

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

INVITATION TO TENDER
APPEL D'OFFRES

**Tender 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.

**Soumission 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 et sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

**CE DOCUMENT CONTIENT UNE CONDITION DE
SÉCURITÉ/
THIS DOCUMENT CONTAINS A SECURITY
REQUIREMENT**

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

Title - Sujet WINDOW CLEANING - P. HILL COMPLEXES	
Solicitation No. - N° de l'invitation EJ196-132765/A	Date 2013-04-15
Client Reference No. - N° de référence du client 20132765	GETS Ref. No. - N° de réf. de SEAG PW-\$\$FK-258-62582
File No. - N° de dossier fk258.EJ196-132765	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-05-27	
Time Zone Fuseau horaire Eastern Daylight Saving Time EDT	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Hill, Cris	Buyer Id - Id de l'acheteur fk258
Telephone No. - N° de téléphone (819) 956-1343 ()	FAX No. - N° de FAX (819) 956-3600
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	

Instructions: See Herein

Instructions: Voir aux présentes

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

Solicitation No. - N° de l'invitation

EJ196-132765/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

fk258

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

20132765

File No. - N° du dossier

fk258EJ196-132765

CCC No./N° CCC - FMS No/ N° VME

IMPORTANT NOTICE TO BIDDERS

Security

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

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

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

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20132765

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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, if applicable, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security, Financial and Other Requirements; includes specific requirements that must be addressed by bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Security Requirement Check List and a Reminder to submit a Complete List of names of all individuals who are currently directors of the Bidder.

1.2 Summary

- (i) To provide Window Cleaning Services and Exterior Entrances Light Fixtures Cleaning Services including all labour, supervision, transportation, tools, material, and equipment;
- (ii) For Public Works and Government Services Canada (PWGSC), located at Parliament Hill Complexes, Wellington Street, Ottawa, Ontario. For the following buildings: Center Block, East Block, Library of Parliament, Peace Tower and Observation Gallery, Courtyards (Centre & East Block), Visitor Welcome Area, Windows overlooking Bells, RCMP checkpoint and 1 Wellington. The services must be provided in accordance with Specification No. EJ196-132765 attached at Appendix "A".
- (iii) the period of any resulting Contract will be for a period of 1 year, estimated commencement date September 1, 2013, with Canada retaining an irrevocable option to extend the contract for a period of four (4) additional consecutive twelve (12) month periods.
- (iv) There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. Bidders should consult the "[Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders](http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31)" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Web site.
- (v) bidders must provide a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions 2003 and 2004.
- (vi) The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA) and the Agreement on Internal Trade (AIT).

1.3 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

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

The 2003 (2012-11-19) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

2.2 Submission of Bids

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

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than **five (5)** calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.4 Applicable Laws

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

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

2.5 Mandatory Site Visit

Due to the nature of this requirement and in order to gain access to the sites **it is MANDATORY that all interested bidders, submit the Names (legal name) of their representatives that will be attending the Mandatory Site Visit to the Contracting Authority (Cris Hill) no later than 5:00 PM, May 1, 2013.**

It is the responsibility of the Bidders to ensure that the Contracting Authority is in receipt of this information by the date shown. **Bidders who fail to submit the required information by 5:00 PM, May 1, 2013, will be denied access to the sites.**

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 **May 15, 2013 at 9:00 AM, at the main entrance of Parliament Hill, inside at the Visitor Welcome Centre, Wellington Street, Ottawa, Ontario, Canada.** Bidders will be required to sign an attendance form. Bidders who do not attend or send a representative will not be given an alternative appointment and their bids will be rejected as non-compliant. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

Roof Anchor Plans to be given out at the Mandatory Site Visit.

It is mandatory that bidders wear safety boots for the site visit.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I Financial Bid

Section II Certifications

Section III Authorities

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

Section I: Financial Bid**PRICING SCHEDULE 1:**

Firm all inclusive prices including overhead, profit and all related costs for Interior and Exterior Window Cleaning in accordance with the Specification Annex A.

1.1 All Buildings - On all floors , all the windows including Prime Minister's office, Center Block, East Block, Library of Parliament, Peace Tower and Observation Gallery, Courtyards (Centre & East Block), Visitor Welcome Area, Windows overlooking Bells, RCMP checkpoint and 1 Wellington. Method: "A" Interior and Exterior Window Cleaning				
Period	To be completed in the month of:	Firm Price per cleaning (GST Extra):	Number of Months	Firm annual price (GST Extra)
Year One (1) September 1/13 to August 31/14	October	\$ _____ x	1 =	\$ _____
	May	\$ _____ x	1 =	\$ _____
Option Year One (1) September 1/14 to August 31/15	October	\$ _____ x	1 =	\$ _____
	May	\$ _____ x	1 =	\$ _____
Option Year Two (2) September 1/15 to August 31/16	October	\$ _____ x	1 =	\$ _____
	May	\$ _____ x	1 =	\$ _____
Option Year Three (3) September 1/16 to August 31/17	October	\$ _____ x	1 =	\$ _____
	May	\$ _____ x	1 =	\$ _____
Option Year Four (4) September 1/17 to August 31/18	October	\$ _____ x	1 =	\$ _____
	May	\$ _____ x	1 =	\$ _____
1.1 Sub Total:				\$ _____

**1.2 Location: West Side of Center Block, Floors: 1st, 2nd and Ground
Method A Interior and Exterior Window Cleaning**

Period:	To be Completed in the month of:	Firm Price per cleaning (GST Extra):	Estimated Frequency	Firm annual price (GST Extra)
Year One (1) September 1/13 to August 31/14	June, July, Aug., Sept Nov., Dec., Jan., Feb., Mar., April,	\$ _____	x 10 =	\$ _____
Option Year One (1) September 1/14 to August 31/15	June, July, Aug., Sept Nov., Dec., Jan., Feb., Mar., April,	\$ _____	x 10 =	\$ _____
Option Year Two (2) September 1/15 to August 31/16	June, July, Aug., Sept Nov., Dec., Jan., Feb., Mar., April,	\$ _____	x 10 =	\$ _____
Option Year Three (3) September 1/16 to August 31/17	June, July, Aug., Sept Nov., Dec., Jan., Feb., Mar., April,	\$ _____	x 10 =	\$ _____
Option Year Four (4) September 1/17 to August 31/18	June, July, Aug., Sept Nov., Dec., Jan., Feb., Mar., April,	\$ _____	x 10 =	\$ _____
1.2 Sub Total:				\$ _____

1.3 Location: Center Block - Welcome Area				
Method A Interior and Exterior Window Cleaning				
Period:	To be Completed in the month of:	Firm Price per cleaning (GST Extra):	Estimated Frequency	Firm annual price (GST Extra)
Year One (1) September 1/13 to August 31/14	June, July, Aug., Sept Nov., Dec., Jan., Feb., Mar., April,	\$ _____	x 10 =	\$ _____
Option Year One (1) September 1/14 to August 31/15	June, July, Aug., Sept Nov., Dec., Jan., Feb., Mar., April,	\$ _____	x 10 =	\$ _____
Option Year Two (2) September 1/15 to August 31/16	June, July, Aug., Sept Nov., Dec., Jan., Feb., Mar., April,	\$ _____	x 10 =	\$ _____
Option Year Three (3) September 1/16 to August 31/17	June, July, Aug., Sept Nov., Dec., Jan., Feb., Mar., April,	\$ _____	x 10 =	\$ _____
Option Year Four (4) September 1/17 to August 31/18	June, July, Aug., Sept Nov., Dec., Jan., Feb., Mar., April,	\$ _____	x 10 =	\$ _____
1.3 Sub Total:				\$ _____

1.4 Location: Center Block, Peace Tower Observation Gallery				
Method A Interior and Exterior Window Cleaning				
Period:	To be Completed in the month of:	Firm Price per cleaning (GST Extra):	Estimated Frequency	Firm annual price (GST Extra)
Year One (1) September 1/13 to August 31/14	June, July, Aug., Sept Nov., Dec., Jan., Feb., Mar., April,	\$ _____	x 10 =	\$ _____
Option Year One (1) September 1/14 to August 31/15	June, July, Aug., Sept Nov., Dec., Jan., Feb., Mar., April,	\$ _____	x 10 =	\$ _____
Option Year Two (2) September 1/15 to August 31/16	June, July, Aug., Sept Nov., Dec., Jan., Feb., Mar., April,	\$ _____	x 10 =	\$ _____
Option Year Three (3) September 1/16 to August 31/17	June, July, Aug., Sept Nov., Dec., Jan., Feb., Mar., April,	\$ _____	x 10 =	\$ _____
Option Year Four (4) September 1/17 to August 31/18	June, July, Aug., Sept Nov., Dec., Jan., Feb., Mar., April,	\$ _____	x 10 =	\$ _____
1.4 Sub Total:				\$ _____

1.5 Location: Center Block, Windows Overlooking Bells Method A Interior and Exterior Window Cleaning				
Period:	To be Completed in the month of:	Firm Price per cleaning (GST Extra):	Estimated Frequency	Firm annual price (GST Extra)
Year One (1) September 1/13 to August 31/14	June, July, Aug., Sept Nov., Dec., Jan., Feb., Mar., April,	\$ _____	x 10 =	\$ _____
Option Year One (1) September 1/14 to August 31/15	June, July, Aug., Sept Nov., Dec., Jan., Feb., Mar., April,	\$ _____	x 10 =	\$ _____
Option Year Two (2) September 1/15 to August 31/16	June, July, Aug., Sept Nov., Dec., Jan., Feb., Mar., April,	\$ _____	x 10 =	\$ _____
Option Year Three (3) September 1/16 to August 31/17	June, July, Aug., Sept Nov., Dec., Jan., Feb., Mar., April,	\$ _____	x 10 =	\$ _____
Option Year Four (4) September 1/17 to August 31/18	June, July, Aug., Sept Nov., Dec., Jan., Feb., Mar., April,	\$ _____	x 10 =	\$ _____
1.5 Sub Total:				\$ _____

1.6 Location: RCMP checkpoint Method A Interior and Exterior Window Cleaning				
Period:	To be Completed in the month of:	Firm Price per cleaning (GST Extra):	Estimated Frequency	Firm annual price (GST Extra)
Year One (1) September 1/13 to August 31/14	June, July, Aug., Sept Nov., Dec., Jan., Feb., Mar., April,	\$ _____	x 10 =	\$ _____
Option Year One (1) September 1/14 to August 31/15	June, July, Aug., Sept Nov., Dec., Jan., Feb., Mar., April,	\$ _____	x 10 =	\$ _____
Option Year Two (2) September 1/15 to August 31/16	June, July, Aug., Sept Nov., Dec., Jan., Feb., Mar., April,	\$ _____	x 10 =	\$ _____
Option Year Three (3) September 1/16 to August 31/17	June, July, Aug., Sept Nov., Dec., Jan., Feb., Mar., April,	\$ _____	x 10 =	\$ _____
Option Year Four (4) September 1/17 to August 31/18	June, July, Aug., Sept Nov., Dec., Jan., Feb., Mar., April,	\$ _____	x 10 =	\$ _____
1.6 Sub Total:				\$ _____

1.7 Location: Parliament Library				
Method A Interior and Exterior Window Cleaning				
Period:	To be Completed in the month of:	Firm Price per cleaning (GST Extra):	Estimated Frequency	Firm annual price (GST Extra)
Year One (1) September 1/13 to August 31/14	June, July, Aug., Sept Nov., Dec., Jan., Feb., Mar., April,	\$ _____	x 10 =	\$ _____
Option Year One (1) September 1/14 to August 31/15	June, July, Aug., Sept Nov., Dec., Jan., Feb., Mar., April,	\$ _____	x 10 =	\$ _____
Option Year Two (2) September 1/15 to August 31/16	June, July, Aug., Sept Nov., Dec., Jan., Feb., Mar., April,	\$ _____	x 10 =	\$ _____
Option Year Three (3) September 1/16 to August 31/17	June, July, Aug., Sept Nov., Dec., Jan., Feb., Mar., April,	\$ _____	x 10 =	\$ _____
Option Year Four (4) September 1/17 to August 31/18	June, July, Aug., Sept Nov., Dec., Jan., Feb., Mar., April,	\$ _____	x 10 =	\$ _____
1.7 Sub Total:				\$ _____

**1.8 Location: East Side of Center Block, Floors: 1st, 2nd and Ground
Method A Interior and Exterior Window Cleaning**

Period:	To be Completed in the month of:	Firm Price per cleaning (GST Extra):	Estimated Frequency	Firm annual price (GST Extra)
Year One (1) September 1/13 to August 31/14	June, July, Aug., Sept Nov., Dec., Jan., Feb., Mar., April,	\$ _____	x 10 =	\$ _____
Option Year One (1) September 1/14 to August 31/15	June, July, Aug., Sept Nov., Dec., Jan., Feb., Mar., April,	\$ _____	x 10 =	\$ _____
Option Year Two (2) September 1/15 to August 31/16	June, July, Aug., Sept Nov., Dec., Jan., Feb., Mar., April,	\$ _____	x 10 =	\$ _____
Option Year Three (3) September 1/16 to August 31/17	June, July, Aug., Sept Nov., Dec., Jan., Feb., Mar., April,	\$ _____	x 10 =	\$ _____
Option Year Four (4) September 1/17 to August 31/18	June, July, Aug., Sept Nov., Dec., Jan., Feb., Mar., April,	\$ _____	x 10 =	\$ _____
1.8 Sub Total:				\$ _____

1.9 Location: Centre Block - East Court Yard				
Method A Interior and Exterior Window Cleaning				
Period:	To be Completed in the month of:	Firm Price per cleaning (GST Extra):	Estimated Frequency	Firm annual price (GST Extra)
Year One (1) September 1/13 to August 31/14	June, July, Aug., Sept Nov., Dec., Jan., Feb., Mar., April,	\$ _____	x 10 =	\$ _____
Option Year One (1) September 1/14 to August 31/15	June, July, Aug., Sept Nov., Dec., Jan., Feb., Mar., April,	\$ _____	x 10 =	\$ _____
Option Year Two (2) September 1/15 to August 31/16	June, July, Aug., Sept Nov., Dec., Jan., Feb., Mar., April,	\$ _____	x 10 =	\$ _____
Option Year Three (3) September 1/16 to August 31/17	June, July, Aug., Sept Nov., Dec., Jan., Feb., Mar., April,	\$ _____	x 10 =	\$ _____
Option Year Four (4) September 1/17 to August 31/18	June, July, Aug., Sept Nov., Dec., Jan., Feb., Mar., April,	\$ _____	x 10 =	\$ _____
1.9 Sub Total:				\$ _____

1.10 Location: Center Block - West Court Yard Method A Interior and Exterior Window Cleaning				
Period:	To be Completed in the month of:	Firm Price per cleaning (GST Extra):	Estimated Frequency	Firm annual price (GST Extra)
Year One (1) September 1/13 to August 31/14	June, July, Aug., Sept Nov., Dec., Jan., Feb., Mar., April,	\$ _____	x 10 =	\$ _____
Option Year One (1) September 1/14 to August 31/15	June, July, Aug., Sept Nov., Dec., Jan., Feb., Mar., April,	\$ _____	x 10 =	\$ _____
Option Year Two (2) September 1/15 to August 31/16	June, July, Aug., Sept Nov., Dec., Jan., Feb., Mar., April,	\$ _____	x 10 =	\$ _____
Option Year Three (3) September 1/16 to August 31/17	June, July, Aug., Sept Nov., Dec., Jan., Feb., Mar., April,	\$ _____	x 10 =	\$ _____
Option Year Four (4) September 1/17 to August 31/18	June, July, Aug., Sept Nov., Dec., Jan., Feb., Mar., April,	\$ _____	x 10 =	\$ _____
1.10 Sub Total:				\$ _____

1.11 Location: Center Block - Middle Court Yard				
Method A Interior and Exterior Window Cleaning				
Period:	To be Completed in the month of:	Firm Price per cleaning (GST Extra):	Estimated Frequency	Firm annual price (GST Extra)
Year One (1) September 1/13 to August 31/14	June, July, Aug., Sept Nov., Dec., Jan., Feb., Mar., April,	\$ _____	x 10 =	\$ _____
Option Year One (1) September 1/14 to August 31/15	June, July, Aug., Sept Nov., Dec., Jan., Feb., Mar., April,	\$ _____	x 10 =	\$ _____
Option Year Two (2) September 1/15 to August 31/16	June, July, Aug., Sept Nov., Dec., Jan., Feb., Mar., April,	\$ _____	x 10 =	\$ _____
Option Year Three (3) September 1/16 to August 31/17	June, July, Aug., Sept Nov., Dec., Jan., Feb., Mar., April,	\$ _____	x 10 =	\$ _____
Option Year Four (4) September 1/17 to August 31/18	June, July, Aug., Sept Nov., Dec., Jan., Feb., Mar., April,	\$ _____	x 10 =	\$ _____
1.11 Sub Total:				\$ _____

1.12 Location: East Block - Court Yard				
Method A Interior and Exterior Window Cleaning				
Period:	To be Completed in the month of:	Firm Price per cleaning (GST Extra):	Estimated Frequency	Firm annual price (GST Extra)
Year One (1) September 1/13 to August 31/14	June, July, Aug., Sept Nov., Dec., Jan., Feb., Mar., April,	\$ _____	x 10 =	\$ _____
Option Year One (1) September 1/14 to August 31/15	June, July, Aug., Sept Nov., Dec., Jan., Feb., Mar., April,	\$ _____	x 10 =	\$ _____
Option Year Two (2) September 1/15 to August 31/16	June, July, Aug., Sept Nov., Dec., Jan., Feb., Mar., April,	\$ _____	x 10 =	\$ _____
Option Year Three (3) September 1/16 to August 31/17	June, July, Aug., Sept Nov., Dec., Jan., Feb., Mar., April,	\$ _____	x 10 =	\$ _____
Option Year Four (4) September 1/17 to August 31/18	June, July, Aug., Sept Nov., Dec., Jan., Feb., Mar., April,	\$ _____	x 10 =	\$ _____
1.12 Sub Total:				\$ _____

SCHEDULE 2:

Firm all inclusive prices including overhead, profit and all related costs for Exterior Window Cleaning in accordance with the Specification Annex A.

2.1 Location: 1 Wellington (Entrance Area) Method: "C" Exterior Window Cleaning				
Period:	To be Completed in the month of:	Firm Price per cleaning (GST Extra):	Estimated Frequency	Firm annual price (GST Extra)
Year One (1) September 1/13 to August 31/14	June, July, Aug., Sept Nov., Dec., Jan., Feb., Mar., April,	\$ _____	x 10 =	\$ _____
Option Year One (1) September 1/14 to August 31/15	June, July, Aug., Sept Nov., Dec., Jan., Feb., Mar., April,	\$ _____	x 10 =	\$ _____
Option Year Two (2) September 1/15 to August 31/16	June, July, Aug., Sept Nov., Dec., Jan., Feb., Mar., April,	\$ _____	x 10 =	\$ _____
Option Year Three (3) September 1/16 to August 31/17	June, July, Aug., Sept Nov., Dec., Jan., Feb., Mar., April,	\$ _____	x 10 =	\$ _____
Option Year Four (4) September 1/17 to August 31/18	June, July, Aug., Sept Nov., Dec., Jan., Feb., Mar., April,	\$ _____	x 10 =	\$ _____
1.13 Sub Total:				\$ _____

PRICING SCHEDULE 3:

Firm all inclusive prices including overhead, profit and all related costs for all Exterior Entrance Light Fixtures in accordance with the Specification Annex A

3.1 Location: Parliament Hill Complexes All Buildings - including RCMP checkpoint and 1 Wellington Method "D" - All Exterior Entrance Light Fixtures attached to the Building				
Period	To be Completed in the month of:	Firm Price per cleaning (GST Extra)	Number of Months	Firm Annual Price (GST Extra):
Year One (1) September 1/13 to August 31/14	May, June, July, Aug., Sept, Oct., Nov., Dec., Jan., Feb., Mar., April,	\$ _____	X 12 =	\$ _____
Option Year One (1) September 1/14 to August 31/15	May, June, July, Aug., Sept, Oct., Nov., Dec., Jan., Feb., Mar., April,	\$ _____	X 12 =	\$ _____
Option Year Two (2) September 1/15 to August 31/16	May, June, July, Aug., Sept, Oct., Nov., Dec., Jan., Feb., Mar., April,	\$ _____	X 12 =	\$ _____
Option Year Three (3) September 1/16 to August 31/17	May, June, July, Aug., Sept, Oct., Nov., Dec., Jan., Feb., Mar., April,	\$ _____	X 12 =	\$ _____
Option Year Four (4) September 1/17 to August 31/18	May, June, July, Aug., Sept, Oct., Nov., Dec., Jan., Feb., Mar., April,	\$ _____	X 12 =	\$ _____
3.1 Sub Total:				\$ _____

PRICING SCHEDULE 4:

4.1 - Firm all inclusive prices including overhead, profit, all materials and all related additional costs for **Method A (Window Cleaning)** on an "AS AND WHEN REQUESTED" basis only, for **Emergency and Extra Cleaning** as identified herein.

4.1 (i) LABOUR: Our firm hourly rate per qualified personnel shall be:

i) Regular Hours as per Specification Section 1, Clauses 11.1.1 and 11.1.2.	YEAR 1 RATE 2013-2014	OPTION YEAR 1 RATE 2014-2015	OPTION YEAR 2 RATE 2015-2016	OPTION YEAR 3 RATE 2016-2017	OPTION YEAR 4 RATE 2017-2018
	\$_____ /HR	\$_____ /HR	\$_____ /HR	\$_____ /HR	\$_____ /HR
Estimated quantity of hours per year:	75	75	75	75	75
Extended Price:	\$_____	\$_____	\$_____	\$_____	\$_____
4.1(i) SUB-TOTAL:					\$_____

4.1 (ii)

ii) Outside Regular Hours (Saturday, Sunday and Statutory Holidays) as per Specification Section 1, Clauses 11.1.1 and 11.1.2	YEAR 1 RATE 2013-2014	OPTION YEAR 1 RATE 2014-2015	OPTION YEAR 2 RATE 2015-2016	OPTION YEAR 3 RATE 2016-2017	OPTION YEAR 4 RATE 2017-2018
	\$_____ /HR	\$_____ /HR	\$_____ /HR	\$_____ /HR	\$_____ /HR
Estimated quantity of hours per year:	40	40	40	40	40
Extended Price:	\$_____	\$_____	\$_____	\$_____	\$_____
4.2 SUB-TOTAL:					\$_____

4.2 - Firm all inclusive prices including overhead, profit, all materials and all related additional costs for **Method D (Exterior Entrance Lights Fixtures)** on an "AS AND WHEN REQUESTED" basis only, for **Emergency and Extra Cleaning** as identified herein.

4.2 (i) LABOUR: Our firm hourly rate per qualified personnel shall be:

i) Regular Hours as per Specification, Section 1, Clause 11.1.2	YEAR 1 RATE 2013-2014	OPTION YEAR 1 RATE 2014-2015	OPTION YEAR 2 RATE 2015-2016	OPTION YEAR 3 RATE 2016-2017	OPTION YEAR 4 RATE 2017-2018
	\$_____ /HR	\$_____ /HR	\$_____ /HR	\$_____ /HR	\$_____ /HR
Estimated quantity of hours per year:	50	50	50	50	50
Extended Price:	\$_____	\$_____	\$_____	\$_____	\$_____
4.2 (i) SUB-TOTAL:					\$_____

4.2 (ii)

ii) Outside Regular Hours (Saturday, Sunday and Statutory Holidays) as per Specification Section 1, Clause 11.1.2	YEAR 1 RATE 2013-2014	OPTION YEAR 1 RATE 2014-2015	OPTION YEAR 2 RATE 2015-2016	OPTION YEAR 3 RATE 2016-2017	OPTION YEAR 4 RATE 2017-2018
	\$_____ /HR	\$_____ /HR	\$_____ /HR	\$_____ /HR	\$_____ /HR
Estimated quantity of hours per year:	25	25	25	25	25
Extended Price:	\$_____	\$_____	\$_____	\$_____	\$_____
4.2 (ii) SUB-TOTAL:					\$_____

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TOTAL ASSESSED TENDER PRICE:

Sum of Basis of Pricing, Pricing Schedule 1, 2, 3 and 4 \$ _____

In the case of error in the extension of prices, the unit price will govern. Canada may enter into contract without negotiation.

Section II: Certifications

Bidders must submit the certifications required under Part 5.

Section III: Authorities

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: _____

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 Financial Evaluation - mandatory requirements

(1) Mandatory Site Visit attendance;

(2) Submission of a Firm Price/Rate in Canadian funds for all the items listed in Part 3, Section I: Financial Bid ; and

4.2 Basis of selection

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

PART 5 - CERTIFICATIONS

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

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

5.1 Mandatory Certifications Required Precedent to Contract Award

5.1.1 Code of Conduct Certifications - Related Documentation

By submitting a bid, the Bidder certifies as per section 01 of Standard Instructions 2003 for himself and his affiliates, to be in compliance with the Code of Conduct and Certifications clause of the Standard instructions. The related documentation therein required will help Canada in confirming that the certifications are true.

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 - \$200,000 or more (A3030T 2010-08-16)

1. The Federal Contractors Program (FCP) requires that some suppliers, including a supplier who is a member of a joint venture, bidding for federal government contracts, valued at \$200,000 or more (including all applicable taxes), make a formal commitment to implement employment equity. This is a condition precedent to contract award. If the Bidder, or, if the Bidder is a joint venture and if any member of the joint venture, is subject to the FCP, evidence of its commitment must be provided before the award of the Contract.

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

2. If the Bidder does not fall within the exceptions enumerated in 3.(a) or (b) below, or does not have a valid certificate number confirming its adherence to the FCP, the Bidder must fax (819-953-8768) a copy of the signed form LAB 1168, Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC.

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

The Bidder or the member of the joint venture

- (a) () is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, 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), in which case a duly signed certificate of commitment is attached;
- (d) () is subject to the FCP, and has a valid certificate number as follows: _____ (e.g. has not been declared an ineligible contractor by HRSDC.)

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

5.2.2 Former Public servant Certification

Contracts with former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, bidders must provide the information required below.

Definitions

For the purposes of this clause,

"former public servant" is any former member of a department as defined in the *Financial Administration Act*, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- (a) an individual;
- (b) an individual who has incorporated;
- (c) a partnership made of former public servants; or
- (d) a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means, a pension or annual allowance paid under the *Public Service Superannuation Act* (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the *Supplementary Retirement Benefits*

Act, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the Canadian Forces Superannuation Act, R.S., 1985, c. C-17, the Defence Services Pension Continuation Act, 1970 c. D-3, the Royal Canadian Mounted Police Pension Continuation Act, 1970, c. R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c. R-11, the Members of Parliament Retiring Allowances Act, R.S., 1985, c. M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension?

YES () NO ()

If so, the Bidder must provide the following information, for all FPS in receipt of a pension, as applicable:

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

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.

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NOTE: 5.2.3 Waiver of Liability will be attached to the contract and is to be completed prior to start of work.

5.2.3 Waiver of Liability (Sample)

The Contractor hereby agrees that it is using the Equipment (powered Swingstage) at its own risk and assumes full responsibility for its use. The contractor acknowledges that it has inspected the Equipment and that all its personnel have been properly trained in its use.

Her Majesty the Queen assumes no responsibility for the Contractor's, or its personnel's, use of the Equipment. The Contractor, and those for whom at law it is responsible, agree to indemnify and save Her Majesty, and those for whom at law it is responsible, harmless from and against all claims, demands, losses, costs, damages, actions, suits, or proceedings by whomever made, brought or prosecuted and in any manner based upon, arising out of, related to, occasioned by or attributable to its use of the Equipment.

The Contractor and its personnel agree by signing below that it understands the terms of this release and that it is familiar with the use and safety requirements of the equipment and agrees to release Her Majesty for any damages it may incur.

Company Name of Contractor

Personnel 1 _____

Personnel 2 _____

Personnel 3 _____

Name: _____

Company Representative

Date: _____

I have the authority to bind the Corporation

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 2013-03-21, General Conditions - Services, apply to and form part of the Contract.

7.3 Security Requirement

1. The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC). **The Contractor's Company Security Officer must hold a valid SECRET clearance, granted or approved by CISD/PWGSC.**
2. The Contractor personnel requiring access to Parliamentary Precinct sensitive work site(s) must **EACH** hold a valid **SITE ACCESS** clearance, granted or approved by CISD/PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex A
 - (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. *(leave blank until contract award - delete this note before issuing the solicitation)*

7.4.2 Option to Extend Contract (if applicable)

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

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

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Cris Hill
Public Works and Government Services Canada
Real Property Contracting Directorate
3C2, 11 Laurier Street, Place du Portage, Phase III
Gatineau, Québec K1A 0S5
Telephone Number (819) 956-1343
Facsimile Number: (819) 956-3600
E-mail address: cris.hill@pwgsc.gc.ca

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

7.5.2 Technical Authority

"TO BE PROVIDED AT CONTRACT AWARD"

The Technical Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ___ - ___ - ____
Facsimile: ___ - ___ - ____
E-mail address: _____.

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

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

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

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

7.6 Payment

7.6.1 Limitation of Expenditure (Note to Contracting Authority: use this clause (7.7.1) only if requirement contains As & When Requested.)

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, 2, & 3 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 4.

7.6.2 Basis of Payment - Firm Price

In consideration of the Contractor satisfactorily completing its obligations under this contract, the Contractor will be paid firm prices (*Quarterly*) **OR** (*in twelve (12) equal monthly payments*), in accordance with General Conditions 2035 16 (*insert applicable version YYYY MM DD*) 'Payment Period' and the following table. Goods and Services Tax (GST) or Harmonized Sales Tax (HST) is extra, if applicable.

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 SACC Manual Clauses

A9117C (2007-11-30) T1204 - Direct Request by Customer Department, apply to and form part of the Contract.

7.7 Invoicing Instructions - Maintenance Services

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions along with the _____ (*insert "monthly" or "bi-monthly" or "quarterly"*) maintenance report described in _____ (*insert "the Statement of Work" or "article ____"*) of the Contract.

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

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

The original and two (2) copies of the invoices and (*insert "monthly" or "bi-monthly" or "quarterly"*) maintenance reports must be forwarded to the following address for certification and payment

*Public Works and Government Services Canada
Maintenance and Operational Assurance Services
Chomley Building, 6th Floor
400 Cooper Street
Ottawa, Ontario, K1A 0S5*

Attention: _____ (leave blank until contract award)

7.8 Certifications

7.9.1 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.

7.9.2 SACC Manual Clauses

A3025C (2012-11-19) Proactive Disclosure of Contracts with Former Public Servant, apply to and form part of the Contract.

7.9 Applicable Laws

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

7.10 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2013-03-21);
- (c) Annex A, Statement of Work;
- (d) Annex B, Security Requirements Check List;
- (e) the Contractor's proposal dated _____ (*insert date of bid*)

7.11 Foreign Nationals (Canadian Contractor)

A2000C (2006-06-16) *Foreign Nationals (Canadian Contractor) (if applicable), apply to and form part of the Contract.*

7.12 Insurance Requirements

7.12.1 Insurance Requirements

The Contractor must comply with the insurance requirements specified in the **following article 7.13.2 Commercial General Liability Insurance**. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

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

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

7.12.2 Commercial General Liability Insurance

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

7.13 Cellular Phones and/or Pagers

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

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7.14 Government Site Regulations

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

7.15 Pre-Commencement Meeting

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

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

**Public Works and
Government Services Canada**

Window Cleaning Services

Parliament Hill Complexes

Center Block

East Block

Library of Parliament

Peace Tower and Observation Gallery

Courtyards

Visitor Welcome Area

Windows overlooking Bells

RCMP checkpoint

Exterior Entrances Light Fixtures

1 Wellington

Statement of Work number: EJ196-132765

This document is the document referred to as 'Statement of Work', numbered EJ196-132765 and dated February 1, 2013

Section 1	Special Conditions
1.	Cleaning Operations
2.	Staffing
3.	Health & Safety
4.	Security
5.	Building Management
6.	Materials & Equipment
7.	Roof Anchor Inspection Certification
8.	Roof Anchor Log Book
9.	Light, Heat, Power & Water
10.	Elevator Services
11.	Additional Special Conditions

Section 2	Operations and Frequencies
1.	Schedule of Work
2.	Additional Operations and Frequencies
3.	Schedule Cleaning Operations

Appendix 'A' to Section 2	Roof Anchor Plan
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Section 3	Definition of Terms and Quality Standards
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1. Glass
2. Frames
3. Sills

1. Cleaning Operations

.1 General

- .1 Five working days prior to commencing a Scheduled Cleaning Operation, the Contractor shall notify the Technical Authority of the scheduled dates when they will perform the work.
- .2 The services shall be inspected by the Technical Authority and the Contractor's representative periodically or prior to moving the swing stage upon completion of phase of the scheduled work.

.2 Scheduled Cleaning Operations

- .1 Schedule Cleaning Operation Chart to Section 2 establishes the schedule of operations to be performed during the original contract and to be repeated in each option year of the contract.

2. Staffing

- .1 The Contractor must provide all qualified staff necessary to perform all Services as specified in Section 2 for these specifications.
- .2 The Contractor must, immediately upon award of the contract, designate a supervisor. This supervisor shall be in full charge of the operations of the contractor in the performance of the services and shall be authorized to accept any notice, consent, order, direction, decision or other communication on behalf of the Contractor that may given under the contract. The supervisor shall liaise with the Technical Authority and shall be capable of communicating in English or French.
- .3 If the supervisor is not continuously present on site during window cleaning operations, the Contractor must nominate one of it's employees on site to represent it. The employee on site representing the contractor will be authorized to attend inspections and to receive inspection reports on behalf of the Contractor, to ensure that unsatisfactory performance situations are corrected and to take immediate actions regarding cleaning requirements.
- .4 The site supervisor must be equipped with a cellular phone and/or pager. All expenses including installation, air time, activating fees and the phone/pagers themselves, shall be at the expense of the contractor. An uninterrupted communication service is mandatory.

3. Health & Safety

- .1 The Contractor must adhere to all health and safety measures pertaining to accident prevention and fire hazards recommended by National and Provincial codes and/or prescribed by the authorities having jurisdiction concerning the equipment, work habits

- and procedures. In addition, the contractor shall have his staff adequately trained to ensure that his personnel are qualified to perform window cleaning operations in accordance with the window cleaning regulations for the province of Ontario or Quebec.
- .2 **Note:** Proof of qualifications must be provided to the Technical Authority prior to the commencement of work.
- .3 The Contractor must ensure that all equipment used to perform the services meets window cleaning regulations standards. The Contractor will be responsible to supply suitable replacement equipment within one working day.
- .4 **The Contractor must perform the work in respect of the Canada Labour Code - Part II, or relevant Provincial/Territorial Occupational Health and Safety Act and regulations for window cleaning, the National Fire Code , applicable Provincial/Territorial Act and Regulations and applicable Municipal Regulations. The most stringent shall apply.**
- .5 The Contractor must submit a written "Site-Specific Health and Safety Plan" based on hazard assessment prior to commencing any work site and continue to implement, maintain, and enforce plan until final demobilization from site. Site-Specific Health and Safety Plan(SSHSP) must address work site specifications. The Contractor must submit a SSHSP within [7] days prior to commencement of work described in this agreement. The SSHSP must include:
- A) Mandatory Results of site-specific safety hazard assessment.
 - B) Mandatory Results of health and safety risk or hazard analysis for site tasks and operation.
 - C) The SSHSP must also contain at a minimum; equipment and personal protective equipment, public way protection, signage, and requirement to notify provincial authorities having jurisdiction (i.e.). Ontario - Ministry of Labour prior to commencing work, emergency plan, and specific written procedures for rescuing a worker after his/her fall has been arrested.
- .6 The Technical Authority will review the Contractor's Site-Specific Health and Safety Plan and provide comments to Contractor within [3] days after receipt of plan. The Contractor will revise the plan as appropriate and resubmit plan to the Site Authority within [3] days after receipt of comments from the Technical Authority.
- .7 The Technical Authority's review of Contractor's final Site-Specific Health and Safety plan should not be construed as approval and does not reduce the Contractor's overall responsibility for Health and Safety work measures.

- .8 The Contractor shall perform the work in a manner that is least disruptive to the Crown and occupants of the buildings.
- .9 Any City permits necessary to perform Services, especially when the use of Contractor's equipment would involve blocking access to city streets or pedestrian sidewalks and the surrounding area, is the responsibility of the Contractor to obtain prior to commencement of work.

4. Security

- .1 Only those employees whose names submitted by the Contractor to the Technical Authority will be allowed access to the site of the work. No other persons accompanying employees shall be allowed on site.
- .2 All personnel employed in the performance of the services shall comply with security requirements for the facility. **To identify personnel, the Company name or crest shall be affixed to shirt, coveralls or coat.**
- .3 No audio/visual equipment or cameras are permitted on the work site.
- .4 The Contractor's personnel shall be subject to questioning in relation to security matters by Canada.
- .5 All keys or key cards entrusted to the Contractor for the fulfillment of its contract must be fully protected at all times.

5. Building Maintenance

- .1 The Contractor's staff shall report all architectural (ie: Broken Windows), electrical and mechanical deficiencies observed during the performance of the Services to the Technical Authority.

6. Material & Equipment

- .1 The Contractor must supply all equipment, materials or products required to carry out the Services as mentioned in Section 2.
- .2 All materials, products and equipment must be suitable for the surfaces intended, used in the manner specified by the manufacturer. The Technical Authority may instruct the Contractor to discontinue the use of any material, products and / or equipment judged not suitable and to substitute another mutually satisfactory product.

- .3 The Contractor must, on request, furnish a complete written statement of the origin, composition and/or manufacturer of any of all materials supplied by if for use in the services.
- .4 The Contractor will and must ensure that all materials used in the workplace are classified and labeled according to the Workplace Hazardous Materials Information Systems (WHIMS).
- .5 A binder with the copies of the material safety data sheets (MSDS) shall be kept on the premises and updated when new cleaning products are purchased. This binder shall be made available to the Technical Authority upon request.

7. Roof Anchor Inspection Certificate

- .1 The Contractor is responsible to have a certified engineer perform a roof anchor inspection annually. A copy of the roof anchor inspection stamped by the certified engineer will be submitted to the Technical Authority as well as the registration number from the Ontario or Quebec Ministry of Labour.

8. Roof Anchor Log Book

- .1 A roof anchor log book shall be maintained in the building by the Contractor in which it shall record on a daily basis all window cleaning operations when being performed. The log book shall be located **on site** and available to the Technical Authority for monitoring purposes.

9. Light, Heat, Power and Water

- .1 Canada shall supply all light, heat, power and hot/cold water reasonably required for the performance of the Services.

10. Elevator Services

- .1 Where applicable, the Contractor shall be permitted the use of elevators, escalators, conveyors and dumbwaiters and shall be responsible for their safe operation.

11. Additional Special Conditions

Note: Clause 11 takes precedence of clauses 1 to 10, (Section 1).
Refer to the following tasks in "Additional and/or Not Applicable" clauses listed below:

.1 Reference to Clause 1 (Cleaning Operations)

.1 General

.1 The contractor must notify in writing the Technical Authority fifteen (15) working days prior to commencement of any work in the buildings.

.2 Days and Hours of work

.1 All interior cleaning shall be performed Monday through Friday from 08:00 to 22:00 hours and Saturday, Sunday and Statutory Holiday from 08:00 to 18:00 hours.

.2 All exterior cleaning (Windows and Light Fixtures) shall be performed from 08:00 to 18:00 hours.

.3 Scheduling

.1 The company must submit a detailed window cleaning schedule and work plan to the Technical Authority for approval prior to work. The schedule and work plan shall include the following:

- A- Employees names and proof of certification
- B- Type of equipment to be used for exterior work
- C- Location and type of barriers
- D- Name of Supervisor(s) On Site

.2 Reference to Clause 4 (Security)

.1 Escort will be provided for all secure areas at the following buildings; Center Block and East Block.

.3 Reference to Clause 7 (Roof Anchor Inspection Certificate)

.1 Roof anchors certification is only required for Center Block and East Block.

1. Schedule of Work

- .1 Scheduled Cleaning (Method A)**
1. Clean both sides of the perimeter glass, window framing and sills.
 2. Clean splashing, streaking and staining as a result of the work.
 3. Clean all of the above as per Scheduled Cleaning Operation Chart.
- (and/or)
- .2 Schedule Cleaning (Method B)**
1. Clean inside of the perimeter glass, framing and sills.
 2. Clean splashing, streaking and staining as a result of the work.
 3. Clean all of the above as per Scheduled Cleaning Chart.
- (and/or)
- 3. Schedule Cleaning (Method C)**
1. Clean outside of the perimeter glass, framing and sills.
 2. Clean splashing, streaking and staining as a result of the work.
 3. Clean all of the above as per Scheduled Cleaning Chart.

2. Additional Operations and Frequencies

Note: Clause 2 takes precedence of clause 1 (Section 2).
Refer to the following tasks in "Additional and/or Not Applicable" clauses listed below:

- .1 Reference to clause 1 (Schedule of work)**
- .1 Scheduled Cleaning (Method D)
 - .1 Clean exterior entrance light fixtures
 - .2 Clean all of the above as per Scheduled Cleaning Chart
 - .2 Remove and clean both side and re install all window screens.
- .2 All buildings, Center, East and Wellington**
- Method "A"
- .3 West side of Center Block, 1st, 2nd and ground**
- Method "A"
- .4 Center Block, Welcome area**
- Method "A"
- .5 Center Block, Peace Tower Observation Gallery**
- Method "A"

- .6 **Center Block, Windows Overlooking Bells**
 - Method "A"

- .7 **RCMP Checkpoint**
 - Method "A"

- .8 **Parliament Library**
 - Method "A"

- .9 **East side of Center Block, 1st, 2nd and Ground**
 - Method "A"

- .10 **Center Block East Courtyard**
 - Method "A"

- .11 **Center Block West Courtyard**
 - Method "A"

- .12 **Center Block Middle Courtyard**
 - Method "A"

- .13 **East Block Courtyard**
 - Method "A"

- .14 **1 Wellington**
 - Method "A"

- .15 **1 Wellington (Entrance Area)**
 - Method "C"

- .16 **All Exterior Entrances Light Fixtures attached to the building**
 - Method "D"

SCHEDULED CLEANING OPERATIONS CHART

Clause	Area	Operation	J A N	F E B	M A R	A P R	M A Y	J U N	J U L	A U G	S E P	O C T	N O V	D E C
2.2	All buildings, Center, East and Wellington	Method A				X						X		
2.3	West Side of Center Block 1st, 2nd and ground	Method A	X	X	X		X	X	X	X	X		X	X
2.4	Center Block, Welcome Area	Method A	X	X	X		X	X	X	X	X		X	X
2.5	Center Block, Peace Tower Observation Gallery	Method A	X	X	X		X	X	X	X	X		X	X
2.6	Center Block, Windows overlooking Bells	Method A	X	X	X		X	X	X	X	X		X	X
2.7	RCMP checkpoint	Method A				X						X		
2.8	Parliament Library	Method A	X	X	X		X	X	X	X	X		X	X
2.9	East side of Center Block 1st, 2nd and Ground	Method A	X	X	X		X	X	X	X	X		X	X
2.1	Center Block East Courtyard	Method A	X	X	X		X	X	X	X	X		X	X
2.11	Center Block West Courtyard	Method A	X	X	X		X	X	X	X	X		X	X
2.12	Center Block Middle Courtyard	Method A	X	X	X		X	X	X	X	X		X	X
2.13	East Block Courtyard	Method A	X	X	X		X	X	X	X	X		X	X
2.14	1 Wellington	Method A				X						X		
2.15	1 Wellington (Entrance Area)	Method C	X	X	X		X	X	X	X	X		X	X
2.16	All Exterior Entrances Light Fixtures attached to the Building	Method D	X	X	X	X	X	X	X	X	X	X	X	X

Note: The Contractor shall notify the Technical Authority when each Scheduled Cleaning Operation is completed.

Quality Standards

The Quality Standards described below shall be strictly adhered to. All inspections made by the Technical Authority shall be rated according to these Quality Standards.

1. Glass

All perimeter glass shall be free of streaks, stains and adherent matter.

2. Frames

All frames shall be free of streaks, stains and adherent matter.

3. Sills

All sills shall be free of streaks, stains and adherent matter.



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**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	Public Works and Government Services Canada	2. Branch or Directorate / Direction générale ou Direction PPB
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 Window Cleaning Parliament Hill Complexes		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à : <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays :	Restricted to: / Limité à : <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays :	Restricted to: / Limité à : <input type="checkbox"/> 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"/>



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PART A (continued) / PARTIE A (suite)

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

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No / Non Yes / Oui

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

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

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

- | | | | |
|---|---|---|--|
| <input 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 checked="" type="checkbox"/> SITE ACCESS
ACCÈS AUX EMPLACEMENTS | | | |

Special comments: **Only Screen personnel to be utilized**
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



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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

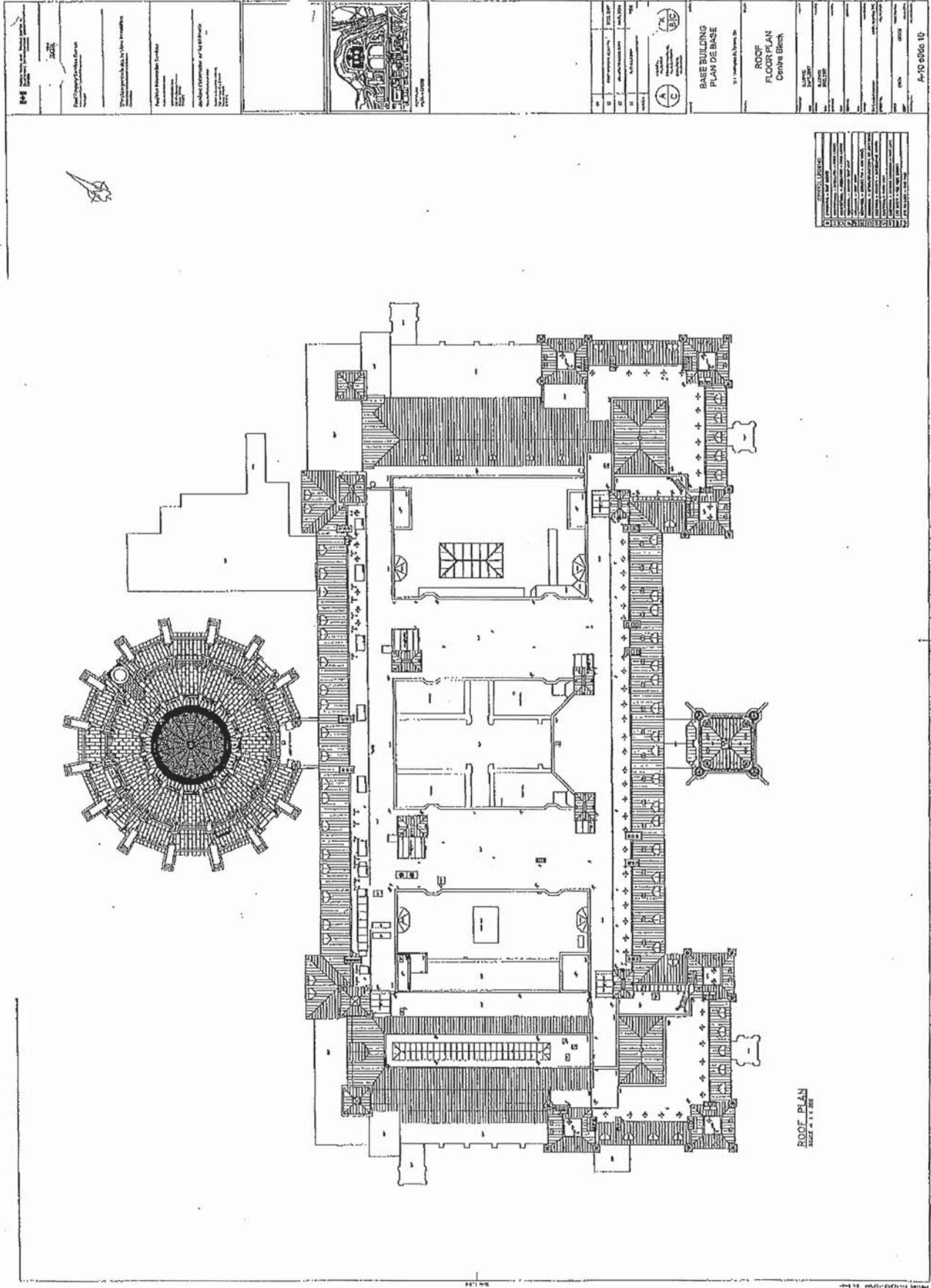
Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			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).



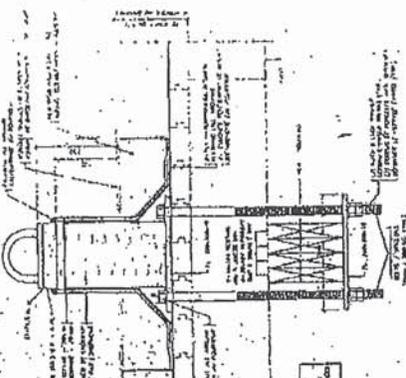
Project Name:
 Client:
 D.A. Chittiville
 Regional Director
 Architectural and Engineering Services
 1000 West 10th Street - 1st Floor
 Regina, Saskatchewan S4P 0A6

LES ARCHITECTES ASSOCIES INC.
 1000 West 10th Street - 1st Floor
 Regina, Saskatchewan S4P 0A6

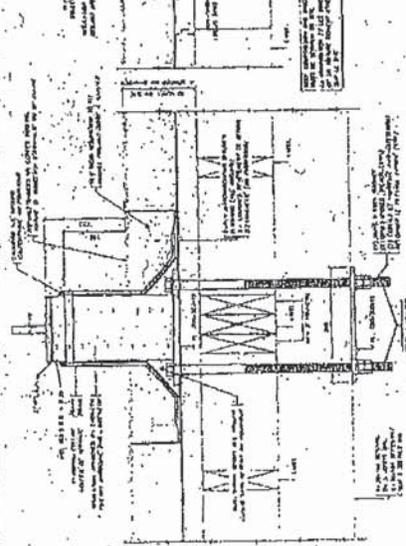
EST. 1967
 1000 WEST 10TH STREET
 REGINA, SASKATCHEWAN S4P 0A6

ANDHORS DETAIL
 DETAILS
 DES ANCRAGES

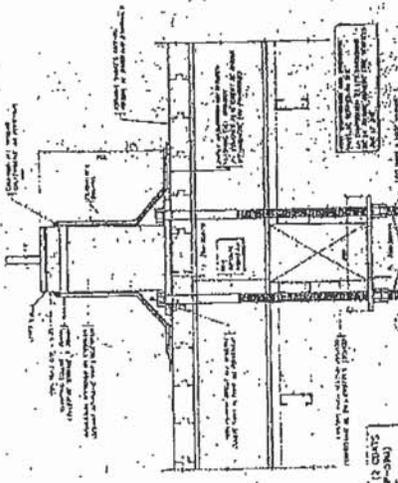
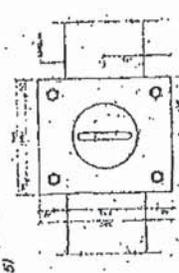
770751
 S4 of/03 4



ROOF REFLECTION, ANCHOR TYPE 3
 (applicable between TYPE 5 anchors)
 RÉFLECTION DE LA TOITURE, ANCRAGE TYPE 3
 (applicable entre les ancrages de TYPE 5)



ROOF REFLECTION, ANCHOR TYPE 4
 RÉFLECTION DE LA TOITURE, ANCRAGE TYPE 4



ROOF REFLECTION, ANCHOR TYPE 5 (applicable at all wood beams)
 RÉFLECTION DE LA TOITURE, ANCRAGE TYPE 5 (applicable à toutes les poutres de bois)

- CONCRETE SHALL BE CAST IN PLACE
 - SHALL BE CAST ON TOP OF EXISTING CONCRETE
 - ALL REINFORCING SHALL BE WELDED TO EXISTING REINFORCING
 - ALL REINFORCING SHALL BE WELDED TO EXISTING REINFORCING
 - ALL REINFORCING SHALL BE WELDED TO EXISTING REINFORCING