

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

**Bid Receiving Public Works and Government  
Services Canada/Réception des  
soumissions\Travaux publics et Services  
gouvernementaux Canada  
Building S-111  
CFB Petawawa  
Petawawa  
Ontario  
K8H 2X3  
Bid Fax: (613) 687-6656**

## 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 Supply  
and Services Operation  
Petawawa Procurement  
Building S-111  
CFB Petawawa  
Petawawa  
Ontario  
K8H 2X3

<b>Title - Sujet</b> RISO - CCTV	
<b>Solicitation No. - N° de l'invitation</b> W0107-12C403/A	<b>Date</b> 2012-11-14
<b>Client Reference No. - N° de référence du client</b> W0107-12C403	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$PET-903-1209
<b>File No. - N° de dossier</b> PET-2-37100 (903)	<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 2012-12-05</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Harrington, Mary-Lou	<b>Buyer Id - Id de l'acheteur</b> pet903
<b>Telephone No. - N° de téléphone</b> (613)687-0789 ( )	<b>FAX No. - N° de FAX</b> (613)687-6656
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  Specified Herein Précisé dans les présentes	
<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>	
Raison sociale et adresse du fournisseur/de l'entrepreneur	
<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 (type or print)</b>	
<b>Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

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## 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, and the basis of selection; |
| Part 5 | Certifications: includes the certifications to be provided;   |
| Part 6 | Security and Insurance Requirements: includes specific requirements that must be addressed by offerors; and   |
| Part 7 | 7A, Standing Offer, and 7B, Resulting Contract Clauses:   |
|        | 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;  |
|        | 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.  |

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

### 2. Summary

To establish a Regional Individual Standing Offer for the provision of all supervision, transportation, equipment, labour, tools and materials to repair/install or inspect all Closed Circuit Video Equipment Systems and Barrier Gates at CFB/ASU Petawawa in accordance with the attached specification. Work will be on an "as and when requested" basis and the period for placing call-ups against the Standing Offer shall be from date of Standing Offer to 31 October 2015 (3 years).

The requirement is subject to a preference for Canadian goods and/or services.

Pursuant to section 01 of Standard Instructions 2006, Offerors must submit a complete list of names of all individuals who are currently directors of the Offeror. Furthermore, as determined by the Special Investigations Directorate, Departmental Oversight Branch, each individual named on the list may be requested to complete a Consent to a Criminal Record Verification form

### 3. Security Requirement

There is a security requirement associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security 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 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.

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 (2012-07-11) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

The text under Subsection 4 of Section 01 - Code of Conduct and Certifications - Offer of 2006 referenced above is replaced by:

Offerors should provide, with their offer or promptly thereafter, a complete list of names of all individuals who are currently directors of the Offeror. If such a list has not been received by the time the evaluation of offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to provide such a list within the required time frame will render the offer non-responsive. Offerors must always submit the list of directors before issuance of a standing offer.

Canada may, at any time, request that an Offeror provide properly completed and Signed Consent Forms (Consent to a Criminal Record Verification form - PWGSC-TPSGC 229) (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaire-forms-eng.html>) for any or all individuals named in the aforementioned list within a specified delay. Failure to provide such Consent Forms within the delay will result in the offer being declared non-responsive.

The text under Subsection 5 of Section 01 - Code of Conduct and Certifications - Offer of 2006 referenced above is replaced by:

The Offeror must diligently maintain the list up-to-date by informing Canada in writing of any change occurring during the validity period of the Offer, and must also provide Canada, when requested, with the corresponding Consent Forms. The Offeror will also be required to diligently maintain the list and when requested, provide Consent Forms during the period of any standing offer arising from this Request for Standing Offers (RFSO) and any call-ups made against the Standing Offer.

### 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 (this RFSO)  
 Section II: Financial Offer (Annex "B" Basis of Payment)  
 Section III: Certifications

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 [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<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 8.5 x 11 inch (216 mm x 279 mm) 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: Offer**

In their offer, offerors are to complete and submit the fill-in pages of the RFSO document.

**Section II: Financial Offer**

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

**Payment by Credit Card**

Canada requests that offerors complete one of the following:

- (a) ☐ Government of Canada Acquisition Cards (credit cards) will be accepted for payment of call-ups against the standing offer.

The following credit card(s) are accepted:

VISA \_\_\_\_\_

Master Card \_\_\_\_\_

- (b) ☐ Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of call-ups against the standing offer.

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

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

**Section III: Certifications**

Offerors must submit the certifications required under Part 5.

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

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.
- (c) The evaluation team will determine first if there are three (3) or more offers with a valid Canadian Content certification. In that event, the evaluation process will be limited to the offers with the certification; otherwise, all offers will be evaluated. If some of the offers with a valid certification are declared non-responsive, or are withdrawn, and less than three responsive offers with a valid certification remain, the evaluation will continue among those offers with a valid certification. If all offers with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other offers received will be evaluated.

**1.1. Evaluation**

All offers must be completed in full and provide all of the information requested in the Request for Standing Offer to enable full and complete evaluation.

**1.1.1 Mandatory Criteria**

Should any of the following Mandatory Requirements not be met the offer will be considered as non-compliant and shall not be given any further consideration:

(a) Bidders must provide prices for all items listed in Annex B.

## 1.2 Financial Evaluation

**1.2.1** Bids will be assessed to arrive at an aggregate value based on the estimated usage provided herein at Annex "B", FOB Destination as indicated, for all three (3) years. The estimated usage provided herein is for the sole purpose of establishing an evaluation tool and are based only on best estimates. They may not reflect the actual usage and do not represent any commitment on the part of Canada.

The Offeror's Unit Prices will be multiplied by the corresponding estimated usage to arrive at an extended price. The aggregate value is the sum of all extended prices.

## 2. Basis of Selection

**2.1** It is the intention of Canada to issue one (1) Standing Offer to the offeror who:

1. Meets all Mandatory requirements;
2. Offer the lowest aggregate values; and
3. Meet all the Conditions Precedent to Issue of a Standing Offer (located in Part 5).

## 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. Code of Conduct Certifications - Certifications Precedent to Issuance of a Standing Offer

**1.1** Offerors should provide, with their offer or promptly thereafter, a complete list of names of all individuals who are currently directors of the Offeror. If such a list has not been received by the time the evaluation of offers is completed, the Standing Offer Authority will inform the Offeror of a time frame within which to provide the information. Offerors must submit the list of directors before issuance of a standing offer, failure to provide such a list within the required time frame will render the offer non-responsive.

The Standing Offer Authority may, at any time, request that an Offeror provide properly completed and Signed Consent Forms ([Consent to a Criminal Record Verification form](http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaire-forms-eng.html) - PWGSC-TPSGC 229) (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaire-forms-eng.html>) for any or all individuals named in the aforementioned list within a specified delay. Failure to provide such Consent Forms within the delay will result in the offer being declared non-responsive.

### 2. 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.

## 2.1 Federal Contractors Program - 200,000 or more

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 the issuance of a standing offer. If the Offeror, or, if the Offeror 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 issuance of a standing offer.

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 offers from ineligible contractors, including an offer from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

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

(a) ( ) is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;

(b) ( ) is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;

(c) ( ) is subject to the requirements of 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), in which case a duly signed certificate of commitment is attached;

(d) ( ) is subject to 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

## 2.2 Documents Required:

1.2.1 Proof of insurance coverage which meets or exceeds the coverage stipulated.

1.2.2 Copy of your company's most recent, signed Health and Safety Plan as it related to this work.

1.2.3 A copy of WSIB Clearance Certificate.

1.2.4 Proof that your company is certified to maintain the Pelco Endura, Spectra and Panasonic equipment. A copy of manufactures maintenance standards shall be made available to the technical authority.

1.2.5 Copy of your fall arrest course (up to date).

## 2.3 Certifications Required with the Offer

Offerors must submit the following duly completed certifications with their offer.

### 2.3.1 Canadian Content Certification

This procurement is conditionally limited to Canadian services.

Subject to the evaluation procedures contained in the bid solicitation, bidders acknowledge that only bids with a certification that the service offered is a Canadian service, as defined in clause A3050T, may be considered.

Failure to provide this certification completed with the bid will result in the service offered being treated as a non-Canadian service.

The Bidder certifies that:

( ) the service offered is a Canadian service as defined in paragraph 2 of clause A3050T.

## PART 6 - SECURITY AND INSURANCE REQUIREMENTS

### 1. Security Requirement

1. Before issuance of a standing offer, the following conditions must be met:

- (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
- (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7A - Standing Offer;
- (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.

2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.

3. For additional information on security requirements, offerors should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Web site.

## 2. Insurance Requirements

The Contractor must comply with the insurance requirements specified below . 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.

## 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 Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.

Until the security screening of the Contractor personnel required by this Contract has been completed satisfactorily by the CISD, PWGSC, the Contractor personnel MAY NOT ENTER sites without an escort.

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 D;
- (b) Industrial Security Manual (Latest Edition).

### 3. Standard Clauses and Conditions

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

#### 3.1 General Conditions

2005 (2012-07-16) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

The text under Subsection 4 of Section 11 - Code of Conduct and Certifications – Standing Offer of 2005 referenced above is replaced by:

During the entire period of the Standing Offer and any call-ups made against the Standing Offer, the Offeror must diligently update, by written notice to the Standing Offer Authority, the list of names of all individuals who are directors of the Offeror whenever there is a change. As well, whenever requested by Canada, the Offeror must provide the corresponding Consent Forms.

#### **4. Term of Standing Offer**

##### **4.1 Period of the Standing Offer**

The period for making call-ups against the Standing Offer is from \_\_\_\_\_ to \_\_\_\_\_.

#### **5. Authorities**

##### **5.1 Standing Offer Authority**

The Standing Offer Authority is:

Mary Lou Harrington  
Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch, Petawawa Office  
Bldg S-111, CFB Petawawa, Ontario K8H 2X3

Telephone: 613-687-0789

Facsimile: 613-687-6656

E-mail address: marylou.harrington@pwgsc.gc.ca

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

##### **5.2 Project Authority**

The Project Authority for the Standing Offer is:

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 (BIDDER TO COMPLETE):**

Name and telephone number of the person responsible for:

General Enquiries:

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

Telephone No. \_\_\_\_\_

Facsimile No. \_\_\_\_\_

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

Delivery Follow-up:

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

Telephone No. \_\_\_\_\_

Facsimile No. \_\_\_\_\_

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

**6. Identified Users**

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

Base Constructions Engineers, CFB Petawawa

**7. Call-up Procedures**

6.1 Call-ups will be issued directly to the Standing Offer holder.

**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", or any other agreed to form or electronic document.

**9. Limitation of Call-ups**

Individual call-ups against the Standing Offer must not exceed \$30,000.00 (Goods and Services Tax or Harmonized Sales Tax included).

**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 call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2012-07-16), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010C (2012-07-16), General Conditions - Services
- f) Annex A, Statement of Work;
- g) Annex B, Basis of Payment;
- H) Annex C, Equipment List
- h) Annex D, Security Requirements Check List ;
- i) Annex E, Insurance Requirements ;
- j) the Offeror's offer dated \_\_\_\_\_ (insert date of offer), (if the offer was clarified or amended, insert at the time of issuance of the offer: "as clarified on \_\_\_\_\_" **or** "as amended on \_\_\_\_\_" and insert date(s) of clarification(s) or amendment(s) if applicable).

**11. Certifications****11.1 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. 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.

## 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

2010C (2012-07-16), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

The text under Subsection 04 of Section 27 - Code of Conduct and Certifications - Contract of 2010C referenced above is replaced by:

During the entire period of the Standing Offer and any call-ups made against the Standing Offer, the Offeror must diligently update, by written notice to the Standing Offer Authority, the list of names of all individuals who are directors of the Offeror whenever there is a change. As well, whenever requested by Canada, the Offeror must provide the corresponding Consent Forms.

### 2.2 Supplemental General Conditions

LAB-180 (2004-12-10) Labour Conditions - Fair Wages and Hours of Labour, apply to and form part of the Contract.

### 2.3 SACC Manual Clauses

A9062C Canadian Forces Site Regulations 2011-05-16

## 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

1. The basis of Payment attached hereto as Annex B shall be used to price any call-up made pursuant to this Standing Offer.

2. In consideration of the Offeror satisfactorily completing all of its obligations under the call-up, the Offeror will be paid the firm price stipulated in the call-up, calculated in accordance with Annex "A", entitled "Basis of Payment" Harmonized Sales Tax (HST) extra, if applicable.

### 4.2 SACC Manual Clause

H1001C (2008-05-12) Multiple Payments

#### **4.3 Payment by Credit Card**

Credit cards are not accepted.

OR

The credit card \_\_\_\_\_ is accepted.

**OR**

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

#### **5. Invoicing Instructions**

5.1 One copy of the Invoice shall be submitted to:

Department of National Defence

Base Construction Engineers

Bldg. S-111

CFB Petawawa, Ontario K8H 2X3

5.2 Invoices will contain the following:

- i) Requirement Number and Requisition Number;
- ii) Bldg Number and or location of work;
- iii) Separate Material Cost;
- iv) Labour Cost broken down as per Usage figures; and
- v) Date on Invoice plus Date work was completed.

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**ANNEX "A"****STATEMENT OF WORK**

20 Aug 2012

**Specification for the Repair of Closed Circuit Video Equipment (CCVE) Systems and Barrier Gates**

CCID CB403

**1) Identification**

- a) This requirement is to supply all supervision, transportation, equipment, labour, tools and materials to inspect/repair Barrier gates and repair/install and or inspect all Closed Circuit Video Equipments (CCVE), and Equipment listed on "Annex C" for this requirement at CFB Petawawa ON.

**2) Standards**

- a) National Building Code (NBC)
- b) Canadian Electrical Code (CEC)
- c) Canadian General Standards Board (CGSB)
- d) Canadian Standards Association (CSA)
- e) Underwriters' Laboratories of Canada (ULC)
- f) Occupational Health and Safety Act (Ontario)
- g) Technicians must have a minimum of two (2) years documented experience in repairing (CCVE) Systems and Equipment.
- h) Manufactures Certification from Pelco Endura, Spectra and Panasonic
- i) Fall Arrest Course (up to date).

**3) Foreseeable Safety Hazards**

- a) Ontario Occupational Health and Safety Act R.S.O. 1990 Part III articles 29 and 30 identifies legislated compliance requirements for Canada (the Owner or Project Owner) dealing directly and indirectly with person(s), other than employees, in the workplace. The Contractor must comply with all of its responsibilities under the Ontario Occupational Health and Safety Act R.S.O. 1990.
- b) Though it is not Canada's responsibility to enforce the Ontario Occupational Health and Safety Act R.S.O. 1990, Canada intends to proactively exercise its obligation to due diligence for Health and Safety of its employees and Contractors. Prior to commencement



of work, Canada will require the service provider to provide a task and site specific safety plan regardless of the service provider's obligation under the Ontario Health and Safety Act.

- i) The means small service providers who are not required Provincially to complete an annual Health and Safety Program will be required to provide one as part of this requirement;
  - ii) Canada will identify the common medium to high risk tasks. Each requirement should be considered on an individual basis to establish appropriate safety requirements and due diligence. The Service provider's review and subsequent safety plan must be communicated to Canada and their employees should not be relegated to a simple "one size fits all format. Each situation must be tailored specifically in writing to the project at hand.
  - iii) Canada will require task specific safety plans with proof of attendance of all the service providers employees, sub contracted employees and if required Canada's effected employees having been briefed. This task specific safety plan will be based on the hazard assessment of the requirement / task.
- c) Canada's due diligence will be exercised by the Project Authority by verifying that the service provider:
- i) has an established and current safety program in force for all employees under contract for this requirement;
  - ii) has complied with all applicable WSIB legislation;
  - iii) has completed task/requirement specific safety plans and that all employees that will be on site have been briefed;
  - iv) is providing their own supervision for safety aspects of the project.
  - v) is performing the work in a safe manor using the correct protective equipment.
- d) If the Project Authority observes that the work is being performed in a manner that is contrary to the applicable safety legislation.
- i) The Project Authority will identify the hazard to the service provider's responsible person, who is identified in their safety plan.
  - ii) If the unsafe work practice continues the Project Authority may stop work until the service provider can rectify the unsafe practice. No compensation will be paid to the service provider for work stoppages due to their personnel's unsafe work practices.
  - iii) Canada may require that the service provider replace their personnel if those personnel are repeatedly performing unsafe work.
- e) Common Medium to High Risk Hazards
- i) This is not an all inclusive list but are the most commonly occurring hazards. The service provider must identify all known hazards and communicate them in writing to their employees and other effected people before work commences. Under no circumstances will work proceed without an approved task specific safety plan on a project with the following hazards:

(1) Exposure to unexploded ordinance (UXO). When work on this requirement is on a military establishment there is a UXO risk. Canadian Forces Base (CFB) Petawawa and CFB Borden have known UXO risks. Each CFB has a written procedure for access to known areas with UXO hazards. Even in areas that do not require special UXO training, service providers must ensure they inform staff that if for any reason they see what may be a UXO, they must not investigate closer, leave the area and inform the appropriate authorities.

(2) Excavation –Extreme care and planning for all excavations (manual and machine) before commencing.

(3) Exposures to high voltage / arc flash – many of Canada's facilities operate their own electrical distribution system which is a combination of above and below ground high voltage power distribution. Extreme care and planning must be completed not only when working directly on, or near, electrical equipment but when completing tasks that may cause planned or unplanned exposure to live electrical systems.

(4) Working at heights – Canada maintains various types of structures such as buildings, towers, manholes, and training facilities that require persons to be at risk of falling. Extreme care and planning must be completed on all work where there is risk of a fall. This must include not only elevated work but work at ground level (such as over a manhole or on a bridge).

(5) Working in confined space – Canada has many different types of confined spaces. Extreme care and planning must be completed on all projects where there is risk associated with entering a confined space. Service providers must comply with Canada's confined space access policy including entry permit process.

(6) Hot work – Canada's facilities require a hot work permit for all activities listed in their Fire Hall's hot work permit process. Extreme care and planning must be completed on all projects where there is risk of personal injury or fire due to hot work. Many of Canada's facilities use a high pressure and low pressure steam for central heating purposes. Extreme care and planning must be completed on all projects where there is risk of working on steam lines or coming in close proximity.

(7) Working with chemicals- Many projects require the use of chemicals to complete them. Extreme care and planning must be completed on all projects where there is risk associated with the use of chemicals. Material Safety Data Sheets must be maintained on site for all chemicals. In addition to the safety issues to persons, care must be taken with regards to the chemical reaction with the surfaces it will come in contact with. Under no circumstances will service provider's chemicals be disposed of in any location or system on Canada's property.

(8) Traffic control – In many facilities, Canada maintains its own road system and emergency services responders. Under no circumstances shall the service provider close or inhibit traffic without the appropriate approvals. This allows emergency service responders to adjust routes for emergency responses. In

addition to the road networks, Canada has many high traffic parking areas and institution vehicle areas. Extreme care and planning must be completed on all projects where there is risk associated with traffic coming in contact with service provider's employees.

(9) Exposure to pressure vessels – many of Canada's facilities contain regulated pressure vessels in areas such as heating systems, boilers and ice making plants. The service provider must ensure that a qualified person is in attendance at all times when installing or maintaining pressure vessels. Extreme care and planning must be completed on all projects where there is risk associated with planned or close proximity work on pressure vessels

(10) Requirement to lock out potential energy sources – Canada's facilities contain many potential electrical and mechanical energy sources. It is critical that the service provider investigate all potential energy sources for each project and ensures they have a process for lock out in place. Turning off a device without locking it out is unacceptable. Extreme care and planning must be used on all projects where there is risk associated with electro-mechanical energy sources.

(11) Other – at the time of work, if there is other, and there are many known hazards, the Technical Authority and the service provider will agree on what they are and ensure the hazard are covered in the work site specific safety plan.

#### **4) Administration**

- a) CFB Petawawa is located 171 kms west of Ottawa.
- b) The Contractor will provide service during normal working hours (0730 - 1600 hours) Monday to Friday, when requested by the Technical Authority or his representative.
- c) The contractor will provide a four (4) hour emergency response time, on a seven (7) day, twenty- four (24) hour basis during or after normal working hours.
- d) The use of an answering machine or personal pager is forbidden. Contractor must provide phone numbers that a representative may be reached at all times or utilize a seven (7) day, twenty- four (24) hour paging service.
- e) The contractor must take note that the civic numbers are not clearly marked on buildings. Contractor must ask the technical authority for directions as well as how the Base phone system works.
- f) A company representative must complete the fire safety Construction/Demolition Sites "Annex C.2" and return it to the approving authority.

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- g) Access to the site is subject to the following restrictions: Troop movements, other regulations as laid down by the Base Commander and or the Technical Authority; all possible steps will be taken to provide the Contractor with access to the area at all times. However, DND activities may require some closure of certain areas.
- h) Contractor will be advised of the personnel authorized to request services. Services undertaken at the request of unauthorized persons shall be done at the Contractor's risk with regard to payment. The end user is also considered an unauthorized person.
- i) If repairs other than those requested are required, the Contractor shall notify the Technical Authority or his representative giving full details of the additional scope of work and obtaining the approval of the Technical Authority prior to carrying out the additional work.
- j) The contractor may be exposed to noise pollution and vibrations due to heavy equipment, large military weapons firing and equipment rooms. The contractor must carry hearing protection at all times due to unforeseen noise level changes.
- k) The proper Personal Protective Equipment (PPE) will be worn for all jobs that take place at CFB Petawawa.
- l) There is a requirement to work within the live fire training area on Base. It is the contractor's responsibility to ensure that all employees are made aware of the risk of unexploded ordinance. The Contractor including all employees must attend an annual range safety and unexploded ordinance briefing prior to conducting any work in the Range and training area.
- m) At no time will the Contractor enter or leave the training area without confirming with Range Control.
- n) Due to the nature of work on this requirement DND will be utilizing an Estimate with an upset limit.
- o) All price estimates for pre-priced jobs and invoices for non-prepriced jobs must demonstrate individually priced labour hours by type and rate along with individually itemized and priced material lists. No bulk estimates of labour, material or labour and materials is authorized except for an invoice for a call up with a previously approved itemized estimate with no changes to it. This includes estimating and invoicing of amendments too. All claims for partial payment must be accompanied with the itemized breakdown of approved estimate with what is completed and what is not plus an additional 10% holdback.

## 5) Technical Requirements

- a) The contractor will report to BCE facility management inspection section to sign in before starting work and must sign out upon completion of each days work.
- b) The contractor shall accept full responsibility for their employee's actions including confidentiality while working at CFB/ASU Petawawa.
- c) Call-ups will be made on this requirement periodically to carry out preventive maintenance or inspections of units on an (as and when requested basis), when an inspection is deemed required the following will be adhered to but not limited to;
  - i) Confirm integrity of circuitry/system that it is secure and has not been breached.
  - ii) Cleaning of all CCVE equipment, lens, lovers, fans, heaters, movable parts, connections, devices and components shall be conducted using a non-toxic, ozone friendly, approved electronic components and contact cleaner. Use of any type of carbon tetrachloride solution or aerosol spray is prohibited. All aerosol sprays that are being used by the Contractor are to be pre-approved by the BCE Contractor Inspector prior to use on any CCVE system or equipment.
  - iii) All cleaning solutions, solvent residue, carbon or other waste must be removed from all CCVE enclosures, panels, housing and cabinets before any testing, adjustments or calibrations are conducted.
  - iv) All field enclosures, cabinets and panels are to be inspected for signs of physical damage as well as any electrical or electronic problems such as loose or broken terminals or connections, burnt or cracked circuit boards or terminals.
  - v) All devices, electronic circuit boards, circuit modules and sub-components are to be tested, adjusted and calibrated in accordance with the manufactures instructions and bulletins.
  - vi) All power supplies are to be tested under normal loads and conditions.
  - vii) Inspection, testing, cleaning, calibration, lubrication and any adjustments to maintain maximum coverage and alignment of target area.
  - viii) Immediately contact Technical Authority with any preventive maintenance repairs found during the inspection that exceed \$50 in order to gain permission to repair.
  - ix) Any repairs required that do not exceed \$50 can be repaired on site without permission. However the damaged part must be shown to the Technical authority when signing out of the base on the day of the repair with.
  - x) A complete verification and cleaning of the hardware portion of the CCVE system. Provide report as per paragraph 5(n) of this specification.
  - xi) The contractor will provide a qualified technician, as certified by the manufacturer of the CCVE equipment, to perform all necessary operational testing and verification of all functions within or associated with the system. The contractor will ensure the qualified technician performs a physical examination of every component to ensure the complete system is in proper working condition.

- d) Some locations have cameras on outdoor poles at various heights. The use of ladders or scaffolding will not be used to complete work or inspections. The use of a mechanical lift will be utilized and deemed required equipment as per 1.a of this specification.
- f) Due to the fact that most cameras are located above 3m, the contractor will follow the guidelines set out in fall arrest courses to prevent personnel from falls or being hit by a falling object.
- g) A drawing and, or a clear description of requirement will be provided to the contractor, by the technical authority for each call-up.
- h) This requirement may under special circumstance allow for installations. A special circumstance for example may be the replacement of existing components that are not repairable or new installation. The Technical Authority shall be the one to notify of such an installation.
- i) All new installations will require "as built" drawings of the location of the new equipment. Building drawings will be provided upon request. A one year warranty on installation will be provided.
- j) Work on this requirement will consist of all components as per annex "C" up to the power supply connector at the wall of the building and to the fiber optic/coax line connected at the terminal block.
- k) Any work requested, will also include the cleaning of the unit.
- l) All equipment shall be 100% repaired upon the end of the day or the equipment will be rendered inoperable to maintain security integrity within the system and protect against sabotage. The Technical Authority shall be given a written report as to the status of each repair upon the contractors' daily departure of the base. Once contractor becomes aware that such system will not be operable for any length of time, he must immediately notify the Technical Authority.
- m) Barrier gates will consist of the unit from the mounting brackets on the ground to the swing arm including the swing arm(s) and all associated equipment such as the control unit and master stations. All wiring under 120 volts and the communication equipment will be covered. All wiring from 120 volts and above will be worked on by the licensed technician through out the units and will stop at the connection located at the mounting brackets.
- n) Reports will indicate the following and will have a signed and printed technicians name on the report.

- i) Date and time of inspection
- ii) Building name and location
- iii) Equipment identification (model)
- iv) Technicians name and signature
- v) Work performed
- vi) Detailed list of all equipment conditions
- vii) New part provided by the company
- viii) If Applicable
  - (1) Work outstanding
  - (2) Affected components
  - (3) Potential residual effects
- o) The contractor must follow all manufacturer recommendations for the repair of the CCVE and equipment. A copy of manufactures maintenance standards shall be made available to the technical authority.
- p) Cleaning will consist of daily policing and clean up for the duration of the work period. On completion of the work requirement all tools, equipment, surplus material and debris will be removed from the work area and the site will be left clean and tidy. All cleaning and disposal operations are to comply with local ordinates and anti- pollution laws. There will be no onsite disposal of waste including both interior and exterior bins.

## 6) Security

- a) The contractor shall provide and maintain a current list of their employees who are assigned to repair CCVE systems and equipment at CFB Petawawa once the requirement is awarded. The list shall include the name and address of all of the employees and information on their competency and experience. This list is subject to the Technical Authority's approval and review.
- b) All staff will be required to obtain a minimum Enhanced Reliability security check and the secure sites will require a minimum of Secret. No employees of the contractor will be allowed to start work until they have received this. The contractor shall maintain an adequate amount of security-cleared personnel at all times. Poor forecasting that causes shortfalls in available staff is unacceptable
- c) The contractor shall immediately inform the Technical Authority of any changes made to their employee list. This shall be part of the site operations manual requirement, although due to privacy concerns will be kept secure by the contractor.
- d) All contractors staff shall have and display at all times an approved photo Identification, the Technical Authority will approve all identification and retain a photo copy.

Solicitation No. - N° de l'invitation

W0107-12C403/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

pet903

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

W0107-12C403

PET-2-37100

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- e) There will be absolutely no physical or virtual data communication links to the CCVE system, including any ability to remotely monitor, between the National Defence system and any external systems or facilities.



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

Year 1 - From date of Standing Offer to 31 October 2013

Year 2 - 01 November 2013 to 31 October 2014

Year 3 - 01 November 2014 to 31 October 2015

All unit prices must be firm all inclusive and must not include HST which will be shown as a separate item on invoices.

Item	Task	Unit of Issue	Annual Est Qty/Yr	Unit Price Year 1	Unit Price Year 2	Unit Price Year 3
1	<p><b>First Hour</b> for Contractor's employees (technician and apprentice), to include travel expenses, administrative cost and one hour of productive labour on equipment. To be charged only once per call. During <b>normal working hours</b> (0730-1600hrs).</p> <p>First hour is to be utilized for the transportation of the contractor's employees, tools and materials to and from the job site and will include one hour of productive labour on site. It does not matter how many employees, tools or materials are brought to the job site this price will stay the same. This will only be applied once per call no matter how many days it takes to complete a job. After the first hour the hourly rate per employee on the job site applies.</p>	Callup	16			
2	<b>First Hour</b> for Contractor's employees (technician and					

	apprentice), to include travel expenses, administrative cost and one hour of productive labour on equipment. To be charged only once per call. <b>Emergency service</b> , outside normal working hours including weekend and statutory holidays or when a four (4) hour response time is required during normal working hours.	Callup	5			
3	<b>Additional technician hours</b> of work during normal working hours.	Hours	105			
4	<b>Emergency technician additional</b> hours of work outside of normal working hours.	Hours	25			
5	<b>Additional apprentice hours</b> of work during normal working hours.	Hours	80			
6	<b>Emergency apprentice additional</b> hours of work outside of normal working hours.	Hours	10			
7	Material at contractors cost plus mark-up of _____%.	\$	\$2500			
8.	Disbursements: Any disbursements must be pre-authorized by the Technical Authority in writing at contractor's cost without any markup for profit.					
9	Inspection of unit/system at CFB Petawawa as per specification para: 6.3 in Annex B on a (as and when requested basis)	EA	1			

## ANNEX C.1 EQUIPMENT LIST

There are only two systems used at CFB Petawawa Panasonic and Pelco. All equipment to be included shall be monitors, controllers, multiplexers, splitters, signal converters, motion detectors, videocassette recorders, digital videodisk recorders/players and all fibre optic/coax lines between this equipment.

### 1. Panasonic equipment

- 1.1. Building CC-102, exterior Camera 1 --- on the south west corner of the roof overlooking the apron and the apron side of the building, monitor and controller located in the tower of building CC-102.
- 1.2. Building CC-102, exterior Camera 2 --- on the north west corner of the roof overlooking the apron, the apron side of the building and apron side of building CC-120, monitor and controller located in the tower of building CC-102.

### 2. Pelco equipment

- 2.1. Building BB-129, exterior Camera 1 --- on the south side of building facing the BB-129 entrance to compound monitor located in duty room of building BB-129.
- 2.2. Building P-118, interior Camera 1 --- Weight Room, monitored from reception area near main entrance to building P-118.
- 2.3. Building P-118, interior Camera 2 --- Weight Room, monitored from reception area near main entrance to building P-118.
- 2.4. Building P-118, interior Camera 3 --- Wadding Pool, monitored from reception area near main entrance to building P-118.
- 2.5. Building P-118, interior Camera 4 --- Main Pool, monitored from reception area near main entrance to building P-118.
- 2.6. Building P-118, interior Camera 5 --- Field House, Court 1, monitored from reception area near main entrance to building P-118.
- 2.7. Building P-118, interior Camera 6 --- Old Gym, monitored from reception area near main entrance to building P-118.

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- 2.8. Building P-118, interior Camera 7 --- Field House, Court 2, monitored from reception area near main entrance to building P-118.
- 2.9. Building P-118, interior Camera 8 --- Field House, Courts 1 and 2, monitored from reception area near main entrance to building P-118.
- 2.10. Building P-118, interior Camera 9 --- Field House, Court 3, monitored from reception area near main entrance to building P-118.
- 2.11. Building P-118, interior Camera 10 --- Spin Room, monitored from reception area near main entrance to building P-118.
- 2.12. Building P-118, interior Camera 11 --- Climbing Wall, monitored from reception area near main entrance to building P-118.
- 2.13. Building P-118, interior Camera 12 --- Squash Court, monitored from reception area near main entrance to building P-118.
- 2.14. Centurion Road, Camera 1 --- at the east side of Byrne Crossing, associated equipment located in the communication cabinet at "T" junction of Messer Trail, at the west side of the Byrne Crossing, in buildings WTA-10 and WTA-11.
- 2.15. Centurion Road, Camera 2 --- near the "T" junction of Messer Trail, associated equipment located in the communication cabinet at "T" junction of Messer Trail, at the west side of the Byrne Crossing, in buildings WTA-10 and WTA-11.
- 2.16. AC Compound, exterior Camera 1 --- compound main entrance first light standard on right upon entering compound, associated equipment in building AC-101, monitored and controlled from building N-104.
- 2.17. AC Compound, exterior Camera 2 --- compound emergency entrance/exit west fence line in front of building AC-1, associated equipment in buildings AC-1 and AC-101, monitored and controlled from building N-104.
- 2.18. AC Compound, exterior Camera 3 --- main entrance to building AC-101 facing man door, associated equipment in building AC-101, monitored and controlled from building N-104.
- 2.19. AC Compound, exterior Camera 4 --- main entrance of building AC-101 facing compound parking lot, associated equipment in building AC-101, monitored and controlled from building N-104.

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- 2.20. AC Compound, exterior Camera 5 --- on fence line west of building AC-2 facing AC-2, associated equipment in buildings AC-2 and AC-101, equipped with motion detectors fence line, monitored and controlled from building N-104.
- 2.21. AC Compound, exterior Camera 6 --- between buildings AC-5 and AC-14 facing building AC-5 entrance, associated equipment in buildings AC-20 and AC-101, monitored and controlled from building N-104.
- 2.22. AC Compound, exterior Camera 7 --- on fence line north and west of building AC-6 facing buildings AC-6 and AC-7 main entrance, associated equipment on fence line north of buildings AC-6 and in buildings AC-17 (between buildings AC-6 and AC-7), AC-20 and AC-101, monitored and controlled from building N-104.
- 2.23. AC Compound, exterior Camera 8 --- on fence line north and east of building AC-8 facing buildings AC-7 and AC-8 main entrance, associated equipment on fence line north of building AC-8, in buildings AC-18 (between buildings AC7 and AC-8), AC-20 and AC-101, monitored and controlled from building N-104.
- 2.24. AC Compound, exterior Camera 9 --- between buildings AC-6 and AC-9 facing building AC-9 and AC-10 entrance, associated equipment in buildings AC-19 (between buildings AC-9 and AC-10), AC-20 and AC-101, monitored and controlled from building N-104.
- 2.25. AC Compound, exterior Camera 10 --- between buildings AC-8 and AC-12 facing building AC-11 and AC-12 entrance, associated equipment in buildings AC-18 (between buildings AC-7 and AC-8), AC-20 and AC-101, monitored and controlled from building N-104.
- 2.26. AC Compound, exterior Camera 11 --- between building AC-9 and building AC-13 facing building AC-13 and AC-14 entrance, associated equipment in buildings AC-19 (between building AC-9 and AC-10), AC-20 and AC-101, monitored and controlled from building N-104.
- 2.27. AC Compound, exterior Camera 12 --- between building AC-12 and building AC-16 facing fence line to the south and east, associated equipment in buildings AC-20 (between building AC-11 and AC-12), AC-20 and AC-101, monitored and controlled from building N-104.
- 2.28. Building CC-120, exterior Camera 3--- on the north east side corner of the roof monitored from building CC-708
- 2.29. Building CC-102, exterior Camera 2--- on the east side of the roof monitored from building CC-708

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- 2.30. Building CC-124, exterior Camera 1--- on the south east side corner of the roof monitored from building CC-708
- 2.31. Base exterior Camera 1--- Frederick Gate, associated equipment in buildings S-113, monitored and controlled from building N-104.
- 2.32. Base exterior Camera 2 --- McCurdy Gate, associated equipment in buildings P-123, monitored and controlled from building N-104.
- 2.33. Base exterior Camera 3 --- Montgomery Gate, associated equipment in buildings BB-109, monitored and controlled from building N-104.
- 2.34. Base exterior Camera 4 --- Arras Gate, associated equipment in buildings R-102, monitored and controlled from building N-104.
- 2.35. Base exterior Camera 5 --- exterior of building P-118, near skate board park, associated equipment in buildings P-118, monitored and controlled from building N-104.
- 2.36. Base exterior Camera 6 --- Fredrick Gate, associated equipment in building S-113, monitored and controlled from building N-104.
- 2.37. Base exterior Camera 7 --- Canex store front parking lot, monitored and controlled from building N-104.
- 2.38. Building N-104, interior Camera 1 --- Interview Room 2, Room 118 main floor, monitored from building N-104.
- 2.39. Building N-104, interior Camera 2 --- Soft Interview Room, Room 102 main floor, monitored from building N-104.
- 2.40. Building N-104, interior Camera 3 --- Interview Room 1 and 3, Room 110 and 114, main floor, monitored from building N-104.
- 2.41. Building N-104, interior Camera 4 --- Main entrance facing entrance and dispatch, main floor, monitored from building N-104.
- 2.42. Building N-104, interior Camera 5 --- evidence hallway, basement, monitored from building N-104.
- 2.43. Building N-104, interior Camera 6 --- holding cells 1 and 2, Room 106, main floor, monitored from building N-104.

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- 2.44. Building N-104, interior Camera 7 --- holding cell 3, Room 106, main floor, monitored from building N-104.
- 2.45. Building N-104, exterior Camera 8 --- Main Entrance, monitored from building N-104.
- 2.46. Building N-104, exterior Camera 9 --- Prisoner Exercise Area, monitored from building N-104.
- 2.47. Building N-104, exterior Camera 10 --- west entrance at Investigation, monitored from building N-104.
- 2.48. Building H-119, exterior Camera 1 --- Right corner of building (Building Mount).
- 2.49. Building H-119, exterior Camera 2 --- Left corner of building (Building Mount).
- 2.50. Building H-119, exterior Camera 3 --- Front left parking lot (Pole Mount).
- 2.51. Building H-119, exterior Camera 4 --- Rear left parking lot (Pole Mount).
- 2.52. Building H-119, exterior Camera 5 --- Rear right parking lot (Pole Mount).
- 2.53. Building H-119, interior Dome 6 --- Entrance.
- 2.54. Building H-119, interior Dome 7 --- hallway to shop.
- 2.55. Building H-119, interior Dome 8 --- corridor to management support

**Annex C.2****General/Fire Safety Procedures for Construction/Demolition Sites at CFB Petawawa****Location(s)** (to include both BLDG Number and Civic Address): \_\_\_\_\_**Start Date of Job:** \_\_\_\_\_

- ☐ A project fire safety plan shall be prepared and submitted to the Fire Prevention Bureau. Fire inspections will be ***IAW NBC of Canada.***
- ☐ Contractors are to ensure all employee's receive not only all the required safety equipment but also ensure all employee's are trained in their use ***IAW The Occupational Health and Safety Act (OSHA) Construction Regulations.***
- ☐ Trailer(s) on site shall be spaced a minimum distance of 5m on all sides and shall be located 10m from all other existing structures.
- ☐ Dumpsters shall be placed a minimum distance of 3m from buildings. Garbage and combustible materials shall be removed from work area daily and put in dumpsters. Smoking material shall be disposed of in metal containers.
- ☐ Serviceable fire extinguishers shall be placed at the work site and shall be accessible at all times. The size, type, placement, and quantity of fire extinguishers will be job specific.
- ☐ A hotwork permit will be issued by the Fire Prevention Bureau at (loc 6111) after an on-site inspection. Regulations contained in the Hotwork Permit will be strictly adhered to.
- ☐ For hotwork involving welding, cutting, grinding, soldering, and thawing pipes, every worker who may be required to use fire extinguishing equipment shall be trained in its use.
- ☐ Kettle operators and torch applied roofers shall be trained in the use of fire extinguishers and be knowledgeable in the operations and hazards involved.
- ☐ Flammable / combustible liquids and gas cylinders are to be stored and used in an approved manner.
- ☐ Means of egress and exits shall be accessible at all times in occupied areas. Exit and emergency lighting shall remain serviceable.
- ☐ Onsite storage areas shall be separated from all structures. Spacing shall be determined by the type(s) of hazards being stored. All storage areas shall be secured against unauthorized entry both when working and after hours.



- ☐ Where part of the building continues to be occupied, that part shall be separated from the construction site by a 1 hr fire separation. AHJ will determine this requirement.
- ☐ Where tests, repairs or alterations are made to fire protection installations, including fire hydrants, water mains, sprinkler and standpipe systems, a procedure of notification shall be established and approved by the Chief Fire Inspector.
- ☐ Fire protection equipment shall not be removed from the building or used other than for fire fighting purposes unless pre-approved by the Chief Fire Inspector.
- ☐ Base Fire Department is to be notified of all road closures and when roads are open.
- ☐ Contractor is to be given civic address of work site and instructed in the event of an emergency they must give civic address along with the building number to 911 dispatch. Workers shall be familiar with phone locations, emergency equipment and will know their role(s) during an emergency.
- ☐ A Fire Safety/ Fire Evacuation Plan shall be posted at the worksite.
- ☐ All applicable warning signs shall be set up around the worksite and will display all hazards involved within that jobsite.
- ☐ If the contractor cannot meet any of the safety procedures listed in this document or any related document, contact will be made with the Chief Fire Inspector to work out an acceptable solution before the job begins.
- ☐ A **fire**, as defined in “*DAOD 4007-1 Reporting and Investigation of Fire and Incidents*” shall be reported to the Base Fire Hall without delay.

*The following information shall be posted around the jobsite and the emergency procedures listed shall be explained to all employees working at the jobsite.*

**“IN CASE OF FIRE”**

- **SHOUT FIRE, FIRE, FIRE.**
- **ACTIVATE THE NEAREST FIRE ALARM PULL STATION TO NOTIFY OCCUPANTS AND FIRE DEPT.**
- **IF SAFE, USE FIRE EXTINGUISHER TO FIGHT THE FIRE.**
- **EVACUATE IF UNABLE TO EXTINGUISH THE FIRE.**

**“UPON HEARING THE FIRE ALARM”**

- **STOP WORK IMMEDIATELY.**
- **CLOSE WINDOWS AND DOORS LEAVE LIGHTS ON.**
- **EVACUATE OUT THE NEAREST EXIT.**
- **REPORT TO THE DESIGNATED ASSEMBLY AREA.**

**“ASSEMBLY LOCATION”**

(example Parking Lot behind building)

- **CALL FIRE DEPARTMENT @ 9-1-1 FROM A SAFE LOCATION**
- **Call 9-1-1 report what type of emergency and ensure civic address is given.**
- **This pertains to all emergency situations.**

**Compliance / Authorization by AHJ (authority having jurisdiction)**

**Acknowledge:** “I am aware of these regulations requiring compliance with CFB Petawawa Fire Safety Orders and Directives in connection with the work to be performed”.

**Signed:** \_\_\_\_\_

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

*Supervisor or Individual Performing Work*

Solicitation No. - N° de l'invitation

W0107-12C403/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

pet903

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

W0107-12C403

PET-2-37100

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## **ANNEX "D"**

### **SECURITY REQUIREMENTS CHECK LIST**

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**ANNEX "E"****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. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
- N. 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.



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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		2. Branch or Directorate / Direction générale ou Direction CFB Petawawa Construction Engineers	
3. a) Subcontract Number / Numéro du contrat de sous-traitance N/A		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant N/A	
4. Brief Description of Work / Brève description du travail Standing Offer: Repair, Install and Inspect Closed Circuit Video Equipment and Barrier Gates			
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? (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"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>			
Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>		Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>	
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"/>





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

Special comments:

Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

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

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté?

☐ No ☒ Yes  
Non 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 ☐ Yes  
Non 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 ☐ Yes  
Non 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 ☐ Yes  
Non 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 ☐ Yes  
Non 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 ☐ Yes  
Non 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	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
				CONFIDENTIEL		TRÈS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL			COSMIC COSMIC TRÈS SECRET	A	B	C	CONFIDENTIEL	
Information / Assets Renseignements / Biens 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?

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).





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**PART D - AUTHORIZATION / PARTIE D - AUTORISATION**

**13. Organization Project Authority / Chargé de projet de l'organisme**

Name (print) - Nom (en lettres moulées)

Maj.C. Middleton

Title - Titre

BCEO

Signature

Telephone No. - N° de téléphone

613-687-5511-5580

Facsimile No. - N° de télécopieur

613-588-6291

E-mail address - Adresse courriel

Christian.Middleton@forces.gc.ca

Date

20 Sep 12

**14. Organization Security Authority / Responsable de la sécurité de l'organisme**

Name (print) - Nom (en lettres moulées)

Devin Heggison

Title - Titre

Contract Security Analyst

Signature

Telephone No. - N° de téléphone

613-949-1046

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

devin.heggison@forces.gc.ca

Date

19 Oct, 2012

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?

Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

☐

No  
Non

☐

Yes  
Oui

**16. Procurement Officer / Agent d'approvisionnement**

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

**17. Contracting Security Authority / Autorité contractante en matière de sécurité**

Name (print) - Nom (en lettres moulées)

Anna Kulyeka

Title - Titre

Contract Security Officer

Signature

Telephone No. - N° de téléphone

(613) 957-1258

Facsimile No. - N° de télécopieur

(613) 954-4171

E-mail address - Adresse courriel

anna.kulyeka@  
pwsc.gc.ca

Date

Oct 23, 2012