

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC**  
**11 LaurierSt./ 11, rue Laurier**  
**Place du Portage, Phase III**  
**Core 0A1 / Noyau 0A1**  
**Gatineau**  
**Québec**  
**K1A 0S5**  
**Bid Fax: (819) 997-9776**

**REQUEST FOR PROPOSAL**  
**DEMANDE DE PROPOSITION**

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

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

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

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

**Comments - Commentaires**

<b>Title - Sujet</b> HVAC MAINTENANCE CONTRACTS	
<b>Solicitation No. - N° de l'invitation</b> EJ196-132660/B	<b>Date</b> 2013-08-21
<b>Client Reference No. - N° de référence du client</b> 20132660	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$FK-290-63345	
<b>File No. - N° de dossier</b> fk290.EJ196-132660	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-09-30</b>	<b>Time Zone 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> Ghoumrassi, Hakim	<b>Buyer Id - Id de l'acheteur</b> fk290
<b>Telephone No. - N° de téléphone</b> (819) 956-7448 ( )	<b>FAX No. - N° de FAX</b> (819) 956-3600
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> <div>Specified Herein Précisé dans les présentes</div>	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

<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 (type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

**Issuing Office - Bureau de distribution**  
Maintenance & Professional Consulting Services Division  
(FK)  
11 Laurier St./ 11, rue Laurier  
3C2, Place du Portage, Phase III  
Gatineau  
Québec  
K1A 0S5

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**This bid solicitation cancels and supersedes previous bid solicitation number EJ196-132660/A dated 2013-06-11 with a closing of 2013-07-24 at 02:00 pm EDT.**

## **IMPORTANT NOTICE TO SUPPLIERS**

### **Government of Canada is moving its Government Electronic Tendering Service from MERX to Buyandsell.gc.ca/tenders on June 1, 2013**

Starting June 1, 2013, federal government tenders (tender notices and bid solicitation documents) will be published and available free of charge on a Government of Canada Web site on Buyandsell.gc.ca/tenders.

The Government Electronic Tendering Service on Buyandsell.gc.ca/tenders will be the sole authoritative source for Government of Canada tenders that are subject to trade agreements or subject to departmental policies that require public advertising of tenders.

Get more details in the Frequently Asked Questions section of Buyandsell.gc.ca/tenders.

After June 1, 2013, all tenders and related documents and amendments will be on Buyandsell.gc.ca/tenders.

**Bookmark Buyandsell.gc.ca/tenders now to be ready for June 1!**

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Solicitation No. - N° de l'invitation

EJ196-132660/B

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

fk290

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

20132660

File No. - N° du dossier

fk290EJ196-132660

CCC No./N° CCC - FMS No/ N° VME

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Annex B	Security Requirements Check List (SRCL)
Annex C	<b>Federal Contractors Program for Employment Equity - Certification</b>
Annex D	Cost Estimate Form for Extra Work
Annex E	Form to provide a Complete List of names of all individuals who are currently directors of the Bidder

## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

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

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security Requirement; includes specific requirements that must be addressed by bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Security Requirement Check List, the Certification for Federal Contractors Program for Employment Equity, a form to provide a Complete List of names of all individuals who are currently directors of the Bidder, and the Cost Estimate Form for Extra Work.

### **1.2 Summary**

- (i) To provide maintenance service, including all necessary tools, services, materials, and labour on HVAC equipment in accordance with the Statement of Work attached herein as Annex A.
- (ii) This requirement is for Public Works and Government Services Canada (PWGSC) located at various locations (Tilley and Drake compound at 719 Heron Road, 2455 Don Reid Drive and 2086 Walkley Road), Ottawa, Ontario, Canada.
- (iii) Mandatory Response Time

As per **Annex A**, Statement of Work EJ196-132660, SW 3.V (a), (b) and (c), Call Backs/Emergency Calls, it is a mandatory requirement of the contract that:

- a. The Contractor must provide twenty-four (24) hour, seven (7) days a week emergency Call -back service for the duration of the contract at no extra cost, refer to SW2.II.n and SW2.1.II.i for more details.
- b. The Contractor must respond within 30 minutes of each request; and be on site ready to work within two (2) hours of receiving the emergency call. All work for emergency service must be executed by a qualified service personnel named in the Contract and such work must proceed continuously until the system is returned to safe operating condition.
- c. The Contractor must update the Trouble Desk of the status of each requestservice call and

contact the Trouble Desk within 4 hours to close out the ticket once each issue is resolved.

(iv) The period of any resulting Contract will be for a period five (5) years. The services must be provided in accordance with Statement of Work EJ196-13-2660, attached herein as Annex A.

(v) There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security Requirement, and Part 7 - Resulting Contract Clauses. Bidders should consult the " Security Requirements for PWGSC Bid Solicitations - Instructions 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.

(vi) Bidders must provide a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions 2003.

(vii) For services requirements, Bidders in receipt of a pension or a lump sum payment must provide the required information as detailed in article 3 of Part 2 of the bid solicitation.

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

(ix) There is a Federal Contractors Program (FCP) for employment equity requirement associated with this procurement; see Part 5 - Certifications, Part 7 - Resulting Contract Clauses and the annex named Federal Contractors Program for Employment Equity - Certification."

### 1.3 Debriefings

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

## **PART 2 - BIDDER INSTRUCTIONS**

### **2.1 Standard Instructions, Clauses and Conditions**

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions* <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>(<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

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

The 2003, (2012-11-19) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

- The text under Subsection 4 of Section 05 - Submission of Bids of 2003 referenced above is amended as follows:
  - Delete: sixty (60) days
  - Insert: *one hundred twenty (120) days*

### **2.2 Submission of Bids**

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

### **2.3 Former Public Servant**

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

#### **Definitions**

For the purposes of this clause,

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

- (a) an individual;
- (b) an individual who has incorporated;
- (c) a partnership made of former public servants; or
- (d) a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

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

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

### Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension?

YES ( ) NO ( )

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

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

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

### Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? YES ( ) NO ( )

If so, the Bidder must provide the following information:

- (a) name of former public servant;
- (b) conditions of the lump sum payment incentive;
- (c) date of termination of employment;
- (d) amount of lump sum payment;
- (e) rate of pay on which lump sum payment is based;
- (f) period of lump sum payment including start date, end date and number of weeks;
- (g) number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

## 2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than **ten (10)** calendar days before the bid closing date. Enquiries received after that time may not be answered.



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

## 2.5 Applicable Laws

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

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

## 2.6 Site Visit

### 2.6.1 Optional Site Visit - for bidders who attended the (1st) first site visit

Bidders who attended the site visit on July 9, 2013 may have the option to attend the scheduled 2nd site visit.

### 2.6.2 Mandatory Site Visit - for bidders who did not attend the first (1st) site visit.

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for site visit to be held on **September 19, 2013 at 9:00 am**. Bidders are to meet at the **Main Entrance of Tilley Building, 719 Heron Road, Ottawa, Ontario**.

Due to the nature of the requirement, and in order to gain access to all buildings listed in this requirement, **it is MANDATORY that all representative(s) of the Bidder have security clearance at a level of Secret**. Bidders must submit the names (legal names) and birth dates (year/month/day) for each individual that will be attending the site visit to the Contracting Authority by email at hakim.ghoumrassi@tpsgc-pwgsc.gc.ca or by facsimile at (819) 956-3600 **no later than September 12, 2013 at 3:00 PM**.

Bidders will be required to sign an attendance form at the beginning of the site visit. Bidders who do not attend or send a representative will not be given an alternative appointment and their bids will be rejected as non-compliant. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

It is mandatory that bidders **provide and wear safety boots for the site visit**. Bidders who do not wear safety boots will not be permitted to attend the site visit.

### **PART 3 - BID PREPARATION INSTRUCTIONS**

#### **3.1 Bid Preparation Instructions**

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

Section I: Technical Bid

Section II: Financial Bid

Section III: Certifications

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

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

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

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

- 1) use 8.5 x 11 inch (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 Bid**

##### **3.1.1 Submission of Evidence**

Submission of Evidence as described in 3.1.2, 3.1.3, 3.1.4 and 3.1.5 below should be included with the bidder's proposal at time of bid closing. However, if the following is not submitted with the bid by the bid solicitation closing date, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive. Bidders must provide the requirement described below to be awarded a contract.

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

### 3.1.2 Card and Licensing Documentation

To carry out the work on this requirement, the contractor must provide three (3) service personnel (1 may be used as a back-up service personnel).

Valid copies of the following cards and licensing documentation should be submitted for each proposed service personnel with the bid by the bid solicitation closing date.

- A valid permanent Province of Ontario Certificate G2 (Gas Technician 2) or Provincially accepted Red Seal equivalent
- A valid Refrigeration and Air Conditioning Licence
- A valid Ozone Depletion Prevention Card
- A valid Fall Protection Certificate
- A valid Confined Space Awareness certificate/wallet card
- A valid First Aid & CPR Training Certificate

### 3.1.3 Employee Experience and Past Performance

To carry out the work on this requirement, the contractor must provide three (3) service personnel (1 may be used as a back-up service personnel).

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

- Recent experience is defined as experience gained from January 2007 up to and including the solicitation closing date.
- Similar is defined as maintenance service of HVAC equipment comparable in size, scope and complexity to the equipment listed in Annex A, Statement of Work, SW7, Equipment Inventory.

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

#### Example:

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

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

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

consideration will be given to the proposal. If the Bidder submits names of technicians in excess of the stated requirement, only the references up to the identified limit of three (3) service personnel will be assessed. The first three (3) service personnel listed in the proposal will be considered for evaluation.

<b>NAME OF SERVICE PERSONNEL 1 :</b>			
Name of client organization or Company	Project/Contract Reference #1: _____	Project/Contract Reference #2: _____	Project/Contract Reference #3: _____
Name and title of client contact who can confirm the information presented in the proposal	Name: _____	Name: _____	Name: _____
	Title: _____	Title: _____	Title: _____
Telephone and e-mail address of client contact	Phone Number: _____	Phone Number: _____	Phone Number: _____
	E-mail: _____	E-mail: _____	E-mail: _____
Performance period of the project or contract (indicate year, month, day)	From: _____ (year/month/day)	From: _____ (year/month/day)	From: _____ (year/month/day)
	To: _____ (year/month/day)	To: _____ (year/month/day)	To: _____ (year/month/day)

<b>NAME OF SERVICE PERSONNEL 2 :</b>			
Name of client organization or Company	Project/Contract Reference #1: _____	Project/Contract Reference #2: _____	Project/Contract Reference #3: _____
Name and title of client contact who can confirm the information presented in the proposal	Name: _____	Name: _____	Name: _____
	Title: _____	Title: _____	Title: _____
Telephone and e-mail address of client contact	Phone Number: _____	Phone Number: _____	Phone Number: _____
	E-mail: _____	E-mail: _____	E-mail: _____
Performance period of the project or contract (indicate year, month, day)	From: _____ (year/month/day)	From: _____ (year/month/day)	From: _____ (year/month/day)
	To: _____ (year/month/day)	To: _____ (year/month/day)	To: _____ (year/month/day)

<b>NAME OF SERVICE PERSONNEL 3 :</b>			
Name of client organization or Company	Project/Contract Reference #1: _____	Project/Contract Reference #2: _____	Project/Contract Reference #3: _____
Name and title of client contact who can confirm the information presented in the proposal	Name: _____	Name: _____	Name: _____
	Title: _____	Title: _____	Title: _____
Telephone and e-mail address of client contact	Phone Number: _____	Phone Number: _____	Phone Number: _____
	E-mail: _____	E-mail: _____	E-mail: _____
Performance period of the project or contract (indicate year, month, day)	From: _____ (year/month/day)	From: _____ (year/month/day)	From: _____ (year/month/day)
	To: _____ (year/month/day)	To: _____ (year/month/day)	To: _____ (year/month/day)

### 3.1.4 Non-Working Service Manager Expertise and Experience

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

- Recent experience is defined as experience gained from January 2007 up to and including the solicitation closing date.
- Similar is defined as maintenance service of HVAC equipment comparable in size, scope and complexity to the equipment listed in Annex A, Statement of Work, SW7, Equipment Inventory.

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

#### Example:

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

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

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

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

### 3.1.5 Contractor's Experience and Past Performance

The bidder must provide evidence of its recent experience and past performance by referencing three (3) similar projects/contracts. The bidder must complete the following form in order to demonstrate that it has the required experience.

- Recent experience is defined as experience gained from January 2007 up to and including the solicitation closing date.
- Similar is defined as maintenance service of HVAC equipment comparable in size, scope and complexity to the equipment listed in Annex A, Statement of Work, SW7, Equipment Inventory.

In the event where the information for any of the projects cannot be confirmed by the client contacts named in the proposal, the proposal will be considered non-responsive and no further consideration will be given to the proposal. If the Bidder submits references in excess of the stated requirement, only the references up to the identified limit of three (3) projects will be assessed. The first three (3) projects listed in the proposal will be considered for evaluation.

	PROJECT/CONTRACT REFERENCE # 1	PROJECT/CONTRACT REFERENCE # 2	PROJECT/CONTRACT REFERENCE # 3
Name of client organization or Company	Project/Contract Reference #1: _____	Project/Contract Reference #1: _____	Project/Contract Reference #1: _____
Name and title of client contact who can confirm the information presented in the proposal	Name: _____  Title: _____	Name: _____  Title: _____	Name: _____  Title: _____
Telephone and e-mail address of client contact	Phone Number: _____  E-mail: _____	Phone Number: _____  E-mail: _____	Phone Number: _____  E-mail: _____
Performance period of the project or contract (indicate year, month, day)	From: _____ (year/month/day) To: _____ (year/month/day)	From: _____ (year/month/day) To: _____ (year/month/day)	From: _____ (year/month/day) To: _____ (year/month/day)
Description of Project/Contract	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____

### 3.1.6 Apprentices

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

### Section II: Financial Bid

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

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

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

### Pricing Schedule 1 - Firm Price

Firm all inclusive prices including all necessary tools, equipment and services, consumable materials, labour for all inspections, testing, cleaning, maintenance services as detailed in the Statement of Work EJ196-13-2660 attached herein as Annex A.

### Equipment Inventory

1. TILLEY CONPOUND, 719 HERON ROAD, Ottawa, ON.									
Unit	Location Room No.	Make	Model	Serial No.	Year 1	Year 2	Year 3	Year 4	Year 5
1	Tilley Building Basement Mech	Multi-stack ChillerCh-01	MS70XC1W1 -410A	AB-01-091	\$	\$	\$	\$	\$
1	Tilley Building Basement Mech	Multi-stack ChillerCh-02	MS070XC2C 1W2AA-410A	AB-01-091	\$	\$	\$	\$	\$
1	Tilley Building Basement Mech	Multi-stack ChillerCh-03	MS070XC2C 1W2AA-410A	AB-01-083	\$	\$	\$	\$	\$
4	Tilley Building	Cooling Tower			\$	\$	\$	\$	\$
1	Tilley Building Basement Mech	TACOExpansion Tank 03	CBX300-125	234716	\$	\$	\$	\$	\$
1	Tilley Building Basement Mech	TACOExpansion Tank 02	CBX300-125	234715	\$	\$	\$	\$	\$
1	Tilley Building Basement Mech	TACOExpansion Tank 01	CBX300-125	234714	\$	\$	\$	\$	\$
1	Tilley Building Basement Mech	TACOExpansion Tank 04	CBX300-125	234717	\$	\$	\$	\$	\$
1	Tilley Building Basement Mech	TACODEaerator As-01	AC12	354367	\$	\$	\$	\$	\$
1	Tilley Building Basement Mech	TACO Pump 09	F18013	1013807880	\$	\$	\$	\$	\$
1	Tilley Building Basement Mech	TACO Pump 08	F18013	1013807870	\$	\$	\$	\$	\$
1	Tilley Building Basement Mech	TACO Pump 06	F111506	1013807873	\$	\$	\$	\$	\$
1	Tilley Building Basement Mech	TACO Pump 04	KV3066	2037883	\$	\$	\$	\$	\$
1	Tilley Building Basement Mech	TACO Pump 07	F18013	1013807871	\$	\$	\$	\$	\$



Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

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fk290

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

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1	Tilley Building Basement Mech	TACO Pump 05	FI1506	1013907672	\$	\$	\$	\$	\$
1	Tilley Building Basement Mech	TACO Pump 03	KV3066	2037883	\$	\$	\$	\$	\$
1	Tilley Building Basement Mech	TACO Pump 01	FI1506	2037883	\$	\$	\$	\$	\$
1	Tilley Building Basement Mech	TACO Pump 02	FI1506	2037883	\$	\$	\$	\$	\$
1	Annex E Tilley Compound	Mitsubishi Electric	CD-B-1 42w00088	PUHY-250 TEM-A	\$	\$	\$	\$	\$
1	Annex E Tilley Compound	Mitsubishi Electric	CD-B-2 42w00086	PUHY-250 TEM-A	\$	\$	\$	\$	\$
1	Annex E Tilley Compound	Mitsubishi Electric	CD-B-3 42w00073	PUHY-250 TEM-A	\$	\$	\$	\$	\$
1	Annex E Tilley Compound	Mitsubishi Electric	CD-B-4 42w00088	PUHY-250 TEM-A	\$	\$	\$	\$	\$
1	Annex E Tilley Compound	Mitsubishi Electric	CD-B-5 42w00115	PUHY-250 TEM-A	\$	\$	\$	\$	\$
1	Annex E Tilley Compound	Mitsubishi Electric	CD-B-6 42w00112	PUHY-250 TEM-A	\$	\$	\$	\$	\$
1	Annex E Tilley Compound	Mitsubishi Electric	CD-B-7 42w00085	PUHY-250 TEM-A	\$	\$	\$	\$	\$
1	Annex E Tilley Compound	Mitsubishi Electric	CD-B-8 42w00114	PUHY-250 TEM-A	\$	\$	\$	\$	\$
1	Tilley Building Basement Mech	Honeywell Expansion Module Gas Detection System	301 EM		\$	\$	\$	\$	\$
Total for each year					\$	\$	\$	\$	\$
Total for 5 years (1)					\$				

## 2. DRAKE CONPOUND, 719 HERON ROAD, Ottawa, ON

Unit	Location Room No.	Make	Model	Serial No.	Year 1	Year 2	Year 3	Year 4	Year 5
1	Annex F Drake Compound	Mitsubishi Electric	CD-A-1 43w00104	PUHY-250 TEM-A	\$	\$	\$	\$	\$
1	Annex F Drake Compound	Mitsubishi Electric	CD-A-2 48w00049	PUHY-250 TEM-A	\$	\$	\$	\$	\$
1	Annex F Drake Compound	Mitsubishi Electric	CD-A-3 48w00069	PUHY-250 TEM-A	\$	\$	\$	\$	\$
1	Annex F Drake Compound	Mitsubishi Electric	CD-A-4 43w00108	PUHY-250 TEM-A	\$	\$	\$	\$	\$
1	Annex F Drake Compound	Mitsubishi Electric	CD-A-5 43w00116	PUHY-250 TEM-A	\$	\$	\$	\$	\$
1	Annex F Drake Compound	Mitsubishi Electric	CD-A-6 47w00062	PUHY-250 TEM-A	\$	\$	\$	\$	\$
1	Annex F Drake Compound	Mitsubishi Electric	CD-A-7 43w00110	PUHY-250 TEM-A	\$	\$	\$	\$	\$
1	Annex F Drake Compound	Mitsubishi Electric	CD-A-8 43w00119	PUHY-250 TEM-A	\$	\$	\$	\$	\$
1	Annex F Drake Compound	Mitsubishi Electric	CD-A-9 42w00087	PUHY-250 TEM-A	\$	\$	\$	\$	\$
Total for each year					\$	\$	\$	\$	\$
Total for 5 years (2)					\$				

Solicitation No. - N° de l'invitation

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CCC No./N° CCC - FMS No/ N° VME

**3. 2455 DONREID DRIVE, Ottawa, ON**

Unit	Location Room No.	Make	Model	Serial No.	Year 1	Year 2	Year 3	Year 4	Year 5
1	Main Mech Room	Arcti-Chill(3)PA CVMV06000D5-MM & (3) FC160	S015480-01TP01505200	A001023809	\$	\$	\$	\$	\$
1	Main MechRoom	Glycol SystemPump and Tank			\$	\$	\$	\$	\$
1	Main Mech Rm AHU#2	Ventrol Custom	ITF 1-2	SO15480-02	\$	\$	\$	\$	\$
1	Main Mech Rm AHU#1	Ventrol Custom	ITF 1-2	SO15480-02	\$	\$	\$	\$	\$
1	Main Mech Rm	Master ERV -1	Reverse flow EB-9000-Custom		\$	\$	\$	\$	\$
9	Shop Floor, Perimeter	Lennox Furnaces	G51MP SeriesG51 MP60D13508	5910B07045 TO5910B07047	\$	\$	\$	\$	\$
6	Throughout the printing plant	Johnson ControlsFan coil Units	1.1, 1.2, 1.3, 1.4, 1.4, 2.1, 2.2		\$	\$	\$	\$	\$
2	Print Shop Floor	Envior AirDust collectors	500/50		\$	\$	\$	\$	\$
8	Throughout the plant	GreenheckExhaust Fans	#5=QEI-20-1#8=CSP-A1050		\$	\$	\$	\$	\$
1	Shipping Loading Dock	Carbon Monoxide Detector	AMC-98AC Electro-chemical NO2 Sensor	11XN-6A0055	\$	\$	\$	\$	\$
2	Shipping Loading Dock	Gas-fired Unit Heaters	Lennox		\$	\$	\$	\$	\$
1	Office outside plant area	Gas Fired Domestic Hot Water			\$	\$	\$	\$	\$
1	Plant floor Room 143	Kaeser Compressor system	ADS - 25 Sigma	1017	\$	\$	\$	\$	\$
1	Dryer System	KaeserService Code KAD 115 AA-150-L1-1005-F	KAD - 115-G4	1420429-1	\$	\$	\$	\$	\$
1	Storage Tank	Kaeser	RN# L4036.5C		\$	\$	\$	\$	\$
2	Building	Drinking Fountains			\$	\$	\$	\$	\$
Total for each year					\$	\$	\$	\$	\$
Total for 5 years (3)					\$				

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**4. 2086 WALKLEY ROAD, Ottawa, ON**

Unit	Location Room No.	Make	Model	Serial No.	Year 1	Year 2	Year 3	Year 4	Year 5
1	Server Rm	Daikin Split - AC1	10-FTX524D VJUOD-RTX 524DVJU	1D-E00393 2	\$	\$	\$	\$	\$
1	Server Rm	Daikin Split - AC2	10-FTX512D VJUOD-RTX 512DVJU	1D-E00393 2	\$	\$	\$	\$	\$
1	Front Offices	York - RTU #1	ZJO80T10P 5AAA1	NOK91847 75	\$	\$	\$	\$	\$
1	Front Offices	York - ERV #1	VP011A06H 5AL81	200936002 19	\$	\$	\$	\$	\$
1	Storage-Sandin g-Etc	York - RTU #2	ZH078S15U 5AAA4B	NOH91813 41	\$	\$	\$	\$	\$
1		York - ERV #2	VP0111312 H5AL81	200938002 12	\$	\$	\$	\$	\$
1	Washrooms/Framing/Millwork	York - RTU #3	2.H078S15U 5AAM8	NOH91813 42	\$	\$	\$	\$	\$
1	Woodworking Shop	York- RTU #4	ZH15020U5 AAA4B	NOH91828 28	\$	\$	\$	\$	\$
1		York- ERV #4	VP020A12H5 AL81	200938002 30	\$	\$	\$	\$	\$
1	Upholstery Shop	York - RTU#10	ZH090815U 5AAA4B	140H9182 967	\$	\$	\$	\$	\$
		York- ERV #5	VP0111312 H5AL.81	200936002 14	\$	\$	\$	\$	\$
1	Paint booth	Eng. Air - MUA-1	FWEB182H E1000	M13037 MUA#1	\$	\$	\$	\$	\$
1	Paintbooth	Eng. Air - MUA-1	FWEB182H E1000	M13037 MUA#2	\$	\$	\$	\$	\$
1	Room #01	Reznor - Unit Heater 1	VDBP100	81G79Y2N 08389X	\$	\$	\$	\$	\$
1	Room #42	Reznor - Unit Heater	VDBP100	B1E79Y2N 96327X	\$	\$	\$	\$	\$
1	EF-01I1	Domex	Centrifugal - Roof Exhaust Fa -VS	DX16S	\$	\$	\$	\$	\$
1	EF-02	Domex	Centrifugal - Roof Exhaust Fa -VS	DX10R	\$	\$	\$	\$	\$
1	EF-03	Domex	Centrifugal - Roof Exhaust Fa -VS	DX11R	\$	\$	\$	\$	\$
1	EF-04	Zephr In-line	Forward Cu ed In-line Exhaust Fa -VS	DX110	\$	\$	\$	\$	\$
1	EF-05	Domex	Centrifugal - Roof Exhaust Fa -VS		\$	\$	\$	\$	\$
1	EF-06	Domex	Centrifugal - Roof Exhaust Fa -VS		\$	\$	\$	\$	\$

1	TF-01	Zephr In-line	Forward Cu ed In-line Exhaust Fa -VS		\$	\$	\$	\$	\$
2	PEF-1 and PEF- 2	Zephr In-line	ES1245		\$	\$	\$	\$	\$
1	2074 - Loading Dock	Reznor	Unit Heater		\$	\$	\$	\$	\$
1	2086 - Loading Dock	Reznor	Unit Heater		\$	\$	\$	\$	\$
4	Building	Drinking Fountains			\$	\$	\$	\$	\$
1	Shop	I R nirvana Air Compressor system	IR15H-TAS- 130L	NC0974v0 9251	\$	\$	\$	\$	\$
1	Loading Dock Area	NR Murphy LtdDust collection system	3300 BINOL arr.9 Fan	09069	\$	\$	\$	\$	\$
Total for each year					\$	\$	\$	\$	\$
Total for 5 years (4)					\$				

### Summary of Pricing Schedule 1 (Table 1)

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

IN THE CASE OF ERROR IN THE EXTENSION OF PRICES, THE UNIT PRICE WILL GOVERN.

### Pricing Schedule 2: Extra Work - As and When Requested

Extra work as described in Annex A - PWGSC Scope of Work EJ196-13-2660, "Extra Work" will be conducted on an as and when requested basis where charges shall be made for actual labour and repair and replacement parts. Estimated quantity of hours per year for extra work is for evaluation purposes only.

When "As and When" work is requested during the contract period, the contractor must complete and submit the Annex D "Cost Estimate Form for Extra Work". Written authorization must be obtained from the Technical Authority prior to conducting any extra work.

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

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

i) Regular Hours 8:00 to 16:00, Monday to Friday	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Hourly Rate	\$ _____ /HR	\$ _____ /HR	\$ _____ /HR	\$ _____ /HR	\$ _____ /HR
Estimated number of hours	10	10	10	10	10
<b>Extended Price:</b>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>2.1 (i) SUB-TOTAL:</b>					\$ _____

ii) Outside regular hours Monday to Saturday	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Hourly Rate	\$ _____ /HR	\$ _____ /HR	\$ _____ /HR	\$ _____ /HR	\$ _____ /HR
Estimated number of hours	10	10	10	10	10
<b>Extended Price:</b>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>2.1 (ii) SUB-TOTAL:</b>					\$ _____

iii) Sunday & Statutory Holidays	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Hourly Rate	\$ _____ /HR	\$ _____ /HR	\$ _____ /HR	\$ _____ /HR	\$ _____ /HR
Estimated number of hours	10	10	10	10	10
<b>Extended Price:</b>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>2.1 (iii) SUB-TOTAL:</b>					\$ _____

**2.2) LABOUR:** Our firm hourly rate per qualified personnel Certified Gas Technician G2 shall be:

i) Regular Hours 8:00 to 16:00, Monday to Friday	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Hourly Rate	\$ _____ /HR	\$ _____ /HR	\$ _____ /HR	\$ _____ /HR	\$ _____ /HR
Estimated number of hours	10	10	10	10	10
<b>Extended Price:</b>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

<b>2.2 (i) SUB-TOTAL:</b>	<b>\$ _____</b>
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<b>ii) Outside regular hours Monday to Saturday</b>	<b>YEAR 1</b>	<b>YEAR 2</b>	<b>YEAR 3</b>	<b>YEAR 4</b>	<b>YEAR 5</b>
Hourly Rate	\$ _____ /HR	\$ _____ /HR	\$ _____ /HR	\$ _____ /HR	\$ _____ /HR
Estimated number of hours	10	10	10	10	10
<b>Extended Price:</b>	<b>\$ _____</b>	<b>\$ _____</b>	<b>\$ _____</b>	<b>\$ _____</b>	<b>\$ _____</b>
<b>2.2 (ii) SUB-TOTAL:</b>	<b>\$ _____</b>				

<b>iii) Sunday &amp; Statutory Holidays</b>	<b>YEAR 1</b>	<b>YEAR 2</b>	<b>YEAR 3</b>	<b>YEAR 4</b>	<b>YEAR 5</b>
Hourly Rate	\$ _____ /HR	\$ _____ /HR	\$ _____ /HR	\$ _____ /HR	\$ _____ /HR
Estimated number of hours	10	10	10	10	10
<b>Extended Price:</b>	<b>\$ _____</b>	<b>\$ _____</b>	<b>\$ _____</b>	<b>\$ _____</b>	<b>\$ _____</b>
<b>2.2 (iii) SUB-TOTAL:</b>	<b>\$ _____</b>				

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

	<b>YEAR 1</b>	<b>YEAR 2</b>	<b>YEAR 3</b>	<b>YEAR 4</b>	<b>YEAR 5</b>
Percentage Mark-up	_____ %	_____ %	_____ %	_____ %	_____ %
Estimated Expenditure:	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
<b>Extended Price:</b>	<b>\$ _____</b>	<b>\$ _____</b>	<b>\$ _____</b>	<b>\$ _____</b>	<b>\$ _____</b>
<b>2.3 SUBTOTAL:</b>	<b>\$ _____</b>				

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

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

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

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

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

### **TOTAL ASSESSED PROPOSAL PRICE**

#### **Sum of Basis of Pricing**

Pricing Schedule 1: Table 1 = Subtotal \$ \_\_\_\_\_ +

Pricing Schedule 2: 2.1 to 2.2 (i), (ii), (iii) = Subtotal \$ \_\_\_\_\_ +

Pricing Schedule 2: 2.3 = Subtotal \$ \_\_\_\_\_ =

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

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

### **Section III: Certifications**

Bidders must submit the certifications required under Part 5.

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## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.

#### **4.1.1 Technical and Financial Evaluation - mandatory requirements**

The mandatory criteria is required either prior to award OR at bid close as follows

- 1) Submission of Evidence for all items in accordance with RFP Part 3, Section I - Technical Bid 3.1.2 to 3.1.5 are required **prior to award** as per 3.1.1; and
- 2) Submission of a Firm Price/Rate in Canadian funds for all the items listed in Part 3, Section II: Financial Bid is required **at bid close**.

### **4.2 Basis of selection**

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



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## **PART 5 - CERTIFICATIONS**

Bidders must provide the required certifications and documentation to be awarded a contract.

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default, if any certification made by the Bidder is found to be untrue whether during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with this request will also render the bid non-responsive or will constitute a default under the Contract.

### **5.1 Mandatory Certifications Required Precedent to Contract Award**

#### **5.1.1 Code of Conduct Certifications - Related Documentation**

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

#### **5.1.2 Federal Contractors Program for Employment Equity - Bid Certification**

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list (<http://www.hrsdc.gc.ca/eng/labour/index.shtml>) available from Human Resources and Skills Development Canada (HRSDC) - Labour's website

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

## **PART 6 - SECURITY REQUIREMENT**

### **6.1 Security Requirement**

At the date of bid closing, the following conditions must be met:

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 – Resulting Contract Clauses;
  - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in part 7 – Resulting Contract Clauses;
  - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
2. For additional information on security requirements, bidders should consult the “Security Requirements for PWGSC Bid Solicitations – Instructions for Bidders” (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the **Departmental Standard Procurement Documents** Website.

### **6.2 Employee Information for Security**

The Bidder *must* specify the following information regarding employees proposed in Part 3, Section I (Technical Bid) to provide services against any resulting contract:

	<b>LEGAL NAME (First and Last)</b>	<b>DATE OF BIRTH</b>	<b>CURRENT CLEARANCE HELD</b>
Service personnel 1			
Service personnel 2			
Service personnel 3			
Non-working Service Manager			

## **PART 7 - RESULTING CONTRACT CLAUSES**

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

### **7.1 Statement of Work**

The Contractor must perform the Work in accordance with the Statement of Work at Annex A.

To provide maintenance service, including all necessary tools, services, materials, and labour on HVAC equipment in accordance with the Statement of Work attached herein as Annex A. This requirement is for Public Works and Government Services Canada (PWGSC) located at various locations (Tilley and Drake compound at 719 Heron Road, 2455 Don Reid Drive and 2086 Walkley Road), Ottawa, Ontario, Canada.

#### **7.1.1 Mandatory Response Time**

As per **Annex A**, Statement of Work EJ196-132660, SW 3.V. (a), (b) and (c), Call Backs/Emergency Calls, it is a mandatory requirement of the contract that:

- a. The Contractor must provide twenty-four (24) hour, seven (7) days a week emergency call back service for the duration of the contract at no extra cost.
- b. The Contractor must respond within 30 minutes and be on site ready to work within two (2) hours of receiving the emergency call. All work for emergency service must be executed by a qualified service personnel named in the Contract and such work must proceed continuously until the system is returned to safe operating condition.
- c. The Contractor must update the Trouble Desk of the status of each request and contact the Trouble Desk within 4 hours to close out the ticket once each issue is resolved.

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

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

does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

### Names of qualified employees

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

	<b>LEGAL NAME (First and Last)</b>
Service personnel 1	
Service personnel 2	
Service personnel 3	
Non-working Service Manager	

## 7.2 Standard Clauses and Conditions

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

### 7.2.1 General Conditions

2035 (2013-06-27), General Conditions - Services, apply to and form part of the Contract.

## 7.3 Security Requirement

Consult the Canadian Industrial Security Directorate (CISD) Website for more information.

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

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Facility Security Clearance at the level of SECRET, 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 be a permanent resident of Canada or a citizen of Canada and must EACH hold a valid per-sonnel security screening at the level of SECRET, granted or approved by CISD/PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
  - (a) Security Requirements Check List and security guide (if applicable), attached at Annex B.
  - (b) Industrial Security Manual (Latest Edition).

## 7.4 Term of Contract

### 7.4.1 Period of Contract

The period of the Contract is from \_\_\_\_\_ to \_\_\_\_\_ inclusive.

## 7.5 Authorities

### 7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Hakim Ghoumrassi  
Supply Specialist  
Public Works and Government Services Canada  
Acquisition Branch  
Real Property Contracting Directorate  
Place du Portage, Phase III, 3C2,  
11 rue Laurier, Gatineau, Quebec K1A 0S5  
Telephone: 819-956-7448  
Facsimile : 819-956-3600  
E-mail address: hakim.ghoumrassi@tpsgc-pwgsc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

### 7.5.2 Technical Authority

*"TO BE PROVIDED AT CONTRACT AWARD"*

The Technical Authority for the Contract is:

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

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Facsimile: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

E-mail address: \_\_\_\_\_.

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

### 7.5.3 Contractor's Representative

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

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

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

Cellular: \_\_\_\_\_

E-mail: \_\_\_\_\_

### 7.6 Proactive Disclosure of Contracts with Former Public Servants (SACC Manual Clause A3025C - 2012-11-19) **(delete prior to contract award if not applicable).**

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

### 7.7 Payment

#### 7.7.1 Limitation of Expenditure

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

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

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

- a) Firm rates will be paid in accordance with Pricing Schedule 1 in *four (4) equal quarterly payments*.
- b) "As and When Requested" Work:

Any costs incurred for Extra Work will be paid, in accordance with Pricing Schedule 2 and the Statement of Work, Annex A, on an "as and when requested" basis, after completion, inspection and acceptance of the work performed.

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

The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- (a) when it is 75 percent committed, or
- (b) if the Contractor considers that the said sum may be exceeded, the Contractor must promptly notify the contracting Authority

whichever comes first.

If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

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

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

### **7.7.3 SACC Manual Clauses**

A9117C (2007-11-30) T1204 - Direct Request by Customer Department, apply to and form part of the Contract.

### **7.8 Invoicing Instructions - Maintenance Services**

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

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

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

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

### **7.9 Certifications**

#### **7.9.1 Compliance**

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

#### **7.9.2 Federal Contractors Program for Employment Equity - Default by the Contractor**

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and HRSDC-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "FCP Limited Eligibility to Bid" list. The imposition of such a sanction by HRSDC will constitute the Contractor in default as per the terms of the Contract.

**7.10 Applicable Laws**

This contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

**7.11 Priority of Documents**

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2013-06-27);
- (c) Annex A, Statement of Work;
- (d) Annex B, Security Requirements Check List;
- (e) Annex C, Federal Contractors Program for Employment Equity - Certification
- (f) the Contractor's proposal dated \_\_\_\_\_ (*insert date of bid*), and
- (g) Annex D Cost Estimate Form for Extra Work.

**7.12 Insurance Requirements****7.12.1 Insurance Requirements**

The Contractor must comply with the insurance requirements specified in the following article **7.12.2 Commercial General Liability Insurance**. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

**7.12.2 Commercial General Liability Insurance**

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - (a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - (b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - (c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.



- (d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
- (e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
- (f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
- (g) Employees and, if applicable, Volunteers must be included as Additional Insured.
- (h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
- (i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- (j) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- (k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- (l) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

### 7.13 Contract Financial Security

1. The Contractor must provide one of the following contract financial securities within 30 calendar days after the date of contract award:

- a. a performance bond form PWGSC-TPSGC 505 in the amount of 20 percent of the Contract Price; or
- b. a security deposit as defined in clause E0008C in the amount of 20 percent of the Contract Price. Any bond must be accepted as security by one of the bonding companies listed in Treasury Board Contracting Policy, Appendix L, Acceptable Bonding Companies.

2. Security deposits in the form of government guaranteed bonds with coupons attached will be accepted only if all coupons that are unmatured, at the time the security deposit is provided, are attached to the bonds. The Contractor must provide written instructions concerning the action to be taken with respect to coupons that will mature while the bonds are pledged as security, when such coupons are in excess of the security deposit requirement.

3. If Canada does not receive the required financial security within the specified period, Canada may terminate the Contract for default pursuant to the Contract default provision.

### 7.13.1 **SACC Manual clause E0008C (2012-07-16) Financial Security Definition**

1. "security deposit" means

a. a bill of exchange that is payable to the Receiver General for Canada and certified by an approved financial institution or drawn by an approved financial institution on itself; or

b. a government guaranteed bond; or

c. an irrevocable standby letter of credit, or

d. such other security as may be considered appropriate by the Contracting Authority and approved by Treasury Board;

2. "approved financial institution" means

a. any corporation or institution that is a member of the Canadian Payments Association;

b. a corporation that accepts deposits that are insured by the Canada Deposit Insurance Corporation or the Régie de l'assurance-dépôts du Québec to the maximum permitted by law;

c. a credit union as defined in paragraph 137(6) of the Income Tax Act;

d. a corporation that accepts deposits from the public, if repayment of the deposits is guaranteed by a Canadian province or territory; or

e. the Canada Post Corporation.

3. "government guaranteed bond" means a bond of the Government of Canada or a bond unconditionally guaranteed as to principal and interest by the Government of Canada that is:

a. payable to bearer;

b. accompanied by a duly executed instrument of transfer of the bond to the Receiver General for Canada in accordance with the Domestic Bonds of Canada Regulations;

c. registered in the name of the Receiver General for Canada.

4. "irrevocable standby letter of credit"

a. means any arrangement, however named or described, whereby a financial institution (the "Issuer"), acting at the request and on the instructions of a customer (the "Applicant"), or on its behalf,

i. will make a payment to or to the order of Canada, as the beneficiary;

ii. will accept and pay bills of exchange drawn by Canada;

iii. authorizes another financial institution to effect such payment, or accept and pay such bills of exchange; or

iv. authorizes another financial institution to negotiate, against written demand(s) for payment, provided that the conditions of the letter of credit are complied with.

b. must state the face amount which may be drawn against it;

c. must state its expiry date;

d.must provide for sight payment to the Receiver General for Canada by way of the financial institution's draft against presentation of a written demand for payment signed by the authorized departmental representative identified in the letter of credit by hisher office;

e.must provide that more than one written demand for payment may be presented subject to the sum of those demands not exceeding the face amount of the letter of credit;

f.must provide that it is subject to the International Chamber of Commerce (ICC) Uniform Customs and Practice (UCP) for Documentary Credits, 2007 Revision, ICC Publication No. 600. Pursuant to the ICC UCP, a credit is irrevocable even if there is no indication to that effect; and

g.must be issued (Issuer) or confirmed (Confirmer), in either official language, by a financial institution that is a member of the Canadian Payments Association and is on the letterhead of the Issuer or Confirmer. The format is left to the discretion of the Issuer or Confirmer.

#### **7.14 Cellular Phones and/or Pagers**

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

#### **7.15 Government Site Regulations**

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

#### **7.16 Pre-Commencement Meeting**

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

The Contractor is to supply the Technical Authority with a copy of its safety policy as required by the applicable Provincial Occupational Safety and Health Regulations.

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EJ196-132660/B

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

fk290

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

20132660

File No. - N° du dossier

fk290EJ196-132660

CCC No./N° CCC - FMS No/ N° VME

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## **ANNEX A**

### **SCOPE OF WORK**

**EJ196-132660**

**(Please see attached)**

Solicitation No. - N° de l'invitation

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## **ANNEX B**

### **SECURITY REQUIREMENT CHECK LIST**

**(Please see attached)**

## ANNEX C

### FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with such request by Canada will also render the bid non-responsive or will constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit HRSDC-Labour's website.

Date: \_\_\_\_\_ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- ☐ A1. The Bidder certifies having no work force in Canada.
  - ☐ A2. The Bidder certifies being a public sector employer.
  - ☐ A3. The Bidder certifies being a federally regulated employer being subject to the *Employment Equity Act*.
  - ☐ A4. The Bidder certifies having a combined work force in Canada of less than 100 employees (combined work force includes: permanent full-time, permanent part-time and temporary employees [temporary employees only includes those who have worked 12 weeks or more during a calendar year and who are not full-time students]).
  - A5. The Bidder has a combined workforce in Canada of 100 or more employees; and
    - ☐ A5.1. The Bidder certifies already having a valid and current Agreement to Implement Employment Equity (AIEE) in place with HRSDC-Labour.
- OR**
- ☐ A5.2. The Bidder certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to HRSDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to HRSDC-Labour.

B. Check only one of the following:

- ☐ B1. The Bidder is not a Joint Venture.

**OR**

- ☐ B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)

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## **ANNEX D**

### **Cost Estimate Form for Extra Work**

# Cost Estimate Form For Extra Work ANNEX D

**Contractor:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Description of Work:**

(Please attach a separate sheet if required)

Hourly Rate as per Contract

I Direct Costs	No. of Hours	AC Technician	G2 Technician	Total
<b>i Direct Labour</b>				
Repair Work Labour				
Emergency Calls Labour				
Other Labour (Specify: _____)				
Total Direct Labour				\$ _____ (i)
<b>ii Direct Material Costs *</b>				
Replacement Parts				
Repair Parts				
Other Material (Specify: _____)				\$ _____ (ii)
Total Direct Material Costs				
<b>iii Other Direct Costs</b>				
Other (Specify: _____)				
Total Other Direct Costs				\$ _____ (iii)
<b>II Total Price</b>				<b>Total</b>
<b>Total Direct Costs (i + ii + iii) (GST/HST extra)</b>				\$ _____

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

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

Signature: \_\_\_\_\_

(Please print)



**ANNEX E**

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

***NOTE TO BIDDERS***

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

**1.0 SW 1. General**

The Contractor must furnish all necessary travel, tools, materials, services and labour to carry out the work required under the terms and conditions of this statement of work, on the equipment listed in SW 7.

- a. The Contractor must comply with all Laws and Regulations: Federal, Provincial or Municipal, relative to servicing the equipment (listed in SW 7.), and shall pay for any and all permits and certificates required.
- b. The Contractor must be registered with Technical Standards and Safety Authority (TSSA); a copy of the registration must be submitted before contract award.
- c. Apprentices employed by the Contractor must be fully registered in a Boiler/Refrigeration Trades Program related to the services of this Statement of Work. Apprentices must work, at any time, under the direction supervision of a Boiler, and or Refrigeration Mechanic. Canada reserves the right to request proof of registration in a Tradesman Program at any time during the term of the contract.

**2.0 SW 2. Scope of Work - Comprehensive Maintenance**

**I. General**

- a. The Contractor must complete all required maintenance as per manufacturer's recommendations, including the items listed below on the equipment listed in SW 7, Equipment Inventory.

**II. Included in Contract**

- a. Travel, labour and materials for all service calls: monthly inspections, cleaning, lubrication, testing, calibration, filter replacements, repairs, and manufacturer's recommended maintenance.
- b. Complete oil analysis and report annually.
- c. Replace oil and filters in the first year of the contract. Then replace as per the manufacturer's recommendations, or base on recommendations from the oil analysis.
- d. Perform oil analysis annually.
- e. Replace refrigerant filters annually or more frequently if necessary.
- f. Pressure-clean the condensers annually.
- g. Clean the evaporators in the first and fourth year of the contract.
- h. Inspect and maintain all electrical switches, disconnect and fuses; including control components from the equipment to the MCC.
- i. Inspect, test and maintain the VFD drives as per manufacturers recommendations.
- j. Inspect all relief valves (where accessible) annually or more frequent if necessary. Replace valves as per TSSA's recommendations.
- k. Leak-test the chillers and all AC units quarterly.
- l. Perform complete (annual maintenance as per manufacturer's recommendations) maintenance on compressed air systems twice per year, semi-annually.
- n. The cost of service calls (24/7) is also included in the contract and is defined as the labour from the time a service call is initiated with the contractor inclusive of travel, the labour to investigate the call including the repair and confirmation to the National Service Call Centre (NSCC) that the call has been rectified.

## **2.1 SW 2.1 Scope of Work – Inspection and Preventive Maintenance - Heat Pumps**

### **I. General**

- a. The Contractor must complete all required inspections and maintenance, on the **heat-pumps** and related equipment listed in SW 7 "Equipment Inventory", as per manufacturer's recommendations except where required more frequently herein.

### **II. Included in Contract, sections II, III & IV**

- a. Travel, labour and materials for all inspection, cleaning, lubrication, testing, calibration and maintenance as per manufacturer's recommendation.
- b. Replacement of belts
- c. Replacement of filters
- d. Replacement of motor pulleys
- e. Replacement of fuses, switches and contactors
- f. Semi-annual leak-tests
- g. All Halo-carbon systems must be leak tested quarterly and submit a copy of the electronic report to the Technical Authority.
- h. Oil analysis in the first year of the contract and again in the fourth year of the contract.
- i. Emergency Calls are also included for the heat pumps if the cause or reason for the problem was due to faults with items [a to e] above. All other repairs of the heat pumps are extra; and the contractor must follow the instructions outlined in SW4.I, Extra Work.

### **III. Control Systems**

- a. Conduct annual tests of the control systems where applicable, to ensure all circuits and settings are properly adjusted.
- b. Test the controls according to the manufacturer's specifications.
- c. Record all limit and control settings and submit along with the quarterly reports.

### **IV. Oil and filter(s)**

- a. Full oil analysis and filter(s) replacement at intervals as per manufacturer's recommendations or more often if conditions indicate deterioration.

## **3.0 SW 3. Service**

### **I. Inspection and Maintenance**

All equipment must be inspected monthly. Seasonal startup and shutdown of the equipment must be coordinated with the PWGSC site authority. The work must be performed in such manner that ensures operation of the complete system(s) based on original design or subsequent approved design modifications and must be as recommended by the manufacturer(s).

### **II. Repair and Replacement Parts/Components**

The Contractor must have and maintain access at all times, sufficient direct replacement parts, OEM for immediate repair of component to ensure continuous operation of equipment.

### **III. Wiring Diagrams - Adjustments Procedures and Operational Descriptions**

- a. Provide to the Technical Authority, when requested, a complete schematic wiring diagrams, detailed adjustment procedures and detailed operational descriptions of all equipment included in this Statement of Work.



- b. Verify all electrical drawings and provide numbering and reference for all cabinet wiring as required during the first year of the Contract; and
- c. Provide revisions/updates of all electrical drawings to the Technical Authority for electrical drawing amendments for the respective equipment

**IV. Scheduling**

- a. Preventive maintenance must be performed during regular working hours, 08:00 to 15:00 hours Monday through Friday, excluding legal holidays.
- b. Within 30 days after contract award, the Contractor must provide a detailed schedule of maintenance to be applied for the term of this contract.
  - i. This schedule must contain and reflect the manufacturer's recommended maintenance and all requirements of this Statement of Work.
  - ii. The proposed schedule must be reviewed by the Technical Authority and may require revision by the Contractor to meet the Technical Authority's requirements. Any such changes must be considered as part of this Statement of Work. The Technical Authority must approve any variance from this schedule.

**V. Call Backs/Emergency Calls**

- a. The Contractor must provide twenty-four (24) hour, seven (7) days a week emergency Call-back service for the duration of the contract at no extra cost, refer to SW2.II.n and SW2.I.II.i.
- b. The Contractor must respond within 30 minutes of each request; and be on site ready to work within two (2) hours of receiving the emergency call. All work for emergency service must be executed by a qualified service personnel named in the Contract and such work must proceed continuously until the system is returned to safe operating condition.
- c. The Contractor must update the Trouble Desk of the status of service call and contact the Trouble Desk within 4 hours to close out the ticket once each issue is resolved.

**V. Non-working Service Manager**

- a. The non-working Service Manager must be in full charge of the services provided and must be authorized to accept any notice, consent, order, direction, decision or other communication on behalf of the Contractor that may be given under the contract.
- b. In the event that there is an emergency, the Technical Authority may request that the Contractor's non-working Service Manager respond on-site within two (2) hours of receiving the call on a 24 hour, 7 day basis.

## **VI. Maintenance Plan**

- a. The Contractor must provide a detailed maintenance service plan specific to the equipment inventory which must outline all tasks, procedures, all maintenance routines and frequencies to meet or exceed manufacturers' recommendations. The plan must identify the maintenance that will be performed annually, semi-annually, quarterly and monthly.
  - i. The maintenance plan must reflect the manufacturer's recommended maintenance and all requirements of this Statement of Work.
- b. Submit the proposed maintenance plan for review to the Technical Authority. The Contractor be requested to revise the plan to meet Technical Authority's requirements. Any such changes must be considered as part of the Statement of Work.
- c. The plan must fully list all operating inspections, maintenance schedules and tests necessary to maximize equipment longevity and ensure the optimum level of performance over the full operating range of the equipment.
- d. The maintenance service plan must be submitted to the Technical Authority in the Microsoft Office Suite format (including sample inspections sheets for all routines), within 30 calendar days after award of the Contract.

### **4.0 SW 4. Extra work and Exclusions**

#### **I. Extra Work**

- a. The Contractor must notify the Technical Authority by phone within an hour and subsequently follow up with a written report by e-mail within 24 hours of any equipment failure requiring repair(s) and/or negligent operation or misuse of the equipment by others. If requested, the Contractor must make the repair(s) or replace the components necessitated by such occurrence at extra cost.
- b. The Contractor must identify modifications or improvements to the equipment or system(s) that will enhance equipment serviceability, life expectancy and/or efficiency.
- c. The Contractor must calculate the cost of the repairs (SW 4.I.a), modifications or improvements (SW 4.I.b) in accordance with "Pricing Schedule 2". If requested the Contractor must complete the work at the agreed costs (Pricing Schedule 2) in a timely manner.

#### **II. Exclusions**

- a. The Contractor is not required, as part of this contract, to make renewals or repairs necessitated by reasons of the negligent operation or misuse of the equipment by others; or by reason of any other cause beyond the Contractor's control (i.e. Acts of God and Manufacturer's defect).
- b. If the responsibility for the repair is contested, the contractor must provide a clear and concise report delineating the cause of the failure to the Technical Authority



## **5.0 SW 5. Health and Safety Requirements**

### **I. Environmental Protection**

The Contractor must conform to all applicable environmental laws and regulations in effect including the Federal Halocarbon Regulations in provision of services under this contract.

- a. During repair of systems containing refrigerant or replacing refrigerant the Contractor must use closed-loop refrigerant recovery equipment to minimize refrigerant emissions.
- b. A complete leak test on all refrigeration systems must be performed quarterly – unless otherwise requested herein. The Contractor must make repairs as required and the units must be tagged as leak free when completed.
- c. The Contractor must prevent oil spills or damage to surfaces and roofing systems by providing protection (plywood or plastic) under the equipment during service operations. In the event of an accidental spill, the Contractor must notify the Technical Authority immediately so that remedial action can be taken.
- d. The Contractor must not leave waste materials on site unless approved by the Technical Authority.
- e. The Contractor must not dispose of waste or volatile materials, (mineral spirits or paints and oil thinner) into waterways, storm or sanitary sewers.
- f. The Contractor must control the disposal of the runoff of water containing suspended materials or other harmful substances in accordance with the Environmental Laws: Municipal, Provincial and Federal.

### **II. WHMIS and Safety Training**

- a. The Contractor must comply with the requirements of the Workplace Hazardous Materials Information System (WHMIS) regarding use, handling, storage, and disposal of hazardous materials, labeling and the provision of material safety data sheets acceptable to Human Resources Development Canada, Labour Program.
  - i. Provide a blue binder with all up to date material safety data sheets (MSDS) for the products being used on site by the Contractor.
  - ii. Ensure that all service personnel have all the applicable safety training to perform the work under this contract.
  - iii. The training must include, but be limited to: Fall protection, Confined spaces, First Aid & CPR and any other safety training required by all applicable Acts, Codes and Regulations for the performing the work required by the contract.
- b. The Contractor must provide a copy of its "Safe Work Policy" to the Technical Authority within two (2) weeks after the contract is awarded and provide it again for review annually
  - i. The Contractor must ensure that the work area is maintained in a safe condition at all times during performance of work.
- c. Complete the attached forms and submit to the Technical Authority before performing regular maintenance or scheduled repairs: Annex D:
  - Hazardous Assessment
  - Emergency Response
  - Safety orientation Checklist

## **6.0 SW 6.Reporting**

**I. All Reports are to be type written, and submitted electronically via Email in PDF format, or USB key.**

### **II. Interim or incident Reporting**

- a. The Contractor must report to the Technical Authority verbally, and follow-up by E-mail within twenty-four (24) hours of every visit for other than regular maintenance.
  - i. The report must detail the work completed, work outstanding and reasons, and an estimated time of completion.
  - ii. Call to the attention of the Technical Authority any improper procedures noted on site and include in the quarterly reports.
  - iii. Report all Halocarbon losses and complete the applicable forms - in accordance with the Federal Halocarbon Regulations (FHR) - within two (2) hours after discovery of a release to the Technical Authority. Provide the Technical Authority a copy of the FHR release report once the leak is isolated and the amount refrigerant of release determined.

### **III. Equipment report cards**

- a. A completed service report card outlining all services performed on the equipment must be enclosed in a clear vinyl envelope and affixed safely to the equipment - each system.
- b. The report cards are to remain with the equipment for the duration of the contract and are to be turned over to the Technical Authority when the cards are complete or upon contract completion or termination.

### **IV. Service Reports**

- a. Provide all services reports in Electronic format (via E-mail or USB key) - in PDF format.
- b. Provide the manufacturers recommended checklist for each piece of equipment in accordance with the manufacturer's recommend maintenance - with every quarterly report.
- c. A signed, written service report must be completed and left with the Technical Authority each time service is performed.
- d. Submit to the Technical Authority quarterly: inspection and maintenance reports complete with respective checklists.
- e. Provide report of test and verification of the Release Detection Systems within 30 days of completion.

### **V. All reports must include**

- a. date and time of inspection or repair
- b. building name and location
- c. technician's name and signature
- d. equipment identification - including make, model and serial numbers
- e. description of work performed
- f. parts replaced
- g. condition of equipment



**6.0 SW 6.Reporting Cont'd**

**VI. Invoicing**

- a. All invoices must provide clear details of the work being invoiced and must include the following:
  - i. PWGSC contract number (e.g.EJ196-132660)
  - ii. Building name & address
  - iii. Description of work
  - iv. Period covered by invoice
- b. Invoices other than regular maintenance can be submitted as soon as the work is completed and accepted.
- c. Invoices will be returned unpaid if not accompanied by inspection and/or repair checklists and service reports.
- d. Invoices for regular maintenance must be submitted "Quarterly" to:  
Public Works and Government Services Canada  
Maintenance and Operational Assurance400 Cooper Street, 6th Floor,  
OTTAWA, Ontario K1A 0S5:  
Attention: Technical Authority



7.0 SW 7. Equipment Inventory

Units	Location Room No.	Make	Model	Serial No.	Details
<b>1. TILLEY CONPOUND 719 HERON ROAD</b>					
1	Tilley Building Basement Mech	Multi-stack Chiller Ch-01	MS70XC1W1-410A	AB-01-091	14 COMPRESSORS 7 MADULES OR STAGES
1	Tilley Building Basement Mech	Multi-stack Chiller Ch-02	MS070XC2C1W2AA- 410A	AB-01-091	16 COMPRESSORS 8 MADULES OR STAGES
1	Tilley Building Basement Mech	Multi-stack Chiller Ch-03	MS070XC2C1W2AA- 410A	AB-01-083	2 COMPRESS 1 MODULES OR STAGES
4	Tilley Building	Cooling Tower			Including 5 tower pumps and strainers
1	Tilley Building Basement Mech	TACO Expansion Tank 03	CBX300-125	234716	
1	Tilley Building Basement Mech	TACO Expansion Tank 02	CBX300-125	234715	
1	Tilley Building Basement Mech	TACO Expansion Tank 01	CBX300-125	234714	
1	Tilley Building Basement Mech	TACO Expansion Tank 04	CBX300-125	234717	
1	Tilley Building Basement Mech	TACO Deaerator As-01	AC12	354367	1
1	Tilley Building Basement Mech	TACO Pump 09	F18013	1013807880	Frame:404-51
1	Tilley Building Basement Mech	TACO Pump 08	F18013	1013807870	
1	Tilley Building Basement Mech	TACO Pump 06	FI11506	1013807873	
1	Tilley Building Basement Mech	TACO Pump 04	KV3066	2037883	
1	Tilley Building Basement Mech	TACO Pump 07	F18013	1013807871	
1	Tilley Building Basement Mech	TACO Pump 05	FI1506	1013907672	
1	Tilley Building Basement Mech	TACO Pump 03	KV3066	2037883	
1	Tilley Building Basement Mech	TACO Pump 01	FI1506	2037883	
1	Tilley Building Basement Mech	TACO Pump 02	FI1506	2037883	
1	Tilley Building Basement Mech	Honeywell Expansion Module Gas Detection system	301EM		C/W 4 gas decters

7.0 SW 7. Equipment Inventory Cont'd

Units	Location Room No.	Make	Model	Serial No.	Details
<b>1. TILLEY CONPOUND 719 HERON ROAD</b>					
1	Annex E Tilley Compound	Mitsubishi Electric	CD-B-1 42w00088	PUHY-250TEM-A	
1	Annex E Tilley Compound	Mitsubishi Electric	CD-B-2 42w00086	PUHY-250TEM-A	
1	Annex E Tilley Compound	Mitsubishi Electric	CD-B-3 42w00073	PUHY-250TEM-A	

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**Maintenance Service for  
Mechanical Equipment  
Annex A**

**Statement of work  
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1	Annex E Tilley Compound	Mitsubishi Electric	CD-B-4 42w00088	PUHY-250TEM-A	
1	Annex E Tilley Compound	Mitsubishi Electric	CD-B-5 42w00115	PUHY-250TEM-A	
1	Annex E Tilley Compound	Mitsubishi Electric	CD-B-6 42w00112	PUHY-250TEM-A	
1	Annex E Tilley Compound	Mitsubishi Electric	CD-B-7 42w00085	PUHY-250TEM-A	
1	Annex E Tilley Compound	Mitsubishi Electric	CD-B-8 42w00114	PUHY-250TEM-A	

Units	Location Room No.	Make	Model	Serial No.	Details
<b>2. DRAKE CONPOUND 719 HERON ROAD</b>					
1	Annex F Drake Compound	Mitsubishi Electric	CD-A-1 43w00104	PUHY-250TEM-A	
1	Annex F Drake Compound	Mitsubishi Electric	CD-A-2 48w00049	PUHY-250TEM-A	
1	Annex F Drake Compound	Mitsubishi Electric	CD-A-3 48w00069	PUHY-250TEM-A	
1	Annex F Drake Compound	Mitsubishi Electric	CD-A-4 43w00108	PUHY-250TEM-A	
1	Annex F Drake Compound	Mitsubishi Electric	CD-A-5 43w00116	PUHY-250TEM-A	
1	Annex F Drake Compound	Mitsubishi Electric	CD-A-6 47w00062	PUHY-250TEM-A	
1	Annex F Drake Compound	Mitsubishi Electric	CD-A-7 43w00110	PUHY-250TEM-A	
1	Annex F Drake Compound	Mitsubishi Electric	CD-A-8 43w00119	PUHY-250TEM-A	
1	Annex F Drake Compound	Mitsubishi Electric	CD-A-9 4zw00087	PUHY-250TEM-A	

**7.0 SW7. Equipment Inventory Cont'd**

Units	Location Room No.	Make	Model	Serial No.	Details
<b>3. 2455 DONREID DRIVE</b>					
1	Main Mech Room	Arcti-Chill (3) PACVMV06000D 5-MM & (3) FC160	S015480-01 TP01505200	A001023809	Including Controls,pumps, strainers, and control system. And Compressors and condensers
1	Main Mech Room	Glycol System Pump and Tank			
1	Main Mech Rm AHU#2	Ventrol Custom	ITF 1-2	SO15480-02	Fan has 9 (5Hp) motors in parallel. Filters (25x25x2) 25 Including related pumps and strainers
1	Main Mech Rm AHU#1	Ventrol Custom	ITF 1-2	SO15480-02	Fan has 9 (5Hp) motors in parallel. Filters (25x25x2) 25 Including related pumps and strainers



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1	Main Mech Rm	Master ERV -1	Reverse flow EB-9000- Custom		Motor Leeson Electric Model C182T17FB31E Cat 131460.00
9	Shop Floor, Perimeter	Lennox Furnaces	G51MP Series G51MP60D13508	5910B07045 TO 5910B07047	
6	Throughout the printing plant	Johnson Controls Fan coil Units	1.1, 1.2, 1.3, 1.4, 2.1, 2.2		
2	Print Shop Floor	Envior Air Dust collectors	500/50		
8	Throughout the plant	Greenheck Exhaust Fans	#5=QE1-20-1 #8=CSP-A1050		
1	Shipping Loading Dock	Carbon Monoxide Detector	AMC-98AC Electro-chemical NO2 Sensor	11XN-6A0055	
2	Shipping Loading Dock	Gas-fired Unit Heaters	Lennox		Gas Fired
1	Office outside plant area	Gass Fired Domestic Hot Water			
1	Plant floor Room 143	Kaesar Compressor system	ADS – 25 Sigma	1017	
1	Dryer System	Kaesar Service Code KAD 115 AA-150-L1-1005-F	KAD -- 115 –G4	1420429-1	
1	Storage Tank	Kaesar	RN# L4036.5C		
2	Building	Drinking Fountains			

**7.0 SW 7. Equipment Inventory Cont'd**

Units	Location Room No.	Make	Model	Serial No.	Details
<b>4. 2086 WALKLEY ROAD</b>					
1	Server Rm	Daikin Split – AC1	10-FTX524DVJU OD-RTX524DVJU	1D-E003932	Year Dec 2009
1	Server Rm	Daikin Split – AC2	10-FTX512DVJU OD-RTX512DVJU	1D-E003932	Year Dec 2009
1	Front Offices	York - RTU #1	ZJO80T10P5AAA1	NOK9184775	Year Nov 2009
1	Front Offices	York - ERV #1	VP011A06H5AL81	20093600219	Year Nov 2009
1	Storage-Sanding-Etc	York - RTU #2	ZH078S15U5AAA4B	N0H9181341	Year Nov 2009
1		York - ERV #2	VP0111312H5AL81	20093800212	
1	Washrooms/Framing/Millwork	York - RTU #3	2H078S15U5AAM8	N0H9181342	Year Nov 2009
1	Woodworking Shop	York- RTU #4	ZH15020U5AAA4B	N0H9182828	
1		York- ERV #4	VP020AI2H5AL81	20093800230	
1	Upholstery Shop	York – RTU#10	ZH090815U5AAA4B	140H9182967	
		York- ERV #5	VP0111312H5AL.81	20093600214	
1	Paint booth	Eng. Air - MUA-1	FWEB182HE1000	M13037 MUA#1	
1	Paintbooth	Eng. Air - MUA-1	FWEB182HE1000	M13037 MUA#2	
1	Room #01	Reznor - Unit Heater 1	VDBP100	81G79Y2N08389X	
1	Room #42	Reznor - Unit Heater	VDBP100	B1E79Y2N96327X	
1	EF-0111	Domex	Centrifugal - Roof Exhaust Fa -VS	DX16S	
1	EF-02	Domex	Centrifugal - Roof Exhaust Fa -VS	DX10R	

1	EF-03	Domex	Centrifugal - Roof Exhaust Fa -VS	DX11R	
1	EF-04	Zephrr In-line	Forward Cu ed In-line Exhaust Fa -VS	DX110	
1	EF-05	Domex	Centrifugal - Roof Exhaust Fa -VS		
1	EF-06	Domex	Centrifugal - Roof Exhaust Fa -VS		
1	TF-01	Zephrr In-line	Forward Cu ed In-line Exhaust Fa -VS		
2	PEF-1 and PEF- 2	Zephrr In-line	ES1245		
1	2074 – Loading Dock	Reznor	Unit Heater		
1	2086 – Loading Dock	Reznor	Unit Heater		
4	Building	Drinking Fountains			
1	Shop	I R nirvana Air Compressor system	IR15H-TAS-130L	NC0974v09251	Including cooler and tank
1	Loading Dock Area	NR Murphy Ltd Dust collection system	3300 BINOL arr.9 Fan	09069	Including Hopper system & Duct anti ignition system





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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 PWGSC	2. Branch or Directorate / Direction générale ou Direction RPB-CMA	
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 service contracts for the HVAC systems at Confederation Heights Campus. Will involve monthly maintenance visits to all buildings including the annexes.		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
6. Indicate the type of access required - Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p.ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui		
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciales sans entreposage de nuit? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input 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 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 A ne pas diffuser <input checked="" type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays: Canadian Citizen OR Permanent Resident	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 checked="" 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"/>

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

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

☒ No  
Non

☐ Yes  
Oui

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

☒ No  
Non

☐ Yes  
Oui

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

Document Number / Numéro du document

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

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

☐ RELIABILITY STATUS  
COTE DE FIABILITE

☐ 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  
ACCES AUX EMPLACEMENTS

Special comments:

Commentaires spéciaux :

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

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

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

☒ No  
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 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 Confidentiel	Secret	Top Secret Très Secret
											A	B	C			
Information / Assets Renseignements / Biens																
Production																
IT Media Support TI																
IT Link Lien électronique																

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

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

☒ No ☐ Yes  
Non Oui

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

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

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

☒ No ☐ Yes  
Non Oui

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

Security Classification / Classification de sécurité

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DO NOT REMOVE FROM SRCL

**CSE Security Guide to Contract: EJ196-13-2660**

The Communications Security Establishment (CSE) maintains a high security environment at its facilities. For the purpose of this guide, the term facility includes all CSE managed buildings, grounds and controlled access areas. All personnel employed on this contract must support this high security profile by complying with the following security directives:

a) Physical access is restricted to those specific areas of CSE facilities and grounds required to meet the contract's objectives;

*b) All companies providing goods or services in support of this contract must hold a valid Facility Security Clearance (FSC to the highest level identified in the SRCL.)*

c) Access to any form of classified or protected information or assets requires the proper security clearance and is restricted to the "need to know" or "need to access" principles. The Project Manager/Project TA is responsible to ensure that the security clearance or security screening has been conducted.

d) All personnel involved in this contract must hold a valid security clearance of GOC SECRET prior to any access to any CSEC grounds, buildings or controlled areas and will be under escort at all times.

e) To access CSE facilities all personnel shall provide two forms of CSE approved personal identification, or a CSE issued identification card. Building pass cards shall be prominently displayed by contractor personnel at all times within CSE facilities;

f) Restricted or prohibited devices (camera, audio/video devices, recording, scanning or transmitting devices, including (cell phones, memory sticks, laptop computers, diskettes, CD's, Blackberries, etc...)) shall not be introduced to CSE facilities without prior approval from CSE security personnel;

g) No protected or classified material or assets shall be removed from a CSE facility.

h) No connectivity of company or personal IT equipment to any CSE IT systems is permitted.

i) No plan, drawing, sketch, model, note or electronic information pertaining to CSE facilities shall not be removed from CSE facilities without the prior written consent of CSE security personnel or CSE Project or Technical Authority.



j) Contractors must, before and after the effective period of this contract, treat as confidential and not divulge, any information related to the administration or operations of CSE acquired during the course of this contract. Exceptions must be authorized in writing by the project authority.

k) Canadian Citizen or Permanent Resident is requirement for this contract

l) Failure to comply with any aspect of this Security Guide shall result in either the immediate and permanent exclusion of individual (s) in violation of this clause from CSE facilities, or termination of this contract.