

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^{ème} 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^{ème} étage
Montréal
Québec
H5A 1L6

| | |
|--|---|
| Title - Sujet Main and secondary elec. substation | |
| Solicitation No. - N° de l'invitation EFA66-130434/A | Date 2012-06-15 |
| Client Reference No. - N° de référence du client EFA66-13-0434 | GETS Ref. No. - N° de réf. de SEAG PW-\$MTC-480-12057 |
| File No. - N° de dossier MTC-2-35053 (480) | CCC No./N° CCC - FMS No./N° VME |
| Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-08-07 | |
| Time Zone Fuseau horaire Heure Avancée de l'Est HAE | |
| F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/> | |
| Address Enquiries to: - Adresser toutes questions à: Belisle (mtc480), France | Buyer Id - Id de l'acheteur mtc480 |
| Telephone No. - N° de téléphone (514) 496-3881 () | FAX No. - N° de FAX (514) 496-3822 |
| Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: MINISTERE DES TRAVAUX PUBLICS ET SERVICES GOUVERNEMENTAUX CANADA 715, RUE PEEL MONTREAL Québec H3C 4H6 Canada | |

Instructions: See Herein

Instructions: Voir aux présentes

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

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION

1. Security Requirement
2. Statement of Work
3. Debriefings

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions
2. Submission of Bids
3. Enquiries - Bid Solicitation
4. Applicable Laws

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures
2. Basis of Selection
3. Security Requirement

PART 5 - CERTIFICATIONS

1. Certifications Precedent to Contract Award

PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement
2. Statement of Work
3. Standard Clauses and Conditions
4. Term of Contract
5. Authorities
6. Payment
7. Invoicing Instructions
8. Certifications
9. Applicable Laws
10. Priority of Documents

Solicitation No. - N° de l'invitation

EFA66-130434/A

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

EFA66-13-0434

Amd. No. - N° de la modif.

File No. - N° du dossier

MTC-2-35053

Buyer ID - Id de l'acheteur

mtc480

CCC No./N° CCC - FMS No/ N° VME

-
11. SACC Manual Clauses
 12. Insurance Requirements

List of Annexes:

- Annex **A** Statement of Work
- Annex **B** Price Table
- Annex **C** Insurance Requirements
- Annex **D** Security Requirements Check List
- Annex **E** Personnel Screening for Access to CSIS Facilities - Consent and Authorization

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

The Work to be performed is detailed under Article 2 of the resulting contract clauses.

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

1. Standard Instructions, Clauses and Conditions

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

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

The 2003 (2012-03-02) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Optional Site Visit

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for a tour of the work site. The site visit will be held on **June 27th 2012, at 10:00 am** at the following address: PWGSC (Federal Building), 715 Peel, Montreal (Quebec) H3C 2H4. Bidders who do not attend or send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any

clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

Bidders will have to fill out the form « Personnel screening for access to CSIS Facilities - Consent and Authorization », see **Annex « E »**, which is included in the tender documents and transmit it by fax to Mrs. Jocelyne Verrette at the following fax number (514) 283-4477, five (5) business days before the visit. If the completed forms are not received five (5) business days before the visit, access to the site, to one of the generators, will be refused to the bidder.

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.

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

3. Enquiries - Bid Solicitation

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

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

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.

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

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

Section I: Technical Bid (1 hard copie)

Section II: Financial Bid (1 hard copie)

Section III: Certifications (1 hard copie)

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: Technical Bid

In their technical bid, bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Bid

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

Section III: Certifications

Bidders must submit the certifications required under Part 5.

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.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

1. The Contractor must have at least two (2) sufficient electricians with at least five (5) years of experience in the maintenance of electrical panels of medium and high voltage.
Provide a written proof.

2. Basis of Selection

- 2.1** SACC Manual clause A0031T (2010/08/16), Basis of Selection - Mandatory Technical Criteria

3. Security Requirement

1. At the date of bid closing, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 6-Resulting Contract Clauses;

-
- (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 6- Resulting Contract Clauses;
- (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
2. For additional information on security requirements, bidders should consult the “Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders” (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Website.
3. The Bidder is hereby advised that he will have to complete forms (3318 and/or 330-23, 330-60) given by the technical authority and then, submit those forms to the technical authority at the first project start-up meeting for the employees and/or subcontractors who will be assigned to work at these locations.

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 - over \$25,000 and below \$200,000

Suppliers who are subject to the Federal Contractors Program (FCP) and have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive federal 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.

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;
- (d) () has not been declared an ineligible contractor by HRSDC, and has a valid certificate number as follows: _____.

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

1.2 Former Public Servant Certification

Former Public Servant Certification

Contracts with former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order

to comply with Treasury Board policies and directives on contracts with FPS, bidders must provide the information required below.

Definitions

For the purposes of this clause,

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

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

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

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

Former Public Servant in Receipt of a Pension

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

If so, the Bidder must provide the following information:

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

Work Force Reduction Program

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

If so, the Bidder must provide the following information:

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

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

Certification

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

1.3 Status and Availability of Resources

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

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

Solicitation No. - N° de l'invitation

EFA66-130434/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

mtc480

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

EFA66-13-0434

File No. - N° du dossier

MTC-2-35053

CCC No./N° CCC - FMS No/ N° VME

permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

1.4 Education and Experience

1.4.1 SACC Manual clause A3010T (2010/08/16) Education and Experience

PART 6 - RESULTING CONTRACT CLAUSES

Ref: EFA66-130434

1. Security Requirement

1. The Contractor or the Offerer 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 or the Offerer 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 or the Offerer must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex « D »;
 - (b) *Industrial Security Manual* (Latest Edition).
5. The Contractor or the Offerer, its employees and/or subcontractors must continuously hold the necessary security requirement while work is being carried out at the various locations identified in the building which require a different level of security. The Contractor or the Offerer will be advised by the technical authority whenever a different security requirement is necessary.

2. Statement of Work

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

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://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>
) Manual issued by Public Works and Government Services Canada.

3.1 General Conditions

2010C (2012/03/02), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

4. Term of Contract

4.1 Period of the Contract

The period of the Contract from the date of award for a period of 5 years.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

France Bélisle
Supply Officer
Public Works and Government Services Canada
Acquisitions Branch
800, de la Gauchetière West
Portail sud-est, 7th floor
Montreal (Quebec)
H5A 1L6

Phone : (514) 496-3881

Fax : (514) 496-3822

E-mail : france.belisle@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.

5.2 Technical Authority (will be completed at the award of contract)

The Technical Authority for the Contract is:

Name: _____

Title: _____

Organization: _____

Solicitation No. - N° de l'invitation

EFA66-130434/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

mtc480

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

EFA66-13-0434

File No. - N° du dossier

MTC-2-35053

CCC No./N° CCC - FMS No/ N° VME

Address: _____

Telephone : ____ _

Facsimile: ____ _

E-mail address: _____

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

5.3 Contractor's Representative

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone : ____ _

Facsimile: ____ _

E-mail address: _____

6. Payment

6.1 Basis of Payment

Basis of Payment - Firm Price, Firm Unit Price(s) or Firm Lot Price(s)

For the Work described in **PART « A » - Maintenance** of the Price Table in Annex « B »:

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid a firm price for a cost of \$_____ (*insert the amount at contract award*). Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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

Basis of Payment - Limitation of Expenditure

For the Work described in **PART « B » - Repairs** of the Price Table in Annex « B »:

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

6.2 Limitation of Expenditure

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

6.3 SACC Manual Clauses

A9117C (2007/11/30), T1204 - Direct Request by Customer Department
C0711C (2008/05/12), Time Verification

7. Invoicing Instructions

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

Each invoice must be supported by:

- (a) a copy of the worksheet to support the time claimed;
2. Invoices must be distributed as follows:
 - (a) The original must be forwarded to the following address for certification and payment:

PWGSC - TPSGC
DGS
715, Peel / 1st floor
Montreal (Quebec)
H3C 4H6

8. Certifications

- 8.1 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 the province of 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 (2012/03/02), General Conditions - Services (Medium Complexity) apply to and form part of the Contract;
 - (c) Annex A, Statement of Work;
 - (d) Annex B, Price Table;
 - (e) Annex C, Insurance Requirements;
 - (f) Annex D, Security Requirements Check List;
 - (h) the Contractor's bid dated _____.

11. SACC Manual Clauses

A9068C(2010/01/11), Government Site Regulations

12. Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex « C ». The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

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

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

Solicitation No. - N° de l'invitation

EFA66-130434/A

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

EFA66-13-0434

Amd. No. - N° de la modif.

File No. - N° du dossier

MTC-2-35053

Buyer ID - Id de l'acheteur

mtc480

CCC No./N° CCC - FMS No/ N° VME

ANNEX «A»

STATEMENT OF WORK

**MAIN AND SECONDARY ELECTRICAL SUBSTATION
INSPECTION AND MAINTENANCE**

(See PDF attached)

ANNEX «B »

PRICE TABLE

(See PDF attached)

ANNEX «C »**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) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
 - (m) 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.

Solicitation No. - N° de l'invitation

EFA66-130434/A

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

EFA66-13-0434

Amd. No. - N° de la modif.

File No. - N° du dossier

MTC-2-35053

Buyer ID - Id de l'acheteur

mtc480

CCC No./N° CCC - FMS No/ N° VME

ANNEX «D»

SECURITY REQUIREMENTS CHECK LIST (SRCL)

(See PDF attached)

ANNEX «E»

FORM

PERSONNEL SCREENING FOR ACCESS TO CSIS FACILITIES -

CONSENT AND AUTHORIZATION

(See PDF attached)

**PUBLIC WORKS AND
GOVERNMENT SERVICES CANADA**

FEDERAL BUILDING

**715 Peel
Montreal, Quebec
H3C 4H6**

**MAIN AND SECONDARY ELECTRICAL SUBSTATION
INSPECTION AND MAINTENANCE**

Project: R.004228.001

Call for tenders:

Date: May 2012

Closing date:

INDEX TO TENDER DOCUMENTS AND SPECIFICATIONS

Project #R.004228.001

Page 1 of 1

FEDERAL BUILDING

**715 Peel
Montreal, Quebec
H3C 2H4**

**MAIN AND SECONDARY ELECTRICAL SUBSTATION
INSPECTION AND MAINTENANCE**

May 2012

| SPECIFICATION | SECTION | NUMBER OF PAGES |
|----------------------|--|------------------------|
| | - Index to Specifications | 1 |
| | - 1 GE General Provisions | 27 |
| | - 2 GE Scope of Work | 1 |
| | - Appendix A List of Equipment and Maintenance Frequency | 7 |
| | - Appendix B Maintenance Schedule | 9 |

**INDEX TO SPECIFICATIONS
MAIN AND SECONDARY ELECTRICAL SUBSTATION
INSPECTION AND MAINTENANCE**

SECTION 1 GE – GENERAL PROVISIONS

1. Drawings
2. Conditions
3. Hourly-rate Work
4. Defects and Abnormal Conditions
5. Parts and Tools
6. Labour
7. Work Period
8. Powering Off
9. Site Security
10. Departmental Requirements
11. Personal Protection and Protection of Property
12. Fire Protection
13. Clean Premises
14. Instructions
15. Communications
16. Reports, Certificates and Worksheet
17. Manufacturers' Instructions
18. Isolation and Electrical Transfer Request
19. Additions/modifications
20. General Safety

SECTION 2 GE – SCOPE OF WORK

APPENDIX A – LIST OF EQUIPMENT

APPENDIX B – MAINTENANCE SCHEDULE

**GENERAL PROVISIONS
MAIN AND SECONDARY ELECTRICAL SUBSTATION
INSPECTION AND MAINTENANCE**

Project #R.004228.001

Page 1 of 27

1 DRAWINGS

1. No drawings are attached to these specifications.

2 CONDITIONS

1. All clauses and general conditions apply to and govern performance of this work.
2. Section 2 GE of these specifications shall be performed at the lump sum rate set out in part A of the price table to be completed.
3. Any repairs required and authorized by the Department shall be done at the hourly rate set out in part B of the price table to be completed.
4. The Contractor shall provide emergency service at all times to cover any possible power outages. The Contractor shall ensure that the necessary staffs are on site within three hours. Only the Technical Authority for the building or the Technical Authority's representative can authorize service calls and work orders.
5. The Contractor shall provide all necessary parts for the maintenance or repair work for which the Contractor is responsible.

**3 HOURLY-RATE WORK
(REPAIRS AND SERVICE
CALLS)**

1. All hourly-rate repairs and service calls shall be authorized in advance by the Technical Authority.
 2. The applicable hourly rates shall be the rates set out in part B when the work is done at straight time and must include benefits, travel, parking, administrative costs and profit.
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**GENERAL PROVISIONS
MAIN AND SECONDARY ELECTRICAL SUBSTATION
INSPECTION AND MAINTENANCE**

Project #R.004228.001

Page 2 of 27

3. For emergency calls only, a total of one hour shall be allowed for travel to and from the work site (half an hour each way).

**4. DEFECTS AND
ABNORMAL
CONDITIONS**

1. Defects or abnormal conditions in systems, devices or equipment discovered during an inspection shall be promptly reported to the Department, which will then be responsible for taking corrective action. If the services of a licensed electrician are needed to install wiring or conduits, for example, the Department may choose to hire the Contractor holding this contract or any other contractor to carry out the work. In either case, the Contractor shall advise the Department or the Departmental Representative in order to help correct the defect or anomaly.
2. The Contractor is responsible for maintenance, repair and adjustment of equipment or systems carried out by a sub-contractor. However, the Contractor is not responsible for work done by another contractor selected by the Department unless the Contractor subsequently inspects the equipment or systems repaired or adjusted by the other contractor.
3. When the Contractor does repairs, the Contractor shall leave on site for inspection any defective parts that were replaced and shall make a notation to that effect in the report.

5. PARTS AND TOOLS

1. The Contractor shall repair worn parts or, where necessary, replace them with new parts.
 2. The Contractor shall supply all instruments, tools, parts and materials required for the maintenance, repair and replacement of the parts 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
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**GENERAL PROVISIONS
MAIN AND SECONDARY ELECTRICAL SUBSTATION
INSPECTION AND MAINTENANCE**

Project #R.004228.001

Page 3 of 27

equal in quality to or better than the original parts or equipment; substitutes shall be approved by the Department or its representative.

4. The Department reserves the right to decide on the quality of replacement parts; this decision shall be final and cannot be appealed.
5. Any parts installed without the Department's approval or deemed by the Department not to be in compliance shall be replaced within eight days, failing which the Contractor shall be deemed to be in default.
6. Any change of parts shall be authorized in advance by the Departmental Representative.

6. LABOUR

1. Labour shall be supplied by the Contractor and shall be fully qualified.
2. The Department reserves the right to reject and request the replacement of any individual it deems to be unacceptable.
3. The Contractor shall supervise its employees 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

1. The work period and schedule shall be established and co-ordinated with the timetable previously agreed to by the Contractor and the Technical Authority of the building and/or the authority's authorized representative. Work shall be performed mainly on weekends.

8. POWERING OFF

1. None of the owner's equipment shall be powered off unless the Contractor is given official notice by the Building Manager and/or the Building Manager's authorized representative. If maintenance or repair work
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**GENERAL PROVISIONS
MAIN AND SECONDARY ELECTRICAL SUBSTATION
INSPECTION AND MAINTENANCE**

Project #R.004228.001

Page 4 of 27

requires that Hydro Québec equipment be powered off, the task shall be coordinated with the latter and the Contractor by the Building Manager and/or the Building Manager's authorized representative. The owner shall be responsible for the costs of Hydro Québec's materials and labour associated with the powering off and on of equipment.

9. SITE SECURITY

1. The Contractor and representatives of the Contractor's firm shall comply with the building security rules.
2. The Contractor shall provide the instructions, notices and signage necessary to inform the Building Manager and building occupants about any work in progress.
3. Equipment shall be delivered to the location stipulated by the Building Manager. The Contractor's representatives shall clear that space upon receiving the equipment unless otherwise authorized by the Manager.
4. The Contractor or the Contractor's representatives shall sign the in/out log in the location designated by the Building Manager, indicating the time in, the time out and the reason for their visit.

**10. DEPARTMENTAL
REQUIREMENTS**

1. The Contractor shall have sufficient electricians with least five years of experience in his or her respective trade.
 2. Only qualified personnel with the appropriate credentials shall be allowed to work on electrical, electronic and pneumatic systems as the case may be.
 3. The Contractor shall be fully responsible for any omissions, breakage or incompetence and the consequences of the actions of its personnel.
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**GENERAL PROVISIONS
MAIN AND SECONDARY ELECTRICAL SUBSTATION
INSPECTION AND MAINTENANCE**

Project #R.004228.001

Page 5 of 27

**11. PERSONAL
PROTECTION AND
PROTECTION OF
PROPERTY**

1. The Contractor shall take such safety measures and precautions as are needed to protect individuals and property against accidents or damage while maintenance and repairs are being carried out.
2. The Contractor shall be specifically and fully liable for any accidents or damage sustained by persons or property because of its activities on the premises.
3. Special care shall be taken to avoid soiling, scratching, damaging or hitting finished surfaces with ladders, scaffolding or any other equipment that may be used in the course of the work.

12. FIRE PROTECTION

1. The Contractor shall at all times comply with the "Fire Protective Features of Design" published by the Fire Commissioner of Canada, Human Resources Development, Labour Directorate, Fire Safety Division.
1. 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.
2. Copies of the standard can be obtained by contacting Human Resources Development, Labour Directorate, Fire Safety Division, Ottawa K1A 0J2.

13. CLEAN PREMISES

1. The Contractor shall not allow debris to accumulate. After each work period, the Contractor shall remove from the premises any waste generated by its work. The Contractor shall clean the premises to the satisfaction of the Departmental Representative.
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**GENERAL PROVISIONS
MAIN AND SECONDARY ELECTRICAL SUBSTATION
INSPECTION AND MAINTENANCE**

Project #R.004228.001

Page 6 of 27

14. INSTRUCTIONS

The Contractor shall comply with any instructions or directives it receives from the Technical Authority of the federal building at 715 Peel, Montreal, Quebec.

15. COMMUNICATIONS

1. The addresses and telephone numbers where the Contractor or the Contractor's superintendent or manager can be reached at any time of day or night shall be recorded on a list prepared and updated as necessary by the Contractor and given to the Building Manager before the start of work.

**16. REPORTS,
CERTIFICATES AND
WORKSHEET**

1. After each repair or service call, the Contractor shall provide three copies of a worksheet accompanied by itemized certificates for the replacement parts. The worksheet shall identify the date and the work performed, the parts replaced and/or repaired, and the number of hours worked by each individual assigned to the job. The Contractor shall submit separate worksheets for maintenance jobs and repair jobs. Worksheets for emergency calls shall indicate, in addition to the above-mentioned details, the date and exact time of the call, the name of the individual who placed the service call, the time the Contractor arrived at the premises and the time the Contractor left.
 2. The Technical Authority of the building or the Technical Authority's authorized representative shall keep one copy signed by the Contractor and immediately forward one copy to the client department. The third copy shall remain the property of the Contractor.
 3. When there is no authorized representative on site, the Contractor shall send the Building Manager two copies
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**GENERAL PROVISIONS
MAIN AND SECONDARY ELECTRICAL SUBSTATION
INSPECTION AND MAINTENANCE**

Project #R.004228.001

Page 7 of 27

of the worksheet duly signed by the security guard on duty.

4. At least 10 working days following the work, the Contractor shall provide the Technical Authority with a complete print character report of the inspections, including the list of equipment confirming that it is operating properly.
5. The form and the information to be recorded in each report must be submitted before the contract, to approval by the Technical Authority, which reserves the right to have them changed, if necessary.
6. Each report shall be checked and countersigned by the Technical Authority of the building or another individual who has been designated by the Technical Authority.
7. Reports can be sent by mail, mail, email or fax.
8. PWGSC must have received the report or reports and certificates required to make payment of the invoice.

**17. MANUFACTURERS'
INSTRUCTIONS**

The Contractor shall comply fully with manufacturers' and suppliers' instructions and directives when servicing systems, devices and equipment.

**18. ISOLATION AND
ELECTRICAL
TRANSFER
REQUEST**

1. The Contractor shall complete form DPW-MTP2465, Isolation and Electrical Transfer Request, in all instances of electrical power interruption or isolation described below in accordance with Part II, Division VIII of the *Canada Labour Code*.
 1. Main power supply to building.
 2. Power supply panels and sub-panels.
 3. Busbars.
 4. Motor control centres.
 5. Emergency power supply.
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**GENERAL PROVISIONS
MAIN AND SECONDARY ELECTRICAL SUBSTATION
INSPECTION AND MAINTENANCE**

Project #R.004228.001

Page 8 of 27

6. Fire alarm system and fire protection equipment.
 7. Mechanical protection devices (sump pump, etc.).
 8. Alarm circuit for building services, including heating, ventilation and air conditioning equipment.
 9. Circuits serving more than one device.
 10. Circuits connected to a single device integrated into a cooling or heating system.
1. The Contractor shall complete the form and have it countersigned by the Technical Authority before carrying out the work.

19 ADDITIONS/MODIFICATIONS

1. The Department reserves the right to move, modify or add devices and related equipment. The Contractor shall be required to ensure maintenance thereof at no additional cost, provided the amount of equipment added does not exceed 3% of the existing amount.

20 GENERAL SAFETY

1. GENERAL CLAUSES

NOTE

The general and or/specific clauses below may apply to the contract in their entirety or in part. Before undertaking any work whatsoever, the Contractor must confirm with the Departmental Representative whether it is required to comply with the conditions below and must do so if that is the case.

- 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 *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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**GENERAL PROVISIONS
MAIN AND SECONDARY ELECTRICAL SUBSTATION
INSPECTION AND MAINTENANCE**

Project #R.004228.001

Page 9 of 27

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 *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 complemented 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 risks specific to each category of tasks that will be performed in order to execute the contract and the corresponding preventive measures based on the regulatory requirements;
 - identify the person responsible for implementing 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 an accident response procedure;
 - include a workplace inspection sheet based on the identification of risks;
 - include repair jobs that may be assigned to the Contractor under this contract;
 - include a written undertaking from all stakeholders to comply with 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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**GENERAL PROVISIONS
MAIN AND SECONDARY ELECTRICAL SUBSTATION
INSPECTION AND MAINTENANCE**

Project #R.004228.001

Page 10 of 27

de la sécurité du travail (CSST) and the Association paritaire pour la santé et la sécurité du travail, in compliance with section 198 of this 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 disassembled, 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 medical exams for supervisory staff and all employees where medical exams are required by a statute, a regulation, a directive, a specification or a 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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**GENERAL PROVISIONS
MAIN AND SECONDARY ELECTRICAL SUBSTATION
INSPECTION AND MAINTENANCE**

Project #R.004228.001

Page 11 of 27

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 Authority reserves the right to prohibit the use of any materials or equipment deemed hazardous, 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, comply with the applicable standards, statutes and regulations, and 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 necessary for health and safety reasons.

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

The Contractor 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.

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

- 1.14 The Contractor 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. Submit to the building
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**GENERAL PROVISIONS
MAIN AND SECONDARY ELECTRICAL SUBSTATION
INSPECTION AND MAINTENANCE**

Project #R.004228.001

Page 12 of 27

technical officer written confirmation of any measures taken to correct violations and hazardous situations.

- 1.15 The Contractor agrees to comply with first aid and emergency response standards in accordance with the applicable policies and regulations and any other clause of the specifications.
- 1.16 The Contractor shall review the building and facility evacuation procedure and provide its employees with the training and information they need to apply the procedure.
- 1.17 For all cases in which the work constitutes a construction site as defined in the *Act Respecting Occupational Health and Safety*, R.S.Q., c. S-2.1, a decision-making representative of the Contractor must attend all meetings where health and safety on the site is considered. The Contractor must set up a worksite committee and hold meetings in compliance with the requirements of the Safety Code for the Construction Industry, S-2.1, r.6.
- 1.18 For all cases in which the work constitutes a construction site as defined in the *Act Respecting Occupational Health and Safety*, R.S.Q., c. S-2.1, the following information and documents must be posted in an area that workers can access easily:
- **notice of opening of worksite;**
 - **identification of principal contractor;**
 - **company policy on occupational health and safety;**
 - **prevention program specific to the worksite;**
 - **emergency plan;**
 - **safety data sheets for controlled products used on the worksite;**
 - **minutes of worksite committee meetings;**
 - **names of the worksite committee members;**
 - **names of first aid attendants;**
 - **action and correction reports issued by the CSST.**
- 1.19 The Contractor shall mark off and control access to the work area and install barricades as needed.
- 1.20 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 workday, the workplace is free of any hazards.
- 1.21 When a worker works alone in an isolated place where it is impossible to ask for assistance, the Contractor shall identify the risks related to the situation and provide
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**GENERAL PROVISIONS
MAIN AND SECONDARY ELECTRICAL SUBSTATION
INSPECTION AND MAINTENANCE**

Project #R.004228.001

Page 13 of 27

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

- 1.22 Where a hazard not identified in the specifications arises as a result of or in the course of the work, the Contractor 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.
- 1.23 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.
- 1.24 Subcontracting is not permitted without special authorization from the building technical officer. In making a decision, the technical officer will consider the subcontractor's ability to meet these requirements.
- 1.25 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 must have a training certificate and meet all of the requirements set out in section 7 of the Safety Code for the Construction Industry, c. S-2.1, r. 6;
 - Every cartridge device shall be used in accordance with the manufacturer's instructions and the applicable standards and regulations.
- 1.26 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 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, an *Act Respecting Occupational Health and Safety*, (R.S.Q., c. S-2.1).

**GENERAL PROVISIONS
MAIN AND SECONDARY ELECTRICAL SUBSTATION
INSPECTION AND MAINTENANCE**

Project #R.004228.001

Page 14 of 27

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

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

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

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

Work in confined spaces may be required. The Contractor must include in its prevention program the measures it intends to take when working in these areas, and take into account the requirements of section 2.4 of the Safety Code for the Construction Industry, 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 is a partial list of 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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**GENERAL PROVISIONS
MAIN AND SECONDARY ELECTRICAL SUBSTATION
INSPECTION AND MAINTENANCE**

Project #R.004228.001

Page 15 of 27

- 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 workplace supervisor 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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**GENERAL PROVISIONS
MAIN AND SECONDARY ELECTRICAL SUBSTATION
INSPECTION AND MAINTENANCE**

Project #R.004228.001

Page 16 of 27

2.2.5 Workers must always wear a safety harness when working on a telescoping, articulated or rotating elevating platform.

2.2.6 Identify a danger zone wherever equipment for work at heights is used.

2.3 Asbestos

Before starting work 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 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. This report is one of the elements taken into account in issuing permits and developing work procedures.

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

2.4.1 Class 1:

For all class 1 (low risk) confined spaces, every person involved shall have completed the basic training. While it is not necessary to implement specific work practices in low-risk confined spaces, the Contractor shall apply methods to ensure the general health and safety of persons required to carry out 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 must record the relevant information in the confined spaces access log (form ELF 103); in other words,

**GENERAL PROVISIONS
MAIN AND SECONDARY ELECTRICAL SUBSTATION
INSPECTION AND MAINTENANCE**

Project #R.004228.001

Page 17 of 27

persons entering a low-risk confined space are required to record every access and exit in the log.

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 conduit entering the confined space;
- The hazards and safety measures to be taken depending on the work to be performed;
- Contaminants that might be encountered in the confined space;
- Appropriate rescue measures and equipment and emergency measures.

2.4.2.2 The Contractor 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 may use its own form if it contains all the information on the form provided by the workplace supervisor.

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. (ELF 102)

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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**GENERAL PROVISIONS
MAIN AND SECONDARY ELECTRICAL SUBSTATION
INSPECTION AND MAINTENANCE**

Project #R.004228.001

Page 18 of 27

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
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**GENERAL PROVISIONS
MAIN AND SECONDARY ELECTRICAL SUBSTATION
INSPECTION AND MAINTENANCE**

Project #R.004228.001

Page 19 of 27

space. No claim for lost time will be accepted in those circumstances.

- 2.4.2.11 If the alarm on a detection device sounds, all workers 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 eighty-five (85) dB, the Contractor must provide all workers with ear protectors appropriate to the desired level of attenuation and the work to be performed.
- 2.4.2.17 The Contractor 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:
- Be familiar with the procedure for working in a confined space;
 - Ensure constant communication with all workers in the confined space. The directives applied shall be adapted to confined spaces. The Contractor shall select means of
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**GENERAL PROVISIONS
MAIN AND SECONDARY ELECTRICAL SUBSTATION
INSPECTION AND MAINTENANCE**

Project #R.004228.001

Page 20 of 27

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 work;
- Be familiar with the back-up ventilation systems and ensure that they are in working order throughout the work;
- Be familiar with emergency procedures;
- Ensure that:
 - ✓ All workers entering the confined space observe the Contractor's work procedure;
 - ✓ Working conditions and the work environment inside the confined space are not detrimental to the workers' health and safety.

2.4.2.19 The custodian shall remain at the entrance to the confined space as long as there is a worker in the space.

2.4.2.20 The Contractor 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

**GENERAL PROVISIONS
MAIN AND SECONDARY ELECTRICAL SUBSTATION
INSPECTION AND MAINTENANCE**

Project #R.004228.001

Page 21 of 27

- 2.5.4 A working handheld extinguisher appropriate to the fire hazard shall be available and readily accessible within a radius of 5 m 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 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 must be met in addition to the conditions stated above.

2.5.7.1 Welding and cutting must be performed in accordance with sections "3.13. Compressed gas supply" and "3.14. Welding and cutting" of the Safety Code for the Construction Industry (R.S.Q., c S-2.1, r. 6).

1.5.7.2 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.rhdcc.gc.ca/fra/travail/protection_incendies/politiques_normes/commissaire/302/page00.shtml

**GENERAL PROVISIONS
MAIN AND SECONDARY ELECTRICAL SUBSTATION
INSPECTION AND MAINTENANCE**

Project #R.004228.001

Page 22 of 27

2.5.7.3 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 are separated by a wall made of non-combustible material as specified in section 3.13.4 of the Safety Code for the Construction Industry, c. S-2.1, r.6.
 - Put fireproof cloths in place when overhead welding is being done and there is a risk of falling sparks.
 - Store cylinders away from heat sources.
 - Do not store cylinders near stairs, exits, corridors or elevators.
 - To avoid the risk of explosion, do not allow acetylene to come into contact with such metals as silver, mercury, copper and brass alloys containing more than sixty-five percent (65%) copper.
 - 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 may be 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.
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**GENERAL PROVISIONS
MAIN AND SECONDARY ELECTRICAL SUBSTATION
INSPECTION AND MAINTENANCE**

Project #R.004228.001

Page 23 of 27

2.6 Scaffolding

2.6.1 Footings

- Scaffolding shall be placed on solid footings 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

- 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 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 plan 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.
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**GENERAL PROVISIONS
MAIN AND SECONDARY ELECTRICAL SUBSTATION
INSPECTION AND MAINTENANCE**

Project #R.004228.001

Page 24 of 27

2.6.5 Guard rails

- 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 every platform at the start of work and shall remain in place until the work is finished.

2.6.6 Access

- The Contractor shall ensure that access to scaffolding does not compromise worker safety.
- When scaffolding platforms are made of beams, ladders must be installed so that the beams that exceed do not hinder the climb or descent.
- Notwithstanding the provisions of the Safety Code for the Construction Industry, stairs shall be installed on all scaffolding with six or more sets of uprights and six sections (or 9 m) high or higher.

2.6.7 Protection of the public and occupants

- The Contractor must mark out 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 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 by 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 Safety Code for the Construction Industry, stairs shall be installed on all scaffolding with six or more sets of uprights and six sections (or 9 m) high or higher.

**SCOPE OF WORK
MAIN AND SECONDARY ELECTRICAL SUBSTATION
INSPECTION AND MAINTENANCE**

Project #R.004228.001

Page 1 of 1

1 GENERAL

1. The Contractor shall provide the labour, materials, tools and equipment needed to carry out the maintenance work described in this section on any equipment that is part of the systems described in Appendix A, and any components thereof, and the inspections described in Appendix B.
 2. The purpose of the specifications is to keep the equipment in very good working condition. These specifications shall nevertheless be considered a minimum standard according to which the Contractor shall work and in no way constitute the limit of the Contractor's responsibilities and obligations.
 3. All work shall be performed in compliance with the most recent version of the *Canadian Electrical Code* and the standards and regulations applicable to this type of work.
 4. The Contractor shall provide a printed worksheet listing any defects and/or abnormal conditions in accordance with section 18 of the General Provisions and other related provisions. Failure to meet this requirement may result in a refusal to pay.
 5. The Department reserves the right to make changes at any time to the electrical systems covered by these provisions without relieving the Contractor of any of its obligations under the contract.
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APPENDIX A

LIST OF EQUIPMENT AND MAINTENANCE FREQUENCY

**APPENDIX A
LIST OF EQUIPMENT AND MAINTENANCE FREQUENCY**

ANNUAL MAINTENANCE

15 kV equipment in the main substation

| Reference # | Item | Location |
|-------------|---|-----------|
| 1-R-I11N1 | Isolation switch, 15kV-600A | Main S.S. |
| 1-R-I11N2 | Isolation switch, 15kV-600A | Main S.S. |
| 1-R-I11N3 | Isolation switch, 15kV-600A | Main S.S. |
| 1-R-I11N4 | Isolation switch, 15kV-600A | Main S.S. |
| 1-R-I11N5 | Circuit breaker, 15kV-600A | Main S.S. |
| 1-R-I11N6 | Circuit breaker, 15kV-600A | Main S.S. |
| 1-R-S6N10 | Control relay | Main S.S. |
| 1-R-S6N20 | Control relay | Main S.S. |
| 1-R-T6N1 | Dry-type transformer, 12.4kV, with two (2) fans | Main S.S. |
| 1-R-T6N2 | Dry-type transformer, 12.4kV, with two (2) fans | Main S.S. |

600V and 208V equipment in the main substation

| Reference # | Item | Location |
|-------------|---|-----------|
| 1-R-I3N13 | Removable circuit breaker, 4000A-600V 3ph | Main S.S. |
| 1-R-I3N7 | Removable circuit breaker, 4000A-600V 3ph | Main S.S. |
| 1-R-I3N14 | Removable circuit breaker, 1600A-600V 3ph | Main S.S. |
| 1-R-I3N8 | Removable circuit breaker, 1600A-600V 3ph | Main S.S. |
| 1-R-I3N5 | Removable circuit breaker, 1000A-600V 3ph | Main S.S. |
| 1-R-I3N15 | Removable circuit breaker, 4000A-600V 3ph | Main S.S. |
| 1-R-I3H15 | Removable circuit breaker, 1600A-600V 3ph | Main S.S. |
| 1-R-I3N16 | Removable circuit breaker, 1000A-600V 3ph | Main S.S. |
| 1-R-I3N6 | Removable circuit breaker, 3000A-600V 3ph | Main S.S. |
| 1-R-I3N17 | Removable circuit breaker, 1600A-600V 3ph | Main S.S. |
| A | Protective relay | Main S.S. |
| B | Protective relay | Main S.S. |
| C | Protective relay | Main S.S. |
| neutral | Protective relay | Main S.S. |
| 1-R-I3H2 | Fused disconnect switch, 600V-100A | Main S.S. |

**APPENDIX A
LIST OF EQUIPMENT AND MAINTENANCE FREQUENCY**

ANNUAL MAINTENANCE

| | | |
|----------|--|-----------|
| 1-R-I3N4 | Fused disconnect switch, 600V-400A | Main S.S. |
| 1-R-I3H1 | Fused disconnect switch, 600V-400A | Main S.S. |
| 1-R-Y6H1 | Transfer switch | Main S.S. |
| 1-R-T2H2 | Dry-type transformer, 600V | Main S.S. |
| 1-R-D3H1 | Circuit board, 347/600V-3ph-225A | Main S.S. |
| 1-R-L2H1 | Circuit board, 120/208V-3ph-225A | Main S.S. |
| 1-R-D3N1 | Circuit board, 347/600V-3ph-400A | Main S.S. |
| 1-R-Q6N2 | Power factor controller (17 x 60 Kvar) | Main S.S. |
| 1-R-Q6N1 | Power factor controller (14 x 60 Kvar) | Main S.S. |

600V and 208V equipment in the secondary substation on the 4th floor

| Reference # | Item | Location |
|-------------|---|---------------------------|
| 1-04-I3H11 | Removable circuit breaker, 600V-3ph-1600A | Secondary S.S., 4th floor |
| 1-04-I3H10 | Removable circuit breaker, 600V-3ph-1600A | Secondary S.S., 4th floor |
| 1-04-I3N10 | Removable circuit breaker, 600V-3ph-1600A | Secondary S.S., 4th floor |
| 1-04-R6T1 | Junction box, 347/600V-3ph-600A | Secondary S.S., 4th floor |
| 1-04-R10H1 | Junction box, 347/600V-3ph-125A | Secondary S.S., 4th floor |
| 1-04-I3H39 | Removable circuit breaker, 600V-3ph-1600A | Secondary S.S., 4th floor |
| 1-04-I3N11 | Removable circuit breaker, 600V-3ph-1600A | Secondary S.S., 4th floor |
| MAIN PD4A | Fixed circuit breaker, 600V-3ph-1600A | Secondary S.S., 4th floor |
| 1-04-L3H1 | Circuit boards, 347/600V-225A | Secondary S.S., 4th floor |
| 1-04-Y6N1 | Manual transfer switch, 347/600V-3ph-100A | Secondary S.S., 4th floor |
| PD4A | Distribution panel, 347/600V-3ph-1000A | Secondary S.S., 4th floor |
| 1-04-B3H1 | Distribution panel, 347/600V-3ph-1600A | Secondary S.S., 4th floor |
| D4 | Distribution panel, 120/208V-3ph-600A | Secondary S.S., 4th floor |
| 1-04-D6T1 | Distribution panel, 347/600V-3ph-800A | Secondary S.S., 4th floor |
| 1-04-T2H4 | Natural cooled transformer, 600/120/208V-3ph 150kVA | Secondary S.S., 4th floor |
| 1-04-T2T1 | Transformer, 30 kVA | Secondary S.S., 4th floor |
| 1-04-T3H1 | Transformer, 75 kVA | Secondary S.S., 4th floor |
| 1-04-T2H4 | Transformer, 150 kVA | Secondary S.S., 4th floor |
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**APPENDIX A
LIST OF EQUIPMENT AND MAINTENANCE FREQUENCY**

ANNUAL MAINTENANCE

| | | |
|-----------|----------------------------------|---------------------------|
| 1-04-L3H4 | Board, 347/600V- 3ph-250A | Secondary S.S., 4th floor |
| 1-04-R3H2 | Junction box, 347/600V-3ph-1200A | Secondary S.S., 4th floor |
| 1-04-Y6T1 | Isolation disconnect, 600V-600A | Secondary S.S., 4th floor |
| 1-04-L2H2 | Board, 120/208V-3ph-225A | Secondary S.S., 4th floor |
| 1-04-L2T1 | Board, 120/208V-3ph-100A | Secondary S.S., 4th floor |
| 1-04-L2H3 | Board, 120/208V-3ph-225A | Secondary S.S., 4th floor |
| 1-04-L2H4 | Board, 120/208V-3ph-225A | Secondary S.S., 4th floor |
| 1-04-Y6T2 | Transfer cabinet | Secondary S.S., 4th floor |
| 1-04-I6T2 | Service breaker switch | Secondary S.S., 4th floor |
| 1-04-C1T1 | Boiler control | Secondary S.S., 4th floor |
| 1-04-T1H1 | Transformer, 600/120-240 15kVA | Secondary S.S., 4th floor |
| 1-04-T1H2 | Transformer, 600/120-240 15kVA | Secondary S.S., 4th floor |
| 1-04-I1H1 | Switch, 240V/30A | Secondary S.S., 4th floor |
| 1-04-I1H2 | Switch, 240V/30A | Secondary S.S., 4th floor |

600V and 208V equipment in the secondary substation on the 6th floor

| Reference # | Item | Location |
|-------------|--------------------------------------|---------------------------|
| 1-06-I6N2 | Main circuit breaker, 600V-3ph-2000A | Secondary S.S., 6th floor |
| 1-06-I6N3 | Isolation switch, 600V-3ph-1200A | Secondary S.S., 6th floor |
| C-SUQ | Starter, 208V-3ph-135A | Secondary S.S., 6th floor |
| C-STG | Starter, 208V-3ph-135A | Secondary S.S., 6th floor |
| C-SUP | Starter, 208V-3ph-135A | Secondary S.S., 6th floor |
| C-SUM | Starter, 208V-3ph-135A | Secondary S.S., 6th floor |
| C-SUII | Starter, 208V-3ph-135A | Secondary S.S., 6th floor |
| C-SBI | Starter, 208V-3ph-135A | Secondary S.S., 6th floor |
| C-SUN | Starter, 208V-3ph-135A | Secondary S.S., 6th floor |
| C-STI | Starter, 208V-3ph-135A | Secondary S.S., 6th floor |
| C-STL | Starter, 208V-3ph-135A | Secondary S.S., 6th floor |
| C-SBF | Starter, 208V-3ph-135A | Secondary S.S., 6th floor |
| C-STF | Junction box, 208V-3ph-270A | Secondary S.S., 6th floor |
| C-SUK | Starter, 600V-3ph-27A | Secondary S.S., 6th floor |

**APPENDIX A
LIST OF EQUIPMENT AND MAINTENANCE FREQUENCY**

ANNUAL MAINTENANCE

| | | |
|--------------------|---|---------------------------|
| C-SUJJ | Starter, 600V-3ph-90A | Secondary S.S., 6th floor |
| C-SBG | Starter, 208V-3ph-90A | Secondary S.S., 6th floor |
| C-SZZ | Starter, 600V-3ph-90A | Secondary S.S., 6th floor |
| C-SR | Starter, 600V-3ph-90A | Secondary S.S., 6th floor |
| C-SBH | Starter, 208V-3ph-90A | Secondary S.S., 6th floor |
| C-SPP | Starter, 600V-3ph-90A | Secondary S.S., 6th floor |
| C-SBE | Starter, 208V-3ph-90A | Secondary S.S., 6th floor |
| C-SO | Starter, 600V-3ph-27A | Secondary S.S., 6th floor |
| 05-153-500 | Ground leakage detector, 600V | Secondary S.S., 6th floor |
| 1-06-D2H2 SUV | Circuit board, 120/208V-3ph-400A | Secondary S.S., 6th floor |
| 1-06-D2H1 | Circuit board, 120/208V-3ph-400A | Secondary S.S., 6th floor |
| 1-06-B3H1 SUU | Distribution panel, 347/600V-3ph-1200A | Secondary S.S., 6th floor |
| 1-06-B3N1 SS | Distribution panel, 347/600V-3ph-2000A | Secondary S.S., 6th floor |
| 1-06-Y6H1 | Transfer switch, 600V/1200A-3ph | Secondary S.S., 6th floor |
| 1-06-I6N2 | Main switch, 600V/2000A-3ph | Secondary S.S., 6th floor |
| 1-06-I6N3 | Circuit breaker, 600V/1200A-3ph | Secondary S.S., 6th floor |
| 1-06-Y2T1 | 2-position switch, 400A | Secondary S.S., 6th floor |
| 1-06-Y2T2 | 2-position switch, 400A | Secondary S.S., 6th floor |
| 1-06-R2N1 | Junction box, 600V/400A-3ph | Secondary S.S., 6th floor |
| 1-06-R2H1 | Junction box, 600V/400A-3ph | Secondary S.S., 6th floor |
| 1-06-B6T10 | Siemens panel, 6x 350A, 2x 105A | Secondary S.S., 6th floor |
| 1-06-B6T20 | Siemens panel, 6x 350A, 2x 105A | Secondary S.S., 6th floor |
| 1-06-16N10 | Siemens panel, 120/208 200A | Secondary S.S., 6th floor |
| 1-06-16H20 | Siemens panel, 120/208 200A | Secondary S.S., 6th floor |
| 1-06-T2H4 T-SUV | Natural cooled transformer, 600/120/208V-3ph-112.5kVA | Secondary S.S., 6th floor |
| 1-06-T2H5 T-SBE | Isolating transformer, 208/208V-3ph-15kVA | Secondary S.S., 6th floor |
| 1-06-T2N5 T-SPP | Natural cooled transformer, 600/120/208V-3ph-15kVA | Secondary S.S., 6th floor |
| | | |

**APPENDIX A
LIST OF EQUIPMENT AND MAINTENANCE FREQUENCY**

ANNUAL MAINTENANCE

| | | |
|--------------------|---|---------------------------|
| 1-06-T2H6 T-SBF | Isolating transformer, 208/208V-3ph-30kVA | Secondary S.S., 6th floor |
| 1-06-T2H7 T-SBG | Isolating transformer, 208/208V-3ph-15kVA | Secondary S.S., 6th floor |
| 1-06-T2N10 | Transformer, 600V-120/208-3ph, 112.5 kVA | Secondary S.S., 6th floor |
| 1-06-T2H20 | Transformer, 600V-120/208-3ph, 112.5 kVA | Secondary S.S., 6th floor |
| 1-06-I6N1 | Switch in the well, 600V-3ph-1200A | Secondary S.S., 6th floor |

600V and 208V equipment in the Solicitor General penthouse

| Reference # | Item | Location |
|-------------|--|----------------|
| 1-A-I6H50 | Isolation switch, 600V-3ph-800A | S.G. penthouse |
| 1-A-D3H2 | Distribution panel, 347/600V-3ph-400A | S.G. penthouse |
| 1-A-D3N2 | Distribution panel, 347/600V-3ph-400A | S.G. penthouse |
| 1-A-T2H2 | Natural cooled transformer, 600/120/208V-3ph-15kVA | S.G. penthouse |
| 1-A-T2N2 | Natural cooled transformer, 600/120/208V-3ph-15kVA | S.G. penthouse |
| 1-A-L2H2 | Circuit board, 120/208V-3ph-225A | S.G. penthouse |
| 1-A-L2N2 | Circuit board, 120/208V-3ph-225A | S.G. penthouse |
| 7-A-M6H1 | MCC (31 drawers + main switch) | S.G. penthouse |
| 1-A-M6N2 | MCC (11 drawers + main switch) | S.G. penthouse |

APPENDIX A
LIST OF EQUIPMENT AND MAINTENANCE FREQUENCY

ANNUAL MAINTENANCE

Motor Control Centres

Télemécanique motor control centre

- In the penthouse machinery room, MCC #1 (1-A-M6N1), 2000A, 600V, 3 Ø, 3-wire, 12 cells, 1 Westinghouse 2000A main circuit breaker, 2 400A disconnects, 4 200A disconnects, 4 100A disconnects, 4 60A disconnects, 11 combination starters with disconnect, 1 transformer and 1 panel, 100A, 120/240V, 1 Ø, 3-wire, 16C-20A-1 pole and 1C-20A-2 pole.
- In machinery room #4, MCC #6 (1-R-M6N1), 100A, 600V, 3 Ø, 3-wire, 2 cells, 1 100A main disconnect, 3 combination starters with disconnect, 1 disconnect for 15A 600V transformer, 1 3kVA transformer, 1 circuit breaker panel (2-15A-1 pole) 4 spaces.

Siemens motor control centre

- In the boiler room of basement #2, MCC #2 (1-S2-M6H1), 600A, 600V, 3 Ø, 3-wire, 3 cells, 1 400A main disconnect, 12 30A disconnects, 5 combination starters with disconnect, 5 spaces.
- On the mezzanine of the boiler room of basement #1, MCC #3 (1-S1-M6H1), 600A, 600V, 3 Ø, 3-wire, 4 cells, 1 200A main disconnect, 21 30A disconnects, 9 spaces.
- On the mezzanine of the boiler room of basement #1, MCC #4 (1-S1-M3N1), 1000 A, 600 V, 3 Ø, 3-wire, 5 cells, 1 600A main disconnect, 5 30A disconnects, 10 combination starters with disconnect, 7 spaces.
- In machinery room #3, in basement #1, MCC #5 (1-S1-M6N1), 600A, 600V, 3 Ø, 3-wire, 2 cells, 1 100A main disconnect, 10 combination starters with disconnect, 5 spaces.

Power factor controllers

- PFC #1 (17 X 60 Kvar)
 - PFC #2 (14 X 60 Kvar)
-

APPENDIX A
LIST OF EQUIPMENT AND MAINTENANCE FREQUENCY

FIVE-YEAR MAINTENANCE

Cable troughs for busbars

Seven (7) cable troughs for busbars on the normal system

- One (1) cable trough connecting cell C2 of the main substation and the distribution substation in the electrical room on the 4th floor. Westinghouse model LoZ, 1600A, 347/600V, 3 Ø, 4-wire. Approximate distance of 125 metres.
- One (1) cable trough connecting cell B2 of the main substation and the distribution substation in the electrical room on the 4th floor. Westinghouse model LoZ, 1600A, 347/600V, 3 Ø, 4-wire. Approximate distance of 125 metres.
- One (1) cable trough connecting cell A1 of the main substation and motor control centre #4 in the boiler room of mezzanine S1. ITE model XL Universal, 3000A, 347/600V, 3 Ø, 4-wire. Approximate distance of 110 metres.
- One (1) cable trough connecting cell A2 of the main substation and the electrical room of the Solicitor General on the 6th floor. ITE model XL Universal, 3000A, 347/600V, 3 Ø, 4-wire. Approximate distance of 125 metres.
- One (1) cable trough connecting cell D2 of the main substation and the distribution substation in the electrical room on the 4th floor. Federal Pacific Electric (FPE) model, 1600A, 347/600V, 3 Ø, 4-wire. Approximate distance of 95 metres.
- Two (2) cable troughs connecting the main substation and each of the power factor correctors in the main electrical room. ITE model XL Universal, 800A, 600V, 3 Ø, 3-wire. Approximate distance of 7 metres each.

Two (2) cable troughs for busbars on the emergency system

- One (1) cable trough connecting the transfer switch of cell F1 of the main substation and the electrical room of the Solicitor General on the 6th floor. Federal Pacific Electric (FPE) model, 1600A, 347/600V, 3 Ø, 4-wire. Approximate distance of 140 metres.
 - One (1) cable trough connecting the transfer switch of cell F1 of the main substation and the electrical room on the 4th floor. Federal Pacific Electric (FPE) model, 1600A, 347/600V, 3 Ø, 4-wire. Approximate distance of 95 metres.
-

APPENDIX B

MAINTENANCE SCHEDULE

**APPENDIX B
MAINTENANCE SCHEDULE**

Type of system: Main and secondary electrical distribution systems.

Maintenance frequency:

In order to minimize power shutdowns in each sector of the building, as soon as the contract is awarded, the Contractor, with the assistance of the Technical Authority of the building, shall prepare a work schedule that groups the work for each sector. The schedule shall take the maintenance frequency below into consideration.

1. Inspection or maintenance of cable troughs for busbars shall be done once every five years but may be done completely in years 1 through 5 of the contract or distributed over these five years.
2. Inspection of moulded-case circuit breakers (section 4.6.2) at 300% of the rated value of the trip unit, **which have a capacity of less than 200 amperes**, shall be done once every five years but may be done completely in years 1 through 5 of the contract or distributed over these five years.
3. All other equipment and devices shall be inspected and maintained according to the frequency set out in Appendix A.

| | | |
|--------------------------------|----|---|
| 1: Drawings | .1 | No drawings are attached to these specifications. |
| 2: General | .1 | Work is limited to the following and excludes repairs other than those required as part of the work. |
| | .2 | All repairs and/or inspections shall be carried out in strict compliance with the instructions from manufacturers and suppliers, when available, and in all cases shall follow best practices and accepted methods. |
| | .3 | No repairs shall be made without the prior approval of the Manager concerned or the Manager's representative. |
| | .4 | Repairs shall be made as described in section 1GE of these specifications. The parts shall be original or equivalent to the existing parts. |
| | .5 | The buildings, components and adjacent areas shall be kept clean at all times. |
| | .6 | After inspections, provide all required inspection reports, certificates and other documents. |
| | .7 | Report any abnormal conditions identified but not resolved. |
| 3: Special instructions | .1 | Comply with the safety standards that apply to such work. |

**APPENDIX B
MAINTENANCE SCHEDULE**

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| | .2 | Before carrying out the work, obtain the required approval from the Building Manager or the Departmental Representative so as not to interfere with normal building operations. |
| | .3 | Work on 15-kV equipment shall be done by a firm with five years of experience in maintaining high voltage substations and holding a valid Master Electrician licence "A". Persons authorized to perform work on 15-kV equipment shall be specialized in high voltage work, and measuring and protective devices, and have; <ul style="list-style-type: none"> ❑ A safety certificate or credentials for the work required, and ❑ Recognized certification in electricity (licence "C") |
| | .4 | Work on 600 / 347 / 208 / 120 V equipment shall be done by a firm with personnel holding recognized certification in electricity (licence "C"). The firm itself shall hold a valid licence for the work and shall have five years of experience in the field. |
| | .5 | Prior to carrying out the required work, co-ordinate all powering off of electrical services with the authorized representatives of Hydro-Quebec and the Manager or Departmental Representative. |
| | .6 | Supply and install, if necessary, all emergency devices and equipment required to maintain certain services. |
| | .7 | Record the results of all tests requested in a report. Read related literature, note the deficiencies observed and precisely describe each one. |
| | .8 | Use an infrared thermography device and record all abnormal conditions identified in the report. Accompany everything with photos and thermograms. Any devices and equipment that show any sort of deficiency in the thermographic inspection shall also be inspected while powered off and the results shall be an integral part of the requested report, accompanied by the repair costs for each. |
| | | |
| | | |
| 4: Description of work | .1 | <u>15 kV system</u> <u>Substation</u> 1) Inspect and clean the potheads. 2) Inspect and clean the strain insulators of all devices and the |

**APPENDIX B
MAINTENANCE SCHEDULE**

| | | |
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| | | <p>protective devices.</p> <ol style="list-style-type: none"> 3) Thoroughly clean equipment and devices, including the inside and outside of all components to be inspected. Vacuum all cells and compartments. 4) Remove any coatings or deposits of grease, dust, etc. 5) Check the busbars and tightness of all bolts with a torque wrench. Check and retighten all connections, if required. 6) Check the insulation resistance of busbars and cables. 7) Inspect and clean the contacts of load-break disconnects and lubricate according to manufacturer's instructions. 8) Check (and adjust if necessary) the operation and alignment of load-break disconnects. 9) Check the continuity of fuses, coat contact surfaces with anti-rust product and measure the resistance of fuses using a Ducter. 10) Check the ground integrity and continuity. 11) Inspect, clean, lubricate and adjust the locking system, as required. |
| | .2 | <p><u>High voltage cables</u></p> <ol style="list-style-type: none"> 1) Check the insulation resistance using a 1000V Megger. Duration of each test must be one minute. 2) If the insulation resistance is satisfactory, conduct a high voltage direct current test using a high voltage device capable of differentiating between leakage current due to corona effect and leakage current through the insulation. Cable tests shall be done according to the manufacturer's specifications or those supplied by the client. 3) Check the power dissipation factor. 4) Produce a detailed report of the inspections and tests conducted. |
| | .3 | <p><u>Relays</u></p> <p><u>A) Visual and mechanical inspections</u></p> <ol style="list-style-type: none"> 1) Examine the housing to ensure that the short circuit trips are in good operating condition. 2) Clean the relays. 3) Look for foreign particles on the permanent magnet. 4) Inspect the pivots in the disk shaft. |

**APPENDIX B
MAINTENANCE SCHEDULE**

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| | | <p>5) Ensure the adjusting spring is uniform.</p> <p>6) Inspect the main contacts and pilot contacts for pitting.</p> <p>7) Check the tightness of all electrical connections.</p> <p><u>B) Electrical tests</u></p> <p>1) Do a zero adjustment.</p> <p>2) Run a test to evaluate the operating threshold of the timing unit.</p> <p>3) Run a test to evaluate the disengagement current.</p> <p>4) Run a test to evaluate the time-current characteristics.</p> <p>5) Run a hold test (if applicable).</p> <p>6) Run a slope percentage test.</p> <p>7) Run a test to evaluate the operating threshold for the instantaneous unit.</p> <p>8) Test the operation of the pilot and locking mechanism.</p> <p>9) Run an insulation test (1000 volts DC). Produce a complete report of all tests conducted.</p> |
| | .4 | <p><u>Main 347/600 volt distribution substation and secondary substations</u></p> <p>1) Thoroughly clean equipment and devices, including the inside and outside of all components to be inspected.</p> <p>2) Remove any coatings or deposits of grease, dust, etc. Check the busbars and tightness of all bolts with a torque wrench. Check and retighten all connections, if required.</p> <p>3) Clean and vacuum all cells.</p> <p>4) Inspect the condition of cables and insulators.</p> <p>5) Check the ground integrity and continuity.</p> <p>6) Clean the relays and measuring instruments, check the tightness of electrical connections and check that each component operates properly within its respective adjustment range.</p> <p>7) In the report, record at least three temperature readings for the main electrical room, taken during the day and at regular intervals when all devices are operating.</p> |

**APPENDIX B
MAINTENANCE SCHEDULE**

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| | | 8) Check load level and balancing. |
| | .5 | <p>Low voltage circuit breakers</p> <p><u>A. Visual and mechanical inspections:</u></p> <ol style="list-style-type: none"> 1) Pull out the circuit breaker and ensure that it cannot touch the contacts. 2) Remove the circuit breaker from its housing and clean both circuit breaker and housing. 3) Inspect the clamps on the circuit breaker's release mechanism. 4) Clean the main and auxiliary connection pins. 5) Remove the interrupter chambers and inspect for pieces of porcelain or bakelite that might be broken. 6) Switch the circuit breaker on and off at least three times to ensure movement without rubbing or sticking. 7) Check the alignment and pressure of the contacts. 8) Adjust the stop on the trip bar to ensure that the bar has a clear path at all times and will trip properly. 9) Inspect the trip coil and auxiliary circuits of electrically operated circuit breakers. 10) Clean the contacts after the electrical tests. <p><u>B. Electrical tests:</u></p> <ol style="list-style-type: none"> 1) Check the operating threshold of the timing unit on the circuit breakers with removable pneumatic and hydraulic damping mechanisms. The check cannot be carried out on circuit breakers with fixed hydraulic damping mechanisms on which the timing unit cannot be removed. Adjust the operating threshold of the timing unit to the co-ordination curves available; otherwise, adjust it to the values supplied by the client or to standard curves. 2) Check the characteristics of the current time at two locations and compare them to the co-ordination curves. Adjust as required so that the settings match the co-ordination curve, the values supplied by the client or standard curves. 3) Adjust the operating threshold for the instantaneous unit to the co-ordination curves or standard curves. Check that this value is reached. |

**APPENDIX B
MAINTENANCE SCHEDULE**

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| | | <ul style="list-style-type: none"> 4) Adjust the motion threshold for the time-delayed unit to the co-ordination curves or standard curves. Check that this value is reached. Conduct another test at a value that is significantly higher than the threshold to be certain that it operates within the time required. 5) Measure the resistance of the poles using a Ducter (device used to measure the very low resistance of contacts) or an equivalent approved device, after burnishing the contacts. 6) Measure the insulation resistance at 1000VDC. 7) Produce a complete report of tests conducted. |
| | .6 | <p><u>Moulded-case circuit breakers</u></p> <ul style="list-style-type: none"> .1 Ensure that circuit breakers have not overheated. .2 Check at 300% of the rated value of the trip unit and compare the results with the manufacturer's specifications. (See Maintenance Frequency, page 1 of 9). .3 Check the instantaneous trip unit and adjust it to the values of the co-ordination curve or the values supplied by the client. .4 Check the tightness of all connections. |
| | .7 | <p><u>Disconnects</u></p> <ul style="list-style-type: none"> 1. Inspect the connections at the terminals. 2. Check the mechanism's condition and that it operates properly. 3. Inspect the mountings and fuse holder. 4. Check the load. |
| | .8 | <p><u>Power factor controller</u></p> <ul style="list-style-type: none"> 1) Thoroughly clean equipment and devices, including the inside and outside of all components to be inspected. 2) Remove any coatings and deposits of grease and dust. 3) Clean and vacuum all cells. 4) Check and adjust the electronic controls. 5) Check each component; fuses, capacitors, etc. 6) Inspect and tighten all electrical connections as required. 7) Take a reading of the harmonics and check the hot spots. 8) Inspect the capacitors and after the work, ensure that the number of capacitors connected maintains the total reactance below the required values. |

**APPENDIX B
MAINTENANCE SCHEDULE**

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| | .9 | <p>Label</p> <p>.1 Affix a label to the cell of the main circuit breaker, enter the date of the last maintenance service, the Contractor's name and the reference.</p> |
| | .10 | <p>Cable trough for busbars</p> <ol style="list-style-type: none"> 1) Inspect the mountings. 2) Check the busbars and tightness of all bolts with a torque wrench. 3) Inspect and tighten all connections as required. 4) Check the ground integrity and continuity. 5) Remove any coatings or deposits of grease, dust, etc., on all inside and outside surfaces. |
| | .11 | <p><u>Dry-type transformers</u></p> <ol style="list-style-type: none"> .1 Inspect the magnetic ground, windings, connection terminals, voltage taps, bushings and surfaces of the transformer to detect broken parts, foreign bodies or humidity. .2 Using a Megger with a resolution of 50,000 megohms, check the insulation resistance and adjust the value of the readings to 20 degrees C. <ul style="list-style-type: none"> - Between the high voltage and ground, with the low voltage connected to the ground for the duration of the test. - Between the low voltage and ground, with the high voltage connected to the ground for the duration of the test. - Between the high and low voltage, connected to each other and ground. .3 Check the tightness of all connections. .4 Electronically check that the magnetic ground is grounded at a single point only. .5 Check the transformer ratio on all the transformer taps. .6 Ensure that transformer taps are set at the value to give the required output voltage (on non-automatic voltage taps). .7 Ensure that clamps and transportation bracing have been removed. .8 Inspect the fan system to ensure it is working properly. |
| | .12 | <p><u>Junction boxes, distribution panelboards and lighting panelboards</u></p> <ol style="list-style-type: none"> .1 Inspect the mountings. |

**APPENDIX B
MAINTENANCE SCHEDULE**

| | | |
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| | | <p>.2 Inspect the terminal connections. .3 Inspect the circuit breakers and fuses. .4 Check the voltage and amperage. .5 Check the ground and fastness of conduits and connectors. .6 Inspect the condition of the housing.</p> |
| | <p>.13</p> | <p><u>Motor control centres</u></p> <ol style="list-style-type: none"> 1) Thoroughly clean equipment and devices, including the inside and outside of all components to be inspected. 2) Remove any coatings or deposits of grease, dust, etc. Check the busbars and tightness of all bolts with a torque wrench. Check and retighten all connections, if required. 3) Clean and vacuum all cells. 4) Inspect the condition of cable insulation and busbar mountings. 5) Check the ground integrity and continuity. 6) Check the voltage between the phases. 7) Check the amperage between phases A-B, B-C and C-A. 8) Clean the relays and measuring instruments, check the tightness of electrical connections and check that each component operates properly within its respective adjustment range. 9) Inspect the circuit breakers according to 4.6 above. 10) Inspect the disconnects according to 4.7 above. 11) Inspect the relays, terminal blocks, starters, magnetic contactors, control transformers, selectors, push-buttons, annunciator lamps, etc., as follows; <ul style="list-style-type: none"> <input type="checkbox"/> Check the operation. <input type="checkbox"/> Check the operating sequences. <input type="checkbox"/> Clean the different components. <input type="checkbox"/> Inspect the terminal connections. <input type="checkbox"/> Inspect the condition of the insulation of the conductors. <input type="checkbox"/> Check the rating of the overload and short-circuit protection and adjust as required. <input type="checkbox"/> Check the ground leakage. |

**APPENDIX B
MAINTENANCE SCHEDULE**

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| | | <ul style="list-style-type: none"><input type="checkbox"/> Inspect the condition of contacts and coils.<input type="checkbox"/> Check the operating voltage and amperage.<input type="checkbox"/> Inspect the mounting and condition of the housing. |
|--|--|--|

MAINTENANCE SERVICES – PRICE TABLE

Date: May 2012

TYPE: Main and secondary electrical substation maintenance
 BUILDING: Federal building
 ADDRESS: 715 Peel, Montreal
 TERM: 5 years

PART A

Lump sum for section 2ST of the specifications

| | | | |
|-----------------------------------|--|-----------|--|
| PWGSC equipment (main substation) | | \$ | |
| PSEPC equipment (5th, 6th) | | \$ | |
| ITC equipment (4th floor) | | \$ | |
| TOTAL PART A | | \$ | |

PART B

Materials and labour* Section 1ST of the specifications

| | | | |
|-----------------------------------|----------------------|---|--------------|
| | Materials (estimate) | | \$ 36 000.00 |
| Foreman – overtime rate | 100 hrs X \$ | = | \$ |
| Foreman – regular rate | 50 hrs X \$ | = | \$ |
| Electrician – overtime rate | 100 hrs X \$ | = | \$ |
| Electrician – regular rate | 50 hrs X \$ | = | \$ |
| Apprentice elect. – overtime rate | 100 hrs X \$ | = | \$ |
| Apprentice elect. – regular rate | 50 hrs X \$ | = | \$ |

Thermography unit price

| | | | | |
|---------------------|----|--|-----|-----------|
| PWGSC equipment | \$ | | X 5 | \$ |
| PSEPC equipment | \$ | | X 5 | \$ |
| ITC equipment | \$ | | X 5 | \$ |
| TOTAL PART B | | | | \$ |

Bid total for 5 years **

TOTAL PARTS A AND B \$

Prepared by: Jacques Leblanc
 Professional Technologist

* The above hourly rates shall include all labour costs related to work done by employees, including all benefits, transportation costs, parking costs, administrative costs and Contractor's profit.

* * For analysis of call for tenders



Government of Canada / Gouvernement du Canada

| |
|--|
| Contract Number / Numéro du contrat EFA66-130434 |
| Security Classification / Classification de sécurité UNCLASSIFIED |

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

| | | |
|---|--|--|
| PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE | | |
| 1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine | Public Works and Government Services Canada | 2. Branch or Directorate / Direction générale ou Direction Biens Immobiliers |
| 3. a) Subcontract Number / Numéro du contrat de sous-traitance | | 3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant |
| 4. Brief Description of Work / Brève description du travail Entretien sous-stations électriques | | |
| 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"/> |



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 COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL | <input type="checkbox"/> SECRET SECRET | <input type="checkbox"/> TOP SECRET TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS 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



Government of Canada

Gouvernement du Canada

Contract Number / Numéro du contrat

EFA66-130434

Security Classification / Classification de sécurité
UNCLASSIFIED

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

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

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

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

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



Government of Canada / Gouvernement du Canada

| |
|--|
| Contract Number / Numéro du contrat EFA66-130434 |
| Security Classification / Classification de sécurité UNCLASSIFIED |

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

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

| | | |
|--|--|---------------|
| Name (print) - Nom (en lettres moulées) Boucher, Pierre | Title - Titre Gestionnaire des immeubles et des installations | Signature |
|--|--|---------------|

| | | | |
|---|---|--|------|
| Telephone No. - N° de téléphone 514-283-4133 | Facsimile No. - N° de télécopieur 514-283-4477 | E-mail address - Adresse courriel pierre.boucher2@lpsgc-pwgsc.gc.ca | Date |
|---|---|--|------|

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

| | | |
|--|---|---------------|
| Name (print) - Nom (en lettres moulées) Passémaré, Mireille | Title - Titre Coord. int. sécurité minist. et mesures d'urgence | Signature |
|--|---|---------------|

| | | | |
|---|---|---|-----------------------|
| Telephone No. - N° de téléphone 514-496-3536 | Facsimile No. - N° de télécopieur 514-496-3377 | E-mail address - Adresse courriel mireille.passemaré@pwgsc-tpsga.gc.ca | Date 2012. 05 - 18 |
|---|---|---|-----------------------|

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

No / Non Yes / Oui

16. Procurement Officer / Agent d'approvisionnement

| | | |
|---|---------------|-----------|
| Name (print) - Nom (en lettres moulées) | Title - Titre | Signature |
|---|---------------|-----------|

| | | | |
|---------------------------------|-----------------------------------|-----------------------------------|------|
| Telephone No. - N° de téléphone | Facsimile No. - N° de télécopieur | E-mail address - Adresse courriel | Date |
|---------------------------------|-----------------------------------|-----------------------------------|------|

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

| | | |
|--|--|---------------|
| Name (print) - Nom (en lettres moulées) Julie Antiporda | Title - Titre Contract Security Officer, Contract Security Division | Signature |
|--|--|---------------|

| | | | |
|--|-----------------------------------|--|----------------------|
| Telephone No. - N° de téléphone Julie Antiporda@lpsgc-pwgsc.gc.ca | Facsimile No. - N° de télécopieur | E-mail address - Adresse courriel Julie Antiporda@lpsgc-pwgsc.gc.ca | Date May 23, 2012 |
|--|-----------------------------------|--|----------------------|

Tel/Tél - 613-960-5342 / Fax/Télé - 613-954-4171

**PERSONNEL SCREENING FOR ACCESS TO CSIS FACILITIES -
CONSENT AND AUTHORIZATION**

**VÉRIFICATION DE SÉCURITÉ SUR LE PERSONNEL - ACCÈS AUX
INSTALLATIONS DU SCRS - CONSENTEMENT ET AUTORISATION**

3318 (2002/09)

The information below has been requested on a voluntary basis. The information requested is essential to allow you escorted access to a CSIS facility. Should you refuse to respond, access to the facility will not be granted. You may also request access to this information under Section 12 (1) of the Privacy Act.

Les informations que vous avez fournies l'ont été de votre plein gré. Elles nous sont essentielles pour vous autoriser à entrer sous escorte dans une installation du SCRS. Si vous refusez de les fournir, vous ne pourrez obtenir cette autorisation. Conformément au paragraphe 12(1) de la Loi sur la protection des renseignements personnels, vous pouvez consulter le présent formulaire.

Please type or print in block letters. - Prière de dactylographier ou d'écrire en lettres moulées.

A APPLICANT DETAILS - DEMANDEUR(EUSE)

| | | | | | |
|--|--|---|----------------|--|--------------------|
| Surname - Nom de famille | | Full given names (no initials) underline or circle usual name used Prénoms au complet (pas d'initiales). Soulignez ou encercliez le prénom usuel | | | |
| Surname at birth - Nom de famille à la naissance | | Other names used, if different from above - Autres nom utilisés | | | |
| Birth Date - Date de naissance Y-A M D-J | | Place of birth-Lieu de naissance City-Ville Province/State-Province ou État Country-Pays | | Citizenship - Citoyenneté Present - Actuelle Previous - Antérieure | |
| <input type="checkbox"/> Male <input type="checkbox"/> Female Homme Femme | | Height - Taille | Hair - Cheveux | Eyes - Yeux | Complexion - Teint |
| For persons born outside Canada - À l'intention des personnes nées à l'extérieur du Canada Give place and date of entry-Port et date d'entrée | | | | | |
| Current address - Adresse Apt. no.-N° app. Street no.-N° rue Street name-Nom de la rue | | City-Ville Province/State-Province ou État Country-Pays | | From-Du To-Au Y-A M Present À ce jour | |
| Name of employer - Nom de l'employeur | | City-Ville Province/State-Province ou État Country-Pays | | From-Du To-Au Y-A M Present À ce jour | |
| Apt no.-N° app. Street no.-N° rue Street name-Nom de la rue | | City-Ville Province/State-Province ou État Country-Pays | | Occupation | |

B SCREENING CONSENT AND CERTIFICATION - CONSENTEMENT À LA VÉRIFICATION ET CERTIFICATION

I consent to the use of the above information to conduct criminal/security checks.
 I also certify that the information set out by me in this document is true and correct to the best of my knowledge and belief.
 Je consens à ce que les renseignements qui précèdent soient utilisés pour effectuer des vérifications judiciaires et de sécurité. De plus, j'atteste qu'à ma connaissance les renseignements que j'ai fournis sont vrais et exacts.

| | | |
|-----------|---------------------------------|---|
| Signature | Date Y-A M D-J | Telephone (include area code) - N° de téléphone (y compris le code régional) Home - Domicile Work - Travail |
|-----------|---------------------------------|---|

C CSIS USE ONLY - RÉSERVÉ AU SCRS

| | |
|--|---------------------|
| Name of sponsor-Nom de la personne responsable | |
| Branch /Unit-Direction ou section | Telephone-Téléphone |

COMMENT REMPLIR LE FORMULAIRE

TOUS les champs doivent être remplis sauf les champs « A l'intention des personnes nées à l'extérieur du Canada » et « Autres noms utilisés » s'ils ne s'appliquent pas.

Le champ « Teint » fait référence à la race : noir, asiatique, blanc (ou caucasien).

Au champ « Adresse » vous devez indiquer vos adresses domiciliaires des 12 derniers mois. Au besoin, utilisez une feuille séparée. La date d'emménagement doit être indiquée.

Les employeurs des 12 derniers mois doivent tous apparaître dans le champ « Nom de l'employeur » ainsi que la date d'entrée en fonction. Au besoin, utilisez une feuille séparée. Si vous étiez aux études, inscrivez le nom de l'institution et la date de début de fréquentation de l'école.

Dans le bloc de signature, le numéro de téléphone à domicile doit être indiqué sinon, inscrire le numéro de téléphone cellulaire.

SI DES RENSEIGNEMENTS SONT MANQUANTS, LE FORMULAIRE NE SERA PAS ACCEPTÉ.

Merci.