

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

**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada**
Pacific Region
800 Burrard Street, 2nd Floor
800, rue Burrard, 2e étage
Vancouver, B. C.
V6Z 0B9
Bid Fax: (604) 775-7526

**Request For a Standing Offer
Demande d'offre à commandes**

Regional Individual Standing Offer (RISO)
Offre à commandes individuelle régionale (OCIR)

Canada, as represented by the Minister of Public Works and
Government Services Canada, hereby requests a Standing Offer
on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et
Services Gouvernementaux Canada, autorise par la présente,
une offre à commandes au nom des utilisateurs identifiés
énumérés ci-après.

Comments - Commentaires

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

Issuing Office - Bureau de distribution
Public Works and Government Services Canada - Pacific
Region
800 Burrard Street, 12th Floor
800, rue Burrard, 12e étage
Vancouver, BC V6Z 0B9

Title - Sujet RISO Medical Equip Maintenance	
Solicitation No. - N° de l'invitation 21807-130193/A	Date 2013-07-30
Client Reference No. - N° de référence du client 21807-130193	GETS Ref. No. - N° de réf. de SEAG PW-\$XSB-005-7057
File No. - N° de dossier XSB-3-36085 (005)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-09-09	
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Armstrong, Wendy	Buyer Id - Id de l'acheteur xsb005
Telephone No. - N° de téléphone (604)775-7691 ()	FAX No. - N° de FAX (604)775-7526
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: CORRECTIONAL SERVICE OF CANADA Regional Supply Depot 33344 KING ROAD ABBOTSFORD British Columbia V2S5X7 Canada	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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

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- Annex A - Statement of Work
- Annex B - Basis of Payment
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PART 1 - GENERAL INFORMATION

1.1. Introduction

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and
- Part 7 7A, Standing Offer, and 7B, Resulting Contract Clauses:
 - 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
 - 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work, the Basis of Payment and any other annexes.

1.2. Summary

Correctional Services Canada, has Government-owned medical equipment, of various types and manufacture, distributed among various institutions in the Fraser Valley and one Institution in the Metchosin area of Vancouver Island. Examples of possible equipment includes Autoclave; Ultraclave; Steam Sterilizer; Concentrator; Hydrocollator Hot Pack Machine, ECG Machine, etc.

A requirement exists for the maintenance and repair of this equipment on an as-and-when requested basis.

Period of the Standing Offer: 1 year with two 1 year options

1.3. Security Requirement

There is a security requirement associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses.

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1.4. Debriefings

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

PART 2 - OFFEROR INSTRUCTIONS

2.1. Standard Instructions, Clauses and Conditions

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

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The 2006 (2013-06-01) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

2.2. Submission of Offers

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

2.3. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than ten (_10_) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

2.4. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in British Columbia.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the offerors.

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1. Offer Preparation Instructions

Canada requests that offerors provide their offer in separately bound sections as follows:

Section I: Technical Offer (3 hard copies)

Section II: Financial Offer (1 hard copies)

Section III: Certifications (1 hard copies)

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

Canada requests that offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement

(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, offerors should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Offer

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

Section II: Financial Offer

Offerors must submit their financial offer in accordance with the "Annex B, Basis of Payment". The total amount of Applicable Taxes must be shown separately.

Section III: Certifications

Offerors must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1. Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

4.1.1. Technical Evaluation

4.1.1.2 Point Rated Technical Criteria Section

The following criteria will be used in evaluating the technical proposals.

Criteria	Maximum Points
a) Management of Services	10 points
b) Achievements of the Firm	20 points
c) Experience of Key Individuals	30 points
Total	60 points

Technical Proposal:

a) Management of Services: (suggest one page)

Describe roles and involvement of principals and personnel in completed work listed by the firm as it relates to this scope of work. Identify lead personnel.

Points will be assigned as follows:

Roles = up to 6 points
Lead = up to 4 points

Total 10 points

b) Achievements of the Firm: (suggest three pages)

Describe completed work for clients within the last 5 years.

Points will be assigned as follows:

Recent Projects: 5 points each, maximum 4 projects = up to 20 points

Total 20 points

c) Experience of Key Individuals:(suggest one page for each resume)

Submit resumes' for on site personnel listing education, training, employers, time frames and relevant work assignments.

Points will be assigned as follows:

Resumes': 10 points each, maximum 3 employees up to 30 points

Total 30 points

4.1.3 Point-Rated Criteria:

Each responsive bid will be rated by assigning a score to the rated requirements, which are identified in the RFP by the word "rated" or by reference to a score. Bidders who fail to submit complete offers with all the information requested by this RFP will be rated accordingly.

4.1.4 Financial Evaluation

The price of the bid will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, FOB destination, Canadian customs duties and excise taxes included.

4.2. Basis of Selection

4.2.1 The selection of the contractor will be based on best value as determined by a ratio of 70% vs. 30% of the technical score and price, respectively. The highest technical score will receive the maximum points of 70 and the others prorated accordingly. The lowest priced proposal (must be technically acceptable) will receive the maximum points of 30 and the other proposals prorated. The highest total score when adding the technical points and the price points will be considered as representing best value.

i.e.) Example of Best Value Determination

Assuming three valid bids are received (each meets the minimum required technical score - and mandatory requirements, where applicable), and maximum technical score is 100 points.

Using a ratio of 70% technical vs. 30% price:

Details:

	Bid #1	Bid #2	Bid #3
Technical:	88 points	82 points	76 points
Price	\$60K	\$55K	\$50K

Calculation:

Bidder	Technical Points	Price Points	Total Points
Bid #1	$\frac{88}{88} \times 70 = 70.00$	$\frac{50}{55} \times 30 = 27.27$	97.27 points
Bid #2	$\frac{82}{88} \times 70 = 65.23$	$\frac{50}{55} \times 30 = 27.27$	92.5 points
Bid #3	$\frac{76}{88} \times 70 = 60.45$	$\frac{50}{55} \times 30 = 27.27$	87.72 points

* Highest technical score.

** Lowest price proposal

Award to Bid #1 (Highest total score taking into consideration technical and price)

PART 5 - CERTIFICATIONS

Offerors must provide the required certifications and documentation to be issued a standing offer.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default, if any certification is found to be untrue whether during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply with this request will also render the Offer non-responsive or may result in the setting aside of the Standing Offer or will constitute a default under the Contract.

5.1. Mandatory Certifications Required Precedent to Issuance of a Standing Offer

5.1.1 Code of Conduct and Certifications - Related documentation

By submitting an offer, the Offeror certifies that the Offeror and its affiliates are in compliance with the provisions as stated in Section 01 Code of Conduct and Certifications - Offer of Standard Instructions 2006. The related documentation therein required will assist Canada in confirming that the certifications are true.

5.1.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from [HRSDC-Labour's website](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml).

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

5.2. Additional Certifications Precedent to Issuance of a Standing Offer

The certifications listed below should be completed and submitted with the offer, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.

5.2.2 Status and Availability of Resources

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

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If the Offeror has proposed any individual who is not an employee of the Offeror, the Offeror certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Offeror must, upon request from the Standing Offer Authority, provide a written confirmation, signed by the individual, of the permission given to the Offeror and of his/her availability. Failure to comply with the request may result in the offer being declared non-responsive.

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

6.1. Security Requirement

1. Before issuance of a standing offer, the following conditions must be met:
 - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
 - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7A - Standing Offer;
 - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.
3. For additional information on security requirements, offerors should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents website.

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

A7.1. Offer

A7.1.1 The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Annex "A".

A7.2. Security Requirement For Canadian Supplier

A7.2.1 The following security requirement (SRCL and related clauses) applies and form part of the Standing Offer.

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, attached at Annex D;
 - (b) Industrial Security Manual (Latest Edition)

A7.3. Standard Clauses and Conditions

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

A7.3.1 General Conditions

2005 (2012-11-19) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

A7.3.2 Standing Offers Reporting

The Offeror must compile and maintain records on Medical Equipment Maintenance Services. This information is to be completed and submitted quarterly to PWGSC, Attention: Wendy Armstrong, address as shown herein. The reports must show the number of call ups; number of regular hours; number of overtime hours; and travel costs. The report shall still be submitted should no services be requested during a given month (NIL report).

A7.4. Term of Standing Offer

A7.4.1 Period of the Standing Offer

The period for making call-ups and providing services against the Standing Offer is from October 1, 2013 to September 30, 2014 inclusive.

A7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional two (2) one (1) 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 __30_ days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority

A7.5. Authorities**A7.5.1 Standing Offer Authority**

The Standing Offer Authority is:

Wendy Armstrong
Supply Specialist
Public Works and Government Services Canada
Pacific Region Acquisitions
2nd Floor - 800 Burrard St.
Vancouver, B.C. V6Z 0B9
Tel: (604) 775-7691
Fax: (604) 775-7526
E-Mail: wendy.armstrong@pwgsc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

A7.5.2 Project Authority

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

A7.5.3 Offeror's Representative

Name _____
Telephone number _____
Fax number _____
Email address _____

A7.6. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: the representative of Correctional Service Canada.

A7.7. Call-up Instrument

The Work will be authorized or confirmed by the Identified User using form PWGSC-TPSGC 942, "Call-up Against a Standing Offer" or electronic document.

A7.8. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$25,000.00 (Harmonized Sales Tax included).

A7.9. Limitation of Expenditure

The total cost to Canada resulting from call-ups against the Standing Offer must not exceed the sum of \$_____ (to be inserted at time of award) (Goods and Services Tax or Harmonized Sales Tax excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call-ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or two (2) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

A7.10. Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2012-11-19), General Conditions - Standing Offers - Goods or Services
- e) the general conditions (2010C (2013-06-27), General Conditions - Services (Medium Complexity)
- f) Annex A, Statement of Work
- g) Annex B, Basis of Payment;
- h) Annex C, Security Requirements Check List;
- k) the Offeror's offer dated _____ (*insert date of offer*), (*if the offer was clarified or amended, insert at the time of issuance of the offer: "as clarified on _____" or "as amended on _____" and insert date(s) of clarification(s) or amendment(s) if applicable*).

A7.12. Certifications**A7.12.1 Compliance**

Compliance with the certifications provided by the Offeror is a condition of authorization of the Standing Offer and subject to verification by Canada during the term of the Standing Offer and of any resulting contract that would continue beyond the period of the Standing Offer. In the event that the Offeror does not comply with any certification or it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

A7.13. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in British Columbia.

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B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

B7.1. Statement of Work

The Contractor must perform the Work described in the call-up against the Standing Offer.

B7.2. Standard Clauses and Conditions

B7.2.1 General Conditions

2010C (2013-06-27), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

B7.3. Term of Contract

B7.3.1 Delivery Date

Delivery must be completed in accordance with the call-up against the Standing Offer.

B7.3.1 Period of the Contract

The Work must be completed in accordance with the call-up against the Standing Offer.

B7.4. Payment

SACC Manual clause H1000C (2008/05/12) Single Payment

B7.5. Invoicing Instructions

Invoicing shall be submitted in accordance with Section 10, Invoice Submission, of 2010C (2013-06-27) General Conditions - Goods (Medium Complexity)

ANNEX "A"

STATEMENT OF WORK

The Correctional Service Canada has a requirement to operate Government-owned medical equipment, of various types and manufacture, distributed among various institutions in the Fraser Valley and one Institution in the Metchosin area of Vancouver Island. The work will involve the following:

1.1 Background

The Correctional Service Canada has a requirement to maintain and repair Government-owned medical equipment, of various types and manufacture, distributed among various institutions in the Fraser Valley and one Institution in the Metchosin area of Vancouver Island.

1.2 Objectives:

A requirement exists for the maintenance and repair of medical equipment on an as and when requested basis to a variety of bio-medical equipment, such as: X-Ray equipment, ECG Machine etc. for Pacific Region.

1.3 Tasks:

The contractor must provide, upon receipt of a call-up, an assessment of the repair requirements and notify the Project Authority, or delegate, (Chief Health Services on site) of recommendations and provide an estimate of costs. The costs are to be broken down by number of hours and parts/material. If Contractor is requested, provide an estimate of the cost of replacing the equipment with a new model, if deemed not cost effective to repair.

1.4 Deliverables:

- i. The contractor will only repair equipment upon receipt of Authorization from the Project Authority, or delegate.
- ii. The contractor will complete the approved repair services in a timely manner.
- iii. The contractor will provide qualified individuals to perform the repairs.
- iv. The contractor will provide all parts required.
- v. The contractor will install new batteries for any battery-operated equipment repaired.
- vi. The contractor shall provide the name and telephone number of their repair service depot and manager(s), who will be responsible for any repair services provided.
- vii. Repair work will be warranted by the Contractor for a minimum of ninety (90) days from date of completion. Correctional Service of Canada shall conduct random audits of the work performed by the Contractor. Correctional Services of Canada will be responsible for disposal of equipment deemed unrepairable.
- viii. All instruments having any potential patient contact must be electrical safety tested according to CSA Z32 and inspected at least annually.
- ix. All equipment repairs must be completed and certified to meet original equipment manufacturers specifications.
- x. Patient therapy beds need to be repaired as and when required and replacement parts must be procured to allow for optimum utilization of the bed.
- xi. All X-Ray systems must be maintained in near new condition.
- xii. All X-Ray processing systems must be certified for beam quality every 6 months and be certified for clinical operation pursuant to Health Canada Safety Code 35 annually.
- xiii. All X-Ray processing systems must be maintained and quality control records kept ensuring a consistent quality of film.
- xiv. All newly acquired items must be inspected and certified to be in compliance with BC electrical code Sub rule 24-104(2),

xv. The Contractor shall maintain all sterilization equipment to be in full compliance with ANSI/AAMI/ISO 14937:2000. The service shall supply assistance to local staff to ensure that an appropriate quality control procedure is implemented and maintained to ensure maximum patient safety.

xvi. All dental equipment and hand pieces shall be serviced by the Contractor. All repaired dental equipment is to be certified to original manufacturer's specifications.

xvii. The Contractor shall be in a position to advise the Chief of Health Services on the life expectancy of equipment and the purchase of replacement health care equipment.

xviii. The Contractor shall maintain a full database record of all instrument service and calibrations and certifications. The database shall have the ability to call out items requiring inspections. This database must be accessible on a 24/7 basis to all appointed staff members of CSC.

1.5 Location of work:

a. The Contractor must perform the work at:

Matsqui Institution: 33344 King Road, Abbotsford, BC

Fraser Valley Institution: 33344 King Road, Abbotsford, BC

Pacific Institution/Regional Treatment Center: 33344 King Road, Abbotsford, BC

Mission Institution: 8751 Stave Lake Street, Mission, BC

Ferndale Institution: 33737 Dewdney Trunk Road, Mission, BC

Kwikwexwelhp Healing Village: Harrison Mills, BC

Kent Institution: 4732 Cemetery Road, Agassiz, BC

Mountain Institution: 4732 Cemetery Road, Agassiz, BC

William Head Institution: 6000 William Head Road, Victoria, BC

b. Travel

Travel to the following locations will be required for performance of the work under this contract to a maximum of one travel charge per day for each complex. Travel charges to be equally divided between the sites when services are provided to more than one site within a complex for all of the above locations of work.

1.6 Language of Work:

The Contractor must perform all work in English.

**ANNEX "B"
BASIS OF PAYMENT**

Price / Rate Proposal

- 1. LABOUR: FIRM HOURLY RATE per person to be applied for maintenance, repair, within the Fraser Valley Institutions ON SITE \$ _____ / hr.

LABOUR: FIRM HOURLY RATE per person to be applied for maintenance, repair, for all SHOP REPAIRS \$ _____ / hr.

LABOUR: FIRM HOURLY RATE per person to be applied for maintenance, repair, within the William Head Institutions ON SITE \$ _____ / hr.
- 2. TRAVEL: FIRM HOURLY RATE for all Travel (supplier site or home, whichever is closer to CSC Complex*). \$ _____/hr
- 3. PARTS AND MATERIALS: supplied by the Contractor, on an as and when requested basis, will be charged at Manufacturers' Current Suggested Retail Price List, plus any inbound freight cost, after a discount of _____%.

*Complex is defined as follows:

- Abbotsford - Matsqui Institution, Fraser Valley Institution, and Pacific Institution/Regional Treatment Centre
- Mission - Mission Institution and Ferndale Institution
- Agassiz - Kent Institution and Mountain Institution
- Harrison Mills - Kwikwexwethp
- Vancouver Island - William Head Institution

Maximum of one travel charge per day for each complex. Travel charges to be equally divided between the sites when services are provided to more than one site within a complex.

(For evaluation purposes only, evaluation will be based on an estimate of 100 hours labour and \$1000 parts and material for Fraser Valley Area and based on an estimate of 50 hours labour and \$500 parts and material for Metchosin Area)



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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization /
 Ministère ou organisme gouvernemental d'origine **Public Safety** 2. Branch or Directorate / Direction générale ou Direction
CSC - Health Services Pacific Region

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
 Maintenance and repair of medical equipment on an as and when requested basis to a variety of bio-medical equipment, such as: X-Ray equipment, ECG Machine etc. for Correctional Services Canada, Pacific Region.

5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées? No / Non 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? No / Non Yes / Oui

5. 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) No / Non 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. No / Non Yes / Oui

6. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? No / Non 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 checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
--	--------------------------------------	---

7. b) Release restrictions / Restrictions relatives à la diffusion

No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: Specify country(ies) / Préciser le(s) pays: <input type="checkbox"/>	Restricted to: / Limité à: Specify country(ies) / Préciser le(s) pays: <input type="checkbox"/>	Restricted to: / Limité à: Specify country(ies) / Préciser le(s) pays: <input type="checkbox"/>

7. c) Level of information / Niveau d'information

PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>



PART A (continued) / PARTIE A (suite)

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

If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

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

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

Document Number / Numéro du document :

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

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

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



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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 / PROTÉGÉE			CLASSIFIED / CLASSIFIÉE			NATO				COMSEC					
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COMSEC TOP SECRET / COMSEC TRÈS SECRET	PROTECTED / PROTÉGÉE			CONFIDENTIAL	SECRET	TOP SECRET
							NATO DIFFUSION RESTRICTED	NATO CONFIDENTIAL	A		B	C				
Information / Annots / renseignements / Biais / Protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Methods / Méthodes / TI / Lignes / Le matériel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

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

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

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