

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

## INVITATION TO TENDER APPEL D'OFFRES

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

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

### **Soumission aux: Travaux Publics et Services Gouvernementaux Canada**

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

### **Comments - Commentaires**

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

### **Issuing Office - Bureau de distribution**

Construction Services Division/Division des services  
de construction  
11 Laurier St./11 Rue Laurier  
3C2, Place du Portage  
Phase III  
Gatineau, Québec K1A 0S5

<b>Title - Sujet</b> STAINED GLASS REPAIRS	
<b>Solicitation No. - N° de l'invitation</b> EP748-133080/B	<b>Date</b> 2013-08-16
<b>Client Reference No. - N° de référence du client</b> 20133080	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$\$FG-206-63310
<b>File No. - N° de dossier</b> fg206.EP748-133080	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2013-09-12</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Roy, Micheline	<b>Buyer Id - Id de l'acheteur</b> fg248
<b>Telephone No. - N° de téléphone</b> (819) 956-0663 ( )	<b>FAX No. - N° de FAX</b> (819) 956-8335
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA CENTRE BLOCK 111 WELLINGTON ST OTTAWA Ontario K1A0A9 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

Solicitation No. - N° de l'invitation

EP748-133080/B

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

fg206

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

20133080

File No. - N° du dossier

fg206EP748-133080

CCC No./N° CCC - FMS No/ N° VME

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**This bid solicitation cancels and supersedes previous bid solicitation number EP748-133080/A dated May 2nd, 2013 with a closing of May 24, 2013 at 02:00 PM. .**

## **INVITATION TO TENDER**

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

## **TWO-ENVELOPE BID**

This Bid shall be submitted following a "two-envelope" procedure. Refer to SI05 of the Special Instructions to Bidders.

## **LIMITATION OF LIABILITY**

PWGSC is limiting the Contractor's first party liability for work in Low Rise, High Rise and Heritage Buildings. See changes to GC1.6 "Indemnification by the Contractor" of R2810D in the Supplementary Conditions.

## **INSURANCE TERMS**

The Insurance Terms for this solicitation are amended. Refer to the Supplementary Conditions.

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### GENERAL INSTRUCTIONS TO BIDDERS (GI) - R2710T (2013-06-27)

The following GI's are included by reference and are available at the following Web Site

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R>

GI01	Code of Conduct and Certification - Bid
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Solicitation No. - N° de l'invitation

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File No. - N° du dossier

fg206EP748-133080

CCC No./N° CCC - FMS No/ N° VME

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BA07 Bid Security

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## **ANNEX**

**ANNEX "A" - SECURITY REQUIREMENT CHECK LIST**

## SPECIAL INSTRUCTIONS TO BIDDERS (SI)

### SI01 INTRODUCTION

1. Public Works and Government Services Canada (PWGSC) intends to retain a Contractor to provide construction services for the project as set out in this Invitation to tender (ITT).
2. Bidders responding to this ITT are requested to submit a full and complete quotation (refer to SI05 'Submission of Bid'). The bid will cover not only the qualifications, experience and organization of the Bidder (Envelope 1 - Qualifications), but also the pricing offered (Envelope 2 - Price).

### SI02 BID DOCUMENTS

1. The following are the bid documents:
  - a. Invitation to Tender
  - b. Special Instructions to Bidders
  - c. General Instructions to Bidders R2710T (2013-06-27)
  - d. Supplementary Conditions
  - e. Submission Requirements and Evaluation
  - f. Bid and Acceptance Form and related Appendice(s) and Annexe (s)
  - g. Clauses & Conditions identified in "contract documents"
  - h. Specifications and Drawings
  - i. Any amendments issued prior to bid closing
2. General Instructions to Bidders is incorporated by reference and is 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:  
[Http://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual](http://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual)

### SI03 ENQUIRIES DURING THE SOLICITATION PERIOD

1. Enquiries regarding this bid must be submitted in writing to the Contracting Officer named on the Invitation to Tender - Page 1 as early as possible within the solicitation period. Except for the approval of alternative materials as described in G116 of R2710T of the General Instructions to Bidders, enquiries should be received no later than five (5) calendar days prior to the date set for solicitation closing to allow sufficient time to provide a response. Enquiries received after that time may result in no answer being provided.
2. To ensure consistency and quality of the information provided to Bidders, 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 bid sent throughout the solicitation period are to be directed ONLY to the Contracting Officer named on the Invitation to Tender - Page 1. Failure to comply with this requirement may result in the bid being declared non-responsive.

### SI04 MANDATORY SITE VISIT

1. There will be a mandatory site visit on **August 29, 2013 at 1:00PM**. Interested bidders are to meet in the front of the Peace Tower, 111 Wellington Street, Ottawa, Ontario.

The site visit for this project is **MANDATORY**. The representative of the bidder will be required to sign the Site Visit Attendance Sheet at the site visit. Bids submitted by Bidders who have not signed the attendance sheet will not be accepted.

2. **Please Note:** The names of each individual attending the site visit, their date of birth, along with the name of the firm they represent, must be provided to the Contracting Officer by **August 23, 2013** in order to gain access to the site.
3. **Attire -** It is mandatory that all persons attending the site have the proper safety footwear (CSA approved green patch). Hard hats are also required. Contractor personnel/individuals who do not have the proper safety attire will be denied access to the site.

## SI05 SUBMISSION OF BID

**Section GI10 of R2710T is replaced by the following:**

1. The bid shall be submitted following a "two-envelope" procedure in which the Bidder submits the Appendices 2 and 3 (Qualification) and any required associated document(s) in envelope 1 and the Bid and Acceptance Form and any required associated document(s) in a envelope 2. Both envelopes shall be enclosed and sealed together in a third envelope, the bid envelope. All envelopes are to be provided by the Bidder.
2. The bid envelope shall be addressed and submitted to the office designated on the Front Page "Invitation to Tender" for the receipt of the bids. The bid must be received on or before the date and time set for solicitation closing. Prior to submitting the bid, the Bidder shall ensure that the following information is clearly printed or typed on the face of the bid envelope:
  - a. Solicitation Number;
  - b. Name of Bidder;
  - c. Return address; and
  - d. Closing Date and Time.
3. The Appendices 2 and 3 (Qualifications), 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 - APPENDICES 2 AND 3 (QUALIFICATIONS);**
  - b. Solicitation Number; and
  - c. Name of Bidder.

### **Documents to be included in envelope 1 :**

- a) Appendix "2" - Letters of Reference - Masonry (1 original + 4 copies)
  - b) Appendix "3" - Letters of Reference - Conservators (1 original + 4 copies)
4. The Bid and Acceptance 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;**
  - b. Solicitation Number; and
  - c. Name of Bidder

## **Documents to be included in envelope 2**

- a) Bid and Acceptance Form
- b) Bid Security
- c) Appendix "1" - Complete List of each Individual who are currently Directors of the Bidder

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

5. Timely and correct delivery of bids is the sole responsibility of the Bidder.

### **SI06 REVISION OF BID**

A bid may be revised by letter or facsimile in accordance with GI11 of R2710T of the General Instructions to Bidders. The facsimile number for receipt of revisions is (819) 956-1459.

### **SI07 OPENING OF BIDS / EVALUATION**

1. There will be no public opening.
2. **Envelope 1** - Qualifications - will be opened in private : this envelope will be opened first to evaluate the submittal requirements. Failure to meet mandatory requirements and minimum rated requirements will render the bid non-compliant and no other consideration will be given to the bid. Envelope 2 will be returned unopened to the bidder.
3. **Envelope 2** - Price: Only those envelopes from Bidders that meet all requirements of the Qualifications shall be opened.
4. Envelope 2 submittals will be evaluated against the mandatory requirements, failure to comply with any or all of the mandatory requirement(s) will render the bid non-compliant and no other consideration will be given to the bid.

### **SI08 COMPLETION OF SUBMISSION**

The Bidder shall base the Bid on the applicable bid documents listed in the Special Instructions to Bidders. It is the responsibility of the Bidder to obtain clarification on any terms, conditions or technical requirements contained in this document.

### **SI09 INSUFFICIENT FUNDING**

In the event that the lowest compliant bid exceeds the amount of funding allocated for the Work, Canada in its sole discretion may

- a. cancel the solicitation; or
- b. obtain additional funding and award the Contract to the Bidder submitting the lowest compliant bid; and/or

- c. negotiate a reduction in the bid price and/or scope of work of not more than 15% with the Bidder submitting the lowest compliant bid. Should an agreement satisfactory to Canada not be reached, Canada shall exercise option (a) or (b).

## SI10 DEBRIEFINGS

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

## SI11 BID VALIDITY PERIOD

1. Canada reserves the right to seek an extension to the bid validity period prescribed in BA04 of the Bid and Acceptance Form. Upon notification in writing from Canada, Bidders shall have the option to either accept or reject the proposed extension.
2. If the extension referred to in paragraph 1) of SI11 is accepted, in writing, by all those who submitted bids, then Canada shall continue immediately with the evaluation of the bids and its approvals processes.
3. If the extension referred to in paragraph 1) of SI11 is not accepted in writing by all those who submitted bids then Canada shall, at its sole discretion, either
  - a. continue to evaluate the bids of those who have accepted the proposed extension and seek the necessary approvals; or
  - b. cancel the invitation to tender.
4. The provisions expressed herein do not in any manner limit Canada's rights in law or under GI12 of R2710T "General Instructions to Bidders".

## SI12 SECURITY CLEARANCE

**This document contains a mandatory security requirement for the performance of the subsequent contract (refer to clause SC01 of the Supplementary Conditions included herein).**

1. **At bid closing, the Bidder must hold a valid Security Clearance** at level of Designated Organisation Screening (DOS) as indicated in section SC01 paragraph 1 of the Supplementary Conditions. Failure to comply with this requirement will render the Bid non-compliant and no further consideration will be given to the Bid.
2. The Successful Bidder'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 bidder to ensure that the security requirements are met throughout the performance of the contract. Canada will not be held liable or accountable for any delays or additional costs associated with the successful bidder's non-compliance with the mandatory security requirement.



3. For any enquiries concerning the project security requirement, during the bidding period, the Bidder must follow the instructions as detailed in SI03 "Enquiries during the Solicitation Period" . Additional information on PWGSC security can also be found on the following web site: <http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html> or by dialling 1-866-368-4646 (Toll free)

### SI13 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:

Treasury Board Appendix L, Acceptable Bonding Companies

<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=14494&section=text#appL>

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>

Bid Bond (form PWGSC-TPSGC 504) <http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/504.pdf>

Performance Bond (form PWGSC-TPSGC 505)

<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/505.pdf>

Labour and Material Payment Bond (form PWGWSC-TPSGC 506)

<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/506.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>

## SUPPLEMENTARY CONDITIONS (SC)

### SC01 SECURITY REQUIREMENT FOR CANADIAN CONTRACTORS

#### SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:

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

### SC02 LIMITATION OF LIABILITY

GC1.6 of R2810D is deleted and replaced with the following:

#### GC1.6 Indemnification by the Contractor

1. The Contractor shall indemnify and save Canada harmless from and against all claims, demands, losses, costs, damages, actions, suits, or proceedings whether in respect to losses suffered by Canada or in respect of claims by any third party, brought or prosecuted and in any manner based upon, arising out of, related to, occasioned by, or attributable to the activities of the Contractor in performing the Work, provided such claims are caused by the negligent or deliberate acts or omissions of the Contractor, or those for whom it is responsible at law.
2. The Contractor's obligation to indemnify Canada for losses related to first party liability shall be limited to:
  - a) In respect to each loss for which insurance is to be provided ", the Commercial General Liability insurance limit for one occurrence as referred to.
  - b) In respect to losses for which insurance is not required to be provided, the greater of the Contract Amount or \$5,000,000, but in no event shall the sum be greater than \$20,000,000.

The limitation of this obligation shall be exclusive of interest and all legal costs and shall not apply to any infringement of intellectual property rights or any breach of warranty obligations.

3. The Contractor's obligation to indemnify Canada for losses related to third party liability shall have no limitation and shall include the complete costs of defending any legal action by a third party. If requested by Canada, the Contractor shall defend Canada against any third party claims.

4. The Contractor shall pay all royalties and patent fees required for the performance of the Contract and, at the Contractor's expense, shall defend all claims, actions or proceedings against Canada charging or claiming that the Work or any part thereof provided or furnished by the Contractor to Canada infringes any patent, industrial design, copyright trademark, trade secret or other proprietary right enforceable in Canada.
5. Notice in writing of a claim shall be given within a reasonable time after the facts, upon which such claim is based, became known.

### **SC03 INSURANCE TERMS**

#### **IT1 General**

##### **IT1.1 Proof of Insurance**

1. Before commencement of the Work, and within thirty (30) days after acceptance of its bid, the Contractor shall deposit with Canada a Certificate of Insurance Form 357, available on Public Works and Government Services Canada Web site.
2. Upon request by Canada, the Contractor shall provide originals or certified true copies of all contracts of insurance maintained by the Contractor pursuant to the provisions contained herein.
3. The insurance policies shall be endorsed to provide Canada with not less than thirty (30) days notice in writing in advance of a cancellation of insurance or any reduction in coverage.

##### **IT1.2 Payment of Deductible**

1. The payment of monies up to the deductible amount made in satisfaction of a claim shall be borne by the Contractor.

#### **IT2 Commercial General Liability**

##### **IT2.1 Scope of Policy**

1. The insurance coverage provided shall not be less than that provided by IBC Form 2100, as amended from time to time, and shall have:
  - a) an Each Occurrence Limit of not less than \$5,000,000;
  - b) a Products/Completed Operations Aggregate Limit of not less than \$5,000,000; and
  - c) a General Aggregate Limit of not be less than \$10,000,000 per policy year, if the policy is subject to such a limit.
2. The policy shall either include or be endorsed to include coverage for the following exposures or hazards if the Work is subject thereto:
  - a) Blasting.
  - b) Pile driving and caisson work.
  - c) Underpinning.

- d) Removal or weakening of support of any building or land whether such support be natural or otherwise if the work is performed by the insured contractor.

## **IT2.2 Insured**

1. The policy shall insure the Contractor and shall include Her Majesty the Queen in right of Canada, represented by the Minister of Public Works and Government Services Canada as an additional Insured, with respect to liability arising out of the operations of the contractor with regard to the work.

## **IT2.3 Period of Insurance**

1. Unless otherwise directed in writing by Canada, or, otherwise stipulated elsewhere herein, the policy required herein shall be in force and be maintained from the date of contract award until the day of issue of the Certificate of Completion except that the coverage for Completed Operations Liability shall, in any event, be maintained for a period of at least six (6) years beyond the date of the Certificate of Substantial Performance.

## **IT3 Builder's Risk / Installation Floater**

### **IT3.1 Scope of Policy**

1. The insurance coverage provided by a Builder's Risk policy or an Installation Floater policy shall not be less than that provided by IBC Forms 4042 and 4047, as amended from time to time.
2. The policy shall permit use and occupancy of the project, or any part thereof, where such use and occupancy is for the purposes for which the project is intended upon completion.
3. The policy may exclude or be endorsed to exclude coverage for loss or damage caused by any of the following:
- a) Asbestos.
  - b) Fungi or spores.
  - c) Cyber.
  - d) Terrorism.

### **IT3.2 Amount of Insurance**

1. The amount of insurance shall not be less than the sum of the contract value plus the declared value (if any) set forth in the contract documents of all material and equipment supplied by Canada at the site of the project to be incorporated into and form part of the finished Work. If the value of the Work is changed, the policy shall be changed to reflect the revised contract value.

### **IT3.3 Insured**

1. The policy shall insure the Contractor and shall include, as an additional Insured, Her Majesty the Queen in right of Canada, represented by the Minister of Public Works and Government Services Canada.

### **IT3.4 Period of Insurance**

1. Unless otherwise directed in writing by Canada, or, stipulated elsewhere herein, the policy required herein shall be in force and be maintained from prior to the commencement of work until the day of issue of the Certificate of Substantial Performance.

### **IT3.5 Insurance Proceeds**

1. The policy shall provide that the proceeds thereof are payable to Her Majesty or as Canada may direct in accordance with GC10.2, "Insurance Proceeds".
2. The Contractor shall, without delay, do such things and execute such documents as are necessary to effect payment of the proceeds.

### **IT3.6 All Risk in Transit Insurance**

The Contractor must obtain All Risks Property insurance while the Government Property is under its care, custody or control, and maintain it in force throughout the duration of the Contract, in an amount of not less than \$2,700,000.00. The Government's Property must be insured on replacement cost (new) basis.

1. Administration of Claims: The Contractor must notify Canada promptly about any losses or damages to Government Property and monitor, investigate and document losses of or damage to ensure that claims are properly made and paid.
2. The All Risks Property insurance policy must include the following:
  - a. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority at least thirty (30) days written notice of policy cancellation.
  - b. Loss Payee: Canada as its interest may appear or as it may direct.
  - c. Waiver of Subrogation Rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by Public Works and Government Services Canada for any and all loss of or damage to the property however caused.

## **SC04 REPLACEMENT OF SPECIFIC INDIVIDUALS**

- 1) If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
- 2) If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with the same level of qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:
  - (a) the name, qualifications and experience of the proposed replacement; and
  - (b) proof that the proposed replacement has the required security clearance granted by Canada, if applicable.

- 3) The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Departmental Representative may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with SC05 2). The fact that the Departmental Representative does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.
- 4) Unavailability of a specific individual by reason of performing work on another project on behalf of or at the request of the Contractor, will not be considered a reason beyond the control of the Contractor pursuant to SC05 1).

## SUBMISSION REQUIREMENTS AND EVALUATION (SRE)

### SRE1 General Information

### SRE2 Technical Bid Submission Requirements and Evaluation

### SRE3 Price Evaluation

### SRE4 Basis of Selection

#### SRE 1 General Information

##### 1.1 Submission of Proposals for Heritage Mason and Heritage Stained Glass Conservators:

Submit information on three (3) past projects as identified in SRE 2.1.1 and SRE 2.2.1

Submit a reference letter for each of the same three (3) projects. Refer to Appendix "2" and "3" for reference letter templates.

Submit one (1) original and four (4) copies of the documents in envelope no. 1.

#### SRE2 Technical Bid Submission Requirements and Evaluation

##### 2.1 Heritage Mason Sub-Trade

##### 2.1.1 Project Experience

The heritage mason sub-trade team must submit three (3) projects, completed in the last five (5) years that include the following types of heritage masonry work experience.

- a) Work on heritage buildings with stone masonry walls.
- b) Work on stone tracery with glass panels, either stained glass or leaded glass, set into the stone reglets, and coordinated with a stained glass conservator sub-trade.
- c) Heritage masonry procedures using hand tools, including but not limited to:
  - i) Raking and repointing; stone pinning; removing and resetting stone; stone Dutchman; stone cutting; anchor hole repair; stone repair using a restoration mortar.

It is mandatory that the three (3) submitted projects combined, encompass examples of all of these repair techniques. Failure to demonstrate experience in any of the above repair techniques will result in disqualification.

- d) Removal of sealant and coatings containing asbestos conforming to health and safety regulations.

For each of the three (3) submitted projects, provide the following information:

- i) Project title, project location, the role of the heritage mason in the project (general contractor, or sub-contractor), project completion date, building age, and the buildings heritage designation.

- ii) Contract value for the masonry component of the project work.
- iii) Summary of the masonry condition and the repair techniques used to conserve the masonry.

### 2.1.2 Proposed Heritage Stone Mason Foreperson

It is requested that the bidders demonstrate that the heritage stone mason foreperson possesses the skill sets to complete the mandatory conservation repair techniques listed above (refer to SRE 2.1.1 (c)).

Identify the heritage stone mason foreperson, including role and responsibilities:

- number of years working as heritage stone mason, tasks performed in past projects demonstrating skill in the mandatory repair techniques as per above (refer to SRE 2.1.1 c)); and, other projects on which that person has worked.

It is mandatory that the experience of the heritage stone mason foreperson shows that he has had experience with working on at least one (1) project with stained glass in stone surrounds in the last five (5) years. Failure to demonstrate this will result in disqualification.

### 2.1.3 Rated Requirements Technical Criterion for Heritage Stone Mason Sub-Trade

ITEM	POINTS	RESPONSE
<b>Submitted Projects</b>		
Completion Date	All projects less than 5 years: 2 points One or more projects greater than 5 years: 1 point	Maximum points: 2
Building Age	All 3 projects older than 1940: 2 points One more projects Younger than 1940: 1 point	Maximum points: 2
Building designated as Heritage by a recognized organization	2 or more projects : 2 points 1 project: 1 point	Maximum points: 2
What was the contract value for the heritage stone masonry?	<b>Project 1</b> \$75K and greater: 3 points Less than \$75K: 1 point	Maximum points: 3
	<b>Project 2</b> \$75K and greater: 3 points Less than \$75K: 1 point	Maximum points: 3
	<b>Project 3</b> \$75K and greater: 3 points Less than \$75K: 1 point	Maximum points: 3
Was work on stone tracery windows openings coordinated with a stained glass conservator?	Three (3) projects: 5points Two (2) projects: 3 points One (1) project 1 point	Maximum points: 5
Do the projects cumulatively demonstrate the required repair techniques? [refer to SRE 2.1.1 c)].	<b>No: Bid rejected</b>	<b>Bid rejected if this requirement is not met</b>



Do the projects include removal of sealant and coatings containing asbestos conforming to health and safety regulations.	One project: 1 point	Maximum points: 1
<b>Proposed Heritage Stone Mason Foreperson</b>		
Does the heritage stone mason foreperson have at least ten (10) years experience in stone wall conservation?	10 years or more 5 points 5 to 9 years 3 points less than 5 years 2 points	Maximum points: 5
Does the stone mason have at least five (5) years experience at a supervisory level?	5 years or more: 3 points 3 to 5 years: 2 points Less than 3 years: 0 points	
Does the heritage stone mason foreperson have had experience with working on at least one (1) of the project with stained glass in stone surrounds in the last 5 years.	<b>No: Bid rejected</b>	<b>Bid rejected if this requirement is not met</b>
Does the heritage stone mason foreperson possess the skill sets to complete the mandatory conservation repair techniques listed above [refer to SRE 2.1.1 c)].	All 7 techniques: 5 points 5 to 6 techniques: 4 points 3 to 4 techniques : 3 points Two or less : 0 points	Maximum points: 5
<b>Subtotal</b>		<b>Maximum points for this section : 31 points</b>
<b>Reference Contacts :</b>	Based on responses to all three (3) projects	<b>Maximum points for the reference : 10</b> See 2.1.4 for calculation of reference letter scores
<b>Total combined score (subtotal and reference contacts)</b>		<b>Maximum Score: 41 points</b> <b>Minimum Score: 30 points</b>

## 2.1.4 Calculation of Reference Score

Reference Letter 1 :		Maximum 10 points
1) Quality of finished work.	Superior 3 points Satisfactory 2 points Not satisfactory 0 points Unacceptable 0 points	
2) Project managed acceptably.	Superior 3 points Satisfactory 2 points Not satisfactory 0 points Unacceptable 0 points	
3) Compliance with health and safety regulations	Yes 1 point No 0 points	
4) Project completed on time	Yes 1 point No – but beyond contractors control 1 point No – but within contractors control 0 points	
5) Project delivered on budget	Yes 1 point No – but beyond contractors control 1 point No – but within contractors control 0 points	
6) Recommendation for work in this field	Yes 1 point No 0 points	
Reference Letter 2 :		Maximum 10 points
1) Quality of finished work.	Superior 3 points Satisfactory 2 points Not satisfactory 0 points Unacceptable 0 points	
2) Project managed acceptably.	Superior 3 points Satisfactory 2 points Not satisfactory 0 points Unacceptable 0 points	
3) Compliance with health and safety regulations	Yes 1 point No 0 points	
4) Project completed on time	Yes 1 point No – but beyond contractors control 1 point	

5) Project delivered on budget	No – but within contractors control 0 points Yes 1 point No – but beyond contractors control 1 point No – but within contractors control 0 points	
6) Recommendation for work in this field	Yes 1 point No 0 points	
<b>Reference Letter 3 :</b>		
1) Quality of finished work.	Superior 3 points Satisfactory 2 points Not satisfactory 0 points Unacceptable 0 points	<b>Maximum 10 points</b>
2) Project managed acceptably.	Superior 3 points Satisfactory 2 points Not satisfactory 0 points Unacceptable 0 points	
3) Compliance with health and safety regulations	Yes 1 point No 0 points	
4) Project completed on time	Yes 1 point No – but beyond contractors control 1 point No – but within contractors control 0 points	
5) Project delivered on budget	Yes 1 point No – but beyond contractors control 1 point No – but within contractors control 0 points	
6) Recommendation for work in this field	Yes 1 point No 0 points	
<b>Total of scores from all three (3) references</b>		
<b>Total score divided by 3 = final score for references</b>		<b>Maximum score is 10. Report this score on table under item 2.1.3 above.</b>

## 2.2 RATED TECHNICAL CRITERIA FOR HERITAGE STAINED GLASS CONSERVATOR SUB-TRADE

### 2.2.1 Project Experience:

The Heritage Stained Glass Project Sub-trade team must submit three (3) projects, completed in the last five (5) years, that include the following types of mandatory conservation repair techniques

- a) Removal and installation of windows at stone surrounds and tracery;
- b) Recording with photography and annotated rubbings;
- c) Templating of individual window openings;
- d) Surface cleaning of panels;
- e) Releading work (include: came types and composition of alloy);
- f) Silicone edge glue repairs;
- g) Epoxy edge glue repairs;
- h) Copper foil repairs;
- i) Overplating;
- j) Painting – replicating original work;
- k) Consolidation of fragile paints.

It is mandatory that the three (3) submitted projects combined, encompass examples of all of these repair techniques. Failure to demonstrate experience in any of the above repair techniques will result in disqualification.

For each of the three (3) submitted projects, provide the following information:

- Project title, project location, the role of the Heritage Stained Glass Sub-trade in the project, project completion date, building age, and the buildings heritage designation.
- Contract value for the stained glass component of the project work.
- Summary of the condition of the window(s) prior to conservation and the repair techniques used to conserve the windows.
- List of the Heritage Stained Glass Sub-trade team (Stained Glass Conservator and others) involved in the project, identifying roles and responsibilities of each team member.

### 2.2.2 Proposed Heritage Stained Glass Sub-trade team for this project

It is required that the bidders demonstrate that the Heritage Stained Glass Sub-trade team possesses the skill sets to complete the mandatory conservation repair techniques listed above [refer to SRE 2.2.1 a) through k)].

Identify each member of the proposed Heritage Stained Glass Sub-trade team and submit resumes, including:

- their roles and responsibilities;
- number of years in the field; and,

- tasks performed in past projects demonstrating skill in the mandatory repair techniques as per above [refer to SRE 2.2.1 a) through k)];

### 2.2.3 Rated Requirements Technical Criterion

ITEM	POINTS	RESPONSE
<b>Submitted Projects</b>		
Completion Date:	All projects less than 5 years 2 points One (2) or more projects Greater than 5 years 1 point	Maximum points: 2
What was the contract value for the heritage stained glass component?	<b>Project 1</b> \$175K and greater 1 point \$100K to \$175K 0.5 point Below \$100K 0 point	Maximum points: 1
	<b>Project 2</b> \$175K and greater 1 point \$100K to \$175K 0.5 point Below \$100K 0 points	Maximum points: 1
	<b>Project 3</b> \$175K and greater 1 point \$100K to \$175K 0.5 point Below \$100K 0 points	Maximum points: 1
Were projects supervised by a stained glass conservator? Per spec. section 01 43 18	3 projects 5 points 2 projects 3 points 1 project 1 point	Maximum points: 5
Do the three (3) projects submitted cumulatively demonstrate the required mandatory repair techniques in SRE 2.2.1 a) through k)?	<b>No: Bid rejected</b>	<b>Bid rejected if this requirement is not met</b>
<b>Proposed Core Team</b>		
Does the conservator have ten (10) years experience in art glass conservation	10 years 5 points 7-9 years 3 points Less than 7 years 0 points	Maximum points: 5
Does the conservator have five (5) years at a supervisory level?	5 years 5 points 3 to 4 years 3 points Less than 3 years 0 points	Maximum points: 5

Based on the submitted resumes, do the members of the core team submitted for this project, each have a minimum of five (5) years working on stained glass conservation?	Yes No	5 points 0 points	Maximum points: 5
Based on the submitted resumes, does the core team cumulatively have the required skills to complete the mandatory repair techniques in SRE 2.2.1 a) through k).	Yes No	5 points 0 points	Maximum points: 5
<b>Subtotal</b>			<b>Maximum points for this section : 30</b>
<b>Reference Contacts :</b>	Based on responses to all three (3) projects		<b>Maximum points for the reference : 10</b> See 2.2.4 for calculation of reference letter scores
<b>Total combined score (subtotal and reference contacts)</b>			<b>Maximum Score: 40</b> <b>Minimum Score: 30</b>

## 2.2.4 Calculation of Reference Score

<b>Reference Letter 1 :</b>		<b>Maximum 10 points</b>
1) Quality of finished work.	Superior 3 points Satisfactory 2 points Not satisfactory 0 points Unacceptable 0 points	
2) Project managed acceptably.	Superior 3 points Satisfactory 2 points Not satisfactory 0 points Unacceptable 0 points	
3) Compliance with health and safety regulations	Yes 1 point No 0 points	
4) Project completed on time	Yes 1 point No – but beyond contractors control 1 point No – but within contractors control 0 points	
5) Project delivered on budget	Yes 1 point No – but beyond contractors control 1 point No – but within contractors control 0 points	

6) Recommendation for work in this field	Yes No	1 point 0 points	
<b>Reference Letter 2 :</b>			<b>Maximum 10 points</b>
1) Quality of finished work.	Superior Satisfactory Not satisfactory Unacceptable	3 points 2 points 0 points 0 points	
2) Project managed acceptably.	Superior Satisfactory Not satisfactory Unacceptable	3 points 2 points 0 points 0 points	
3) Compliance with health and safety regulations	Yes No	1 point 0 points	
4) Project completed on time	Yes No – but beyond contractors control No – but within contractors control	1 point 1 point 0 points	
5) Project delivered on budget	Yes No – but beyond contractors control No – but within contractors control	1 point 1 point 0 points	
6) Recommendation for work in this field	Yes No	1 point 0 points	
<b>Reference Letter 3 :</b>			<b>Maximum 10 points</b>
1) Quality of finished work.	Superior Satisfactory Not satisfactory Unacceptable	3 points 2 points 0 points 0 points	
2) Project managed acceptably.	Superior Satisfactory Not satisfactory Unacceptable	3 points 2 points 0 points 0 points	
3) Compliance with health and safety regulations	Yes No	1 point 0 points	

4) Project completed on time	Yes No – but beyond contractors control No – but within contractors control	1 point 1 point 0 points	
5) Project delivered on budget	Yes No – but beyond contractors control No – but within contractors control	1 point 1 point 0 points	
6) Recommendation for work in this field	Yes No	1 point 0 points	
<b>Total of scores from all three (3) references</b>			
<b>Total score divided by 3 = final score for references</b>			<b>Maximum score is 10. Report this score on table under item 2.2.3 above.</b>

### SRE3 PRICE EVALUATION

The price proposal and bid security shall be submitted in a separate sealed envelope. The price envelopes of all responsive proposals will be opened upon completion of technical submission evaluation. The Bidders submitting the lowest price in the second envelope will be the successful proponent.

### SRE4 BASIS OF SELECTION

Total maximum points for Heritage Mason Sub-Trade is 41 points; and for Heritage Stain Glass Sub-Trade is 40 points. A minimum score for Heritage Mason and Heritage Stain Glass is 30 points each trade that must be achieved to proceed to the opening of the price proposal.

The Bidders submitting the lowest price in the second envelope will be the successful proponent. In the case of a tie, the Bidder whose technical criteria score is the highest will be the successful bidder.



## CONTRACT DOCUMENTS (CD)

1. The following are the contract documents:
  - a. Contract page when signed by Canada;
  - b. Duly completed Bid and Acceptance Form and any Appendices and Annexes attached thereto;
  - c. Submission Requirements
  - d. Drawings and Specifications;
  - e. General Conditions:
 

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	R2850D (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	R2880D (2012-07-16);
GC9 Contract Security	R2890D (2012-07-16);
GC10 Insurance	R2900D (2008-05-12);

 Supplementary Conditions;
 

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;
  - f. Any amendment issued or any allowable bid revision received before the date and time set for solicitation closing;
  - g. Any amendment incorporated by mutual agreement between Canada and the Contractor before acceptance of the bid; and
  - h. 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  
[buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual](http://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 Bid and Acceptance Form submitted.

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## **BID AND ACCEPTANCE FORM (BA)**

### **BA01 IDENTIFICATION**

Stained Glass Preservation  
House of Commons, Centre Block  
111 Wellington Street, Ottawa ON

### **BA02 BUSINESS NAME AND ADDRESS OF BIDDER**

Name: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ PBN: \_\_\_\_\_

### **BA03 THE OFFER**

The Bidder offers to Canada to perform and complete the Work for the above named project in accordance with the Bid Documents for the Total Bid Amount of:

\$\_\_\_\_\_excluding applicable taxes  
(amount in numbers)

### **BA04 BID VALIDITY PERIOD**

The bid shall not be withdrawn for a period of thirty (30) days following the date of solicitation closing.

### **BA05 ACCEPTANCE AND CONTRACT**

Upon acceptance of the Contractor's offer by Canada, a binding Contract shall be formed between Canada and the Contractor. The documents forming the Contract shall be the contract documents referred to in CONTRACT DOCUMENTS (CD).

### **BA06 CONSTRUCTION TIME**

The contractor shall mobilize in October 2013 for template work for site work to take place during the Parliamentary winter recess. Site work will be conducted from mid December 2013 to mid January 2014. The contractor will demobilize from the North Portion of the work site by January 24th 2014 due to operational requirements. There will be a suspension of work on site from January 24 th 2014 to June 23rd 2014. The contractor must re-mobilize from late June 2014 and work on site until end of August 2014.

The entire period of the contract shall be completed within sixty-three (63) weeks from the date of acceptance of the offer.

### **BA07 BID SECURITY**

The Bidder is enclosing bid security with its bid in accordance with GI09 - Bid Security Requirements of the R2710T General Instructions to Bidders.

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**BA08 SIGNATURE**

I/we have the authority to bind the Corporation/Partnership

\_\_\_\_\_  
Name and title of person authorized to sign on behalf of Bidder (Type or print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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**WRITE DIRECTOR'S SURNAMES AND GIVEN NAMES IN BLOCK LETTERS**

[illegible]

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## **APPENDIX “2”**

### **LETTER OF REFERENCE - MASONRY**

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## **LETTER OF REFERENCE MASONRY**

The project that is presented by the bidder should demonstrate the following requirements:

This hereby confirms that the following contractor: \_\_\_\_\_

Executed the work for the following project: \_\_\_\_\_

\_\_\_\_\_  
Client Name  
(Block Letters)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Date

\_\_\_\_\_  
Initial Contract Value (applicable taxes)

\_\_\_\_\_  
Final Contract Value (applicable taxes)

\_\_\_\_\_  
Explain for any discrepancy between the initial and final value

\_\_\_\_\_  
Original expected Contract Completion Date

\_\_\_\_\_  
Actual Contract Completion Date

Circle the most appropriate response to the following 6 questions. Provide additional information and/or comments as required in the space below each question.

QUESTION	RESPONSE			
A. How was the quality of the finished work?	Superior	Satisfactory	Not satisfactory	Unacceptable
Comments:				

B. How was the management of the project (e.g. co-ordination of work, quality control, effectiveness of scheduling, implementation of work)?	Superior	Satisfactory	Not satisfactory	Unacceptable
Comments:				
C. Was the work completed in accordance with the relevant health and safety regulations?	Yes		No	
Comments:				
D. Was the project completed on time?	Yes		No	
If no, was this due to conditions beyond the control of the contractor (e.g. strike, changes in site conditions, weather extremes, client requested changes to scope of work)?	Yes		No	
Comments:				
E. Was the project delivered on budget?	Yes		No	
If no, was this due to conditions beyond the control of the contractor (e.g. unforeseen conditions, client requested changes to scope of work)?	Yes		No	
Comments:				
F. Would you recommend the mason for work in this field?	Yes		No	
Comments:				

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Other Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**\*\* NOTE:      ENVELOPE NO. 1**

**It is mandatory that one (1) original and four (4) copies of this reference letter be provided**



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## **APPENDIX “3”**

### **LETTER OF REFERENCE FOR CONSERVATORS**

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## LETTER OF REFERENCE FOR CONSERVATORS

The project that is presented by the bidder should demonstrate the following requirements:

This hereby confirms that the following contractor: \_\_\_\_\_

Executed the work for the following project:\_\_\_\_\_

\_\_\_\_\_  
Client Name  
(Block Letters)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Date

\_\_\_\_\_  
Initial Contract Value (applicable taxes)

\_\_\_\_\_  
Final Contract Value (applicable taxes)

\_\_\_\_\_  
Explain for any discrepancy between the initial and final value

\_\_\_\_\_  
Original Expected Contract Completion Date

\_\_\_\_\_  
Actual Contract Completion Date

Circle the most appropriate response to the following 6 questions. Provide additional information and/or comments as required in the space below each question.

QUESTION	RESPONSE			
A. How was the quality of the finished work?	Superior	Satisfactory	Not satisfactory	Unacceptable
Comments:				

B. How was the management of the project (e.g. co-ordination of work, quality control, effectiveness of scheduling, implementation of work)?	Superior	Satisfactory	Not satisfactory	Unacceptable
Comments:				
C. Was the work completed in accordance with the relevant health and safety regulations?	Yes		No	
Comments:				
D. Was the project completed on time?	Yes		No	
If no, was this due to conditions beyond the control of the contractor (e.g. strike, changes in site conditions, weather extremes, client requested changes to scope of work)?	Yes		No	
Comments:				
E. Was the project delivered on budget?	Yes		No	
If no, was this due to conditions beyond the control of the contractor (e.g. unforeseen conditions, client requested changes to scope of work)?	Yes		No	
Comments:				
F. Would you recommend the conservators for work in this field?	Yes		No	
Comments:				

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Other Comments: \_\_\_\_\_

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**\*\* NOTE:      ENVELOPE NO. 1**

**It is mandatory that one (1) original and four (4) copies of this reference letter be provided**

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## **ANNEX “A”**

### **SECURITY REQUIREMENT CHECK LIST**

# ANNEX A



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

EP748133080

Security Classification / Classification de sécurité  
UNCLASSIFIED

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

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

# ANNEX A



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

EP748133080

Security Classification / Classification de sécurité  
UNCLASSIFIED

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

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

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

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

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

Document Number / Numéro du document :

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

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

☐ RELIABILITY STATUS  
COTE DE FIABILITÉ

☐ CONFIDENTIAL  
CONFIDENTIEL

☐ SECRET  
SECRET

☐ TOP SECRET  
TRÈS SECRET

☐ TOP SECRET - SIGINT  
TRÈS SECRET - SIGINT

☐ NATO CONFIDENTIAL  
NATO CONFIDENTIEL

☐ NATO SECRET  
NATO SECRET

☐ COSMIC TOP SECRET  
COSMIC TRÈS SECRET

☒ SITE ACCESS  
ACCÈS AUX EMPLACEMENTS

Special comments: Only Screened personnel to be utilized.  
Commentaires spéciaux :

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

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

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

If Yes, will unscreened personnel be escorted?

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

PRODUCTION

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

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

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
UNCLASSIFIED

Canada



# ANNEX A



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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 CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET  TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non ☐ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non ☐ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).