

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
**Bid Receiving - PWGSC / Réception des
soumissions - TPSGC**
11 LaurierSt./ 11, rue Laurier
Place du Portage, Phase III
Core 0A1 / Noyau 0A1
Gatineau
Québec
K1A 0S5
Bid Fax: (819) 997-9776

**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 Fire Protection Systems Mtce., Cont	
Solicitation No. - N° de l'invitation EJ196-121986/A	Date 2012-12-27
Client Reference No. - N° de référence du client R.041736.501	
GETS Reference No. - N° de référence de SEAG PW-\$\$FK-290-61858	
File No. - N° de dossier fk290.EJ196-121986	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-02-05	Time Zone Fuseau horaire Eastern Standard Time EST
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: Ghoumrassi, Hakim	Buyer Id - Id de l'acheteur fk290
Telephone No. - N° de téléphone (819) 956-7448 ()	FAX No. - N° de FAX (819) 956-3600
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: PWGSC, NCA (Ottawa), Phase III, PdP, 11 Laurier st., Gatineau, QC, K1A-0S5	

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
Maintenance & Professional Consulting Services Division
(FK)
11 Laurier St./ 11, rue Laurier
3C2, Place du Portage, Phase III
Gatineau
Québec
K1A 0S5

Delivery Required - Livraison exigée See Herein	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

Solicitation No. - N° de l'invitation

EJ196-121986/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

fk290

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File No. - N° du dossier

fk290EJ196-121986

CCC No./N° CCC - FMS No/ N° VME

IMPORTANT NOTICE TO BIDDERS

Security

This notice is to advise ALL interested bidders that in order to be awarded a contract which contains a security requirement, all bidders MUST hold a valid Security Clearance granted or approved by PWGSC Canadian Industrial Security Directorate (CISD) at the level indicated in this solicitation document. Should the bidder not currently hold a valid Security Clearance or require the level to be upgraded, PWGSC will sponsor the bidder. Please submit your written request with the following information to **Hakim Ghoumrassi** by facsimile 819-956-3600 or by e-mail to hakim.ghoumrassi@tpsgc-pwgsc.gc.ca.

- Legal Company Name
- Mailing address
- Surname and given name of contact person
- Telephone number of contact person
- Title of contact person
- Facsimile number
- E-mail address of contact person
- Procurement Business Number
- Preferred Language of correspondence
- Level of Security Required

Additional information on PWGSC security can be found on the following web site:
<http://ssi-iss.tpsgc-pwgsc.gc.ca> or by dialing 1-866-368-4646 (Toll free).

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION

- 1.1 Introduction
- 1.2 Summary
- 1.3 Debriefings

PART 2 - BIDDER INSTRUCTIONS

- 2.1 Standard Instructions, Clauses and Conditions
- 2.2 Submission of Bids
- 2.3 Enquiries - Bid Solicitation
- 2.4 Applicable Laws
- 2.5 Mandatory Site Visit

PART 3 - BID PREPARATION INSTRUCTIONS

- 3.1 Bid Preparation Instructions
 - Section I Technical Bid
 - Section II Financial Bid
 - Section III Certifications

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

- 4.1 Evaluation Procedures
- 4.2 Basis of Selection

PART 5 - CERTIFICATIONS

- 5.1 Mandatory Certifications Required Precedent to Contract Award
- 5.2 Additionnal Certifications Precedent to Contract Award

PART 6 - SECURITY REQUIREMENT

- 6.1 Security Requirement
- 6.2 Employee Information for Security

PART 7 - RESULTING CONTRACT CLAUSES

- 7.1 Statement of Work
 - 7.1.1 Mandatory Response Time
 - 7.1.2 Replacement of Specific Individuals
- 7.2 Standard Clauses and Conditions
 - 7.2.1 General Conditions
- 7.3 Security Requirement
- 7.4 Term of Contract
 - 7.4.1 Period of Contract
- 7.5 Authorities
 - 7.5.1 Contracting Authority
 - 7.5.2 Technical Authority
 - 7.5.3 Contractor's Representative

- 7.6 Payment
 - 7.6.1 Limitation of Expenditure
 - 7.6.2 Basis of Payment
 - 7.6.3 SACC Manual Clauses
- 7.7 Invoicing Instructions - Maintenance Services
- 7.8 Certifications
- 7.9 Applicable Laws
- 7.10 Priority of Documents
- 7.11 Foreign Nationals (Canadian Contractor)
- 7.12 Insurance Requirements
 - 7.12.1 Insurance Requirements
 - 7.12.2 Commercial General Liability Insurance
- 7.13 Cellular Phones and/or Pagers
- 7.14 Site Regulations
- 7.15 Pre-commencement Meeting

List of Annexes:

- Annex A Statement of Work
- Annex B Security Requirements Check List (SRCL)
- Annex C Form to provide a complete list of all individuals who are currently directors of the Bidder**
- Annex D Cost Estimate Form for Extra Work

PART 1 - GENERAL INFORMATION

1.1 Introduction

The bid solicitation is divided into seven parts plus 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 Requirement; 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 Security Requirement Check List, a Form to provide a Complete List of names of all individuals who are currently directors of the Bidder and a Cost Estimate Form for As and When Work.

1.2 Summary

- (i) To provide preventive maintenance services on the Fire Alarm, Fire Protection and Life Safety Systems, including all necessary tools, equipment and services, consumable materials, labour for all Inspections, testing, cleaning, maintenance services in accordance with the Statement of Work attached herein as Annex A. All additional parts and labour required to effect repairs to the equipment listed at Annex A will be at extra cost to Canada.
- (ii) This requirement is for Public Works and Government Services Canada (PWGSC) located at National Press Building at 150 Wellington Street, National Capital Region, Ottawa, ON, K1P 5A4.
- (iii) **Mandatory Response Time**

As per **Annex A, Statement of Work, 1.4.3, Emergency Calls**, it is a mandatory requirement of the contract that:

- (a) The Contractor must provide twenty-four (24) hour, seven (7) days a week emergency call back service for the duration of the contract at no extra cost to Canada.
NOTE: This Statement of Work includes a total of six (6) emergency calls per year at no extra cost to Canada. Any additional emergency calls will be at extra cost to Canada.
- (b) The Contractor must respond within 30 minutes and be on site ready to work within two (2) hours of receiving the emergency call. All work for emergency service must be executed

by a qualified service personnel named in the Contract and such work must proceed continuously until the system is returned to safe operating condition.

- (iv) The period of any resulting Contract will be for a period **five (5)** years. The services must be provided in accordance with Statement of Work, attached herein as Annex A.
- (v) There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security Requirement, 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.
- (vi) pursuant to section 01 of Standard Instructions 2003, Bidders must submit a complete list of names of all individuals who are currently directors of the Bidder. Furthermore, as determined by the Special Investigations Directorate, Departmental Oversight Branch, each individual named on the list may be requested to complete a Consent to a Criminal Record Verification form and related documentation.
- (vii) The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), the Agreement on Internal Trade (AIT), the Canada-Chile FTA, the Canada-Colombia FTA, and the Canada-Peru FTA.

1.3 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

2.1 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 Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-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 (2012-11-19) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

- The text under Subsection 4 of Section 05 - Submission of Bids of 2003 referenced above is amended as follows:
Delete: sixty (60) days
Insert: *one hundred twenty (120) days*

2.2 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.

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than **seven (7)** calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.4 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.

Solicitation No. - N° de l'invitation

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fk290

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R.041736.501

File No. - N° du dossier

fk290EJ196-121986

CCC No./N° CCC - FMS No/ N° VME

2.5 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 **January 25, 2013 at 9:00 am**. Bidders are to meet at the **Main Entrance of the National Press Building, 150 Wellington Street, Ottawa, Ontario**.

Due to the nature of the requirement, it is **MANDATORY** that Bidders submit their name (Company legal name), Company telephone number, the name and birth dates of each individual that will be attending the site visit to the Contracting Authority by e-mail at hakim.ghoumrassi@tpsgc-pwgsc.gc.ca or by facsimile at (819) 956-3600 **no later than January 21, 2013 at 1:00 PM**.

Bidders will be required to sign an attendance form at the beginning of 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.

It is mandatory that bidders **provide and wear safety boots for the site visit**. Bidders who do not wear safety boots will not be permitted to attend the site visit.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that bidders provide their bid (1 hard copy) in sections as follows:

- Section I: Technical Bid;
- Section II: Financial Bid; and
- Section III: Certifications

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

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate 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 should :

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

Section I: Technical Bid

3.1.1 Submission of Evidence

Submission of Evidence as described in 3.1.2, and 3.1.3 below **MUST** be included with the bidder's proposal at time of bid closing. Failure by the bidder to provide the required evidence will result in the bidder being disqualified and no further consideration will be given to the bidder and the proposal will be deemed non responsive.

The evidence provided by the bidder may be verified. PWGSC reserves the right to verify information for completeness and accuracy and to confirm reference satisfaction with services provided.

3.1.2 Mandatory Employee Experience and Past Performance

To carry out the work on this requirement, the contractor must provide five (5) qualified service personnel: two (2) qualified Fire Alarm Technicians, two (2) qualified Sprinkler and fire protection installer and one (1) qualified Electrician.

The bidder must provide evidence to demonstrate that the service personnel proposed to perform maintenance of Fire Alarm, Fire Protection and Life Safety Systems have five (5) years of recent experience and past performance by referencing three (3) similar projects/contracts whereby the service personnel have performed satisfactorily. The bidder must complete the following form for each technician

who will be performing work on this requirement in order to demonstrate that each proposed service personnel has the required experience.

- Recent experience is defined as experience gained from January 2003 up to and including the solicitation closing date.
- Similar is defined as maintenance service on Fire Alarm equipment, Fire Protection and Life Safety Systems comparable in size, scope and complexity to the equipment listed in Annex A, Statement of Work, Part 3, Equipment Inventory.

In cases where experience is acquired concurrently, the time period will be considered only once for the purpose of calculating the minimum requirement of 5 years of recent experience.

Example:

- Project 1: started on January 1, 2008 and ended on May 31, 2008 = 4 months
- Project 2: started on January 1, 2008 and ended on December 31, 2010 = 36 months
- Project 3: started on January 1, 2008 and ended on December 31, 2010 = 36 months

Total period for these 3 projects will count as 36 months and not 76 months because the period Jan. 2008 to Dec. 2009 has already been counted in Projects 2 and 3. This employee does not meet the required minimum of 5 years of recent experience.

In the event where the information for any of the employees cannot be confirmed by the client contacts named in the proposal, the proposal will be considered non-responsive and no further consideration will be given to the proposal. If the Bidder submits names of technicians in excess of the stated requirement, only the references up to the identified limit of five (5) service personnel will be assessed. The first five (5) service personnel listed in the proposal will be considered for evaluation.

NAME OF FIRE ALARM TECHNICIAN 1:			
Name of client organization or Company	Project/Contract Reference # 1: _____	Project/Contract Reference # 2: _____	Project/Contract Reference # 3: _____
Name and title of client contact who can confirm the information presented in the proposal	Name: _____ Title: _____	Name: _____ Title: _____	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone Number: _____ E-mail: _____	Phone Number: _____ E-mail: _____	Phone Number: _____ E-mail: _____
Performance period of the project or contract (indicate year, month, day)	From: _____ (year/month/day) To: _____ (year/month/day)	From: _____ (year/month/day) To: _____ (year/month/day)	From: _____ (year/month/day) To: _____ (year/month/day)

NAME OF FIRE ALARM TECHNICIAN 2:

Name of client organization or Company	Project/Contract Reference # 1: _____	Project/Contract Reference # 2: _____	Project/Contract Reference # 3: _____
Name and title of client contact who can confirm the information presented in the proposal	Name: _____ Title: _____	Name: _____ Title: _____	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone Number: _____ E-mail: _____	Phone Number: _____ E-mail: _____	Phone Number: _____ E-mail: _____
Performance period of the project or contract (indicate year, month, day)	From: _____ (year/month/day) To: _____ (year/month/day)	From: _____ (year/month/day) To: _____ (year/month/day)	From: _____ (year/month/day) To: _____ (year/month/day)

NAME OF SPRINKLER AND FIRE PROTECTION INSTALLER 1:

Name of client organization or Company	Project/Contract Reference # 1: _____	Project/Contract Reference # 2: _____	Project/Contract Reference # 3: _____
Name and title of client contact who can confirm the information presented in the proposal	Name: _____ Title: _____	Name: _____ Title: _____	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone Number: _____ E-mail: _____	Phone Number: _____ E-mail: _____	Phone Number: _____ E-mail: _____
Performance period of the project or contract (indicate year, month, day)	From: _____ (year/month/day) To: _____ (year/month/day)	From: _____ (year/month/day) To: _____ (year/month/day)	From: _____ (year/month/day) To: _____ (year/month/day)

**NAME OF SPRINKLER AND FIRE PROTECTION
INSTALLER 2:**

Name of client organization or Company	Project/Contract Reference # 1: _____	Project/Contract Reference # 2: _____	Project/Contract Reference # 3: _____
Name and title of client contact who can confirm the information presented in the proposal	Name: _____ Title: _____	Name: _____ Title: _____	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone Number: _____ E-mail: _____	Phone Number: _____ E-mail: _____	Phone Number: _____ E-mail: _____
Performance period of the project or contract (indicate year, month, day)	From: _____ (year/month/day) To: _____ (year/month/day)	From: _____ (year/month/day) To: _____ (year/month/day)	From: _____ (year/month/day) To: _____ (year/month/day)

NAME OF ELECTRICIAN:

Name of client organization or Company	Project/Contract Reference # 1: _____	Project/Contract Reference # 2: _____	Project/Contract Reference # 3: _____
Name and title of client contact who can confirm the information presented in the proposal	Name: _____ Title: _____	Name: _____ Title: _____	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone Number: _____ E-mail: _____	Phone Number: _____ E-mail: _____	Phone Number: _____ E-mail: _____
Performance period of the project or contract (indicate year, month, day)	From: _____ (year/month/day) To: _____ (year/month/day)	From: _____ (year/month/day) To: _____ (year/month/day)	From: _____ (year/month/day) To: _____ (year/month/day)

3.1.3 Mandatory Contractor's Experience and Past Performance

The bidder must provide evidence of its recent experience and past performance by referencing three (3) similar projects/contracts with five (5) years of recent experience whereby the organization has performed

satisfactorily. The bidder must complete the following form in order to demonstrate that it has the required experience.

- Recent experience is defined as experience gained from January 2003 up to and including the solicitation closing date.
- Similar is defined as a comprehensive maintenance service on Fire Alarm, Fire Protection and Life Safety Systems.

In the event where the information for any of the projects cannot be confirmed by the client contacts named in the proposal, the proposal will be considered non-responsive and no further consideration will be given to the proposal. If the Bidder submits references in excess of the stated requirement, only the references up to the identified limit of three (3) projects will be assessed. The first three (3) projects listed in the proposal will be considered for evaluation.

	PROJECT/CONTRACT REFERENCE # 1	PROJECT/CONTRACT REFERENCE # 2	PROJECT/CONTRACT REFERENCE # 3
Name of client organization or Company	_____	_____	_____
Name and title of client contact who can confirm the information presented in the proposal	Name: _____ Title: _____	Name: _____ Title: _____	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone Number: _____ E-mail: _____	Phone Number: _____ E-mail: _____	Phone Number: _____ E-mail: _____
Performance period of the project or contract (indicate year, month, day)	From: _____ (year/month/day) To: _____ (year/month/day)	From: _____ (year/month/day) To: _____ (year/month/day)	From: _____ (year/month/day) To: _____ (year/month/day)
Description of Project/Contract	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____

3.1.4 Card and Licensing Documentation (Upon Request)

Valid copies of the following cards and licensing documentation should be submitted for each proposed service personnel with the bid by the bid solicitation closing date. However, if the following is not submitted with the bid by the bid solicitation closing date, 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.

To carry out the work on this requirement, Service personnel employed by the Contractor must be in possession of :

.1 ***Fire Alarm Technician*** - Two (2) service personnel with:

- A valid Canadian Alarm Association (CFAA) certification **OR** a Certified Fire Alarm Electrician (CFAE) certification.

2 ***Sprinkler and Fire Protection Installer*** - Two (2) service personnel with:

- A valid Certificate of Qualification (C of Q) in accordance with the provincial or territorial law in which the work is to be performed for each Sprinkler and Fire Protection Installer engaged by and sent to site by the Bidder or subcontractor of the Bidder to carry out work as defined by the attached Statement of Work, at Annex A.

.3 ***Electrician*** - One (1) Service Personnel with:

- A valid Certificate of Qualification (C of Q) in accordance with the provincial or territorial law in which the work is to be performed for each electrician engaged by and sent to site by the Bidder or subcontractor of the Bidder to carry out electrical work as defined by the Electrical Act and undertaken as part of the attached Statement of Work, at Annex A.

3.1.5 Company Information (Upon Request)

3.1.5.1 A letter(s) from the OEM(s) (Original Equipment Manufacturer) of the equipment detailed below (see also Annex A, Statement of Work) should be submitted with the bid by the bid solicitation closing date. However, if the following is not submitted with the bid by the bid solicitation closing date, 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.

If there is more than one OEM, letters are required from each OEM.

- Fire alarm Control Unit
- Fire Pump Transfer Switch / Control Panel

The letter must confirm that the Bidder:

1. is the OEM;**OR**
2. is an authorized service agent of the OEM; **OR**

3. has a valid sub-contracting agreement with the OEM; **AND**
4. has access to the following in order to, service and maintain the components, sub-systems, systems and integrated systems identified above and within the attached inventory, Annex A, Statement of Work:
- 4.1 Service and maintenance tools & materials;
 - 4.2 Compatible parts;
 - 4.3 Software;
 - 4.4 Hardware;
 - 4.5 Firmware; **AND**
5. has access to the complete operational and adjustment procedures of the OEM for all components, sub-systems, systems, integrated systems and related equipment identified within the attached inventory. This includes direct access to manufacturer's technical support service and service bulletins.

AND/OR

3.1.5.2 Should the Bidder not be the OEM or the authorized service agent of the OEM(s) or not have a valid sub-contracting agreement with the OEM for the above noted equipment, a letter(s) from the authorized service agent of the OEM (s) (Original Equipment Manufacturer) of this equipment should be submitted with the bid by the bid solicitation closing date. However, if the following is not submitted with the bid by the bid solicitation closing date, 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.

If there is more than one OEM, letters are required from each authorized service agent of each OEM.

- Fire alarm Control Unit
- Fire Pump Transfer Switch / Control Panel

The letter must confirm that the Bidder:

- 1- has a valid sub-contracting agreement with the authorized service agent; **AND**
- 2- has access to the following in order to, service and maintain the components, sub-systems, systems and integrated systems identified above and within the attached inventory, Annex A, Statement of Work:
 - 2.1 Service and maintenance tools & materials;
 - 2.2 Compatible parts;
 - 2.3 Software;
 - 2.4 Hardware;
 - 2.5 Firmware; **AND**
- 3. has access to the complete operational and adjustment procedures of the OEM for all components, sub-systems, systems, integrated systems and related equipment identified within the attached inventory. This includes direct access to manufacturer's technical support service and service bulletins

3.1.5.2.1 The Bidder must also submit a letter(s) issued to the authorized service agent(s) by the OEM(s) confirming the name of the authorized service agent(s).

3.1.5.3 The Bidder must be an **Underwriters Laboratories of Canada (ULC) Level III & IV** Listed Company authorized to carry out maintenance on fire alarm/fire protection and life safety systems. The Bidder should submit a ULC certificate with the bid by the solicitation closing date. However, if it is not submitted with the bid by the solicitation closing date, 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 the time frame period will render the bid non-responsive.

3.1.6 Employee Training (Upon Request)

Valid copies of training certificates/cards, identified below, must be submitted for each proposed service personnel with the bid by the bid solicitation closing date. However, if the following certificates/cards are not submitted with the bid by the bid solicitation closing date, 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 the time frame period will render the bid non-responsive.

- A valid Fall Protection Safety Training Certificate/wallet card;
- A valid Workplace Hazardous Material Inventory System (WHMIS) Training Certificate/wallet card;
- A valid Confined Space Entry Certificate/wallet card;
- A valid Standard First Aid / CPR Certificate/wallet card;
- A valid Asbestos Work Practices Awareness Certificate/wallet card;
- Personnel performing work on electrical equipment that is live or may become live must be in possession of a valid Arc Flash Training Certificate/wallet card.

All certificates are to be recognized by the Human Resources Skills Development Canada (HRSDC) - Labour Canada and/or Workplace Safety & Insurance Board (WSIB) and/or Construction Safety Association of Ontario (CSAO) and/or any other recognized legislative or regulatory body in the Province or territory in which the work is to be performed.

Section II: Financial Bid

Bidders must submit their firm rates in accordance with the Pricing Schedule detailed below. The total Amount of Goods and Services Tax or Harmonized Sales Tax is to be shown separately, if applicable.

The following requirement **MUST** be strictly adhered to: Failure to do so shall render the bidders' proposal as non-responsive.

It is **MANDATORY** that the bidders submit firm prices/rates for the five year period of the contract for all items listed hereafter.

Pricing Schedule 1 - Firm Price - Please refer to all Buildings and their respective Summary Tables.

Firm all inclusive prices including all necessary tools, equipment and services, consumable materials, labour for all inspections, testing, cleaning, maintenance services as detailed in Annex A, Statement of Work attached herein as Annex A.

Base Building Fire Alarm System - Control Unit (Table 1.1)

No. of Units	Description	Year 1	Year 2	Year 3	Year 4	Year 5
1	Edwards EST 3	\$	\$	\$	\$	\$
2	Sealed Batteries 12V, 26 AH	\$	\$	\$	\$	\$
Subtotal of Control Unit		\$	\$	\$	\$	\$

Base Building Fire Alarm System - Transponder Booster Panel (Table 1.2)

No. of Units	Description	Year 1	Year 2	Year 3	Year 4	Year 5
1	Edwards	\$	\$	\$	\$	\$
2	Sealed Batteries 12V, 7. 2 AH	\$	\$	\$	\$	\$
Subtotal of Transponder Fire Alarm System		\$	\$	\$	\$	\$

Base Building Fire Alarm System - Active and Supportive Field Devices (Table 1.3)

No. of Units	Description	Year 1	Year 2	Year 3	Year 4	Year 5
22	Manual Stations	\$	\$	\$	\$	\$
7	Heat Detectors, conventional type	\$	\$	\$	\$	\$
2	Heat Detectors, addressable type	\$	\$	\$	\$	\$

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

EJ196-121986/A

fk290

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

R.041736.501

fk290EJ196-121986

14	Smoke detectors addressable type	\$	\$	\$	\$	\$
2	Duct mounted smoke detectors complete with sampling tube	\$	\$	\$	\$	\$
10	Active field devices, relays- monitor	\$	\$	\$	\$	\$
1	Fault isolation modules	\$	\$	\$	\$	\$
50	Conventional circuit end of line devices	\$	\$	\$	\$	\$
Subtotal of Active and Supportive Field Devices		\$	\$	\$	\$	\$

Base Building Fire Alarm System - Audible Devices (Table 1.4)

No. of Units	Description	Year 1	Year 2	Year 3	Year 4	Year 5
42	Bells 6 inches	\$	\$	\$	\$	\$
2	Bells 10 inches	\$	\$	\$	\$	\$
1	Strobe Lights	\$	\$	\$	\$	\$
Subtotal of Audible Devices		\$	\$	\$	\$	\$

Base Water Sprinkler System - Fire Department Connection (Table 1.5)

No. of Units	Description	Year 1	Year 2	Year 3	Year 4	Year 5
1	Fire Department Connection	\$	\$	\$	\$	\$
1	Sprinkler	\$	\$	\$	\$	\$
1	Standpipe	\$	\$	\$	\$	\$
2	Check vales and assemblies	\$	\$	\$	\$	\$
Subtotal of Base Water Sprinkler System		\$	\$	\$	\$	\$

Base Water Sprinkler System - Sprinkler Systems (Table 1.6)

No. of Units	Description	Year 1	Year 2	Year 3	Year 4	Year 5
12	Control Valves, supervised	\$	\$	\$	\$	\$
11	Flow Alarm Switches	\$	\$	\$	\$	\$
1	Low Pressure Switch	\$	\$	\$	\$	\$
-	Lot sprinkler piping, assemblies, including sprinkler heads	\$	\$	\$	\$	\$
Subtotal of Base Water Sprinkler System - Sprinkler System		\$	\$	\$	\$	\$

Base Water Sprinkler System- Sprinkler Alarm Valve (Table 1.7)

No. of Units	Description	Year 1	Year 2	Year 3	Year 4	Year 5
1	Sprinkler Alarm Valve, Grimes; 4 inches, B-1, 1964	\$	\$	\$	\$	\$
Subtotal of Base Water Sprinkler System - Sprinkler Alarm Valve		\$	\$	\$	\$	\$

Base Water Sprinkler System- Sprinkler excess pressure pump (Table 1.8)

No. of Units	Description	Year 1	Year 2	Year 3	Year 4	Year 5
1	Excess pressure pump, Albany pump, CEP93A-std, 115v, 60hertz. 1/3 hp.	\$	\$	\$	\$	\$
1	Automatic pressure switch, Allen-Bradley, 836T	\$	\$	\$	\$	\$
Subtotal of Base Water Sprinkler System - Sprinkler Excess Pressure Switch		\$	\$	\$	\$	\$

Base Water Sprinkler System - Dry Sprinkler System (Table 1.9)

No. of Units	Description	Year 1	Year 2	Year 3	Year 4	Year 5
1	Control Valves, supervised	\$	\$	\$	\$	\$
1	Alarm Pressure Switch	\$	\$	\$	\$	\$
1	Low Pressure air supervisory	\$	\$	\$	\$	\$

-	Lot sprinkler piping, assemblies, including sprinkler heads	\$	\$	\$	\$	\$
Subtotal of Base Water Sprinkler System - Dry Sprinkler System		\$	\$	\$	\$	\$

Base Water Sprinkler System - Dry Sprinkler Alarm Valve (Table 1.10)

No. of Units	Description	Year 1	Year 2	Year 3	Year 4	Year 5
1	Dry System Alarm Valve, Viking, 162/ 3 inches	\$	\$	\$	\$	\$
1	Compressor with assemblies	\$	\$	\$	\$	\$
1	Automatic Pressure Switch	\$	\$	\$	\$	\$
Subtotal of Base Water Sprinkler System - Dry Sprinkler Alarm Valve		\$	\$	\$	\$	\$

Base Water Sprinkler System - Standpipe System (Table 1.11)

No. of Units	Description	Year 1	Year 2	Year 3	Year 4	Year 5
1	Main Header Sprinkler Pipe	\$	\$	\$	\$	\$
1	Main Header Riser Split	\$	\$	\$	\$	\$
10	Fire Hose Cabinets	\$	\$	\$	\$	\$
1	Control Valve supervised	\$	\$	\$	\$	\$
1	Alarm flow switch	\$	\$	\$	\$	\$
Subtotal of Base Water Sprinkler System - Standpipe System		\$	\$	\$	\$	\$

Base Water Sprinkler System - Standpipe Alarm Valve (Table 1.12)

No. of Units	Description	Year 1	Year 2	Year 3	Year 4	Year 5
1	Standpipe Alarm Valve, Victaulic, 4 inches, model # s-7-6, serial#040716 08/97,	\$	\$	\$	\$	\$
1	C/W Victaulic control valve/ 708/1995	\$	\$	\$	\$	\$
1	C/W McAvity check valve/ 1981	\$	\$	\$	\$	\$
Subtotal of Base Water Sprinkler System - Standpipe Alarm valve		\$	\$	\$	\$	\$

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

EJ196-121986/A

fk290

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

R.041736.501

fk290EJ196-121986

Base Water Sprinkler System - Standpipe Excess Pressure Pump (Table 1.13)

No. of Units	Description	Year 1	Year 2	Year 3	Year 4	Year 5
1	Excess pressure pump, General Electric, 5KH32GN5652X, 115 volt, 60 hertz, 1/3 horse power	\$	\$	\$	\$	\$
Subtotal of Base Water Sprinkler System - Standpipe Excess pressure pump		\$	\$	\$	\$	\$

Base Water Sprinkler System - Fire Pump Assembly (Table 1.14)

No. of Units	Description	Year 1	Year 2	Year 3	Year 4	Year 5
1	Fire Pump Assembly, Leitch, 162311	\$	\$	\$	\$	\$
1	Motor, 15hp-600 v-3 phases, 3wires	\$	\$	\$	\$	\$
Subtotal of Base Water Sprinkler System - Fire pump Assembly		\$	\$	\$	\$	\$

Base Water Sprinkler System - Fire Pump Control Panel (Table 1.15)

No. of Units	Description	Year 1	Year 2	Year 3	Year 4	Year 5
1	Fire pump control panel, Torna Tech, 600v, 3phases, 3 wires, model#TF600/15/18, serial#19809092 1/2	\$	\$	\$	\$	\$
Subtotal of Base Water Sprinkler System - Fire Pump Control Panel		\$	\$	\$	\$	\$

Base Water Sprinkler System - Fire Pump Transfer Switch (Table 1.16)

No. of Units	Description	Year 1	Year 2	Year 3	Year 4	Year 5
1	Fire pump Transfer Switch, Torna Tech, model#TF600/15/18, serial#19809092 2/2	\$	\$	\$	\$	\$
Subtotal of Base Water Sprinkler System - Fire Pump Control Panel		\$	\$	\$	\$	\$

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

EJ196-121986/A

fk290

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

R.041736.501

fk290EJ196-121986

Base Water Sprinkler System - Fire Pump / Generator Monitored Functions (Table 1.17)

No. of Units	Description	Year 1	Year 2	Year 3	Year 4	Year 5
4	Fire Pump	\$	\$	\$	\$	\$
Subtotal of Base Water Sprinkler System - Fire pump / Generator Monitored Functions		\$	\$	\$	\$	\$

Summary of Pricing Schedule 1

Note: The annual totals from each table shall be added together and these totals shall be placed in the 'Firm Price' column of each Summary table for each respective year. These annual Firm Price totals shall then be divided into quarterly rates and put in the appropriate Firm Quarterly Rate space.

Period	Firm Quarterly Rate	Number of Quarters	Firm Price-Cost Total
Year 1	\$	x 4	\$
Year 2	\$	x 4	\$
Year 3	\$	x 4	\$
Year 4	\$	x 4	\$
Year 5	\$	x 4	\$
Total for Years 1 to 5			\$

* In the case of error in the extension of prices, the unit price will govern.

Pricing Schedule 2: Extra Work - As and When Requested

Extra work as described in Annex A - PWGSC Statement of Work **EJ196-121986**, "Extra Work" will be conducted on an 'As and When Requested' basis where charges shall be made for actual labour and repair and replacement parts. Estimated quantity of hours per year for extra work is for evaluation purposes only.

When "As and When Requested" work is requested during the contract period, the contractor must complete and submit the Annex C "Cost Estimate Form for Extra Work". Written authorization must be obtained from the Technical Authority prior to conducting any extra work.

Submit a firm all-inclusive labour rate (including overhead, profit, and all related costs) and material cost in Canadian funds.

2.1 LABOUR: Our firm hourly rate per qualified personnel **Certified Fire Alarm Technician** shall be:

i) Regular Hours: 8:00 to 16:00, Monday to Friday (Rate/hour)	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
	\$_____ /HR				
Estimated quantity of hours per year:	4	4	4	4	4
Extended Price:	\$_____	\$_____	\$_____	\$_____	\$_____
2.1 (i) SUB-TOTAL:					\$_____

ii) Outside Regular Hours: Monday to Saturday, Time and a Half (1.5 x Regular Hourly Rate) (Rate/Hour)	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
	\$_____ /HR				
Estimated quantity of hours per year:	4	4	2	2	2
Extended Price:	\$_____	\$_____	\$_____	\$_____	\$_____
2.1 (ii) SUB-TOTAL:					\$_____

iii) Sunday & Statutory Holidays Double Time (2 x Regular Hourly Rate) (Rate/hour)	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
	\$_____ /HR				
Estimated quantity of hours per year:	2	2	2	2	2
Extended Price:	\$_____	\$_____	\$_____	\$_____	\$_____
2.1 (iii) SUB-TOTAL:					\$_____

2.2 LABOUR: Our firm hourly rate per qualified personnel **Certified Sprinkler and fire protection Installer** shall be:

i) Regular Hours: 8:00 to 16:00, Monday to Friday (Rate/hour)	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
	\$_____ /HR				
Estimated quantity of hours per year:	4	4	4	4	4
Extended Price:	\$_____	\$_____	\$_____	\$_____	\$_____
2.2 (i) SUB-TOTAL:					\$_____

ii) Outside Regular Hours: Monday to Saturday, Time and a Half (1.5 x Regular Hourly Rate) (Rate/Hour)	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
	\$_____ /HR				
Estimated quantity of hours per year:	4	4	2	2	2
Extended Price:	\$_____	\$_____	\$_____	\$_____	\$_____
2.2 (ii) SUB-TOTAL:					\$_____

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

EJ196-121986/A

fk290

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

R.041736.501

fk290EJ196-121986

iii) Sunday & Statutory Holidays Double Time (2 x Regular Hourly Rate) (Rate/hour)	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
	\$_____ /HR				
Estimated quantity of hours per year:	2	2	2	2	2
Extended Price:	\$_____	\$_____	\$_____	\$_____	\$_____
2.2 (iii) SUB-TOTAL:					\$_____

2.3 LABOUR: Our firm hourly rate per qualified personnel **Certified Electrician** shall be:

i) Regular Hours: 8:00 to 16:00, Monday to Friday (Rate/hour)	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
	\$_____ /HR				
Estimated quantity of hours per year:	2	2	2	2	2
Extended Price:	\$_____	\$_____	\$_____	\$_____	\$_____
2.3 (i) SUB-TOTAL:					\$_____

ii) Outside Regular Hours: Monday to Saturday, Time and a Half (1.5 x Regular Hourly Rate) (Rate/Hour)	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
	\$_____ /HR				
Estimated quantity of hours per year:	2	2	2	2	2
Extended Price:	\$_____	\$_____	\$_____	\$_____	\$_____
2.3 (ii) SUB-TOTAL:					\$_____

Solicitation No. - N° de l'invitation
EJ196-121986/A

Amd. No. - N° de la modif.
fk290

Buyer ID - Id de l'acheteur
fk290

Client Ref. No. - N° de réf. du client
R.041736.501

File No. - N° du dossier
fk290EJ196-121986

CCC No./N° CCC - FMS No/ N° VME

iii) Sunday & Statutory Holidays Double Time (2 x Regular Hourly Rate) (Rate/hour)	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
		\$_____ /HR	\$_____ /HR	\$_____ /HR	\$_____ /HR
Estimated quantity of hours per year:	1	1	1	1	1
Extended Price:	\$_____	\$_____	\$_____	\$_____	\$_____
2.3 (iii) SUB-TOTAL:					\$_____

2.4 MATERIALS: Materials will be charged at our laid-down cost plus a mark-up of:

Percentage Mark-up	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
		_____%	_____%	_____%	_____%
Estimated Expenditure:	\$3,000.00	\$2,000.00	\$1,500.00	\$1,500.00	\$1,500.00
* Extended Price:	\$_____	\$_____	\$_____	\$_____	\$_____
2.4SUB-TOTAL:					\$_____

* **The Extended Price** for materials is calculated by adding the mark-up quoted to the total estimated expenditure (Example: Year 1, \$500.00 estimated expenditure; 10% mark-up quoted = \$500.00 + (\$500.00 x 10%) = \$550.00). The estimated expenditures is for evaluation purposes only.

Parts will be supplied FOB Destination including all delivery charges. The following definitions have been used to arrive at the figures as noted:

i) **MARK-UP** - The difference between the Contractor's laid-down cost for product and resale price to the Crown. Mark-up includes applicable internal cost allocation by the Contractor such as material handling and general and administrative (G&A) expenses plus profit.

ii) **LAID-DOWN COST** - The cost incurred by a vendor to acquire a specific product or service for resale to the government. This includes but is not limited to the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage.

AUTHORIZATION FOR DELIVERY: The consignee shall request delivery of goods/services identified in Pricing Schedule 2, 2.1 to 2.3 (i), (ii), (iii); and 2.4 on an authorization form provided by the Technical Authority.

Solicitation No. - N° de l'invitation

EJ196-121986/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

fk290

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

R.041736.501

File No. - N° du dossier

fk290EJ196-121986

CCC No./N° CCC - FMS No/ N° VME

TOTAL ASSESSED PROPOSAL PRICE

Sum of Basis of Pricing

Pricing Schedule 1: Table 1 = Subtotal \$ _____ +

Pricing Schedule 2: 2.1 to 2.3 (i) to (iii) = Subtotal \$ _____ +

Pricing Schedule 2: 2.4 = Subtotal \$ _____ +

Total assessed proposal price = \$ _____

IN THE CASE OF ERROR IN THE EXTENSION OF PRICES, THE UNIT PRICE WILL GOVERN.
CANADA MAY ENTER INTO CONTRACT WITHOUT NEGOTIATION.

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical and Financial Evaluation - mandatory requirements

- 1) Submission of Evidence for all items in accordance with RFP Part 3, Section I - Technical Bid excluding 3.1.4; 3.1.5; and 3.1.6, and
- 2) Submission of a Firm Price/Rate in Canadian funds for all the items listed in Part 3, Section II: Financial Bid.

4.2 Basis of selection

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

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and related documentation to be awarded a contract. Canada will declare a bid non-responsive if the required certifications and related documentation are not completed and submitted as requested.

Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract. The Contracting Authority will have the right to ask for additional information to verify the bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications, to provide the related documentation or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

5.1 Mandatory Certifications Precedent to Contract Award

5.1.1 Code of Conduct Certifications - Related Documentation

By submitting a bid, the Bidder certifies, for himself and his affiliates, to be in compliance with the Code of Conduct and Certifications clause of the Standard instructions. The related documentation hereinafter mentioned will help Canada in confirming that the certifications are true. By submitting a bid, the Bidder certifies that it is aware, and that its affiliates are aware, that Canada may request additional information, certifications, consent forms and other evidentiary elements proving identity or eligibility. Canada may also verify the information provided by the Bidder, including the information relating to the acts or convictions specified herein, through independent research, use of any government resources or by contacting third parties. Canada will declare non-responsive any bid in respect of which the information requested is missing or inaccurate, or in respect of which the information contained in the certifications is found to be untrue, in any respect, by Canada. The Bidder and any of the Bidder's affiliates, will also be required to remain free and clear of any acts or convictions specified herein during the period of any contract arising from this bid solicitation.

Bidders who are incorporated, including those bidding as a joint venture, must provide with their bid or promptly thereafter a complete list of names of all individuals who are currently directors of the Bidder. Bidders bidding as sole proprietorship, including those bidding as a joint venture, must provide the name of the owner with their bid or promptly thereafter. Bidders bidding as societies, firms, partnerships or associations of persons do not need to provide lists of names. If the required names have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply will render the bid non-responsive. Providing the required names is a mandatory requirement for contract award.

Canada may, at any time, request that a Bidder provide properly completed and Signed Consent Forms (Consent to a Criminal Record Verification form- PWGSC-TPSGC 229)

(<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>) for any or all individuals aforementioned within the time specified. Failure to provide such Consent Forms within the time period provided will result in the bid being declared non-responsive.

5.2. Additional 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.

5.2.1 Federal Contractors Program - over \$25,000 and below \$200,000 (A3031T 2010-08-16)

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

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

The Bidder or the member of the joint venture:

- (a) () is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, 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, 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.

5.2.2 Former Public servant Certification

Contracts with former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, bidders 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 to the Canada Pension Plan Act, R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

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

If so, the Bidder 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 Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? **YES () NO ()**

If so, the Bidder 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.

Solicitation No. - N° de l'invitation

EJ196-121986/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

fk290

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

R.041736.501

File No. - N° du dossier

fk290EJ196-121986

CCC No./N° CCC - FMS No/ N° VME

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 a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

PART 6 - SECURITY REQUIREMENT

6.1 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 on PWGSC Bid Solicitation - Instructions for Bidders](http://www.pwgsc.gc.ca/acquisitions/text/plain/plainpm-e.html#a31)" (<http://www.pwgsc.gc.ca/acquisitions/text/plain/plainpm-e.html#a31>) document on the Departmental Standard Procurement Documents Website.

6.2 Employee Information for Security

The Bidder *should* specify the following information regarding employees proposed in Part 3, Section I (Technical Bid) to provide services against any resulting contract:

	LEGAL NAME (First and Last)	DATE OF BIRTH	CURRENT CLEARANCE HELD
Fire Alarm Technician 1			
Fire Alarm Technician 2			
Sprinkler and fire protection installer 1			
Sprinkler and fire protection installer 2			
Electrician			

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

To provide preventive maintenance services on the Fire Alarm, Fire Protection and Life Safety Systems, including all necessary tools, equipment and services, consumable materials, labour for all Inspections, testing, cleaning, maintenance services in accordance with the Statement of Work attached herein as Annex A. All additional parts and labour required to effect repairs to the equipment listed at Annex A will be at extra cost to Canada.

This requirement is for Public Works and Government Services Canada (PWGSC) located at National Press Building at 150 Wellington Street, National Capital Region, Ottawa, ON, K1P 5A4

7.1.1 Mandatory Response Time

As per **Annex A, Statement of Work, 1.4.3, Emergency Calls**, it is a mandatory requirement of the contract that:

- (a) The Contractor must provide twenty-four (24) hour, seven (7) days a week emergency call back service for the duration of the contract at no extra cost to Canada.

NOTE: This Statement of Work includes a total of six (6) emergency calls per year at no extra cost to Canada. Any additional emergency calls will be at extra cost to Canada.

- (b) The Contractor must respond within 30 minutes and be on site ready to work within two (2) hours of receiving the emergency call. All work for emergency service must be executed by a qualified service personnel named in the Contract and such work must proceed continuously until the system is returned to safe operating condition.

7.1.2 Replacement of Specific Individuals

1. If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
2. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:
 - (a) the name, qualifications and experience of the proposed replacement; and
 - (b) proof that the proposed replacement has the required security clearance granted by Canada, if applicable.

Solicitation No. - N° de l'invitation
EJ196-121986/A

Amd. No. - N° de la modif.
fk290EJ196-121986

Buyer ID - Id de l'acheteur
fk290

Client Ref. No. - N° de réf. du client
R.041736.501

File No. - N° du dossier
fk290EJ196-121986

CCC No./N° CCC - FMS No/ N° VME

3. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

Names of qualified employees

The contractor must provide the names of the qualified Technicians who will be assigned to work on this Contract. The names provided below must be the same personnel listed in part 3 & part 6 of the proposal.

Fire Alarm Technician (first & last name)	Fire Alarm Technician (first & last name)	Sprinkler and fire protection installer (first & last name)	Sprinkler and fire protection installer (first & last name)	Electrician (first & last name)

7.2 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 Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

7.2.1 General Conditions

2035 2012-11-19, General Conditions - Services, apply to and form part of the Contract.

7.3 Security Requirement

Consult the Canadian Industrial Security Directorate (CISD) Website for more information.

1. The Contractor must, at all times during the performance of the Contract, 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 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 must comply with the provisions of the:

Solicitation No. - N° de l'invitation
EJ196-121986/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
fk290

Client Ref. No. - N° de réf. du client
R.041736.501

File No. - N° du dossier
fk290EJ196-121986

CCC No./N° CCC - FMS No/ N° VME

- (a) Security Requirements Check List and security guide (if applicable), attached at Annex B;
- (b) Industrial Security Manual (Latest Edition).

7.4 Term of Contract

7.4.1 Period of Contract

The period of the Contract is from _____ to _____ inclusive (to be determined at Contract Award).

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Hakim Ghourrassi
Supply Specialist
Public Works and Government Services Canada
Acquisition Branch
Real Property Contracting Directorate
Place du Portage, Phase III, 3C2,
11 rue Laurier, Gatineau, Quebec K1A OS5
Telephone: 819-956-7448
Facsimile : 819-956-3600
E-mail address: hakim.ghourrassi@tpsgc-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.

7.5.2 Technical Authority

"TO BE PROVIDED AT CONTRACT AWARD"

The Technical Authority for the Contract is:

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: _____

Facsimile: _____

E-mail address: _____.

The Technical Authority named above 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 Technical Authority, however the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

7.5.3 Contractor's Representative - "TO BE PROVIDED AT CONTRACT AWARD"

The name and particulars of the person to be contacted for general enquiries and follow-up purposes:

Name: _____
 Telephone: _____
 Facsimile: _____
 Cellular: _____
 E-mail: _____

7.6 Payment

7.6.1 Limitation of Expenditure

The Contractor will supply the goods and services under the Contract to an estimated total expenditure not exceeding \$ **(to be determined)** (HST included) of which \$ **(to be determined)** (HST included) is for goods and/or services enumerated or described in Basis of Pricing, Pricing Schedule 1 (firm price) and \$ **(to be determined)** (HST included) is for additional goods and/or services that may be requested from time to time at the prices and/or rates set out in Basis of Pricing, Pricing Schedule 2 (as and when).

7.6.2 Basis of Payment - Firm Prices and "As and When"

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm prices, in accordance with General Conditions 2035 16 (2012-07-16) 'Payment Period' and the following tables. Goods and Services Tax (GST) or Harmonized Sales Tax (HST) is extra, if applicable.

- a) Firm rates will be paid in accordance with Pricing Schedule 1 in four (4) equal quarterly payments.
- b) As and When Requested Work

Any costs incurred for Extra Work will be paid, in accordance with Pricing Schedule 2 and the Statement of Work, Annex A, on an "as and when requested" basis, after completion, inspection and acceptance of the work performed.

Canada's total liability to the Contractor under the "as and when requested" portion of the Contract must not exceed **(to be determined)**. Goods and Services Tax or Harmonized Sales Tax extra, if applicable.

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) if the Contractor considers that the said sum may be exceeded, the Contractor must promptly notify the contracting Authority

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.

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.

(At contract award - insert appropriate pricing table here)

7.6.3 SACC Manual Clauses

A9117C (2007-11-30) T1204 - Direct Request by Customer Department

7.7 Invoicing Instructions

7.7.1 Invoicing Instructions - Maintenance Services

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions along with the quarterly maintenance report described in the Statement of Work of the Contract.

Invoices cannot be submitted until all work identified in the invoice has been completed and that all maintenance service call reports related to the Work identified in the invoice have been received by the Technical Authority.

2. The Contractor must distribute the invoices and reports as follows:

The original and two (2) copies of the invoices and quarterly maintenance reports must be forwarded to the address shown on page 1 of the Contract for certification and payment.

7.8 Certifications

7.8.1 Compliance

Compliance with the certifications and related documentation 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, provide the related documentation or if 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.

7.9 Applicable Laws

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

7.10 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 (2012-11-19);
- (c) Annex A, Statement of Work;
- (d) Annex B, Security Requirements Check List;
- (e) the Contractor's proposal dated _____ (*insert date of bid*);
- (f) Annex E Cost Estimate Form for Extra Work

7.11 Foreign Nationals (Canadian Contractor)

A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)

7.12 Insurance Requirements

7.12.1 Insurance Requirements

The Contractor must comply with the insurance requirements specified in the **following article 7.12.2 Commercial General Liability Insurance**. 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.

7.12.2 Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - (a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - (b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - (c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.

-
- (d) **Personal Injury:** While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - (e) **Cross Liability/Separation of Insureds:** Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - (f) **Blanket Contractual Liability:** The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - (g) **Employees and, if applicable, Volunteers** must be included as Additional Insured.
 - (h) **Employers' Liability** (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - (i) **Broad Form Property Damage including Completed Operations:** Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - (j) **Notice of Cancellation:** The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - (k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - (l) **Non-Owned Automobile Liability - Coverage** for suits against the Contractor resulting from the use of hired or non-owned vehicles.

7.13 Cellular Phones and/or Pagers

The Contractor's Foreman or Site Supervisor must be equipped with a cellular phone and/or pager at all times. All expenses including installation, air time, activating fees, and the cost of the phones/pagers themselves, will be the responsibility of the Contractor. The Contractor must maintain an uninterrupted communication service.

7.14 Government Site Regulations

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

7.15 Pre-Commencement Meeting

A pre-commencement meeting is mandatory for the Contractor prior to commencing any work and minutes of the meeting will be taken. The time and place of this meeting will be determined by the Technical Authority.

The Contractor is to supply the Technical Authority with a copy of his safety policy as required by the applicable Provincial Occupational Safety and Health Regulations.

Solicitation No. - N° de l'invitation

EJ196-121986/A

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

R.041736.501

Amd. No. - N° de la modif.

File No. - N° du dossier

fk290EJ196-121986

Buyer ID - Id de l'acheteur

fk290

CCC No./N° CCC - FMS No/ N° VME

ANNEX A

STATEMENT OF WORK

(Please see attached)

Solicitation No. - N° de l'invitation

EJ196-121986/A

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

R.041736.501

Amd. No. - N° de la modif.

File No. - N° du dossier

fk290EJ196-121986

Buyer ID - Id de l'acheteur

fk290

CCC No./N° CCC - FMS No/ N° VME

ANNEX B

SECURITY REQUIREMENT CHECK LIST

(Please see attached)

Solicitation No. - N° de l'invitation

EJ196-121986/A

Amd. No. - N° de la modif.

File No. - N° du dossier

fk290EJ196-121986

Buyer ID - Id de l'acheteur

fk290

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

R.041736.501

CCC No./N° CCC - FMS No/ N° VME

ANNEX C

**FORM TO PROVIDE A COMPLETE LIST OF NAMES OF ALL INDIVIDUALS WHO ARE CURRENTLY
DIRECTORS OF THE
BIDDER**

***NOTE TO BIDDERS
WRITE DIRECTOR'S SURNAMES AND GIVEN NAMES IN BLOCK LETTERS***

Solicitation No. - N° de l'invitation

EJ196-121986/A

Amd. No. - N° de la modif.

File No. - N° du dossier

fk290EJ196-121986

Buyer ID - Id de l'acheteur

fk290

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

R.041736.501

CCC No./N° CCC - FMS No/ N° VME

ANNEX D

COST ESTIMATE FORM FOR EXTRA WORK

(Please see attached)

Solicitation No. - N° de l'invitation

EJ196-121986/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

fk290

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

R.041736.501

fk290EJ196-121986

Cost Estimate Form For Extra Work**Annex D****Contractor:** _____**Date:** _____**Description of Work:**

(Please attach a separate sheet if required)

Hourly Rate as per Contract

I Direct Costs	No. of Hours	Fire Alarm Technician	Sprinkler & Fire Protection Installer	Electrician	Total
i Direct Labour					
Repair Work Labour					
Emergency Calls Labour					
Total Direct Labour Other Labour (Specify: _____)					\$ _____ (i)
ii Direct Material Costs *					
Replacement Parts					
Repair Parts					
Other Material (Specify: _____)					
Total Direct Material Costs					\$ _____ (ii)
iii Other Direct Costs					
Other (Specify: _____)					
Total Other Direct Costs					\$ _____ (iii)
II Total Price					Total
Total Direct Costs (i + ii + iii) (GST/HST extra)					\$ _____

Materials will be charged at our laid-down cost plus a mark-up in accordance with Pricing Schedule 2.

Name: _____**Signature:** _____

(Please print)