

**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**

This document contains a security requirement.

Ce document comprend une exigence en matière de sécurité.

**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

<b>Title - Sujet</b> HVAC and Chiller Maint. CFS Leitrim	
<b>Solicitation No. - N° de l'invitation</b> EJ196-130852/A	<b>Date</b> 2012-12-07
<b>Client Reference No. - N° de référence du client</b> R.057064.002	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$FK-286-61719	
<b>File No. - N° de dossier</b> fk286.EJ196-130852	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2013-01-25</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Lessard(FK Div), Gisele	<b>Buyer Id - Id de l'acheteur</b> fk286
<b>Telephone No. - N° de téléphone</b> (819) 956-2352 ( )	<b>FAX No. - N° de FAX</b> (819) 956-3600
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  PWGSC / TPSGC Phase III, Place du Portage 11 Laurier Street Gatineau, QC K1A 0S5 CANADA	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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- Annex C Complete List of names 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, 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.

### **List of Annexes:**

- Annex A Scope of Work 8M3-1588-10
- Annex B Security Requirements Check List (SRCL)
- Annex C Complete List of names of all individuals who are currently Directors of the Bidder
- Annex D Cost Estimate Form for Extra Work

### **1.2 Summary**

- (i) **Heating Ventilation & Air Conditioning Systems (HVACS) and Chillers**  
To provide preventive maintenance and inspections services, including all necessary tools, services and labour on heating, ventilation, air conditioning (HVAC) and related mechanical equipment and Chillers in accordance with the Scope of Work 8M3-1588-10, attached herein as Annex A.
- (ii) This requirement is for Public Works and Government Services Canada (PWGSC) located at the Canadian Forces Station (CFS) Leitrim, the Export Development Canada (EDC) Building, 3545 Leitrim Road, Ottawa, ON.
- (iii) **Mandatory Response Time**  
As per **Annex A**, Scope of Work 8M3-1588-10, SW 3.5 Emergency Calls, it is a mandatory requirement of the contract that:
  - .1 The Contractor must provide twenty-four (24) hour, seven (7) days a week emergency call back services for the duration of the contract.
  - .2 The Contractor must respond within thirty (30) minutes and be on site ready to work within two (2) hours of receiving the emergency call. All work for emergency 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.

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- (iv) The period of any resulting Contract will be for a period of **five (5) years**. The services must be provided in accordance with Scope of Work 8M3-1588-10, 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 Instruction 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.

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## **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>(<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

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

The 2003, (2012-11-19) 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 **ten (10)** 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.

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## **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 10, 2013 at 10:00 a.m.** Bidders are to meet at the main security post of the CFS LEITRIM, 3545 Leitrin Road, Ottawa, Ontario. A maximum of two (2) representatives per bidder will be permitted to examine the sites.

### **Mandatory Security Requirement prior to site visit**

**It is mandatory that Bidders communicate with the Contracting Authority prior to the visit to confirm their attendance.**

Due to the nature of the requirement, it is **mandatory** that Bidders submit the company legal name, the company telephone number and the name of each individual that will be attending the site visit to the Contracting Authority in writing, by e-mail at [gisele.lessard@tpsgc-pwgsc.gc.ca](mailto:gisele.lessard@tpsgc-pwgsc.gc.ca) or by facsimile at (819) 956-3600 no later than **January 4, 2013 at 1:00 p.m.**

As proof of attendance, 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. **NO EXCEPTIONS WILL BE MADE.**

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. **NO EXCEPTIONS WILL BE MADE.**

Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

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## **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. Prices must not 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 8.5 x 11 inch (216 mm x 279 mm) paper containing fiber 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, 3.1.3, 3.1.4, 3.1.5 and 3.1.6 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 Card and Licensing Documentation**

To carry out the work on this requirement, the contractor must provide one (1) Service personnel and one (1) Back-up.

The proposed employees must be in possession of the required cards and licenses indicated below. It is **mandatory** that valid copies of the required cards and licenses for each proposed employee be submitted with the proposal. If not included with the proposal, the bid will be deemed non-responsive.

- A valid Ozone Depletion Prevention Card for the Province of Ontario (or approved interprovincial equivalent);

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- A valid Refrigeration and Air Conditioning Certification Licence for the Province of Ontario (or approved Red Seal interprovincial equivalent); and

- A valid Fall Protection Certificate.

### **3.1.3 Mandatory Employee Experience and Past Performance**

To carry out the work on this requirement, the contractor must provide one (1) Service personnel and one (1) Back-up.

The bidder must provide evidence to demonstrate that the service personnel proposed to perform maintenance of HVAC and Chiller equipment have five (5) recent years experience and past performance by referencing three (3) similar projects/contracts 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 technician has the required experience.

- Recent experience is defined as experience gained from January 2005 up to and including the solicitation closing date.
- Similar is defined as maintenance of HVAC and Chiller equipment comparable in size, scope and complexity to the equipment listed in Annex A, Scope of Work, SW7, Equipment Inventory.

In the event where the information for any of the service personnel 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 two (2) Service personnel will be assessed.

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<b>NAME OF SERVICE PERSONNEL(1) :</b>			
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)

In cases where experience is acquired concurrently, the time period will be considered only once for the purpose of calculating the minimum requirement of 3 years 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, 2009 = 24 months
- Project 3: started on January 1, 2008 and ended on December 31, 2009 = 24 months

Total period for these 3 projects will count as 24 months and not 52 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 3 years recent experience.

<b>NAME OF BACK-UP (1) :</b>			
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)

In cases where experience is acquired concurrently, the time period will be considered only once for the purpose of calculating the minimum requirement of 3 years 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, 2009 = 24 months
- Project 3: started on January 1, 2008 and ended on December 31, 2009 = 24 months

Total period for these 3 projects will count as 24 months and not 52 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 3 years recent experience.

### **3.1.4 Mandatory Non-Working Service Manager Expertise and Experience**

The bidder must provide evidence of its Non-Working Service Manager recent experience and past performance by referencing at least one (1) similar project/contract. It is mandatory that the Service Manager have three (3) years experience in a supervisory role servicing HVAC and Chiller equipment and the card, licences and certificates. The bidder must complete the following form in order to demonstrate that the proposed Non-Working Service Manager has the required experience.

- Recent experience is defined as experience gained from January 2005 up to and including the solicitation closing date.
- Similar is defined as maintenance of HVAC and Chiller equipment comparable in size, scope and complexity to the equipment listed in Annex A, Scope of Work, SW7, Equipment Inventory.

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<b>Provide the name of the Non-Working Service Manager</b> _____	
Name of client organization or Company	Name: _____
Name and title of client contact who can confirm the information presented in the proposal.	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone No.: _____ Fax No.: _____
Performance period of the project or contract (indicate year, month, day)	From: _____ (year/month/day) To: _____ (year/month/day)
Description of Project or contract: _____ _____ _____	
Responsibilities of the individual: _____ _____ _____ _____	

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. Should it be necessary to provide more project/contract reference names in order to demonstrate that the proposed Non-Working Service Manager has the required three (3) years experience, then the Contractor must provide this additional information on a separate sheet and attach with the proposal.

### 3.1.5 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. 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 2005 up to and including the solicitation closing date.
- Similar is defined as maintenance of HVAC and Chiller equipment comparable in size, scope and complexity to the equipment listed in Annex A, Scope of Work, SW7, Equipment Inventory.

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	Project/Contract Reference #1:	Project/Contract Reference #1:	Project/Contract Reference #1:
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	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____

### 3.1.6 Apprentices

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Apprentices employed by the Contractor must be fully registered in a Tradesman Program related to the services in Annex A, Scope of Work 8M3-1588-10. Apprentices must work under the direction of a Journeyman Mechanic. Canada reserves the right to request proof of registration in a Tradesman Program at any time during the term of the contract.

**Section II: Financial Bid**

Bidders must submit their firm quarterly 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 (5) year period of the contract for all items listed hereafter.

**Pricing Schedule 1 - Firm Price**

Firm all inclusive prices including all necessary tools, services and labour on heating, ventilation, air conditioning (HVAC) and related mechanical equipment and Chillers in accordance with the Scope of Work 8M3-1588-10, attached herein as Annex A.

**Equipment Inventory****Export Development Canada (EDC) Building**

No. of Units	Location Room No.	Make	Model	Serial Number	Details	Year 1	Year 2	Year 3	Year 4	Year 5
4	EDC Outside	Innovative HVAC Systems LLC	RPA240-LIES-6TFD-C	10040001 10040002 10040003 10040004	Thru-wall Heating/Cooling systems, R-407C 12.8 lbs, 460V, c/w Bard TEC40 Controller	\$	\$	\$	\$	\$
1	EDC Inside	N/A	N/A	N/A	Refrigerant Monitoring and Evacuation System	\$	\$	\$	\$	\$
1	EDC Outside	Motivair	MLCFE630	W04 AG 1025	Free Cooling Chiller, 460V, c/w pump(s) and Glycol Storage Tank	\$	\$	\$	\$	\$
1	EDC Outside	Heatcraft (Bohn)	BFH168	T12C113001	10 Fan Dry Cooler, 460V	\$	\$	\$	\$	\$
2	EDC Outside	Trane	RTAC 1705 Series R	U12C03056 (2A) U12D03425 (2B)	Air Cooled Helical Rotary Liquid Chiller 575/60/3, 170 Tons, R134a	\$	\$	\$	\$	\$
3	Pump House	Bell & Gossett	3G Series 1510	70629600B (2A) 706030100 (2B) 70629600A (2C)	CHP-2A, 2B, 2C Chiller Pumps, 25HP Inverter Duty Motors, 575/3/60, 1800 RPM, 400 GPM	\$	\$	\$	\$	\$
2	Pump House	Bell & Gossett	4BC Series 1510	70629500A (2A) 70629500B (2B)	DCP-2A, 2B Glycol Pumps, 10HP Inverter Duty Motors, 575/3/60, 1800 RPM, 400 GPM, c/w ABB Speed Drives	\$	\$	\$	\$	\$
1	Pump House	Axiom	SF100	12-10838-SF	Glycol Fill Station c/w By-pass Filter	\$	\$	\$	\$	\$
	Total for each year					\$	\$	\$	\$	\$
	<b>Total for 5 years</b>									

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### Summary of Pricing Schedule 1

Period	Firm Quarterly Rate	Number of Quarters	Firm Price
Year 1	\$	x 4	\$
Year 2	\$	x 4	\$
Year 3	\$	x 4	\$
Year 4	\$	x 4	\$
Year 5	\$	x 4	\$
<b>Total for five (5) years</b>			\$

**Pricing Schedule 2: Extra Work - As and When Requested**

Extra work as described in Annex A - PWGSC Scope of Work 8M3-1588-10, "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 **AC/Chiller Technician** shall be:

<b>i) Regular Hours:</b> 8:00 to 16:00, Monday to Friday (Rate/hour)	<b>YEAR 1</b>	<b>YEAR 2</b>	<b>YEAR 3</b>	<b>YEAR 4</b>	<b>YEAR 5</b>
	\$_____ /HR				
Estimated quantity of hours per year:	17	17	17	17	17
<b>Extended Price:</b>	\$_____	\$_____	\$_____	\$_____	\$_____
<b>2.1 (i) SUB-TOTAL:</b>					\$_____

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

<b>iii) Sunday &amp; Statutory Holidays</b> Double Time (2 x Regular Hourly Rate) (Rate/hour)	<b>YEAR 1</b>	<b>YEAR 2</b>	<b>YEAR 3</b>	<b>YEAR 4</b>	<b>YEAR 5</b>
	\$_____ /HR				
Estimated quantity of hours per year:	2	2	2	2	2

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<b>Extended Price:</b>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>2.1 (iii) SUB-TOTAL:</b>					\$ _____

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

	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Percentage Mark-up	_____ %	_____ %	_____ %	_____ %	_____ %
Estimated Expenditure:	\$10,000.00	\$8,000.00	\$6,500.00	\$6,500.00	\$6,500.00
* <b>Extended Price:</b>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>2.2 SUB-TOTAL:</b>					\$ _____

\* 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/s identified in Pricing Schedule 2., 2.1 (i), (ii), (iii), and 2.2 on an authorization form provided by the Technical Authority.

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**TOTAL ASSESSED PROPOSAL PRICE**

Sum of Basis of Pricing

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

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

Pricing Schedule 2: 2.2 = 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.

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## **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) Attendance at the mandatory site visit;
- 2) Security Requirement - the conditions in Clause 7.3 must be met;
- 3) Submission of Evidence for all items in accordance with RFP Part 3, Section I - Technical Bid; and
- 4) 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 technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

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## **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.

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**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 . 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 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 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 .

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### **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.

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. At the date of bid closing, the conditions in Clause 7.3 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. 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>) document on the Departmental Standard Procurement Documents Website.

### 6.2 Employee Information for Security

In order for the Contracting Authority to verify security clearance, the Bidder **must** complete the following information regarding employees proposed to provide services against any resulting contract. List personnel must be the same employees names in Part 3, Section I, Technical Bid.

	FULL LEGAL NAME (First and Last)	DATE OF BIRTH	VALID CLEARANCE HELD
Service personnel			
Back-up			
Non-Working Service Manager			

## **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**

To provide preventive maintenance and inspections, including all necessary tools, services and labour on heating, ventilation, air conditioning (HVAC) and related mechanical equipment and Chillers in accordance with the Scope of Work 8M3-1588-10, attached herein as Annex A.

#### **7.1.1 Mandatory Response Time**

As per **Annex A**, Scope of Work 8M3-1588-10, SW 3.5 Emergency Calls, it is a mandatory requirement of the contract that:

- .1 The Contractor must provide twenty-four (24) hour, seven (7) days a week emergency call back service for the duration of the contract.
- .2 The Contractor must respond within thirty (30) minutes and be on site ready to work within two (2) hours of receiving the emergency call. All work for emergency 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** (derived from General Conditions 2035 08, (2012-11-19))

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.
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 service personnel 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.

	FULL LEGAL NAME (First and Last)
Service personnel	
Back-up	
Non-working Service Manager	

### 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 Facility Security Clearance at the level of **SECRET**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor personnel requiring access to PROTECTED/CLASSIFIED information, assets or sensitive work site(s) **must be permanent residents and citizens of Canada** and must EACH hold a valid security screening at the level of **SECRET**, granted or approved by CISD/PWGSC.
3. The Contractor **MUST NOT** remove any CLASSIFIED information from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of CISD/PWGSC.

5. The Contractor must comply with the provisions of the:

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

**7.5 Authorities**

**7.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Gisèle Lessard  
 Supply Officer  
 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: 819-956-2352  
 Facsimile : 819-956-3600  
 E-mail address: gisele.lessard@pwgsc-tpsgc.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

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** that must not exceed \$ **(to be determined)** (Goods and Services Tax (GST) or Harmonized Sales Tax (HST) included) of which \$ **(to be determined)** (Goods and Services Tax (GST) or Harmonized Sales Tax (HST) included) is for goods and/or services enumerated or described in **Pricing Schedule 1**, and \$ **(to be determined)** (Goods and Services Tax (GST) or Harmonized Sales Tax (HST) included) is for additional goods and/or services that may be requested on an "As and When Requested" basis at the prices and/or rates set out in **Pricing Schedule 2**.

### 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 (2012-11-19) '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 Scope of Work 8M3-1588-10, 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 (GST) or Harmonized Sales Tax (HST) is extra, if applicable.

The Contractor must not perform any work or provide any 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(s) here)*

### **7.6.3 Standard Acquisition Clauses and Conditions (SACC) Manual Clauses**

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

### **7.7 Invoicing Instructions**

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 Scope of Work 8M3-1588-10, Annex A of the Contract.

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

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

(a) 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 the province or territory where the work is performed.

### **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, Scope of Work 8M3-1588-10;
- (d) Annex B, Security Requirements Check List;
- (e) the Contractor's proposal dated \_\_\_\_\_ (*insert date of bid*); and
- (f) Annex D Cost Estimate Form for Extra Work.

## 7.11 Insurance Requirements

### 7.11.1 Insurance Requirements

The Contractor must comply with the insurance requirements specified in the **following article 7.11.2 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.

### 7.11.2 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.

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- (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.

#### **7.12 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.

#### **7.13 Canadian Forces Site Regulations**

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

#### **7.14 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

EJ196-130852/A

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

R.057064.002

Amd. No. - N° de la modif.

File No. - N° du dossier

fk286EJ196-130852

Buyer ID - Id de l'acheteur

fk286

CCC No./N° CCC - FMS No/ N° VME

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## **ANNEX A**

### **SCOPE OF WORK 8M3-1588-10**

Solicitation No. - N° de l'invitation

EJ196-130852/A

Amd. No. - N° de la modif.

File No. - N° du dossier

fk286EJ196-130852

Buyer ID - Id de l'acheteur

fk286

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

R.057064.002

CCC No./N° CCC - FMS No/ N° VME

## **ANNEX B**

### **SECURITY REQUIREMENT CHECK LIST (SRCL)**

Solicitation No. - N° de l'invitation

EJ196-130852/A

Amd. No. - N° de la modif.

File No. - N° du dossier

fk286EJ196-130852

Buyer ID - Id de l'acheteur

fk286

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

R.057064.002

CCC No./N° CCC - FMS No/ N° VME

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## **ANNEX C**

### **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

EJ196-130852/A

Amd. No. - N° de la modif.

File No. - N° du dossier

fk286EJ196-130852

Buyer ID - Id de l'acheteur

fk286

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

R.057064.002

CCC No./N° CCC - FMS No/ N° VME

## **ANNEX D**

### **COST ESTIMATE FORM FOR EXTRA WORK**

Public Works and Government Services Canada	Maintenance Service HVAC Systems EJ196-130852 - Annex A	Scope of work Page 1 of 6 8M3-1588-10
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### **SW 1. General**

- .1 The Contractor must furnish all necessary tools, services and labour to execute the work required for the maintenance of the equipment contained herein and must execute such work in a careful and workmanlike manner and in accordance with all related Codes, Standards and Regulations from all levels of Government (Provincial/Territorial, Municipal and Federal).
- .2 To carry out the work on this requirement, Service personnel employed by the Contractor must be in possession of :
  - .1 **Air Conditioning Equipment - One (1) service personnel and one (1) back-up with:**
    - A valid Ozone Depletion Prevention Card for the Province of Ontario (or approved interprovincial equivalent); and
    - A valid Refrigeration and Air Conditioning Certification Licence for the Province of Ontario (or approved Red Seal interprovincial equivalent); and
    - A valid Fall Protection Certificate
  - .3 Apprentices employed by the Contractor must be fully registered in a Tradesman Program related to the services in Annex A, Statement of Work. Apprentices must work under the direction of a Journeyman Mechanic. Canada reserves the right to request proof of registration in a Tradesman Program related to the services in Annex A, Statement of Work at any time during the term of the contract.

### **SW 2.1 Scope of Work - preventive maintenance / inspection**

#### **.1 General**

The Contractor must provide all required maintenance as per SW 3, Service and the manufacturer's recommendations, including but not limited to the items listed below, to maintain the equipment listed in SW 5, Equipment Inventory.

#### **.2 Included in Contract**

- a) Labour for all maintenance inspections leak testing and condenser/evaporator cleaning.

#### **.3 Performance**

The Contractor must maintain the equipment at its original performance level to provide conditions within the range required by the equipment being served by this system or as otherwise specified by the Technical Authority.

#### **.4 Exclusions**

The Contractor is not required as part of this contract to make renewals or repairs necessitated by reason of the negligent operation or misuse of the equipment by others or by reason of any other cause beyond his control except ordinary wear and tear of the equipment.

1. The contractor must provide clear and concise rational of the events leading up to the failure.

#### **.5 Extra Work**

- .1 The Contractor must notify the Technical Authority by phone within an hour and subsequently to follow up with a written report by fax or e-mail within 24 hours of any equipment failure requiring a repair(s) and/or negligent operation or misuse of the equipment by others. The Contractor may be required to make the repair(s) or replace components necessitated by such occurrence at extra cost.
- .2 The Contractor must identify modifications or improvements to the equipment or system(s) that will enhance equipment serviceability, life expectancy and/or efficiency.
- .3 The Contractor must calculate the cost of the repairs (SW2.2.5.1), modifications or improvements (SW2.2.5.2) based on Basis of Pricing "Pricing Schedule 2". The Contractor may be called upon to effect this work.

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## SW 2.1 Scope of Work (cont'd)

### .6 Environmental Protection

***The Contractor must conform to all applicable environmental laws and regulations in effect including the Federal Halocarbon Regulations.***

- .1 During repair or replacements the Contractor must use closed-loop refrigerant recovery equipment to minimize refrigerant emissions. A complete leak test on all refrigeration systems must be performed twice during the calendar year (6 month intervals), and repairs made as required. Units must then be tagged as **leak free**.
- .2 The Contractor must ensure against oil spills or damage to surfaces and roofing system by providing protection such as plywood or plastic under the equipment during service operations. In the event of an accidental spill, the Contractor must notify the Technical Authority immediately so that remedial action can be taken.
- .3 The Contractor must not leave waste materials on site unless approved by the Technical Authority.
- .4 The Contractor must not dispose of waste or volatile materials, such as mineral spirits or paints and oil thinner into waterways, storm or sanitary sewers.
- .5 The Contractor must control the disposal of the runoff of water containing suspended materials or other harmful substances in accordance with local authority requirements.

## SW 3. Service

- .1 All equipment must be inspected monthly or more frequently if found necessary, to provide trouble free operation.

### .2 Scheduling

Unless otherwise directed, preventive maintenance must be performed during regular working hours, Monday through Friday, 08:00 to 16:00 hours excluding statutory holidays.

### .3 Maintenance Plan

Contractor must produce a detailed comprehensive maintenance service plan specific to the equipment inventory which must outline all tasks, procedures, all maintenance routines and frequencies to meet or exceed manufacturers' recommendations identifying the maintenance that will be performed annually, semiannually, quarterly and monthly. This maintenance plan must contain and reflect the manufacturer's recommended maintenance and all requirements of this agreement. The proposed maintenance plan must be reviewed by the Technical Authority and may require revision by the Contractor to meet Technical Authority's requirements. Any such changes must be considered as part of this agreement. This plan must fully list all operating inspections, maintenance schedules and tests necessary to maximize equipment longevity and ensure the optimum level of performance over the full operating range of the equipment. The comprehensive maintenance service plan must be submitted to the Technical Authority in the Microsoft Office Suite format (including sample inspections sheets for all routines) , within 60 calendar days after award of the Contract.

**The Maintenance Plan must be viewed and approved by the Technical Authority prior to acceptance and implementation.**

### .4 Control Systems:

Conduct periodic tests of the Control Systems where applicable, to ensure all circuits and settings are properly adjusted to suit requirements of the design capabilities of the system as originally furnished by the manufacturer. The frequency of testing controls will be according to manufacturers specifications.

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### SW 3. Service (cont'd)

#### .5 Emergency calls:

- .1 The Contractor must provide twenty-four (24)hour, seven (7) days a week emergency call back service for the duration of the contract.
- .2 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 qualified service personnel named in the Contract and such work must proceed continuously until the system is returned to safe operating condition.

#### .6 Non-working Service Manager

The non working Service Manager is an administration function with knowledge and experience in HVAC maintenance and will be the liaison between all service technicians performing the work and the Technical Authority. They must be in full charge of the operations of the contractor in the performance of the services and must be authorized to accept any notice, consent, order, direction, decision or other communication on behalf of the contractor that may be given under the contract.

In the event of an emergency, the non working Service Manager will be contacted and an action plan discussed and implemented to mitigate any potential impact on the client's operation. The manager must be able to communicate in English or French.

The Technical Authority may request that the Contractor's non working Service Manager respond on site within two (2) hours of receiving the call on a 24 hour, 7 day basis.

#### .7 Chillers:

- .1 The full oil charge and filter(s) must be replaced at intervals as per manufacturer's recommendations or more often if conditions indicate deterioration. The contractor must provide a full oil analysis report for each chiller from a sample taken at the end of September of each 12 month period. The reports must include recommendations based on analysis data and manufacturer's guidelines. They are to be submitted to the Technical Authority no later than December 15th of each year. The contractor is responsible for disposing of used oil and oil contaminated materials.
- .2 The contractor must provide a full chemical analysis report of the refrigerant for each chiller from a sample taken at the end of September of each 12 month period and a detailed report submitted. The reports must be submitted to the Technical Authority no later than December 15th of each year.
- .3 To ensure proper heat transfer, corrosion inhibitors and system freeze protection, the contractor must provide a full chemical analysis report of the heat transfer media (glycol) for each chiller from a sample taken at the end of September of each 12 month period and a detailed report submitted. A complete report must be submitted to the Technical Authority no later than December 15th of each year.

***The Contractor must not add heat transfer media (glycol ) to the system without prior consent from the Technical Authority.***

#### .8 Refrigerant Monitoring Systems:

- .1 Systems to be calibrated and certified annually. Certification to itemize calibration gas used, lot number, adjusted reading, flow rate and date of calibration along with signature of Contractor.

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**SW 3. Service (cont'd)**

.9 Chilled Water Controller ( Hypertect Building Automation and Control System)

.1 **Minor Inspection** (every 6 months)

This inspection must include but not be limited to the following:

- .1 Clean all cabinets, enclosures and peripheral equipment interior and exterior surfaces
- .2 Visual and operational checks of controller
- .3 Verify and adjust voltage levels, check signal and ground isolation
- .4 Change filter media and check all equipment cooling fans if equipped
- .5 Review system performance with the Technical Authority and discuss suggested or required changes

.2 **Major Inspection** (once annually)

This inspection must include but not be limited to the following:

- .1 All work as described under minor inspections
- .2 Install software and firmware enhancements to ensure all components are operating at the most current revision for maximum capability and reliability
- .3 The central processing unit , interface devices and all associated firmware and software must be inspected and maintained as per manufacturers recommendations
- .4 Run all system diagnostic programs and take appropriate action to correct all diagnosed problems
- .5 Review system performance and update backup copies of programs and databases
- .6 Verify operating programs and system communications utilizing software diagnostic programs
- .7 Review control sequences for proper operation and adjust tuning parameters as

required

to maintain stable, efficient operating conditions

**SW 4. Reporting**

- .1 The Contractor must report to the Technical Authority verbally **and** by FAX, within twenty-four (24) hours, every visit required other than regular maintenance. The report must detail all work completed, work outstanding and the reasons therefore and an estimated time frame for completion.

The Contractor must call to the attention of operating staff verbally followed by a written report to the Technical Authority any improper procedures that may be noted by him and provide written instruction to guide the Technical Authority's staff.

The Contractor must notify the Technical Authority in writing of any malfunction of equipment or systems related to, but not part of, the contract equipment which could adversely affect the reliability or cause damage to the system components under the maintenance contract.

.2 Equipment report cards:

A completed service report card outlining any and all service performed on the equipment must be enclosed in a clear vinyl envelope and affixed safely to the equipment. These report cards are to remain with the equipment for the duration of the contract and are to be turned over to the Technical Authority upon contract completion or termination.

.3 Service Reports:

A signed, written service report must be completed at each regular maintenance visit, attesting that maintenance was performed as per the Maintenance Plan (SW3.3) and must be left on site in a suitable protective binder.

Public Works and Government Services Canada	Maintenance Service HVAC Systems EJ196-130852 - Annex A	Scope of work Page 5 of 6 8M3-1588-10
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**SW 4. Reporting (cont'd)**

.4 *Analysis reports:*

- Oil analysis reports are to be submitted as stipulated in SW3.7.1. They are to be submitted no later than December 15th of each year.
- Refrigerant analysis reports are to be submitted as per SW3.7.2 They are to be submitted no later than December 15th of each year.
- Heat transfer media (glycol) analysis reports are to be submitted as per SW3.7.3. They are to be submitted no later than December 15th of each year.
- Refrigerant monitoring calibration certificates are to be submitted as per SW3.8.1 They are to be submitted no later than December 15th of each year.

Copies of regular maintenance reports and monthly check lists must be forwarded, with the quarterly invoice to the attention of:

Public Works and Government Services Canada  
Maintenance & Operational Assurance  
400 Cooper, 6th Floor  
Ottawa, Ontario  
K1A 0S5  
Attention of : **TECHNICAL AUTHORITY**

Invoices **Must** include:

- (a) PWGSC reference (8M3-1588-10) & contract number (EJ196-130852)
- (b) period covered by invoice
- (c) building name & address

**NOTE:** *Invoices will be returned unpaid if attestation of maintenance has not been received for the invoiced period*

**SW 5 Equipment Inventory**

Building: Export Development Canada (EDC)

No. of Units	Location Room No.	Make	Model	Serial Number	Details
4	EDC Outside	Innovative HVAC Systems LLC	RPA240-L1ES-6 TFD-C	10040001 10040002 10040003 10040004	Thru-wall Heating/Cooling systems, R-407C 12.8 lbs, 460V, c/w Bard TEC40 Controller
1	EDC Inside	N/A	N/A	N/A	Refrigerant Monitoring and Evacuation System
1	EDC Outside	Motivair	MLCFE630	W04 AG 1025	Free Cooling Chiller, 460V, c/w pump(s) and Glycol Storage Tank
1	EDC Outside	Heatcraft (Bohn)	BFH168	T12C113001	10 Fan Dry Cooler, 460V
2	EDC Outside	Trane	RTAC 1705 Series R	U12C03056 (2A) U12D03425 (2B)	Air Cooled Helical Rotary Liquid Chiller 575/60/3, 170 Tons, R134a
3	Pump House	Bell & Gossett	3G Series 1510	70629600B (2A) 706030100 (2B) 70629600A (2C)	CHP-2A, 2B, 2C Chiller Pumps, 25HP Inverter Duty Motors, 575/3/60, 1800 RPM, 400 GPM
2	Pump House	Bell & Gossett	4BC Series 1510	70629500A (2A) 70629500B (2B)	DCP-2A, 2B Glycol Pumps, 10HP Inverter Duty Motors, 575/3/60, 1800 RPM, 400 GPM, c/w ABB Speed Drives
1	Pump House	Axiom	SF100	12-10838-SF	Glycol Fill Station c/w By-pass Filter



Contract Number / Numéro du contrat <b>21165-13-8238</b>
Security Classification / Classification de sécurité Unclassified

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

**PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE**

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine <b>Communications Security Establish.</b>	2. Branch or Directorate / Direction générale ou Direction <b>Assets Management Group</b>
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3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
--	---

4. Brief Description of Work / Brève description du travail  
**Implementation of HVAC Maintenance contract for EDC Building**

5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées?  No / Non  Yes / Oui

5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?  No / Non  Yes / Oui

6. Indicate the type of access required / Indiquer le type d'accès requis

6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui  
(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)

6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.  No / Non  Yes / Oui

6. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?  No / Non  Yes / Oui

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès

Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
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7. b) Release restrictions / Restrictions relatives à la diffusion

No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input checked="" type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays: CANADIAN / PERMANENT RESIDENTS	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 <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO RESTRICTED <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO DIFFUSION RESTREINTE <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input checked="" type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>
	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	
	COSMIC TRÈS SECRET <input type="checkbox"/>	



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Security Classification / Classification de sécurité Unclassified

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

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  
If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité :

No / Non  Yes / Oui

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

No / Non  Yes / Oui

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

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

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

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

Special comments:  
Commentaires spéciaux :

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

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  
If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?

No / Non  Yes / Oui  
 No / Non  Yes / Oui

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

No / Non  Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

No / Non  Yes / Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

No / Non  Yes / Oui

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

No / Non  Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

No / Non  Yes / Oui



Contract Number / Numéro du contrat <b>2L165-13-8238</b>
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(les) and level(s) of safeguarding required at the supplier's site(s) or premises.  
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.  
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

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

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

DO NOT REMOVE FROM SRCL

### **CSE Security Guide to Request for Proposal / Contract: 2L165-13-8238**

The Communications Security Establishment (CSE) maintains a high security environment at its facilities. For the purpose of this guide, the term facility includes all CSE managed buildings, grounds and controlled access areas. All personnel employed on this contract must support this high security profile by complying with the following security directives:

1. Physical access is restricted to those specific areas of CSE facilities and grounds required to meet the contract's objectives;
2. *Prime companies providing goods or services in support of this contract must hold a valid Facilities Security Clearance (FSC) at the Secret Level.*
3. Access to any form of classified or protected information or assets requires the proper security clearance and is restricted to the "need to know" or "need to access" principles. The Project Manager/Project TA is responsible to ensure that the security clearance or security screening has been conducted.
4. All personnel involved in this contract must hold a valid security clearance of GOC SECRET prior to any access to any CSE grounds, buildings or controlled areas and will be under escort at all times.
5. In accordance with the PWGSC Industrial Security Manual, Primary Contractors are responsible for ensuring the following:
  - a. work can only be sub-contracted to "those organizations holding a current Facility Security Clearance, of the type and at the level appropriate to the work to be performed under the subcontract";
  - b. In the event that the subcontracted company does not have a current FSC at the requisite level, the Prime Contractor is responsible for submission of the sponsorship request and any follow up process;
  - c. Prime Contractors shall ensure the security safeguarding of work placed with subcontractors. They are required, as part of the subcontract to produce a "Sub-SRCL". The Sub-SRCL will mirror the clauses reflected in the prime SRCL and this guide for any work covered by the subcontract; and
  - d. All Sub Contracting requests are to be sent to CSE Security for vetting and approval.

6. To access CSE facilities all personnel shall provide two forms of CSE approved personal identification, or a CSE issued identification card. Building pass cards shall be prominently displayed by contractor personnel at all times within CSE facilities;
7. Restricted or prohibited devices (camera, audio/video devices, recording, scanning or transmitting devices, including (cell phones, memory sticks, laptop computers, diskettes, CD's, Blackberries, etc...)) shall not be introduced to CSE facilities without prior approval from CSE security personnel;
8. No protected or classified material or assets shall be removed from a CSE facility.
9. No connectivity of company or personal IT equipment to any CSE IT systems is permitted.
10. No plan, drawing, sketch, model, note or electronic information pertaining to CSE facilities shall not be removed from CSE facilities without the prior written consent of CSE security personnel or CSE Project or Technical Authority.
11. Contractors must, before and after the effective period of this contract, treat as confidential and not divulge, any information related to the administration or operations of CSE acquired during the course of this contract. Exceptions must be authorized in writing by the project authority.
12. Canadian Citizen or Permanent Resident is requirement for this contract
13. This procurement document and the information contained herein shall not be advertised, duplicated or published without the prior written approval from the client.
14. Failure to comply with any aspect of this Security Guide shall result in either the immediate and permanent exclusion of individual (s) in violation of this clause from CSE facilities, or termination of this contract.

## Cost Estimate Form For Extra Work

**Contractor:** \_\_\_\_\_

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

**Estimate #:** \_\_\_\_\_

**Description of Work:**

(Please attach a separate sheet if required)

		Hourly Rate as per Contract	
I Direct Costs	No. of Hours	AC/Chiller Technician	Total
<b>i Direct Labour</b>			
Repair Work Labour			
Emergency Calls Labour			
Other Labour (Specify: _____ )			
Total Direct Labour			\$ _____ (i)
<b>ii Direct Material Costs *</b>			
Replacement Parts			
Repair Parts			
Other Material (Specify: _____ )			\$ _____ (ii)
Total Direct Material Costs			
<b>iii Other Direct Costs</b>			
Other (Specify: _____ )			
Total Other Direct Costs			\$ _____ (iii)
<b>II Total Price</b>			<b>Total</b>
<b>Total Direct Costs (i + ii + iii) (GST/HST extra)</b>			\$ _____

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

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

(Please print)

**Signature:** \_\_\_\_\_