



Solicitation No. - N° de l'invitation

EF944-140487/A

Amd. No. - N° de la modif.

File No. - N° du dossier

MTC-3-36076

Buyer ID - Id de l'acheteur

mtc250

CCC No./N° CCC - FMS No/ N° VME

EF944-14-0487

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## **REQUEST FOR STANDING OFFER (RFSO)**

### **IMPORTANT NOTICE TO OFFERORS**

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

For further instructions please consult "Special Instruction to Offeror", SI10, "Security related requirements" and "Supplementary Conditions" SC01 "Security related requirements".

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## SPECIAL INSTRUCTIONS TO OFFERER'S (SI)

### SI01 INTRODUCTION

1. Public Works and Government Services Canada (PWGSC) is inviting Offerors to submit proposals for Standing Offers. The selected offerors shall provide a range of services as identified in the Statement of Work section of this document.
2. It is PWGSC's intention to authorize up to one [1] Standing Offers, each for a period of two [2] years with the possibility of 3 optional years. The total dollar value of all Standing Offers is estimated to be 1.2M\$ (GST or HST included). Individual call-ups will vary, up to a maximum of 50,000\$ (GST or HST included). Offerors should note that there is no guarantee that the full or any amount of the Standing Offers will be called-up; PWGSC will issue call-ups only when the specific services to be provided under the Standing Offer are needed. Please refer to Section SOP05, CALL-UP PROCEDURE.

### SI02 CODE OF CONDUCT AND CERTIFICATIONS - RELATED DOCUMENTATION

By submitting an offer, the Offeror certifies that he and its affiliates are in compliance with the provisions as stated in Section 01 Code of Conduct and Certifications - Offer of the General Instructions. The related documentation therein required will assist Canada in confirming that the certifications are true.

### SI03 ENQUIRIES DURING THE SOLICITATION PERIOD

1. Enquiries regarding this offer must be submitted in writing to the Contracting Officer named on the Request for Standing Offer (RFSO). Enquiries should be received no later than seven [7] calendar days prior to the date set for solicitation closing to allow sufficient time to provide a response. Enquiries received after that time may not result in an answer being provided.
2. To ensure consistency and quality of the information provided to Offerors, the Contracting Officer shall examine the content of the enquiry and shall decide whether or not to issue an amendment.
3. All enquiries and other communications related to this offer sent throughout the solicitation period are to be directed ONLY to the Contracting Officer named on the RFSO - Page 1. Failure to comply with this requirement may result in the offer being declared non-responsive.

### SI04 CONTRACTING AUTHORITY / DEPARTMENTAL REPRESENTATIVE

1. The Contracting Authority for this Request for Standing Offer is:

Public Works and Government Services Canada  
Nicolas Cyr  
Supply Specialist  
Place Bonaventure, Portal South-East  
800 de la Gauchetiere West, suite 7300  
Montreal (QC), H5A 1L6  
Telephone: 514-496-3389  
Facsimile: 514-496-3822  
Email: nicolas.cyr@tpsgc-pwgsc.gc.ca

The Contracting Authority is responsible for the establishment of the Standing Offer, its administration, and any contractual issues relating to individual call-ups.

2. A Departmental Representative will be identified at time of each individual Call-Up. The Departmental Representative will be responsible for all matters concerning the technical content of the work under the Call-Up.

## **SI05 QUANTITY**

The amount of work and estimated expenditure specified in the RFSO are only an approximation of requirements given in good faith. The making of an offer by the Offeror shall not constitute an agreement by Canada. Canada may make one or several call-ups against a standing offer.

## **SI06 PWGSC OBLIGATION**

A RFSO does not commit PWGSC to authorize the utilization of a standing offer or to pay any cost incurred in the submission of offers, or cost incurred in making necessary studies for the preparation thereof, or to procure or contract for any services. PWGSC reserves the right to reject or authorize for utilization any offer in whole or in part, with or without further discussion or negotiation. Canada reserves the right to cancel or amend the RFSO at any time.

## **SI07 SITE VISIT**

N/A

## **SI08 REVISION OF OFFER**

An offer may be revised by letter or facsimile in accordance with "General Instructions to Offerors". The facsimile number for receipt of revisions is 514-496-3822.

## **SI09 OFFER VALIDITY PERIOD**

1. The offer cannot be withdrawn for the period of sixty [60] days following the RFSO closing date.
2. Canada reserves the right to seek an extension to the offer validity period. Upon notification in writing from Canada, Offerors shall have the option to either accept or reject the proposed extension.
3. If the extension referred to in paragraph 2 of SI09 is accepted, in writing, by all those who submitted offers, then Canada shall continue immediately with the evaluation of the offers and its approvals processes.
4. If the extension referred to in paragraph 2. of SI09 is not accepted in writing by all those who submitted offers then Canada shall, at its sole discretion, either
  - a. continue to evaluate the offers of those who have accepted the proposed extension and seek the necessary approvals; or
  - b. cancel the invitation to tender.
5. The provisions expressed herein do not in any manner limit Canada's rights in law or under GI09 "General Instructions to Offerors".

## SI10 SECURITY RELATED REQUIREMENTS

1. At offer closing, the Offeror must hold a valid Security Clearance as indicated in section SC01 of the Supplementary Conditions. Failure to comply with this requirement will render the offer non-compliant and no further consideration will be given to the offer.
2. The Successful Offeror's personnel, as well as any subcontractor and its personnel, who are required to perform any part of the work pursuant to the subsequent contract must meet the mandatory security requirement as indicated in section SC01 of the Supplementary Conditions. **Individuals who do not have the required level of security will not be allowed on site.** It is the responsibility of the successful Offeror to ensure that the security requirements are met throughout the performance of the offer. Canada will not be held liable or accountable for any delays or additional costs associated with the successful Offeror's non-compliance with the mandatory security requirement.
3. For additional information on security requirements, offeror's should consult the "Security Requirements for PWGSC Offer Solicitations - Instructions for Offeror" on the Standard Procurement Documents Web site  
<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>.

## SI11 WEB SITES

The connection to some of the Web sites in the solicitation documents is established by the use of hyperlinks. The following is a list of the addresses of the Web sites:

Contracts Canada (Buy and Sell) <https://www.achatsetventes-buyandsell.gc.ca/eng/welcome>

Canadian economic sanctions <http://www.international.gc.ca/sanctions/index.aspx?lang=eng>

Contractor Performance Evaluation Report (Form PWGSC-TPSGC 2913)  
<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/2913.pdf>

Certificate of Insurance (form PWGSC-TPSGC 357)  
<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/357.pdf>

Standard Acquisition Clauses and Conditions (SACC) Manual  
<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>

Schedules of Wage Rates for Federal Construction Contracts  
[http://www.rhdcc-hrsdc.gc.ca/eng/labour/employment\\_standards/contracts/schedule/index.shtml](http://www.rhdcc-hrsdc.gc.ca/eng/labour/employment_standards/contracts/schedule/index.shtml)

PWGSC, Industrial Security Services <Http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>

PWGSC, Code of Conduct and Certifications  
<Http://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/index-eng.html>

PWGSC Consent to a Criminal Record Verification (PWGSC-TPSGC 229)  
<Http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/229.pdf>

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## GENERAL INSTRUCTIONS TO OFFERORS (GI)

### GI01 CODE OF CONDUCT AND CERTIFICATIONS - OFFER

1. Offerors must comply with the Code of Conduct for Procurement. In addition to the Code of Conduct for Procurement, offerors must a) respond to Requests for Standing Offers (RFSO) in an honest, fair and comprehensive manner, b) accurately reflect their capacity to satisfy the requirements stipulated in the RFSOs, Standing Offers and resulting contracts, c) submit offers and enter into contracts only if they will fulfill all obligations of the Contract.

2. Offerors further understand that, to ensure fairness, openness and transparency in the procurement process, the commission of certain acts or offences will render them ineligible to be issued a Standing Offer and awarded a contract. Canada will declare non-responsive any offer in respect of which the information herein requested is missing or inaccurate, or in respect of which the information contained in the certifications specified hereinafter is found to be untrue, in any respect, by Canada. If it is determined, after issuance of a Standing Offer, that the Offeror made a false declaration, Canada will have the right to set aside the Standing Offer and to terminate for default any resulting contracts. The Offeror will be required to diligently maintain up-to-date the information herein requested. The Offeror and any of the Offeror's affiliates, will also be required to remain free and clear of any acts or convictions specified herein during the period of any Standing Offer arising from this RFSO and any call-ups made against the Standing Offer.

3. For the purpose of this section, everyone, including but not limited to organizations, bodies corporate, societies, companies, firms, partnerships, associations of persons, parent companies and subsidiaries, whether partly or wholly-owned, as well as individuals and directors, are Offeror's affiliates if:

- a. directly or indirectly either one controls or has the power to control the other, or
- b. third party has the power to control both.

Indicia of control, include, but are not limited to, interlocking management or ownership, identity of interests among family members, shared facilities and equipment, common use of employees, or a business entity created following the acts or convictions specified in this section which has the same or similar management, ownership, or principal employees, as the case may be.

4. Offerors who are incorporated, including those submitting offers as a joint venture, must provide with their offer or promptly thereafter a complete list of names of all individuals who are currently directors of the Offeror. Offerors submitting offers as sole proprietorship, including those submitting offers as a joint venture, must provide with their offer or promptly thereafter the name of the owner. Offerors submitting offers as societies, firms, or partnerships do not need to provide lists of names. If the required names have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to comply will render the offer non-responsive. Providing the required names is a mandatory requirement for a Standing Offer to be issued.

Canada may, at any time, request that an Offeror provide properly completed and Signed Consent Forms (Consent to a Criminal Record Verification form - PWGSC-TPSGC 229) for any or all individuals aforementioned within the time specified. Failure to provide such Consent Forms within the time period provided will result in the offer being declared non-responsive.

5. The Offeror must diligently maintain an up-to-date list of names by informing Canada in writing of any change occurring during the validity period of the offer as well as during the period of any

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Standing Offer arising from this RFSO and any call-ups made against the Standing Offer. The Offeror must also, when so requested, provide Canada with the corresponding Consent Forms.

6. By submitting an offer, the Offeror certifies that it is aware, and that its affiliates are aware, that Canada may request additional information, certifications, consent forms and other evidentiary elements proving identity or eligibility. Canada may also verify the information provided by the Offeror, including the information relating to the acts or convictions specified herein, through independent research, use of any government resources or by contacting third parties.

7. By submitting an offer, the Offeror certifies that neither the Offeror nor any of the Offeror's affiliates have directly or indirectly, paid or agreed to pay, and will not, directly or indirectly, pay a contingency fee to any individual for the solicitation, negotiation or obtaining of the Standing Offer and any call-ups made against the Standing Offer if the payment of the fee would require the individual to file a return under section 5 of the Lobbying Act.

8. By submitting an offer, the Offeror certifies that no one convicted under any of the provisions under a) or b) are to receive any benefit under a Standing Offer arising from this RFSO and any call-ups made against the Standing Offer. In addition, the Offeror certifies that except for those offences where a criminal pardon or a record suspension has been obtained or capacities restored by the Governor in Council, neither the Offeror nor any of the Offeror's affiliates has ever been convicted of an offence under any of the following provisions:

Paragraph

- a. 80(1)(d) (False entry, certificate or return), subsection 80(2) (Fraud against Her Majesty) or section 154.01 (Fraud against Her Majesty) of the Financial Administration Act, or
- b. section 121 (Frauds on the government and Contractor subscribing to election fund), section 124 (Selling or Purchasing Office), section 380 (Fraud) for fraud committed against Her Majesty or section 418 (Selling defective stores to Her Majesty) of the Criminal Code of Canada, or
- c. section 462.31 (Laundering proceeds of crime) or sections 467.11 to 467.13 (Participation in activities of criminal organization) of the Criminal Code of Canada, or
- d. section 45 (Conspiracies, agreements or arrangements between competitors), 46 (Foreign directives) 47 (Bid rigging), 49 (Agreements or arrangements of federal financial institutions), 52 (False or misleading representation), 53 (Deceptive notice of winning a prize) under the Competition Act, or
- e. section 239 (False or deceptive statements) of the Income Tax Act, or
- f. section 327 (False or deceptive statements) of the Excise Tax Act, or
- g. section 3 (Bribing a foreign public official) of the Corruption of Foreign Public Officials Act, or
- h. section 5 (Trafficking in substance), section 6 (Importing and exporting), or section 7 (Production of substance) of the Controlled Drugs and Substance Act.

9. In circumstances where a criminal pardon or a record suspension has been obtained, or capacities have been restored by the Governor in Council, the Offeror must provide with its offer or promptly thereafter a copy of confirming documentation from an official source. If such documentation has not been received by the time the evaluation of offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to comply will render the offer non-responsive

10. Offerors understand that Canada may contract outside of the present solicitation process with a supplier who has been convicted of an offense enumerated under c) to h) of the paragraph hereinabove, or who is affiliated with someone who has been convicted of an offense enumerated under c) to h) of the paragraph hereinabove, when required to do so by law or legal proceedings, or when Canada considers it necessary to the public interest for reasons which include, but are not limited to:

Only one person is capable of performing the contract;

- Emergency;
- National security;
- Health and safety;
- Economic harm.

Canada reserves the right to impose additional conditions or measures to ensure the integrity of the procurement process.

## **GI02 COMPLETION OF OFFER**

1. The offer shall be

- a. Submitted in accordance with the instructions contained in the RFSO;
- b. correctly completed in all respects;
- c. signed by a duly authorized representative of the Offeror; and
- d. accompanied by any other document or documents specified elsewhere in the RFSO where it is stipulated that said documents are to accompany the offer.

2. Any alteration to the pre-printed or pre-typed sections of the Price Proposal Form, or any condition or qualification placed upon the offer shall be cause for disqualification. Alterations, corrections, changes or erasures made to statements or figures entered on the Price Proposal Form by the Offeror shall be initialled by the person or persons signing the offer. Alterations, corrections, changes or erasures that are not initialled shall be deemed void and without effect.

3. Unless otherwise noted elsewhere in the RFSO, facsimile copies of offers are not acceptable.

## **GI03 IDENTITY OR LEGAL CAPACITY OF THE OFFEROR**

In order to confirm the authority of the person or persons signing the offer or to establish the legal capacity under which the Offeror proposes to enter into Contract, any Offeror who carries on business in other than its own personal name shall, if requested by Canada, provide satisfactory proof of

- a. such signing authority; and
- b. the legal capacity under which it carries on business;

prior to contract award. Proof of signing authority may be in the form of a certified copy of a resolution naming the signatory(ies) that is (are) authorized to sign this offer on behalf of the corporation or partnership. Proof of legal capacity may be in the form of a copy of the articles of incorporation or the registration of the business name of a sole proprietor or partnership.

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**GI04 APPLICABLE TAXES**

"Applicable Taxes" means the Goods and Services Tax (GST), the Harmonized Sales Tax (HST), and any provincial tax, by law, payable by Canada such as, the Quebec Sales Tax (QST) as of April 1, 2013.

**GI05 CAPITAL DEVELOPMENT AND REDEVELOPMENT CHARGES**

Building permits fees (if applicable) will be applied to call-ups. The Offeror shall not include any monies in the offer amount for special municipal development, redevelopment or other fees or charges which a municipal authority may seek as a prerequisite to the issuance of building permits.

**GI06 LISTING OF SUBCONTRACTORS AND SUPPLIERS**

Notwithstanding any list of Subcontractors that the Offeror may be required to submit as part of the offer, the Offeror shall, within forty-eight (48) hours of receipt of a notice to do so, submit all information requested in the said notice including the names of Subcontractors and Suppliers for the part or parts of the Work listed. Failure to do so shall result in the disqualification of its offer.

**GI07 SUBMISSION OF OFFER**

1. Canada requests that offerors provide their offer in separately bound sections as follows:  
Section I: Technical Offer (one [1] hard copy)  
Section II: Price proposal form (one [1] hard copy)
2. Canada requests that offerors follow the format instructions described below in the preparation of their offer.
  - a. use 216 mm x 279 mm (8.5 x 11 inch) paper;
  - b. use a numbering system that corresponds to that of the Request for Standing Offers;
3. The offer shall be submitted following a "two-envelope" procedure in which the Offeror submits the Technical Offer in envelope 1 and the Price Proposal Form in a envelope 2. Both envelopes shall be enclosed and sealed together in a third envelope, the offer envelope. All envelopes are to be provided by the Offeror.
4. The offer envelope shall be addressed and submitted to the office designated on the Front Page "Request for Standing Offer" for the receipt of the offers. The offer must be received on or before the date and time set for solicitation closing. Prior to submitting the offer, the Offeror shall ensure that the following information is clearly printed or typed on the face of the offer envelope:
  - a. Solicitation Number;
  - b. Name of Offeror;
  - c. Return address; and
  - d. Closing Date and Time.

5. In their technical offer, offerors should demonstrate how they meet the requirements. The Technical Offer Form, and any required associated document(s), shall be enclosed and sealed in an envelope with the following information clearly printed or typed on the face of the envelope:

- a. ENVELOPE 1 TECHNICAL OFFER;
- b. Solicitation Number; and
- c. Name of Offeror.

6. The Price Proposal Form, and any required associated document(s), shall be enclosed and sealed in an envelope with the following information clearly printed or typed on the face of the envelope:

- a. ENVELOPE 2 - PRICE PROPOSAL FORM;
- b. Solicitation Number; and
- c. Name of Offeror.

The offer shall be in Canadian currency. Exchange rate fluctuation protection is not offered. Any request for exchange rate fluctuation protection shall not be considered.

7. Timely and correct delivery of offers is the sole responsibility of the Offeror.

#### **GI08 REVISION OF OFFER**

1. An offer submitted in accordance with these instructions may be revised by letter or facsimile provided the revision is received at the office designated for the receipt of offers, on or before the date and time set for the closing of the solicitation. The letter or facsimile shall on the Offeror's letterhead or bear a signature that identifies the Offeror.
2. A revision to an offer that includes unit prices must clearly identify the change(s) in the unit price(s) and the specific item(s) to which each change applies.

#### **GI09 REJECTION OF OFFER**

1. Canada may accept any offer, whether it is the lowest or not, or may reject any or all offers.
2. Without limiting the generality of paragraph 1. of GI09, Canada may reject an offer if any of the following circumstances is present:
  - a. the Offeror's bidding privileges are suspended or are in the process of being suspended;
  - b. The Offeror's bidding privileges of any employee or subcontractor included as part of the offer are suspended or are in the process of being suspended, which suspension or pending suspension would render that employee or subcontractor ineligible to make an offer on the Work, or the portion of the Work the employee or subcontractor is to perform;
  - c. the Offeror is bankrupt, or where for whatever reason, its activities are rendered inoperable for an extended period;
  - d. evidence, satisfactory to Canada, of fraud, bribery, fraudulent misrepresentation or failure to comply with any law protecting individuals against any manner of

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discrimination, has been received with respect to the Offeror, any of its employees or any subcontractor included as part of its offer;

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- e. evidence satisfactory to Canada that based on past conduct or behavior, the Offeror, a sub-contractor or a person who is to perform the Work is unsuitable or has conducted himself/herself improperly;
  - f. with respect to current or prior transactions with Canada
    - i. Canada has exercised, or intends to exercise, the contractual remedy of taking the work out of the contractor's hands with respect to a contract with the Offeror, any of its employees or any subcontractor included as part of its offer; or
    - ii. Canada determines that the Offeror's performance on other contracts is sufficiently poor to jeopardize the successful completion of the requirement being offered on.
3. In assessing the Offeror's performance on other contracts pursuant to subparagraph 2.f.i & ii. GI09, Canada may consider, but not be limited to, such matters as:
    - a. the quality of workmanship in performing the Work;
    - b. the timeliness of completion of the Work;
    - c. the overall management of the Work and its effect on the level of effort demanded of the department and its representative; and
    - d. the completeness and effectiveness of the Contractor's safety program during the performance of the Work.
  4. Without limiting the generality of paragraphs 1., 2. and 3. of GI09, Canada may reject any offer based on an unfavourable assessment of the
    - a. adequacy of the offer price to permit the work to be carried out and, in the case of an offer providing prices per unit, whether each such price reasonably reflects the cost of performing the part of the work to which that price applies;
    - b. Offeror's ability to provide the necessary management structure, skilled personnel, experience and equipment to perform competently the work under the Contract; and
    - c. Offeror's performance on other contracts.
  5. When Canada intends to reject an offer pursuant to a provision of paragraphs 1., 2., 3. or 4. of GI09, other than subparagraph 2.a. of GI09, the Contracting Authority will inform the Offeror and provide the Offeror ten (10) days within which to make representations, before making a final decision on the offer rejection.
  6. Canada may waive informalities and minor irregularities in offers received if Canada determines that the variation of the offer from the exact requirements set out in the Offer Documents can be corrected or waived without being prejudicial to other offerors

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**GI10 OFFER COSTS**

No payment will be made for costs incurred in the preparation and submission of an offer in response to the offer solicitation. Costs associated with preparing and submitting an offer, as well as any costs incurred by the Offeror associated with the evaluation of the offer, are the sole responsibility of the Offeror.

**GI11 PROCUREMENT BUSINESS NUMBER**

Offerors are required to have a Procurement Business Number (PBN) before contract award. Offerors may register for a PBN in the Supplier Registration Information system on the [Contracts Canada](#) Web site. For non-Internet registration, Offerors may contact the nearest [Supplier Registration Agent](#).

**GI12 COMPLIANCE WITH APPLICABLE LAWS**

1. By submission of an offer, the Offeror certifies that the Offeror has the legal capacity to enter into a contract and is in possession of all valid licences, permits, registrations, certificates, declarations, filings, or other authorizations necessary to comply with all federal, provincial and municipal laws and regulations applicable to the submission of the offer and entry into any ensuing call-up for the performance of the work.
2. For the purpose of validating the certification in paragraph 1. of G112, a Offeror shall, if requested, provide a copy of every valid licence, permit, registration, certificate, declaration, filing or other authorization listed in the request, and shall provide such documentation within the time limit(s) set out in the request.
3. Failure to comply with the requirements of paragraph 2. of G112 shall result in disqualification of the offer.

**GI13 APPROVAL OF ALTERNATIVE MATERIALS**

When materials are specified by trade names or trademarks, or by manufacturers' or suppliers' names, the offer shall be based on use of the named materials. During the solicitation period, alternative materials may be considered provided full technical data is received in writing by the Contracting Officer at least ten (10) calendar days prior to the solicitation closing date. If the alternative materials are approved for the purposes of the offer, an addendum to the offer documents shall be issued.

**GI14 PERFORMANCE EVALUATION**

1. Offerors shall take note that the performance of the Offeror during and upon completion of the work shall be evaluated by Canada. The evaluation shall be based on the quality of workmanship; timeliness of completion of the work; project management, contract management and management of health and safety. Should the Contractor's performance be considered unsatisfactory, the Contractor's bidding privileges on future work may be suspended indefinitely.
2. The form [PWGSC-TPSGC 2913, SELECT - Contractor Performance Evaluation Report Form](#), is used to record the performance.

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**GI15 CONFLICT OF INTEREST - UNFAIR ADVANTAGE**

1. In order to protect the integrity of the procurement process, offerors are advised that Canada may reject an offer in the following circumstances:
  - a. if the Offeror, any of its subcontractors, any of their respective employees or former employees was involved in any manner in the preparation of the offer solicitation or in any situation of conflict of interest or appearance of conflict of interest;
  - b. if the Offeror, any of its subcontractors, any of their respective employees or former employees had access to information related to the offer solicitation that was not available to other offerors and that would, in Canada's opinion, give or appear to give the Offeror an unfair advantage.
2. The experience acquired by a offeror who is providing or has provided the goods and services described in the offer solicitation (or similar goods or services) will not, in itself, be considered by Canada as conferring an unfair advantage or creating a conflict of interest. This offeror remains however subject to the criteria established above.
3. Where Canada intends to reject an offer under this section, the Contracting Authority will inform the Offeror and provide the Offeror an opportunity to make representations before making a final decision. Offerors who are in doubt about a particular situation should contact the Contracting Authority before offer closing. By submitting an offer, the Offeror represents that it does not consider itself to be in conflict of interest nor to have an unfair advantage. The Offeror acknowledges that it is within Canada's sole discretion to determine whether a conflict of interest, unfair advantage or an appearance of conflict of interest or unfair advantage exists.

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## STANDING OFFER PARTICULARS

### SOP01 GENERAL

1. The Offeror acknowledges that a standing offer is not a contract and that the issuance of a Standing Offer and Call-up Authority does not oblige or commit Canada to procure or contract for any services listed in the Standing Offer.
2. The Offeror offers to provide and deliver to Canada the services described in the Standing Offer, in accordance with the pricing set out in the Request for Standing Offer if, and when the Contracting Authority may request such services, in accordance with the conditions listed at subsection 3 below.
3. The Offeror understands and agrees that:
  - a. a call-up against the Standing Offer will form a contract only for those services which have been called-up, provided that such call-up is made in accordance with the provisions of the Standing Offer;
  - b. Canada's liability is limited to that which arises from call-ups against the Standing Offer made within the period specified in the Standing Offer;
  - c. Canada has the right to procure the services specified in the Standing Offer by means of any other contract, standing offer or contracting method;
  - d. the Standing Offer cannot be assigned or transferred in whole or in part;
  - e. the Standing Offer may be set aside by Canada at any time.

### SOP02 PERIOD OF THE STANDING OFFER

The period for placing call-ups against the Standing Offer shall be for two [2] years commencing from the start date identified on the Standing Offer.

### SOP03 EXTENSION OF STANDING OFFER

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for three (3) additional one-year periods under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 15 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

### SOP04 CALL-UP LIMITATION

Each call-up against the Standing Offer will have a maximum limitation of expenditure of 1.2M\$ (Applicable Taxes included).

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**SOP05 CALL-UP PROCEDURE**

1. Services will be called-up as follows:

For each individual call-up the Offeror will be provided the scope of work and will submit an offer to the Departmental Representative in accordance with the unit rates established under the Standing Offer. The Contractor's offer shall include all of the work as specified including; mobilizing, sub-trades, materials, labour, tools, administration fees and supervision as offered in the RFSO including building permits as per local regulations.

2. The Offeror will be authorized in writing by the Contracting Authority to proceed with the work by issuance of a Call-up against the Standing Offer using form 2829.
3. Any proposed changes to the scope of work are to be discussed with the Departmental Representative but any resulting changes can only be authorized by an amendment issued by the Contracting Authority.

## **SUPPLEMENTARY CONDITIONS (SC)**

### **SC01 SECURITY ACCESS REQUIREMENTS FOR CANADIAN CONTRACTORS**

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 Appendix 4;
  - (b) Industrial Security Manual (Latest Edition).

## CALL-UPS CLAUSES OR RESULTING CONTRACT DOCUMENTS (CD)

1. The following are the call-up's contract documents:
  - a. The call up against the Standing Offer, including any annexes;
  - b. General Conditions and clauses
 

GC1	General Provisions	R2810D	(2013-04-25);
GC2	Administration of the Contract	R2820D	(2012-07-16);
GC3	Execution and Control of the Work	R2830D	(2010-01-11);
GC4	Protective Measures	R2840D	(2008-05-12);
GC5	Terms of Payment	R2550D	(2010-01-11);
GC6	Delays and Changes in the Work	R2860D	(2013-04-25);
GC7	Default, Suspension or Termination of Contract	R2870D	(2008-05-12);
GC8	Dispute Resolution	R2884D	(2008-05-12);
GC9	Insurance	R2590D	(2011-05-16);
	Fair Wages and Hours of Labour - Labour Conditions	R2940D	(2012-07-16);
	Allowable Costs for Contract Changes Under GC6.4.1	R2950D	(2007-05-25);
	Schedules of Wage Rates for Federal Construction Contracts;		
	Supplementary Conditions		
  - c. Any amendment or variation of the contract documents that is made in accordance with the General Conditions.
2. The documents identified by title, number and date above are incorporated by reference and are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Web site:  
<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>
3. Schedules of Wage Rates for Federal Construction Contracts is included by reference and may be accessed from the Web site:  
[http://www.rhdcc-hrsdc.gc.ca/eng/labour/employment\\_standards/contracts/schedule/index.shtml](http://www.rhdcc-hrsdc.gc.ca/eng/labour/employment_standards/contracts/schedule/index.shtml).
4. The language of the contract documents is the language of the Price Proposal Form submitted.



**STANDING OFFER  
FOR THE SERVICES OF A  
SHEET METAL CONTRACTOR**

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PUBLIC WORKS AND  
GOVERNMENT SERVICES CANADA

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**APPENDIX 2**

**FEDERAL BUILDINGS**

**715 Peel  
Montréal, Québec**

**1001 St-Laurent  
Longueuil, Québec**

**3600 Casavant  
Saint-Hyacinthe, Québec**

**STATEMENT OF WORK**

**STANDING OFFER  
FOR THE SERVICES OF A  
SHEET METAL CONTRACTOR**

**STANDING OFFER  
FOR THE SERVICES OF A  
SHEET METAL CONTRACTOR**

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**Date: June 2013**

**FEDERAL BUILDING**

**715 rue Peel  
Montréal, (Québec)  
H3C4H6**

**1001 St-Laurent  
Longueuil, (Québec)  
J4K 1C7**

**3600 Casavant  
Saint-Hyacinthe, (Québec)  
J2S 8E3**

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**June 2013**

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<b>SPECIFICATIONS</b>	<b>SECTION</b>	<b>NUMBER OF PAGES</b>
– Index of specifications		1
– 1 SHME General provisions		23
– 2 SHME Scope of work		2

**STANDING OFFER  
FOR THE SERVICES OF A  
SHEET METAL CONTRACTOR**

**SECTION 1 SHME – GENERAL PROVISIONS**

1. Conditions
2. Hourly paid work
3. Defects and anomalies
4. Parts or materials
5. Labour
6. Work period
7. Powering off
8. Security
9. Departmental requirements
10. Start of work
11. Knowledge of premises and systems
12. Personal protection and protection of property
13. Fire protection
14. Premises appearance/cleanliness
15. Instructions
16. Communication
17. Report and worksheet
18. Warranty
19. Request for isolation and electrical transfer
20. Health and safety clauses

**SECTION 2 SHME – SCOPE OF WORK**

1. General information
2. Work likely to be requested
3. Required tools and equipment

**ANNEX "A" TABLE OF UNIT-PRICED SERVICES**

**GENERAL PROVISIONS  
FOR THE SERVICES OF A  
SHEET METAL CONTRACTOR**

**1. CONDITIONS**

1. All of the clauses and general conditions apply to and govern the performance of the work described herein.
2. The Contractor shall provide labour at the rates indicated in the price table at Annex "A" and shall provide all the tools needed to perform the tasks described in section 2 SHME.
3. Materials may be provided by the Building Technical Authority, or the Contractor may be requested to provide materials. The Contractor shall be reimbursed for materials in accordance with the general clauses of the specifications.
4. The Contractor shall respond to routine service requests within three (3) hours of receiving the notice sent by the Building Technical Authority. In an emergency, the response time shall not exceed one (1) hour.
5. Services shall not be provided unless a service request has been made.
6. This offer covers a period of three (3) years for sheet metal contractor service based on the tasks listed in section 2 SHME of these specifications.

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

1. In all cases, performance of repair work and addition of equipment at hourly rates, as well as service calls, must be preauthorized by the Technical Authority and confirmed by a duly completed "Call-Up Against a Contract" form.
2. The applicable hourly rates shall be the rates set out in the price table at Annex "A" and shall include benefits, travel, parking, overhead and profit.
3. For emergency calls only, a period of one (1) hour shall be allowed for travel to and from the work site, that is, half an hour in each direction.

**3. DEFECTS AND  
ANOMALIES**

1. Defects or anomalies in systems, devices or equipment discovered during the work shall be promptly reported to the Building Technical Authority or representative thereof, who shall then be responsible for rectifying them. The Contractor

**GENERAL PROVISIONS  
FOR THE SERVICES OF A  
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shall provide technical advice to the Building Technical Authority to help correct the defects or anomalies.

2. Where repairs are carried out by the Contractor, on request, the Contractor shall leave on site for verification any defective parts that were replaced.

**4. PARTS OR MATERIALS**

1. Replacement parts shall be authentic and shall be obtained from the equipment manufacturer. Where it is impossible to obtain authentic replacement parts or materials, the Contractor shall use parts or materials equal in quality to or better than the original parts or materials; substitutes shall be approved by the Building Technical Authority.
2. The Building Technical Authority reserves the right to determine the quality of replacement parts; that decision shall be final and not subject to appeal.
3. The cost of any parts or materials installed will be reimbursed on submission of a detailed invoice to the Building Technical Authority. The percentage profit on materials will be the percentage set out in the price table at Annex "A." At the request of the Technical Authority, substantiating documentation for the purchase of materials shall be submitted with the Contractor's invoice.
4. Any substitution of parts shall be authorized in advance by the Building Technical Authority.

**5. LABOUR**

1. Labour shall be supplied by the Contractor and shall be fully qualified.
2. The Building Technical Authority reserves the right to reject and insist on the replacement of any person he or she deems to be unacceptable.
3. The Contractor shall supervise its employees to ensure that their conduct and attire are appropriate and that their movement within the buildings is limited to the specific requirements.
4. The Building Technical Authority shall make available to the Contractor a person to provide guidance as needed during the work period.

**GENERAL PROVISIONS  
FOR THE SERVICES OF A  
SHEET METAL CONTRACTOR**

**6. WORK PERIOD**

1. The work period and schedule shall be established and coordinated with the schedule previously agreed to by the Contractor and the Building Technical Authority and/or authorized representative thereof.
2. Work shall be invoiced by the Contractor in accordance with the Table of unit-priced services at Annex "A" as follows:
  - 7:00 a.m. to 4:00 p.m. Monday to Friday: day rate
  - 4:00 p.m. to 1:00 a.m. Monday to Friday: evening rate
  - 1:00 a.m. to 7:00 a.m. Monday to Friday, Saturdays, Sundays and statutory holidays: overtime rate.
3. Work will be done primarily during the day. Overtime shall not be authorized until all of the Contractor's employees have completed eight (8) hours of regular work under the contract in a given work day. A pass will be required at all times in order to gain access to the site.

**7. POWERING OFF**

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

**8. SECURITY**

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

**GENERAL PROVISIONS  
FOR THE SERVICES OF A  
SHEET METAL CONTRACTOR**

**9. DEPARTMENTAL  
REQUIREMENTS**

1. The Contractor shall have sufficient staff and shall demonstrate that every person other than apprentices has at least three (3) years of experience.
2. Only qualified staff with the appropriate certification will be allowed to perform the work.
3. The Contractor shall be fully accountable for any omission, breakage or incompetence attributable to its staff.

**10. START OF WORK**

1. After being notified that it has been awarded the contract, the Contractor shall start the work in response to any service request from the Building Technical Authority.

**11. KNOWLEDGE OF  
PREMISES AND  
SYSTEMS**

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

**12. PERSONAL  
PROTECTION AND  
PROTECTION OF  
PROPERTY**

1. The Contractor shall take such safety measures and precautions as are needed to protect persons and property from accidents or damage while maintenance or repair work is being performed.
2. The Contractor shall be specifically and fully liable for any accidents or damage sustained by persons or property because of its activities on the premises.

**GENERAL PROVISIONS  
FOR THE SERVICES OF A  
SHEET METAL CONTRACTOR**

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3. Special care shall be taken to prevent finished surfaces from being soiled, scratched, damaged or bumped by equipment, ladders, scaffolding or other items that may be used while the work is performed.

**13. FIRE PROTECTION**

1. The Contractor shall at all times comply with the "Fire Protection Engineering Standards" published by the Fire Commissioner of Canada, Human Resources and Skills Development Canada (HRSDC), Labour Program Division.
2. These standards can be read on the Government of Canada Web site under Human Resources and Skills Development Canada (HRSDC) or at the Guy Favreau Complex, 200 René Lévesque West, Floor 4, West Tower, Montreal, Quebec H2Z 1X4. Telephone 514-982-2384.

**14. PREMISES  
APPEARANCE/  
CLEANLINESS**

1. Debris shall not be allowed to accumulate. After each work shift, the Contractor shall remove from the premises any waste and debris generated by its work. The Contractor shall leave the premises clean to the satisfaction of the Building Technical Authority.

**15. INSTRUCTIONS**

1. The Contractor shall comply with any instructions or directives it receives from the Technical Authority for 715 Peel, Montreal, Quebec.
2. The Contractor shall send its reports and other communications related to performance of the contract to the Technical Authority in typed form.

**16. COMMUNICATION**

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

**GENERAL PROVISIONS  
FOR THE SERVICES OF A  
SHEET METAL CONTRACTOR**

**17. REPORT AND  
WORKSHEET**

1. After every repair or service call, the Contractor shall produce a worksheet along with detailed certificates of replacement parts. The worksheet shall identify the work performed, the parts replaced and/or repaired, and the number of hours each employee spent on the job. The Contractor shall submit separate worksheets for all repairs or installation work. Worksheets for emergency calls shall indicate not only the information listed above, but also the date and exact time of the call, the name of the person making the call, the Contractor's arrival time at the premises and the Contractor's departure time.
2. Where there is no authorized representative on site, the Contractor shall forward to the Building Technical Authority the worksheet duly signed by the security guard on duty.

**18. WARRANTY**

1. The Contractor shall give a one-year warranty on labour and materials beginning on the date of interim acceptance of the work, in addition to any suppliers' or manufacturers' warranties.

**19. REQUEST FOR  
ISOLATION AND  
ELECTRICAL TRANSFER**

1. The Contractor shall complete a PWGSC-TPSGC 13 form (Request for Electrical Isolation / Re-Energization) in all instances of electrical isolation or interruption described below in accordance with the Canada Labour Code, Part II, Division VIII:
  - main building power supply lines;
  - power supply line panels and sub-panels;
  - bus bars;
  - motor control centres;
  - back-up power circuits;
  - fire alarm system and fire protection devices;
  - mechanical protection devices (sump pump, etc.);
  - building services alarm circuit, including heating, ventilation and air conditioning;

**GENERAL PROVISIONS  
FOR THE SERVICES OF A  
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- circuits serving more than one device;
  - circuits connected to a single device incorporated into a cooling or heating system.
2. The Contractor shall duly complete the form and have it countersigned by the Building Technical Authority before proceeding with the work.

**20. HEALTH AND SAFETY  
CLAUSES**

1. GENERAL CLAUSES

- 1.1 In accepting this contract, the Contractor agrees to assume all of the responsibilities normally assigned to the principal contractor and the Employer under the *Act respecting occupational health and safety* and to supervise the work.
- 1.2 The Contractor shall manage its activities to ensure that the health and safety of its employees, the occupants of the building or facility, and the public and protection of the environment always take precedence over cost and scheduling concerns. Further, the Contractor shall meet all of the requirements of these specifications.
- 1.3 The Contractor shall comply at all times with the provisions of the *Act respecting occupational health and safety*, the *Safety Code for the construction industry* and the *Regulation respecting occupational health and safety* where they apply.
- 1.4 The Contractor shall perform all work in accordance with the latest editions of the *National Fire Code of Canada*, the *National Building Code* and the *Canadian Electrical Code* and any other applicable codes or standards.
- 1.5 The Contractor shall submit to the Technical Authority a prevention program specific to any activities the Contractor is likely to carry out in the building at least ten (10) days prior to the start of work. The Contractor shall thereafter update the prevention program if the work proceeds differently than initially planned. The Building Technical Authority may, after receiving the program and at any time during the work, demand that the program be amended or complemented to better reflect actual worksite conditions. The Contractor shall then make the necessary changes prior to the start of work.

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

- include the company's policy on health and safety;
- include an organization chart of health and safety responsibilities;

**GENERAL PROVISIONS  
FOR THE SERVICES OF A  
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- identify risks specific to each category of tasks that will be performed in order to execute the contract and the corresponding preventive measures based on the regulatory requirements;
  - identify the person responsible for implementing preventive measures;
  - take into account risks that may affect the health and safety of workers, occupants of the building or facility, and the public;
  - include first aid and primary care standards;
  - include an accident response procedure;
  - include a site inspection grid based on the content of its risk identification;
  - include repair jobs that may be assigned to the Contractor under this contract;
  - include a written undertaking from all stakeholders to comply with the prevention program.
- 1.6 In addition to the program specified in the previous paragraph, for all cases in which the work to be completed involves a construction site as defined in the *Act respecting occupational health and safety*, R.S.Q., c. S-2.1, the Contractor shall develop a prevention program specific to the work to be completed and submit it to the Building Technical Authority, and shall also submit it to the Commission de la santé et de la sécurité du travail (CSST) and the Association paritaire pour la santé et la sécurité du travail, in compliance with section 198 of that Act. The requirements related to that program are the same as the requirements listed in 1.5.
- 1.7 For all cases in which the work constitutes a construction site as defined in the *Act respecting occupational health and safety*, R.S.Q., c. S-2.1, a notice of opening of a construction site must be submitted to the CSST before the start of work and a copy must be submitted to the Building Technical Authority. A copy of this notice must be posted in plain view on the site. When the site is disassembled, the notice of closing of a construction site must be submitted to the CSST with a copy to the Building Technical Authority.
- 1.8 The Contractor shall submit the following documents to the Building Technical Authority:
- a copy of the training certificates required for application of these specifications and safe planning of the work, for example, general health and safety for construction sites, asbestos, lock-out, first aid);
  - a copy of the safety data sheet for every controlled product used on the worksite, at least three days before the product is used on site;
  - confirmation of medical exams for supervisory staff and all employees where medical exams are required by a statute, a regulation, a directive, a specification or a prevention program. The Contractor shall thereafter submit promptly confirmations of medical exams for all persons new to the worksite;

**GENERAL PROVISIONS  
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- a copy, signed and sealed by an engineer, of all plans and compliance certificates required under the *Safety Code for the construction industry* (S-2.1, r.6), any other statute or regulation, or any other clause of the specifications or the contract. A copy of these documents shall also be sent to the CSST and be available on the worksite at all times;
  - a mechanical inspection certificate for the machinery used to perform the work (e.g. elevating platforms);
  - an investigation report within twenty-four (24) hours following any accident that results in an injury or any incident that brings to light a potential hazard;
  - a copy, within twenty-four (24) hours, of any inspection report, notice of correction or recommendation issued by federal or provincial inspectors.
- 1.9 The Contractor shall ensure that the materials, equipment, tools and protective equipment used to carry out the work are maintained and kept in good condition. Equipment, tools or protective equipment that cannot be installed or used without compromising the health and safety of workers or the public are deemed inadequate for the work to be performed. The Technical Authority reserves the right to prohibit the use of equipment or tools deemed to be dangerous, defective or inappropriate.
- 1.10 The Contractor shall ensure that its employees have received the training and information needed to perform their tasks safely and that all necessary tools and protective equipment are available, comply with the applicable standards, statutes and regulations, and are used.
- 1.11 The Contractor shall take such measures as are needed to enforce and ensure compliance with the health and safety requirements set out in the contract documents, federal and provincial regulations, applicable standards and the prevention program specific to the work, and to comply promptly with any order or notice of correction issued by the Commission de la santé et de la sécurité du travail.
- Regardless of the number of workers assigned to the work, the Contractor shall designate a person to act as workplace health and safety officer and give that person the authority to order work stopped or resumed when the person deems such action necessary for health and safety reasons.
- 1.12 Without limiting the scope of the preceding clause, the Building Technical Authority may at any time order that work be stopped if he or she believes there is a hazard or risk to the health and safety of employees assigned to the work, the public or the environment.

The Contractor shall take such measures as are needed to ensure effective communication of health and safety information. As soon as they arrive on the

**GENERAL PROVISIONS  
FOR THE SERVICES OF A  
SHEET METAL CONTRACTOR**

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

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

- 1.13 The Contractor shall inspect the worksites and submit to the Building Technical Authority a duly completed worksite inspection sheet every working day or at an interval determined with the Building Technical Authority on the call-up form.
- 1.14 The Contractor shall promptly take such measures as are needed to correct instances of non-compliance with statutes and regulations and hazardous situations identified by a government inspector, the Building Technical Authority or the PWGSC health and safety coordinator or in the course of a periodic inspection. Submit to the Building Technical Authority written confirmation of all measures taken to correct non-compliance or hazardous situations.
- 1.15 The Contractor agrees to comply with first aid and emergency response standards in accordance with the applicable policies and regulations and any other clause of the specifications.
- 1.16 The Contractor shall review the building and facility evacuation procedure and provide its employees with the training and information they need to apply the procedure.
- 1.17 For all cases in which the work constitutes a construction site as defined in the *Act respecting occupational health and safety*, R.S.Q., c. S-2.1, a decision-making representative of the Contractor must attend all meetings where health and safety on the site is considered. The Contractor must set up a worksite committee and hold meetings in compliance with the requirements of the *Safety Code for the construction industry*, S-2.1, r.6.
- 1.18 For all cases in which the work constitutes a construction site as defined in the *Act respecting occupational health and safety*, R.S.Q., c. S-2.1, the following information and documents must be posted in an area that workers can access easily:

**GENERAL PROVISIONS  
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- notice of opening of worksite;
  - identification of principal contractor;
  - company policy on occupational health and safety;
  - prevention program specific to the worksite;
  - contingency plan;
  - safety data sheets for controlled products used on the worksite;
  - minutes of worksite committee meetings;
  - names of the worksite committee members;
  - names of first aid attendants;
  - action and correction reports issued by the CSST.
- 1.19 The Contractor shall mark off and control access to the work area and install barricades as needed.
- 1.20 The Contractor shall take such measures as are necessary to keep the workplace clean and orderly throughout the work and shall ensure that at the end of each workday, the workplace is free of any hazards.
- 1.21 When a worker works alone in an isolated place where it is impossible to ask for assistance, the Contractor shall identify the risks related to the situation and provide the Technical Authority with a procedure for preventing those risks and quickly getting help in an emergency.
- 1.22 Where a hazard not identified in the specifications arises because of or in the course of the work, the Contractor shall stop work immediately, implement temporary protective measures for workers and the public, and notify the Building Technical Authority orally and in writing. The Contractor shall then submit the necessary modifications for approval before proceeding with the prevention program, so that work can continue safely.
- 1.23 In the event of an incident, the Contractor shall take such measures as are needed, including stoppage of work, to ensure the health and safety of workers and the public and shall contact the Technical Authority promptly.
- 1.24 Subcontracting is not permitted without special authorization from the Building Technical Authority. In making a decision, the Building Technical Authority will consider the subcontractor's ability to meet these requirements.
- 1.25 Sealing guns and other cartridge devices shall not be used without authorization from the Building Technical Authority.

The above notwithstanding,

**GENERAL PROVISIONS  
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SHEET METAL CONTRACTOR**

- every person who uses a sealing gun shall have a training certificate and shall meet all the requirements set out in section 7 of the *Safety Code for the construction industry* (S-2.1, r.6);
- every cartridge device shall be used in accordance with the manufacturer's instructions and the applicable standards and regulations.

- 1.26 On the worksite, the Contractor shall consider the following conditions in developing a safe work plan:

If the Contractor is asked to carry out work where asbestos dust is likely to be released, the Contractor must comply with the requirements of section 3.23 of the *Safety Code for the construction industry, An Act respecting occupational health and safety*, (R.S.Q., c. S-2.1).

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

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

If the Contractor is asked to do work at heights in the building, the Contractor shall indicate in its prevention program the measures to be taken for work at heights.

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

Work in confined spaces may be required. The Contractor shall include in its prevention program the measures it intends to take when working in these areas, and take into account the requirements of section 2.4 of the *Safety Code for the construction industry, An Act respecting occupational health and safety*, (R.S.Q., c. S-2.1).

The Contractor may be asked to do work in laboratories. The Contractor shall contact the Building Technical Authority to determine whether special procedures need to be taken.

**GENERAL PROVISIONS  
FOR THE SERVICES OF A  
SHEET METAL CONTRACTOR**

2. SPECIFIC CLAUSES

2.1 Lock-out

2.1.1 Whenever work is being done on electric equipment that could be powered on inadvertently, the Contractor shall produce in writing and apply a lock-out procedure and complete the Request for Electrical Isolation / Re-Energization form provided by the Building Technical Authority.

The following is a partial list of situations where use of the form is mandatory:

- main building power supply lines;
- power supply line panels and sub-panels;
- bus bars (shielded);
- motor control centres;
- back-up power circuits;
- fire alarm and fire protection devices;
- mechanical protection devices (sump pump, etc.);
- building services alarm circuit, specifically heating, ventilation and air conditioning systems;
- circuits powering two or more pieces of equipment;
- circuits powering a single piece of equipment used in a cooling or heating system.

After duly completing the form, the Contractor shall have it countersigned by the workplace supervisor before carrying out any work.

2.1.2 Notwithstanding the preceding clauses, the Contractor shall, in an emergency, obtain oral confirmation of power cut-off from the Building Technical Authority and, as soon as that confirmation is obtained, record in writing the request for electrical isolation or bypass.

2.1.3 The procedure referred to in clause 2.1.1 shall comply with the principles set out in the brochure on lock-out published by the Association paritaire en santé et sécurité du secteur de la construction (ASP Construction).

2.1.4 The supervisors and workers concerned must have completed the course on lock-out techniques offered by ASP Construction, 514-355-6190 or 1-800-361-6190, or an equivalent course offered by another organization.

2.1.5 For any work that absolutely must be carried out with the power on, the Contractor shall identify the situation in writing and make provision for the preventive measures that will be applied, including personal protective equipment.

**GENERAL PROVISIONS  
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SHEET METAL CONTRACTOR**

2.2 Work at heights

- 2.2.1 The Contractor shall provide the equipment needed to work at heights (e.g. ladders, stepladders, elevating platforms, scaffolding).
- 2.2.2 The Contractor shall ensure that every person who does work which entails a risk of falling more than 2.4 metres is protected against falls.
- 2.2.3 The Contractor shall plan and organize work so as to foster the elimination of hazards at the source or ensure group protection and thus minimize the need for personal protective equipment. Where personal fall protection is needed, workers shall use a safety harness conforming to standard CAN-CSA-Z-259.10-M90. A safety belt shall not be used for fall protection.
- 2.2.4 Protective equipment, tools or devices that cannot be installed or used without compromising the health and safety of workers or the public are deemed to be inadequate for the work to be performed.
- 2.2.5 Workers must always wear a safety harness when working on a telescoping, articulated or rotating elevating platform.
- 2.2.6 Identify a danger zone wherever equipment for work at heights is used.

2.3 Asbestos

Before starting work likely to generate asbestos dust, the Contractor shall:

- 2.3.1 provide a written procedure covering all of the items listed in section 3.23 of the *Safety Code for the construction industry S-2.1, r.6*;
- 2.3.2 show that all workers concerned have been trained in asbestos hazards and the procedure described above (ASP Construction) (s. 3.23.7);
- 2.3.3 show that it has all the equipment needed to comply with the procedure and safely perform the work.

2.4 Confined spaces

PWGSC classifies and evaluates all confined spaces on properties of which it is the custodian. Confined spaces are divided into three classes: 1. low risk; 2. medium risk; and 3. high risk. An evaluation report is produced for every confined space. The report

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identifies all of the characteristics and entry requirements of the confined space. It is one of the elements taken into account in issuing permits and developing work procedures.

2.4.1 Class 1

For all Class 1 (low-risk) confined spaces, every person involved shall have completed the basic training. While it is not necessary to implement specific work practices in low-risk confined spaces, the Contractor shall apply methods to ensure the general health and safety of persons required to carry out work in such spaces.

Before accessing the confined spaces, the Contractor shall notify the Building Technical Authority or the supervisor of the scheduled in and out date and time.

Persons with access to low-risk confined spaces shall record the pertinent information in the Confined Spaces Entry Log (form ELF 103); in other words, persons entering a low-risk confined space are required to sign in and out every time.

2.4.2 Classes 2 and 3

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

2.4.2.1 The Contractor's prevention program shall contain a written procedure identifying

- the tools needed to perform the work;
- the equipment installed or to be installed in the confined space and the measures to be taken to install, use, maintain, protect or move the equipment;
- pipes and conduit entering the confined space;
- the hazards and safety measures to be taken depending on the work to be performed;
- contaminants that might be encountered in the confined space;
- appropriate rescue measures and equipment and emergency measures.

2.4.2.2 The Contractor shall complete an entry permit (form ELF 101) provided by the Technical Authority. The permit is valid for one shift and shall take into account the information contained in the

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evaluation report and any specific conditions related to the work to be performed. The Contractor may use its own form if it contains all the information on the form provided by the Technical Authority.

2.4.2.3 The Contractor shall complete a Hot Work Permit where the work to be performed includes welding, cutting or any other activity that produces a flame or sparks.

2.4.2.4 Every person who has access to a confined space shall hold the following training certificates:

- PWGSC safe work in confined spaces (ASP Construction);
- workplace first aid and CPR (organization recognized by the CSST);
- use of ventilation devices (ASP Construction);
- use of safety harnesses (ASP Construction);
- use and maintenance of respiratory protection devices (ASP Construction);
- gas detection devices (ASP Construction).

Where the use of supplied-air or self-contained respirators is planned, full training in the preparation, maintenance and use of the devices (manufacturer, supplier or recognized organization) is required.

In remote areas where there is no local emergency response unit, the Contractor shall designate persons to carry out rescue operations in confined spaces. The rescuers designated by the Contractor shall complete relevant training in the use of rescue equipment.

2.4.2.5 Every person who has access to a confined space shall produce a medical certificate confirming his or her fitness for work in a confined space. Such certificates are valid for two (2) years.

2.4.2.6 Employees required to work in sewage collection systems or similar systems shall be vaccinated against infectious diseases in accordance with the immunization program prescribed by Health Canada, that is, against diphtheria and tetanus.

2.4.2.7 While it is mandatory only in the cases referred to previously, vaccination against diphtheria and tetanus is strongly recommended for all work in confined spaces.

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- 2.4.2.8 The Contractor shall establish an emergency and rescue procedure with municipal and ambulance services. The procedure, telephone numbers and location of the nearest telephone shall be clearly posted near the work location.
- 2.4.2.9 Before entering the confined space and every fifteen (15) minutes thereafter, the Contractor shall take readings of the concentration of oxygen, flammable gases and any toxic gases likely to be present, in particular carbon monoxide and hydrogen sulphide. The readings shall be recorded in a log unless the detection devices have an alarm and operate continuously. The detection devices used shall be calibrated and adjusted by a qualified person according to the manufacturer's instructions so that the alarms comply with the limits set out in the permit.
- 2.4.2.10 The Contractor shall supply its own gas detection devices and keep them in good condition. The Technical Authority may have the accuracy of the Contractor's devices checked at any time by a qualified person. If a detection device fails, work shall be suspended immediately, and all workers shall leave the confined space. No claim for lost time will be accepted in those circumstances.
- 2.4.2.11 If the alarm on a detection device sounds, all workers shall leave the confined space. The Contractor shall then determine the source of the contamination, neutralize it and ventilate the confined space in order to eliminate any remaining contaminant and shall keep individuals out of the confined space until the oxygen and gas levels have returned to normal.
- 2.4.2.12 Compressed gas cylinders and welding machines shall not be taken into confined spaces. Such equipment shall remain outside and shall not block any entrance or exit. All cylinders shall be properly secured.
- 2.4.2.13 Electric tools and devices used to access confined spaces shall be grounded and, if necessary, designed to be explosion-proof. All equipment shall be connected to a ground fault interrupter or stepdown transformer. The Contractor shall, at its own expense, have a qualified electrician modify any power outlets and/or circuit breakers it plans to use which do not meet these criteria.
- 2.4.2.14 The Contractor shall provide a ventilation system in order to keep the contaminant levels below the allowable limits.

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- 2.4.2.15 The Contractor shall post signs to stop unauthorized persons from entering the confined space.
- 2.4.2.16 Where it is impossible to keep the noise level below 85 dB, the Contractor shall provide all workers with ear protectors appropriate to the desired level of attenuation and the work to be performed.
- 2.4.2.17 The Contractor shall ensure that all workers wear the required personal protective equipment.
- 2.4.2.18 The Contractor shall assign a qualified person to assume the duties of custodian. The custodian shall
- be familiar with the procedure for working in a confined space;
  - ensure constant communication with all workers in the confined space. The directives applied shall be adapted to confined spaces. The Contractor shall select means of communication taking into account the identified hazards and other pertinent factors, such as the protective equipment workers are required to wear, noise levels in and near confined spaces, remoteness and lighting conditions;
  - be familiar with the gas detection devices and ensure that they are in working order throughout the work;
  - be familiar with the back-up ventilation systems and ensure that they are in working order throughout the work;
  - be familiar with emergency procedures;
  - ensure that
    - ✓ all workers entering the confined space observe the Contractor's work procedure;
    - ✓ working conditions and the work environment inside the confined space are not detrimental to the workers' health and safety.
- 2.4.2.19 The custodian shall remain at the entrance to the confined space as long as there is a worker in the space.
- 2.4.2.20 The Contractor shall designate a person to be in charge of safety in confined spaces. The designated person shall be on the worksite at all times.

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2.4.2.21 The same person may not serve as custodian and confined spaces safety officer unless he or she is able to meet the requirements of both positions.

2.5 Hot work

2.5.1 Hot work means any work that involves the use of a flame or has the potential to produce an ignition source, such as riveting, welding, cutting, grinding, burning and heating.

2.5.2 The Contractor shall not start work that involves hot work until it has received a PWGSC Hot Work Permit (ELF 102) from the Building Technical Authority.

2.5.3 Work shall be performed in accordance with Fire Commissioner Standard FC 301, Standard for Construction Operations, June 1982. FC 301 is available at the following Internet address:

[http://www.hrsdc.gc.ca/eng/labour/fire\\_protection/policies\\_standards/commissioner/301/page00.shtml](http://www.hrsdc.gc.ca/eng/labour/fire_protection/policies_standards/commissioner/301/page00.shtml)

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

2.5.5 A person shall be designated to conduct fire checks for at least thirty (30) minutes after the end of the shift. The person who does the checks shall countersign the permit and give it to the Building Technical Authority (or a designated representative) after the 30-minute period ends.

2.5.6 Propane cylinders shall be stored in accordance with standard CAN/CSA-B149.2-00 *Propane Storage and Handling Code* and shall meet the specific conditions set out in this document. Cylinders shall be stored outdoors in a safe place where they will not be handled by unauthorized persons, in a storage unit designed for that purpose; they shall be stored securely in an upright position, and the storage unit shall be locked at all times; the storage unit shall be located in an area where there is no vehicle traffic unless the area is protected by gates or an equivalent means.

All cylinders used or stored on worksites shall have a collar designed to protect the valve.

Refilling of cylinders on worksites is not permitted unless a procedure conforming to standard CAN/CSA B149.2 is approved and authorized by the Building Technical Authority.

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2.5.7 Welding and cutting

Note: For welding and cutting work, the following conditions must be met in addition to the conditions stated above:

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

2.5.7.2 Work shall be performed in accordance with Fire Commissioner standard FC 302, Standard for Welding and Cutting, May 1979. FC 302 is available at the following Internet address:

[http://www.hrsdc.gc.ca/eng/labour/fire\\_protection/policies\\_standards/commissioner/302/page00.shtml](http://www.hrsdc.gc.ca/eng/labour/fire_protection/policies_standards/commissioner/302/page00.shtml)

2.5.7.3 Welding and cutting devices are extremely dangerous in terms of fire risk. The following precautions shall be taken when that type of work is being carried out:

- Store compressed gas cylinders on a fireproof surface and ensure that the room is well ventilated.
- Store oxygen cylinders at least six (6) metres away from cylinders containing flammable gas (e.g. acetylene) or such combustible materials as oil and grease unless they are separated by a wall made of non-combustible material as specified in section 3.13.4 of the *Safety Code for the construction industry*, c. S-2.1, r.6.
- Put fireproof cloths in place when overhead welding is being done and there is a risk of falling sparks.
- Store cylinders away from heat sources.
- Do not store cylinders near stairs, exits, corridors or elevators.
- Do not allow acetylene to come into contact with such metals as silver, mercury, copper and brass with a copper content of more than 65% to avoid the risk of explosion.
- Make sure that the electric arc welding equipment has the required voltage rating and is grounded.
- Make sure that the lead wires of the electric welding equipment are not damaged.
- Place the welding equipment on a flat surface protected from the weather.
- Remove or protect combustible materials that may be near the welding site.

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- Never weld or cut closed containers.
- Take protective measures when welding or cutting near pipes, tanks or other containers containing flammable substances.
- Do not cut, weld or carry out open-flame work on a tank, pipe or other container that may contain a flammable or explosive substance unless
  - air samples have been taken and indicate that the work can be done safely; or
  - measures have been taken to ensure worker safety.

2.6 Scaffold systems

2.6.1 Footings

- Scaffolding shall be placed on solid footings so as to prevent it from sliding or tipping.
- If the Contractor wishes to place scaffolding on a roof, an eave, a canopy or a garret, the Contractor shall submit its calculations to the Engineer and obtain the Engineer's authorization before proceeding.

2.6.2 Assembly, bracing and anchoring

- All scaffolding shall be assembled, braced and anchored in accordance with the manufacturer's instructions and the provisions of the *Safety Code for the construction industry*.
- In situations where it is necessary to remove some scaffolding components (e.g. cross pieces), the Contractor shall submit an assembly procedure signed and sealed by an engineer certifying that the scaffolding will allow work to be carried out safely, taking into account the loads that will be applied.
- Where the span between two scaffolding supports is greater than three (3) m, the Contractor shall provide an assembly plan signed and sealed by an engineer.

2.6.3 Fall protection during assembly

- Throughout the assembly process, workers shall be protected against falls.
- Before starting work, the Contractor shall submit to the Engineer a procedure specifying the protective measures used and, if applicable, the anchor points for safety cables or retainers. This procedure shall comply with the provisions of sections 3.9.4.5, 2.9.1 and 2.10.12 of the *Safety Code for the construction industry* (as amended on August 2, 2001).

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2.6.4 Platforms

- Scaffold platforms shall be designed and installed in accordance with the provisions of the *Safety Code for the construction industry*.
- If planks are used, they shall be approved and stamped in accordance with section 3.9.8 of the *Safety Code for the construction industry* (in force on January 1, 2002).
- Platforms shall cover the entire surface protected by guardrails.
- Notwithstanding the above, scaffolding four (4) sections (or six (6) m) high or higher shall have a full platform covering the entire surface of the putlogs every three (3) m or portion thereof, and at no time shall the components of such platforms be moved to create intermediate platforms.

2.6.5 Guardrails

- A guardrail shall be installed on every platform.
- Cross-bracing shall not be considered guardrails.
- On scaffolding four (4) sections (or six (6) m) high or higher that require full platforms, guardrails shall be installed on every platform at the start of work and shall remain in place until the work is finished.

2.6.6 Access

- The Contractor shall ensure that access to scaffolding does not compromise worker safety.
- Where the scaffolding platforms are made up of planks, ladders shall be installed so as to ensure that any planks that extend past the edge do not prevent workers from moving up or down.
- Notwithstanding the provisions of the *Safety Code for the construction industry*, stairs shall be installed on all scaffolding with six (6) or more sets of uprights and six (6) sections (or nine (9) m) high or higher.

2.6.7 Protection of the public and occupants

- The Contractor shall identify and barricade its work area so as to limit access to authorized workers only.
- The Contractor shall install covered walkways, nets or other similar devices to protect the public and occupants from falling objects.

2.6.8 Use of public roads

- Where it is necessary to encroach on a public road, the Contractor shall obtain at its own expense any authorizations and permits required by the competent authority.

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- The Contractor shall install at its own expense all signage, barricades and other devices needed to ensure the safety of the public and its own facilities. Ladders shall be installed so as to ensure that planks that extend past the edge do not prevent workers from moving up or down.

Notwithstanding the provisions of the *Safety Code for the construction industry*, stairs shall be installed on all scaffolding with six or more sets of uprights and six (6) sections (or nine (9) m) high or higher.

**SCOPE OF WORK  
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**1. GENERAL  
INFORMATION**

1. (The Contractor shall produce the required licences and certificates of qualification upon request.)
2. All work shall be performed in accordance with the manufacturer's instructions, the latest editions of the National Building Fire Code of Canada and the National Fire Code of Canada and any other applicable standards (NFPA, ULC, CSA, etc.).

**2. WORK LIKELY TO BE  
REQUESTED (PARTIAL LIST)**

1. The Contractor must be able to supply and install, replace, adjust, seal and/or repair the following air conditioning system components and accessories:
  - metal air ducting, low or high pressure;
  - metal air ducting with sound attenuation;
  - flexible metal air ducting, with or without thermal insulation;
  - flexible non-metal air ducting with sound attenuation;
  - flexible non-metal air ducting, with or without thermal insulation;
  - rounded elbows (rectangular and circular);
  - sharp elbows;
  - bypass connectors;
  - single- or multiple-blade balancing dampers;
  - multiple-blade operating dampers, opposite or parallel
  - flap operating dampers;
  - backdraft dampers;
  - exhaust dampers;
  - smoke and fire dampers;
  - supports and hangers;
  - access doors and inspection ports;
  - acoustic insulation;
  - bosses and connectors for test instruments;
  - corrugated interlocking distribution connectors;
  - thermal insulation;

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- rigid or flexible acoustic lining for air ducts;
- fans;
- diffusers and grilles;
- louvers, air intakes and other vents;
- hoods;
- ultrahigh-efficiency filters;
- uncoiling filters;
- combination, uncoiling and cartridge filters;
- electrostatic air filters;
- activated carbon filters;
- dial pressure gauge;
- breaching, chimneys and stacks;
- other system components.

**3. REQUIRED TOOLS AND  
EQUIPMENT (PARTIAL LIST)**

1. The Contractor shall provide all tools and equipment normally required to perform the work in accordance with the manufacturers' instructions and/or any applicable standards and in a professional manner.

Services Canada

## TINSMITH SERVICES

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## BUILDING AT 715 PEEL, MONTRÉAL

Materials : Provisional amount for repair materials or addition of equipment only, including 10% profit on materials

Line 1 (a1) 90 000\$

Labour : Labour cost for the term of the contract (2 years) (See Notes 1 and 2 below)

	<u>Unit Price</u>	<u>Number of Hours</u> (Approximate)	<u>Hourly Rate</u>		
Line 2	1 tinsmith (regular hours : Monday to Friday, 7 :00 am to 4 :00 pm)	1500	X	\$ =	\$
Line 3	1 tinsmith (evening rate : Monday to Friday, 4 :00 pm to 1 :00 am)	1500	X	\$ =	\$
Line 4	1 tinsmith (Monday to Friday, 1 :00 am to 7 :00 am ; weekend and statutory holidays)	200	X	\$ =	\$
Line 5				Total Labour: (b2)	\$
				Total (a1) + (b2) :	\$

**Bid for Option Years**

(Based on the above-indicated conditions [see lines 1 to 5] and Notes 1 and 2 below.)

		Option Year # 1	Option Year # 2	Option Year # 3
Line 1	Provisional Amount	45 000\$	45 000\$	45 000\$
	Estimated hours/year	Hourly Rate	Hourly Rate	Hourly Rate
Line 2	750 x	\$/hr= \$	\$/hr= \$	\$/hr= \$
Line 3	750 x	\$/hr= \$	\$/hr= \$	\$/hr= \$
Line 4	100 x	\$/hr= \$	\$/hr= \$	\$/hr= \$
Line 5	Total of lines 2+3+4 =	\$	\$	\$
	Total of lines 1+5 =	\$	\$	\$

**Footnotes**

- Hourly rates before taxes shall include benefits, transportation costs, travelling time, parking costs, profit, etc.
- The Department will pay the contractor the amounts negotiated for each repair authorized by the Department's representative. The contractor will be paid for the work at an hourly rate plus materials in accordance with the general provisions of the Specifications section. The contractor will be paid only for the materials authorized and used in performing the work and must obtain prior approval from the Department's authorized representative before starting any work.

Services Canada

## TINSMITH SERVICES

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## IMMEUBLE DU 1001 ST-LAURENT, LONGUEUIL

Materials : Provisional amount for repair materials or addition of  
equipment only, including 10% profit on materials

Line 1 (a1) 47,250.00 \$

Labour : Labour cost for the term of the contract (2 years) (See  
Notes 1 and 2 below)

	<u>Unit Price</u>	<u>Number of Hours</u> (Approximate)	<u>Hourly</u> <u>Rate</u>			
Line 2	1 tinsmith (regular hours : Monday to Friday, 7 :00 am to 4 :00 pm)	120	X	\$ =		\$
Line 3	1 tinsmith (evening rate : Monday to Friday, 4 :00 pm to 1 :00 am)	120	X	\$ =		\$
Line 4	1 tinsmith (Monday to Friday, 1 :00 am to 7 :00 am ; weekend and statutory holidays)	120	X	\$ =		\$
				Total Labour :	(b2)	\$
				Total (a1) + (b2) :		\$

**Bid for Option Years**

(Based on the above-indicated conditions [see lines 1 to 5] and Notes 1 and 2 below.)

		Option Year # 1		Option Year # 2		Option Year # 3	
Line 1	Provisional Amount	47,250\$		47,250\$		47,250\$	
	Estimated hours/year	Hourly Rate		Hourly Rate		Hourly Rate	
Line 2	120 x	\$/hr=	\$	\$/hr=	\$	\$/hr=	\$
Line 3	120 x	\$/hr=	\$	\$/hr=	\$	\$/hr=	\$
Line 4	120 x	\$/hr=	\$	\$/hr=	\$	\$/hr=	\$
Line 5	Total of lines 2+3+4 =	\$		\$		\$	
Total of lines 1+5 =		\$		\$		\$	

**Footnotes**

- Hourly rates before taxes shall include benefits, transportation costs, travelling time, parking costs, profit, etc.
- The Department will pay the contractor the amounts negotiated for each repair authorized by the Department's representative. The contractor will be paid for the work at an hourly rate plus materials in accordance with the general provisions of the Specifications section. The contractor will be paid only for the materials authorized and used in performing the work and must obtain prior approval from the Department's authorized representative before starting any work.

Services Canada

## TINSMITH SERVICES

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## BUILDING 3600 CASAVANT

Materials : Provisional amount for repair materials or addition of equipment only, including 10% profit on materials

Line 1 (a1) 15,000 \$

Labour : Labour cost for the term of the contract (2 years) (See Notes 1 and 2 below)

	<u>Unit Price</u>	<u>Number of Hours</u> (Approximate)	<u>Hourly Rate</u>		
Line 2	1 tinsmith (regular hours : Monday to Friday, 7 :00 am to 4 :00 pm)	200	X	\$ =	15000
Line 3	1 tinsmith (evening rate : Monday to Friday, 4 :00 pm to 1 :00 am)	200	X	\$ =	15000
Line 4	1 tinsmith (Monday to Friday, 1 :00 am to 7 :00 am ; weekend and statutory holidays)	100	X	\$ =	15000

Total Labour : (b2) \$

Total (a1) + (b2) : \$

**Bid for Option Years**

(Based on the above-indicated conditions [see lines 1 to 5] and Notes 1 and 2 below.)

		Option Year # 1		Option Year # 2		Option Year # 3	
Line 1	Provisional Amount	15,000\$		15,000\$		15,000\$	
	Estimated hours/year	Hourly Rate		Hourly Rate		Hourly Rate	
Line 2	200 x	\$/hr=	\$	\$/hr=	\$	\$/hr=	\$
Line 3	200 x	\$/hr=	\$	\$/hr=	\$	\$/hr=	\$
Line 4	100 x	\$/hr=	\$	\$/hr=	\$	\$/hr=	\$
Line 5	Total of lines 2+3+4 =	\$		\$		\$	
	Total of lines 1+5 =	\$		\$		\$	

**Footnotes**

- Hourly rates before taxes shall include benefits, transportation costs, travelling time, parking costs, profit, etc.
- The Department will pay the contractor the amounts negotiated for each repair authorized by the Department's representative. The contractor will be paid for the work at an hourly rate plus materials in accordance with the general provisions of the Specifications section. The contractor will be paid only for the materials authorized and used in performing the work and must obtain prior approval from the Department's authorized representative before starting any work.

# APPENDIX 4

Contract Number / Numéro du contrat <b>EF944-140487</b>
Security Classification / Classification de sécurité <b>UNCLASSIFIED</b>

## 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 <b>Travaux publics et services gouvernementaux Canada</b>	2. Branch or Directorate / Direction générale ou Direction <b>SANTÉ - ESC 4</b>	
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work - Brève description du travail <b>Offre à commande: Service de Ferblantier _ 715 Peel (Montréal), 1001 St-Laurent (Longueuil), 3600 Casavant (St-Hyacinthe)</b>		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. Indicate the type of access required - Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p.ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciales 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"/>  Not releasable À ne pas diffuser <input type="checkbox"/>  Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>  Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>  Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/> PROTECTED B / PROTÉGÉ B <input type="checkbox"/> PROTECTED C / PROTÉGÉ C <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 UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/> NATO RESTRICTED / NATO DIFFUSION RESTREINTE <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"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/> PROTECTED B / PROTÉGÉ B <input type="checkbox"/> PROTECTED C / PROTÉGÉ C <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"/>

Security Classification / Classification de sécurité <b>UNCLASSIFIED</b>
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**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  
If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité :

No / Non  Yes / Oui

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

No / Non  Yes / Oui

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

Document Number / Numéro du document :

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

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

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

Special comments:  
Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.  
REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?

No / Non  Yes / Oui

If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?

No / Non  Yes / Oui

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

No / Non  Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

No / Non  Yes / Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

No / Non  Yes / Oui

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

No / Non  Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

No / Non  Yes / Oui



Contract Number / Numéro du contrat <b>EF944-140487</b>
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**PART C (continued) / PARTIE C (suite)**

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ		NATO				COMSEC							
	A	B	C	Confidential / Confidentiel	Secret	Top Secret / Très Secret	NATO Restricted / NATO Diffusion Restreinte	NATO Confidential	NATO Secret	COSMIC Top Secret / COSMIC Très Secret	Protected / Protégé			Confidential / Confidentiel	Secret	Top Secret / Très Secret	
											A	B	C				
Information / Assets / Renseignements / Biens																	
Production																	
IT Media / Support TI																	
IT Link / Lien électronique																	

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

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

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

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

Security Classification / Classification de sécurité <b>UNCLASSIFIED</b>
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Contract Number / Numéro du contrat EF944-140487
Security Classification / Classification de sécurité UNCLASSIFIED

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

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

Name (print) - Nom (en lettres moulées) Michel Berthiaume	Title - Titre Gestionnaire des immeubles et des installations	Signature <i>Michel Berthiaume</i>
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Telephone no. - N° de téléphone (514) 496-3610	Facsimile - Télécopieur ( ) - ( )	E-mail address - Adresse courriel michel.berthiaume@pwgsc.gc.ca	Date 12 juin 2013
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14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées) Jocelyne Emard	Title - Titre SO Agent de Sécurité - 41	Signature <i>Jocelyne Emard</i>
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Telephone no. - N° de téléphone (514) 496-3586	Facsimile - Télécopieur (514) 496-3301	E-mail address - Adresse courriel jocelyne.emard@pwgsc.gc.ca	Date 12 juin 2013
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15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?  
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

No / Non  Yes / Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
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Telephone no. - N° de téléphone ( ) - ( )	Facsimile - Télécopieur ( ) - ( )	E-mail address - Adresse courriel	Date
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17. Contracting Security Authority / Autorisé contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature <i>Maria E. Mendoza</i>
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Telephone no. - N° de téléphone ( ) - ( )	Facsimile - Télécopieur ( ) - ( )	E-mail address - Adresse courriel	Date June 14, 2013
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**Maria Mendoza**  
Contract Security Officer, Contract Security Division  
Maria.Mendoza@tpsgc-pwgsc.gc.ca  
Tel/Tél - 613-948-1618 / Fax/Téléc - 613-954-4171