

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

**Bid Receiving - PWGSC / Réception des
soumissions - TPSGC**

11 Laurier St./ 11, rue Laurier

Place du Portage, Phase III

Core 0A1 / Noyau 0A1

Gatineau

Québec

K1A 0S5

Bid Fax: (819) 997-9776

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

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

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

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

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

Comments - Commentaires

"THIS DOCUMENT CONTAINS A SECURITY
REQUIREMENT."

"CE DOCUMENT CONTIENT UNE CONDITION DE
SÉCURITÉ"

Title - Sujet HVAC MAINTENANCE	
Solicitation No. - N° de l'invitation EJ196-132731/A	Date 2013-06-26
Client Reference No. - N° de référence du client 20132731	
GETS Reference No. - N° de référence de SEAG PW-\$\$FK-279-62980	
File No. - N° de dossier fk279.EJ196-132731	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-08-07	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Ladouceur, Joanne	Buyer Id - Id de l'acheteur fk279
Telephone No. - N° de téléphone (819) 956-6647 ()	FAX No. - N° de FAX (819) 956-3600
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Government of Canada Building Iqaluit, Nunavut 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

Maintenance & Professional Consulting Services Division
(FK)

11 Laurier St./ 11, rue Laurier

3C2, Place du Portage, Phase III

Gatineau

Québec

K1A 0S5

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

Solicitation No. - N° de l'invitation

EJ196-132731/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

fk279

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

20132731

File No. - N° du dossier

fk279EJ196-132731

CCC No./N° CCC - FMS No/ N° VME

IMPORTANT NOTICE TO BIDDERS

Security

This notice is to advise ALL interested bidders that in order to be awarded a contract which contains a security requirement, all bidders MUST hold a valid Security Clearance granted or approved by PWGSC Canadian Industrial Security Directorate (CISD) at the level indicated in this solicitation document. Should the bidder not currently hold a valid Security Clearance or require the level to be upgraded, PWGSC will sponsor the bidder. Please submit your written request with the following information to Joanne Ladouceur by facsimile 819-956-3600 or by e-mail to joanne.ladouceur@pwgsc-tpsgc.gc.ca

- Legal Company Name
- Mailing address
- Surname and given name of contact person
- Telephone number of contact person
- Title of contact person
- Facsimile number
- E-mail address of contact person
- Procurement Business Number
- Preferred Language of correspondence
- Level of Security Required

Additional information on PWGSC security can be found on the following web site:
<http://ssi-iss.tpsgc-pwgsc.gc.ca> or by dialing 1-866-368-4646 (Toll free).

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION

- 1.1 Introduction
- 1.2 Summary
- 1.3 Debriefings

PART 2 - BIDDER INSTRUCTIONS

- 2.1 Standard Instructions, Clauses and Conditions
- 2.2 Submission of Bids
- 2.3 Former Public Servants
- 2.4 Enquiries - Bid Solicitation
- 2.5 Applicable Laws
- 2.6 Optional Site Visit

PART 3 - BID PREPARATION INSTRUCTIONS

- 3.1 Bid Preparation Instructions
 - Section I Technical Bid
 - Section II Financial Bid
 - Section III Certifications

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

- 4.1 Evaluation Procedures
- 4.2 Basis of Selection

PART 5 - CERTIFICATIONS

- 5.1 Mandatory Certifications Required Precedent to Contract Award
- 5.2 Additional Certifications Precedent to Contract Award

PART 6 - SECURITY REQUIREMENT

- 6.1 Security Requirement
- 6.2 Employee Information for Security

PART 7 - RESULTING CONTRACT CLAUSES

- 7.1 Statement of Work
- 7.2 Standard Clauses and Conditions
- 7.3 Security and Insurance Requirement
- 7.4 Comprehensive Land Claims Agreement (CLCA)
- 7.5 Term of Contract
- 7.6 Authorities
- 7.7 Payment
- 7.8 Invoicing Instructions
- 7.9 Certifications
- 7.10 Applicable Laws
- 7.11 Priority of Documents
- 7.12 Insurance Requirements
- 7.13 Cellular Phones and/or Pagers
- 7.14 Site Regulations
- 7.15 Pre-commencement Meeting

Solicitation No. - N° de l'invitation

EJ196-132731/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

fk279

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

20132731

File No. - N° du dossier

fk279EJ196-132731

CCC No./N° CCC - FMS No/ N° VME

List of Annexes:

- Annex A Statement of Work
- Annex B Daily Patrol Log Sheet
- Annex C Security Requirements Check List (SRCL)
- Annex D Cost Estimate Form for Extra Work
- Annex E Complete List of names of all individuals who are currently Directors of the Bidder

PART 1 - GENERAL INFORMATION

1.1 Introduction

The bid solicitation is divided into seven parts plus 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, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security Requirement; 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:

- Annex A Statement of Work
- Annex B Daily Patrol Log Sheet
- Annex C Security Requirements Check List (SRCL)
- Annex D Cost Estimate Form for Extra Work
- Annex E Complete List of names of all individuals who are currently directors of the Bidder

1.2 Summary

- (i) To provide maintenance service, including all necessary tools, services, materials, and labour on HVAC equipment in accordance with the Statement of Work attached herein as Annex A , for Public Works and Government Services Canada (PWGSC) located at the Government of Canada Building, Iqaluit, Nunavut.
- (ii) The period of any resulting Contract will be for a period of five (5) years.
- (iii) Mandatory Response Time
As per **Annex A**, Statement of Work 8M3-0963-3, SW 3..7 Emergency Calls
 - a. The Contractor must provide twenty-four (24) hour, seven (7) days a week emergency call back service for the duration of the contract.
 - b. The Contractor must respond within 30 minutes and be on site ready to work within one (1) hour of receiving the emergency call. All work for emergency service must be executed by qualified service personnel named in the Contract and such work must proceed continuously until the system is returned to safe operating condition.
- (iv) There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security Requirement, and Part 7 - Resulting Contract Clauses. Bidders should consult the "[Security Requirements for PWGSC Bid Solicitations - Instructions to 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.

- (v) Bidders must provide a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions 2003.
- (vi) For service requirements, Bidders in receipt of a pension or a lump sum payment must provide the required information as detailed in article 5.2.2 of Part 5 of the bid solicitation.
- (vii) The procurement is subject to the Nunavut Land Claim Agreement. A copy of the Nunavut Land Claims Agreement (NLCA) may be obtained at the following Aboriginal Affairs and Northern Development Canada website: <http://www.aadnc-aandc.gc.ca/eng/1100100030601>
- (viii) 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).

1.3 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

PART 2 - BIDDER INSTRUCTIONS

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

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

The 2003 (2013-06-01) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: one hundred twenty (120) days

2.2 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.

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than **seven (7)** calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.4 Applicable Laws

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

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.

2.5 Optional Site Visit

It is recommended that the Bidder or a representative of the Bidder visit the work site in order to examine the scope of work required and existing conditions.

Arrangements have been made for a tour of the work site. The site visit will be held on **July 24, 2013 at 10:00 am, and will begin at the front entrance of the Government of Canada Building, 1030 Federal Road, Iqaluit, Nunavut.**

It is MANDATORY that bidders wear safety footwear at the site visit. Bidders who are not equipped as described will not be permitted to attend the site visit.

Bidders shall communicate with the Contracting Authority five (5) working day(s) before the scheduled visit to confirm attendance . Bidders are to provide the Contracting Authority the name(s) of the person(s) who will attend, their company name, telephone number and date of birth for security verification. If they fail to provide this information, they may not be allowed access to the site. Bidders will be requested to sign an attendance form.

Bidders who, for any reason, cannot attend at the specified date and time will not be given an alternative appointment to view the site.

Bidders who do not attend will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that bidders provide their bid (1 hard copy) in sections as follows:

- Section I: Technical Bid
- Section II: Financial Bid
- Section III: Certifications

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 should:

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

3.1.1 Bidders shall duly complete and **SIGN** the first page of their Request For Proposal document, or upon request from the Contracting Authority.

3.1.2 Submission of Evidence

Submission of Evidence as described in 3.1.3, 3.1.4 and 3.1.5 below **MUST** be included with the bidder's proposal at time of bid closing. Failure by the bidder to provide the required evidence will result in the bidder being disqualified and no further consideration will be given to the bidder and the proposal will be deemed non responsive.

The evidence provided by the bidder may be verified. PWGSC reserves the right to verify information for completeness and accuracy and to confirm reference satisfaction with services provided.

3.1.3 Mandatory Employee Experience and Past Performance

The bidder must provide evidence to demonstrate that the service personnel proposed to perform maintenance of HVAC equipment have three (3) recent years experience and past performance by referencing three (3) similar projects/contracts the service personnel have performed satisfactorily. The bidder must complete the following form for each technician who will be performing work on this requirement in order to demonstrate that each proposed technician has the required experience.

- Recent experience is defined as experience gained from January 2007 up to and including the solicitation closing date.
- Similar is defined as maintenance service of HVAC equipment comparable in size, scope and complexity to the equipment listed in Annex A, Statement of Work, SW5, Equipment Inventory.

In cases where experience is acquired concurrently, the time period will be considered only once for the purpose of calculating the minimum requirement of 3 years recent experience.

Example:

- Project 1: started on January 1, 2008 and ended on May 31, 2008 = 4 months
- Project 2: started on January 1, 2008 and ended on December 31, 2009 = 24 months
- Project 3: started on January 1, 2008 and ended on December 31, 2009 = 24 months

Total period for these 3 projects will count as 24 months and not 52 months because the period Jan. 2008 to Dec. 2009 has already been counted in Projects 2 and 3. This employee does not meet the required minimum of 3 years recent experience.

In the event where the information for any of the service personnel cannot be confirmed by the client contacts named in the proposal, the proposal will be considered non-responsive and no further consideration will be given to the proposal.

NAME OF SERVICE PERSONNEL 1 :			
Name of client organization or Company	Project/Contract Reference #1: _____	Project/Contract Reference #1: _____	Project/Contract Reference #1: _____
Name and title of client contact who can confirm the information presented in the proposal	Name: _____ Title: _____	Name: _____ Title: _____	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone Number: _____ E-mail: _____	Phone Number: _____ E-mail: _____	Phone Number: _____ E-mail: _____
Performance period of the project or contract (indicate year, month, day)	From: _____ (year/month/day) To: _____ (year/month/day)	From: _____ (year/month/day) To: _____ (year/month/day)	From: _____ (year/month/day) To: _____ (year/month/day)

NAME OF SERVICE PERSONNEL 2 :			
Name of client organization or Company	Project/Contract Reference #1: _____	Project/Contract Reference #1: _____	Project/Contract Reference #1: _____
Name and title of client contact who can confirm the information presented in the proposal	Name: _____ Title: _____	Name: _____ Title: _____	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone Number: _____ E-mail: _____	Phone Number: _____ E-mail: _____	Phone Number: _____ E-mail: _____
Performance period of the project or contract (indicate year, month, day)	From: _____ (year/month/day) To: _____ (year/month/day)	From: _____ (year/month/day) To: _____ (year/month/day)	From: _____ (year/month/day) To: _____ (year/month/day)

Blank tables have been provided for up to two (2) employees. Should the Bidder have more than two (2) employees involved in the performance of the work, then the Bidder must provide the information contained in the table for each additional employee on a separate sheet and attach to the proposal.

3.1.4 Mandatory Non-Working Service Manager Expertise and Experience

The bidder must provide evidence of its Non Working Service Manager's recent experience and past performance by referencing at least one (1) similar project/contract. It is mandatory that the Non Working Service Manager have three (3) recent years experience in a supervisory role in the field of HVAC equipment services. The bidder must complete the following form in order to demonstrate that the proposed Non Working Service Manager have the required experience.

- Recent experience is defined as experience gained from January 2007 up to and including the solicitation closing date.
- Similar is defined as maintenance service of HVAC equipment comparable in size, scope and complexity to the equipment listed in Annex A, Statement of Work, SW5, Equipment Inventory.

In cases where experience is acquired concurrently, the time period will be considered only once for the purpose of calculating the minimum requirement of 3 years recent experience.

Example:

- Project 1: started on January 1, 2008 and ended on May 31, 2008 = 4 months
- Project 2: started on January 1, 2008 and ended on December 31, 2009 = 24 months
- Project 3: started on January 1, 2008 and ended on December 31, 2009 = 24 months

Total period for these 3 projects will count as 24 months and not 52 months because the period Jan. 2008 to Dec. 2009 has already been counted in Projects 2 and 3. This employee does not meet the required minimum of 3 years recent experience.

Should it be necessary to provide more project/contract reference names in order to demonstrate that the proposed Non-Working Service Manager has the required three (3) years experience, then the Bidder must provide this additional information on a separate sheet using the similar format as the table below and attach with the proposal.

Provide the name of the Non-Working Service Manager _____	
Name of client organization or Company	Name: _____
Name and title of client contact who can confirm the information presented in the proposal.	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone No.: _____ E-Mail No.: _____
Performance period of the project or contract (indicate year, month, day)	From: _____ (year/month/day) To: _____ (year/month/day)

Description of Project or contract:

Responsibilities of the individual:

3.1.5 Card and Licensing Documentation (Upon Request)

Valid copies of the following cards and licensing documentation should be submitted for each proposed service personnel with the bid by the bid solicitation closing date. However, if the following is not submitted with the bid by the bid solicitation closing date, 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.

The proposed employees must be in possession of the required cards and licenses indicated below.

- A valid Refrigeration and Air Conditioning Mechanic Licence for the Nunavut Territory (or approved Red Seal interprovincial equivalent.)
- A valid Oil Certification License (or approved Red Seal interprovincial equivalent)
- A valid Ozone Depletion Prevention Card (or approved interprovincial equivalent)
- A valid Fall Protection Certificate
- A valid Confined Space Entry Certificate

3.1.6 Apprentices

Apprentices employed by the Contractor must be fully registered in a Tradesman Program related to the services in Annex A, Statement of Work. Apprentices must work, at any time, under the direction of a Journeyman Mechanic. Canada reserves the right to request proof of registration in a Tradesman Program at any time during the term of the contract.

Section II: Financial Bid

Bidders must submit their firm rates in accordance with the Pricing Schedules detailed below. The total amount of Applicable Taxes is to be shown separately, if applicable.

The following requirement **MUST** be strictly adhered to: Failure to do so shall render the bidders' proposal as non-responsive.

It is **MANDATORY** that bidders submit firm prices/rates for the five year period of the contract for all items listed hereafter.

Pricing Schedule 1 - Firm Price

Firm all inclusive prices including all necessary tools, services, materials, labour and all related costs as detailed in Annex A, Statement of Work 8M3-0963-3.

Summary of Pricing Schedule 1

Period	Firm Quarterly Rate	Number of Quarters	Firm Price
Year 1	\$	x 4	\$
Year 2	\$	x 4	\$
Year 3	\$	x 4	\$
Year 4	\$	x 4	\$
Year 5	\$	x 4	\$
Total for 5 Years			\$

Pricing Schedule 2: Extra Work - As and When Requested

Extra work as described in Annex A - PWGSC Statement of Work 8M3-0963-3, "Extra Work" will be conducted on an 'As and When Requested' basis where charges shall be made for actual labour and repair and replacement parts. Estimated quantity of hours per year for extra work is for evaluation purposes only.

When "As and When Requested" work is requested during the contract period, the contractor must complete and submit the Annex D "Cost Estimate Form for Extra Work". Written authorization (form GC227 "Call-up Against a Contract") must be obtained from the Departmental Representative prior to conducting any extra work.

Submit a Firm All-inclusive Labour Rate (including Overhead, Profit, and all related Costs) and material cost in Canadian funds.

2.1) LABOUR: Our firm hourly rate per qualified personnel shall be:

i) Regular Hours 8:00 to 16:00, Monday to Friday	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Hourly Rate	\$_____ /HR				
Estimated number of hours	8	8	8	8	8
Extended Price:	\$_____	\$_____	\$_____	\$_____	\$_____
2.1 (i) SUB-TOTAL:					\$_____

ii) Outside regular hours Monday to Saturday	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Hourly Rate	\$_____ /HR				
Estimated number of hours	4	4	4	4	4
Extended Price:	\$_____	\$_____	\$_____	\$_____	\$_____
2.1 (ii) SUB-TOTAL:					\$_____

iii) Sunday & Statutory Holidays	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Hourly Rate	\$_____ /HR				
Estimated number of hours	3	3	3	3	3
Extended Price:	\$_____	\$_____	\$_____	\$_____	\$_____
2.1 (iii) SUB-TOTAL:					\$_____

2.2 MATERIALS: Materials will be charged at our laid-down cost plus a mark-up of:

	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Percentage Mark-up	_____%	_____%	_____%	_____%	_____%
Estimated Expenditure:	\$10,000.00	\$7,500.00	\$6,500.00	\$6,500.00	\$6,500.00
Extended Price:	\$_____	\$_____	\$_____	\$_____	\$_____
2.2 SUBTOTAL:					\$_____

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

EJ196-132731/A

fk279

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

20132731

fk279EJ196-132731

* The Extended Price for materials is calculated by adding the mark-up quoted to the total estimated expenditure (Example: Year 1, \$500.00 estimated expenditure; 10% mark-up quoted = \$500.00 + (\$500.00 x 10%) = \$550.00). The estimated expenditures is for evaluation purposes only.

Parts will be supplied FOB Destination including all delivery charges. The following definitions have been used to arrive at the figures as noted:

i) MARK-UP - The difference between the Contractor's laid-down cost for product and resale price to the Crown. Mark-up includes applicable internal cost allocation by the Contractor such as material handling and general and administrative (G&A) expenses plus profit.

ii) LAID-DOWN COST - The cost incurred by a vendor to acquire a specific product or service for resale to the government. This includes but is not limited to the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage.

AUTHORIZATION FOR DELIVERY: The consignee shall request delivery of goods/services identified in Pricing Schedule 2., 2.1 to 2.2 (i), (ii), (iii) and 2.3 on an authorization form provided by the Technical Authority.

TOTAL ASSESSED PROPOSAL PRICE

Sum of Basis of Pricing

Pricing Schedule 1: = **Subtotal \$** _____ **+**

Pricing Schedule 2: 2.1 (i), (ii), (iii) = **Subtotal \$** _____ **+**

Pricing Schedule 2: 2.2 = **Subtotal \$** _____ **=**

Total assessed proposal price = **\$** _____

IN THE CASE OF ERROR IN THE EXTENSION OF PRICES, THE UNIT PRICE WILL GOVERN.
CANADA MAY ENTER INTO CONTRACT WITHOUT NEGOTIATION.

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 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

4.1.1 Technical and Financial Evaluation - Mandatory Requirements

- 1) Submission of evidence for Employee Experience and Past Performance in accordance with Part 3, Section I - Technical Bid; and
- 2) Submission of evidence for Non Working Service Manager Expertise and Experience in accordance with Part 3, Section 1 - Technical Bid; and
- 3) Submission of a Firm Price/Rate in Canadian funds for all the items listed in the RFP, Part 3, Section II, Financial Bid;

4.1.2 Nunavut Land Claims Agreement Bid Criteria

All proposals received that have met all the mandatory requirements will be evaluated and assigned points in accordance with the degree to which the bidder's proposed method of carrying out the work meets the following criteria:

The evaluated bid price will be used for evaluation purposes only and will be calculated by reducing the total actual bid price by a percentage equal to the total number of points assigned through evaluation of the bid in accordance with the NLCA bid criteria, up to a maximum reduction of ten (10) percent. One (1) point will be equal to (1) percent. If awarded the contract, the successful bidder will charge its actual bid price, without the reduction.

Bidders are requested to demonstrate if and how the desirable bid evaluation criteria listed below will be met. In order for points to be assigned to a proposal, a bidder must provide in its bid, written proof of meeting the bid criteria.

BID CRITERIA	AVAILABLE POINTS	SUPPORTING EVIDENCE
The existence of head office, administrative offices or other facilities in the Nunavut Settlement Area.	1 points maximum: One (1) or more office or facilities in the Nunavut Settlement Area.	Provide street address, contact name and telephone or fax number
The employment of "Inuit" labour. "Inuit" is defined in (1) below	4 points maximum: 10-39% Inuit employees (1 point) 40-59% Inuit employees (2 points) 60-79% Inuit employees (3 points) 80-100% Inuit employees (4 points)	Provide number of Inuit employees to be used on the project.
Engagement of "Inuit Firm" described as Inuit professional services, and/or Inuit suppliers that will be utilized in carrying out the work. "Inuit Firm" is defined below.	2 Point maximum: "Inuit firms" Inuit professional services and/or Inuit supplier 2 points if bidder is an Inuit firm, 1 point if one or more Inuit firm subcontractors.	Provide names of Inuit professional services, and/or Inuit suppliers to be used on the project.
The undertaking of commitment with respect to on-the-job training or skills development for Inuit.	3 points maximum: 1 point for each commitment to a training/skill development opportunity	Provide training plans, description of apprenticeship or on-the-job programs, first-aid training plan, etc.
Total Possible Points	10 Points	

For the purpose of interpretation:

(1) "Inuit Firm" is as defined in Article 24.1.1 of the NLCA, or a firm listed on the Nunavut Tunngavik Incorporated (NTI) Inuit Firm Registry (<http://inuitfirm.tunngavik.com/search-the-registry>).

NLCA Supporting Evidence

This chart may be utilized (add sheets if necessary) to complete the Supporting Evidence.

BID CRITERIA	SUPPORTING EVIDENCE
<p>The existence of head office, administrative offices or other facilities in the Nunavut Settlement Area.</p>	<p>STREET ADDRESS and telephone (ph) or facsimile number (Fx)</p> <p>Head Office: _____ _____ Ph _____ or Fx _____</p> <p>Administrative office: _____ _____ Ph _____ or Fx _____</p> <p>Other Facilities: _____ _____ Ph _____ or Fx _____</p>
<p>The employment of "Inuit" labour.</p>	<p>Provide the total number of people to be used on the project. _____</p> <p>Provide "Inuit" and non-Inuit names : (attached a separate sheet if needed)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>Engagement of "Inuit Firm" described as Inuit professional services, and/or Inuit suppliers that will be utilized in this Contract</p>	<p>Provide names of "Inuit Firm" such as Inuit professional service and/or Inuit suppliers, that will be used on the Contract.</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

<p>The undertaking of commitment, under the contract, with respect to on-the-job training or skills development for Inuit.</p>	<p>Provide training plans, description of apprenticeship, or on the job program, first aid training plan, etc.</p> <p>Apprenticeship: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>On the job program:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>First aid training plan, etc.:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
--	---

4.1.3 Basis of Selection

A bid must comply with the requirements of the bid solicitation and meet **ALL** mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

Nunavut Land Claims Agreement - Reporting Requirement

The Contracting Authority may, at any time, by written notice to the Contractor, request a report detailing its compliance with its proposal to meet the evaluation criteria for the Nunavut Land Claims Agreement.

Bidders will not be reimbursed for the cost of responding to this Request for Proposal.

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and related documentation to be awarded a contract. Canada will declare a bid non-responsive if the required certifications and related documentation 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 the 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, to provide the related documentation, or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

5.1 Mandatory Certifications Required Precedent to Contract Award

5.1.1 Code of Conduct and Certifications - Related documentation

By submitting a bid, the Bidder certifies that the Bidder and its affiliates are in compliance with the provisions as stated in Section 01 Code of Conduct and Certifications - Bid of Standard Instructions 2003. The related documentation therein required will assist Canada in confirming that the certifications are true.

5.2 Additional 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.

5.2.1 Federal Contractors Program - \$200,000 or more (A3030T 2013-04-25)

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 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.

5.2.2 Former Public Servant

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, 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

As per the above definitions, is the Bidder a FPS in receipt of a pension? **YES () NO ()**

If so, the Bidder must provide the following information, for all FPS in receipt of a pension, as applicable:

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

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.

5.3 Education and Experience

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

5.4 Status and Availability of Resources

SACC Manual A3005T (2010-08-16) Status and Availability of Resources

PART 6 - SECURITY AND INSURANCE REQUIREMENTS

6.1 Security Requirement

1. 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 on PWGSC Bid Solicitation - Instructions for Bidders](http://www.pwgsc.gc.ca/acquisitions/text/plain/plainpm-e.html#a31)" (<http://www.pwgsc.gc.ca/acquisitions/text/plain/plainpm-e.html#a31>) document on the Departmental Standard Procurement Documents Website.

6.2 Employee Information for Security

In order for the Contracting Authority to verify security clearance, the Bidder should complete the following information regarding employees proposed to provide services against any resulting contract. Listed personnel must be the same employees named in Part 3, Section I, Technical Bid.

	LEGAL NAME (First and Last)	DATE OF BIRTH	VALID CLEARANCE HELD
Non-working Service Manager			
Service personnel			

6.3 Insurance Requirement

The Bidder must provide upon request from the Contracting Authority a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can and will be insured in accordance with the Insurance Requirements specified in Part 7 Resulting Contract Clauses, Article 7.12

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

To provide maintenance service, including all necessary tools, services, materials, and labour on HVAC equipment for Public Works and Government Services Canada (PWGSC) the Government of Canada Building, Iqaluit, Nunavut. The Contractor must perform the Work in accordance with the Statement of Work at Annex A.

7.1.1 Mandatory Response Time

As per **Annex A**, Statement of Work 8M3-0963-3, SW 3..7. (a) and (b) Call Backs/Emergency Calls, it is a mandatory requirement of the contract that:

- a. The Contractor must provide twenty-four (24) hour, seven (7) days a week emergency call back service for the duration of the contract at no extra cost.
- b. The Contractor must respond within 30 minutes and be on site ready to work within one (1) hour of receiving the emergency call. All work for emergency service must be executed by a qualified service personnel named in the Contract and such work must proceed continuously until the system is returned to safe operating condition.

7.1.2 Replacement of Specific Individuals (derived from General Conditions 2035 08, (2008-05-12)

- 1 If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
- 2 If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:
 - (a) the name, qualifications and experience of the proposed replacement; and
 - (b) proof that the proposed replacement has the required security clearance granted by Canada, if applicable.
- 3 The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

Names of qualified employees

The contractor must provide the names of the qualified employees who will be assigned to work on this Contract. The names provided below must be the same personnel listed in part 3 & part 6 of the proposal.

Service personnel 1 (first & last name)	Service personnel 2 (first & last name)	Service personnel 3 (first & last name)	Non- Working Service Manager (first & last name)

7.2 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

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

7.2.1 General Conditions

2035 (2013-04-24) General Conditions - Higher Complexity Services, apply to and form part of the Contract.

7.3 Security Requirement

The following security requirement (SRCL and related clauses) applies and form part of the Contract.

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.
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).

7.4 Comprehensive Land Claims Agreement (CLCA)

The procurement is subject to the Nunavut Land Claim Agreement. A copy of the Nunavut Land Claims Agreement (NLCA) may be obtained at the following Aboriginal Affairs and Northern Development Canada website: <http://www.aadnc-aandc.gc.ca/eng/1100100030601>

7.5 Term of Contract

7.5.1 Period of Contract

The period of the Contract is from _____ to _____ inclusive. (Five (5) year period, to be inserted on Contract Award)

7.6 Authorities

7.6.1 Contracting Authority

The Contracting Authority for the Contract is:

Joanne Ladouceur
Supply Specialist
Public Works and Government Services Canada
Acquisition Branch
Real Property Contracting Directorate
Place du Portage, Phase III, 3C2,
11 rue Laurier, Gatineau, Quebec K1A OS5

Telephone: 819-956-6647
Facsimile : 819-956-3600
E-mail address: joanne.ladouceur@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.

7.6.2 Technical Authority **“TO BE PROVIDED AT CONTRACT AWARD”**

The Technical Authority for the Contract is:

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.

7.6.3 Contractor's Representative

The name and particulars of the person to be contacted for general enquiries and follow-up purposes:

Name: _____

Telephone Number: _____

Facsimile Number: _____

Cellular Number: _____

E-mail: _____

7.7 Payment

7.7.1 Limitation of Expenditure

The Contractor will supply the goods and services under the Contract to an estimated total expenditure that must not exceed \$ **(to be determined)** (Applicable Taxes excluded) of which \$ **(to be determined)** (Applicable Taxes excluded) is for goods and/or services enumerated or described in Pricing Schedule 1, and \$ **(to be determined)** (Applicable Taxes excluded) is for additional goods and/or services that may be requested on an "As and When Requested" basis at the prices and/or rates set out in Pricing Schedule 2.

7.7.2 Basis of Payment - Firm Prices and "As and When"

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm prices, in accordance with General Conditions 2035 16 (2012-07-16) 'Payment Period' and the following tables. Applicable Taxes are extra, if applicable.

- a) Firm rates will be paid in accordance with Pricing Schedule 1 in **four (4) equal quarterly payments.**
- b) "As and When Requested" Work:
Any costs incurred for Extra Work will be paid, in accordance with Pricing Schedule 2 and the Statement of Work, Annex A, on an "as and when requested" basis, after completion, inspection and acceptance of the work performed.

Canada's total liability to the Contractor under the "as and when requested" portion of the Contract must not exceed **(to be determined)**. Applicable taxes extra, if applicable.

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) if the Contractor considers that the said sum may be exceeded, the Contractor must promptly notify the contracting Authority

whichever comes first.

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.

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

(At contract award - insert appropriate pricing table(s) here)

7.7.3 SACC Manual Clauses

A9117C (2007-11-30) T1204 - Direct Request by Customer Department

A9116C (2007-11-30) T1204 - Information Reporting by Contractor

C0710C (2007-11-30) Time Verification and Contract Price Verification

7.8 Invoicing Instructions - Maintenance Services

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions along with the quarterly maintenance report described in the Statement of Work of the Contract.

Invoices cannot be submitted until all work identified in the invoice has been completed and that all maintenance service call reports related to the Work identified in the invoice have been received by the Technical Authority.

2. The Contractor must distribute the invoices and reports as follows:

- (a) The original and two (2) copies of the invoices and quarterly maintenance reports must be forwarded to the address shown on page 1 of the Contract for certification and payment.

7.9 Certifications

7.9.1 Compliance

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

7.9.2 SACC Manual Clause

A3025C (2012-11-19) Proactive Disclosure of Contracts with Former Public Servants

7.10 Applicable Laws

This contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province or territory where the work is performed.

7.11 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) the general conditions 2035 (2013-04-25)
- (c) Annex A, Statement of Work;
- (d) Annex B, Daily Report Log
- (e) Annex C, Security Requirements Check List;
- (f) Annex D, Cost Estimate Form for Extra Work
- (g) the Contractor's proposal dated _____ (*insert date of bid*); and

7.12 Insurance Requirements

7.12.1 Insurance Requirements

The Contractor must comply with the insurance requirements specified in the **following article 7.11.2 Commercial General Liability Insurance**. 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.

7.12.2 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) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

7.13 Cellular Phones and/or Pagers

The Contractor's Foreman or Site Supervisor must be equipped with a cellular phone and/or pager at all times. All expenses including installation, air time, activating fees, and the cost of the phones/pagers themselves, will be the responsibility of the Contractor. The Contractor must maintain an uninterrupted communication service.

7.14 Government Site Regulations

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

7.15 Pre-Commencement Meeting

A pre-commencement meeting is mandatory for the Contractor prior to commencing any work and minutes of the meeting will be taken. The time and place of this meeting will be determined by the Departmental Representative.

The Contractor is to supply the Departmental Representative with a copy of his safety policy as required by the applicable Provincial Occupational Safety and Health Regulations.

Solicitation No. - N° de l'invitation

EJ196-132731/A

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

20132731

Amd. No. - N° de la modif.

File No. - N° du dossier

fk279EJ196-132731

Buyer ID - Id de l'acheteur

fk279

CCC No./N° CCC - FMS No/ N° VME

ANNEX 'A'

STATEMENT OF WORK

8M3-0963-3

Solicitation No. - N° de l'invitation

EJ196-132731/A

Amd. No. - N° de la modif.

File No. - N° du dossier

fk279EJ196-132731

Buyer ID - Id de l'acheteur

fk279

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

20132731

CCC No./N° CCC - FMS No/ N° VME

ANNEX 'B'

DAILY PATROL AND LOG SHEET

8M3-0963-3

CONTRACT NUMBER EJ196-132731

Solicitation No. - N° de l'invitation

EJ196-132731/A

Amd. No. - N° de la modif.

File No. - N° du dossier

fk279EJ196-132731

Buyer ID - Id de l'acheteur

fk279

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

20132731

CCC No./N° CCC - FMS No/ N° VME

ANNEX 'C'

SECURITY REQUIREMENTS CHECK LIST (SRCL)

CONTRACT NUMBER EJ196-132731

Solicitation No. - N° de l'invitation

EJ196-132731/A

Amd. No. - N° de la modif.

File No. - N° du dossier

fk279EJ196-132731

Buyer ID - Id de l'acheteur

fk279

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

20132731

CCC No./N° CCC - FMS No/ N° VME

ANNEX 'D'

COST ESTIMATE FORM FOR EXTRA WORK

CONTRACT NUMBER EJ196-132731

Solicitation No. - N° de l'invitation

EJ196-132731/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

fk279

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

20132731

File No. - N° du dossier

fk279EJ196-132731

CCC No./N° CCC - FMS No/ N° VME

ANNEX 'E'

**COMPLETE LIST OF NAMES OF ALL INDIVIDUALS WHO ARE CURRENTLY DIRECTORS
OF THE BIDDER**

NOTE TO BIDDERS

WRITE DIRECTOR'S SURNAMES AND GIVEN NAMES IN BLOCK LETTERS

CONTRACT NUMBER EJ196-132731

SW 1. General

- .1 The Contractor must furnish all necessary tools, services, materials and labour to execute the work required for the maintenance of the equipment contained herein and shall execute such work in a careful and workmanlike manner and in accordance with all related Codes, Standards and Regulations from all levels of Government (Provincial/Territorial, Municipal and Federal).
- .2 To carry out the work on this requirement, Service personnel employed by the Contractor must be in possession of:
 - .1 ***Air Conditioning Equipment*** -
 - A valid Refrigeration and Air Conditioning Mechanic for the Nunavut Territory (or approved Red Seal interprovincial equivalent)
 - A valid Ozone Depletion Prevention Card (or approved interprovincial equivalent)
 - A valid Fall Protection Certificate;
 - A valid Confined Space Entry Certificate
 - .2 ***Oil Fired Appliances*** -
 - A valid Oil Certification Licence (or approved Red Seal interprovincial equivalent);
 - A valid Fall Protection Certificate;
 - A valid Confined Space Entry Certificate

The personnel named in 'Air Conditioning Equipment' above may also be named in 'Oil Fired Appliances' provided they hold the required certifications of each category.

- .3 Apprentices employed by the Contractor must be fully registered in a Tradesman Program related to the services in Annex A, Statement of Work. Apprentices must work under the direct supervision of a Journeyman Mechanic. Canada reserves the right to request proof of registration in a Tradesman Program related to the services in Annex A, Statement of Work at any time during the term of the contract.

SW 2. Statement of work- All inclusive, comprehensive preventive maintenance

- .1 The Contractor shall provide maintenance as detailed below to maintain the equipment listed in SW 5, Equipment Inventory.
- .2 Included in Contract

HVAC equipment:

- a) Labour for all inspections, leak testing, cleaning, lubrication, maintenance and repairs.
- b) Provide all replacement parts and components, heat transfer media (eg. Isopropylene Glycol), refrigerant, associated electrical and controls (including motor starters), related piping and valves up to and including unit isolation valves, insulation, connecting duct work, condensate drainage system(s), excluding variable speed motor drives (VSD).
- c) The Contractor shall replace any defective system components with components matching original supplier's specifications to ensure system integrity. Replacement components shall be new or manufacturer warranted "as new" rebuilt (with Departmental Representative's approval). For the period of this contract, the Contractor must have access, at all times, to sufficient direct replacement parts to ensure immediate repair of any component which would render the system out of service or inaccessible to operator interaction. Failure to comply with these requirements will be assessed by the Departmental Representative and may result in reduction of contract payments relative to the duration and consequences of the "out of service" condition.
- d) Annual testing of heat transfer media (Isopropylene Glycol) to ensure proper heat transfer, corrosion inhibitors and system freeze protection. In addition, a glycol sample taken from the system shall be submitted to a full chemical analysis and the results will be included in a detailed report. The complete report shall be submitted to the Departmental Representative.
The Contractor shall not add heat transfer media (Isopropylene Glycol) to the system without prior consent from the Departmental Representative.

SW 2. Statement of Work (cont'd)

e) Building Patrol -Annex “B” for GOCB:

The Contractor shall provide a qualified Service Representative directly employed under the Contractor to perform a Daily Building Systems Patrol. This Service Representative must be an employee of the Contractor, no sub-contractors will be allowed. The Daily Patrol will be performed, Monday to Sunday (each week day including statutory holidays). The Daily Patrol shall be performed each morning for a duration of approximately two (2) hours. The Daily Building Systems Patrol must be completed according to the tasks outlined in the attached Daily Patrol Log Sheet - Annex “B” to this Statement of Work. The Service Representative will indicate completion of each task and note readings and/or make comments as appropriate. Any proposed changes to Daily Patrol Log Sheet -Annex “B”- must be submitted to the Departmental Representative for approval. The Departmental Representative reserves the right to amend the Daily Patrol Log Sheet -Annex “B”- at any time to suit operational requirements.

.3 Performance

The Contractor shall maintain the equipment at its original performance level to ensure conditions remain within the range required by the equipment being served by this system or as otherwise specified by the Departmental Representative.

.4 Exclusions

The Contractor is not required as part of this contract to make renewals or repairs necessitated by reason of negligent operation or misuse of the equipment by others or by reason of any other cause beyond his control except ordinary wear and tear of the equipment.

1. The contractor shall provide clear and concise rationale of the events leading up to any failure.

.5 Extra Work

- .1 The Contractor must notify the Departmental Representative by phone within an hour and subsequently to follow up with a written report by fax or e-mail within 24 hours of any equipment failure requiring a repair(s) and/or negligent operation or misuse of the equipment by others. The Contractor may be required to make the repair(s) or replace components necessitated by such occurrence at extra cost.
- .2 The Contractor is encouraged to identify modifications or improvements to the equipment or system(s) that will enhance equipment serviceability, life expectancy and/or efficiency.
- .3 The Contractor will calculate the cost of the repairs (SW2.5.1), modifications or improvements (SW2.5.2) based on Basis of Pricing “Pricing Schedule 2”. The Contractor may be called upon to effect this work.

.6 Wiring Diagrams - Adjustments Procedures and Operational Descriptions

Prove to the satisfaction of the Departmental Representative when requested, possession of complete schematic wiring diagrams, detailed adjustment procedures and detailed operational descriptions of all equipment included in this Contract.

SW 2. Statement of Work (cont'd)

.7 Environment Protection

The Contractor shall conform to all applicable environmental laws and regulations in effect including the Federal Halocarbon Regulations.

- .1 During repair or replacements the Contractor must use closed-loop refrigerant recovery equipment to minimize refrigerant emissions. A complete leak test on all refrigeration systems must be performed twice during the calendar year (6 month intervals), and repairs made as required. Units must then be tagged as **leak free**.
- .2 The Contractor shall ensure against oil spills or damage to surfaces and roofing system by providing protection such as plywood or plastic under the equipment during service operations. In the event of an accidental spill, the Contractor shall notify the Departmental Representative immediately so that remedial action can be taken.
- .3 The Contractor shall not leave waste materials on site unless approved by the Departmental Representative.
- .4 The Contractor shall not dispose of waste or volatile materials, such as mineral spirits or paints and oil thinner into waterways, storm or sanitary sewers.
- .5 The Contractor shall control the disposal of the runoff of water containing suspended materials or other harmful substances in accordance with local authority requirements.

SW 3. Service

- .1 All equipment shall be inspected monthly or more frequently if found necessary, to provide trouble free operation.

.2 Scheduling

Unless otherwise directed, preventive maintenance shall be performed during regular working hours, Monday through Friday, 08:00 to 16:00 hours excluding statutory holidays.

.3 Maintenance Plan

The Contractor shall produce a detailed comprehensive maintenance service plan specific to the equipment inventory which must outline all tasks, procedures, maintenance routines and frequencies that will meet or exceed manufacturers' recommendations identifying the maintenance that will be performed annually, semiannually, quarterly and monthly. This maintenance plan shall contain and reflect the manufacturer's recommended maintenance and all requirements of this agreement. The proposed maintenance plan shall be reviewed by the Departmental Representative and may require revision by the Contractor to meet Departmental Representative's requirements. Any such changes shall be considered part of this agreement. This plan must fully list all operating inspections, maintenance schedules and tests necessary to maximize equipment longevity and ensure the optimum level of performance over the full operating range of the equipment. The comprehensive maintenance service plan shall be submitted to the Departmental Representative in the Microsoft Office Suite format (including sample inspection sheets for all routines) , within 60 calendar days after award of the Contract.

The Maintenance Plan must be viewed and approved by the Departmental Representative prior to acceptance and implementation.

.4 Control Systems:

The Contractor shall conduct periodic tests of the Control Systems where applicable, to ensure all circuits and settings are properly adjusted to suit requirements of the design capabilities of the system as originally furnished by the manufacturer. The frequency of testing controls will be according to manufacturers specifications.

SW 3. Service (cont'd)

.5 Air Filter Service

The Contractor shall replace filters as required to fit the filter sections provided by the manufacturer. The filter size shall match the original as supplied by the manufacturer.

For general purpose air handling, use filters as described in (a) below. For computer room or other areas requiring higher than standard filter efficiency, use filters as described in (b) below.

(a) General Purpose Filter Specification

The media shall be contained in a fibreboard casing and supported between a metal or fibreboard grid. Filter to be listed with U.L.C. as Class II. The filter media is to be formed of continuous interlaced glass filament held in place with a thermo plastic bond and coated with a fire retarding adhesive film. This adhesive shall be non-toxic, non-hygroscopic and have a flash point in excess of 260°C .

Filters shall have an initial resistance rating of 35-55 Pa at 2.54 m/s and 236 l/s per .093 meter² face area for a 50 mm thick filter; and a rated **average arrestance** of 80%-85% based on A.S.H.R.A.E. 52.1-1992 and section 7.4 of ARI Standard 850-93.

(b) Computer Rm / Special Areas Filter Specification

Pleated type, cotton or synthetic fibre media supported by metal grid, and secured with odourless waterproof cement in a rigid double wall beverage board frame. Filter to be listed U.L.C. Class II. Filters shall have an initial resistance rating of 55-62 Pa at 2.54 m/s and 236 l/s per .093 m² face area for a 100 mm thick filter; and a rated **average efficiency** of 25%-30% based on A.S.H.R.A.E. 52.1-1992 and section 7.4 of ARI Standard 850-93.

.6 Water Treatment for Low Pressure Steam Humidification System

The Contractor shall provide water treatment services for the Low Pressure Steam Humidification System. These services will include weekly water analysis and the necessary chemical treatment to ensure proper protection of the system(s) and associated equipment as per manufacturer's recommendations. Chemical treatment product shall be SAI 2451 or an approved alternate. The Contractor shall ensure that a sufficient supply of the product is readily available for use on site.

.7 Emergency calls

- .1 The Contractor must provide twenty-four (24)hour, seven (7) days a week emergency call back service for the duration of the contract.
- .2 The Contractor must respond within **30 minutes** and be on site ready to work within one (1) hour of receiving the emergency call. All work for emergency service must be executed by qualified service personnel named in the Contract and such work must proceed continuously until the system is returned to safe operating condition.

.8 Non-working Service Manager

The non working Service Manager is an administration function with knowledge and experience in HVAC maintenance and will be the liaison between all service technicians performing the work and the Departmental Representative . They must be in full charge of the operations of the contractor in the performance of the services and must be authorized to accept any notice, consent, order, direction, decision or other communication on behalf of the contractor that may be given under the contract.

In the event of an emergency, the non working Service Manager will be contacted and an action plan discussed and implemented to mitigate any potential impact on the client's operation. The manager must be able to communicate in English or French.

The Departmental Representative may request that the Contractor's non working Service Manager respond on site within two (2) hours of receiving the call on a 24 hour, 7 day basis.

SW 4. Reporting

.1 The Contractor shall report to the Departmental Representative verbally, **and** by FAX, within twenty-four (24) hours following every visit other than regular maintenance required. The report shall detail all work completed, any work outstanding and the rationale why the work is not complete and an estimated time frame for completion.

The Contractor shall verbally notify the PWGSC operating staff of any improper procedures which may be noted by Contractor. A written report will be submitted to the Departmental Representative. The Contractor may be asked to provide written instructions to guide PWGSC staff in the use of proper procedure upon approval by the Departmental Representative.

The Contractor shall notify the Departmental Representative in writing of any malfunction of equipment or systems related to, but not part of, the contract equipment which could adversely effect the reliability or cause damage to the system components under this maintenance contract

.2 Equipment report cards:

A completed service report card outlining any and all service performed on the equipment shall be enclosed in a clear vinyl envelope and affixed safely to the equipment. These report cards are to remain with the equipment for the duration of the contract and are to be turned over to the Departmental Representative upon contract completion or termination.

SW 4. Reporting

.3 Service Reports:

A signed, written service report shall be completed at each regular maintenance visit, attesting that maintenance was performed as per the Maintenance Plan (SW3.3).

.4 Analysis reports:

- Heat transfer media (Isopropolene Glycol) analysis reports are to be submitted as per SW2.2 (d)

Attestation of maintenance as per Maintenance Plan (SW3.3) including any recommendations and/or comments shall be submitted with the quarterly invoice to the attention of:

Public Works and Government Services Canada
Chief, Maintenance & Operational Assurance
400 Cooper, 6th Floor
Ottawa, Ontario
K1A 0S5
Attention of : **DEPARTMENTAL REPRESENTATIVE**

Invoices Must include:

- (a) PWGSC reference (8M3-0963-3) & contract numbers (preceded by EJ196-132731)
- (b) period covered by invoice
- (c) building name & address

NOTE: *Invoices will be returned unpaid if attestation of maintenance has not been received for the invoiced period.*

SW 5 Equipment Inventory

Building: Government of Canada Building, Iqaluit, Nunavut

No. of Units	Location Room No.	Make	Model	Serial Number	Details
1	Mechanical Penthouse Fan Room	HAAKON	MCCA050	7364-AHU-1	Packaged Air Handling Unit (AHU-1.1) c/w Glycol Heating Coil and DX Cooling Coil. Pre and Bag Filters to Be Changed a Minimum of Twice Per Year (Spring/Fall). Includes Cutler Hammer Variable Speed Controllers (40HP model SV9000 for Supply Fan and 7.5 HP for Return Fan)
1	Roof Top	Trane	RAUCC40EB	C99E12368M	40 Ton Air Cooled Roof Top Condensing Unit (RCU-1.1) for AHU-1.1
1	Mechanical Penthouse Fan Room	Nortec	TBD	600928300001	Direct Steam Injection Type Humidifier (HU-1.1) for AHU-1.1
1	Mechanical Penthouse Boiler Room	Pro-Steam	D450-S-15-FDO	84195	Packaged Low Pressure Steam Humidification System (B-1.3). Includes Boiler, Feedwater system, Blowdown system, Chemical Treatment and Water Softening Systems and all Associated Pumps and Controls
2	Mechanical Penthouse Boiler Room	Weil McLain	WMBL788WF WMBL788WF	990431 990432	Forced Draft, Oil Fired Heating Boilers (B-1.1 , B-1.2) C/W Burners , All Associated Controls, Fill (2.1) and Expansion (2.2) Tanks and Fill Pump Assembly
1	Mechanical Penthouse Boiler Room	Aero	1000-70 w/FAFC-4	9907R102	Oil Fired Domestic Hot Water Heater (DHWH-1.1) C/W Expansion Tank (1.1)
2	Utilidor	Armstrong	H32	N/A	Domestic Water Recirc. Pumps For Freeze Protection (P-1.1, P-1.2)
1	Mechanical Penthouse Boiler Room	Armstrong	H32	N/A	Domestic Hot Water Recirc. Pump (P-1.3)
1	First Floor Janitor Closet Rm. 131	Armstrong	Astro Series	N/A	Tempered Domestic Water Recirc. Pump (P-1.4)
2	Mechanical Penthouse Boiler Room	Armstrong	1050-2B	N/A	Primary Heating Water Circulating Pumps (P-3.1, P-3.2)
2	Mechanical Penthouse Boiler Room	Armstrong	1060-3D	N/A	Secondary Heating Water Circulating Pumps (P-3.3, P-3.4)
1	Mechanical Penthouse Fan Room	Armstrong	S-55	N/A	AHU-1.1 Heating Coil Circulating Pump (P-3.5)
1	1st Floor Lan Room (119)	Airflow	CM15A	N/A	(DX) Packaged Terminal Air Conditioner (PTAC-2.2 & RCU-2.2) c/w Dataguard 5.0 Microprocessor Controller
1	2nd Floor Lan Room (244)	Skymark	AC036F12B-A	0611-7656C	(DX) Packaged Terminal Air Conditioner (PTAC-2.1 & RCU 2.1) c/w Honeywell VisionPRO TH8000 Programmable T-stat
1	Mechanical Penthouse Fan Room	Greenheck	BSQ-90-5	N/A	Janitor Room Exhaust Fan (EF-1.1)
1	Main Floor Washroom Room 104	Greenheck	CSP-218	N/A	Washroom Exhaust Fan (EF-1.2)

No. of Units	Location Room No.	Make	Model	Serial Number	Details
1	Secure Evidence Room 140	Greenheck	CSP-224	N/A	Secure Evidence Room Exhaust Fan (EF-1.3)
1	Mechanical Penthouse Fan Room	Greenheck	BSQ-90-4	N/A	Photo Copy Room Exhaust Fan (EF-1.4)
1	Kitchen Room 241	Broan	81000	N/A	Kitchen Range Hood (RH-1.1)
1	Coffee Room Room 116	Broan	81000	N/A	Coffee Room Range Hood (RH-1.2)
1	Main Electrical Room	Greenheck	CSP-224	N/A	Electrical Room Cooling Fan (F-2.1)
1	Emergency Generator Room	Greenheck	BSQ-240-15	N/A	Emergency Generator Room Cooling Fan (F-3.1)
1	Mechanical Penthouse Fan Room	Greenheck	BSQ-100-7	N/A	Atrium Smoke Evacuation Fan (EF-5.1)
1	Mechanical Penthouse Boiler Room	Greenheck	BSQ-90-5	N/A	Mechanical Room Cooling Fan (F-4.1)
1	Emergency Generator Room	Rosemex	H-60	N/A	Emergency Generator Room Unit Heater (UH-1.1) On Glycol Loop, C/W T-Stat.
1	Main Electrical Room	Rosemex	H-18	N/A	Main Electrical Room Unit Heater (UH-1.2) On Glycol Loop, C/W T-Stat.
1	Mechanical Penthouse Boiler Room	Rosemex	H-40	N/A	Mechanical Penthouse Boiler Room Unit Heater (UH-2.1) On Glycol Loop, C/W T-Stat.
1	Mechanical Penthouse Fan Room	Rosemex	H-40	N/A	Mechanical Penthouse Unit Heater (UH-2.2) On Glycol Loop, C/W T-Stat.
2	Front Lobby Vestibule Room 101	Rosemex	F-600-B	N/A	Front Lobby Vestibule Cabinet Unit Heater (CUH-1.1, 1.2) On Glycol Loop, C/W T-Stat.
1	Main Floor Stairwell Room 151	Rosemex	F-400-B	N/A	Main Floor Stairwell Cabinet Unit Heater (CUH-2.1) On Glycol Loop, C/W T-Stat.
1	Rear Entrance Corridor Room 127	Rosemex	F-400-B	N/A	Rear Entrance Corridor Cabinet Unit Heater (CUH-3.1) On Glycol Loop, C/W T-Stat.
1	Main Floor Corridor	Halsey Taylor	OVL-2 ER-Q	N/A	Refrigerated Drinking Fountain (DF-1)
1	Second Floor Corridor	Halsey Taylor	OVL-2 ER-Q	N/A	Refrigerated Drinking Fountain (DF-1)

Note :

- Air cooled condensers for RCU-1.1, RCU-2.1 and RCU-2.2 are to be cleaned no less than semi-annually. Evaporators for AHU-1.1, PTAC units 2.1 and 2.2 are to be cleaned no less than annually. Coordinate cleaning with PWGSC on site representative.
- A thorough inspection and cleaning of the boiler(s) waterside and fireside shall be performed on an annual basis and must be coordinated with the PWGSC site authority.
- An annual combustion test is to be performed on each boiler during seasonal start-up. A copy of the combustion test report(s) shall be submitted to the Departmental Representative upon completion.



Government of Canada Building, Iqaluit, Nunavut

Daily Patrol and Log Sheet -Annex ‘B’-

8M3-0963-3

Page 1 of 7



Date: _____

Name: _____

Equipment Location	Equipment Description (PWGSC Inventory Number)	Task	Frequency	Completed		Comments
				Yes	No	
Mechanical Penthouse Fan Room	<ul style="list-style-type: none"> Packaged Air Handling Unit (AHU-1.1) Direct Steam Injection Humidifier (HU-1.1) AHU-1.1 Heating Coil Circulating Pump (P-3.5) Remote Condensing Units For PTACS (RCU-2.1, 2.2) Janitor Room Exhaust Fan (EF-1.1) Photocopy Room Exhaust Fan (EF-1.4) Atrium Smoke Evacuation Fan (EF-5.1) Mechanical Penthouse Fan Room Unit Heater (UH-2.2) 	<p>Inspect penthouse fan room for obvious signs of:</p> <p>fluid leaks from pumps, coils, valves and fittings, broken or loose pipe/duct hangers and supports, noisy equipment, torn duct or pipe insulation, loose or hanging wires/electrical conduits, open roof access doors, unusual odours (sewer gas, overheated motor etc.), roof leaks, open control or electrical panel access covers/doors, burnt out lighting fixture lamps or control panel indicating lamps, broken or malfunctioning door or equipment hardware.</p> <ul style="list-style-type: none"> Verify proper operation of unit heater (UH-2.2) by adjusting thermostat set-point. Return thermostat set-point to original setting. Verify mechanical penthouse fan room is clean <p>Observe and record the following for AHU-1.1:</p> <ul style="list-style-type: none"> filter section static pressure differential (S.P.) outdoor air temperature (O.A.T.) return air temperature (R.A.T.) return air relative humidity (R.A.R.H.) mixed air temperature (M.A.T.) supply air temperature (S.A.T.) heating water supply temperature (H.W.S.T.) heating water return temperature (H.W.R.T.) heating water supply pressure (H.W.S.P.) low pressure steam humidifier pressure (L.P.S.P.) <p>Indicate any deficient items in comments column</p>	Daily	<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	<p>S.P.: _____ Pa</p> <p>O.A.T.: _____ °C</p> <p>R.A.T.: _____ °C</p> <p>R.A.R.H.: _____ %</p> <p>M.A.T.: _____ °C</p> <p>S.A.T.: _____ °C</p> <p>H.W.S.T.: _____ °C</p> <p>H.W.R.T.: _____ °C</p> <p>H.W.S.P.: _____ kPa</p> <p>L.P.S.P.: _____ kPa</p>

Equipment Location	Equipment Description (PWGSC Inventory Number)	Task	Frequency	Completed		Comments
				Yes	No	
Main Floor and Second Floor	<ul style="list-style-type: none"> Packaged Terminal Air Conditioners (PTAC-2.1, 2.2) Washroom Exhaust Fan (EF-1.2) Secure Evidence Room Exhaust Fan (EF-1.3) Range Hoods (RH-1.1, 1.2) Electrical Room Cooling Fan (F-2.1) Emergency Generator Cooling Fan (F-3.1) Emergency Generator Room Unit Heater (UH-1.1) Main Electrical Room Unit Heater (UH-1.2) Tempered Domestic Water Recirc. Pump (P-1.4) Cabinet Unit Heaters (CUH-1.1, 1.2, 2.1, 3.1) Refrigerated Drinking Fountains (DF-1) 	<p>Inspect rooms and equipment for obvious signs of:</p> <ul style="list-style-type: none"> fluid leaks from coils, condensate pans, valves and fittings, broken or loose pipe/duct hangers and supports, noisy equipment, torn duct or pipe insulation, loose or hanging wires/electrical conduits, open equipment access doors, unusual odours (sewer gas, overheated motor etc.), ceiling leaks, open control or electrical panel access covers/doors, burnt out lighting fixture lamps or control panel indicating lamps, broken or malfunctioning door or equipment hardware. Verify that electrical rooms are clean and that electrical panel/lighting control panel covers are closed Verify proper operation of unit heaters (UH-1.1, 1.2), cabinet unit heaters (CUH-1.1, 1.2, 2.1, 3.1) and cooling fans (F-2.1, 3.1) by adjusting thermostat set-point. Return thermostat set-point to original setting. Operate switches to verify proper operation of exhaust fans/range hoods (EF-1.2, 1.3, RH-1.1, 1.2) return switches to their normal position. <p>Access the PTAC DataGuard Controllers for , Packaged Terminal Air Conditioners PTAC-2.1 and PTAC-2.2; observe and record the following:</p> <ul style="list-style-type: none"> Alarms Room Temperature (R.T.) Relative Humidity (R.H.) Room Temperature Set-Point (R.T.S.P.) Relative Humidity Set-Point (R.H.S.P.) <p>Indicate any deficient items in comments column</p>	Daily	<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Alarms: <p>Room Temperature (R.T.) PTAC-2.1: _____ °C PTAC-2.2: _____ °C</p> <p>Relative Humidity (R.H.) PTAC-2.1: _____ % PTAC-2.2: _____ %</p> <p>Room Temperature Set-Point (R.T.S.P.) PTAC-2.1: _____ °C PTAC-2.2: _____ °C</p> <p>Relative Humidity Set-Point (R.H.S.P.) PTAC-2.1: _____ % PTAC-2.2: _____ %</p>



Contract Number / Numéro du contrat EJ196-132731
Security Classification / Classification de sécurité UNCLASSIFIED

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Public Works and Government Services Canada	2. Branch or Directorate / Direction générale ou Direction RPB	
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Five (5) year comprehensive maintenance contract for HVAC and associated systems for the GOCB, Iqaluit, NU		
5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) / (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>



Contract Number / Numéro du contrat EJ196-132731
Security Classification / Classification de sécurité UNCLASSIFIED

PART A (continued) / PARTIE A (suite)

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

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

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

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

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

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

Special comments: **Only security screened personnel must be utilized.**
 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? No Yes
 Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? Non Oui
 If Yes, will unscreened personnel be escorted? No Yes
 Dans l'affirmative, le personnel en question sera-t-il escorté? Non Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

PRODUCTION

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

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data? No Yes
 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? Non Oui
 11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency? No Yes
 Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? Non Oui



Contract Number / Numéro du contrat EJ196-132731
Security Classification / Classification de sécurité UNCLASSIFIED

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

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

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
				CONFIDENTIEL		TRÈS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL				A	B	C	CONFIDENTIEL	
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? No Yes
 La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? Non 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? No Yes
 La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? Non Oui

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

Annex D
Cost Estimate Form For Extra Work

Contractor: _____

Date: _____

Description of Work:

(Please attach a separate sheet if required)

		Hourly Rate as per Contract		
I Direct Costs	No. of Hours	AC Technician	Oil Burner Technician	Total
i Direct Labour				
Repair Work Labour				
Emergency Calls Labour				
Other Labour (Specify: _____)				
Total Direct Labour				\$ _____ (i)
ii Direct Material Costs *				
Replacement Parts				
Repair Parts				
Other Material (Specify: _____)				\$ _____ (ii)
Total Direct Material Costs				
iii Other Direct Costs				
Other (Specify: _____)				
Total Other Direct Costs				\$ _____ (iii)
II Total Price				
Total Direct Costs (i + ii + iii) (GST/HST extra)				\$ _____

- Note: Materials will be charged at our laid-down cost plus a mark-up in accordance with Pricing Schedule 2.

Name: _____

Signature: _____

(Please print)