

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC**  
**11 Laurier St. / 11, rue Laurier**  
**Place du Portage, Phase III**  
**Core 0A1 / Noyau 0A1**  
**Gatineau, Québec K1A 0S5**  
**Bid Fax: (819) 997-9776**

**REQUEST FOR PROPOSAL**  
**DEMANDE DE PROPOSITION**

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

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

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

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

**Comments - Commentaires**

<b>Title - Sujet</b> Control System Maintenance		
<b>Solicitation No. - N° de l'invitation</b> KW405-111567/A	<b>Date</b> 2012-12-19	
<b>Client Reference No. - N° de référence du client</b> KW405-111567		
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$HN-329-61820		
<b>File No. - N° de dossier</b> hn329.KW405-111567	<b>CCC No./N° CCC - FMS No./N° VME</b>	
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2013-01-30</b>		<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>		
<b>Address Enquiries to: - Adresser toutes questions à:</b> Dumaresq, Steve		<b>Buyer Id - Id de l'acheteur</b> hn329
<b>Telephone No. - N° de téléphone</b> (819) 956-3487 ( )	<b>FAX No. - N° de FAX</b> ( ) -	
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF THE ENVIRONMENT 867 LAKESHORE RD P.O.BOX 5050 BURLINGTON Ontario L7R4A6 Canada		

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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

**Issuing Office - Bureau de distribution**  
Electrical & Electronics Products Division  
11 Laurier St./11, rue Laurier  
6B1, Place du Portage, Phase III  
Gatineau, Québec K1A 0S5

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## **THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT**

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**Annex "C"      Security Requirement Check List (SRCL)**

**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. Summary**

The bidder will be required to provide automatic building control system maintenance, programming and associated services at the Canada Centre for Inland Waters (CCIW) in accordance with the Statement of Work at Annex "A".

**3. Communications Notification**

As a courtesy, the Government of Canada requests that successful bidders notify the Contracting Authority in advance of their intention to make public an announcement related to the award of a contract.

**4. Debriefings**

After contract award, bidders may request a debriefing on the results of the bid solicitation. 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 provided 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://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

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

The standard instructions and conditions 2003 (2012-11-19) are incorporated by reference into and form part of the bid solicitation.

Section 5.4 of 2003, Standard Instructions - Goods or Services, is amended as follows:

Delete: sixty (60) calendar days

Insert: ninety (90) calendar days

#### 1.1 SACC Manual Clauses

SACC Reference	Section	Date
A9033T	Financial Capability	2012-07-16

### 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.

PWGSC Bids Receiving Unit  
11 Laurier Street  
Place du Portage, Phase 3, Core 0A1  
Gatineau, Québec, K1A 0S5  
Tel.: 819-956-3366

Due to the nature of the bid solicitation, bids transmitted by email and/or 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.

Solicitation No. - N° de l'invitation

KW405-111567/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

hn329

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

KW405-111567

File No. - N° du dossier

hn329KW405-111567

CCC No./N° CCC - FMS No/ N° VME

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

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario. Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the bidders.

## 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 (2 hard copies)  
 Section II: Financial Bid, including Certifications (1 hard copy)

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders are encouraged to:

- 1) use paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

#### Section I: Technical Bid (2 hard copies)

In their technical bid, bidders must demonstrate their understanding of the requirement and describe how they intend to meet the technical requirements.

The Technical, Management and Support Bids should be concise and address, but not necessarily be limited to, the points that are subject to the evaluation criteria against which the bid will be evaluated. Bidders should address these evaluation criteria in sufficient depth in their bid. Simply repeating the statement contained in the solicitation document is not sufficient. Bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

#### Section II : Financial Bid, including Certifications (1 hard copy)

Bidders must submit their financial bid on **Annex "B" - Pricing Schedule**. Bidders should also include the Certifications at Part 5 (Certifications).

##### a. Exchange Rate Fluctuation

The requirement does not provide for exchange rate fluctuation protection. Any request for exchange rate fluctuation protection will not be considered and will render the bid non-responsive.

##### b. Pricing Basis

The bidder must quote firm prices in Canadian dollars, DDP Delivered Duty Paid (destination), with the Goods and Services Tax (GST) and/or the Harmonized Sales Tax (HST) extra, as applicable. Any freight charges to destination and all applicable Custom duties and Excise taxes must be included.

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 1. Evaluation Procedures

Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria specified below. All bids must be completed in full and provide all of the information requested in the bid solicitation to enable full and complete evaluation.

#### 1.1 Technical Evaluation

##### 1.1.1 Mandatory Technical Evaluation

The following Mandatory factors will be taken into consideration in the evaluation of each bid:

1. Security Clearance as specified in the Security Requirement Checklist (SRCL) herein;
2. Technical compliance to the Statement of Work (SOW) at Annex "A", including its Appendices I, II, III and IV. Simply stating a compliancy to a criteria is insufficient. Bidders must present a clearly organized, printed (i.e. not handwritten) proposal that includes all necessary technical and descriptive literature, in order to clearly demonstrate their compliancy to all items presented in the Statement of Work (SOW) at Annex "A";
3. Compliance with the requirement to address the point rated evaluation criteria herein;
4. Compliance with the pricing schedule at Annex "B" herein;
5. Acceptance of terms and conditions as mentioned in the bid solicitation;
6. Completion of the proposal.

##### 1.1.2 Point Rated Technical Evaluation

**(Total Maximum Points Available: 200 / Minimum 130 required)**

Each Technical Proposal which meets all the Mandatory Requirements specified above, will be further evaluated and scored in accordance with the following rated criteria:

1. Technical Information:  
(Maximum Points: 40 / Minimum Points: 25)

##### 1.1 A description of the health and safety policy of the contractor (35 points)

4 points for including each of the items listed: plus 0, 1 or 3 points depending upon the qualitative description of each item.

- Training for staff belonging to prime contractor and subcontractors, if applicable.
- Equipment and tool checked to ensure safety, properly functioning, maintained.
- Monitoring of work for compliance to Health & Safety policies and procedures for staff and subcontractors if applicable.
- Documentation and record keeping relating to H&S.
- Other H&S practices which are relevant.

1.2 A description of the training policy of the contractor (5 points)

Very Good: 5 points  
 Good: 4 points  
 Fair: 3 points  
 Poor: 0-2 points

A very good answer might include the following:

- keeping current with codes, standards, etc.
- maintaining certifications
- investment in employee training
- apprenticeship programs
- monitoring training and providing feedback on a regular basis
- asking client where the needs gaps occur and rectifying the situation.

2. Qualifications of Key Personnel:  
 (Maximum Points: 60 / Minimum Points: 40)

2.1 Name, qualifications and experience of the on site technician (40 points)  
 (person who will be performing the work on a weekly basis).

Very Good: 31 - 40 points  
 Good: 21 - 30 points  
 Fair: 11 - 20 points  
 Poor: 0 - 10 points

A very good answer might include the following:

- education relevant to this contract
- continuous training and courses in controls
- delta training and certifications relevant to this contract
- diverse but relevant work experience
- evidence of Delta Controls programming and troubleshooting
- hands on control system maintenance and adjustments
- able to perform system component replacements.

2.2 Name, qualifications and experience of a first substitute (10 points)

Very Good: 8 - 10 points  
 Good: 6 - 7 points  
 Fair: 3 - 5 points  
 Poor: 0 - 2 points

A very good answer might include the following:

- education relevant to this contract
- continuous training and courses in controls
- delta training and certifications relevant to this contract
- diverse but relevant work experience
- evidence of Delta Controls programming and troubleshooting
- hands on control system maintenance and adjustments
- able to perform system component replacements.



- 2.3 Name, qualifications and experience of the Contractor (10 points)  
(representative with main responsibility for the performance of the contract).

Very Good: 8 - 10 points  
 Good: 6 - 7 points  
 Fair: 3 - 5 points  
 Poor: 0 - 2 points

A very good answer might include the following:

- training and certifications relevant to this contract.
- relevant work experience
- evidence of performing multiple projects with appropriate trades people
- supervision and monitoring of work, giving feedback
- experience in costing, budgeting and scheduling of work.

3. Operation and Maintenance Information:  
(Maximum Points: 50 / Minimum Points: 35)

- 3.1 Details on response procedures for after hours emergency requirements (30 points)

Very Good: 25 - 30 points  
 Good: 18 - 24 points  
 Fair: 10 - 17 points  
 Poor: 0 - 9 points

A very good answer might include the following:

- an after hours response line.
- a return call to site within 30 minutes of emergency call.
- on site response within 2 hours by qualified staff familiar with the facility.
- follow up with report and recommendations on the next business day.

- 3.2 A description of the specific approaches to be used in reviewing and updating building records, drawings and graphics to keep the facility information current (10 points)

Very Good: 8 - 10 points  
 Good: 6 - 7 points  
 Fair: 3 - 5 points  
 Poor: 0 - 2 points

A very good answer might include the following:

- review of existing records at the start of the contract - update them as required.
- have a system that ensures that work is done, work is documented and info is given to site authority.
- timely updating of records and graphics.
- backup of system programming on a regular basis.
- accurate points list of each panel located in the panel door.

- 3.3 Details on the reporting and communication protocols that will be followed to keep Site Authority

informed and to deal with emergencies and circumstances which require Site Authority approvals.  
(10 points)

Very Good: 8 - 10 points  
Good: 6 - 7 points  
Fair: 3 - 5 points  
Poor: 0 - 2 points

A very good answer might include the following:

- bidder demonstrates an understanding and appreciation for the complexity of this requirement due to the age and size of the facility, it's security concerns, health and safety issues, it's tenants (professionals, environmentalists, scientists, etc.)
- advanced communications so that plans and schedules can be made and priorities set.
- pro-active approach to minimize disruptions to the building and it's occupants.
- communications - how often (daily, weekly, monthly); format for reports (oral, handwritten, typed); computer generated status report.

4. References:  
(Maximum Points: 50 / Minimum Points: 30)

Two (2) references including contact names, titles, and telephone numbers.

- proven track record and experience in providing services to facilities which are similar in size, scope, nature of services provided, etc.

Very Good: 21 - 25 points  
Good: 15 - 20 points  
Fair: 8 - 14 points  
Poor: 0 - 7 points

Note: If, after 3 attempts have been made and the contact person cannot be reached, a score of 0 points will be given for that reference (25 points each)

## 1.2 Financial Evaluation

1. Compliance with the Pricing Basis;
2. Compliance with the Pricing Schedule at Annex "B".
3. Highest Overall Combined Rating Technical Merit (60%) and Bid Price (40%).

Price of bids will be evaluated in Canadian dollars, DDP Delivered Duty Paid (destination), with the Goods and Services Tax (GST) and/or the Harmonized Sales Tax (HST) extra, as applicable. Any freight charges to destination and all applicable Custom duties and Excise taxes must be included.

The total evaluated bid price used in the evaluation will be the aggregate value of the individual line item costs offered at Tables 1, 2, 3 and 4 of Annex "B", Pricing Schedule (i.e. sum of line items (1) to (20)).

### 1.3 Conditions/Certifications Precedent to Contract

1. Code of Conduct and Certifications - Related documentation as specified in Part 5;
2. Federal Contractors Program for Employment Equity as specified in Part 5;
3. Financial Capability;
4. Security Clearance as specified herein.

### 2. Basis of Selection

Highest Overall Combined Rating Technical Merit (60%) and Bid Price (40%).

Example: The combined ranking will be calculated as shown.  
In this example bidder 1 has the highest total score.

Highest Overall Combined Rating Technical Merit (60%) and Price (40%)			
	Bidder 1	Bidder 2	Bidder 3
Technical Points (Maximum 200) (Minimum 130)	150	160	140
Total Bid Price	160,000	200,000	175,000
Result	Technical Points	Price Points	Total Points
Bidder 1	$(150/100) \times 60 = 90.00$	$*160,000/160,000 \times 40 = 40.00$	130.00
Bidder 2	$(160/100) \times 60 = 96.00$	$*160,000/200,000 \times 40 = 32.00$	128.00
Bidder 3	$(140/100) \times 60 = 84.00$	$*160,000/175,000 \times 40 = 36.57$	120.57

\*Represents the lowest priced responsive proposal.

All Proposal Score will be rounded to two (2) decimal points. In the event that two or more Bidders achieve the same Total Bid Score, calculated to two-decimal places, the Bidder with the highest Technical Score will be declared the winner.

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive (compliant). The responsive bid with the highest total points score will be recommended for award of a contract.

### 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.

## PART 5 - CERTIFICATIONS PRECEDENT TO CONTRACT AWARD

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.

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.

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. Code of Conduct and Certifications - Related documentation

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

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

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

## 2. Federal Contractors Program - Certification

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

1. The Federal Contractors Program (FCP) requires that some suppliers, including a supplier who is a member of a joint venture, bidding for federal government contracts, valued at \$200,000 or more (including all applicable taxes), make a formal commitment to implement employment equity. This is a condition precedent to contract award. If the Bidder, or, if the Bidder is a joint venture and if any member of the joint venture, is subject to the FCP, evidence of its commitment must be provided before the award of the Contract.

Suppliers who have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive government contracts over the threshold for solicitation of bids as set out in the Government Contracts Regulations. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP for a reason other than the reduction of their workforce to less than 100 employees. Any bids from ineligible contractors, including a bid from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

2. If the Bidder does not fall within the exceptions enumerated in 3.(a) or (b) below, or does not have a valid certificate number confirming its adherence to the FCP, the Bidder must fax (819-953-8768) a copy of the signed form LAB 1168, Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC.
3. The Bidder, or, if the Bidder is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Bidder or the member of the joint venture

- (a) ( ) is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, or temporary employees having worked 12 weeks or more in Canada;
- (b) ( ) is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;
- (c) ( ) is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC (having not bid on requirements of \$200,000 or more), in which case a duly signed certificate of commitment is attached;
- (d) ( ) is subject to the FCP, and has a valid certificate number as follows: \_\_\_\_\_ (e.g. has not been declared an ineligible contractor by HRSDC.)

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## PART 6 - RESULTING CONTRACT CLAUSES

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

### 1. Statement of Work

The Contractor will provide automatic building control system maintenance, programming and associated services at the Canada Centre for Inland Waters (CCIW) in accordance with the Statement of Work at Annex "A".

#### 1.1 SACC Manual Clauses

SACC Reference	Section	Date
B1501C	Electrical Equipment	2006-06-16

### 2. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the *Standard Acquisition Clauses and Conditions* (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

#### 2.1 General Conditions

2035 (2012-11-19), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

### 3. Security Requirement

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

#### 4. Term of Contract

##### 4.1 Period of Contract

The 3-year period of Contract is from \_\_\_\_date\_\_\_\_ to \_\_\_\_date\_\_\_\_ inclusively.

##### 4.2 Option to Extend the Contract

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

Option Year 1: \_\_\_\_date\_\_\_\_ to \_\_\_\_date\_\_\_\_ inclusively.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 15 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

#### 5. Authorities

##### 5.1 Contracting Authority

The Contracting Authority for the Contract is:

Steve Dumaresq  
Public Works and Government Services Canada  
Acquisitions Branch  
Logistics, Electrical, Fuel and Transportation Directorate  
"HN" Division  
7B3, Place du Portage, Phase III  
11 Laurier Street  
Gatineau, QC, K1A 0S5

Telephone : (819) 956-3487

E-mail address: steve.dumaresq@pwgsc-tpsgc.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 Project Authority

The Project Authority for the Contract is:

Name:	<u>To be inserted at Contract Award</u>
Title:	<u>To be inserted at Contract Award</u>
Address:	<u>To be inserted at Contract Award</u>
Telephone:	<u>To be inserted at Contract Award</u>
Facsimile:	<u>To be inserted at Contract Award</u>
E-mail address:	<u>To be inserted at Contract Award</u>



### 5.3 Contractor's Representative

#### General inquiries

Name: \_\_\_\_\_  
 Telephone No. \_\_\_\_\_  
 Facsimile No. \_\_\_\_\_  
 E-mail address: \_\_\_\_\_

#### Delivery follow-up

Name: \_\_\_\_\_  
 Telephone No. \_\_\_\_\_  
 Facsimile No. \_\_\_\_\_  
 E-mail address: \_\_\_\_\_

### 6. Payment

#### 6.1 Basis of Payment

The Contractor will be paid the firm prices set out at Annex "B", Pricing Schedule, on an as required basis, and Delivered Duty Paid (Destination). Customs duties are included and Goods and Services Tax (GST) or Harmonized Sales Tax (HST) is extra, if applicable.

##### 6.1.1 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ 405,000.00 for the initial 3-year period. Customs duties are included, and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

An additional estimated amount of \$ 135,000 will be added to the limitation if option year 1 is exercised (as per Article 4.2 (Option to Extend the Contract)). Customs duties are included, and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the specifications, 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) if 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.

## 6.2 SACC Manual Clauses

SACC Reference	Section	Date
H1008C	Monthly Payment	2008-05-12

### 6.2.1 T1204 Information Reporting by Contractor

- Pursuant to paragraph 221 (1)(d) of the Income Tax Act, R.S. 1985, c.1 (5th Supp.), payments made by departments and agencies to contractors under applicable services contracts (including contracts involving a mix of goods and services) must be reported on a T1204 Government Service Contract Payments slip.
- To enable departments and agencies to comply with this requirement, the Contractor must provide the following information within 30 calendar days following contract award:
  - the legal name of the Contractor, i.e. the legal name associated with its business number or Social Insurance Number (SIN), as well as its address and postal code;
  - the status of the Contractor, i.e. an individual, a sole proprietorship, a corporation, or a partnership;
  - the business number of the Contractor if the Contractor is a corporation or a partnership and the SIN if the Contractor is an individual or a sole proprietorship. In the case of a partnership, if the partnership does not have a business number, the partner who has signed the Contract must provide its SIN;
  - in the case of a joint venture, the business number of all parties to the joint venture who have a business number or their SIN if they do not have a business number.
- The information must be sent to the person and address specified below. If the information includes a SIN, the information should be provided in an envelope marked "PROTECTED".

Name of person: \_\_\_\_\_

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

## 7. Invoicing Instructions

- The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
- The Contractor must distribute the invoices and reports as follows:
  - The original and one (1) copy of the invoices must be forwarded to the address shown on page 1 of the Contract for certification and payment.
  - One (1) copy of the invoice must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract

**8. Certifications**

Compliance with the certifications and related documentation 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, provide the related documentation or if 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 Ontario.

**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) 2035 General Conditions - Higher Complexity - Services (2012-11-19);
- (c) Annex "A", Statement of Work;
- (d) Annex "B", Pricing Schedule;
- (e) Annex "C", Security Requirements Check List (SRCL);
- (f) the Contractor's bid dated \_\_\_\_date\_\_\_\_.

**11. Foreign Nationals (Canadian Contractor)**

SACC Manual clause A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)

**12. Insurance**

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

**13. Notice of Labour Disputes**

Whenever the Contractor or any sub-contractor hereunder has knowledge that any actual or potential labour dispute is delaying or threatens to delay the timely performance of this contract, the Contractor or any such subcontractor shall immediately give notice thereof, including all relevant information with respect thereto, to the Contracting Authority.

**14. Work Hours**

Work hours are specified at Annex "A" herein.

Solicitation No. - N° de l'invitation

KW405-111567/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

hn329

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

KW405-111567

File No. - N° du dossier

hn329KW405-111567

CCC No./N° CCC - FMS No/ N° VME

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## **15. Sick, Vacation and Statutory Holidays**

It is agreed that all compensation for vacation, sick leave, holidays and company sponsored insurance programs, if any, is included as part of the rates set forth and that the time when the employees of the contractor are absent on such holidays, vacation, sick leave, or otherwise, shall not be included in the number of days or hours chargeable.

## **16. Site Regulations**

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

**ANNEX "A"**  
**( Includes Appendices I, II, III and IV )**

**STATEMENT OF WORK**  
**PROVISION OF AUTOMATED BUILDING CONTROL SYSTEM SERVICES**

## **BACKGROUND**

The Canada Centre for Inland Waters (CCIW) in Burlington, Ontario, is Environment Canada's largest freshwater research facility. An automatic control system is used to provide safe and efficient operation of facility support systems. Delta Controls is the manufacturer of the system.

### **1. REQUIREMENT**

To provide Canada Centre for Inland Waters (CCIW) with automatic building control system maintenance, programming and associated services, in accordance with the Scope of Work detailed herein.

### **2. SCOPE OF WORK**

The scope of work SHALL be as chronicled in Appendix I, Appendix II, Appendix IV, and includes, but is not limited to:

- reheat and radiation system control valves
- supply air mixing valves
- temperature regulating valves, sensors and thermostats
- air dampers and controls
- electric and pneumatic controls
- control system programming
- control end device calibration and adjustments
- computers, routers, hubs and other interface devices
- fiber optic and CAT5 cable terminations

Note: May include other items and tasks which pertain to the control system but are not listed herein.

### **3. SERVICES TO BE PERFORMED**

It is the intent during this contract period for the Contractor to assist Site Authority to:

- review existing control system programming and operations
- determine new programming strategies to both simplify programming and improve operational efficiencies
- provide technical direction on new facility project control requirements
- inspect and verify functional status of hardware and end devices
- implement the developed strategies with no disruption to the facility
- document the strategies and the implementation of such in a Control System Manual

All control system changes must be approved by Site Authority prior to implementation. All control system programs along with 'English' descriptions of the sequence of control shall form part of the Control System Manual.

The Contractor shall maintain the control system to provide proper sequencing of the equipment and satisfactory operation of the automatic controls to provide a safe working environment while maintaining energy efficiency and comfort levels.

The Contractor will maintain the existing Delta Control system. The Contractor shall have a Delta technical representative come to the site to review the control system to ensure proper integrity and functioning of the system at the beginning of the contract.

#### **4. REPORTING & RECORDS**

A system of recording replacement, maintenance, programming or other control system changes shall be implemented to help determine history and performance of the controls systems and will be forwarded to TMU on a monthly basis.

Equipment condition assessment and maintenance requirements identified through corrective maintenance work must be reported on monthly, as well as all parts and materials used in the corrective maintenance program. Reports will be written and provided to Site Authority.

The contractor shall update existing control system graphics and equipment manuals as requested by Site Authority to keep facility documentation current with changes occurring during the life of the contract. The control panel directories shall be kept current and controls specifications updated as work is performed.

#### **5. GENERAL REQUIREMENTS**

##### **5.1 QUALIFICATIONS**

The Contractor shall furnish a controls technician who has a minimum of **six (6)** years experience servicing automatic building control systems. The technician shall have a minimum of **five (5)** years experience in operational control strategies and programming. To provide continuity and familiarity with facility operations, the same technician will perform the work under this contract.

The Contractor shall also have sufficient back-up personnel (minimum 1 other person) and equipment to accomplish promptly and satisfactorily all work under this contract.

The existing control system is from Delta Controls. The Contractor must be able to provide local, certified Delta Controls parts and repair service. The technician shall be familiar with the Delta Controls system protocols and requirements; the technician shall be knowledgeable and experienced to navigate and edit all versions of Delta software, including Igraph.

##### **5.2 HOURS OF WORK**

The technician shall be on site a minimum of 15 hours per week performing the regular weekly maintenance requirements as outlined in **Appendix I**. The work will be performed during the period of normal building hours of 07:30 to 17:00 on a regular weekly schedule. Site Authority approval is required prior to changes to the regularly schedule. Any additional hours required to complete work under this contract can be scheduled on a weekly basis.

To provide emergency service to the facility, the contractor must have in place a system for emergency call-in response outside normal operating hours. Emergency response shall be within one (1) hour of the call being placed.

### **5.3 EMERGENCY SERVICE**

In addition to the regular maintenance service for the automatic control system, the Contractor shall provide emergency service by qualified personnel on a twenty-four (24) hour basis. The name(s) and telephone number(s) of the Contractor's representative(s) shall be provided to Site Authority.

The Contractor shall respond to an emergency service call with-in sixty (60) minutes of the call being made.

Personnel assigned to respond to the emergency calls shall be familiar with the building, the control system components, building operating parameters and building rules and guidelines.

The Contractor shall submit a separate invoice for emergency service performed under this agreement.

### **5.4 OCCUPATIONAL HEALTH & SAFETY**

The Contractor knows and understands that, although the contractual work is conducted on Crown property, the work of the private contractor, their employees and any sub-contractors are subject to the Legislation, Regulations, Policies, Standards and Practices as established by the Province of Ontario with respect to Occupational Safety and Health. Notwithstanding this general provision the Contractor shall also comply with all applicable Occupational Safety and Health provisions as stipulated under **Appendix III**.

### **5.5 WASTE AND HAZARDOUS WASTE HANDLING AND DISPOSAL**

The contractor will be required to comply with all Provincial regulations for waste and hazardous waste handling and disposal.

Reuse and recycling of materials, where practical, is the expected operating practice. Any and all materials removed in the performance of the contract remain the property of Environment Canada and will be handled through direction of Site Authority.

### **5.6 EXTRA / ADDITIONAL WORK**

Extra work, except for emergency call-ins for which payment will be claimed, must be authorized by Site Authority. A separate invoice must be submitted for this work. This would include work related to the control system such as expansion of the system into new labs, etc. Upgrades to both hardware and software would also fall into this area.

## **6. SPECIFICATIONS AND PLANS**

### **6.1 INDEPENDENT CONTRACTOR**

The Contractor is engaged as an independent Contractor for the Crown. Neither the Contractor or any officer, servant or agent of the Contractor shall be deemed to be an employee, servant or agent to Her Majesty. The Contractor agrees to be solely responsible for any and all deductions required to be made from earnings and/or salaries, wages or other compensations paid to its' employees or agents with respect to Canada or Quebec Pension Plans, Income Tax, Unemployment Insurance, Workmen's Compensation, or any other deduction falling within a similar category. In addition, the Contractor agrees to be solely responsible for the payments of all such deductions to the proper authorities in accordance with any laws and regulations thereto.

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## 6.2 SECURITY

### a) Personnel Security (As per Security Requirements Check List - SRCL)

The Contractor's key employees assigned on a regular basis to CCIW must have appropriate security clearance levels as determined by Site Authority.

### b) Building Security (As per Security Requirements Check List - SRCL)

All Contractor's employees are to sign in and out at the main security desk when performing any work at the facility.

The Contractor shall inform the Site Authority of the names of employees who are required to work after normal hours or on holidays or weekends and a Temporary Pass will be obtained for them. Should employees be required to perform any service on a call-back outside normal working hours, they shall sign in and out as they would do during normal working hours.

## 6.3 EMERGENCY EVACUATION

It is the Contractor's responsibility to ensure that their employees and subcontractor's employees are in compliance with the CCIW Fire Emergency Orders at all times. In the event of an evacuation, Contractor's staff shall obey instructions received from members of the CCIW Fire Emergency Organization or others having the authority to issue such instructions.

## 6.4 SAFETY AND ACCIDENTS

Neither the Contractor nor any of their employees are considered to be employees of the Crown and will not fall within the provisions of the Government Employees Compensation Act and are not eligible for any benefits provided by this Act in case of accident during the performance of any service under this contract. Such benefits as may be payable are a subject between the Contractor and their staff. All incidence of accidents, breakage, fire or damage whatsoever are to be reported to the Site Authority immediately after they occur. The Contractor is responsible to transport any of their staff to a hospital, if required, as a result of an on site accident.

## 6.5 LABOUR RATES

Where labour rates are requested they shall include costs for all plant and materials used by the Contractor or his tradesmen.

## 6.6 MATERIALS

All equipment, tools and minor items such as solder, connector clips, screws and miscellaneous items required for the regular maintenance service are the responsibility of the Contractor.

Materials shall be similar or equal in design and quality to existing approved by Site Authority. All manufactured items shall be applied and/or installed as directed by the manufacturer unless otherwise directed by Site Authority.

Replacement of parts and repairs not covered by the regular maintenance service require cost estimates and approval from Site Authority before the work is undertaken.



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## APPENDIX I

The Contractor shall review the existing control strategies and programming which have been modified from the original installation. As required, new strategies and programming will be implemented to provide increased operational efficiencies. No system modification, including operating parameters and control settings, shall be made without prior approval of Site Authority.

The Contractor shall develop a 'Control System Manual' which will show each control program and a brief 'English' description of the operational strategy.

Regular weekly maintenance service shall be performed by the same service person(s), so that they become familiar with both the building and control system operations. Approval and scheduling of work will be done on 'Work Orders' issued by Site Authority.

The Contractor shall return completed work orders, on a weekly basis, to provide a written record of the work that was completed and all required information and readings that were done to complete the work.

The Contractor shall maintain the control system to provide proper sequencing of the equipment and satisfactory operation of the automatic controls to provide a safe working environment while maintaining energy efficiency.

In addition, the regular maintenance program shall include, but not be limited to the following:

- Assist TMU staff in inspecting and servicing the complex wide automatic control systems.
- Assist TMU staff in correcting faults found during inspections.
- Assist TMU staff in maintaining accurate records of control system parts stock usage.
- Maintain daily service log to record ongoing changes, repairs and upkeep of the controls systems.
- Save monthly backups of the control system programming to disk.
- Generate system reports for records, monthly as requested by TMU.
- Install and maintain updated points list of each panel on inside of panel door.
- Annually check panel batteries and replace defective ones.

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## **APPENDIX II**

On an annual basis, provide Third Party certification for facility fume hoods (approx. 100), to ensure compliance with Treasury Board Guidelines (15128).

Provide annual inspection, testing and adjustment for lab air system components and control programs, to ensure compliance with Canada Labour Code II and NBC codes.

When work is required on a fume hood and/or lab air system controls it shall be done as outlined in the following procedure. A written report shall be issued for each fume hood and lab inspected, as well as a summary of all the deficiencies found during the inspection. The report shall be forwarded to Site Authority within 14 days of completion of the inspection.

The research conducted in these laboratories can be adversely affected by maintenance activities and it is imperative that this research work not be interrupted by unscheduled maintenance work. It will therefore be necessary to have some flexibility in the performance of the contract to accommodate science.

All work in laboratories must be approved by Site Authority prior to commencing.

### **Procedure for inspecting Fume hoods and Lab air systems:**

#### **1. Fume hood Controls**

The fume hood controls will be inspected, tested and calibrated by the following procedure.

- the sash position sensor will be tested and calibrated at 3" and 18"
- the air flow sensor will be calibrated with the sash position at 18" by taking 5 readings across the face with a hot wire anemometer supplied by the contractor. The face velocity shall be maintained at 100 f/s
- the audible alarm and alarm light will be tested for proper operation
- the alarm mute button will be tested for proper operation
- the emergency override buttons on the fume hood ISTAT and room ISTAT will be tested

#### **2. Lab Air System**

The air supply system will be inspected, tested and calibrated by the following procedure.

- the room temperature sensor will be calibrated
- the operation of the supply air, exhaust air and mixing dampers will be tested by stroking each damper the full range
- the pressure of the lab should be tested for negative pressure relative to the corridor
- the lab space static pressure sensors will be calibrated

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### **APPENDIX III**

#### **OCCUPATIONAL SAFETY AND HEALTH**

##### **GENERAL RESPONSIBILITY AND ACCOUNTABILITY FOR OCCUPATIONAL SAFETY AND HEALTH FOR CONTRACTORS WORKING AT THE CANADA CENTRE FOR INLAND WATERS OR ANY REMOTE FACILITY UNDER THE JURISDICTION AND CONTROL OF THE CANADA CENTRE FOR INLAND WATERS.**

The Contractor Shall:

- 1.1 Comply with Prescribed and Non-Prescribed Standards (Canada Occupational Safety & Health Regulations, National Fire Code, National Building Code, Hazardous Products Act, Province of Ontario Occupational Health and Safety Act, Ontario Construction Projects Regulation, Ontario Industrial Establishments Regulation, Workplace Hazardous Materials Information System (WHMIS) Regulation, Workplace Safety and Insurance Act, 1997, Ontario Fire Protection and Prevention Act, CCIW fire & Emergency Procedures, CCIW Security Policy, Emergency and Security measures as established by law, Environment Canada and the Canada Centre for Inland Waters (CCIW).
- 1.2 Provide a Written Copy of their Health and Safety Policy to the Centre Coordinator for Health, Safety, Fire and Security Prior to the commencement of any work or undertaking and ensure a copy of this policy is posted at a prominent location within the area where work will be carried out.
- 1.3 Ensure that the machinery, equipment and tools used by the Contractors employees or the employees of any Sub-Contractor in the course of their work, meet Prescribed and Non-Prescribed Federal, Provincial and/or accepted Industry Standards and are safe to use under all conditions of their intended use.
- 1.4 Ensure that the activities of the Contractors employees or the employees of any Sub-Contractor granted access to the worksite Do Not Endanger the Health and Safety of any Departmental Employee or any other person granted access to the CCIW.
- 1.5 Ensure that every employee of the Contractor and the employees of any Sub-Contractor are adequately trained and certified or licensed to conduct their work in accordance with Prescribed and Non-Prescribed Federal, Provincial, Municipal or Industrial Standards.
- 1.6 Ensure that the operation and maintenance of all electrical equipment shall meet the standards set out in the Canadian Electrical Code and that all testing or work performed on electrical equipment shall be performed by a qualified person or and employee under the direct supervision of a qualified person.
- 1.7 The Contractor or Sub-Contractor shall, prior to entry into any Confined Space, request and obtain an approved CCIW "Confined Space Entry Permit". The Contractor or Sub-Contractor shall ensure that safe entry procedures are followed by a qualified person responsible for the inspection, maintenance and testing of all monitoring equipment, personal protective equipment, ventilating equipment, safety harnesses and any other entry, protective and rescue equipment used in conjunction with entry into a confined space.
- 1.8 The Contractor or Sub-Contractor shall, prior to any welding, cutting, blow torch or other operation where an open flame is used in "Hot Work" obtain proper authorization to perform such work in the form of a written permit from the Departmental Contracting Authority. All such operations shall only be performed by operators qualified either according to Prescribed and Non-Prescribed Federal or Provincial or Industrial Standards.

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- 1.9 Provide First-Aid Services to their employees and the employees of and Sub-Contractor consistent with the Regulations under the Workers' Compensation Act - First Aid Requirements R.R.O. 1990, Reg. 1101 for the Province of Ontario.
  - 1.10 Provide every employee of the Contractor and employee of any Sub-Contractor or any other individual worker granted access to the worksite with Prescribed Safety Materials, Equipment, Devices, Tools and Clothing. And documented training on its intended use shall be forwarded to the Contract Authority for CCIW.
  - 1.11 Upon request, accompany a Departmental Representative during periodic site safety inspections and shall respond, in writing, to any corrective actions deemed necessary or appropriate to correct any unsafe Act, Equipment, Procedure or Device within a predetermined time frame as established by the Departmental Representative.
  - 1.12 With reference to article 1.11 the Contractor and Sub-Contractor shall not recommence any work until such time as the unsafe Act, Equipment, Procedure or Device has been corrected to the satisfaction of the Centre Coordinator for Health, Safety, Fire, and Security or his appointed representative.
  - 1.13 The Department, or Departmental Representative, Retains the right, where it has reasonable cause to believe that, the use or operation of a machine or thing, or a condition exists that constitutes a danger, or the performance of or activity of an employee of the Contractor or Sub-Contractor, presents a danger to any other worker, Departmental employee or any other person(s) granted access to CCIW; TO IMMEDIATELY STOP ANY SUCH WORK OR ACTIVITY.

The parties to the agreement acknowledge that such work stoppage DOES NOT constitute a breach of contract.

## **APPENDIX IV**

The following BAS system upgrades shall be done during the first year of the contract. It shall include all technical and electrical labour and graphics.

### **1. R&D Area**

#### **Control Panel CP7 to become new CP700**

- Relocate 12X12X4 enclosure and receptacle to allow space for new enclosure and mount new DDC enclosure (enclosure supplied by CCIW).
- Prepare and install back plane for DCU and 2 expansion cards (DDC hardware supplied by CCIW).
- Prepare new wiring c/w new labels and wiring terminals where necessary.
- Prepare new controllers with new programs and points list.
- Changeover all points from old controller to new and verify.
- Install new Cat5 communication cable from adjacent Ethernet switch to new DCU.
- Remove all old controllers, enclosures and associated hardware.

#### **New Subnet of CP700 - additional items**

- Remove old pneumatic controls and install two (2) new DVC322 controllers with DNS14 sensors on First Floor Rooms R114 & R117 (DDC Controllers & Sensors supplied by Contractor).
- Remove old pneumatic controls and install two (2) new DVC322 controllers with DNS14 sensors on Second Floor of R&D (DDC Controllers & Sensors supplied by Contractor).
- Supply and install new MS/TP communication line from CP700 to each of the DVC322's.
- Reuse existing air flow sensors on VAV boxes.

### **2. Ecotoxicology Lab**

#### **Control Panel CP10 to become new CP1000**

- The enclosure will remain and the old turbo panel shall be replaced with one DSC1616E and two DAC1600 (DDC hardware supplied by CCIW).
- Ensure all existing wires are labeled.
- Remove wiring from controller and prepare for temporary mounting. Controller shall be remounted outside of it's enclosure for continued use while new controllers are being installed.
- Prepare new wiring c/w new labels and wiring terminals where necessary.
- Prepare new controllers with new programs and points list.
- Changeover all points from old controller to new and verify.
- Install new Cat5 communication cable from adjacent Ethernet switch to new DSC1616E (CP1000).
- Replace micro-panel cp119 with DAC1600 (DDC hardware supplied by CCIW).

#### **Control Panels CP35 & CP36 to become new CP3500**

- These two controllers shall be merged into one DCU with three expansion cards (DDC hardware supplied by CCIW).
- Leave one of the existing enclosures in place, and relocate transformer and receptacle to allow space for new larger enclosure (enclosure supplied by CCIW).
- Ensure all existing wires are labeled.
- Remove wiring from controller and prepare for temporary mounting. Controller shall be remounted outside of it's enclosure for continued use while new controller is being installed.

- Remove old enclosure and replace with new larger enclosure.
- Prepare and install back plane for DCU and 3 expansion cards.
- Prepare new wiring c/w new labels and wiring terminals where necessary.
- Prepare new controllers with new programs and points list.
- Changeover all points from old controller to new and verify.
- Install new Cat5 communication cable from Ethernet switch adjacent to CP1000 to new DCU.
- Remove all old controllers, enclosures and associated hardware.
- Install subnet communication cable to W236 and W238 and replace two existing micro-panels with DAC633 and DSC1280 (DDC hardware supplied by CCIW).

### **3. Aqueref Lab**

#### **Control Panel CP43 to become new CP4300**

- Supply one (1) new DSC-R2424.
- Install MS/TP subnet communication cables to H158, H159, and H160, for controllers and sensors.
- Replace three (3) existing micro-panels and sensors with DAC1180+5 DNS14 (in room H159), DAC633+2 DNS14 (in room H158), and DAC633+2 DNS14 (in room H160) (DDC hardware supplied by CCIW).
- Ensure all existing wires are labeled.
- Prepare new controllers with new programs and points list.
- Changeover all points from old controller to new and verify.
- Install new Cat5 communication cable from Ethernet switch adjacent CP4300 to new DSC-R2424.
- Remove all old controllers, enclosures and associated hardware.

### **4. Admin & Lab**

- Upgrade existing micros on existing Panels CP 39 & CP 40 with new firmware chips.
- Replace A&L Penthouse IntelliCon panels with reclaimed turbo panels (CCIW stock) and upgrade the turbo panel firmware chips.

**ANNEX "B"****PRICING SCHEDULE**

The bidder must quote firm prices in Canadian dollars, DDP Delivered Duty Paid (destination), with the Goods and Services Tax (GST) and/or the Harmonized Sales Tax (HST) extra, as applicable. Any freight charges to destination and all applicable Custom duties and Excise taxes must be included.

The prices quoted shall be the total cost including all labour, equipment, tools, and all hydro disconnection and reconnection charges and inspections as may be required and all other costs, including materials, to complete the scheduled maintenance requirements outlined in the appendices.

**TABLE 1: YEAR ONE (1) OF THE CONTRACT (Initial 3-year Period)****1.1 Appendix I**Weekly Inspection and Maintenance

\$\_\_\_\_\_/month (1)

Monthly rate to carry out all services and frequencies for the regular weekly maintenance as outlined in Appendix I.

The hourly rate for trades person listed below shall be the maximum rate in effect during the first year of the Contract.

Controls Technician Regular Hours \$\_\_\_\_\_/hour (2)

Overtime \$\_\_\_\_\_/hour (3)

**1.2 Appendix II**Annual Lab Air System Inspection and Fume hood Certification Report

Annual cost to perform lab air systems inspection, testing and calibration as outlined in Appendix II and Third Party fume hood certification report (for approximately 100) as outlined in Treasury Board Guidelines (M15128).

\$\_\_\_\_\_ (4)

**1.3 Appendix IV**BAS System Upgrades

Cost to carry out all technical and electrical labour and graphics to complete BAS upgrades in first year of the contract, as outlined in Appendix IV.

1. R&D Area \$\_\_\_\_\_ (5)

2. Ecotoxicology Lab \$\_\_\_\_\_ (6)

3. Aqueref Lab \$\_\_\_\_\_ (7)

4. Admin & Lab \$\_\_\_\_\_ (8)

**TABLE 2: YEAR TWO (2) OF THE CONTRACT (Initial 3-year Period)****2.1 Appendix I**Weekly Inspection and Maintenance

\$\_\_\_\_\_/month (9)

Monthly rate to carry out all services and frequencies for the regular weekly maintenance as outlined in Appendix I.

The hourly rate for trades person listed below shall be the maximum rate in effect during the first year of the Contract.

Controls TechnicianRegular Hours

\$\_\_\_\_\_/hour (10)

Overtime

\$\_\_\_\_\_/hour (11)

**2.2 Appendix II**Annual Lab Air System Inspection and Fume hood Certification Report

Annual cost to perform lab air systems inspection, testing and calibration as outlined in Appendix II and Third Party fume hood certification report (for approximately 100) as outlined in Treasury Board Guidelines (M15128).

\$\_\_\_\_\_ (12)

**TABLE 3: YEAR THREE (3) OF THE CONTRACT (Initial 3-year Period)****3.1 Appendix I**Weekly Inspection and Maintenance

\$\_\_\_\_\_/month (13)

Monthly rate to carry out all services and frequencies for the regular weekly maintenance as outlined in Appendix I.

The hourly rate for trades person listed below shall be the maximum rate in effect during the first year of the Contract.

Controls TechnicianRegular Hours

\$\_\_\_\_\_/hour (14)

Overtime

\$\_\_\_\_\_/hour (15)

**3.2 Appendix II**Annual Lab Air System Inspection and Fume hood Certification Report

Annual cost to perform lab air systems inspection, testing and calibration as outlined in Appendix II and Third Party fume hood certification report (for approximately 100) as outlined in Treasury Board Guidelines (M15128).

\$\_\_\_\_\_ (16)



**TABLE 4: OPTION YEAR ONE (1) (i.e. Year 4 of the contract if exercised)****4.1 Appendix I**Weekly Inspection and Maintenance

\$ \_\_\_\_\_/month (17)

Monthly rate to carry out all services and frequencies for the regular weekly maintenance as outlined in Appendix I.

The hourly rate for trades person listed below shall be the maximum rate in effect during the first year of the Contract.

Controls TechnicianRegular Hours

\$ \_\_\_\_\_/hour (18)

Overtime

\$ \_\_\_\_\_/hour (19)

**4.2 Appendix II**Annual Lab Air System Inspection and Fume hood Certification Report

Annual cost to perform lab air systems inspection, testing and calibration as outlined in Appendix II and Third Party fume hood certification report (for approximately 100) as outlined in Treasury Board Guidelines (M15128).

\$ \_\_\_\_\_ (20)

**TOTAL EVALUATED BID PRICE**

\$ \_\_\_\_\_

The total evaluated bid price used in the evaluation will be the aggregate value of the individual line item costs offered at Tables 1, 2, 3 and 4 above (i.e. sum of line items (1) to (20)).

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Mark-Ups (Note: For informational purpose only. Will not be considered for technical and/or financial evaluation)

## Table 1

Mark-up, if any, to be charged by the Contractor on parts and materials purchased and used in the facility in the performance of the Work. \_\_\_\_\_ %

## Table 2

Mark-up, if any, to be charged by the Contractor on parts and materials purchased and used in the facility in the performance of the Work. \_\_\_\_\_ %

## Table 3

Mark-up, if any, to be charged by the Contractor on parts and materials purchased and used in the facility in the performance of the Work. \_\_\_\_\_ %

## Table 4

Mark-up, if any, to be charged by the Contractor on parts and materials purchased and used in the facility in the performance of the Work. \_\_\_\_\_ %

Solicitation No. - N° de l'invitation

KW405-111567/A

Amd. No. - N° de la modif.

File No. - N° du dossier

hn329KW405-111567

Buyer ID - Id de l'acheteur

hn329

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

KW405-111567

CCC No./N° CCC - FMS No/ N° VME

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**ANNEX “C”**

**SECURITY REQUIREMENT CHECK LIST (SRCL)  
(ATTACHED)**



Government of Canada  
Gouvernement du Canada

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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		2. Branch or Directorate / Direction générale ou Direction
ACEMD		CSB - Property Management - D2
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		
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 <input type="checkbox"/> Yes Non 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 <input type="checkbox"/> Yes Non 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 <input type="checkbox"/> Yes Non 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 <input checked="" type="checkbox"/> Yes Non 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 <input type="checkbox"/> Yes Non 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 checked="" 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 checked="" type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>



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

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No / Non ☐ Yes / Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

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

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

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

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

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

Special comments:

Commentaires spéciaux :

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

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

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

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté? ☐ No / Non ☒ Yes / Oui

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

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

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

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





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

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non

☐ Yes  
Oui

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

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non

☐ Yes  
Oui

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



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

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

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	Date
DAVE GAMACHE	Manager, Technical Analysis & Development		May 1, 2012
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	
905 336 4988	905 336 6003	dave.gamache@ec.gc.ca	

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

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	Date
Armando Almeida	Manager Security		May 9/12
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	
(905) 336-4700		armando.almeida@ec.gc.ca	

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

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

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