

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

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

**Request For a Standing Offer  
Demande d'offre à commandes**

Regional Individual Standing Offer (RISO)  
Offre à commandes individuelle régionale (OCIR)

Canada, as represented by the Minister of Public Works and Government Services Canada, hereby requests a Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et Services Gouvernementaux Canada, autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

**Comments - Commentaires**

**Vendor/Firm Name and Address  
Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**  
Public Works and Government Services Canada  
Ontario Region  
33 City Centre Drive  
Suite 480  
Mississauga  
Ontario  
L5B 2N5

<b>Title - Sujet</b> MAINTENANCE-POWER GEN FACILITY	
<b>Solicitation No. - N° de l'invitation</b> F2430-110035/A	<b>Date</b> 2012-03-23
<b>Client Reference No. - N° de référence du client</b> F2430-110035	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$TOR-033-5896
<b>File No. - N° de dossier</b> TOR-1-34479 (033)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2012-04-12</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST	
<b>Delivery Required - Livraison exigée</b> see herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Martin, Lesley	<b>Buyer Id - Id de l'acheteur</b> tor033
<b>Telephone No. - N° de téléphone</b> (905)615-2076 ( )	<b>FAX No. - N° de FAX</b> (905)615-2060
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF FISHERIES AND OCEANS FRESHWATER INSTITUTE 501 UNIVERSITY CRES. WINNIPEG Manitoba R3T2N6 Canada	
<b>Security - Sécurité</b> This request for a Standing Offer includes provisions for security. Cette Demande d'offre à commandes comprend des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<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/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

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**PART 1 - GENERAL INFORMATION****1. Introduction**

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

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

The Annexes include the Statement of Work, the Basis of Payment, Security Requirements Checklist, Insurance Requirements, Quarterly Reporting Form and Financial Evaluation.

**2. Summary**

- i. This standing offer is required by DFO for the maintenance and upgrading of prime power gensets (Caterpillar 3304 diesel engines equipped with Caterpillar SR4 generators) and ancillary power building equipment.
- ii. The requirement is for the Department of Fisheries and Oceans, Freshwater Institute located at 501 University Crescent, Winnipeg, Manitoba.
- iii. The period of the Standing Offer is from date of award for a period of 1 year.
- iv. The estimated dollar value for a one year period is \$76,000 including GST/HST
- v. There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security, Financial and Insurance Requirements, and Part 7A - Standing Offer.

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vi. The requirement is limited to Canadian goods and/or services.

### 3. Security Requirement

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

### 4. Debriefings

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

## PART 2 - OFFEROR INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

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

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

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

### 2. Submission of Offers

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

### 3. Enquiries - Request for Standing Offers

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

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

### 4. Applicable Laws

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

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

## PART 3 - OFFER PREPARATION INSTRUCTIONS

## 1. Offer Preparation Instructions

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

Section I: Technical Offer (3 hard copies)  
Section II: Financial Offer (1 hard copies)  
Section III: Certifications (1 hard copies)

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

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

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

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

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

### Section I: Technical Offer

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

### Section II: Financial Offer

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

### Section III: Certifications

Offerors must submit the certifications required under Part 5.

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 1. Evaluation Procedures

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

#### 1.1. Technical Evaluation

##### 1.1.1 Mandatory Technical Criteria

Item #	Mandatory Criteria
M1	The Offeror must provide documentation demonstrating a minimum of 5 years experience in genset system maintenance
M2	The Offeror must have a valid interprovincial Heavy Equipment Certification.

	The Offeror must provide a copy of the certification with their offer.
M3	The Offeror must have a minimum of two certifications from Caterpillar to perform work on Caterpillar generator sets.  The Offeror must provide copies of the certifications with their offer.
M4	The Offeror must provide documentation demonstrating experience working on MEC310.

## 1.2 Financial Evaluation

### 1.2.1 Mandatory Financial Criteria

The Offeror must complete and submit with its offer, Annex B - Basis of Payment, in Canadian funds. Pricing must be provided for all Firm Requirements.

Bids will be evaluated based on the prices detailed in Annex B, Basis of Payment. The prices detailed in Annex B, Basis of Payment will be input into Annex E, Financial Evaluation for price evaluation purposes.

The price used in the evaluation will be the Total Cost - Firm Requirement which is calculated as follows:

Total Cost - Firm Requirement is the sum of Evaluated Price - Service Calls and Evaluated Price - Labour

Evaluated Price - Service Calls is the sum of Estimated Calls multiplied by Technician Call Rate for each Item Number (1 to 3)

Evaluated Price - Labour is calculated the same as Evaluated Price - Service Calls

### 1.2.2 SACC Manual Clause

SACC Manual Clause A0220T (2007-05-25), Evaluation of Price

## 2. Basis of Selection - Mandatory Technical Criteria Only

- 2.1 An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

## PART 5 - CERTIFICATIONS

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

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

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

The certifications listed below should be completed and submitted with the offer, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the

Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.

### 1.1 Federal Contractors Program - Certification

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

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

### 1.2 Status and Availability of Resources

The Offeror certifies that, should it be issued a standing offer as a result of the Request for Standing Offer, every individual proposed in its offer will be available to perform the Work resulting from a call-up against the Standing Offer as required by Canada's representatives and at the time specified in a call-up or agreed to with Canada's representatives. If for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its offer, the Offeror may propose a substitute with similar qualifications and experience. The Offeror must advise the Standing Offer Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Offeror: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Offeror has proposed any individual who is not an employee of the Offeror, the Offeror certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Offeror must, upon request from the Standing

Offer Authority, provide a written confirmation, signed by the individual, of the permission given to the Offeror and of his /her availability. Failure to comply with the request may result in the offer being declared non-responsive.

### 1.3 Canadian Content Certification

This procurement is limited to Canadian services.

The Offeror certifies that: ( ) the service offered is a Canadian service as defined in paragraph 2 of clause A3050T.

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

## PART 6 - SECURITY

### 1. Security Requirement

1. At the Request for Standing Offers closing date, the following conditions must be met:
  - a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
  - b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicate in Part 7A - Standing Offer;
  - c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
2. For additional information on security requirements, bidders should consult the "" <http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31> document on the Departmental Standard Procurement Documents Web site.

## PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 1. Offer

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

#### 2. Security Requirement

1. The Offeror must, at all times during the performance of the Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. The Offeror must comply with the provisions of the:
  - (a) Security Requirements Check List and security guide (if applicable), attached at Annex C;

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(b) Industrial Security Manual (Latest Edition).

### 3. Standard Clauses and Conditions

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

#### 3.1 General Conditions

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

#### 3.2 Standing Offers Reporting

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

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

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

The quarterly reporting periods are defined as follows:

- 1st quarter: April 1 to June 30;
- 2nd quarter: July 1 to September 30;
- 3rd quarter: October 1 to December 31;
- 4th quarter: January 1 to March 31.

The data must be submitted to the Standing Offer Authority no later than fifteen (15) calendar days after the end of the reporting period.

### 4. Term of Standing Offer

#### 4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from date of award for a period of 1 year.

### 5. Authorities

#### 5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Lesley Martin  
Title: Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Address: 33 City Centre Drive, Suite 480C  
Mississauga, Ontario L5B 2N5

Telephone: 905-615-2076  
Facsimile: 905-615-2060  
E-mail address: Lesley.Martin2@pwgsc.gc.ca

Solicitation No. - N° de l'invitation

F2430-110035/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

tor033

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

F2430-110035

File No. - N° du dossier

TOR-1-34479

CCC No./N° CCC - FMS No/ N° VME

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

## 5.2 Project Authority

The Project Authority for the Standing Offer is: Inserted at award

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

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

Organization: \_\_\_\_\_

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

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

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

E-mail address: \_\_\_\_\_

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

## 5.3 Offeror's Representative

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

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

Organization: \_\_\_\_\_

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

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

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

E-mail address: \_\_\_\_\_

## 6. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Gerald Fitzgerald

## 7. Call-up Procedures

The Project Authority will create a Call-up against a Standing Offer using form PWGSC-TPSGC 942 for the required services.

The Project Authority will fax or email form PWGSC-TPSGC 942, "Call-Up against a Standing Offer" to the Standing Offer holder. This constitutes authority for the Offeror to proceed with the required work as outlined in the call-up.

The Offeror must acknowledge receipt of the call-up with the Project Authority.

## 8. Call-up Instrument

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

## 9. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$40,000.00 (Goods and Services Tax or Harmonized Sales Tax included).

## 10. Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$67,256.00 (Goods and Services Tax or Harmonized Sales Tax excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or three (3) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

## 11. Priority of Documents

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

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

## 12. Certifications

### 12.1 Compliance

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

### 12.2 SACC Manual Clauses

M3060C (2008-05-12) Canadian Content Certification

## 13. Applicable Laws

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

## B. RESULTING CONTRACT CLAUSES

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

### 1. Statement of Work

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

### 2. Standard Clauses and Conditions

## 2.1 General Conditions

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

Section 13. Interest on Overdue Accounts, of 2010C (2012-03-02), General Conditions - Services (Medium Complexity), will not apply to payment made by credit cards.

## 3. Term of Contract

### 3.1 Period of the Contract

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

## 4. Payment

### 4.1 Basis of Payment

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B, to a limitation of expenditure of \$(insert at time of call-up). Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

### 4.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ (insert at time of call-up). Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75 percent committed, or
  - b. four (4) months before the contract expiry date, or
  - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,whichever comes first.
3. 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

### 4.3 Single Payment

SACC Manual clause H1000C (2008-05-12) Single Payment

### 4.4 SACC Manual Clauses

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

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## 5. Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

- a) a copy of time sheets to support the time claimed;
  - b) a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
2. Invoices must be distributed as follows:
    - a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
    - b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

## 6. Insurance Requirements

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

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

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

## 7. SACC Manual Clauses

A9039C (2008-05-12) Salvage  
A9068C (2010-01-11) Government Site Regulations

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## **ANNEX A STATEMENT OF WORK**

### **1. Background**

The Department of Fisheries and Oceans Canada maintains a power generation facility to support the operation of the Experimental Lakes Research Area 90 Kilometers east of Kenora Ontario. This facility requires periodic maintenance and upgrading.

### **2. Scope**

This standing offer is required by DFO for the maintenance and upgrading of prime power gensets (Caterpillar 3304 diesel engines equipped with Caterpillar SR4 generators) and ancillary power building equipment.

### **3. Minimum Standards**

Execute work to meet or exceed the requirements of, and the Specifications of/and:

- a. Canada Labour Code Part IV; Canada Occupational Safety and Health Regulations;
- b. CSA Canadian Electrical Code -2002
- c. WHMIS Legislation -Workplace Hazardous Materials Information System.
- d. Equipment or system manufacturer's recommendations, instruction manuals and/or leaflets
- e. Use new products unless otherwise specified.

### **4. Permits**

Contractor must obtain an Electrical Safety Authority inspection permit, and supply a Final Inspection Certificate, when requested by the Project Authority.

### **5. Examination**

- 5.1 Make arrangements with Departmental Representative and ELA Camp Manager for site visits.
- 5.2 Examine existing conditions and determine conditions affecting work.

### **6. Cleaning**

- 6.1 Maintain work area free of accumulated waste and rubbish.
- 6.2 Remove and dispose of debris, used and obsolete material.

### **7. Cooperation and Protection**

- 7.1 Perform work with minimum disturbance to users. Notify ELA Camp Mgr 3 hours before scheduled shutdown of genset(s).
- 7.2 Protect existing work from damage.
- 7.3 Move furniture and fittings required for access to work and replace following completion of work.
- 7.4 Contractor shall comply with all safety regulations and shall follow high voltage Isolation Procedures when necessary.

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7.5 Contractor shall be suitably dressed for the work to be performed. Safety footwear is mandatory at all times.

## 8. Reports

- 8.1 Contractor must register attendance in log book located at ELA and/or Camp Manager on entering and leaving premises.
- 8.2 Following completion of work at each visit to the site, make a written report of the work performed and readings taken. Submit one copy to Departmental Representative on site.
- 8.3 Initiate & Record all work performed at each visit in a log. Keep log in building, available for review by Departmental Representative at any time. (I.E. Continual Safety Services Inspection Record Book from Electrical Safety Authority.)
- 8.4 Departmental Representative will keep on site, a set of white prints which the contractor must mark upon the completion of each work order. These drawings will constitute a complete set of "as-built" drawings.
- 8.5 Provide a new typed panel schedule for any panels where new connections are made.

## 9. Equipment

- 9.1 Safe, suitable for purpose intended and in good condition.
- 9.2 Supply the Departmental Representative with the year, make, model and capacity of Contractor's equipment, if requested.
- 9.3 Contractor must maintain a sufficient supply of materials in service vehicle to complete normal "Routine Request" projects to prevent unnecessary trips for supplies. Appropriate materials will be mutually agreed upon by both Department Representative and contractor.

## 10. Contractor

- 10.1 Prior to the award of the contract, the contractor shall provide the Departmental Representative with the names and proof of certification of all tradesmen to be employed on the site.

## 11. Replacement Parts

- 11.1 Replacement parts are to be manufactured by the Original Equipment Manufacturer (OEM).
- 11.2 Remanufactured parts made by the OEM may be used with prior written approval.
- 11.3 Replacement parts built by another manufacturer may be used with prior written approval.
- 11.4 Contractor must leave all parts replaced during repairs on site unless otherwise authorized.
- 11.5 Contractor must return exchange parts to supplier for credit and show credit for exchange on invoice.

## 12. Maintenance Manuals

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- 12.1 Maintenance manuals must remain on site.
- 12.2 Contractor must obtain maintenance manuals, not available on site from manufacturers of systems and equipment when required by the Departmental Representative.

### 13. **Emergencies**

- 13.1 Provide 24 hours per day, 7 days per week answering service for emergency calls
- 13.2 Provide on-site service within 48 hours of receiving emergency call,
- 13.3 Failure of equipment or systems to perform their basic function will be considered an emergency.
- 13.4 The contractor must contact the Departmental Representative on the first working day, following emergency or urgent calls.

### 14. **Routine Requests**

- 14.1 Contractor must respond to a "routine" request for service within one (1) working day of being notified by the Departmental Representative
- 14.2 Service is to be performed on an "as and when required" basis.

### 15. **Scope of Work**

Work may include, but not be limited to:

- 15.1 genset system maintenance:
- 15.1.1 Adjust engine Valves
  - 15.1.2 Inspect air inlet manifold and air piping
  - 15.1.3 Inspect turbocharger and exhaust system operation
  - 15.1.4 Inspect air inlet and exhaust air damper systems
  - 15.1.5 Clean exhaust air damper system
  - 15.1.6 Clean and check Magnetic Pickup(s)
  - 15.1.7 Inspect all belts and hoses
  - 15.1.8 Check cooling system concentrate
  - 15.1.9 Remove radiator shrouds and clean
  - 15.1.10 Clean radiator fins
  - 15.1.11 Inspect heat recovery system
  - 15.1.12 Inspect MEC 310 operation and control
    - 15.1.12.1 Test warning systems
    - 15.1.12.2 Test shutdown systems
    - 15.1.12.3 Verify generator set transfer operation
    - 15.1.12.4 Verify MEC 310 communications system
  - 15.1.13 Install MEC 310 upgraded software and firmware. Update and modify SOP's as necessary.
  - 15.1.14 Inspect engine overall for condition and leaks
  - 15.1.15 Lubricate SR 4 Generator bearing
  - 15.1.16 Check operation of electronic governor and adjust as necessary.
  - 15.1.17 Report all findings to Departmental Representative.
- 15.2 Complete Diesel engine overhaul(s) when agreed upon with departmental representative.

15.3 Test insulation quality of generator windings as necessary and review findings with Departmental Representative

15.4 Restore inoperative system(s) to working condition as quickly as possible.

15.5 Prevent recurrence of failure and subsequent damage to building system(s) and equipment whenever and wherever possible.

#### 16. **Building Security**

Maintain building security during work; close and lock windows and doors where possible after completion of work.

#### 17. **Energy Conservation**

17.1 Conserve energy and non-renewable natural resources with due regard for property protection, safety of workmen and employees and overriding by-laws and regulations.

17.2 Switch on lights in work areas only.

17.3 Switch off lights not required for occupants, work, safety or security.

#### 18. **Removal of Obsolete Material**

The contractor shall remove any obsolete material as a consequence of this standing offer as per Departmental Representative's request.

## ANNEX B BASIS OF PAYMENT

### A. Service Calls - including emergency calls

Includes one (1) hour of on-site productive labour, travel expenses and other overhead costs. If the call exceeds one (1) day, no additional call rate will apply. Service call charges will not be applied if the Offeror is already on-site for other work

Item Number	Description	Service Call Rate
1	Regular working hours (Monday to Friday 0730-1600 hrs)	\$ /call
2	Outside regular working hours (Monday to Friday 1600-0730 hrs)	\$ /call
3	Saturday, Sunday and Statutory Holidays	\$ /call

### B. Labour

In addition to A.. Service Calls - including emergency calls above:

#### B.1 Trade Personnel

Item Number	Description	Trade Personnel (Hourly Rate)
1	Regular working hours (Monday to Friday 0730-1600 hrs)	\$ /hr
2	Outside regular working hours (Monday to Friday 1600-0730 hrs)	\$ /hr
3	Saturday, Sunday and Statutory Holidays	\$ /hr

#### B.2 Trade Helper

Item Number	Description	Trade Helper (Hourly Rate)
1	Regular working hours (Monday to Friday 0730-1600 hrs)	\$ /hr
2	Outside regular working hours (Monday to Friday 1600-0730 hrs)	\$ /hr
3	Saturday, Sunday and Statutory Holidays	\$ /hr

### C. Material and Replacement Parts

Material and replacements parts supplied by the Contractor, other than free issue will be priced at the Contractor's laid down cost plus a mark-up of \_\_\_\_%.

Laid down cost is defined as: The cost incurred by a supplier to acquire a specific product or service for resale to the government. This includes the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage, but excludes the GST/HST.

Solicitation No. - N° de l'invitation

F2430-110035/A

Amd. No. - N° de la modif.

File No. - N° du dossier

TOR-1-34479

Buyer ID - Id de l'acheteur

tor033

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

F2430-110035

CCC No./N° CCC - FMS No/ N° VME

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**ANNEX C  
SECURITY REQUIREMENTS CHECK LIST**

**SEE ATTACHED**

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## ANNEX D INSURANCE REQUIREMENTS

### Commercial General Liability Insurance

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

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- (n) Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
- (o) Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

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

For other provinces and territories, send to:

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

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

Solicitation No. - N° de l'invitation

F2430-110035/A

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

F2430-110035

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tor033

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**ANNEX E  
QUARTERLY REPORTING FORM**

Standing Offer No.	Start Date of SO dd/mm/yyyy	End Date of SO dd/mm/yyyy
Total Value to Date \$	Total Value for Report Period \$	Start Date - End Date dd/mm/yyyy-dd/mm/yyyy

Invoice Number	Date of Call-up	Total Value of Call-Up

## ANNEX F FINANCIAL EVALUATION

For evaluation purposes, a bid price analysis will be performed as follows:

### A. Service Calls - including emergency calls

Item Number	Description	Estimated Calls	Service Call Rate	Price
1	Regular working hours (Monday to Friday 0730-1600 hrs)	85	\$ /call	\$
2	Outside regular working hours (Monday to Friday 1600-0730 hrs)	4	\$ /call	\$
3	Saturday, Sunday and Statutory Holidays	2	\$ /call	\$

Evaluated Price - Service Calls\$ \_\_\_\_\_

### B. Labour

#### B.1 Trade Personnel

Item Number	Description	Estimated Calls	Trade Personnel (Hourly Rate)	Price
1	Regular working hours (Monday to Friday 0730-1600 hrs)	85	\$ /call	\$
2	Outside regular working hours (Monday to Friday 1600-0730 hrs)	52	\$ /call	\$
3	Saturday, Sunday and Statutory Holidays	19	\$ /call	\$

#### B.2 Trade Helper

Item Number	Description	Estimated Calls	Trade Helper (Hourly Rate)	Price
1	Regular working hours (Monday to Friday 0730-1600 hrs)	85	\$ /call	\$
2	Outside regular working hours (Monday to Friday 1600-0730 hrs)	52	\$ /call	\$
3	Saturday, Sunday and Statutory Holidays	19	\$ /call	\$

Evaluated Price - Labour\$ \_\_\_\_\_

Total Evaluated Price \$ \_\_\_\_\_



Contract Number / Numéro du contrat F2430-110035
Security Classification / Classification de sécurité

**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 DFO	2. Branch or Directorate / Direction générale ou Direction RPSS
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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
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4. Brief Description of Work - Brève description du travail  
Standing Offer for maintenance and upgrading of power generation facility at the Experimental Lakes Area

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

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

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

6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) / Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)  No / Non  Yes / Oui

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

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

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

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

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

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

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

Security Classification / Classification de sécurité





Contract Number / Numéro du contrat <b>F2430-110035</b>
Security Classification / Classification de sécurité

**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?  
 Short Title(s) of material / Titre(s) abrégé(s) du matériel :  No / Non  Yes / Oui  
 Document Number / Numéro du document :

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

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

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

Special comments:  
 Commentaires spéciaux : \_\_\_\_\_

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

10. b) May unscreened personnel be used for portions of the work?  
 Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  No / Non  Yes / Oui

If Yes, will unscreened personnel be escorted:  
 Dans l'affirmative, le personnel en question sera-t-il escorté?  No / Non  Yes / Oui

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
 Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?  No / Non  Yes / Oui

**PRODUCTION**

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

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
 Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
 Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?  No / Non  Yes / Oui

Security Classification / Classification de sécurité
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**PART C (continued) / PARTIE C (suite)**

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.  
 Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	Confidential Confidentiel	Secret	Top Secret Très Secret	NATO Restricted NATO Diffusion Restreinte	NATO Confidential	NATO Secret	COSMIC Top Secret COSMIC Très Secret	Protected Protégé			Confidential Confidentiel	Secret	Top Secret Très Secret
											A	B	C			
Information / Assets Renseignements / Biens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Media Support TI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Link Lien électronique	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

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