

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada**
PO Box 1408, Room 100
167 Lombard Ave.
Winnipeg
Manitoba
R3C 2Z1
Bid Fax: (204) 983-0338

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

Title - Sujet Fire Alarm Maintenance		
Solicitation No. - N° de l'invitation W4M00-12Y211/C	Date 2012-09-06	
Client Reference No. - N° de référence du client W4M00-12Y211		
GETS Reference No. - N° de référence de SEAG PW-\$WPG-202-8181		
File No. - N° de dossier WPG-2-35043 (202)	CCC No./N° CCC - FMS No./N° VME	
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-10-02		Time Zone Fuseau horaire Central Daylight Saving Time CDT
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: Kozak, Tammy		Buyer Id - Id de l'acheteur wpg202
Telephone No. - N° de téléphone (204) 984-8825 ()		FAX No. - N° de FAX (204) 983-7796
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE 17 WCE CONTRACTS, BLDG 100 PO BOX 17000 STN FORCES WINNIPEG MANITOBA R3J3Y5 Canada		

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

Public Works and Government Services Canada - Western
Region
PO Box 1408, Room 100
167 Lombard Ave.
Winnipeg
Manitoba
R3C 2Z1

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

This bid solicitation cancels and supersedes previous bid solicitation number W4M00-12Y211/A and W4M00-12Y211/B.

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION

1. Introduction
2. Requirement
3. Debriefings

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions
2. Submission of Bids
3. Enquiries - Bid Solicitation
4. Applicable Laws
5. Improvement of Requirement During Solicitation Period
6. Optional Site Visit

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures
2. Basis of Selection

PART 5 - CERTIFICATIONS

1. Code of Conduct Certifications - Consent to a Criminal Record Verification
2. Certifications Precedent to Contract Award

PART 6 - SECURITY AND INSURANCE REQUIREMENTS

1. Security Requirement
2. Insurance Requirements

PART 7 - RESULTING CONTRACT CLAUSES

1. Statement of Work
2. Standard Clauses and Conditions
3. Security Requirement
4. Term of Contract
5. Authorities
6. Payment

-
7. Invoicing Instructions
 8. Certifications
 9. Applicable Laws
 10. Priority of Documents
 11. Defence Contract
 13. Insurance Requirements

List of Annexes:

- Annex A Statement of Work
 - Appendix 1 Contractor Cover Sheet
 - Appendix 2 Fire Orders and Regulations for Contractors
 - Appendix 3 Reports
 - Appendix 4 Standard for FOL Hangar Foam Fire Suppression System
- Annex B Basis of Payment
- Annex C Security Requirements Check List
- Annex D Insurance Requirements
- Annex E DND 626, Task Authorization Form
- Annex F Task Authorization Contract Usage Report
- Annex G Consent to a Criminal Record Verification

PART 1 - GENERAL INFORMATION

1. Introduction

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

Part 1 General Information: provides a general description of the requirement;

Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;

Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;

Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, if applicable, and the basis of selection;

Part 5 Certifications: includes the certifications to be provided;

Part 6 Security, and Insurance: includes specific requirements that must be addressed by bidders; and

Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Check List, the Task Authorization Form 626, and the Task Authorization Reporting Form

2. Summary

A Task Authorization Contract is required to supply all labour, material, equipment, tools, transportation and supervision necessary to inspect, test, maintain and repair fire alarm, detection, suppression extinguishing systems on a scheduled and "as and when" requested basis for the Department of National Defence in Yellowknife, Northwest Territories. The contract will be for a two (2) year period from November 1, 2012 to October 31, 2014, with three additional one year option periods.

There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. Bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Web site

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT)

This procurement is subject to the Tlicho Land Claims Agreement, Chapter 26 - Economic Measures.

Pursuant to section 01 of Standard Instructions 2003 and 2004, a Consent to a Criminal Record Verification form, must be submitted with the bid, by the bid solicitation closing date, for each individual who is currently on the Bidder's Board of Directors.

3. 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 notification that their bid was unsuccessful. 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 Manual issued by Public Works and Government Services Canada. (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>)

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

The 2003 (2012-07-16) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

1.1 SACC Manual Clauses

B4024T (2006-08-15) Equivalent Products
B1000T (2007-11-30), Condition of Material

2. Submission of Bids

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

3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 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 Manitoba.

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.

5 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least 10 days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

6. 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 **SEPTEMBER 19, at 10:00 am**. ADDITIONAL DETAILS REGARDING THE SITE VISIT WILL BE PROVIDED WHEN REGISTERING. **Bidders MUST REGISTER with the Contracting Authority BY SEPTEMBER 13 to confirm attendance** and provide the name(s) of the person(s) who will attend. Bidders may be requested to sign an attendance form. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

PART 3 - BID PREPARATION INSTRUCTIONS

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 (1 hard copy)

Section III: Certifications (1hard 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

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

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.

- 1.1 SACC Manual Clauses
C3011T (2010-01-11), Exchange Rate Fluctuation

Section III: Certifications

Solicitation No. - N° de l'invitation

W4M00-12Y211/C

Amd. No. - N° de la modif.

File No. - N° du dossier

WPG-2-35043

Buyer ID - Id de l'acheteur

wpg202

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

W4M00-12Y211

CCC No./N° CCC - FMS No/ N° VME

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 Mandatory Technical Evaluation

- 1. Bidders must have the ability to provide the services and meet the requirements described in Annex A - Statement of Work.
- 2. Bidders must have viewed all the locations in Yellowknife to be aware of the level of effort and full scope of work. This must be achieved in one of the 3 following ways:

2.1 bidder must have attended the original site visit in July 2012.

2.2 bidder must have viewed work required by performing the work in the existing Yellowknife Fire Alarm Maintenance contract.

3.3 bidder must attend site visit as indicated at Part 2 6. Optional Site Visit.

Bidders are requested to indicate how they meet the above mandatory requirement in their bid.

3. Bidders must submit with their bid, by the bid solicitation closing date, Code of Conduct Certifications - Consent to a Criminal Record Verification

1.2 Financial Evaluation

SACC Manual Clause A0222T (2010-01-11), Evaluation of Price

2. Basis of Selection

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

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications to be awarded a contract. Canada will declare a bid non-responsive if the required certifications are not completed and submitted as requested.

Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract. The Contracting Authority will have the right to ask for additional information to verify 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 Certifications - Consent to a Criminal Record Verification

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

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

2. 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.

2.1 Federal Contractors Program - Certification

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

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

2. If the Bidder does not fall within the exceptions enumerated in 3.(a) or (b) below, or does not have a valid certificate number confirming its adherence to the FCP, the Bidder must fax (819-953-8768) a copy

of the signed form LAB 1168, Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC.

3. The Bidder, or, if the Bidder is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Bidder or the member of the joint venture

a.() is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;

b.() is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;

c.() is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC (having not bid on requirements of \$200,000 or more), in which case a duly signed certificate of commitment is attached;

d.() is subject to the FCP, and has a valid certificate number as follows: _____ (e.g. has not been declared an ineligible contractor by HRSDC).

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

2.2 Former Public Servant Certification

Contracts with former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, bidders must provide the information required below.

Definitions

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

a. an individual;

b. an individual who has incorporated;

c. a partnership made of former public servants; or

d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

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

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

Former Public Servant in Receipt of a Pension

Is the Bidder a FPS in receipt of a pension as defined above?

Yes () No ()

If so, the Bidder must provide the following information:

a.name of former public servant;

b.date of termination of employment or retirement from the Public Service.

Work Force Reduction Program

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program?

Yes () No ()

If so, the Bidder must provide the following information:

a.name of former public servant;

b.conditions of the lump sum payment incentive;

c.date of termination of employment;

d.amount of lump sum payment;

e.rate of pay on which lump sum payment is based;

f.period of lump sum payment including start date, end date and number of weeks;

g.number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

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

Certification

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

PART 6 - SECURITY REQUIREMENTS

1. Security Requirement

Before award of a contract, the following conditions must be met:

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
 - (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 7 - 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. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Web site.

PART 7 - 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 must perform the Work in accordance with the Statement of Work at Annex "A".

1.2 Task Authorization

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

1.2.1 Task Authorization Process

1. The Technical Authority will provide the Contractor with a description of the task using the DND 626, Task Authorization form specified in Annex E
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Technical Authority, within one (1) calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Technical Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

1.2.2. Task Authorization Limit

The Technical Authority may authorize individual task authorizations up to a limit of \$10,000.00, Goods and Services Tax or Harmonized Sales Tax included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Technical Authority and Contracting Authority before issuance.

1.2.3. Periodic Usage Reports - Contracts with Task Authorizations

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed in Annex F. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "NIL" report.

The data must be submitted on a quarterly basis to the Contracting Authority.

The quarterly periods are defined as follows:

- 1st quarter: March 1 to May 31;
- 2nd quarter: June 1 to August 31;
- 3rd quarter: September 1 to November 30; and
- 4th quarter: December 1 to February 28.

The data must be submitted to the Contracting Authority no later than 15 calendar days after the end of the reporting period.

Reporting Requirement- Details

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

For each authorized task:

- (i) the authorized task number or task revision number(s);
- (ii) a title or a brief description of each authorized task;
- (iii) the total estimated cost specified in the authorized Task Authorization (TA) of each task, GST or HST extra;
- (iv) the total amount, GST or HST extra, expended to date against each authorized task;
- (v) the start and completion date for each authorized task; and
- (vi) the active status of each authorized task, as applicable.

For all authorized tasks:

- (i) the amount (GST or HST extra) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and

1.2.4 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by DND Project Authority. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

2. Standard Clauses and Conditions

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

2.1 General Conditions

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

3. Security Requirement

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, 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/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC. Until the security screening of the Contractor personnel required by this Contract has been completed satisfactorily by the CISD, PWGSC, the Contractor personnel MAY NOT ENTER sites without an escort.

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

4. The Contractor/Offeror must comply with the provisions of the:

- (a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
- (b) Industrial Security Manual (Latest Edition).

4. Term of Contract

4.1 Period of the Contract

The period of the Contract is from November 1, 2012 to October 31, 2014 inclusive.

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 three (3) 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.

Canada may exercise this option at any time by sending a written notice to the Contractor at least fifteen (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:

Tammy Kozak
Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
100-167 Lombard Avenue
Winnipeg, Manitoba R3C 2Z1

Telephone: 204-984-8825
Facsimile: 204-983-7796
E-mail address: tammy.kozak@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 Technical Authority

The Technical Authority for the Contract is:

Name: _____ TO BE DETERMINED AT CONTRACT AWARD _____

Title: _____

Organization: _____

Address: _____

Telephone : _____

Facsimile: _____

E-mail address: _____

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

5.3 Contractor's Representative

Name: _____

Title: _____

Telephone : _____

Facsimile: _____

E-mail address: _____

6. Payment

6.1 Basis of Payment - Firm Prices(s)

For the work described in Pricing Schedule 1 - Scheduled Services 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 \$ TO BE DETERMINED AT CONTRACT AWARD. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

6.1.1 Limitation of Price

SACC Manual clause C6000C (2011-05-16) Limitation of Price

6.2 Canada's Obligation - Portion of the Work - Task Authorizations

For the work described in Pricing Schedule 2 - As and When Requested Services in Annex B:

Canada's obligation with respect to the portion of the Work under the Contract that is performed through task authorizations is limited to the total amount of the actual tasks performed by the Contractor.

6.3 Basis of Payment - Limitation of Expenditure - Task Authorizations

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

6.4 Monthly Payment

SACC Manual clause H1008C (2008-05-12) Monthly Payment

6.5 SACC Manual Clauses

A9117C (2007-11-30), T1204 - Direct Request by Customer Department
 C2000C (2007-11-30), Taxes - Foreign-based Contractor
 C0504C (2010-01-11), Overtime
 C0710C (2007-11-30), Time and Contract Price Verification

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.

8. Certifications

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

9. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in ____TO BE DETERMINED AT CONTRACT AWARD_____.

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 (2012-07-16) - Higher complexity - services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) the signed Task Authorizations;
- (g) the Contractor's bid dated _____.

11. Defence Contract

SACC Manual clause A9006C (2008-05-12) Defence Contract

12. SACC Manual Clauses

A9062C (2011-05-16), Canadian Forces Stie Regulations
B7500C (2006-06-16), Excess Goods

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ANNEX "A"**STATEMENT OF****WORK**

DEPARTMENT OF NATIONAL DEFENCE
INSPECTION/TESTING/MAINTENANCE/REPAIR
OF
FIRE ALARM/DETECTION SYSTEMS/SUPPRESSION & EXTINGUISHING SYSTEMS

1 SITE OF WORK

All work must be PERFORMED IN ACCORDANCE WITH THE NATIONAL FIRE PROTECTION ACT at the following locations in Yellowknife, Northwest Territories:

BUILDING/FACILITY	SUPPRESSION SYSTEM	FIRE ALARM SYSTEM
FOL HANGER/OPS	AFFF FOAM SYSTEM/CO2 FOR APU	HONEYWELL
FOL EME MAINTENANCE	NO SYSTEM CO2 FOR APU	HONEYWELL
FOL PAB QUARTERS	WET CHEMICAL CO2 FOR APU	HONEYWELL DELTA NET F590
440 SQUADRON/RCMP	DRY PIPE SPRINKLER	HONEYWELL NOTIFIER

2 WORK INCLUDED

- .1 The Contractor must provide all labour, materials, equipment, tools and transportation and supervision necessary for the inspection, testing, maintain and repair fire alarm, detection, fire suppression systems and portable fire extinguishers at the locations noted, including:
 - 1.1 SPRINKLER SYSTEM
 - 1.2 CO₂ FIRE SUPPRESSION
 - 1.3 FIRE ALARM/DETECTION SYSTEMS
 - 1.4 PORTABLE AND WHEELED FIRE EXTINGUISHERS
 - 1.5 FOL FOAM FIRE SUPPRESSION SYSTEM
- Work must be performed in accordance with Appendix 4
- .2 The work must be done on a scheduled basis. The frequency will be as noted. Work must be scheduled with the Project Authority between the hours of 0730 and 1600 Tuesday through Friday or as stated by the Project Authority.
- .3 Contractor is subject to all building traffic and parking regulations and must observe same at all times.

- .4 Contractor and Contractor's personnel must abide by any and all fire codes as established by the Regional Commander or his authorized representatives.
- .5 Smoking prohibition and all posted signs must be strictly adhered to by all personnel.
- .6 Contractor must observe and enforce all safety measures required by the latest edition of the National Building Code of Canada, Compensation Board and Municipal Statutes and Authorities. In the event of conflict, the most stringent provision shall apply.
- .7 Contractor must be responsible for repairing any and all damage to the building and/or furnishings caused by their work.

3. STANDARDS

- .1 All work must be performed in accordance with the latest edition of the Canada Labour Code, National Fire Code of Canada, CAN-ULCS536 Inspection and Testing of Fire Alarm Systems, CAN-ULC S536, Installation of Fire Alarm Systems, CAN-ULC-S537, Verification of Fire Alarm Systems, and FMD 4006, Fire Protection Impairments.
- .2 Work for Fire Suppression and Fire Extinguishing Systems must be carried out in accordance with, NFPA 17A, NFPA 13, NFPA 25. Work for portable fire extinguishers must be carried out in accordance with, NFPA 10 manufacturer's instructions.
- .3. Persons performing annual tests or annual inspections of fire alarm and voice communication systems, or conducting maintenance and repairs of these systems:
 - a) must be currently registered by the Canadian Fire Alarm Association (CFAA) as having successfully completed the "Fire Alarm Technology" program and having worked as an apprentice to a person who has been CFAA registered technician for a period of not less than one year; or
 - b) must work for a fire alarm company listed under the Fire Alarm Certificate Service of Underwriters'
 - c) proof of certification must be provided upon request.

4. WORK NOT INCLUDED

- .1 The work does not include supply of glycol and/or chemical extinguishing agents, repair or replacement or damaged, or used components.

5. DEFINITIONS

Where the word "Engineer" occurs in this specification, it must be understood to mean 440 Squadron Project Authority, or his/her authorized representative.

6. MATERIALS

All materials must be new and of the best make and quality of their respective kinds as recommended by the equipment manufacturer. All materials or parts used for replacement or repair must be ULC or CSA approved.

7 AS AND WHEN REQUESTED SERVICES

- .1 Through the issuance of a Task Authorization Form, the Contractor may be required to perform additional unscheduled work. The contractor will be paid for the following work, if required, in accordance with Annex B- Basis of Payment – Schedule 2.
- .2 There are no guarantee minimum or maximum hours for this Work. Examples of service required on an as and when requested basis could be, but is not considered all inclusive:
 - .1 Repair fire panel
 - .2 Replace devices
 - .3 Repair sprinklers
 - .4 Perform other required repairs
- .3 An estimate/quote is required for all "AS AND WHEN REQUESTED SERVICES.
- .4 If a quote of the cost for a specific task, which is identified by DND, is requested, the Contractor must provide the Project Authority with a statement of the work required and a quote of the cost for performing the specific task at no cost to DND, in accordance with the pricing provision of the Contract. The Contractor must not undertake any of the specified work unless and until approval is given in writing by DND, Project Authority.
- .5 Estimates/quotes are for evaluation purposes only and should not be considered a guarantee of work.

9 RESPONSE TIME

- .1 **Emergency** A priority of "Emergency" is defined as a deficiency of breakdown that required immediate attention to reduce the potential for danger to occupants, the general public, the environment, or the facility. Maintenance identified with this priority must be responded to immediately and must be reported without delay to designated manager.

Standard Response Times - 2 hrs.

- .2 **Routine** A priority of 'Routine is defined as essential maintenance requirements which should be rectified at the earliest possible opportunity. It is considered as deficiencies or breakdowns that do not impair current operations or pose any danger to the occupants, the general public, the environment, or the facility.

Standard Response Times - 48 hrs.

10 RESPONSIBILITIES

- .1 The Contractor must provide daily work sheets showing start and completion times of each job performed against this contract.
- .2 Work sheets must be signed by the Engineer or the Engineer's representative on site and must be submitted with each invoice forwarded for payment.

- .3 Contact the engineer prior to commencement of and on completion of work.
- .4 Two copies of the inspection report must be submitted to the 17 Wing Contracts Officer on completion of each inspection. Reports must indicate the date of inspection, location of equipment, faults found, and corrective action taken.
- .5 The Contractor must be made available on a 24/7 day a week basis, and must provide an afterhours phone number (cell phone, pager) for emergency calls; a telephone answer machine is not acceptable. Contractor must action any emergency call within 2 hours of receipt.

11 SECURITY REQUIREMENT

The Contractor will be required to supply the names of all employees that will require access to 17 Wing and its associated units to the Engineer upon award of this Contract and on a regular basis as employees change. Contractor and its employees working in areas deemed "Restricted" will be required to hold Enhanced Reliability Status. Contractor must also conform to security provisions as set out in the attached Security Requirements Check List (SRCL).

12 REMOVAL OF MATERIAL AND EQUIPMENT

The Contractor must not remove any salvageable material or equipment from the job site without permission of the Engineer.

13 POST AWARD MEETING AND SCHEDULE FOR INSPECTIONS

- .1 After award of contract, the Contractor must arrange for a site meeting with the Department of National Defence Site Authority.
- .2 Within 10 days of the site meeting, a schedule must be submitted to the Site Authority showing proposed timings for all inspections.

14 SITE ACCESS

The Engineer will appoint a representative who will authorize the work to commence, co-ordinate with the Contractor the equipment and labour required, detail priorities, and certify the time sheets and invoices. The Engineer's representative must have full authority to request removal of an incompetent worker or faulty equipment.

15 SAFETY REQUIREMENTS

- .1 General. The Contractor will be responsible to take all necessary steps to protect personnel (workers, visitors, general public) and property from any harm during the course of the contract.
- .2 Construction Safety Measures. Observe and enforce construction safety measures required by National Building Code of Canada latest edition, Workers Compensation Board, and municipal statutes and authorities.

-
- .1 In the event of conflict between any provisions of above authorities, the most stringent provision will apply.
- .3 Work Procedures and Equipment:
- .1 All work procedures and equipment will be in accordance with legislated standards.
- .2 A "Hot Work" permit is required for any hot work such as welding, cutting, or brazing in any area on Base. Hot Work permits are issued and controlled by the engineer.
- .3 Position cranes, hoists or scaffolding and operate them in a manner that will not result in damage to nearby aircraft, equipment or personnel even if slung loads or smaller objects fall or the equipment collapses.
- .4 Barricades. Barricade dangerous work sites, trenches and excavations.
- .5 Unguarded Work Sites. When work sites are left unguarded, especially overnight, powered equipment must be left at zero energy potential, material must be safely positioned and stacked, and portable ladders leading to elevated work platforms removed and secured.
- .6 Lockout Procedure. When persons would be placed at risk should the facility, machine or equipment become energized or move during inspection, maintenance, or repair, lockout procedures are required. The engineer must initiate lockouts.
- .7 Safety Personnel and Responsibility:
- .1 The Contractor must supply competent personnel, implement their safety program and ensure that DND and territorial safety and health standards are being complied with.
- .2 DND will monitor daily to ensure safety requirements are met and safety records are properly kept and maintained. Initial disregard for safety standards will cause the contract to be reviewed and a written record of the review will become part of the contract document.
- .3 The Contractor must report to the Site Authority and jurisdictional authorities immediately any accident or incident involving contractor, DND or public personnel and/or property arising from the Contractor's execution of work.
- .8 Delay Due to Health and Safety Regulations Infractions:
- .1 The Contractor will include all provisions of the contract in any agreement with sub-contractors and hold all sub-contractors equally responsible for safe work performance.
- .2 If the Contractor is responsible for a delay in the progress of work due to an infraction of legislated health and safety requirements, the Contractor will, without additional cost to DND, work such overtime, acquire and use equipment or material for the execution as deemed necessary in the opinion of the Site Authority to avoid delay in the final completion of the work or any operation thereof.
- .9 Fire Safety Requirements. Comply with requirements of Fire Orders and Precautions for Civilian Contractors as issued by 440 Squadrons Site Authority.
- .10 Overloading. No part of the work must be loaded to the point that will endanger its safety.

- .11 False works. False work must conform with CSA S269.1-1975, National, Provincial and/or Local codes and bylaws governing this type of work.
- .12 Solvent and Adhesives. Take suitable fire precautions. Smoking is not permitted in working area. Use in well ventilated areas only. Do not dispose of volatile wastes, paint thinners, etc. in storm or sanitary sewers.

16 HAZARDOUS MATERIALS

- .1 Material Safety Data Sheets must be provided to engineer for any controlled product being brought onto 440 Squadrons facilities.
- .2 Contractor personnel will have been trained in Workplace Hazardous Material legislation as contained in Occupational Health and Safety Regulations of the Canada Labour Code.

17 INVOICES

- .1 All invoices submitted for payment must be accompanied by a copy of the DSS/MSS 942 or DND 626.
- .2 Invoices are to include a breakdown as follows:
 - .1 Rates of pay and hours of work for each tradesperson.
 - .2 An itemized list of materials used, by cost, must be shown on all invoices submitted for payment.
 - .3 Extended total.
 - .4 Goods & Services Tax (GST) to be shown as a separate item.
 - .5 Where sub-contracting is involved, a copy of sub-contractor's paid invoice must accompany the invoice against the requisition.
 - .6 Where discount or mark-up is applicable, please indicate separately.
- .3 Invoices submitted for payment against this contract that are not properly identified will be returned to the Contractor for proper annotation before certification for payment is made.

23 CLEAN-UP

Upon completion of the workday, the Contractor must remove all surplus and waste materials, and clean up the site to the satisfaction of the Engineer.

Appendixes:

- Appendix 1 Contractor Cover Sheet
- Appendix 2 Fire Orders and Regulations for Contractors
- Appendix 3 Reports
- Appendix 4 Standard for FOL Hangar Foam Fire Suppression System

**APPENDIX 1
SHEET****CONTRACTOR COVER****1 SCHEDULE OF WORK**

- .1 Inspections, annual testing and servicing must be carried out on in accordance with NPPA 13 and NFPA 25.
- .2 Repairs must be carried out on an "as and when requested" basis.

2 NOTIFICATION

- .1 The contractor prior to carrying out inspections/maintenance must give one week's notice to the Engineer, or his/her representative. The contractor is to appear in person to the site authority on the morning of the work.
- .2 The contractor is responsible to notify the building occupants prior to and upon completion of sounding any alarms. The contractor must notify the appropriate monitoring agency (Arctic Alarm) and the City of Yellowknife Fire Dept.

3 STANDARDS

Where reference is made to local and national standards, these will be considered an integral part of the specification and the contractor must be fully familiar with their contents and requirements. The latest edition of the standards must govern unless a specifically dated edition is mentioned. All work must conform to CAN/ULC- S536, most current edition, NFPA 10, NFPA 17A, NFPA 13, NFPA 25, manufacturer's instructions. No other reference material will be accepted. The Engineer and City of Yellowknife Fire Chief or the delegated representative will conduct random checks of the work.

4 METHOD OF WORK

- .1 Work under this SVC must be performed by fully qualified technicians skilled in the inspection, testing, and repair/servicing of this type of equipment.
- .2 Personnel performing the work must be equipped with an adequate supply of spare parts and material to ensure that any system found during the inspection, which will require repair, must be made serviceable and placed back in operation as soon as possible. This work must be subject to the approval of the engineer.
- .3 All work is to be completed within the working day. Work not completed may be carried over to the next working day but at no time must the system be taken out of service overnight without prior written approval of Engineer.

5 TEMPORARY STRUCTURES

The contractor will furnish and maintain all equipment such as ramps, ladders, scaffolding, barricades, hoists, lifting devices, etc as may be required for the proper execution of the work.

APPENDIX 2**FIRE ORDERS AND REGULATIONS FOR
CONTRACTORS**

1. All personnel are to be thoroughly familiar with the contents of this order and in addition are to be conversant with relevant regulations pertaining to:

.1 Reporting a Fire:

.1 All fire incidents are to be reported immediately to the nearest Fire Department by one of the following means available:

.1 Reporting a Fire 440 Squadron/FOL Yellowknife. The Site Authority will brief the Contractor on all Local fire regulations, alarm systems, and other procedures,

.2 Fire Alarm Box. A person initiating an alarm by fire alarm box must evacuate and remain at the main doors to direct the Fire Department to the scene of the fire. Other personnel must attack the fire, if possible, with available fire fighting equipment in order to extinguish or control the fire, and

.3 Alarm by Phone. When transmitting an alarm by telephone, give the location of the fire and the name or number of the building, and be prepared to verify the location, and

.2 Before starting the job, know the location of the nearest fire alarm or telephone covering the area of work;

.2 Fire Precautions:

.1 Fire Watchers. Wherever work is being carried out in dangerous or hazardous areas involving the use of heat, fire watchers provided with sufficient fire equipment to control or extinguish fire must be provided. Private contractors are responsible for providing fire watcher service on a scale established in conjunction with the Engineer prior to commencing the job, and

.2 Hot Work Permits. A "Hot Work" ticket must be obtained in all cases involving welding, burning or the use of torches, salamanders, etc;

.3 Fire Hydrants Fire Protection Systems and Sprinkler Systems:

.1 Shut Off of Systems. Under no circumstances are these systems to be shut off or blocked in any way, without the permission of the Site Authority. The above includes cutting off the electrical power in buildings equipped with 110 volt activated fire warning or protection systems, and

.2 Blocking of Roadways. In all areas the Site Authority is to be advised prior to the erection of barricades or the digging of trenches which may impede fire apparatus;

.4 Flammable Liquids:

.1 Flammable liquids such as gasoline, kerosene, naptha, etc, may be kept for ready use in quantities not exceeding 45litres provided they are stored in approved safety cans bearing the Underwriters Laboratory or Factory Mutual Seal of Approval,

.2 Transfer of flammables is prohibited within buildings. In all cases where transfer of such liquids is necessary, care is to be taken to provide adequate bonding between containers and ground,

.3 The transfer of flammable liquids must not be carried out in the vicinity of open flame or any type of heat producing devices,

.4 Storage of quantities of flammable liquids exceeding 45 litres for work purposes requires the permission of the Site Authority. Flammable liquids having a flash point

the
bonding

below 38° (100°F) such as gasoline or naphtha, etc, must not be used in solvents or cleaning agents, and

.5 Disposal of flammable liquids must be in a safe approved manner;

- .5 Smoking Precautions. Although smoking is not permitted in hazardous areas, care must still be exercised in the use of smoking material in non-restricted areas. Smoking is not permitted in Department of National Defence buildings;

- .6 Storage and Removal of Rubbish and Waste Materials:

.1 Accumulations of rubbish and waste materials are to be kept to a minimum and removed from buildings at the end of the workday or shift,

.2 Flammable waste material must not be stored in the work area without the consent of the Engineer, and

.3 The burning of rubbish is prohibited; and

- .7 Quality Control – Automatic Fire Detection/Suppression Systems

.1 The Engineer must be informed in advance of acceptance inspections or tests of new Automatic Fire Detection /Suppression Systems,

.2 A copy of the applicable manufacturer's operating, maintenance, and parts list manual and one set of keys for new alarm panels, suppression systems in addition to any other manuals and keys required, must be provided to the Engineer at the time of acceptance,

.3 The Contractor must arrange a briefing for a manufacturer's representative for the Engineer prior to or at the time of acceptance of new fire alarm, suppression systems, and

.4 When existing fire detection and suppression systems are modified, require repair, or are being expanded the Site Authority must be notified prior to commencement of work and kept informed of progress. On completion, the Engineer must be informed to enable building staff to test the system.

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Buyer ID - Id de l'acheteur

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File No. - N° du dossier

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APPENDIX 3

REPORTS

See Attached Document

APPENDIX 4**STANDARD FOR FOL HANGAR FOAM FIRE SUPPRESSION
SYSTEM****1 GENERAL**

- .1 Scope. This standard describes the requirements for annual maintenance of all AFFF sprinkler components including field/manual activating devices and hydrostatic test requirements for all cylinder storage banks and system actuating cylinders at FOL Yellowknife.
- .2 Purpose. This standard applies to all 12 of the installed AFFF premixed fire suppression systems located at Yellowknife FOL. It is prepared for the use and guidance of those charged with testing, inspecting and maintaining of the systems, to ensure that not only such equipment will function as intended but must indicate the probable continuance of that condition until next inspection.
- .3 Standards:
 - .1 All inspections, maintenance must be carried out in accordance with this document.
 - .2 These systems must be kept in full operating conditions at all times. Use, impairment, and restoration of this protection must be reported promptly to the building owner and authority having jurisdiction. Any troubles or impairment must be corrected at once.
- .4 Notification of Supervisory Service:
 - .1 To avoid false alarms where a supervisory service is provided, the alarm receiving facility must always be notified by the owner or designated representative as follows:
 - .1 Before conducting any test procedure that could result in the activation of an alarm, and
 - .2 After such tests or procedures are conducted.

2 TESTING, INSPECTION, AND MAINTENANCE

- .1 Frequency. At least annually, all foam systems must be thoroughly inspected and checked for proper operation.
Quarterly, Monthly.
- .2 Inspection and Maintenance:
 - .1 Persons who inspect, test and maintain, or operate AFFF foam systems must be thoroughly trained in the functions they perform.
 - .2 Records of inspections, tests, and maintenance must be forwarded to the Owner of the facility. One copy must be forwarded to the authority having jurisdiction - 17 Wing Fire Chief.
- .3 System Hardware:
 - .1 During annual inspection/maintenance or prior to freezing temperatures occurring, the 650 W 120 V heater is to maintain a temperature of 5°C, and must be checked for operation.
 - .2 The following provided ancillary alarm/supervisory devices which are attached to the control system must be tested for operation:
 - .1 low temperature alarm switch for AFFF tank,

- .2 low level alarm switch for AFFF Tank, and
- .3 valve position supervisory switches for AFFF system piping and tank.
- .3 Sprinkler pipes and fittings must be inspected annually. Pipe and fittings must be free of mechanical damage, leakage, and misalignment.
- .4 Detection/Activation:
 - .1 The detect-a-fire (vertical), rate compensated, restorable heat detectors installed on the ceiling of each hangar bay (12 per bay) must be tested for operation to detect heat in excess of 88°C, actuate an alarm and discharge the AFFF agent.
 - .2 Two single-action control, manual AFFF discharge stations installed in each hangar bay (blue in color) must be tested for operation to actuate an alarm and the discharge of AFFF agent.
 - .3 Two UV/IR visual detectors installed in each hangar bay must be tested for operation to actuate an alarm and the discharge of AFFF agent. A key operated UV/IR disable switch is provided which must be tested ensuring that when in disable position, a warning horn sounds if UV/IR detector goes into alarm and a signal is transmitted to the fire alarm central monitoring unit. No discharge of AFFF agent must occur when in disable mode.
- .5 Foam Concentrate:
 - .1 An AFFF pre-mixed foam concentrate sample must be sent annually for analysis ensuring the agent is effective in terms of foam quality and fire performance.
 - .2 Upon failure of analysis where foam concentrate does not meet the parameters required for quality or fire performance the concentrate must be disposed of in accordance with environmental legislation and recharged.
- .6 Nitrogen Cylinder and Hose Connections:
 - .1 The pressure of the 12 nitrogen cylinders for each system must be recorded and logged at time of inspection. Any cylinders with below required pressure must be recharged at time of inspection.
 - .2 Nitrogen cartridges used for the activation of the AFFF systems located in the actuation consol having DOT or TC markings must be hydrostatically tested every five (5) years or replaced according to the requirements of Transport Canada (TC), formerly Canada Transport Commission (CTC).
 - .3 Each bank of 12 nitrogen cylinders containing 400 cu ft of nitrogen must be hydrostatically tested at intervals not greater than 10 years in accordance with Transport Canada (TC), Transport of Dangerous Goods.
 - .4 High-pressure and low-pressure hose assemblies must be hydrostatically tested. The test interval must be the same as that specified for the cylinder on which it is installed.
 - .5 All regulators and gauges must be tested. The test interval must be the same as that specified for the cylinder bank on which it is installed.

ANNEX "B"**BASIS OF****PAYMENT**

Bidders must submit firm prices as per unit of issue requested for each and every line item and location. It is the responsibility of the bidder to provide conversion to the unit of issue requested. Failure to do so will render the bid non-responsive without further consideration.

Should there be an error in the extended pricing of the bidder's proposal, the unit pricing shall prevail and the extended pricing shall be corrected in the evaluation. Any errors in the quantities of the bidders' proposal shall be changed to reflect the quantities stated in the RFP.

The estimated quantities specified below are provided for evaluation purposes only. All the items indicated below may not be required at all locations.

Prices quoted must remain firm for the period of the Contract. Prices MUST include ALL costs associated with providing the requirement in accordance with the specifications detailed in Annex A. GST/HST, if applicable, is not included and is to be shown as a separate item on any resulting invoice.

This section, when completed, will be considered as the Bidders Financial Proposal and payment will be made in accordance with the following pricing.

Estimates - Where an estimate of the cost of performing specific work is required, the Project Authority will provide the Offeror with a statement of the work required and the Offeror must provide the Identified User with an estimate of the cost of performing the specified work in accordance with the pricing provision of the Contract. The Offeror must not undertake any of the specified work until approval is given by the DND Project Authority.

An estimate will be required for all "AS AND WHEN" requested services. When a cost estimate has been completed and accepted by the Project Authority, fully completed work or services relating to each individual task will be performed or provided at a cost no greater than 110% of each estimate.

PWGSC RESERVES THE RIGHT TO ADD OR DELETE BUILDING AS CONSTRUCTION DICTATES

See Attached Documents

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ANNEX C
LIST

SECURITY REQUIREMENTS CHECK

SEE ATTACHED DOCUMENT

ANNEX D **REQUIREMENT**

INSURANCE

1. Insurance Requirements

The Contractor must comply with the insurance requirements specified in below. 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.

2. Commercial General Liability Insurance

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

- (i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- (j) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- (k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- (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.

Solicitation No. - N° de l'invitation

W4M00-12Y211/C

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

wpg202

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

W4M00-12Y211

File No. - N° du dossier

WPG-2-35043

CCC No./N° CCC - FMS No/ N° VME

ANNEX E
FORM

TASK AUTHORIZATION APPROVAL

See Attached Document

**ANNEX F
REPORT****TASK AUTHORIZATION CONTRACT USAGE**

The Contractor must provide quarterly Task Authorization (TA) usage reports . The Contractor agrees that it is their responsibility to implement a system for tracking TAs under this Contract for the purposes of providing usage reports. This is to ensure that the Limitation of Expenditure indicated for "as and when requested" Work under this Contract is not exceeded.

Each Task Authorization Usage Report must include all the completed TAs for goods and services supplied under this Contract.

Task Authorization Usage Report Submission Schedule:

REPORT DUE	WORK PERIOD START DATE	WORK PERIOD END DATE
15 January	01 October	31 December
15 April	01 January	31 March
15 July	01 April	30 June
15 October	01 July	30 September

The Contractor must provide information on each completed TA using the following format:

TA NUMBER	TA DOLLAR VALUE (GST INCLUDED)	CUMULATIVE TA DOLLAR VALUE (GST INCLUDED)	COMMENTS
Total Dollar Value of TAs for this Period:			
Accumulated TAs to Date (Cumulative Dollar Value + Period Dollar Value):			

[] Check this box if you are submitting a NIL **REPORT** (We have not done any business with Canada under this Contract, for this period).

SEND TO: WST-PA-MB@pwgsc-tpsgc.gc.ca Or Facsimile: (204) 983-7796

Solicitation No. - N° de l'invitation

W4M00-12Y211/C

Amd. No. - N° de la modif.

File No. - N° du dossier

WPG-2-35043

Buyer ID - Id de l'acheteur

wpg202

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

W4M00-12Y211

CCC No./N° CCC - FMS No/ N° VME

ANNEX G
VERIFICATION

CONSENT TO A CRIMINAL RECORD

SEE ATTACHED DOCUMENT

**REPORT OF INSPECTION & TESTING
OF WATER BASED FIRE PROTECTION SYSTEMS
MONTHLY ITEMS TO BE REVIEWED**

ALL QUESTIONS ARE TO BE FULLY ANSWERED AND ALL BLANKS TO BE FILLED

Inspection firm (contractor):			
Building No:		Date:	
Inspectors Name (print):		Signature:	
Inspection Frequency: <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Annually <input type="checkbox"/> Other			

Wet Sprinkler System Inspection									
Spkr. Supply gauge: PSI									
Spkr system gauge: PSI									
		Y	N/A	N			Y	N/A	N
System in service on inspection					FDC. Plainly visible				
Spkr. Control valve Locked / tamper open					FDC easily accessible				
					FDC swivels non-binding rotation				
Stand pipe control valve Locked open/tamper					FDC caps plugs / in place				
					FDC gaskets / signs in place				
Backflow va.locked open / tamper					FDC check valve drip free				
Anti-freeze system. System locked / tamper open					FDC ball drip drain drip free				
					Exterior alarm properly identified				
Tamper switches appear operational					Interior alarms appear operational				
Valve area accessible					Extra heads in spare head cabinet				
Control valves accessible					Head appear of proper temperature				
Pressure regulating valve is open					Head wrench for each type of head				
Pressure regulating valve in good condition					Head appears free of leakage or damage				
Pressure reg valve leak tight					Heads appear free of paint				
Pressure regulating va. Maintaining downstream pressure per design criteria					Heads appear free of non-approved coverings				
Pressure relief valve in closed position except when operational					Standard heads less than 50 years				
Pressure relief valve in good condition					Alarm panel clear				
Pressure relief valve leak tight					System left in service				
Pressure relief valve maintaining up-stream pressure per criteria design					Comments:				
Main check valve holding pressure									
Alarm check valve exterior free of damage									
Water flow switch operational									
Trim piping leak tight									
Retard chamber drip tight									
Alarm drain drip tight when not operational									
Trim valves in appropriate position									
Alarm test line valve closed									

(All "NO" answers are to be fully explained)

ALL QUESTIONS ARE TO BE FULLY ANSWERED AND ALL BLANKS TO BE FILLED

☐ Other

<u>Quarterly Report of Inspection of</u> Wet Sprinkler System		Quarterly Test requirements For Wet Sprinkler System			
(For a quarterly inspection complete all items listed below and Review all Monthly items)		Y N/A N			
	Main drain flow test with _____ in, valve full open:				
Hydraulic nameplate attached	Spkr supply gauge _____ psi				
Strainers and filters cleaned	Spkr supply gauge ____ with main drain flow: psi				
Exterior alarms clearly identified	Spkr system gauge _____ psi				
Alarm panel clear	Spkr system gauge with main drain flow ____ psi				
System left in service	Y N/A N				
Comments:					
	Water flow alarm devices activated				
	Interior bldg alarms operating				
	Exterior alarms operating				
	Inspectors test flow _____ psi				
	Time to ring alarm from alarm check valve	min	sec		
	Time to ring alarm from flow switch	min	sec		
	Time to ring alarm from pressure switch	min	sec		
	Y N/A N				
	Gauges appear to be operating properly				
	Did alarm supervisory company receive signal properly				
	Alarm panel clear				
	<u>System left in service</u>				
	Comments				

Annual report of Inspection of Wet Sprinkler System		Annual Testing & Maintenance Tasks that are in Addition to Other Frequency Tasks For Wet Sprinklers			
(These tasks are in addition to the monthly and quarterly tasks. Complete the monthly and quarterly reports AND this report as required for a total annual report of inspection.)		Y	N/A	N	
		Control valve lubricated			
		Control Valve operated to closed position and returned to open position			
		Backflow assembly control valves lubricated			
		Backflow assembly valve operated and returned to open position			
		Post indicator valve operated with number of turns recorded _____			
	Y N/A N				
Prior to freezing season the owner is responsible for bldg. To be in secure condition and properly heated.					
	Post indicator valve returned to open position (valves are left ¼ turn from wide open)				
Visual inspection: <i>exposed</i> piping appears in good condition					
	Antifreeze solution checked to provide adequate freeze protection (protection temperature _____ F)				
Visual inspection: hanger/seismic bracing appear attached and secure					
	Test Frequency Items of 5 years or Greater				
Piping appears free of mechanical damage					
Piping appear free of leakage					
	Internal inspection last date (5 year) _____				
Piping appears free of corrosion					
	Y N/A N				
Piping appears properly aligned					
	Alarm check valve				
	Flow test pressure regulating control va.				
Piping appears free of external loads					
	Make				
Sprinklers appear free of corrosion					
	Model				
	Size _____ Date _____				
Sprinklers appear properly positioned					
	Check valve				
Sprinklers appear properly spaced					
	Strainers				
	Filters				
Sprinklers appear free of foreign material					
	Trim orifices				
Sprinkler spray pattern appear free of obstructions					
	Other				
Alarm panel clear					
System in service					
	Gauge maintenance: date last tested (5 year) _____ -				
	Replaced date _____				
Comments:					
	Calibrated date _____				
	Sprinkler Maintenance Test				
	(5 Year)				
	High Temp Date _____				
	(20 Year, then 10 year thereafter)				
	Fast response date _____				
	Residential head 20 year				
	(50 year, then 10 year thereafter)				
	standard sprinkler date _____				
	Comments:				

(All "NO" answers to be fully explained)

**REPORT OF INSPECTION & TESTING
OF DRY PIPE FIRE PROTECTION SYSTEMS
MONTHLY AND/OR QUARTERLY ITEMS TO BE REVIEWED**

**ALL QUESTIONS ARE TO BE FULLY ANSWERED
(Weekly Inspection tasks are included in this report)**

(There is not a monthly testing task requirement. See quarterly Schedule)

Inspection firm (contractor):				
Building No:			Date:	
Inspectors Name (print):			Signature:	
Inspection Frequency: <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Annually <input type="checkbox"/> Other				

Dry Pipe Sprinkler System Inspection

		Y	N/A	N
Air pressure gauge _____ psi Accelerate or quick opening device _____ psi Water gauge pressure _____ psi Water supply gauge _____ psi				
	Exterior alarms properly identified			
	Exterior alarm appear operational			
	Interior alarms appear operational			
	Extra heads in spare head cabinet			
	Head wrench for each type of head			
	Head in cooler appear free of ice, corrosion			
	Head appears free of leakage or damage			
	Y	N/A	N	
System in service time of inspection				
Dry pipe valve appears free of damage				
Trim valves in appropriate position				
Alarm test valve closed				
Intermediate chamber leak tight				
Valve enclosure secured				
Heater operational				
Low temperature alarm operational				
Compressor operational				
Oil level full				
High/low pressure switches operational				
Auto air maint devices operational				
Control va. Locked/tamper open				
Tamper switches appear operational				
Backflow va. Locked open/tamper				
Valve area accessible				
Main check valve holding pressure				
FDC easily accessible				
FDC plainly visible				
FDC swivels non binding rotation				
FDC caps/plugs in place				
FDC gaskets/signs in place				
FDC check valve drip free				

(All "NO" answers to be fully explained)

**REPORT OF INSPECTION & TESTING
OF DRY PIPE FIRE PROTECTION SYSTEMS
QUARTERLY AND ANNUAL ITEMS TO BE REVIEWED**

ALL QUESTIONS ARE TO BE FULLY ANSWERED

Inspection firm (contractor):			
Building No#:		Date:	
Inspectors Name (print):		Signature:	
Inspection Frequency: <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Annually <input type="checkbox"/> Other			

Quarterly Testing Requirements For Dry Pipe Sprinkler System				Annual Inspection of Dry Pipe Sprinkler System			
	Y	N/A	N		Y	N/A	N
Quick opening devices tested during Semi-annual inspections				Interior of Dry Pipe valve in good Condition			
Quick opening device test date _____				Interior of quick opening device in Good condition			
Priming water at proper level				Inspect interior of strainers, filters			
Low pressure alarm tested				Restricted orifices every 5 th year			
Main drain flow test with _____ in Valve fully open				Date _____			
Sprinkler supply gauge _____ psi				Inspect interior of main check valve			
Sprinkler supply gauge with main Drain flow _____ psi				Every 5 th year Date			
				Visual inspection of hanger/seismic Bracing appear attached and secure			
				Visual inspection of "exposed" piping			
				Appears in good condition			
				Piping appears free of mechanical damage			
	Y	N/A	N				
Gauges operating				Piping appears free of leakage			
Water flow alarm devices activated				Piping appears free of corrosion			
Interior bldg alarms operate				Piping appears properly aligned			
External alarms operate				Piping appears free external loads			
Did alarm supervisory watch keeper Receive signal				Sprinklers appear free of corrosion			
Did alarm panel reset				Sprinklers appear properly positioned			
Alarm panel clear				Sprinklers appear free of foreign material			
System left in service				Alarm panel clear			
Comments:				System left in service			
				Comments:			

(All "NO" answers to be fully explained)

**ANNUAL TESTING AND MAINTENANCE TASKS
THAT ARE IN ADDITION TO
OTHER FREQUENCY TASKS – FOR DRY PIPE SYSTEMS**

Y N/A N

Y N/A N

Dry pipe valve (annually)				Test Frequency Items of 5 Years Unless Noted			
Quick opening devices (semi annual)				Gauge maintenance tests (5year) _____			
Dry pipe valve trip tested with control valve Partially open Date _____				Replaced Date _____			
				Calibrated date _____			
Trip test with control valve fully open when System is altered or every 3 years Date _____				Sprinkler maintenance test frequencies			
Trip test initial air pressure _____ psi and water pressure _____ psi				(5 year) High temp date _____			
Tipping air pressure _____ psi and trip time (sec) _____				(20 year, then every 10 years thereafter Fast response date _____			
Strainers and filters and restricted orifices cleaned after trip test every 5 years				(50 year, then 10 year thereafter) standard sprinkler date _____			
Information on last trip test recorded				Supplemental Information on Dry Pipe Valve And System Condition Report (annual)			
Automatic air maintenance device tested and operating properly							
				Dry System controls sprinklers in _____			
Control valve lubricated							
Control valve operated to closed position and returned to open position							
Back flow assembly control valves lubricated				D.P.V trip test satisfactory			
				Reason for failure/or partially satisfactory _____			
Post indicator valve operated with _____ number of turns							
Post indicator valve returned to open position				Condition: interior body in good condition			
				Condition: water from test pipe in good condition			
All low points drained							
Internal pipe inspection recommended				Condition: moving parts in good condition			
Comments:				Condition: seats in good condition			
				Condition: rubber facing in good condition			
				Q.O.D operation indicate satisfactory			
				Q.O.D operation indicate failed			
				Q.O.D. operation shut off			

**REPORT OF INSPECTION & TESTING
OF FIRE PROTECTION SYSTEMS**

**REPORT OF INTERNAL CONDITION OF
SPRINKLER PIPING (5 YEARS AND/OR AS REQUIRED)**

ALL QUESTIONS ARE TO BE FULLY ANSWERED AND ALL BLANKS TO BE FILLED

Inspection firm (contractor):	
Building No:	Date:
Inspectors Name (print):	Signature:
Inspection Frequency: <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Annually <input type="checkbox"/> Other	

An examination of representative sections of this sprinkler system has been made to determine internal conditions.	
Initial examination Data:	
Number of branch lines examined:	% of total branch lines
Number of cross mains examined:	% of bulk lines
Other points examined (describe):	
Results of examination: (check the appropriate)	
1. The interior of the sprinkler appears in satisfactory condition	
2. The sprinkler systems are in need of internal cleaning. Some of the pipes were found to be partially full of foreign materials (specify nature of internal stoppage, i.e. pipe scale, silt, mud, tuberculation)	
Examination Subsequent to Cleaning system:	
Cleaning method used (describe):	
Number of branch lines examined	% of total branch lines
Number of cross mains examined	% of bulk lines
Other points examined	
Results of examination Subsequent to Cleaning: (check the appropriate)	
1. The interior of the sprinkler piping appears in satisfactory condition.	
2. If interior piping other than satisfactory, describe:	
_____ Signature and title of person conducting cleaning	_____ Date of cleaning



**FOR GOVERNMENT USE ONLY
POUR USAGE DU GOUVERNEMENT SEULEMENT**

Special Investigations Directorate File No.
N° de dossier de la Direction des enquêtes spéciales

Date Received (Y-A M D-J)
Date de réception

**CONSENT TO A CRIMINAL RECORD VERIFICATION
CONSENTEMENT À LA VÉRIFICATION DE L'EXISTENCE D'UN CASIER JUDICIAIRE**

This form must be completed and signed by each individual who is currently on the Board of Directors of the Bidder/Offeror/Supplier and provided with the Bid/Offer/Arrangement.

Le présent formulaire doit être rempli et signé par chaque membre du conseil d'administration du soumissionnaire/de l'offrant/du fournisseur et fourni avec la soumission/l'offre/l'arrangement.

**A PRIVACY ACT STATEMENT
ÉNONCÉ CONCERNANT LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS**

The personal information requested on this form is collected under the authority of subsection 750(3) of the *Criminal Code*, paragraph 42(1(c)) of the *Financial Administration Act*, and sections 7 and 21 of the *Department of Public Works and Government Services Act*. The information will be used for validating the criminal conviction certifications necessary for obtaining or maintaining a procurement instrument. It may be shared with other government departments, agencies, as well as provincial, territorial, and federal courts, within the limits of what is required to conduct the criminal conviction verification.

A refusal to provide information will result in the bid/offer/arrangement being rejected or the contract terminated, the standing offer being set-aside or the supply arrangement being cancelled, as applicable.

The personal information is described in personal information bank PWGSC PPU 184 - Integrity Assessment Program. Individuals have a right of access to, correction of and protection of their information in accordance with the *Privacy Act*.

Les renseignements personnels demandés dans le présent formulaire sont recueillis en vertu du paragraphe 750(3) du *Code criminel*, du paragraphe 42(1(c)) de la *Loi sur la gestion des finances publiques* et des articles 7 et 21 de la *Loi sur le ministère des Travaux publics et des Services gouvernementaux*. Ces renseignements seront utilisés pour valider les attestations de condamnation au criminel nécessaires pour obtenir ou conserver un instrument d'approvisionnement. Les renseignements peuvent être diffusés à d'autres ministères et organismes fédéraux, ainsi qu'à des tribunaux provinciaux, territoriaux et fédéraux, dans les limites de ce qui est requis pour la vérification des condamnations au criminel.

À défaut de fournir les renseignements demandés, la soumission/l'offre/l'arrangement sera rejeté ou le contrat résilié, l'offre à commandes sera mise de côté ou l'arrangement en matière d'approvisionnement sera annulé, selon le cas.

Les renseignements personnels sont décrits dans les fichiers de renseignement personnels n° TPSGC PPU 184 - Programme de l'évaluation de l'intégrité. Les personnes ont le droit d'accéder aux renseignements personnels qui les concernent, ainsi que de les faire corriger ou protéger, conformément à la *Loi sur la protection des renseignements personnels*.

**B BIOGRAPHICAL INFORMATION - Must be completed by the individual
RENSEIGNEMENTS BIOGRAPHIQUES - À remplir par l'individu**

Family Name (Last Name) - Nom (de famille)

Family Name at Birth - Nom de famille à la naissance

Full Given Names (No initials) - Prénoms au complet (aucune initiale)

All other previously used names (i.e. maiden name, previously married names, legal name change, nicknames)
Tout autre nom utilisé (tel que nom de jeune fille, noms maritaux précédents, changement de nom légaux, sobriquets)

Gender - Sexe

☐

Male
Masculin

☐

Female
Féminin

Date of Birth - Date de naissance (Y-A M D-J)

**Current Residential Information
Information résidentielle actuelle**

Apartment No. - N° d'appartement

Street No. - N° civique

Street Name - Nom de la rue

City - Ville

Province

Postal Code - Code postal

C	CONSENT - Must be signed by the individual CONSENTEMENT - Doit être signé par l'individu
----------	---

I, the undersigned, confirm that I have read and understand the above *Privacy Act* statement and that I consent to the collection and use of my personal information as described therein.

Je, soussigné, confirme avoir pris connaissance de l'Énoncé concernant la *Loi sur la protection des renseignements personnels* et consens à la collecte et à l'utilisation des renseignements personnels fournis aux présentes.

Signature	
Print Name - Nom en lettres moulées	Date (Y-A M D-J)

D	ADMINISTRATIVE INFORMATION - Internal Government Use Only RENSEIGNEMENTS ADMINISTRATIFS - Pour usage interne du gouvernement seulement	
Requesting Branch/Sector/Directorate/Division - Direction générale/Secteur/Direction/Division requérante		
Solicitation/Proposed Contract No. - N° de la demande de soumission/N° du contrat		Date of Request (Y-A M D-J) Date de la demande
Requesting Contact Person - Personne-ressource requérante	Contact Person Tel. No. - N° de tél. de la personne-ressource	

TASK AUTHORIZATION
AUTORISATION DES TÂCHES

All invoices/progress claims must show the reference Contract and Task numbers. Toutes les factures doivent indiquer les numéros du contrat et de la tâche.		Contract no. – N° du contrat
		Task no. – N° de la tâche
Amendment no. – N° de la modification	Increase/Decrease – Augmentation/Réduction	Previous value – Valeur précédente
To – À	TO THE CONTRACTOR You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task. Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract. À L'ENTREPRENEUR Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande. Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.	
Delivery location – Expédiez à		
Delivery/Completion date – Date de livraison/d’achèvement	Date	for the Department of National Defence pour le ministère de la Défense nationale
Contract item no. N° d'article du contrat	Services	Cost Prix
		GST/HST TPS/TVH
		Total
APPLICABLE ONLY TO PWGSC CONTRACTS: The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract. NE S'APPLIQUE QU'AUX CONTRATS DE TPSGC : La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.		
for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux		

Instructions for completing DND 626 - Task Authorization

Contract no.

Enter the PWGSC contract number in full.

Task no.

Enter the sequential Task number.

Amendment no.

Enter the amendment number when the original Task is amended to change the scope or the value.

Increase/Decrease

Enter the increase or decrease total dollar amount including taxes.

Previous value

Enter the previous total dollar amount including taxes.

To

Name of the contractor.

Delivery location

Location where the work will be completed, if other than the contractor's location.

Delivery/Completion date

Completion date for the task.

for the Department of National Defence

Signature of the DND person who has delegated **Authority** for signing DND 626 (level of authority based on the dollar value of the task and the equivalent signing authority in the PAM 1.4). **Note:** the person signing in this block ensures that the work is within the scope of the contract, that sufficient funds remain in the contract to cover this task and that the task is affordable within the Project/Unit budget.

Services

Define the requirement briefly (attach the SOW) and identify the cost of the task using the contractor's quote on the level of effort. The Task must use the basis of payment stipulated in the contract. If there are several basis of payment then list here the one(s) that will apply to the task quote (e.g. milestone payments; per diem rates/labour category hourly rates; travel and living rates; firm price/ceiling price, etc.). All the terms and conditions of the contract apply to this Task Authorization and cannot be ignored or amended for this task. Therefore it is not necessary to restate these general contract terms and conditions on the DND 626 Task form.

Cost

The cost of the Task broken out into the individual costed items in **Services**.

GST/HST

The GST/HST cost as appropriate.

Total

The total cost of the task. The contractor may not exceed this amount without the approval of DND indicated on an amended DND 626. The amendment value may not exceed 50% (or the percentage for amendments established in the contract) of the original value of the task authorization. The total cost of a DND 626, including all amendments, may not exceed the funding limit identified in the contract.

Applicable only to PWGSC contracts

This block only applies to those Task Authorization contracts awarded by PWGSC. The contract will include a specified threshold for DND sole approval of the DND 626 and a percentage for DND to approve amendments to the original DND 626. Tasks that will exceed these thresholds must be passed to the PWGSC Contracting Authority for review and signature prior to authorizing the contractor to begin work.

Note:

Work on the task may not commence prior to the date this form is signed by the DA Authority - for tasks within the DND threshold; and by both DND and PWGSC for those tasks over the DND threshold.

Instructions pour compléter le formulaire DND 626 - Autorisation des tâches

N° du contrat

Inscrivez le numéro du contrat de TPSGC en entier.

N° de la tâche

Inscrivez le numéro de tâche séquentiel.

N° de la modification

Inscrivez le numéro de modification lorsque la tâche originale est modifiée pour en changer la portée.

Augmentation/Réduction

Inscrivez le montant total de l'augmentation ou de la diminution, y compris les taxes.

Valeur précédente

Inscrivez le montant total précédent, y compris les taxes.

À

Nom de l'entrepreneur.

Expédiez à

Endroit où le travail sera effectué, si celui-ci diffère du lieu d'affaires de l'entrepreneur.

Date de livraison/d'achèvement

Date d'achèvement de la tâche.

pour le ministère de la Défense nationale

Signature du représentant du MDN auquel on a délégué le **pouvoir d'approbation** en ce qui a trait à la signature du formulaire DND 626 (niveau d'autorité basé sur la valeur de la tâche et le signataire autorisé équivalent mentionné dans le MAA 1.4). **Nota :** la personne qui signe cette attache de signature confirme que les travaux respectent la portée du contrat, que suffisamment de fonds sont prévus au contrat pour couvrir cette tâche et que le budget alloué à l'unité ou pour le projet le permet.

Services

Définissez brièvement le besoin (joignez l'ET) et établissez le coût de la tâche à l'aide de la soumission de l'entrepreneur selon le niveau de difficulté de celle-ci. Les modalités de paiement stipulées dans le contrat s'appliquent à la tâche. Si plusieurs d'entre elles sont prévues, énumérez ici celle/celles qui s'appliqueront à la soumission pour la tâche à accomplir (p.ex. acompte fondé sur les étapes franchies; taux quotidien ou taux horaire établi selon la catégorie de main-d'œuvre; frais de déplacement et de séjour; prix fixe ou prix plafond; etc.). Toutes les modalités du contrat s'appliquent à cette autorisation de tâche et ne peuvent être négligées ou modifiées quant à la tâche en question. Il n'est donc pas nécessaire de répéter ces modalités générales afférentes au contrat sur le formulaire DND 626.

Prix

Mentionnez le coût de la tâche en le répartissant selon les frais afférents à chaque item mentionné dans la rubrique **Services**.

TPS/TVH

Mentionnez le montant de la TPS/TVH, s'il y a lieu.

Total

Mentionnez le coût total de la tâche. L'entrepreneur ne peut dépasser ce montant sans l'approbation du MDN, formulaire DND 626 modifié à l'appui. Le coût de la modification ne peut pas être supérieur à 50 p. 100 du montant initial prévu dans l'autorisation de tâche (ou au pourcentage prévu dans le contrat pour les modifications). Le coût total spécifié dans le formulaire DND 626, y compris toutes les modifications, ne peut dépasser le plafond de financement mentionné dans le contrat.

Ne s'applique qu'aux contrats de TPSGC

Le présent paragraphe s'applique uniquement aux autorisations de tâche accordées par TPSGC. On inscrira dans le formulaire DND 626 un plafond précis qui ne pourra être approuvé que par le MDN et un pourcentage selon lequel le MDN pourra approuver des modifications au formulaire DND 626 original. Les tâches dont le coût dépasse ces plafonds doivent être soumises à l'autorité contractante de TPSGC pour examen et signature avant qu'on autorise l'entrepreneur à débiter les travaux.

Nota :

Les travaux ne peuvent commencer avant la date de signature de ce formulaire par le responsable du MDN, pour les tâches dont le coût est inférieur au plafond établi par le MDN, et par le MDN et TPSGC pour les tâches dont le coût dépasse le plafond établi par le MDN.

CONTRACT PERIOD - NOVEMBER 1, 2012 to OCTOBER 31, 2014**Pricing Schedule 1 - Scheduled Services**

- INSPECTIONS MUST BE PERFORMED IN ACCORD WITH THE STATEMENT OF WORK

- FIRM unit PRICING, GST/HST extra

Item No.	Description	Unit of Issue	Qty	Unit Price	Extended Price
1	FOL HANGAR - OPS				
1.1	Annual Inspection	ea	2	\$	\$
1.2	Quarterly Inspeccion	ea	6	\$	\$
1.3	Monthly Inspection	ea	16	\$	\$
1.4	Five Year inspection (if required)	ea	1	\$	\$
1.5	Semi-Annual Inspection	ea	2	\$	\$
2	FOL EME MAINTENANCE				
2.1	Annual Inspection	ea	2	\$	\$
2.2	Quarterly Inspeccion	ea	6	\$	\$
2.3	Monthly Inspection	ea	16	\$	\$
2.4	Five Year inspection (if required)	ea	1	\$	\$
2.5	Semi-Annual Inspection	ea	2	\$	\$
3	FOL PAB QUARTERS				
3.1	Annual Inspection	ea	2	\$	\$
3.2	Quarterly Inspeccion	ea	6	\$	\$
3.3	Monthly Inspection	ea	16	\$	\$
3.4	Five Year inspection (if required)	ea	1	\$	\$
3.5	Semi-Annual Inspection	ea	2	\$	\$
4	FOL APU				
4.1	Annual Inspection - Fire Alarm only	ea	2	\$	\$
4.2	Monthly Inspection - Fire Alarm only	ea	16	\$	\$
5	440 SQUADRON / RCMP				
5.1	Annual Inspection	ea	2	\$	\$
5.2	Quarterly Inspeccion	ea	6	\$	\$
5.3	Monthly Inspection	ea	16	\$	\$
5.4	Five Year inspection (if required)	ea	1	\$	\$
5.5	Semi-Annual Inspection	ea	2	\$	\$

Pricing Schedule 2 - As and When Requested Services

- Work must be in accordance with the Task Authorization
- Addt'l servicing over and above the initial maint. and inspect. specified in the Statement of Work.
- FIRM unit PRICING, GST/HST extra

Item No.	Description	Unit of Issue	Qty	Unit Price	Extended Price
6	For services performed within the normal work hours of 0800 to 1600 hours, Tuesday through Friday except stat holidays. REGULAR WORK HOURS				
6.1	Certified Technician Hourly Rate	Hour	200	\$	\$
6.2	Labourer Hourly Rate	Hour	200	\$	\$
7	For services performed outside the normal work hours. Work must be approved by DND Project Authority in advance. OVERTIME HOURS				
7.1	Certified Technician Overtime Rate	Hour	100	\$	\$
7.2	Labouror Overtime Rate	Hour	100	\$	\$
8	Parts and Materials				
8.1	Materials and replacement parts (except free issue) will be charged at the contractor's laid down cost plus a mark up of _____. Price not to exceed manufacturer's suggested retail price. Estimated Usage: \$20,000.00				
9	Repairs to Fire Extinguishers				
9.1	Labourer Hourly Rate	Hour	50	\$	\$

OPTION YEAR #1 - NOVEMBER 1, 2014 to OCTOBER 31, 2015

Pricing Schedule 1 - Scheduled Services					
- INSPECTIONS MUST BE PERFORMED IN ACCORD. WITH THE STATEMENT OF WORK					
- FIRM unit PRICING, GST/HST extra					
Item No.	Description	Unit of Issue	Qty	Unit Price	Extended Price
1	FOL HANGAR - OPS				
1.1	Annual Inspection	ea	1	\$	\$
1.2	Quarterly Inspeyton	ea	3	\$	\$
1.3	Monthly Inspection	ea	8	\$	\$
1.4	Five Year inspection (if required)	ea	1	\$	\$
1.5	Semi-Annual Inspection	ea	1	\$	\$
2	FOL EME MAINTENANCE				
2.1	Annual Inspection	ea	1	\$	\$
2.2	Quarterly Inspeyton	ea	3	\$	\$
2.3	Monthly Inspection	ea	8	\$	\$
2.4	Five Year inspection (if required)	ea	1	\$	\$
2.5	Semi-Annual Inspection	ea	1	\$	\$
3	FOL PAB QUARTERS				
3.1	Annual Inspection	ea	1	\$	\$
3.2	Quarterly Inspeyton	ea	3	\$	\$
3.3	Monthly Inspection	ea	8	\$	\$
3.4	Five Year inspection (if required)	ea	1	\$	\$
3.5	Semi-Annual Inspection	ea	1	\$	\$
4	FOL APU				
4.1	Annual Inspection - Fire Alarm only	ea	2	\$	\$
4.2	Monthly Inspection - Fire Alarm only	ea	16	\$	\$
5	440 SQUADRON / RCMP				
5.1	Annual Inspection	ea	1	\$	\$
5.2	Quarterly Inspeyton	ea	3	\$	\$
5.3	Monthly Inspection	ea	8	\$	\$
5.4	Five Year inspection (if required)	ea	1	\$	\$
5.5	Semi-Annual Inspection	ea	1	\$	\$

Pricing Schedule 2 - As and When Requested Services

- Work must be in accordance with the Task Authorization
 - Addtl servicing over and above the initial maint. and inspect. specified in the Statement of Work.
- The hourly rate will be prorated for any time less than one (1) hour, in 15 minute intervals.
- FIRM unit PRICING, GST/HST extra

Item No.	Description	Unit of Issue	Qty	Unit Price	Extended Price
6	For services performed within the normal work hours of 0800 to 1600 hours, Tuesday through Friday except stat holidays. REGULAR WORK HOURS				
6.1	Certified Technician Hourly Rate	Hour	100	\$	\$
6.2	Labourer Hourly Rate	Hour	100	\$	\$
7	For services performed outside the normal work hours. Work must be approved by DND Project Authority in advance. OVERTIME HOURS				
7.1	Certified Technician Overtime Rate	Hour	50	\$	\$
7.2	Labourer Overtime Rate	Hour	50	\$	\$
8	Parts and Materials				
8.1	Materials and replacement parts (except free issue) will be charged at the contractor's laid down cost plus a mark up of _____%. Price not to exceed manufacturer's suggested retail price. Estimated Usage: \$10,000.00				
9	Repairs to Fire Extinguishers				
9.1	Labourer Hourly Rate	Hour	25	\$	\$

OPTION YEAR #2 - NOVEMBER 1, 2015 to OCTOBER 31, 2016**Pricing Schedule 1 - Scheduled Services**

- INSPECTIONS MUST BE PERFORMED IN ACCORD. WITH THE STATEMENT OF WORK
- FIRM unit PRICING, GST/HST extra

Item No.	Description	Unit of Issue	Qty	Unit Price	Extended Price
1	FOL HANGAR - OPS				
1.1	Annual Inspection	ea	1	\$	\$
1.2	Quarterly Inspeyton	ea	3	\$	\$
1.3	Monthly Inspection	ea	8	\$	\$
1.4	Five Year inspection (if required)	ea	1	\$	\$
1.5	Semi-Annual Inspection	ea	1	\$	\$
2	FOL EME MAINTENANCE				
2.1	Annual Inspection	ea	1	\$	\$
2.2	Quarterly Inspeyton	ea	3	\$	\$
2.3	Monthly Inspection	ea	8	\$	\$
2.4	Five Year inspection (if required)	ea	1	\$	\$
2.5	Semi-Annual Inspection	ea	1	\$	\$
3	FOL PAB QUARTERS				
3.1	Annual Inspection	ea	1	\$	\$
3.2	Quarterly Inspeyton	ea	3	\$	\$
3.3	Monthly Inspection	ea	8	\$	\$
3.4	Five Year inspection (if required)	ea	1	\$	\$
3.5	Semi-Annual Inspection	ea	1	\$	\$
4	FOL APU				
4.1	Annual Inspection - Fire Alarm only	ea	2	\$	\$
4.2	Monthly Inspection - Fire Alarm only	ea	16	\$	\$
5	440 SQUADRON / RCMP				
5.1	Annual Inspection	ea	1	\$	\$
5.2	Quarterly Inspeyton	ea	3	\$	\$
5.3	Monthly Inspection	ea	8	\$	\$
5.4	Five Year inspection (if required)	ea	1	\$	\$
5.5	Semi-Annual Inspection	ea	1	\$	\$

Pricing Schedule 2 - As and When Requested Services

- Work must be in accordance with the Task Authorization
- Addtl servicing over and above the initial maint. and inspect. specified in the Statement of Work. The hourly rate will be prorated for any time less than one (1) hour, in 15 minute intervals.
- FIRM unit PRICING, GST/HST extra

Item No.	Description	Unit of Issue	Qty	Unit Price	Extended Price
6	For services performed within the normal work hours of 0800 to 1600 hours, Tuesday through Friday except stat holidays. REGULAR WORK HOURS				
6.1	Certified Technician Hourly Rate	Hour	100	\$	\$
6.2	Labourer Hourly Rate	Hour	100	\$	\$
7	For services performed outside the normal work hours. Work must be approved by DND Project Authority in advance. OVERTIME HOURS				
7.1	Certified Technician Overtime Rate	Hour	50	\$	\$
7.2	Labourer Overtime Rate	Hour	50	\$	\$
8	Parts and Materials				
8.1	Materials and replacement parts (except free issue) will be charged at the contractor's laid down cost plus a mark up of _____. Price not to exceed manufacturer's suggested retail price. Estimated Usage: \$10,000.00				
9	Repairs to Fire Extinguishers				
9.1	Labourer Hourly Rate	Hour	25	\$	\$

OPTION YEAR #3 - NOVEMBER 1, 2016 to OCTOBER 31, 2017**Pricing Schedule 1 - Scheduled Services**

- INSPECTIONS MUST BE PERFORMED IN ACCORDANCE WITH THE STATEMENT OF WORK
- FIRM unit PRICING, GST/HST extra

Item No.	Description	Unit of Issue	Qty	Unit Price	Extended Price
1	FOL HANGAR - OPS				
1.1	Annual Inspection	ea	1	\$	\$
1.2	Quarterly Inspeyton	ea	3	\$	\$
1.3	Monthly Inspection	ea	8	\$	\$
1.4	Five Year inspection (if required)	ea	1	\$	\$
1.5	Semi-Annual Inspection	ea	1	\$	\$
2	FOL EME MAINTENANCE				
2.1	Annual Inspection	ea	1	\$	\$
2.2	Quarterly Inspeyton	ea	3	\$	\$
2.3	Monthly Inspection	ea	8	\$	\$
2.4	Five Year inspection (if required)	ea	1	\$	\$
2.5	Semi-Annual Inspection	ea	1	\$	\$
3	FOL PAB QUARTERS				
3.1	Annual Inspection	ea	1	\$	\$
3.2	Quarterly Inspeyton	ea	3	\$	\$
3.3	Monthly Inspection	ea	8	\$	\$
3.4	Five Year inspection (if required)	ea	1	\$	\$
3.5	Semi-Annual Inspection	ea	1	\$	\$
4	FOL APU				
4.1	Annual Inspection - Fire Alarm only	ea	2	\$	\$
4.2	Monthly Inspection - Fire Alarm only	ea	16	\$	\$
5	440 SQUADRON / RCMP				
5.1	Annual Inspection	ea	1	\$	\$
5.2	Quarterly Inspeyton	ea	3	\$	\$
5.3	Monthly Inspection	ea	8	\$	\$
5.4	Five Year inspection (if required)	ea	1	\$	\$
5.5	Semi-Annual Inspection	ea	1	\$	\$

Pricing Schedule 2 - As and When Requested Services

- Work must be in accordance with the Task Authorization
- Addtl servicing over and above the initial maint. and inspect. specified in the Statement of Work. The hourly rate will be prorated for any time less than one (1) hour, in 15 minute intervals.
- FIRM unit PRICING, GST/HST extra

Item No.	Description	Unit of Issue	Qty	Unit Price	Extended Price
6	For services performed within the normal work hours of 0800 to 1600 hours, Tuesday through Friday except stat holidays. REGULAR WORK HOURS				
6.1	Certified Technician Hourly Rate	Hour	100	\$	\$
6.2	Labourer Hourly Rate	Hour	100	\$	\$
7	For services performed outside the normal work hours. Work must be approved by DND Project Authority in advance. OVERTIME HOURS				
7.1	Certified Technician Overtime Rate	Hour	50	\$	\$
7.2	Labouror Overtime Rate	Hour	50	\$	\$
8	Parts and Materials				
8.1	Materials and replacement parts (except free issue) will be charged at the contractor's laid down cost plus a mark up of _____%. Price not to exceed manufacturer's suggested retail price. Estimated Usage: \$10,000.00				
9	Repairs to Fire Extinguishers				
9.1	Labourer Hourly Rate	Hour	25	\$	\$



Government
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du Canada

Contract Number / Numéro du contrat

W4M00-12Y211

Security Classification / Classification de sécurité

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 Department of Defence		2. Branch or Directorate / Direction générale ou Direction 17 Wing Winnipeg	
3. a) Subcontract Number / Numéro du contrat de sous-traitance N/A		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant N/A	
4. Brief Description of Work / Brève description du travail Inspection, Testing, Maintenance and Repair of Fire Extinguishing Systems and Fire Alarm Systems located within various DND owned facilities located in Yellowknife NT.			
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"/>	
Not releasable À ne pas diffuser <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:	
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"/>



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

W4M00-12Y211

Security Classification / Classification de sécurité

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 ☐ Yes
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 ☐ Yes

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 ☒ Yes
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? ☐ No ☒ Yes

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 ☐ Yes

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 ☐ Yes

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 ☐ Yes

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 ☐ Yes

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 ☐ Yes



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

W4M00-12Y211

Security Classification / Classification de sécurité

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 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 indiquer 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

W4M00-12Y211

Security Classification / Classification de sécurité

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

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

Name (print) - Nom (en lettres moulées)

D.H. Wallin FMA

Title - Titre

Contracts Officer

Signature

Telephone No. - N° de téléphone
204-471-2113

Facsimile No. - N° de télécopieur
204-833-2622

E-mail address - Adresse courriel
darcy.wallin@forces.gc.ca

Date
2012-16-04

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

Name (print) - Nom (en lettres moulées)

Sasha Medjovic - CF MP GP HQ - Industrial Security
Senior Security Analyst
Tel: 613-949-1066 / Fax: 613-949-1069

Signature

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

2012-04-26

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)

Dennis Murphy

Title - Titre

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