

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

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

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

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

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

Title - Sujet Maintenance Service -HVAC Equipment	
Solicitation No. - N° de l'invitation EJ196-111800/A	Date 2012-07-26
Client Reference No. - N° de référence du client R.041736.340	
GETS Reference No. - N° de référence de SEAG PW-\$\$FK-289-60921	
File No. - N° de dossier fk289.EJ196-111800	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-09-05	
Time Zone Fuseau horaire Eastern Daylight Saving Time EDT	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Maquiling(fk div), Amalia M.	Buyer Id - Id de l'acheteur fk289
Telephone No. - N° de téléphone (819) 956-5978 ()	FAX No. - N° de FAX (819) 956-3600
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: PWGSC, NCA (Ottawa) 131 Queen Street Ottawa, Ontario, K1A-0S5	

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

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IMPORTANT NOTICE TO BIDDERS

IMPORTANT CHANGES HAVE BEEN BROUGHT TO CLAUSE 2003 (2012-07-11) STANDARD INSTRUCTIONS - GOODS OR SERVICES - COMPETITIVE REQUIREMENTS, SECTION 01 "CODE OF CONDUCT AND CERTIFICATIONS - BID".

CONSEQUENTLY, EFFECTIVE IMMEDIATELY, BIDDERS MUST SUBMIT WITH THEIR BID, BY THE BID SOLICITATION CLOSING DATE:

(A) A COMPLETE LIST OF NAMES OF ALL INDIVIDUALS WHO ARE CURRENTLY DIRECTORS OF THE BIDDER (AS ANNEX C); AND

(B) A PROPERLY COMPLETED AND SIGNED FORM CONSENT TO A CRIMINAL RECORD VERIFICATION (PWGSC-TPSGC 229), FOR EACH INDIVIDUAL NAMED IN THE LIST. (SEE SAMPLE FORM AT ANNEX D).

CANADA WILL DECLARE NON-RESPONSIVE ANY BID IN RESPECT OF WHICH THE INFORMATION REQUESTED IS MISSING OR INACCURATE, OR IN RESPECT OF WHICH THE INFORMATION CONTAINED IN THE CERTIFICATIONS SPECIFIED IS FOUND TO BE UNTRUE, IN ANY RESPECT, BY CANADA.

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 Amalia Maquiling by facsimile 819-956-3600 or by e-mail to amalia.maquiling@pwgsc-tpsgc.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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- 7.11.2 Commercial General Liability Insurance
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- Annex B Security Requirements Check List (SRCL)
- Annex C Complete List of names of all individuals who are currently directors of the Bidder
- Annex D SAMPLE of the Consent to a Criminal Record Verification Form (PWGSC-TPSGC 229)
- Annex E Cost Estimate Form for Extra Work

PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

The Annexes include the Statement of Work, the Security Requirement Check List, the Complete List of names of all individuals who are currently directors of the Bidder, the SAMPLE of the Consent to a Criminal Record Verification Form (PWGSC-TPSGC 229) and the Cost Estimate Form for Extra Work,

1.2 Summary

- (i) To provide maintenance service, including all necessary tools, services, materials, and labour on HVAC equipment in accordance with the Statement of Work attached herein as Annex A.
- (ii) This requirement is for Public Works and Government Services Canada (PWGSC) located at various buildings in the National Capital Area.
- (iii) Mandatory Response Time

As per **Annex A**, Statement of Work EJ196-111800, SW 1.III. (a), (b) and (c), Call Backs/Emergency Calls, it is a mandatory requirement of the contract that:

- a. The Contractor must provide twenty-four (24) hour, seven (7) days a week emergency call back service for the duration of the contract at no extra cost.
- b. The Contractor must respond within 30 minutes and be on site ready to work within two (2) hours of receiving the emergency call. All work for emergency service must be executed by a qualified service personnel named in the Contract and such work must proceed continuously until the system is returned to safe operating condition.
- c. The Contractor must update the Trouble Desk of the status of each request and contact the Trouble Desk within 4 hours to close out the ticket once each issue is resolved.

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(iv) The period of any resulting Contract will be for a period five (5) years. The services must be provided in accordance with Statement of Work EJ196-111800, attached herein as Annex A.

(v) There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security Requirement, and Part 7 - Resulting Contract Clauses. Bidders should consult the " Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders"

(<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Web site.

(vi) Pursuant to section 01 of Standard Instructions 2003, a Consent to a Criminal Record Verification form, must be submitted with the bid, by the bid solicitation closing date, for each individual who is currently on the Bidder's Board of Directors.

(vii) 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), the Agreement on Internal Trade (AIT), the Canada-Chile FTA, the Canada-Colombia FTA, and the Canada-Peru FTA).

1.3 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>(<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

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

The 2003, (2012-07-11) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

- Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:
Delete: sixty (60) days
Insert: *one hundred twenty (120) days*

2.2 Submission of Bids

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

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than **ten (10)** calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.4 Applicable Laws

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

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.

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2.5 Mandatory Site Visit

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for site visit to be held on 16 August 2012 at 9:00am. Bidders are to meet at the Main Entrance of Victoria Building, 140 Wellington Street, Ottawa, Ontario.

Mandatory Security Requirement prior to site visit

Due to the nature of the requirement and in order to gain access to all buildings listed in this requirement, it is mandatory that Bidders submit the name (legal name) and date of birth (year-month-day) for each individual that will be attending the site visit to the Contracting Authority by e-mail at amalia.maquiling@pwgsc.gc.ca or by facsimile at (819) 956-3600 no later than Thursday, August 9, 2012 at 3:00 pm.

Bidders will be required to sign an attendance form at the beginning of the site visit. Failure to do so will render the bidder's proposal non-responsive.

It is mandatory that the bidders wear safety footwear, hard hat and safety glasses for the site visit. Bidders who are not equipped as described will not be permitted to attend the site visit.

Bidders who do not attend or send a representative will not be given an alternative appointment and their bids will be rejected as non-compliant. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

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

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement

(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders 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: Technical Bid

3.1.1 Bidders shall duly complete and **SIGN** the first page of their Request For Proposal document, or upon request from the Contracting Authority.

3.1.2 Submission of Evidence

Submission of Evidence as described in 3.1.3, 3.1.4, 3.1.5 and 3.1.6 below **MUST** be included with the bidder's proposal at time of bid closing. Failure by the bidder to provide the required evidence will result in the bidder being disqualified and no further consideration will be given to the bidder and the proposal will be deemed non responsive.

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

3.1.3 Mandatory Card and Licensing Documentation

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

- A valid permanent Province of Ontario Certificate G1 (Gas Technician 1) or Provincially accepted Red Seal equivalent
- A valid Refrigeration and Air Conditioning Licence
- A valid Ozone Depletion Prevention Card
- A valid Fall Protection Certificate
- A valid Confined Space Entry Certificate

Apprentices employed by the Contractor must be fully registered in a Tradesman Program related to the services in Annex A, Statement of Work. Apprentices must work, at any time, under the direction of a

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Journeyman Mechanic. Canada reserves the right to request proof of registration in a Tradesman Program at any time during the term of the contract.

3.1.4 Mandatory Employee Experience and Past Performance

To carry out the work on this requirement, the contractor must provide three (3) service personnel (1 may be used as a back-up service personnel).

The bidder must provide evidence to demonstrate that the service personnel proposed to perform maintenance of HVAC equipment have five (5) recent years experience and past performance by referencing three (3) similar projects/contracts the service personnel have performed satisfactorily. The bidder must complete the following form for each technician who will be performing work on this requirement in order to demonstrate that each proposed technician has the required experience.

- Recent experience is defined as experience gained from January 2005 up to and including the solicitation closing date.
- Similar is defined as a comprehensive maintenance service on HVAC equipment.

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

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

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

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

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3.1.5 Mandatory Non-Working Service Manager Expertise and Experience

The bidder must provide evidence of its Non-Working Service Manager recent experience and past performance by referencing at least one (1) similar project/contract. It is mandatory that the Field Superintendent have the licences and certificates in addition to five (5) years experience in a supervisory role servicing HVAC equipment. The bidder must complete the following form in order to demonstrate that the proposed Non-Working Service Manager has the required experience.

- Recent experience is defined as experience gained from January 2005 up to and including the solicitation closing date.
- Similar is defined as a comprehensive maintenance service on HVAC equipment.

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

Should it be necessary to provide more project/contract reference names in order to demonstrate that the proposed Non-Working Service Manager has the required five (5) years experience, then the Contractor must provide this additional information on a separate sheet and attach with the proposal.

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3.1.6 Mandatory Contractor's Experience and Past Performance

The bidder must provide evidence of its recent experience and past performance by referencing three (3) similar projects/contracts. The bidder must complete the following form in order to demonstrate that it has the required experience.

- Recent experience is defined as experience gained from January 2005 up to and including the solicitation closing date.
- Similar is defined as a comprehensive maintenance service on HVAC equipment.

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

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

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Section II: Financial Bid

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

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

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

Pricing Schedule 1 - Firm Price

Firm all inclusive prices including all necessary tools, services, replacement or repair parts, materials, labour and all related costs as detailed in Annex A, Statement of Work EJ196-111800.

Equipment Inventory

1. 131 QUEEN STREET (ALL INCLUSIVE PREVENTIVE MAINTENANCE)									
Units	Location Room No.	Make	Model	Serial No.	Year 1	Year 2	Year 3	Year 4	Year 5
1	Arcade Room	Fulton Electric Boiler	FB-075-L	109704	\$	\$	\$	\$	\$
1	Arcade Room	Lake wood Instruments Controller	1,575		\$	\$	\$	\$	\$
1	Arcade Room	Rema Dri-vac Corp	RP-3	9809	\$	\$	\$	\$	\$
1	Arcade Room	DV Systems	TAPV-50 52-69MS	62333	\$	\$	\$	\$	\$
1	Arcade Room	AO Smith	DRE-120 100	946702579	\$	\$	\$	\$	\$
Total for each year									
Total for 5 years (1)									

2. CONFEDERATION BUILDING (INSPECTION AND PREVENTIVE MAINTENANCE ONLY)									
Units	Location Room No.	Make	Model	Serial No.	Year 1	Year 2	Year 3	Year 4	Year 5
1	7th floor stairwell Room 764	Wiegand Industrial Boiler Electrical	CES-024 AS010-6 03	9939-18690	\$	\$	\$	\$	\$
1	Printing room A/C	Mitsubishi	PUHY -P144TG MU - A	97W00311	\$	\$	\$	\$	\$
1	Printing room G-29	Mitsubishi Fan coil unit	PCFY - P125VK M - E	96A00204 (FC-1), 96A00202 (FC-2) & 96A00203 (FC-3)	\$	\$	\$	\$	\$
Total for each year					\$	\$	\$	\$	\$
Total for 5 years (2)									

3. FISHER BUILDING (INSPECTION AND PREVENTIVE MAINTENANCE ONLY)									
--	--	--	--	--	--	--	--	--	--

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Units	Location Room No.	Make	Model	Serial No.	Year 1	Year 2	Year 3	Year 4	Year 5
1	Roof top unit	Armstrong Air	SCU10E 36A-1A	8499L22244	\$	\$	\$	\$	\$
1	Roof top unit	Lennox	HS29-09 0-2J	5602D0528 8	\$	\$	\$	\$	\$
1	Roof top unit	Keeprite	CAB090S NSAAA0 75NA1	L950672189	\$	\$	\$	\$	\$
	Roof top unit	Keeprite	CA3090U SA1867.8 33950	L922376857	\$	\$	\$	\$	\$
	Roof top unit	Keeprite	CA1060Q KAZ	L890669386	\$	\$	\$	\$	\$
Total for each year					\$	\$	\$	\$	\$
Total for 5 years (3)									

4. CIBC BUILDING (INSPECTION AND PREVENTIVE MAINTENANCE ONLY)									
Units	Location Room No.	Make	Model	Serial No.	Year 1	Year 2	Year 3	Year 4	Year 5
1	Roof top unit	Carrier	50DP-O1 4---100	P893088	\$	\$	\$	\$	\$
1	Roof top unit	Trane condenser unit	CAUCC3 051H030 2/COOE1 4961	TN0429	\$	\$	\$	\$	\$
Total for each year					\$	\$	\$	\$	\$
Total for 5 years (4)									

5. VICTORIA (INSPECTION AND PREVENTIVE MAINTENANCE ONLY)									
Units	Location Room No.	Make	Model	Serial No.	Year 1	Year 2	Year 3	Year 4	Year 5
2	S-Bsmt: Near Fire	Air Compressor #1			\$	\$	\$	\$	\$
2	S-Bsmt: Near Fire Pumps	Air Compressor #2			\$	\$	\$	\$	\$
1	S-Bsmt: under suspended ceiling	Cooling Unit			\$	\$	\$	\$	\$
1	Bsmt: Men's locker room	AHU #1			\$	\$	\$	\$	\$
1	Bsmt: Men's locker room	AHU #2			\$	\$	\$	\$	\$
1	Bsmt: Room 015	AHU #3			\$	\$	\$	\$	\$
1	Bsmt:	AHU #4			\$	\$	\$	\$	\$

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	Room 015								
1	Bsmt: Room 023	Exhaust Fan			\$	\$	\$	\$	\$
1	Bsmt: Garbage Room (Prom.)	Lockers Exhaust Fan			\$	\$	\$	\$	\$
1	Room 138	AHU #5			\$	\$	\$	\$	\$
1	Room 202	AC unit			\$	\$	\$	\$	\$
1	Room 238 (left)	AC unit			\$	\$	\$	\$	\$
1	Room 238 (right)	AC unit			\$	\$	\$	\$	\$
1	Room 301	AC unit			\$	\$	\$	\$	\$
1	Room 338 (left)	AC unit			\$	\$	\$	\$	\$
1	Room 338 (right)	AC unit			\$	\$	\$	\$	\$
1	Room 400	AC unit			\$	\$	\$	\$	\$
1	Room 438	AC unit			\$	\$	\$	\$	\$
1	Room 500a	AC unit			\$	\$	\$	\$	\$
1	Room 538	AC unit			\$	\$	\$	\$	\$
1	Room 524	AC unit			\$	\$	\$	\$	\$
1	Room 522	AC unit			\$	\$	\$	\$	\$
2	Room 601	AHU #7			\$	\$	\$	\$	\$
1	Room 638	AC unit			\$	\$	\$	\$	\$
1	Room 604	AC unit			\$	\$	\$	\$	\$
1	Room 706	AC unit			\$	\$	\$	\$	\$
1	Room 706 (ceiling)	AC unit			\$	\$	\$	\$	\$
1	Room 700	AHU 700			\$	\$	\$	\$	\$
1	Room 702	AC unit			\$	\$	\$	\$	\$
1	Room 838	AC unit			\$	\$	\$	\$	\$
1	Front of elevator	AC unit			\$	\$	\$	\$	\$
1	Room 938	AC unit			\$	\$	\$	\$	\$
1	Room 906	AC unit			\$	\$	\$	\$	\$
1	Room 900	AC unit			\$	\$	\$	\$	\$
1	Diesel room	Fresh air			\$	\$	\$	\$	\$
1	Diesel room	MWR Exhaust Fan			\$	\$	\$	\$	\$

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1	Diesel room	Washroom Exhaust Fan			\$	\$	\$	\$	\$
2	Roof	MAU # 6			\$	\$	\$	\$	\$
1	11	Fresh Air			\$	\$	\$	\$	\$
Total for each year					\$	\$	\$	\$	\$
Total for 5 years (5)									

**6. HOUSE OF COMMONS (PRINTING FACILITY) , 747 BELFAST
(INSPECTION AND PREVENTIVE MAINTENANCE ONLY)**

Units	Location Room No.	Make	Model	Serial No.	Year 1	Year 2	Year 3	Year 4	Year 5
1	Office/Post Office	Lennox	GCS16-9 53-200-4	5691B00826	\$	\$	\$	\$	\$
1	Main Plant/Post Office	Lennox	GCS16-1 603-270-3J	5691D00305	\$	\$	\$	\$	\$
1	Post Office	Lennox	GCS16-1 603-270-3J	5691D00308	\$	\$	\$	\$	\$
1	Lunch Room/Bath Room	Lennox	GCS16-6 53-125-1 J	6391C55846	\$	\$	\$	\$	\$
1	Back-up Main Area	Trane	TTA180B W00CC	M351L2KAH	\$	\$	\$	\$	\$
1	Back-up Main Area	Weather Pack	PBP2355 H2843	97.1477M	\$	\$	\$	\$	\$
1	Print Shop	Lennox	GCS11-2 753-450A -7J	5691G01207	\$	\$	\$	\$	\$
1	2nd Floor Office/Print Shop	Lennox	GCS16-1 25-1J	6391D65247	\$	\$	\$	\$	\$
1	Shipping/Receiving	Lennox	GCS16-0 24-50-2P	5699G08716	\$	\$	\$	\$	\$
1	MAT Management	Lennox	LGA150S H2J	5698H05050	\$	\$	\$	\$	\$
1	MAT Management	Lennox	LGA150S H2J	5698H04048	\$	\$	\$	\$	\$
1	MAT Management	Lennox	LGA150S H2J	5698H05051	\$	\$	\$	\$	\$
1	Back Warehouse	Vantage	GTH125	88-0642	\$	\$	\$	\$	\$
1	Loading Dock	Lennox	LF4-165A -1	6388C34788	\$	\$	\$	\$	\$
1	Warehouse	Puresteam	PS-85 (5)	4224	\$	\$	\$	\$	\$
1	Loading Dock	Lennox	LF4-165A -1	6387G68953	\$	\$	\$	\$	\$
1	Warehouse	Trane	CPA7SA	499681	\$	\$	\$	\$	\$
1	Loading Dock 12A	Reznor	N/A	N/A	\$	\$	\$	\$	\$
1	Loading Dock 11	Reznor	N/A	N/A	\$	\$	\$	\$	\$
1	Rear Bay	Lennox	LF4-165A -1	6387G689662	\$	\$	\$	\$	\$
1	Warehouse	Trane	3P1731	499860	\$	\$	\$	\$	\$
1	Warehouse	ICG	UHG-175	E431309	\$	\$	\$	\$	\$

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	se		-T						
1	Warehou se	Lennox	LF4-165A -1	6386C34773	\$	\$	\$	\$	\$
1	Back Warehou se	Vantage	GTH125	88-0642	\$	\$	\$	\$	\$
1	Mail Room	Phillips	D00-10	N/A	\$	\$	\$	\$	\$
1	Mail Room	Broam	N/A	N/A	\$	\$	\$	\$	\$
Total for each year					\$	\$	\$	\$	\$
Total for 5 years (6)									

Summary of Pricing Schedule 1

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

Pricing Schedule 2: Extra Work - As and When Requested

Extra work as described in Annex A - PWGSC Scope of Work EJ196-111800, "Extra Work" will be conducted on an as and when requested basis where charges shall be made for actual labour and repair and replacement parts. Estimated quantity of hours per year for extra work is for evaluation purposes only.

When "As and When" work is requested during the contract period, the contractor must complete and submit the Annex E "Cost Estimate Form for Extra Work". Written authorization (form GC 227 "Call-up Against a Contract") must be obtained from the Departmental Representative prior to conducting any extra work.

Submit a Firm All inclusive Labour Rate (including Overhead, Profit, and all related Costs) in Canadian funds.

2.1) LABOUR: Our firm hourly rate per qualified personnel Journeyman Refrigeration Mechanic shall be:

i) Regular Hours 8:00 to 16:00, Monday to Friday	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Hourly Rate	\$ _____ /HR				
Estimated quantity of hours per year:	10	10	10	10	10
Extended Price:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2.1 (i) SUB-TOTAL:					\$ _____

ii) Outside regular hours Monday to Saturday	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Hourly Rate	\$ _____ /HR				
Estimated quantity of hours per year:	10	10	10	10	10
Extended Price:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2.1 (ii) SUB-TOTAL:					\$ _____

iii) Sunday & Statutory Holidays	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Hourly Rate	\$ _____ /HR				
Estimated					

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quantity of hours per year:	10	10	10	10	10
Extended Price:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2.1 (iii) SUB-TOTAL:					\$ _____

2.2) LABOUR: Our firm hourly rate per qualified personnel Apprentice Refrigeration Mechanic shall be:

i) Regular Hours 8:00 to 16:00, Monday to Friday	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Hourly Rate	\$ _____ /HR				
Estimated quantity of hours per year:	10	10	10	10	10
Extended Price:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2.2 (i) SUB-TOTAL:					\$ _____

ii) Outside regular hours Monday to Saturday	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Hourly Rate	\$ _____ /HR				
Estimated quantity of hours per year:	10	10	10	10	10
Extended Price:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2.2 (ii) SUB-TOTAL:					\$ _____

iii) Sunday & Statutory Holidays	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Hourly Rate	\$ _____ /HR				
Estimated quantity of hours per year:	10	10	10	10	10
Extended Price:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2.2 (iii) SUB-TOTAL:					\$ _____

2.3) LABOUR: Our firm hourly rate per qualified personnel Certified Gas Technician G1 shall be:

i) Regular	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
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Hours 8:00 to 16:00, Monday to Friday					
Hourly Rate	\$ _____ /HR				
Estimated quantity of hours per year:	10	10	10	10	10
Extended Price:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2.3 (i) SUB-TOTAL:					\$ _____

ii) Outside regular hours Monday to Saturday	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Hourly Rate	\$ _____ /HR				
Estimated quantity of hours per year:	10	10	10	10	10
Extended Price:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2.3 (ii) SUB-TOTAL:					\$ _____

iii) Sunday & Statutory Holidays	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Hourly Rate	\$ _____ /HR				
Estimated quantity of hours per year:	10	10	10	10	10
Extended Price:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2.3 (iii) SUB-TOTAL:					\$ _____

2.4) LABOUR: Our firm hourly rate per qualified personnel Apprentice Gas Technician G1 shall be:

i) Regular Hours 8:00 to 16:00, Monday to Friday	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Hourly Rate	\$ _____ /HR				
Estimated quantity of hours per year:	10	10	10	10	10
Extended					

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Price:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2.4(i) SUB-TOTAL:					\$ _____

ii) Outside regular hours Monday to Saturday	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Hourly Rate	\$ _____ /HR				
Estimated quantity of hours per year:	40	25	20	15	15
Extended Price:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2.4 (ii) SUB-TOTAL:					\$ _____

iii) Sunday & Statutory Holidays	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Hourly Rate	\$ _____ /HR				
Estimated quantity of hours per year:	25	10	10	10	10
Extended Price:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2.4 (iii) SUB-TOTAL:					\$ _____

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

	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Mark-up	_____ %	_____ %	_____ %	_____ %	_____ %
Estimated Expenditure:	\$1000	\$1000	\$1000	\$1000	\$1000
Extended Price:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2.5 SUBTOTAL:					\$ _____

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

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

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

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

AUTHORIZATION FOR DELIVERY: The consignee shall request delivery of goods/services identified in Pricing Schedule 2., 2.1 to 2.4 (i), (ii), (iii) and 2.5 on form GC 227 "Call-up Against a Contract".

TOTAL ASSESSED PROPOSAL PRICE

Sum of Basis of Pricing

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

Pricing Schedule 2: 2.1 to 2.4 (i), (ii), (iii) = Subtotal \$ _____ +

Pricing Schedule 2: 2.5 = Subtotal \$ _____ =

Total assessed proposal price = \$ _____

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical and Financial Evaluation - mandatory requirements

- 1) Attendance at the mandatory site visit;
- 2) Submission of Evidence for all items in accordance with RFP Part 3, Section I - Technical Bid;
- 3) Submission of Complete List of names of all individuals who are currently directors of the Bidder and the Consent to a Criminal Record Verification Form (PWGSC-TPSGC 229) in Part 5; and
- 4) Submission of a Firm Price/Rate in Canadian funds for all the items listed in Part 3, Section II: Financial Bid.

4.2 Basis of selection

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

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications to be awarded a contract. Canada will declare a bid non-responsive if the required certifications 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 or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

5.1 CODE OF CONDUCT CERTIFICATIONS - CONSENT TO A CRIMINAL RECORD VERIFICATION

5.1.1 Bidders must submit with their bid, by the bid solicitation closing date:

- (a) **a complete list of names of all individuals who are currently directors of the Bidder (as Annex C);**
- (b) **a properly completed and signed form Consent to a Criminal Record Verification (PWGSC-TPSGC 229), for each individual named in the list (see Sample Form at Annex D).**

5.2 Certifications Precedent to Contract Award

The certifications listed below should be submitted with the bid but may be completed and submitted afterwards. If any of these required certifications is not completed or 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.

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"pension" means, in the context of the fee abatement formula, a pension or annual allowance paid under the Public Service Superannuation Act (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the Supplementary Retirement Benefits Act, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the Canadian Forces Superannuation Act, R.S., 1985, c. C-17, the Defence Services Pension Continuation Act, 1970, c. D-3, the Royal Canadian Mounted Police Pension Continuation Act, 1970, c. R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c. R-11, the Members of Parliament Retiring Allowances Act, R.S., 1985, c. M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

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

If so, the Bidder must provide the following information:

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

Work Force Reduction Program

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

If so, the Bidder must provide the following information:

- (a) name of former public servant;
- (b) conditions of the lump sum payment incentive;
- (c) date of termination of employment;
- (d) amount of lump sum payment;
- (e) rate of pay on which lump sum payment is based;
- (f) period of lump sum payment including start date, end date and number of weeks;
- (g) number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including the Goods and Services Tax or Harmonized Sales Tax.

Certification

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

PART 6 - SECURITY REQUIREMENT

6.1 Security Requirement

1. Before award of a contract, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
 - (a) The Bidder's proposed individuals requiring access to classified or protected information, assets, or sensitive work site(s) must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;
 - (a) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, bidders should consult the "[Security Requirements on PWGSC Bid Solicitation - Instructions for Bidders](http://www.pwgsc.gc.ca/acquisitions/text/plain/plainpm-e.html#a31)" (<http://www.pwgsc.gc.ca/acquisitions/text/plain/plainpm-e.html#a31>) document on the Departmental Standard Procurement Documents Website.

6.2 Employee Information for Security

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

	LEGAL NAME (First and Last)	DATE OF BIRTH	VALID CLEARANCE HELD
Service personnel 1			
Service personnel 2			
Service personnel 3			
Non-working Service Manager			

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.1.1 Replacement of Specific Individuals (derived from General Conditions 2035 08,2008-05-12)

- 1 If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.

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

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

Names of qualified employees

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

Service personnel 1 (first & last name)	Service personnel 2 (first & last name)	Service personnel 3 (first & last name)	Non- Working Service Manager (first & last name)

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7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

2035 (2012-07-16), General Conditions - Services, apply to and form part of the Contract.

7.3 Security Requirement

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

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

7.4 Term of Contract

7.4.1 Period of Contract

The period of the Contract is from _____ to _____ inclusive.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Amalia Maquiling
Supply Specialist
Public Works and Government Services Canada
Acquisition Branch
Real Property Contracting Directorate
Place du Portage, Phase III, 3C2,
11 rue Laurier, Gatineau, Quebec K1A 0S5
Telephone: 819-956-5978
Facsimile : 819-956-3600
E-mail address: amalia.maquiling@pwgsc-tpsgc.gc.ca

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

7.5.2 Technical Authority

"TO BE PROVIDED AT CONTRACT AWARD"

The Technical Authority for the Contract is:

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: _____ - _____ - _____

Facsimile: _____ - _____ - _____

E-mail address: _____.

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

7.5.3 Contractor's Representative

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

Name: _____

Telephone: _____

Facsimile: _____

Cellular: _____

E-mail: _____

7.6 Payment

7.6.1 Limitation of Expenditure

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

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

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm prices, in accordance with General Conditions 2035 16 (2008-05-12) 'Payment Period' and the following tables. Goods and Services Tax (GST) or Harmonized Sales Tax (HST) is extra, if applicable.

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

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

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

The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- (a) when it is 75 percent committed, or
- (b) if the Contractor considers that the said sum may be exceeded, the Contractor must promptly notify the contracting Authority

whichever comes first.

If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

(At contract award - insert appropriate pricing table(s) here)

7.6.2 SACC Manual Clauses

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

7.7 Invoicing Instructions

7.7.1 Invoicing Instructions - Maintenance Services

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

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

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

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

7.8 Certifications

Compliance with the certifications 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 or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

7.9 Applicable Laws

This contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province or territory where the work is performed.

7.10 Priority of Documents

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

- (a) the Articles of Agreement;
 (b) the general conditions 2035 (2012-07-16);
 (c) Annex A, Statement of Work;
 (d) Annex B, Security Requirements Check List;
 (e) Annex E Cost Estimate Form for Extra Work; and
 (f) the Contractor's proposal dated _____ (*insert date of bid*)

7.11 Insurance Requirements

7.11.1 Insurance Requirements

The Contractor must comply with the insurance requirements specified in the **following article 7.11.2 Commercial General Liability Insurance**. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

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

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

7.11.2 Commercial General Liability Insurance

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

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- (l) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

7.12 Cellular Phones and/or Pagers

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

7.13 Government Site Regulations

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

7.14 Pre-Commencement Meeting

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

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

SW 1. General

The Contractor must furnish all necessary travel, tools, materials, services and labour to carry out the work required under the terms and conditions of this scope of work on the equipment listed in SW 7, Equipment Inventory.

- a. The Contractor must comply with all Laws and Regulations, Federal, Provincial or Municipal, relative to the servicing of the equipment (listed in SW 7) and shall pay for any and all permits and or certificates required.
- b. Contractor to be registered with Technical Standards and Safety Authority (TSSA). A copy of the TSSA registration must be submitted before contract award.

SW 2. Scope of Work

SW2.1 All Inclusive Preventive Maintenance - Building at 131 Queen Street

I. General

The Contractor must complete all required maintenance as per manufacturer's recommendations, including but not limited to the items listed below on the equipment listed in SW 7, Equipment Inventory.

II. Included in Contract

- a. Labour and materials for all services, inspections, cleaning, lubrication, testing, calibration, maintenance and repairs.
- b. All boiler controls.
- c. All replacement parts and components for the boiler, compressor system, vacuum, system domestic hot water system, and water conditioning (softener) system.
- d. Original Equipment Manufacturer (OEM), gaskets, lubricants, seals heat transfer media (e.g. Glycol) as well as all related piping, pumps on boilers, valves and associated electrical and control components including motor starters.
- e. Replace any defective system components with matching original OEM or "as new" rebuilt warranted components, provided they are approved by the Departmental Representative.
- f. Full oil change and filter(s) replacement at intervals as per manufacturer's recommendations or more often if conditions indicate deterioration.

III. Water Treatment (softener) as per manufacturer's recommendation

- a. Provide "Boiler Water Treatment"
- b. Supply and replace salt
- c. Test water

IV. Control Systems

- a. Conduct semi-annual tests of the control systems where applicable, to ensure all circuits and settings are properly adjusted.
- b. Test the controls according to the manufacturer's specifications.
- c. Record all limit and control settings and submit along with the quarterly reports.

V. Boilers

- a. The boilers must be inspected as per manufacturer's recommendations:
 - i. Season Start Up inspection
 - ii. Combustion tests
- b. Weekly, monthly, quarterly, semi-annual, and annual inspections
- c. Mid-season inspection
- d. Shutdown and annual cleaning and inspection as per manufacturer's recommendations.
 - i. Replace all gaskets
- e. Annual inspection reports should include a detailed description of the boiler, interior and exterior.

VI. Vacuum

- a. Inspect and maintain vacuum as per manufacturer's recommendations

VII. Domestic Water Heater

- a. Hot water heating system and storage tank must be inspected as per manufacturer's recommendations and as required by TSSA.

SW 2.2 Scope of Work – Inspection and Preventive Maintenance – Buildings at Victoria, CIBC, Fisher, Confederation and 747 Belfast Road.

I. General

The Contractor must complete all required maintenance as per manufacturer's recommendations, including but not limited to the items listed below on the equipment listed in SW7, Equipment Inventory.

II. Included in Contract

- a. Labour and materials for all services, inspections, cleaning, lubrication, testing, calibration and maintenance.
- b. Replacement of belts.
- c. Replacement of filters.
- d. Replacement of motor pulleys
- e. Electrical and control components: fuses.
- f. Replace any defective system components with matching OEM parts, or "as new" rebuilt warranted components, provided they are approved by the Departmental Representative.
- g. All Halo-carbon systems must be leak tested quarterly and submit a copy of the electronic report to the Technical Authority.

III. Full oil change and filter(s) replacement at intervals as per manufacturer's recommendations or more often if conditions indicate deterioration.

SW 3. Service

I. All equipment shall be inspected in accordance with the frequency identified in SW 7, Equipment Inventory or more frequently if found necessary to provide trouble free operation of the equipment. Seasonal startup and shutdown of the equipment shall be coordinated with the PWGSC site authority. The performance of the work required shall provide for operation of the complete system(s) based on original design or subsequent approved design modifications and shall be as recommended by the manufacturer(s).

II. The Contractor must have and maintain access at all times, sufficient direct replacement parts, OEM for immediate repair of component to ensure continuous operation of equipment.

III. Wiring Diagrams - Adjustments Procedures and Operational Descriptions

- a. Prove to the satisfaction of the Departmental Representative when requested, possession of complete schematic wiring diagrams, detailed adjustment procedures and detailed operational descriptions of all equipment included in this Statement of Work.
- b. Verify all electrical drawings and provide numbering and reference for all cabinet wiring as required during the first year of the Contract; and
- c. Provide revisions/updates of all electrical drawings to the Departmental Representative for electrical drawing amendments.

IV. Scheduling

- a. Preventive maintenance shall be performed during regular working hours, 08:00 to 15:00 hours Monday through Friday excluding legal holidays. Within 30 days after contract award the Contractor shall provide a detailed schedule of maintenance to be applied for the term of this contract. This schedule shall contain and reflect the manufacturer's recommended maintenance and all requirements of this Statement of Work. The proposed schedule shall be reviewed by the Departmental Representative and may require revision by the Contractor to meet the Departmental Representative's requirements. Any such changes shall be considered as part of this Statement of Work.
- b. The Department Representative must approve any variance from this schedule.

V. Call Backs/Emergency Calls

- a. The Contractor must provide twenty-four (24) hour, seven (7) days a week emergency call back service for the duration of the contract at no extra cost.
- b. The Contractor must respond within 30 minutes and be on site ready to work within two (2) hours of receiving the emergency call. All work for emergency service must be executed by a qualified service personnel named in the Contract and such work must proceed continuously until the system is returned to safe operating condition.
- c. The Contractor must update the Trouble Desk of the status of each request and contact the Trouble Desk within 4 hours to close out the ticket once each issue is resolved.

VI. Non-working Service Manager

The non-working Service Manager must be in full charge of the operations of the contractor in the performance of the services and must be authorized to accept any notice, consent, order, direction, decision or other communication on behalf of the contractor that may be given under the contract.

In the event that there is an emergency, the Departmental Representative may request that the Contractor's non-working Service Manager respond on-site within two (2) hours of receiving the call on a 24 hour, 7 day basis.

VII. Maintenance Plan

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

SW 4. Extra work and Exclusions

I. Exclusions

The Contractor is not required as part of this contract to make renewals or repairs to the equipment beyond routine maintenance.

II. Extra Work

- a. The Contractor must notify the Departmental Representative by phone within an hour and subsequently to follow up with a written report by fax or e-mail within 24 hours of any equipment failure requiring a repair(s) and/or negligent operation or misuse of the equipment by others. The Contractor may be required to make the repair(s) or replace components necessitated by such occurrence at extra cost.
- b. The Contractor must identify modifications or improvements to the equipment or system(s) that will enhance equipment serviceability, life expectancy and/or efficiency.
- c. The Contractor must calculate the cost of the repairs (SW 4.II.a), modifications or improvements (SW 4.II.b) based on Basis of Pricing "Pricing Schedule 2". The Contractor may be called upon to effect this work.

SW 5. Health and Safety Requirements

I. Environmental Protection

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

- a. During repair or replacements the Contractor shall use closed-loop refrigerant recovery equipment to minimize refrigerant emissions. A complete leak test on all refrigeration systems shall be performed quarterly and make repairs as required. Units shall then be tagged as leak free.
- b. The Contractor must ensure against oil spills or damage to surfaces and roofing system by providing protection such as plywood or plastic under the equipment during service operations. In the event of an accidental spill, the Contractor shall notify the Departmental Representative immediately so that remedial action can be taken.
- c. The Contractor must not leave waste materials on site unless approved by the Departmental Representative.
- d. The Contractor must not dispose waste or volatile materials, such as mineral spirits or paints and oil thinner into waterways, storm or sanitary sewers.
- e. The Contractor must control the disposal of the runoff of water containing suspended materials or other harmful substances in accordance with local authority requirements.

II. WHMIS and Safety Training

- a. The Contractor must comply with the requirements of the Workplace Hazardous Materials Information System (WHMIS) regarding use, handling, storage, disposal of hazardous materials, regarding labeling and the

provision of material safety data sheets acceptable to Human Resources Development Canada, Labour Program.

- i. Provide a blue binder with all up to date material safety data sheets (MSDS) for the chemicals being used by the Contractor for maintenance.
 - ii. Ensure that all service personnel have all the applicable safety training to perform the work on this contract.
 - iii. The training shall include but are not limited to: fall protection, confined spaces, and any other safety training required by all applicable Acts, Codes and Regulations for the performing the work required by the contract.
- b. The Contractor must provide a copy of its "Safe Work Policy" to the Departmental Representative within two (2) weeks after the contract is awarded and provide it again for review at the end of each year.
- i. The Contractor must ensure that the work area is maintained in a safe condition at all times during performance of work.

SW 6. Reporting

I. Interim or incident Reporting

The Contractor must report to the Departmental Representative verbally, and follow-up by E-mail within twenty-four (24) hours of every visit other than regular maintenance.

- a. The report shall detail the work completed, outstanding work and reasons; and an estimated time of completion.
- b. Call to the attention of the Departmental Representative any improper procedures noted and provide written report.
- c. Report all Freon losses and complete the applicable forms - in accordance with the Federal Halo Carbon Regulations (FHR) -within twenty-four (24) hours of release to the Departmental Representative.

II. Equipment report cards

- a. A completed service report card outlining all services performed on each equipment must be enclosed in a clear vinyl envelope and affixed safely to each equipment.
- b. The report cards are to remain with the equipment for the duration of the contract and are to be turned over to the Departmental Representative upon contract completion or termination.

III. Service Reports

- a. Submit all services reports in Electronic format (via E-mail or CD) in MS Word or PDF
- b. Submit a checklist for each piece of equipment covered under this contract.
- c. A signed, written service report must be completed at each time service is performed.
- d. Submit to the Departmental Representative quarterly inspection and maintenance reports, completed checklists and invoices.

IV. All reports are to include

- a. Date and time of inspection
- b. Building name and location
- c. Service Personnel's name and signature
- d. Equipment identification (model and serial number)
- e. Description of work performed
- f. Parts replaced
- g. Condition of equipment

V. Invoicing

- a. All invoices must be accompanied by the respective service and or inspection report, otherwise invoices will not be processed. Invoices must include:
 - i. PWGSC reference number EJ196-111800
 - ii. Period covered by invoice
 - iii. Building name, address, (inventory, if for emergency repairs) and location
- b. Invoices must be sent "Quarterly" to the attention of:
Public Works and Government Services Canada
Maintenance and Operational Assurance
400 Cooper Street, 6th Floor, OTTAWA, Ontario K1A 0S5
Attention of: Departmental Representative

SW 7. Equipment Inventory

1. BUILDING AT 131 QUEEN STREET (ALL INCLUSIVE PREVENTIVE MAINTENANCE)					
Units	Location Room No.	Make	Model	Serial No.	Maintenance Frequency
1	Arcade Room	Fulton Electric Boiler Steam Boiler - Year 2009	FB-075-L	109704	Weekly
1	Arcade Room	Lake wood Instruments Controller: Water Softener	1,575		Quarterly
1	Arcade Room	Rema Dri-vac Corp Vacuum System	RP-3	9809	Quarterly
1	Arcade Room	DV Systems Compressed Air System	TAPV-5052-69MS	62333	Quarterly
1	Arcade Room	Domestic Water Heater	DRE-120 100	946702579	Quarterly

2. CONFEDERATION BUILDING (INSPECTION AND PREVENTIVE MAINTENANCE ONLY)					
Units	Location Room No.	Make	Model	Serial No.	Maintenance Frequency
1	7th Floor Stairwell Rm. 764	Wiegand Industrial Boiler Electrical Pressure Vessel: M Voltage: 600, Amps: 23 A, Phase: 3, Kw: 24 Max lb/h: 64, Hz: 60 Allowable working pressure: 100 psi Boiler Part: 022 - 300135-552	CES-024AS010-603	9939-18690	Quarterly
1	Printing room A/C	Mitsubishi Condenser unit on the roof of the loading dock (Confederation, Refgrnt: 410a.	PUHY - P144TGMU - A	97W00311	Quarterly
3	Printing room G-29	Mitsubishi Fan coil unit Fan coil (FC-1 to FC-3) on the roof of the loading dock	PCFY - P125VKM - E	96A00204 (FC-1), 96A00202 (FC-2) & 96A00203 (FC-3)	Quarterly

SW 7. Equipment Inventory (Cont'd)

3. FISHER BUILDING (INSPECTION AND PREVENTIVE MAINTENANCE ONLY)					
Units	Location Room No.	Make	Model	Serial No.	Maintenance Frequency
1	Roof top unit Complete w/ condenser	Armstrong Air	SCU10E36A-1A	8499L22244	Quarterly
1	Roof top unit Complete w/ condenser	Lennox	HS29-090-2J	5602D05288	Quarterly
1	Roof top unit Complete w/ condenser	Keeprite	CAB090SNSAAA 075NA1	L950672189	Quarterly
1	Roof top unit Complete w/ condenser	Keeprite	CA3090USA1867. 833950	L922376857	Quarterly
1	Roof top unit Complete w/ condenser	Keeprite	CA1060QKAZ	L890669386	Quarterly

4. CIBC BUILDING (INSPECTION AND PREVENTIVE MAINTENANCE ONLY)					
Units	Location Room No.	Make	Model	Serial No.	Maintenance Frequency
1	Roof top unit Complete w/ condenser	Carrier	50DP-O14---100	P893088	Quarterly
1	Roof top unit Complete w/ condenser	Trane condenser unit C/w compressor inside the mech room	CAUCC3051H030 2/COOE14961	TN0429	Quarterly

SW 7. Equipment Inventory (Cont'd)

5. VICTORIA BUILDING (INSPECTION AND PREVENTIVE MAINTENANCE ONLY)					
Units	Location Room No.	Make	Model	Serial No.	Maintenance Frequency
2	S-Bsmt: Near Fire Pumps	Air Compressor #1			Quarterly
2	S-Bsmt: Near Fire Pumps	Air Compressor #2			Quarterly
1	S-Bsmt: under suspended ceiling	Cooling Unit			Quarterly
1	Bsmt: Men's locker room	AHU #1			Quarterly
1	Bsmt: Men's locker room	AHU #2			Quarterly
1	Bsmt: Room 015	AHU #3			Quarterly
1	Bsmt: Room 015	AHU #4			Quarterly
1	Bsmt: Room 023	Exhaust Fan			Quarterly
1	Bsmt: Garbage Room (Prom.)	Lockers Exhaust Fan			Quarterly
1	Room 138	AHU #5			Quarterly
1	Room 202	AC unit			Quarterly
1	Room 238 (left)	AC unit			Quarterly
1	Room 238 (right)	AC unit			Quarterly
1	Room 301	AC unit			Quarterly
1	Room 338 (left)	AC unit			Quarterly
1	Room 338 (right)	AC unit			Quarterly
1	Room 400	AC unit			Quarterly
1	Room 438	AC unit			Quarterly

SW 7. Equipment Inventory (Cont'd)

5. VICTORIA BUILDING					
(INSPECTION AND PREVENTIVE MAINTENANCE ONLY)					
Units	Location Room No.	Make	Model	Serial No.	Maintenance Frequency
1	Room 500a	AC unit			Quarterly
1	Room 538	AC unit			Quarterly
1	Room 524	AC unit			Quarterly
1	Room 522	AC unit			Quarterly
2	Room 601	AHU #7			Quarterly
1	Room 638	AC unit			Quarterly
1	Room 604	AC unit			Quarterly
1	Room 706	AC unit			Quarterly
1	Room 706 (ceiling)	AC unit			Quarterly
1	Room 700	AHU 700			Quarterly
1	Room 702	AC unit			Quarterly
1	Room 838	AC unit			Quarterly
1	Front of elevator	AC unit			Quarterly
1	Room 938	AC unit			Quarterly
1	Room 906	AC unit			Quarterly
1	Room 900	AC unit			Quarterly
1	Diesel room	Fresh air			Quarterly
1	Diesel room	MWR Exhaust Fan			Quarterly
1	Diesel room	Washroom Exhaust Fan			Quarterly
2	Roof	MAU # 6			Quarterly
1	11	Fresh Air			Quarterly

SW 7. Equipment Inventory (Cont'd)

6. 747 BELFAST ROAD (INSPECTION AND PREVENTIVE MAINTENANCE ONLY)					
Units	Location Room No.	Make	Model	Serial Number	Maintenance Frequency
1	Office/Post Office Unit #1 HVAC RT	Lennox	GCS16-953- 200-4J	5691B00826	Quarterly
1	Main Plant/Post Office Unit #2 HVAC RT	Lennox	GCS16-1603- 270-3J	5691D00305	Quarterly
1	Post Office Unit #3 HVAC RT	Lennox	GCS16-1603- 270-3J	5691D00308	Quarterly
1	Lunch Room/Bath Room Unit #4 HVAC RT	Lennox	GCS16-653- 125-1J	6391C55846	Quarterly
1	Back-up Main Area Unit #5 Condenser	Trane	TTA180BW00C C	M351L2KAH	Quarterly
1	Back-up Main Area Unit #6 MUA	Weather Pack	PBP2355H2843	97.1477M	Quarterly
1	Print Shop Unit #7 HVAC RT	Lennox	GCS11-2753- 450A-7J	5691G01207	Quarterly
1	2nd Floor Office/Print Shop Unit #8 HVAC RT	Lennox	GCS16-125-1J	6391D65247	Quarterly
1	Shipping/Receiving Unit #9 HVAC RT	Lennox	GCS16-024-50- 2P	5699G08716	Quarterly
1	MAT Management Unit #11 HVAC	Lennox	LGA150SH2J	5698H05050	Quarterly
1	MAT Management Unit #12 HVAC	Lennox	LGA150SH2J	5698H04048	Quarterly
1	MAT Management Unit #15 HVAC	Lennox	LGA150SH2J	5698H05051	Quarterly
1	Back Warehouse Unit #27,	Vantage	GTH125	88-0642	Quarterly
1	Loading Dock Unit # 18	Lennox	LF4-165A-1	6388C34788	Quarterly
1	Warehouse UNIT # 30	Purestea m	PS-85 (5)	4224	Quarterly
1	Loading Dock Unit # 19	Lennox	LF4-165A-1	6387G68953	Quarterly
1	Warehouse Unit # 20	Trane	CPA7SA	499681	Quarterly
1	Loading Dock 12A Unit # 21	Reznor	N/A	N/A	Quarterly
1	Loading Dock 11 Unit # 22	Reznor	N/A	N/A	Quarterly
1	Rear Bay Unit # 23	Lennox	LF4-165A-1	6387G689662	Quarterly
1	Warehouse Unit # 24	Trane	3P1731	499860	Quarterly
1	Warehouse Unit # 25	ICG	UHG-175-T	E431309	Quarterly
1	Warehouse Unit # 26	Lennox	LF4-165A-1	6386C34773	Quarterly
1	Back Warehouse Unit # 27	Vantage	GTH125	88-0642	Quarterly
1	Mail Room Unit # 39	Phillips	D00-10	N/A	Quarterly
1	Mail Room Unit # 40	Broam	N/A	N/A	Quarterly

Annex B / Annexe B



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat

EJ196-11-1800

Security Classification / Classification de sécurité
UNCLASSIFIED

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine: 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:
Maintenance service contract for HVACs for the Victoria, Confederation CIBC, Fisher, Boye's complex and 131 Queen buildings.

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

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

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) No / Yes

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

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

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 NATO / OTAN Foreign / Étranger

7. b) Release restrictions / Restrictions relatives à la diffusion

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

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

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

Annex B / Annexe B



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat EJ189-11-1800
Security Classification / Classification de sécurité UNCLASSIFIED

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

No / Non Yes / Oui

3. 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:

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

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

Special comments:
Commentaires spéciaux: _____

The Victoria, Confederation, Boyd's complex and 151 Queen building require a minimum of site access clearance. Only screen personnel to be utilized.

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

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

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

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?
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
 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?
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Déposera-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
 No / Non Yes / Oui



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
											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 indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

ANNEX C /ANNEXE C

COMPLETE LIST OF NAMES OF ALL INDIVIDUALS WHO ARE CURRENTLY DIRECTORS OF THE
BIDDER

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

LISTE COMPLÈTE DES NOMS DE TOUS LES INDIVIDUS QUI SONT ACTUELLEMENT
ADMINISTRATEURS DU SOUMISSIONNAIRE

AVIS AUX SOUMISSIONNAIRES
INSCRIRE LES NOMS ET PRÉNOMS DES ADMINISTRATEURS EN CARACTÈRES D'IMPRIMERIE

Annex E Cost Estimate Form For Extra Work

Contractor: _____

Date: _____

Description of Work:

(Please attach a separate sheet if required)

		Hourly Rate as per Contract		
I Direct Costs	No. of Hours	AC Technician	G2 Technician	Total
i Direct Labour				
Repair Work Labour				
Emergency Calls Labour				
Other Labour (Specify: _____)				
Total Direct Labour				\$ _____ (i)
ii Direct Material Costs *				
Replacement Parts				
Repair Parts				
Other Material (Specify: _____)				\$ _____ (ii)
Total Direct Material Costs				
iii Other Direct Costs				
Other (Specify: _____)				
Total Other Direct Costs				\$ _____ (iii)
II Total Price				
Total Direct Costs (i + ii + iii) (GST/HST extra)				\$ _____

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

Name: _____

(Please print)

Signature: _____