

**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

**INVITATION TO TENDER  
APPEL D'OFFRES**

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

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

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

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

**Comments - Commentaires**

**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> Traitement eau pure	
<b>Solicitation No. - N° de l'invitation</b> EF944-122169/A	<b>Date</b> 2012-03-20
<b>Client Reference No. - N° de référence du client</b> R.004236.001	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$MTC-065-11998
<b>File No. - N° de dossier</b> MTC-1-34481 (065)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2012-05-02</b>	
<b>Time Zone</b> Fuseau horaire Heure Avancée de l'Est HAE	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Duval, Diane	<b>Buyer Id - Id de l'acheteur</b> mtc065
<b>Telephone No. - N° de téléphone</b> (514) 496-3864 ( )	<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> Santé Canada 1001 St-Laurent, Longueuil, Québec	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Delivery Required - Livraison exigée</b>	<b>Delivery Offered - Livraison proposée</b>
.	
<b>Vendor/Firm Name and Address</b> Raison sociale et adresse du fournisseur/de l'entrepreneur	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</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>

Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire FOB/FAM	Destination	Plant/Usine	Delivery Req. Livraison Req.	Del. Offered Liv. offerte
1	Traitement eau pure	EF944	EF944	1	LOT	XXXXXXXXXXXX	\$			

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## PART 1 - GENERAL INFORMATION

### 1. Security Requirement

There is a security requirement associated with the requirement. For additional information, consult Part 4 - Evaluation Procedures and Basis of Selection, and Part 6 - Resulting Contract Clauses.

### 2. Statement of Work

Provide labour for ultrapure water production system maintenance service, as described in the "Technical Specification," dated May 2012, attached to this Invitation to tender and representing an integral part thereof. The Contractor shall provide the skilled labour, expertise and knowledge required to carry out the work.

### 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

### #. 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* (<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 (2011/05/16) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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## 1.1 SACC Manual Clauses

### Mandatory Site Visit

#### SITE VISIT (MANDATORY)

It is mandatory that the bidder or a representative of the bidder visit the site and examine the scope of the work required and the existing conditions.

Arrangements have been made for a tour of the work site. The site visit will be held on **April 10, 2012 at 10:30 o'clock A.M.**, at the main entrance of the **Federal Building, 1001 St-Laurent, Longueuil, Qc.**

Bidders who, for any reason, cannot attend at the specified date and time will not be given an alternative appointment to view the site and their bids, therefore, will be rejected as non-compliant. **NO EXCEPTIONS WILL BE MADE.**

Proof of attendance at the site visit must be provided to the Contracting Authority. The following forms of evidence are acceptable:

- 1)Canada's signature on this clause or on a Visit Certification; or,
- 2)Canada's Attendance Form submitted directly to the Contracting Authority by the person conducting the Site Visit.

\_\_\_\_\_  
Canada's Signature

\_\_\_\_\_  
Bidder's Signature

\_\_\_\_\_  
Date

## 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.

## 3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than **seven (7)** 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.

## 4. Applicable Laws

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

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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## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **1. Bid Preparation Instructions**

Section I: Financial Bid ( 1 hard copy)

Section II: Certifications (1 hard copy)

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 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 Bid**

Bidders must submit their financial bid in accordance with the appendix - Unit Price Table. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) must be shown separately, if applicable.

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

Bidders must submit the certifications required under Part 5

##### **1.1 SACC Manual Clauses**

C3010T (2010/01/11), Exchange Rate Fluctuation

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 1. Evaluation Procedures

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

#### 1.1 Technical Evaluation

Unit Price table - to be completed entirety (mandatory)

Proposals that do not meet all of the requirements will be deemed non-responsive.

In addition to the above requirements, bidders must meet all other requirements set out in the bid solicitation.

### 2. Basis of Selection - Mandatory Requirements Only

To be considered responsive, a bid must meet all of the mandatory requirements of the bid solicitation. Bids not meeting all of the mandatory requirements will be given no further consideration. The lowest-priced responsive bid will be recommended for award of a contract.

### 3. Security Requirement

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:

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

## **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 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.

### **1. Certifications Precedent to Contract Award**

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

#### **1.1 Federal Contractors Program - Certification**

##### **1.1.1 Federal Contractors Program - \$200,000 or more**

1. The Federal Contractors Program (FCP) requires that some suppliers, including a supplier who is a member of a joint venture, bidding for federal government contracts, valued at \$200,000 or more (including all applicable taxes), make a formal commitment to implement employment equity. This is a condition precedent to 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, and/or temporary employees having worked 12 weeks or more in Canada;
- (b) ( ) is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;
- (c) ( ) is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC (having not bid on requirements of \$200,000 or more), in which case a duly signed certificate of commitment is attached;
- (d) ( ) is subject to 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.

### **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 - RESULTING CONTRACT CLAUSES**

### **1. Security Requirement**

#### SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:

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

### **2. Statement of Work**

Provide labour for ultrapure water production system maintenance service, as described in the "Technical Specification," dated May 2012, attached to this Invitation to tender and representing an integral part thereof. The Contractor shall provide the skilled labour, expertise and knowledge required to carry out the work.

### **3. 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 (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

#### **3.1 General Conditions**

2010C (2011/05/16), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

LAB-180 (2004-12-10) Labour Conditions

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#### **4. Term of Contract**

##### **4.1 Period of the Contract**

The Work is to be performed during the period of July 1st, 2012 to June 30, 2015

##### **4.2 Option to Extend the Contract**

###### **Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 3 additional 1 year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

#### **5. Authorities**

##### **5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Diane Duval  
Title: Specialist supply  
Public Works and Government Services Canada  
Acquisitions Branch  
Telephone: 514-496-3864  
Facsimile: 514-496-3822  
E-mail address: diane.duval@tpsgc-pwgsc.gc.ca

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

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## 5.2 Technical Authority

The Technical Authority for the Contract is: **(to be completed at the contract award)**

Name:

Organization:

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.

## 5.3 Contractor's Representative

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

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

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

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

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

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

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

## 6. Payment

### 6.1 Limitation of Expenditure ( to be completed at the award)

You will only supply goods or services under this contract to a total expenditure of \$\_\_\_\_\_ during the period from \_\_\_\_\_ to \_\_\_\_\_ with \$\_\_\_\_\_ for the contractual firm part, and \$\_\_\_\_\_ as a when and required basis. You will notify the Department of Public Works and Government Services Canada in writing when 75% of this amount has been expended.

## 7. Invoicing Instructions

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

Each invoice must be supported by:

- (a) a copy of time sheets to support the time claimed;
- (b) a copy of the release document and any other documents as specified in the Contract;
- (c) a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
- (d) a copy of the monthly progress report.

2. Invoices must be distributed as follows:

- (a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

## 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.

## 9. Applicable Laws

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

## 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) 2010C (2011/05/16) General Conditions - Services (Medium Complexity) (2011-05-16)
- (c) LAB-180
- (d) Appendix , Technical Specifications
- (e) Appenidx, Unit price table
- (fe) the Contractor's bid dated \_\_\_\_\_

## 11. Insurance Requirements

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

provide the Contracting Authority thirty (30) days written notice of policy cancellation.

- (k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- (l) Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

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

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

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## **APPENDIX**

### **TECHNICAL SPECIFICATIONS (refer to pdf files)**

# **ULTRAPURE WATER PRODUCTION SYSTEM: VERIFICATION AND MAINTENANCE**

**Date: MAY 2012**

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**APPENDIX  
UNIT PRICE TABLE  
(refer to PDF files)**

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**APPENDIX**  
**Security requirements check list (SRCL)**  
**(refer to PDF files)**

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**APPENDIX  
MAINTENANCE SCHEDULE  
(refer to pdf files)**

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**PUBLIC WORKS  
AND GOVERNMENT SERVICES CANADA**

**FEDERAL BUILDING**

**Health Canada Building  
1001 Saint-Laurent, Longueuil, Quebec**

**Project Administrator: Michel Berthiaume**

**ULTRAPURE WATER PRODUCTION SYSTEM MAINTENANCE SERVICE**

**Project No. 600892**

**Date: May 2012**

Project No. 600892

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**FEDERAL BUILDING**

**Health Canada Building  
1001 Saint-Laurent, Longueuil, Quebec**

**ULTRAPURE WATER PRODUCTION SYSTEM MAINTENANCE SERVICE**

**Project No. 600892**

**May 2012**

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**1. DRAWINGS**

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1. No drawings are attached to these specifications.

**2. CONDITIONS**

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1. All of the clauses and general conditions apply to and govern the performance of the work described herein.
2. Section 2A of these specifications shall be performed at the lump-sum rate set out in Part A of the price schedule to be completed.
3. If repairs are required and authorized by the Department, they shall be performed at the hourly rate set out in Part B of the price schedule to be completed.
4. The Contractor shall provide round-the-clock emergency service to cover possible breakdowns. The Contractor shall ensure that the required staff are on site within three hours. Only the building technical officer or his or her representative is permitted to authorize service calls and work orders.
5. The Contractor shall supply any parts needed to perform maintenance or repair work for which the Contractor is responsible.
6. This offer covers a period of three years for preventive maintenance of the equipment and systems listed in section 2A of these specifications, at the frequencies indicated.

**3. HOURLY PAID WORK  
(REPAIRS AND SERVICE  
CALLS)**

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1. Repairs paid for at an hourly rate and service calls shall in all cases be authorized in advance by the building technical officer and confirmed by a duly completed "Call-Up against a Standing Offer" form.
2. The applicable hourly rates shall be the rates set out in Part B where the work is done at straight time and shall include benefits, travel, overhead and profit.
3. For emergency calls only, a period of one hour shall be allowed for travel to and from the work site, i.e., half an hour in each direction.

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**4. DEFECTS AND ANOMALIES**

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1. Defects or anomalies in systems or equipment discovered during an inspection shall be promptly reported to the Department, which shall then be responsible for rectifying them. If the services of a licensed electrician are required to install wiring or electrical conduit, for example, the Department may opt to hire the Contractor awarded this contract or another Contractor to perform the work. In either case, the Contractor shall provide technical advice to the Department or its representative to help correct the defects or anomalies.
2. The Contractor is responsible for maintenance, repairs and adjustment of the equipment or systems where such work is done by a sub-contractor. The Contractor shall not, however, be liable for work done by another contractor selected by the Department unless the Contractor subsequently inspects the repaired or adjusted equipment or systems.
3. Where repairs are carried out by the Contractor, the Contractor shall leave on site for verification any defective parts that were replaced and shall make a note to that effect in the report.

**5. PARTS AND TOOLS**

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1. The Contractor shall repair or, where necessary, replace worn parts with new parts.
2. The Contractor shall supply the instruments, tools and materials (or parts) needed to maintain, repair or replace components covered by the contract.
3. Replacement parts shall be authentic and shall be obtained from the equipment manufacturer. Where it is impossible to obtain authentic replacement parts or materials, the Contractor shall use parts or materials equal in quality to or better than the original parts or equipment; substitutes shall be approved by the Department or the departmental representative.
4. The Department reserves the right to determine the quality of replacement parts; that decision shall be final and not subject to appeal.

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5. Any parts installed without authorization or determined to be non-compliant by the Department shall be replaced within eight days, failing which the Contractor shall be deemed to be in default.
6. Any substitution of parts shall be authorized in advance by the departmental representative.

**6. LABOUR**

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1. Labour shall be supplied by the Contractor and shall be fully qualified to carry out the duties set forth in the specifications.
2. The Department reserves the right to reject and insist on the replacement of any person it deems to be unacceptable.
3. The Contractor shall 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.
4. The Department shall make available to the Contractor a person to provide guidance as needed during the work period.

**7. WORK PERIOD**

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1. The work period and schedule shall be established and coordinated with the schedule previously agreed to by the Contractor and the building technical officer and/or his or her authorized representative.

**8. HOURS OF WORK**

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1. Completed work shall be billed according to the price table for unit price services in Appendix "A" as follows:  
  
7:00 a.m. to 4:00 p.m. Monday to Friday: day rate;  
4:00 p.m. to 1:00 a.m. Monday to Friday, evening rate;  
1:00 a.m. to 7:00 a.m. Monday to Friday, Saturdays, Sundays and statutory holidays: overtime rate.
2. Work will be done primarily during the day.

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**9. POWERING OFF**

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1. None of the owner's devices and/or equipment shall be powered off unless the Contractor is given official notice by the Building Manager and/or his or her authorized representative.

**10. SECURITY OF PREMISES**

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1. The Contractor and representatives of the Contractor's firm shall comply with the building security rules.
2. The Contractor shall provide directives, notices and signs to inform the Building Manager and occupants of the building of the work being done.
3. Materials shall be delivered to the place designated by the Building Manager. The Contractor's representatives shall clear that place upon receipt of materials unless otherwise authorized by the Building Manager.
4. The Contractor or the Contractor's representatives shall sign in and out at the place designated by the Building Manager. They shall indicate the time in and time out and state the reasons for the visit.

**11. DEPARTMENTAL REQUIREMENTS**

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1. The Contractor shall have sufficient staff and shall demonstrate that every person other than apprentices has at least five (5) years of experience in his or her field.
2. Only qualified staff with the appropriate certification will be allowed to perform electrical, electronic or pneumatic work as the case may be.
3. The Contractor shall be fully accountable for any omissions, breakage, incompetence or involvement attributable to its staff.

**12. WORK START DATE**

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1. The Contractor shall start system maintenance work immediately after being notified that it has been awarded the contract.

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**13. KNOWLEDGE OF  
PREMISES AND  
SYSTEMS**

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2. Before submitting a bid, the Contractor shall gather information on the systems, the existing site conditions and working conditions in the building where the work is to be performed.
3. No additional claims for special equipment will be considered by the Department because of any failure to gather information.
4. Any technical information the Contractor needs before submitting a bid can be obtained from the competent Contracting Authority.

**14. PROTECTION OF  
PERSONS AND  
PROPERTY**

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1. The Contractor shall 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.
2. The Contractor shall be specifically and fully liable for any accidents or damage sustained by persons or property as a result of its activities on the premises.
3. Special care shall 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.

**15. FIRE PROTECTION**

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1. At all times in the course of operations, the Contractor shall comply with the Fire Commissioner of Canada's "Fire protective features of design" standard issued by Human Resources Development, Labour Directorate, Fire Safety Division.
2. The standard is available from the Labour Directorate, Fire Safety Engineering, Guy Favreau Complex, 200 René Lévesque West, 4th Floor, West Tower, Montreal, Quebec H2Z 1X4, telephone 514-982-2553. Telephone 514-982-2553.

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**16. TIDINESS OF PREMISES**

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3. Copies of the standard can be obtained by contacting Human Resources Development, Labour Directorate, Fire Safety Division, Ottawa K1A 0J2.

1. Debris shall not be allowed to accumulate. After each work period, the Contractor shall remove from the premises any waste and debris generated by its work. The Contractor shall leave the premises clean to the departmental representative's satisfaction.

**17. INSTRUCTIONS**

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The Contractor shall comply with any instructions or directives it receives from the technical officer at:  
PUBLIC WORKS AND GOVERNMENT SERVICES  
CANADA  
1001 Saint-Laurent  
Longueuil, Quebec

The Contractor shall send its reports and other communications related to performance of the contract to the building technical officer in typed form.

**18. COMMUNICATIONS**

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1. Addresses and telephone numbers where the Contractor or its supervisor or manager can be reached at any time of day or night shall be placed on a list prepared and updated as needed by the Contractor and submitted to the Building Manager prior to the start of work.

**19. WORKSHEET**

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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 shall identify the work performed, the parts replaced and/or repaired and the number of hours each employee spent on the job. The Contractor shall submit separate worksheets for maintenance work and repairs. Worksheets for emergency calls shall identify not only the information indicated above, but also the date and exact time of the call, the name of the person making the

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call, the Contractor's arrival time at the premises and the time the Contractor left.

2. The building technical officer or his or her authorized representative shall keep a copy signed by the Contractor and shall promptly send a copy to the client department. The third copy shall remain the property of the Contractor.
3. Where there is no authorized representative on site, the Contractor shall forward to the manager two copies of the worksheet duly signed by the security guard on duty.

**20. MANUFACTURER'S INSTRUCTIONS**

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1. Servicing of systems, devices and equipment shall be assured by the Contractor in strict compliance with the instructions and directives of the manufacturers and suppliers concerned.

**21. ADDITIONS/MODIFICATIONS**

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1. The Department reserves the right to move, modify or add devices and connected equipment. The Contractor shall maintain such devices and equipment at no additional cost provided the amount of equipment added does not exceed 3% of the existing amount.

**22. GENERAL SAFETY**

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1. GENERAL CLAUSES

NB:

The general and specific clauses below may apply to the contract in their entirety or in part. Before undertaking any work, the Contractor shall confirm with the building officer whether he or she is required to comply with the conditions below and shall comply with them if so required.

- 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 shall manage its activities so as to ensure that the health and safety of its employees and the occupants of the building or facility and the public and protection of the environment always take precedence over cost and scheduling

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concerns. Further, the Contractor shall meet all of the requirements of these specifications.

- 1.3 The Contractor shall 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 shall 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 shall submit to the technical officer a prevention program specific to any activities the Contractor is likely to carry out in the building at least 10 days prior to the start of work. The Contractor shall 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 shall then make the necessary changes prior to the start of work.

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

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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 shall 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 days before the product is used on site;
  - confirmation of the medical examinations of its supervisory employees and all employees, when a medical examination is required under a statute, regulations, a directive, specifications or an accident prevention program. The Contractor shall 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 shall 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 24 hours following any accident that results in an injury or any incident that brings to light a potential hazard;
  - a copy, within 24 hours, of any inspection report, notice of correction or recommendation issued by federal or provincial inspectors.
- 1.9 The Contractor shall ensure that the equipment, tools and protective equipment used to carry out the work are maintained and kept in good condition. Equipment, tools or

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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 shall 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 shall 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.
- 1.13 The Contractor shall 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 shall be informed of the details of the prevention program and their obligations and rights. The Contractor shall maintain a log of information provided and obtain the signature of every worker who is given the information.

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

- 1.14 The Contractor shall 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.
- 1.15 The Contractor shall 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 shall submit to the

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building technical officer written confirmation of all measures taken to correct non-compliance or hazardous situations.

- 1.16 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.
- 1.17 The Contractor shall review the building and facility evacuation procedure and provide its employees with the training and information they need to apply the procedure.
- 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, 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.
- 1.19 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; and
  - CSST intervention and correction reports.
- 1.20 The Contractor shall mark off and control access to the work area and install barricades as needed.
- 1.21 The Contractor shall take such measures as are necessary to keep the workplace clean and orderly throughout the work and shall ensure that at the end of each work day, the workplace is free of any hazards.
- 1.22 When a worker works alone in an isolated place where it is impossible to ask for assistance, the Contractor shall identify the risks related to the situation and provide

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the technical officer with a procedure for preventing those risks and quickly getting help in an emergency.

- 1.23 Where a hazard not identified in the specifications arises as a result of or in the course of the work, the Contractor shall stop work immediately, implement temporary protective measures for workers and the public and notify the building technical officer orally and in writing. The Contractor shall then make the necessary changes to the prevention program to ensure that work can resume safely.
- 1.24 In the event of an incident, the Contractor shall take such measures as are needed, including stoppage of work, to ensure the health and safety of workers and the public and shall contact the technical officer promptly.
- 1.25 Subcontracting is not permitted without special authorization from the building technical officer. In making a decision, the departmental representative will consider the subcontractor's ability to meet these requirements.
- 1.26 Sealing guns and other cartridge devices shall not be used without authorization from the building technical officer.

The above notwithstanding,

- every person who uses a sealing gun shall have a training certificate and shall meet all the requirements set out in section 7 of the Safety Code for the Construction Industry (S-2.1, r. 6);
  - Cartridge devices shall be used in accordance with the manufacturer's instructions and applicable standards and regulations.
- 1.27 On the worksite, the Contractor shall 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 shall 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, 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 shall indicate in its prevention program the measures to be taken to prevent falls.

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The Contractor may be asked to do work near a body of water or holding tank. The Contractor shall 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 shall 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 shall 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 shall 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, 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 shall contact the building technical officer to determine whether special procedures need to be taken.

## 2. SPECIFIC CLAUSES

### 2.1 Lock-out

2.1.1 Whenever work is being done on electric equipment that could be powered on inadvertently, the Contractor shall 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.)

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- building services alarm circuit, specifically 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 shall have it countersigned by the construction site manager before carrying out any work.

- 2.1.2 Notwithstanding the preceding clauses, the Contractor shall, 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 shall 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 shall 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 shall provide the equipment needed to work at heights (e.g., ladders, stepladders, elevating platforms, scaffolding).
- 2.2.2 The Contractor shall ensure that every person who does work which entails a risk of falling more than 2.4 metres is protected against falls.
- 2.2.3 The Contractor shall plan and organize work so as to foster the elimination of hazards at the source or ensure group protection and thus minimize the need for personal protective equipment. Where personal fall protection is needed, workers shall use a safety harness conforming to standard CAN-CSA-Z-259.10-M90. A safety belt shall 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.

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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 shall:

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 shall be properly identified based on their classification. A PWGSC-approved sign shall 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 shall apply methods to ensure the general health and safety of persons required to work in such spaces.

Before accessing the confined spaces, the Contractor shall 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 shall 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.

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2.4.2 Classes 2 and 3

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

2.4.2.1 The Contractor's prevention program shall 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; and
- appropriate rescue measures and equipment and emergency measures.

2.4.2.2 The Contractor shall complete an access permit (form ELF 101). The permit is valid for one shift and shall take into account the information contained in the evaluation report and any specific conditions related to the work to be performed. The Contractor can, 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 shall 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 shall 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)

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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 shall designate persons to carry out rescue operations in confined spaces. The rescuers designated by the Contractor shall complete relevant training in the use of rescue equipment.

- 2.4.2.5 Every person who has access to a confined space shall produce a medical certificate confirming his or her fitness to work in a confined space. Such certificates are valid for two years.
- 2.4.2.6 Employees required to work in sewage collection systems or similar systems shall 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 shall establish an emergency and rescue procedure with municipal and ambulance services. The procedure, telephone numbers and location of the nearest telephone shall be clearly posted near the work location.
- 2.4.2.9 Before entering the confined space and every 15 minutes thereafter, the Contractor shall 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 shall be recorded in a log unless the detection devices have an alarm and operate continuously. The detection devices used shall 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 shall 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 shall be suspended immediately, and all workers shall leave the confined space. No claim for lost time will be accepted in those circumstances.

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- 2.4.2.11 If the alarm on a detection device sounds, all workers shall leave the confined space. The Contractor shall then determine the source of the contamination, neutralize it and ventilate the confined space in order to eliminate any remaining contaminant and shall 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 shall not be taken into confined spaces. Such equipment shall remain outside and shall not block any entrance or exit. All cylinders shall be properly secured.
- 2.4.2.13 Electric tools and devices used to access confined spaces shall be grounded and, if necessary, designed to be explosion-proof. All equipment shall be connected to a ground fault interrupter or stepdown transformer. The Contractor shall, 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 shall provide a ventilation system in order to keep the contaminant levels below the allowable limits.
- 2.4.2.15 The Contractor shall 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 shall 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 shall ensure that all workers wear the required personal protective equipment.
- 2.4.2.18 The Contractor shall assign a qualified person to assume the duties of custodian. The custodian shall
- Know the procedure for working in a confined space;
  - Ensure constant communication is maintained with all workers in the confined space. The directives applied shall be adapted to confined spaces. The Contractor shall select means of communication taking 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;

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- 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; and
- Ensure that
  - ✓ all workers entering the confined space observe the Contractor's work procedure; and
  - ✓ 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 shall designate a person to be in charge of safety in confined spaces. The designated person shall 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 shall 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 shall 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/commissioner/301/page00.shtml](http://www.hrsdc.gc.ca/eng/labour/fire_protection/policies_standards/commissioner/301/page00.shtml)

2.5.4 A working handheld extinguisher appropriate to the fire hazard shall be available and readily accessible within a radius of 5m of any flame or source of sparks or intense heat.

2.5.5 A person shall be designated to conduct fire checks for at least 30 minutes after the end of the shift. The person who does the checks shall countersign

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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 shall be stored in accordance with standard CAN/CSA-B149.2-00 – Propane Storage and Handling Code and shall meet the specific conditions set out in this document. Cylinders shall 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 shall be locked at all times; the storage unit shall 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 shall 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 shall 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 shall 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)

- 2.7.5.3 Welding and cutting devices are extremely dangerous in terms of fire risk. The following precautions shall 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 6 metres away from cylinders containing flammable gas (e.g., acetylene) or such combustible materials as oil and grease unless they

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are separated by a wall made of non-combustible material as specified in section 3.13.4 of the Quebec 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 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 shall 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 shall submit its calculations to the Engineer and obtain the Engineer's authorization before proceeding.

### 2.6.2 Assembly, bracing and anchoring

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- All scaffolding shall 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 shall 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 3 m, the Contractor shall provide an assembly drawing signed and sealed by an engineer.

2.6.3 Fall protection during assembly

- Throughout the assembly process, workers shall be protected against falls.
- Before starting work, the Contractor shall submit to the Engineer a procedure specifying the protective measures used and, if applicable, the anchor points for safety cables or retainers. This procedure shall 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 shall be designed and installed in accordance with the provisions of the Safety Code for the Construction Industry.
- If planks are used, they shall 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 shall cover the entire surface protected by guardrails.
- Notwithstanding the above, scaffolding four sections (or 6 m) high or higher shall have a full platform covering the entire surface of the putlogs every 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 shall be installed on every platform.
- Cross-bracing shall not be considered guardrails.
- On scaffolding four sections (or 6 m) high or higher that require full platforms, guardrails shall be installed on all such platforms at the start of work and shall remain in place until completion of the work.

2.6.6 Access

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- The Contractor shall ensure that access to scaffolding does not compromise worker safety.
- When scaffolding platforms are made of planks, of a height.

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2.6.7 Protection of the public and building occupants

- The Contractor shall identify and barricade its work area so as to limit access to authorized workers only.
- The Contractor shall 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 shall obtain at its own expense any authorizations and permits required from the competent authority.
- The Contractor shall install at its own expense all signage, barricades and other devices needed to ensure the safety of the public and its own facilities. Ladders shall 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 Quebec Safety Code for the Construction Industry, stairs shall be installed on all scaffolding with six or more sets of uprights and six or more sections (or 9 m high).

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**1. GENERAL**

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1. The Contractor shall provide the labour, materials, tools and equipment needed to perform the preventive maintenance work and monthly inspections described in this section. This preventive maintenance work includes all of the equipment on the "Checklist of equipment to undergo maintenance work" found in Annex A. The Contractor shall follow the description of work and omit irrelevant items.
2. The purpose of the specifications is to ensure that the equipment is kept in excellent operating condition. The specifications shall be considered a minimum standard under which the Contractor shall work and in no way represents the full extent of the Contractor's responsibilities and obligations.
3. All the maintenance work and inspections set forth in paragraphs 3 to 8 of this section and aimed at preventing breakdowns and ensuring that the equipment remains in good working order shall be carried out in accordance with the requirements of the equipment manufacturers' standards, at the intervals provided for therein, and in accordance with the most recent edition of the National Building Code (NBC) and any other standards that apply to this field of expertise (NSF International, NSF/ANSI Standard 58, CSA International, Underwriters' Laboratories of Canada, etc.).
4. For the duration of the contract, the Contractor shall provide technical support for solving problems related to the equipment listed on the "Checklist of equipment to undergo maintenance work" found in Annex A.

**2. INSPECTION RECORDS  
AND REPORTS**

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1. At the end of the periodic inspections and tests, the Contractor shall submit to the technical officer a typed, complete report of all verifications, inspections and tests performed on the systems and all components thereof, as listed on the "Checklist of equipment to undergo maintenance work," attesting that these systems and components are working properly. The Contractor shall also indicate in the

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report any malfunction of the equipment in question. In addition, the Contractor shall provide protocols, upon request. These reports shall be submitted to the technical officer within 10 working days, and may be sent by mail, email or fax.

2. The format of each report, and the information to be included therein, shall be based, as the case may be, on the models provided as examples for each of the standards governing the inspections and periodic tests in question, and shall be submitted, prior to execution of the contract, for approval by the building technical officer. The building technical officer reserves the right to amend such reports or demand additional typed reports.
3. Each report shall be verified and countersigned by the building technical officer or a person he or she designates, prior to distribution. In the event of non-compliance with established procedures, PWGSC reserves the right to refuse payment. PWGSC must have received the report(s) before invoices can be paid.
4. In addition, the Contractor shall make written entries, in the log book already in place in the room, of all testing done on the equipment covered by the maintenance service. This log shall be available for consultation during the time required between two inspections, maintenance operations or tests, but no less than two years. The Contractor shall also keep a written record, in the binders already present in the room, of the replacement of the filter medium, herein referred to as nuclear grade resin in the two pure water systems supplying the laboratories in the main building and in the containment building. The date on which the inspection was conducted and the initials of the person conducting the inspection shall be recorded in the log every month.

**3. MONTHLY  
INSPECTIONS**

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1. The Contractor shall perform a mandatory monthly verification of all the equipment on the "Checklist of equipment to undergo maintenance work" found in Annex A, to ensure that it is working correctly and that

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it is properly adjusted. Specifically, each month, the Contractor shall fully check the five membrane filters on the two ultrafiltration water production units and the membrane filter on the reverse osmosis water production unit. These membrane filters shall be changed at the time of the awarding of this contract, and then as required, based on predetermined levels pertaining to the degree of conductivity or resistivity of the treated water and/or loss of static pressure of the treated water, in accordance with the manufacturer's instructions.

2. The two ultrafiltration units: When the indicator on the two purity meters reaches 5 mega ohm/cm, the membrane filters on the two ultrafiltration units and the nuclear grade filter medium on the two 1.5 cubic foot cylinders (numbers 1 to 4) and the two 2.0 cubic foot cylinders (numbers 5 to 8) will need to be replaced. Reverse osmosis unit: Similarly, when the conductivity meter reaches 5 microsiemens/cm, the reverse osmosis membrane filter, the activated carbon filter medium in the two 3.5 cubic foot cylinders and the reverse osmosis unit prefilter cartridge will all need to be replaced.

**4. MONTHLY  
MAINTENANCE**

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1. Once a month, the Contractor shall chemically clean the membrane filter installed on the reverse osmosis unit using manufacturer-recommended acidic, alkaline and organic products. The quantity of chemical cleaning products will vary according to need, based on usage and the season. Following the cleaning process, the resulting osmosis water should meet Health Canada's most recent purity criteria, i.e. ASTM Type III.

**5. MAINTENANCE EVERY  
THREE MONTHS**

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1. The Contractor shall replace the nuclear grade filter medium in the four cylinders (two of the 1.5 cubic foot cylinders numbered 1 to 4 and two of the 2.0 cubic foot cylinders numbered 5 to 8) in the two ultrafiltration water production units, within three to

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four months following the awarding of this contract, and every three to four months thereafter, in accordance with Health Canada's most recent purity criteria.

**6. MAINTENANCE EVERY  
NINE MONTHS**

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1. The Contractor shall replace the ultraviolet lamp used in the Trojan ultraviolet water purifier and the ultraviolet lamp used in the Aquafine ultraviolet water purifier (or any other equivalent brand if the unit has been replaced) within nine months of the awarding of this contract and every nine months thereafter, in accordance with Health Canada's most recent purity criteria.

**7. MAINTENANCE EVERY  
TWELVE MONTHS**

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1. Once, at the time of the awarding of this contract, and once a year thereafter, i.e., in July 2013, July 2014 and July 2015, the Contractor shall disinfect the treated water storage tank, outside of regular laboratory working hours and in coordination with the building technical officer or any other person designated by the building technical officer, in accordance with Health Canada's most recent purity criteria.
2. Once a year, in the spring, the Contractor shall clean the two purity meter probes and the conductivity meter probe, and shall verify the calibration of the cells of these three devices to ensure that they meet the manufacturer's specifications.

**8. MAINTENANCE EVERY  
24 MONTHS**

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1. The Contractor shall replace the granulated active carbon filter medium in the reverse osmosis unit cylinders two years after the contract is awarded, and every two years thereafter, in accordance with Health Canada's most recent purity criteria.

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**ANNEX A**

**Checklist of equipment to undergo maintenance work (Part A)**

Description

- Two functional polyester cylinders, with a control valve, each with a capacity of 3.5 cubic feet (12-inch inside diameter x 52 inches in length; RT 12528) containing a granulated active carbon filter medium from Cleartech Industries Inc. (JA0803, AC1403). *[NB: Includes, at the Contractor's expense, the cost (parts and labour) of replacing and installing the filter medium and the cost (labour) of maintaining and adjusting the two cylinders and their control valve.]*
- One reverse osmosis water production unit with a fibreglass membrane housing (interior diameter of approximately 4 inches x a length of 43 inches); item CH40441B 40E30N-1 from Pentair Water with a Filmtec Corporation membrane filter 70 195 (BW30-4040 GMID 80783); one ZPF-5-20 disposable 5-micron prefilter cartridge; a No. 1 pressure regulator panel located next to a Labo-Pure 506-B display panel; a GF Signet digital conductivity meter with a conductivity probe (K=0.1); and the reverse osmosis unit subcomponents. *[NB: Includes, at the Contractor's expense, the cost (parts and labour) of replacing and installing the membrane filter and the cost (labour) of maintaining and adjusting all of the subcomponents of the equipment referred to in this paragraph.]*
- Two functional polyester cylinders, without a control valve, each with a capacity of 2.0 cubic feet (inside diameter: 10 inches x length: 54 inches; RT 10548) containing the nuclear grade filter medium; and, two replacement polyester cylinders (all four numbered from 5 to 7). *[NB: Includes, at the Contractor's expense, the cost (parts and labour) of replacing and installing the filter medium and the cost (labour) of maintaining and adjusting the two cylinders.]*
- One ultrafiltration water production unit (OBUF 4.48) with four stainless steel membrane elements (inside diameter of approximately 3 1/2 inches x 41 inches long), brand and model unknown, using membrane filters 2084957, 2084960, 2132321 and 2312324; a GF Signet OBPC 5800 purity meter; and the ultrafiltration unit subcomponents. *[NB: Includes, at the Contractor's expense: the cost (parts and labour) of replacing and installing the four membrane filters and the cost (labour) of maintaining and adjusting all of the subcomponents of the equipment referred to in this paragraph.]*
- Two functional polyester cylinders, without a control valve, each with a capacity of 1.5 cubic feet (inside diameter: 9 inches x length: 48 inches; RT 10548) containing the nuclear grade resin filtering medium; two replacement polyester cylinders (the four numbered 1 to 4). *[NB: Includes, at the Contractor's expense: the cost (parts and labour) of replacing and installing the filter medium and the cost (labour) of maintaining and adjusting the two cylinders.]*
- One ultrafiltration water production unit (OBUF 1.24) with a stainless steel membrane element (inside diameter of approximately 4 inches x 48 inches long), brand and model unknown, using membrane filter 2151140; a No. 2 pressure regulator panel located next to a Labo-Pure 506 display panel; a GF Signet OBPC 5800 purity meter; and the ultrafiltration unit subcomponents.

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*[NB: Includes, at the Contractor's expense: the cost (parts and labour) of regularly cleaning, replacing and installing the membrane filter and the cost (labour) of maintaining and adjusting all of the subcomponents of the equipment referred to in this paragraph.]*

- Two ultraviolet water purifiers: one Aquafine UV3610 G36T5L unit with a replacement lamp (600010) and one Trojan 712 unit with a replacement lamp (650137). *[NB: Includes, at the Contractor's expense: the cost (parts and labour) of replacing and installing the UV lamps and the cost (labour) of maintaining and adjusting the two units].*
- One large treated water storage tank (Tank No. 1), 50 inches in diameter x 48 inches high. *NB: Includes, at the Contractor's expense: the cost of the chemical products and the cost (labour) of cleaning the tank].*

**List of equipment to be repaired or replaced, as required (Part B)**

Description

Ultrapure water system supplying the laboratories in the main building

- One pressurization pump (75-42728) installed on the ground behind Tank No. 1, with a 1 ½ HP motor and an OBPC-1.50 control pump
- A GF Signet OBPC 5800 purity meter ; and the ultrafiltration unit subcomponents (except the membrane filters included in Part A)

Ultrapure water system supplying the laboratories in the containment building

- One pressurization pump (75-41992) installed on the ground behind Tank No. 1, with a 1 HP motor and an OBPC-1.50 control pump
- A No. 2 pressure regulator panel located next to a Labo-Pure 506 display panel; a GF Signet OBPC 5800 purity meter; and the ultrafiltration unit subcomponents (except the membrane filters included in Part A);
- One pump (50-311105) and its motor mounted under the ultrafiltration unit's No. 2 pressure regulator panel

Reverse osmosis unit supplying the laboratories in all the buildings

- One pump (50-41992) and a motor mounted under the reverse osmosis pressure regulator panel No. 1
- One No. 1 pressure regulator panel located next to a Labo-Pure 506-B display panel; a GF Signet digital conductivity meter with a conductivity probe (K=0.1); and the reverse osmosis unit subcomponents (except the membrane filter included in Part A)
- Two control valves for the polyester activated carbon cylinders

Transfer pumps

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- One transfer pump (50-49995) and a motor to empty Tank No. 2 and transfer the water to the sanitation system
- One transfer pump (50-41993) and a motor to empty Tank No. 1 and transfer the water to Tank No. 2
- One small storage tank (30 inches in diameter x 40 inches high) for membrane filter wastewater (Tank No. 2)

Domestic water intake equipment upstream from the units

- Two pressure regulators, a thermostatic mixing valve and a water meter.



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**PART A**

**MAINTENANCE SERVICE**

Lump sum Line 1	Lump sum based on section 2A of the specifications for <u>3 years</u> .		(a1) \$ _____
		Unit price	
Year 1	Membrane replacement	\$ _____	
	Monthly maintenance	\$ _____	
	Maintenance every 3 months	\$ _____	
	Maintenance every 9 months	\$ _____	
	Annual maintenance	\$ _____	
	Maintenance every 2 years	\$ _____	
Year 2	Monthly maintenance	\$ _____	
	Maintenance every 3 months	\$ _____	
	Maintenance every 9 months	\$ _____	
	Annual maintenance	\$ _____	
Year 3	Monthly maintenance	\$ _____	
	Maintenance every 3 months	\$ _____	
	Maintenance every 9 months	\$ _____	
	Annual maintenance	\$ _____	
	Maintenance every 2 years	\$ _____	
<hr/>			
<i>Optional year No. 1</i>	Lump sum based on section 2A of the specifications for <u>optional year No. 1</u> . Membrane replacement		(a2) \$ _____
	Monthly maintenance	\$ _____	
	Maintenance every 3 months	\$ _____	
	Maintenance every 9 months	\$ _____	
	Annual maintenance	\$ _____	
<i>Optional year No. 2</i>	Lump sum based on section 2A of the specifications for <u>optional year No. 2</u> . Monthly maintenance		(a3) \$ _____
	Maintenance every 3 months	\$ _____	
	Maintenance every 9 months	\$ _____	
	Annual maintenance	\$ _____	
	Maintenance every 2 years	\$ _____	
<i>Optional year No. 3</i>	Lump sum based on section 2A of the specifications for <u>optional year No. 3</u> . Monthly maintenance		(a4) \$ _____
	Maintenance every 3 months	\$ _____	
	Maintenance every 9 months	\$ _____	
	Annual maintenance	\$ _____	

\*Sub-total part « A » (a1) + (a2) + (a3) + (a4) : (a5) \_\_\_\_\_ \$

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**PART B**      **REPAIRS** (see Note 2)

Materials      Provisional amount for repair materials or for additional equipment, including 20% profit on the established materials based on **2A** of the specifications for the full term of the contract.

Line 2      (b1)      \$8,000.00

Membrane replacement (as required) based on section **2A** of the specifications for the full term of the contract.      \_\_\_\_\_ \$/unit

Labour      Labour charge for repairs or the addition of equipment for the full term of the contract (see Note 3).

	<u>Unit Price</u>	<u>Number of Hours (Approximate)</u>	<u>Hourly Rate</u>		
Line 3	1 Technician (regular hours 7:00 a.m. to 4:00 p.m. Monday to Friday)	30	X _____ \$ =		\$ _____
Line 4	1 Technician (4:00 p.m. to 1:00 a.m. Monday to Friday)	10	X _____ \$ =		\$ _____
Line 5	1 Technician (1:00 a.m. to 7:00 a.m. Monday to Friday, Saturdays, Sundays and statutory holidays:)	10	X _____ \$ =		\$ _____

Line 6      Total labour: (b2) \$ \_\_\_\_\_

\*Sub-total: Part B (b1) + (b2): (b3) \$ \_\_\_\_\_

**TOTAL AMOUNT OF THE BID** (a1) + (a2) +(a3) + (a4) + (b3)

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**Bid for the Optional Years**

(According to the conditions set forth in parts A and B above (see lines 1 to 6) and notes 1, 2 and 3 below.)

<b><u>PART B</u></b>		Optional year No. 1	Optional year No. 2	Optional year No. 3
Line 2	Provisional Amount	(c1) \$3,500.00	(d1) \$3,500.00	(e1) \$3,500.00
	Replacement of the membrane (as required) based on section <b>2A</b> of the specifications	\$/unit	\$/unit	\$/unit
	<b>Hourly Rate</b>			
Line 3	1 Technician (regular hours 7:00 a.m. to 4:00 p.m. Monday to Friday)	\$ x 30 hr	\$ x 30 hr	\$ x 30 hr
	Sub-total :	(c2) \$	(d2) \$	(e2) \$
Line 4	1 Technician (4:00 p.m. to 1:00 a.m. Monday to Friday)	\$ x 10 hr	\$ x 10 hr	\$ x 10 hr
	Sub-total :	(c3) \$	(d3) \$	(e3) \$
Line 5	1 Technician (1:00 a.m. to 7:00 a.m. Monday to Friday, Saturdays, Sundays and statutory holidays:)	\$ x 10 hr	\$ x 10 hr	\$ x 10 hr
	Sub-total :	(c4) \$	(d4) \$	(e4) \$
Line 6	sub-total of optional years (c1) + (c2) + (c3) + (c4) ; (d1) + (d2) + (d3) + (d4) ; (e1) + (e2) + (e3) + (e4)	(c5) \$	(d5) \$	(e5) \$
<b>TOTAL AMOUNT OF THE BID (a5) + (b3) + (c5) + (d5) + (e5)</b>				\$

**NOTES**

1. The total amount of the bid will be used for evaluation purposes **only**, and only the amount shown in Part A is covered by this contract. The Department undertakes to pay the Part A amount only, subject to approval of the work and other conditions in the specifications.
2. The Department does not undertake to give the Contractor the amounts for materials and labour shown in Part B (REPAIRS). The Department will, however, 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 section **2A** 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 under Part B.
3. The above hourly rates shall include all labour costs related to work done by employees, including all benefits, travel, overhead, parking and Contractor profit.





Contract Number / Numéro du contrat <b>EP944-122169</b>
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**SECURITY REQUIREMENTS CHECK LIST (SRCL)  
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

<b>PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE</b>		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine <b>TPSGC</b>	2. Branch or Directorate / Direction générale ou Direction <b>GESTION IMMOBILIERE</b>	
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 <b>CONTRAT D'ENTRETIEN DU SYSTEME D'EAU PURE</b>		
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"/>	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"/>



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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



Contract Number / Numéro du contrat
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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 CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET	
							NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL	A		B	C	CONFIDENTIEL				TRÈS SECRET
Information / Assets Renseignements / Biens Production																	
IT Media / Support IT																	
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).

Security Classification / Classification de sécurité
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Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

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

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

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
VALERIE PROVENCHER	AGENT IMMEUBLE ET INSTALL	<i>Valerie Provencher</i>

Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
514-496-3807	514-496-3522	valerie.provencher@tpsgc.gc.ca	2011-11-18

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

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
EMARD JOELYNE	Agent de Sécurité	<i>Joelyne Emard</i>

Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
514 496 3586	514 496 3301	joelyne.emard@tpsgc.gc.ca	22.11.2011

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
DIANE DUVAL	SPECIALISTE DES APPROV.	

Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
514-496-3864	514-496-3822	DIANE.DUVAL@TPSGC-PWGSC-CC.CA	2012-01-18

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

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Roxanne Antille	Contract Security Officer	<i>Roxanne Antille</i>

Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
613 957-6168	613 954-4171	Roxanne.Antille@tpsgc-pwgsc.gc.ca	Nov 24, 2011

tpsgc-pwgsc.gc.ca