

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

Travaux publics et Services gouvernementaux  
Canada  
Place Bonaventure, portail Sud-Est  
800, rue de La Gauchetière Ouest  
7<sup>ème</sup> étage  
Montréal  
Québec  
H5A 1L6  
FAX pour soumissions: (514) 496-3822

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

National Master Standing Offer (NMSO)  
Offre à commandes principale et nationale (OCPN)

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

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

**Comments - Commentaires**

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

**Issuing Office - Bureau de distribution**  
Travaux publics et Services gouvernementaux Canada  
Place Bonaventure, portail Sud-Est  
800, rue de La Gauchetière Ouest  
7<sup>ème</sup> étage  
Montréal  
Québec  
H5A 1L6

<b>Title - Sujet</b> OC Peinture - 715 Peel	
<b>Solicitation No. - N° de l'invitation</b> EF944-131489/A	<b>Date</b> 2012-11-20
<b>Client Reference No. - N° de référence du client</b> EF944-13-1489	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$MTC-775-12201
<b>File No. - N° de dossier</b> MTC-2-35183 (775)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2013-01-23</b>	
<b>Time Zone</b> Fuseau horaire Heure Normale du l'Est HNE	
<b>Delivery Required - Livraison exigée</b> .	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Aguilera, Maria Pia	<b>Buyer Id - Id de l'acheteur</b> mtc775
<b>Telephone No. - N° de téléphone</b> (514)496-3573 ( )	<b>FAX No. - N° de FAX</b> (514)496-3822
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> MINISTERE DES TRAVAUX PUBLICS ET SERVICES GOUVERNEMENTAUX CANADA 715 Peel MONTREAL Québec H3C 4H6 Canada	
<b>Security - Sécurité</b> This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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## **PART 1 - GENERAL INFORMATION**

### **1. Introduction**

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

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

The Annexes include:

- Annex A - Statement of Work
- Annex B - Basis of Payment
- Annex C - Security Requirements Checklist

### **2. Summary**

Request for a Regional Individual Standing Offer to provide the services of a painting contractor for the Department of Public Works and Government Services Canada at 715 Peel, 1001 St-Laurent and at 3600 Casavant in Montreal Québec. The period of the Standing Offer will be 2 years beginning May 17th, 2013 with three (3) optional years.

One (1) Standing Offer will be issued.

### **3. Security Requirement**

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

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#### 4. Debriefings

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

### PART 2 - OFFEROR INSTRUCTIONS

#### 1. Standard Instructions, Clauses and Conditions

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

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

The 2006(2012-11-19) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

The text under Subsection 5 of Section 01 - Code of Conduct and Certifications - Offer of 2007 referenced above is replaced by:

Subsection 5.4 of 2006, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: one-hundred-twenty(120) days

#### 2. Submission of Offers

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

#### 3. Enquiries - Request for Standing Offers

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

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

#### **4. Applicable Laws**

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

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

#### **5. Performance Evaluation (R2710T - GI17 (2010-01-11))**

Bidders shall take note that the performance of the Contractor during and upon completion of the work shall be evaluated by Canada. The evaluation shall be based on the quality of workmanship; timeliness of completion of the work; project management, contract management and management of health and safety. Should the Contractor's performance be considered unsatisfactory, the Contractor's bidding privileges on future work may be suspended indefinitely.

The form PWGSC-TPSGC 2913, SELECT - Contractor Performance Evaluation Report Form, is used to record the performance.

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## PART 3 - OFFER PREPARATION INSTRUCTIONS

### 1. Offer Preparation Instructions

Section I: Financial Offer (1 hard copy)

Section II: Certifications (1 hard copy)

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html)

(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>).

. To assist Canada in reaching its objectives, offerors should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and/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: Financial Offer**

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

#### **Section II: Certifications**

Offerors must submit the certifications required under Part 5.

## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **1. Evaluation Procedures**

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.

#### **1.1 Financial Evaluation**

See Annex "B"

### **2. Basis of Selection**

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

## **PART 5 - CERTIFICATIONS**

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

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

### **1. Mandatory Certifications Required Precedent to Issuance of a Standing Offer**

#### **1.1 Code of Conduct and Certifications - Related documentation**

- 1.1.1** By submitting an offer, the Offeror certifies, for himself and his affiliates, to be in compliance with the Code of Conduct and Certifications clause of the Standard instructions. The related documentation hereinafter mentioned will help Canada in confirming that the certifications are true. By submitting an offer, the Offeror certifies that it is aware, and that its affiliates are aware, that Canada may request additional information, certifications, consent forms and other evidentiary elements proving identity or eligibility. Canada may also verify the information provided by the Offeror, including the information relating to the acts or convictions specified herein, through independent research, use of any government resources or by contacting third parties. Canada will declare non-responsive any offer in respect of which the information requested is missing or inaccurate, or in respect of which the information contained in the certifications is found to be untrue, in any respect, by Canada. The Offeror and any of the Offeror's affiliates, will also be required to remain free and clear of any acts or convictions

specified herein during the entire period of the Standing Offer and any call-ups made against the Standing Offer.

Offerors who are incorporated, including those submitting offers as a joint venture, must provide with their offer or promptly thereafter a complete list of names of all individuals who are currently directors of the Offeror. Offerors submitting offers as sole proprietorship, including those submitting offers as a joint venture, must provide the name of the owner with their offer or promptly thereafter. Offerors submitting offers as societies, firms, partnerships or associations of persons do not need to provide lists of names. If the required names have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to comply will render the offer non-responsive. Providing the required names is a mandatory requirement for issuance of a standing offer and award of a contract.

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

## **2. Additional Certifications Precedent to Issuance of a Standing Offer**

The certifications listed below should be completed and submitted with the offer, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.

### **2.1.1 Status and Availability of Resources**

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

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

### **2.1.2 Education and experience**

SACC Manual clause M3021T (2007-05-25) Education and experience

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## PART 6 - SECURITY REQUIREMENTS

### 1. Security Requirement

1. Before issuance of a standing offer, the following conditions must be met:
  - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
  - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7A - Standing Offer;
  - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.
3. For additional information on security requirements, offerors should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Web site.

## PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 1. Offer

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

#### 2. Security Requirement

##### SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE # EF944-131489

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, granted or approved by CISD/PWGSC.

3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.

4. The Contractor 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)

#### 3. Standard Clauses and Conditions

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

##### 3.1 General Conditions

2005 (2012-11-19), General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

#### 4. Term of Standing Offer

##### 4.1 Period of the Standing Offer

The period for making call-ups and providing services against the Standing Offer is **from May 17th, 2013 to May 16th, 2015 inclusive**.

## 4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for **three (3) additional one (1) year periods**, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority thirty (30) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

## 5. Authorities

### 5.1 Standing Offer Authority

The Standing Offer Authority is:

Maria Pia Aguilera  
Public Works and Government Services Canada  
Acquisitions Branch  
Place Bonaventure  
800 de la Gauchetière Street West,  
Southeast Portal, 7<sup>th</sup> floor  
Montreal, QC

Telephone: (514) 496-3573

Facsimile: (514) 496-3822

E-mail address: mariapia.aguilera@tpsgc-pwgsc.gc.ca

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

### 5.2 Project Authority

The Project Authority for the Standing Offer is:

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

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

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

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

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

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

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

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

**5.3 Offeror's Representative**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Telephone : \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

**6. Identified Users**

The Identified User authorized to make call-ups against the Standing Offer is:Public Works and Government Services Canada

**7. Call-up Instrument**

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

**8. Limitation of Call-ups**

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

**9. Financial Limitation**

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

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or one (1) month before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

**10. Priority of Documents**

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;

- 
- c) the general conditions 2005 (2012-11-19), General Conditions - Standing Offers - Goods or Services
  - d) the general conditions 2010C (2012-11-19) General Conditions - services (medium complexity)
  - e) Annex A, Statement of Work;
  - f) Annex B, Basis of Payment;
  - g) Annex C, Security Requirements Check List ;
  - h) the Offeror's offer dated \_\_\_\_\_ “as clarified on \_\_\_\_\_” **or** “as amended on \_\_\_\_\_”.

## 11. Certifications

### 11.1 Compliance

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

## 13. Applicable Laws

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

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## B. RESULTING CONTRACT CLAUSES

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

### 1. Statement of Work

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

### 2. Standard Clauses and Conditions

#### 2.1 General Conditions

2010C (2012-11-19), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

### 3. Term of Contract

#### 3.1 Period of the Contract

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

### 4. Payment

#### 4.1 Basis of Payment

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

#### 4.2 Limitation of Expenditure

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

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whichever comes first.

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

## 5. Invoicing Instructions

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

Each invoice must be supported by:

- a. copy of time sheets to support the time claimed;
2. Invoices must be distributed as follows:
    - a. The original must be forwarded to the following address for certification and payment:
      - 1) **For the 715 Peel building:** 715 Peel, 1st floor, Montreal Qc, H3C 4H6, to the attention of Ms.Jocelyne Verrette.
      - 2) **For the Longueuil et St-Hyacinthe buildings:** Place Bovaventure, 800 de la Gauchetière ouest, suite 7300, Montreal Qc, H5A 1L6, to the attention of Mr. Michel Berthiaume.

## 6. Insurance

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

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**ANNEX "A"**

**STATEMENT OF WORK**

**SPECIFICATIONS FOR THE SERVICES OF A PAINTING CONTRACTOR**

- September 2012 -

*(see PDF attached)*

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## **ANNEX "B"**

### **BASIS OF PAYMENT**

TABLE OF UNIT PRICE:  
PAINTING SERVICES

*(see PDF attached)*

Solicitation No. - N° de l'invitation

EF944-131489/A

Amd. No. - N° de la modif.

File No. - N° du dossier

MTC-2-35183

Buyer ID - Id de l'acheteur

mtc775

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

EF944-13-1489

CCC No./N° CCC - FMS No/ N° VME

**ANNEX "C"**

**SECURITY REQUIREMENTS CHECK LIST**

*(see PDF attached)*



MONTRÉAL

REGION

SPECIFICATIONS

FOR THE SERVICES OF A

PAINTING CONTRACTOR

September 2012



## Montréal Region

Specifications

For the services of a  
Painting Contractor

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**Bid document – under separate cover: Appendix B**

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## **Montréal Region**

Specifications

For the services of a  
Painting Contractor

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### **Section: Specifications**

1. General
2. Scope of Work
3. Labour
4. Hours of Work, Security
5. Working Conditions
6. Building Manager
7. Security of Premises
8. Protection of Persons and Property
9. Fire Protection
10. Co-operation
11. Statement of Work
12. Cleaning
13. Warranty

### **Section: General Safety**

1. General Clauses
2. Specific Clauses

1. **GENERAL**

The contract documents (conditions, standing offer, general safety) shall be read in conjunction with these specifications and the general clauses.

2. **SCOPE OF WORK**

2.1 **General**

2.1.1 The Contractor must provide labour at the rates indicated in Appendix B and provide all the tools needed to perform the tasks described in 2.2 below related to the building.

2.1.2 The materials may be provided by the building technical officer, or the Contractor may be asked to provide the materials. The Contractor will be reimbursed for materials in accordance with the general clauses of the specifications.

2.1.3 The Contractor must respond to routine service requests within three hours of receiving the notice sent by the building technical officer. In an emergency, the response time must not exceed one hour.

2.1.4 The services must not be provided unless a service request has been made.

2.2 **Work likely to be requested** (partial list)

Painter-construction-renovation specialist

- Perform preparatory work and treatment of surfaces of all works as well as their coating of one or several coats of oil-based, acrylic-based or metallic paint. The person shall perform surface covering work using wallpaper or any other similar material.
- Paint using a brush, roller and occasionally a sprayer.
- Perform work that includes the installation of steel reinforcing, iron corners and accessories, as well as wallboard joint filling (gypsum board jointing).

Required tools and equipment (partial list)

The Contractor must provide all tools required to perform the work.

3. **LABOUR**

3.1 Labour will be supplied by the Contractor and must be fully qualified.

3.2 The Building Technical Authority reserves the right to reject and insist on the replacement of any person he or she deems to be unacceptable.

3.3 The Contractor will supervise its employees so as to ensure that their conduct and attire are appropriate and that their movement within the buildings is limited to the specific requirements of the work to be performed.

- 3.4 The Building Technical Authority will make available to the Contractor a person to provide guidance as needed during the work period.
- 3.5 The Contractor will be fully accountable for any omissions, breakage, incompetence attributable to its staff.

**4. HOURS OF WORK, SECURITY**

Work performed will be invoiced according to the Hourly Rates in Appendix B as follows:

- 7:00 a.m. to 4:00 p.m., Monday to Friday: day rate
- 4:00 p.m. to 7:00 a.m., Monday to Friday: day rate
- 7:00 a.m. Saturday to 7:00 a.m. Monday, and statutory holidays: overtime rate

Work will be done primarily during the day. A pass will be required at all times in order to gain access to the site.

**5. WORKING CONDITIONS**

The working conditions are those prescribed by the Department of Labour of Canada.

**6. BUILDING MANAGER**

The building manager and building technical officer are the only persons authorized to sign invoices and purchase forms for materials.

**7. SECURITY OF PREMISES**

- 7.1 The Contractor who is awarded the contract may not begin work until it obtains basic security clearance for its employees.
- 7.2 The Contractor and representatives of the Contractor's firm must comply with the building security rules.
- 7.3 The Contractor will provide directives, notices and signs to inform the Building Technical Authority and/or the authorized representative, in addition to the building occupants, of the work being done.
- 7.4 Materials must be delivered in the building covered by the contract to the place designated by the Building Manager. The Contractor's representatives must clear that place upon receipt of materials unless otherwise authorized by the Building Technical Authority.
- 7.5 The Contractor or the Contractor's representatives must sign in and out at the place designated by the Building Technical Authority or authorized representative thereof. They must indicate the time in and time out and state the reasons for the visit.

**8. PROTECTION OF PERSONS AND PROPERTY**

- 8.1 Take such safety measures and precautions as are needed to protect persons and property from accidents or damage while maintenance or repair work is being performed.
- 8.2 The Contractor will be specifically and fully liable for any accidents or damage sustained by persons or property as a result of its activities on the premises.
- 8.3 Special care must be taken to prevent finished surfaces from being soiled, scratched, damaged or bumped by equipment, ladders, scaffolding or other items that may be used while performing the work.

**9. FIRE PROTECTION**

The fire protection standards are those prescribed by the Fire Commissioner of Canada.

**10. CO-OPERATION**

- 10.1 The Contractor must co-operate with other Contractors and/or employees of the Department.
- 10.2 The Contractor must take all necessary measures with the building technical officer before starting the work.
- 10.3 The Contractor must telephone the building technical officer upon arriving at the site, when leaving the site for any reason and when leaving the site once the work is complete.

**11. STATEMENT OF WORK**

- 11.1 After every repair or service call, the Contractor shall produce three (3) copies of a worksheet along with detailed certificates of replacement parts. The worksheet must identify the work performed, the parts replaced and/or repaired and the number of hours each employee spent on the job. The Contractor will submit separate worksheets for maintenance work and repairs. Worksheets for emergency calls must identify not only the information indicated above, but also the date and exact time of the call, the name of the person making the call, the Contractor's arrival time at the premises and the time the Contractor left.
- 11.2 The building technical officer or his or her authorized representative will keep a copy signed by the Contractor and will promptly send a copy to the client department. The third copy will remain the property of the Contractor.
- 11.3 Where there is no authorized representative on site, the Contractor must forward to the Manager two copies of the worksheet duly signed by the security guard on duty.
- 11.4 PWGSC must have received the worksheet(s) before paying the invoice.

**12. CLEANING**

The Contractor must remove from the site and dispose of away from the building any debris generated by the work performed under this contract and shall clean up the work area at the end of every shift.

**13. WARRANTY**

The Contractor must give a one-year warranty on labour and materials beginning on the date of interim acceptance of the work, in addition to any suppliers' or manufacturers' warranties.

1. **GENERAL CLAUSES**

- 1.1 In accepting this contract, the Contractor agrees to assume all of the responsibilities normally assigned to the principal contractor and the Employer under the Quebec Act respecting occupational health and safety and to supervise the work.
- 1.2 The contractor must manage its activities so as to ensure that the health and safety of its employees, the occupants of the building or facility and the public and protection of the environment always take precedence over cost and scheduling concerns. Further, the Contractor must meet all of the requirements of these specifications.
- 1.3 The Contractor must comply at all times with the provisions of the *Act respecting occupational health and safety*, the *Safety Code for the Construction Industry* and the *Quebec Regulation respecting occupational health and safety* where they apply.
- 1.4 The Contractor must perform all work in accordance with the latest editions of the *National Fire Code of Canada*, the *National Building Code* and the *Canadian Electrical Code* and any other applicable codes or standards.
- 1.5 The Contractor must submit to the technical officer a prevention program specific to any activities the Contractor is likely to carry out in the building at least ten (10) days prior to the start of work. The Contractor must thereafter update the prevention program if the work proceeds differently than initially planned. The building technical officer may, after receiving the program and at any time during the work, demand that the program be amended or augmented to better reflect actual worksite conditions. The Contractor must then make the necessary changes prior to the start of work.

The prevention program must be based on identification of risks and take into account the information and requirements set out in these specifications. The program must be applied for the entire term of the contract and meet the following requirements:

- Include the company's policy on health and safety;
  - Include an organization chart of health and safety responsibilities;
  - Identify the risks specific to each category of task to be performed in execution of the contract and the corresponding preventive measures, based on regulatory requirements;
  - Identify the person responsible for applying the preventive measures;
  - Take into account risks that may affect the health and safety of workers, occupants of the building or facility and the public;
  - Include first aid and primary care standards;
  - Include a procedure in case of accident;
  - Include a worksite inspection grid based on the content of the risk identification;
  - Include any repair tasks that may be assigned under this contract;
  - Include a written undertaking from all parties to adhere to the prevention program.
- 1.6 In addition to the program specified in the previous paragraph, for all cases in which the work to be completed involves a construction site as defined in the *Act respecting occupational health and safety*, R.S.Q., c. S-2.1, the Contractor must

- develop a prevention program specific to the work to be completed and submit it to the building technical officer, and must also submit it to the Commission de la santé et de la sécurité du travail (CSST) and the Association paritaire pour la santé et la sécurité du travail, in compliance with section 198 of the said Act. The requirements related to that program are the same as the requirements listed in 1.5.
- 1.7 For all cases in which the work constitutes a construction site as defined in the *Act respecting occupational health and safety*, R.S.Q., c. S-2.1, a notice of opening of a construction site must be submitted to the CSST before the start of work and a copy must be submitted to the building technical officer. A copy of this notice must be posted in plain view on the site. When the site is dismantled, the notice of closing of a construction site must be submitted to the CSST with a copy to the building technical officer.
- 1.8 The Contractor must submit the following documents to the building technical officer:
- A copy of the training certificates required for application of these specifications and safe planning of the work (for example, general health and safety for construction sites, asbestos, lock-out, first aid);
  - A copy of the safety data sheet for every controlled product used on the worksite, at least three (3) days before the product is used on site;
  - Confirmation of the medical examinations of its supervisory employees and all employees. Where a medical examination is required under a statute, regulations, a directive, specifications or an accident prevention program, the Contractor must also thereafter promptly submit confirmations of medical exams for all persons new to the worksite;
  - A copy, signed and sealed by an engineer, of all plans and compliance certificates required under the *Safety Code for the Construction Industry* (S-2.1, r. 6), any other statute or regulation, or any other clause of the specifications or the contract. A copy of these documents must also be sent to the CSST and be available on the worksite at all times;
  - A mechanical inspection certificate for the machinery used to perform the work. (e.g., elevating platforms);
  - An investigation report within twenty-four (24) hours following any accident that results in an injury or any incident that brings to light a potential hazard;
  - A copy, within twenty-four (24) hours, of any inspection report, notice of correction or recommendation issued by federal or provincial inspectors.
- 1.9 The Contractor must ensure that the equipment, tools and protective equipment used to carry out the work are maintained and kept in good condition. Equipment, tools or protective equipment that cannot be installed or used without compromising the health and safety of workers or the public are deemed to be inadequate for the work to be performed. The technical officer reserves the right to prohibit the use of equipment or tools deemed to be dangerous, defective or inappropriate.
- 1.10 The Contractor shall ensure that its employees have received the training and information needed to perform their tasks safely, and that all necessary tools and protective equipment are available, that they comply with the applicable standards, statutes and regulations, and that they are used.
- 1.11 The Contractor must take such measures as are needed to enforce and ensure compliance with the health and safety requirements set out in the contract documents, federal and provincial regulations, applicable standards and the

prevention program specific to the work, and to comply promptly with any order or notice of correction issued by the CSST.

Regardless of the number of workers assigned to the work, the Contractor must designate a person to act as workplace health and safety officer and give that person the authority to order work stopped or resumed when the person deems such action to be necessary for health and safety reasons.

- 1.12 Without limiting the scope of the preceding clause, the building technical officer may at any time order that work be stopped if he or she believes there is a hazard or risk to the health and safety of employees assigned to the work, the public or the environment.

The Contractor must take such measures as are needed to ensure effective communication of health and safety information. As soon as they arrive on the worksite, all workers must be informed of the details of the prevention program and their obligations and rights. The Contractor must maintain a log of information provided and obtain the signature of every worker who is given the information.

The Contractor must inform its workers that they have the right to refuse any work that entails a risk to their health or safety.

- 1.13 The Contractor must inspect the worksite and submit to the building technical officer a duly completed worksite inspection sheet every working day or at an interval determined with the building technical officer on the call-up against a standing offer form.

- 1.14 The Contractor must promptly take such measures as are needed to correct instances of non-compliance with statutes and regulations and hazardous situations identified by a government inspector, the building technical officer or the PWGSC health and safety coordinator or in the course of a periodic inspection and submit to the building technical officer written confirmation of all measures taken to correct non-compliance or hazardous situations.

- 1.15 The Contractor agrees to comply with first aid and emergency response standards in accordance with the applicable policies and regulations and any other clause of the specifications.

- 1.16 The Contractor must review the building and facility evacuation procedure and provide its employees with the training and information they need to apply the procedure.

- 1.17 For all cases in which the work constitutes a construction site as defined in the *Act respecting occupational health and safety*, R.S.Q., c. S-2.1, a decision-making representative for the Contractor must attend all meetings where health and safety on the site is considered. The Contractor must set up a worksite committee and hold meetings in compliance with the requirements of the *Safety Code for the Construction Industry*, S-2.1, r.6.

- 1.18 For all cases in which the work constitutes a construction site as defined in the *Act respecting occupational health and safety*, R.S.Q., c. S-2.1, the following information and documents must be posted in an area that workers can access easily:

- Notice of opening of construction site;
- Name of the Principal Contractor;

- Company's occupational health and safety policy;
  - Worksite-specific accident prevention program;
  - Emergency plan
  - Material safety data sheets for all controlled products used on the construction site;
  - Minutes of construction site committee meetings;
  - Names of construction site committee members;
  - Names of first-aid attendants;
  - CSST intervention and correction reports.
- 1.19 The Contractor must mark off and control access to the work area and install barricades as needed.
- 1.20 The Contractor must take such measures as are necessary to keep the workplace clean and orderly throughout the work and ensure that at the end of each work day, the workplace is free of any hazards.
- 1.21 When a worker works alone in an isolated place where it is impossible to ask for assistance, the Contractor must identify the risks related to the situation and provide the technical officer with a procedure for preventing those risks and quickly getting help in an emergency.
- 1.22 Where a hazard not identified in the specifications arises as a result of or in the course of the work, the Contractor must stop work immediately, implement temporary protective measures for workers and the public, and notify the building technical officer orally and in writing. The Contractor must then make the necessary changes to the prevention program to ensure that work can resume safely.
- 1.23 In the event of an incident, the Contractor must take such measures as are needed, including stoppage of work, to ensure the health and safety of workers and the public and must contact the technical officer promptly.
- 1.24 Subcontracting is not permitted without special authorization from the building technical officer. In making a decision, the building technical officer will consider the subcontractor's ability to meet these requirements.
- 1.25 Sealing guns and other cartridge devices may not be used without authorization from the building technical officer.

The above notwithstanding,

- Every person who uses a sealing gun must have a training certificate and meet all the requirements set out in section 7 of the *Safety Code for the Construction Industry* (S-2.1, r.6);
  - Cartridge devices must be used in accordance with the manufacturer's instructions and applicable standards and regulations.
- 1.26 **On the worksite, the Contractor must consider the following conditions in developing a safe work plan:**

There is asbestos in the pipe insulation in some rooms. While there is no requirement in these specifications for handling such asbestos, the Contractor

must notify the building technical officer (chief of operations) immediately if such insulation is disturbed during the work or if unscheduled work makes it necessary for the Contractor to handle asbestos.

If the Contractor is asked to carry out work where asbestos dust is likely to be released, the Contractor must comply with the requirements of section 3.23 of the *Safety Code for the Construction Industry* and the *Act respecting occupational health and safety*, (R.S.Q., c. S-2.1).

The Contractor may be asked to do roofing work. The Contractor must indicate in its prevention program the measures to be taken to prevent falls.

The Contractor may be asked to do work near a body of water or holding tank. The Contractor must indicate in its prevention program the measures to be taken to prevent the risk of drowning, electric shock and electrocution.

The Contractor may be asked to do work at heights in the receiving area, plants and elsewhere. The Contractor must indicate in its prevention program the measures to be taken for work at heights.

The Contractor may be asked to inspect or check electrical rooms. The Contractor must indicate in its prevention program the measures it plans to take to protect people in those areas.

Work in confined spaces may be required. The Contractor must include in its prevention program the measures it intends to take when working in these areas, and take into account the requirements of section 2.4 of the *Safety Code for the Construction Industry* and the *Act respecting occupational health and safety*, (R.S.Q., c. S-2.1).

The Contractor may be asked to do work in laboratories. The Contractor must contact the building technical officer to determine whether special procedures need to be taken.

## 2. **SPECIFIC CLAUSES**

### Note

The ELF forms referred to below will be given to the Contractor at the appropriate time by the building technical officer.

### 2.1 **Lock-out**

2.1.1 Whenever work is being done on electric equipment that could be powered on inadvertently, the Contractor must produce in writing and apply a lock-out procedure and complete the disconnect request form (ELF 13) provided by the building technical officer.

The following are some situations where use of the form is mandatory:

- Main building power supply lines
- Power supply line panels and sub-panels
- Bus bars (shielded)
- Motor control centres
- Back-up power circuits
- Fire alarm and fire protection devices
- Mechanical protection devices (sump pump, etc.)

- Building services alarm circuit, including heating, ventilation and air conditioning systems
- Circuits powering two or more pieces of equipment
- Circuits powering a single piece of equipment used in a cooling or heating system

After duly completing the form, the Contractor must have it countersigned by the construction site manager before carrying out any work.

- 2.1.2 Notwithstanding the preceding clauses, the Contractor must, in an emergency, obtain oral confirmation of power cut-off from the building technical officer and, as soon as that confirmation is obtained, record in writing the request for electrical cut-off or bypass.
- 2.1.3 The procedure referred to in clause 2.1.1 must comply with the principles set out in the brochure on lock-out published by the Association paritaire en santé et sécurité du secteur de la construction (ASP Construction).
- 2.1.4 The supervisors and workers concerned must have completed the course on lock-out techniques offered by ASP Construction, 514-355-6190 or 1-800-361-6190 or an equivalent course offered by another organization.
- 2.1.5 For any work that absolutely must be carried out with the power on, the Contractor must identify the situation in writing and make provision for the preventive measures that will be applied, including personal protective equipment.

## 2.2 **Work at heights**

- 2.2.1 The Contractor must provide the equipment needed to work at heights (e.g., ladders, stepladders, elevating platforms, scaffolding).
- 2.2.2 The Contractor must ensure that every person who does work that entails a risk of falling more than 2.4 metres is protected against falls.
- 2.2.3 The Contractor must plan and organize work so as to eliminate hazards at the source or ensure group protection and thus minimize the need for personal protective equipment. Where personal fall protection is needed, workers must use a safety harness conforming to standard CAN-CSA-Z-259.10-M90. A safety belt must not be used for fall protection.
- 2.2.4 Protective equipment, tools or devices that cannot be installed or used without compromising the health and safety of workers or the public are deemed to be inadequate for the work to be performed.
- 2.2.5 Workers must always wear a safety harness when working on a telescoping, articulated or rotating elevating platform.
- 2.2.6 Mark off the danger zone wherever equipment for work at heights is used.

## 2.3 **Asbestos**

Before starting work that is likely to generate asbestos dust, the Contractor must:

- 2.3.1 Provide a written procedure covering all of the items listed in section 3.23 of the *Safety Code for the Construction Industry*, S-2.1, r-6.
- 2.3.2 Show that all workers concerned have been trained in asbestos hazards and the procedure described above (ASP Construction) (s. 3.23.7).
- 2.3.3 Show that it has in hand all the equipment needed to comply with the procedure and safely perform the work.

#### 2.4 **Confined spaces**

PWGSC classifies and evaluates all confined spaces on properties of which it is the custodian. Confined spaces are divided into three classes: 1. low risk; 2. medium risk; and 3. high risk. An evaluation report is produced for every confined space. The report identifies all of the characteristics and entry requirements of the confined space. It is one of the elements taken into account in issuing permits and developing work procedures.

All confined spaces must be properly identified based on their classification. A PWGSC-approved sign must be posted at the entrance or as close as possible to confined spaces.

##### 2.4.1 **Class 1**

For all Class 1 (low risk) confined spaces, every person involved shall have completed the basic training. While it is not necessary to implement specific work practices in low-risk confined spaces, the Contractor must apply methods to ensure the general health and safety of persons required to work in such spaces.

Before accessing the confined spaces, the Contractor must notify the building technical officer or the supervisor of the scheduled in and out date and time.

Persons with access to low-risk confined spaces must record the pertinent information in the confined spaces access log (form ELF 103); in other words, persons entering a low-risk confined space are required to sign in and out every time.

##### 2.4.2 **Classes 2 and 3**

For all Class 2 and Class 3 (medium and high risk) confined spaces, the following measures must be rigorously applied.

- 2.4.2.1 The Contractor's prevention program must contain a written procedure identifying:
  - The tools needed to perform the work;
  - The equipment installed or to be installed in the confined space and the measures to be taken to install, use, maintain, protect or move the equipment;
  - Pipes and conduits entering the confined space;
  - The hazards and safety measures to be taken depending on the work to be performed;
  - Contaminants that might be encountered in the confined space;

- Appropriate rescue measures and equipment and emergency measures.
- 2.4.2.2 The Contractor must complete an access permit (form ELF 101). The permit is valid for one shift and must take into account the information contained in the evaluation report and any specific conditions related to the work to be performed. The Contractor may, however, use its own form provided that it contains all the information appearing on the form supplied by the person in charge of the workplace.
- 2.4.2.3 The Contractor must complete a Hot Work Permit where the work to be performed includes welding, cutting or any other activity that produces a flame or sparks. (Standard FEL 102 form.)
- 2.4.2.4 Every person who has access to a confined space must hold the following training certificates:
- PWGSC safe work in confined spaces (ASP Construction)
  - Workplace first aid and CPR (organization recognized by the CSST)
  - Use of ventilation devices (ASP Construction)
  - Use of safety harnesses (ASP Construction)
  - Use and maintenance of respiratory protection devices (ASP Construction)
  - Gas detection devices (ASP Construction)
- Where the use of supplied-air or self-contained respirators is planned, full training in the preparation, maintenance and use of the devices (manufacturer, supplier or recognized organization) is required.
- In remote areas where there is no local emergency response unit, the Contractor must designate persons to carry out rescue operations in confined spaces. The rescuers designated by the Contractor must complete relevant training in the use of rescue equipment.
- 2.4.2.5 Every person who has access to a confined space must produce a medical certificate confirming his or her fitness to work in a confined space. Such certificates are valid for two (2) years.
- 2.4.2.6 Employees required to work in sewage collection systems or similar systems must be vaccinated against infectious diseases in accordance with the immunization program prescribed by Health Canada, that is, against diphtheria and tetanus.
- 2.4.2.7 While it is mandatory only in the cases referred to previously, vaccination against diphtheria and tetanus is strongly recommended for all work in confined spaces.

- 2.4.2.8 The Contractor must establish an emergency and rescue procedure with municipal and ambulance services. The procedure, telephone numbers and location of the nearest telephone must be clearly posted near the work location.
- 2.4.2.9 Before entering the confined space and every 15 minutes thereafter, the Contractor must take readings of the concentration of oxygen, flammable gases and any toxic gases likely to be present, in particular carbon monoxide and hydrogen sulphide. The readings must be recorded in a log unless the detection devices have an alarm and operate continuously. The detection devices used must be calibrated and adjusted by a qualified person according to the manufacturer's instructions so that the alarms comply with the limits set out in the permit.
- 2.4.2.10 The Contractor must supply its own gas detection devices and keep them in good condition. The technical officer may have the accuracy of the Contractor's devices checked at any time by a qualified person. If a detection device fails, work must be suspended immediately, and all workers must leave the confined space. No claim for lost time will be accepted in those circumstances.
- 2.4.2.11 If the alarm on a detection device sounds, all workers must leave the confined space. The Contractor must then determine the source of the contamination, neutralize it and ventilate the confined space in order to eliminate any remaining contaminant and keep individuals out of the confined space until the oxygen and gas levels have returned to normal.
- 2.4.2.12 Compressed gas cylinders and welding machines must not be taken into confined spaces. Such equipment must remain outside and not block any entrance or exit. All cylinders must be properly secured.
- 2.4.2.13 Electric tools and devices used to access confined spaces must be grounded and, if necessary, designed to be explosion-proof. All equipment must be connected to a ground fault interrupter or stepdown transformer. The Contractor must, at its own expense, have a qualified electrician modify any power outlets and/or circuit breakers it plans to use which do not meet these criteria.
- 2.4.2.14 The Contractor must provide a ventilation system in order to keep the contaminant levels below the allowable limits.
- 2.4.2.15 The Contractor must post signs to stop unauthorized persons from entering the confined space.
- 2.4.2.16 Where it is impossible to keep the noise level below 85 dB, the Contractor must provide all workers with ear protectors appropriate to the desired level of attenuation and the work to be performed.

- 2.4.2.17 The Contractor must ensure that all workers wear the required personal protective equipment.
- 2.4.2.18 The Contractor must assign a qualified person to assume the duties of custodian. The custodian must
- Know the procedure for working in a confined space.
  - Ensure constant communication is maintained with all workers in the confined space. The directives applied must be adapted to confined spaces. The Contractor must select means of communication that take into account the identified hazards and other pertinent factors, that is, the protective equipment workers are required to wear, noise levels in and near confined spaces, remoteness, lighting conditions, etc.
  - Be familiar with the gas detection devices and ensure that they are in working order throughout the performance of the work.
  - Be familiar with the back-up ventilation systems and ensure that they are in good working order throughout the performance of the work.
  - Be familiar with emergency procedures.
  - Ensure that
    - ✓ all workers entering the confined space observe the Contractor's work procedure;
    - ✓ working conditions and the work environment inside the confined space are not detrimental to the workers' health and safety.
- 2.4.2.19 The custodian shall remain at the entrance to the confined space as long as there is a worker in the space.
- 2.4.2.20 The Contractor must designate a person to be in charge of safety in confined spaces. The designated person must be on the worksite at all times.
- 2.4.2.21 The same person may not serve as custodian and confined spaces safety officer unless he or she is able to meet the requirements of both positions.

## 2.5 **Hot work**

- 2.5.1 Hot work means any work that involves the use of a flame or has the potential to produce an ignition source, such as riveting, welding, cutting, grinding, burning and heating.
- 2.5.2 The Contractor must not start work that involves hot work until it has received a PWGSC "Hot Work Permit" (ELF 102) from the building technical officer.
- 2.5.3 Work must be performed in accordance with Fire Commissioner standard FC 301, Standard for Construction Operations, June 1982. FC 301 is available at the following Internet address: [http://www.hrsdc.gc.ca/eng/labour/fire\\_protection/policies\\_standards/comm\\_issioner/301/page01.shtml](http://www.hrsdc.gc.ca/eng/labour/fire_protection/policies_standards/comm_issioner/301/page01.shtml)

- 2.5.4 A working handheld extinguisher appropriate to the fire hazard must be available and readily accessible within a radius of five (5) m of any flame or source of sparks or intense heat.
- 2.5.5 A person must be designated to conduct fire checks for at least thirty (30) minutes after the end of the shift. The person who does the checks shall countersign the permit and give it to the building technical officer (or a designated representative) after the 30-minute period ends.
- 2.5.6 Propane cylinders must be stored in accordance with standard CAN/CSA-B149.2-00 – *Propane Storage and Handling Code* and must meet the specific conditions set out in this document. Cylinders must be stored outdoors in a safe place where they will not be handled by unauthorized persons, in a storage unit designed for that purpose; they shall be stored securely in an upright position, and the storage unit must be locked at all times; the storage unit must be located in an area where there is no vehicle traffic unless the area is protected by gates or an equivalent means.

All cylinders used or stored on worksites must have a collar designed to protect the valve.

Refilling of cylinders on worksites is not permitted unless a procedure conforming to standard CAN/CSA B149.2 is approved and authorized by the building technical officer.

#### 2.5.7 **Welding and cutting**

Note: For welding and cutting work, the following conditions must be met in addition to the conditions stated above.

- 2.5.7.1 Welding and cutting must be performed in accordance with sections 3.13. Compressed gas supply and 3.14. Welding and cutting of the *Safety Code for the Construction Industry* (R.S.Q., c. S-2.1, r.6).
- 2.5.7.2 Work must be performed in accordance with Fire Commissioner standard FC 302, Standard for Welding and Cutting, May 1979. FC 302 is available at the following Internet address: [http://www.hrsdc.gc.ca/eng/labour/fire\\_protection/policies\\_standards/commissioner/302/page00.shtml](http://www.hrsdc.gc.ca/eng/labour/fire_protection/policies_standards/commissioner/302/page00.shtml)
- 2.5.7.3 Welding and cutting devices are extremely dangerous in terms of fire risk. The following precautions must be taken when that type of work is being carried out:
- Store compressed gas cylinders on a fireproof surface and ensure that the room is well ventilated.
  - Store oxygen cylinders at least six (6) metres away from cylinders containing flammable gas (e.g., acetylene) or such combustible materials as oil and grease unless they are separated by a wall made of non-combustible material as specified in section 3.13.4 of the *Safety Code for the Construction Industry*, c. S-2.1,r.6.

- Put fireproof cloths in place when overhead welding is being done and there is a risk of falling sparks.
- Store cylinders away from heat sources.
- Do not store cylinders near stairs, exits, hallways or elevators.
- Do not allow acetylene to come into contact with such metals as silver, mercury, copper and brass with a copper content of more than sixty-five per cent (65%) to avoid the risk of explosion.
- Make sure that all electric arc welding equipment has the required voltage rating and is grounded.
- Make sure that the lead wires of the electric welding equipment are not damaged.
- Place the welding equipment on a flat surface protected from the weather.
- Remove or protect combustible materials that are near the welding site.
- Never weld or cut closed containers.
- Take protective measures when welding or cutting near pipes, tanks or other containers containing flammable substances.
- Do not cut, weld or carry out open-flame work on a tank, pipe or other container that may contain a flammable or explosive substance unless:
  - air samples have been taken and indicate that the work can be done safely; or
  - measures have been taken to ensure worker safety.

## 2.6 **Scaffolding**

### 2.6.1 Foundations

- Scaffolding must be placed on solid foundations so as to prevent it from sliding or tipping.
- If the Contractor wishes to place scaffolding on a roof, an eave, a canopy or a garret, the Contractor must submit its calculations to the Engineer and obtain the Engineer's authorization before proceeding.

### 2.6.2 Assembly, bracing and anchoring

- All scaffolding must be assembled, braced and anchored in accordance with the manufacturer's instructions and the provisions of the *Safety Code for the Construction Industry*.
- In situations where it is necessary to remove some scaffolding components (e.g., cross pieces), the Contractor must submit an assembly procedure signed and sealed by an engineer certifying that the scaffolding assembled as proposed will allow work to be carried out safely, taking into account the loads that will be applied.
- Where the span between two scaffolding supports is greater than three (3) m, the Contractor must provide an assembly drawing signed and sealed by an engineer.

2.6.3 Fall protection during assembly

- Throughout the assembly process, workers must be protected against falls.
- Before starting work, the Contractor must submit to the Engineer a procedure specifying the protective measures used and, if applicable, the anchor points for safety cables or retainers. This procedure must comply with the provisions of sections 3.9.4.5, 2.9.1 and 2.10.12 of the *Safety Code for the Construction Industry* (as amended on August 2, 2001).

2.6.4 Platforms

- Scaffold platforms must be designed and installed in accordance with the provisions of the *Safety Code for the Construction Industry*.
- If planks are used, they must be approved and stamped in accordance with section 3.9.8 of the *Safety Code for the Construction Industry* (in force on January 1, 2002).
- Platforms must cover the entire surface protected by guardrails.
- Notwithstanding the above, scaffolding four (4) sections (or six (6) m) high or higher shall have a full platform covering the entire surface of the putlogs every three (3) m or portion thereof, and at no time shall the components of such platforms be moved to create intermediate platforms.

2.6.5 Guardrails

- A guardrail must be installed on every platform.
- Cross-bracing must not be considered guardrails.
- On scaffolding four (4) sections (or six (6) m) high or higher that require full platforms, guardrails must be installed on all such platforms at the start of work and remain in place until completion of the work.

2.6.6 Access

- The Contractor must ensure that access to scaffolding does not compromise worker safety.
- Where the scaffolding platforms are made up of planks, ladders must be installed so as to ensure that any planks that extend past the edge do not prevent workers from moving up or down.
- Notwithstanding the provisions of the *Safety Code for the Construction Industry*, stairs must be installed on all scaffolding with six (6) or more sets of uprights and six (6) sections (or nine (9) m) high or higher.

2.6.7 Protection of the public and building occupants

- The Contractor must identify and barricade its work area so as to limit access to authorized workers only.
- The Contractor must install covered walkways, nets or other similar devices to protect the public and building occupants from falling objects.

2.6.8 Use of public roads

- Where it is necessary to encroach on a public road, the Contractor must obtain at its own expense any authorizations and permits required from the competent authority.
- The Contractor must install at its own expense all signage, barricades and other devices needed to ensure the safety of the public and its own facilities. Ladders must be installed so as to ensure that planks that extend past the edge do not prevent workers from moving up or down.
- Notwithstanding the provisions of the *Safety Code for the Construction Industry*, stairs must be installed on all scaffolding with six (6) or more sets of uprights and six (6) sections (or nine (9) m) high or higher.

**PAINTING SERVICES**

**BUILDING AT 715 PEEL, MONTRÉAL**

Materials: Provisional amount for repair materials or addition of equipment only, including 10% profit on materials for the terms of the contract (2 years)

Line 1 (a1) \$15,000.00

Labour: Labour cost for the term of the contract (2 years) (See Note 2)

	<u>Unit Price</u>	<u>Number of Hours</u> <u>(Approximate)</u>	<u>Hourly Rate</u>		
Line 2	1 Technician (regular hours, Monday to Friday, 7:00 am to 4:00 pm)	200	X \$ _____	=	\$ _____
Line 3	1 Technician (evening rate, Monday to Friday, 4:00 pm to 7:00 am)	1000	X \$ _____	=	\$ _____
Line 4	1 Technician (weekend, Saturday, 7:00 am, to Monday, 7:00 am, and statutory holidays)	200	X \$ _____	=	\$ _____
Line 5				Total Labour: (b2)	\$ _____
				Total (a1) + (b2):	\$ _____

**Bid for Option Years**

(Based on the above-indicated conditions [see lines 1 to 5] and Notes 1 and 2 below.)

		Option Year # 1		Option Year # 2		Option Year # 3	
Line 1	Provisional Amount	\$7,500.00		\$7,500.00		\$7,500.00	
	Estimated hours/year	Hourly Rate		Hourly Rate		Hourly Rate	
Line 2	100	\$/hr	\$	\$/hr		\$/hr	
Line 3	500	\$/hr	\$	\$/hr		\$/hr	
Line 4	100	\$/hr	\$	\$/hr		\$/hr	
Line 5	Total of lines 2+3+4 =	\$		\$		\$	
	Total of lines 1+5 =	\$		\$		\$	

**NOTES**

1. The Department will pay to the Contractor the amounts negotiated for each repair authorized by the departmental representative. The Contractor will be paid for work at an hourly rate plus materials based on the general provisions of the **Specifications** and will not be entitled to any other compensation for any difference between the hours negotiated for each repair and the hours actually worked. The Contractor will be paid only for the materials authorized and used in performing the work and must obtain prior approval from the Department's authorized representative before starting any work.
2. The above hourly rates must include all labour costs related to work done by employees, including all benefits, travel, overhead and Contractor profit.

**HEATING-VENTILATION-AIR CONDITIONG (HVAC) SERVICES**

**BUILDING AT 1001 ST-LAURENT, LONGUEUIL**

Materials: Provisional amount for repair materials or addition of equipment only, including 10% profit on materials for the terms of the contract (2 years) (a1) \$8,000.00

Labour: Labour cost for the term of the contract (2 years) (See Note 2)

	<u>Unit Price</u>	<u>Number of Hours (Approximate)</u>	<u>Hourly Rate</u>		
Line 2	1 Technician (regular hours, Monday to Friday, 7:00 am to 4:00 pm)	10	X \$ _____	=	\$ _____
Line 3	1 Technician (evening rate, Monday to Friday, 4:00 pm to 7:00 am)	200	X \$ _____	=	\$ _____
Line 4	1 Technician (weekend, Saturday, 7:00 am, to Monday, 7:00 am, and statutory holidays)	30	X \$ _____	=	\$ _____
Line 5				Total Labour: (b2)	\$ _____
				Total (a1) + (b2):	\$ _____

**Bid for Option Years**

(Based on the above-indicated conditions [see lines 1 to 5] and Notes 1 and 2 below.)

		Option Year # 1		Option Year # 2		Option Year # 3	
Line 1	Provisional Amount	\$3,500.00		\$3,500.00		\$3,500.00	
	Estimated hours/year	Hourly Rate		Hourly Rate		Hourly Rate	
Line 2	5	\$/hr	\$	\$/hr		\$/hr	
Line 3	100	\$/hr	\$	\$/hr		\$/hr	
Line 4	15	\$/hr	\$	\$/hr		\$/hr	
Line 5	Total of lines 2+3+4 =	\$		\$		\$	
	Total of lines 1+5 =	\$		\$		\$	

**NOTES :**

1. The Department will pay to the Contractor the amounts negotiated for each repair authorized by the departmental representative. The Contractor will be paid for work at an hourly rate plus materials based on the general provisions of the **Specifications** and will not be entitled to any other compensation for any difference between the hours negotiated for each repair and the hours actually worked. The Contractor will be paid only for the materials authorized and used in performing the work and must obtain prior approval from the Department's authorized representative before starting any work.
2. The above hourly rates must include all labour costs related to work done by employees, including all benefits, travel, overhead and Contractor profit.

**HEATING-VENTILATION-AIR CONDITIONG (HVAC) SERVICES**

**BUILDING AT 3600 CASAVANT, ST-HYACINTHE**

Materials: Provisional amount for repair materials or addition of equipment only, including 10% profit on materials for the terms of the contract (2 years) (a1) \$8,000.00

Labour: Labour cost for the term of the contract (2 years) (See Note 2)

	<u>Unit Price</u>	<u>Number of Hours</u> <u>(Approximate)</u>	<u>Hourly</u> <u>Rate</u>		
Line 2	1 Technician (regular hours, Monday to Friday, 7:00 am to 4:00 pm)	10	X \$ _____	=	\$ _____
Line 3	1 Technician (evening rate, Monday to Friday, 4:00 pm to 7:00 am)	200	X \$ _____	=	\$ _____
Line 4	1 Technician (weekend, Saturday, 7:00 am, to Monday, 7:00 am, and statutory holidays)	30	X \$ _____	=	\$ _____
Line 5				Total Labour: (b2)	\$ _____
				Total (a1) + (b2):	\$ _____

**Bid for Option Years**

(Based on the above-indicated conditions [see lines 1 to 5] and Notes 1 and 2 below.)

		Option Year # 1		Option Year # 2		Option Year # 3	
Line 1	Provisional Amount	\$3,500.00		\$3,500.00		\$3,500.00	
	Estimated hours/year	Hourly Rate		Hourly Rate		Hourly Rate	
Line 2	5	\$/hr	\$	\$/hr		\$/hr	
Line 3	100	\$/hr	\$	\$/hr		\$/hr	
Line 4	15	\$/hr	\$	\$/hr		\$/hr	
Line 5	Total of lines 2+3+4 =	\$		\$		\$	
	Total of lines 1+5 =	\$		\$		\$	

**NOTES :**

1. The Department will pay to the Contractor the amounts negotiated for each repair authorized by the departmental representative. The Contractor will be paid for work at an hourly rate plus materials based on the general provisions of the **Specifications** and will not be entitled to any other compensation for any difference between the hours negotiated for each repair and the hours actually worked. The Contractor will be paid only for the materials authorized and used in performing the work and must obtain prior approval from the Department's authorized representative before starting any work.
2. The above hourly rates must include all labour costs related to work done by employees, including all benefits, travel, overhead and Contractor profit.



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Gouvernement du Canada

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SECURITY REQUIREMENTS CHECK LIST (SRCL)

LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
UNCLASSIFIED

Canada



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

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

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

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

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

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

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

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

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

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  No / Non  Yes / Oui  
If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?  No / Non  Yes / Oui

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

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

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

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



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**PART C - (continued) / PARTIE C - (suite)**

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

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

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

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

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



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

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

Name (print) - Nom (en lettres moulées) Boucher, Pierre	Title - Titre Gestionnaire des immeubles et des installati	Signature 
Telephone No. - N° de téléphone 514-283-4133	Facsimile No. - N° de télécopieur 514-283-4477	E-mail address - Adresse courriel pierre.boucher2@tpsgc-pwgsc.gc.ca
		Date 2012/09/06

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

Name (print) - Nom (en lettres moulées) Jocelyne Emard	Title - Titre SO	Signature 
Telephone No. - N° de téléphone 514-496-3536	Facsimile No. - N° de télécopieur 514-496-3377	E-mail address - Adresse courriel mireille.passemard@pwgsc-tpsgc.gc.ca
		Date 14-9-2012

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? / Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

No / Non  Yes / Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
		Date

17. Contract Security Officer / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées) <del>Contract Security Officer, Contract Security Division</del> Roxanne Antille Roxanne.Antille@tpsgc-pwgsc.gc.ca Tel/Tél - 613-957-6168 / Fax/Téloc - 613-954-4171	Title - Titre	Signature 
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
		Date Sept 17/12