ \_\_\_\_\_ Lot, firm fixed price
- 1.2 Miscellaneous Draperies and Installation of other areas on the Base or in Ralston Village that require a replacement at an additional cost.
- a. Travel \$ \_\_\_\_\_ per Km
- b. Material Costs \$ \_\_\_\_\_ per Metre/Yard
- c. Install \$ \_\_\_\_\_ per Hour
- d. Other Draperies/Window Coverings Mark-up + \_\_\_\_\_%
- e. Miscellaneous Hardware Mark-up + \_\_\_\_\_%
- f. Miscellaneous Related Items Mark-up + \_\_\_\_\_%

**2. Option Period One (1) - 01 April 2013 to 31 March 2014**

- 2.1 Replacement of Existing Draperies
- a. For Building 435 (Gibson Block) \$ \_\_\_\_\_ Lot, firm fixed price
- b. For Building 434 (Officer's Accommodation) \$ \_\_\_\_\_ Lot, firm fixed price
- 2.2 Miscellaneous Draperies and Installation of other areas on the Base or in Ralston Village that require a replacement at an additional cost.
- a. Travel \$ \_\_\_\_\_ per Km
- b. Material Costs \$ \_\_\_\_\_ per Metre/Yard
- c. Install \$ \_\_\_\_\_ per Hour
- d. Other Draperies/Window Coverings Mark-up + \_\_\_\_\_%
- e. Miscellaneous Hardware Mark-up + \_\_\_\_\_%
- f. Miscellaneous Related Items Mark-up + \_\_\_\_\_%

### 3. Option Period Two (2) - 01 April 2014 to 31 March 2015

- 3.1 Replacement of Existing Draperies
- a. For Building 435 (Gibson Block) \$\_\_\_\_\_ Lot, firm fixed price
- b. For Building 434 (Officer's Accommodation) \$\_\_\_\_\_ Lot, firm fixed price
- 3.2 Miscellaneous Draperies and Installation of other areas on the Base or in Ralston Village that require a replacement at an additional cost.
- a. Travel \$\_\_\_\_\_ per Km
- b. Material Costs \$\_\_\_\_\_ per Metre/Yard
- c. Install \$\_\_\_\_\_ per Hour
- d. Other Draperies/Window Coverings Mark-up + \_\_\_\_\_%
- e. Miscellaneous Hardware Mark-up + \_\_\_\_\_%
- f. Miscellaneous Related Items Mark-up + \_\_\_\_\_%

Solicitation No. - N° de l'invitation

W0142-12C187/A

Amd. No. - N° de la modif.

File No. - N° du dossier

STN-1-34256

Buyer ID - Id de l'acheteur

stn191

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

W0142-12C187

CCC No./N° CCC - FMS No/ N° VME

## **ANNEX "C"**

### **SECURITY REQUIREMENTS CHECK LIST**

See attachment





Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat

W0142-12C157

Security Classification / Classification de sécurité  
UNCLASS

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

PART A: CONTRACT INFORMATION / PARTIE A: INFORMATION CONTRACTUELLE		
1. Operating Government Department or Organization / Ministère ou organisme gouvernemental d'origine British Army Training Unit Suffolk	2. Branch or Directorate / Direction générale ou Direction Customer for Civil RATTU team	
3. a) Subcontract Number / Numéro de 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 The measuring, manufacturing, and installing of explosives for the British Army Training Unit located in CFB Suffol.		
5. a) Will the supplier receive 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? Will access to PROTECTED and/or CLASSIFIED information or assets be permitted? / Le fournisseur et ses employés (e.g. 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 sera-t-il autorisé?	<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to 71 limit A / <input type="checkbox"/>	Restricted to 71 limit B / <input type="checkbox"/>	Restricted to 71 limit B / <input type="checkbox"/>
Specify country (ies) / Préciser le(s) pays :	Specify country (ies) / Préciser le(s) pays :	Specify country (ies) / Préciser le(s) pays :
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET <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 (SIGN) / TRÈS SECRET (SIGN) <input type="checkbox"/>		TOP SECRET (SIGN) / TRÈS SECRET (SIGN) <input type="checkbox"/>

FORM 5527 (2010) 0001/2

Security Classification / Classification de sécurité

UNCLASS

Canada



Government of Canada / Gouvernement du Canada

Contract Number / Numéro de contrat <b>W0142-12C187</b>
Security Classification / Classification de sécurité <b>UNCLASS</b>

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

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

10. Will the supplier require access to extremely sensitive or COSMIC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOS COSMIC de nature extrêmement délicate?  
Check Title(s) of material / Titres(s) de matériel: \_\_\_\_\_  
Document Number / Numéro du document: \_\_\_\_\_

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

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

<input checked="" type="checkbox"/> NECESSITY STATUS / COULÉ PARFAITE	<input type="checkbox"/> CONFIDENTIAL / CONFIDENTIAL	<input type="checkbox"/> SECRET / SECRET	<input type="checkbox"/> TOP SECRET / TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGNIF / TRÈS SECRET - SIGNIF	<input type="checkbox"/> NATO CONFIDENTIAL / NATO CONFIDENTIAL	<input type="checkbox"/> NATO SECRET / NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET / COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS / ACCÈS AUX BÂTIMENTS	Control company / Commentaires supplémentaires: _____		

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?  
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 site des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?  
 No / Non  Yes / Oui

11. b) Will the supplier be required to safeguard COSMIC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COSMIC?  
 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 opérations de fabrication, de réparation et/ou de 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 IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or assets?  
Le fournisseur sera-t-il tenu d'utiliser des systèmes électroniques pour traiter, produire ou stocker électroniquement des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?  
 No / Non  Yes / Oui

11. e) Will there be an electronic link between the security of systems and the government department or agency?  
Existe-t-il un lien électronique entre le système électronique et le traitement de renseignements ou de matériel de l'Agence gouvernementale?  
 No / Non  Yes / Oui



Government of Canada

Gouvernement du Canada

Contact Number / Numéro du contrat

W0142-120187

Security Classification / Classification de sécurité

UNCLASSIFIED

**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 indiquer la/les catégorie(s) et le/les niveau(s) de sauvegarde requis sur l'installation ou les locaux.

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 prises en compte dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			TOP SECRET / TRÈS SECRET					SECRET				
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	TOP SECRET RESTRICTED / TRÈS SECRET RESTREINT	TOP SECRET CONFIDENTIAL / TRÈS SECRET CONFIDENTIEL	TOP SECRET SECRET / TRÈS SECRET SECRET	TOP SECRET SECRET CONFIDENTIAL / TRÈS SECRET SECRET CONFIDENTIEL	PROTECTED / PROTÉGÉ			CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets Management / Réseaux / Protocoles																
IT / Main / Support / IT / Law / IT / Support / IT																

12. a) Is the description of the work contained within this DRCL PROTECTED and/or CLASSIFIED? / La description du travail visé par la présente LVED est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

If Yes, classify this form by annotating the top and bottom of 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) Are the documents attached to this DRCL PROTECTED and/or CLASSIFIED? / La documentation associée à la présente LVED est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

If Yes, classify this form by annotating the top and bottom of 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 y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



Government of Canada / Gouvernement du Canada

Control Number / Numéro de contrôle
120142-12C187
Security Classification / Classification de sécurité
UNCLAS

PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
12. Organization Project Authority / Charge de projet de l'organisme			
Name (print) - Nom (en lettres majuscules)		Title - Titre	
Mary Ann Curran		Accountability Services Manager	
Signature		Date	
		January 18, 2012	
Telephone No. - N° de téléphone		Facsimile No. - N° de télécopieur	
402 544-4284		402 544-4281	
E-mail address - Adresse courriel		Date	
mary.curran11@lucid.com.ca		January 18, 2012	
13. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres majuscules)		Title - Titre	
Sasha Medjovic		CFMP OPHG - Industrial Security	
Senior Security Analyst		Signature	
Tel: 613-940-1061 Fax: 613-945-1069			
E-mail: sasha.medjovic@pwc.gc.ca		Date	
2012-02-14		<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	
15. Are there additional instructions in the Security Guide, Security Classifications Guide attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres majuscules)		Title - Titre	
Denise Gerstmar		Supply Officer	
Signature		Date	
		April 12, 2012	
Telephone No. - N° de téléphone		Facsimile No. - N° de télécopieur	
(306) 975-8912		(306) 975-5397	
E-mail address - Adresse courriel		Date	
denise.gerstmar@pwcgc-pwgc.gc.ca		April 12, 2012	
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres majuscules)		Title - Titre	
Jill Mahon		Contract Security Officer, Contract Security Division	
Signature		Date	
		Feb 01/2012	
Telephone No. - N° de téléphone		Facsimile No. - N° de télécopieur	
TEL: 613-920-0164 / Fax / Téléc: 613-954-4171			