

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

**Bid Receiving - PWGSC / Réception des
soumissions - TPSGC**
11 Laurier St./ 11, rue Laurier
Place du Portage, Phase III
Core 0A1 / Noyau 0A1
Gatineau
Québec
K1A 0S5
Bid Fax: (819) 997-9776

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

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

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

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

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

Comments - Commentaires

Title - Sujet ENTRETIEN REFROIDISSEURS	
Solicitation No. - N° de l'invitation EJ196-133436/A	Date 2013-09-03
Client Reference No. - N° de référence du client 20133436	
GETS Reference No. - N° de référence de SEAG PW-\$\$FK-290-63421	
File No. - N° de dossier fk290.EJ196-133436	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-10-15	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Ghoulmoussi, Hakim	Buyer Id - Id de l'acheteur fk290
Telephone No. - N° de téléphone (819) 956-7448 ()	FAX No. - N° de FAX (819) 956-3600
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: PWGSC / TPSGC National Capital Area L'Esplanade Laurier 300 Laurier Avenue Ottawa, ON	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

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

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

NOTICE**Security**

In order to be awarded a contract which contains a security requirement, the Contractor MUST hold a valid Security Clearance granted or approved by PWGSC Canadian Industrial Security Directorate (CISD) at the level indicated in this solicitation document. Should the Contractor not currently hold a valid Security Clearance or require the level to be upgraded, PWGSC will sponsor the Contractor. Please submit your written request with the following information to Hakim Ghoumrassi by facsimile 819-956-3600 or by e-mail to hakim.ghoumrassi@tpsgc-pwgsc.gc.ca.

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

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

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Solicitation No. - N° de l'invitation

EJ196-133436/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

fk290

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

20133436

File No. - N° du dossier

fk290EJ196-133436

CCC No./N° CCC - FMS No/ N° VME

List of Annexes:

- Annex A Statement of Work
- Annex B Security Requirements Check List (SRCL)
- Annex C Reminder to provide a Complete List of names of all individuals who are currently directors of the Bidder
- Annex D Cost Estimate Form for Extra Work

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, a reminder 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, travel and labour on Chiller 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 L'Esplanade Laurier, 300 Laurier Avenue, Ottawa, Ontario, Canada.

(iii) Mandatory Response Time

As per **Annex A**, Statement of Work EJ196-13-3436, 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 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.

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- c. The Contractor must update the Trouble Desk of the status of each request/service 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 EJ196-13-3436, 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).

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, (2013-06-01) 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 **seven (7)** calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 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 Mandatory 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 25, 2013 at 9:00 am**. Bidders are to meet at the **Main Entrance of L'Esplanade Laurier, 300 Laurier Avenue, 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 hold a valid RELIABILITY STATUS**. 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 20, 2013 at 2:00 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 and a hard hat 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.

- 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 Chiller 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 Chiller 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 = 5 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 53 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.

NAME OF SERVICE PERSONNEL 1 :			
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: _____ Title: _____	Name: _____ Title: _____	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone Number: _____ E-mail: _____	Phone Number: _____ E-mail: _____	Phone Number: _____ E-mail: _____
Performance period of the project or contract (indicate year, month, day)	From: _____ (year/month/day) To: _____ (year/month/day)	From: _____ (year/month/day) To: _____ (year/month/day)	From: _____ (year/month/day) To: _____ (year/month/day)

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

NAME OF SERVICE PERSONNEL 3 :			
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: _____ 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)

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 Chiller 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 Chiller 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 = 5 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 53 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.

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

Provide the name of the Non-Working Service Manager _____	
Name of client organization or Company	Name: _____
Name and title of client contact who can confirm the information presented in the proposal.	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone No.: _____ 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 Chiller 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 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.

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 EJ196-13-3436 attached herein as Annex A.

Equipment Inventory

Unit	Location Room No.	Make	Model	Serial No.	Year 1	Year 2	Year 3	Year 4	Year 5
1	Basement East Tower	TraneChiller #3	CentraVacC V-12F-G6H6	L4C17545	\$	\$	\$	\$	\$
1	Basement East Tower	Copeland Purge unit #3	M2FH-0026-1AA001	01B71979	\$	\$	\$	\$	\$
1	Basement East Tower	Allan Bradley	N/A	N/A	\$	\$	\$	\$	\$
1	Basement East Tower	TraneChiller #2	CentraVacC V-12F-G6H6	L4C17546	\$	\$	\$	\$	\$
1	Basement East Tower	Trane Purge unit #2	PRGCA011 ABGA	L94H07850	\$	\$	\$	\$	\$
1	Basement East Tower	Allan Bradley	N/A	N/A	\$	\$	\$	\$	\$
1	Basement East Tower	TraneChiller #1	CentraVacC V-12FS	L4F18022	\$	\$	\$	\$	\$
1	Basement East Tower	Trane Purge unit #1	Not Readable	Not Readable	\$	\$	\$	\$	\$
1	Basement East Tower	Allan Bradley	1250T	SS-35406-4BC	\$	\$	\$	\$	\$
1	Basement East Tower	MSA	Chillguard RT	196BM001 392	\$	\$	\$	\$	\$
1	Basement East Tower	South SideMarley Cooling Tower	454-201	053068-74	\$	\$	\$	\$	\$
1	Basement East Tower	North SideMarley Cooling Tower	454-201	053068-74	\$	\$	\$	\$	\$
1	Basement East Tower	Vulcain	VA301EM		\$	\$	\$	\$	\$
1	Engineer's office	Volcain remote monitor	VA201C		\$	\$	\$	\$	\$
1	Basement East Tower	Building Control Unit (BCU)	BMTX001AA A011	L06F03157	\$	\$	\$	\$	\$
Total for each year					\$	\$	\$	\$	\$

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Total for 5 years	\$
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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	\$
Total for 5 Years			\$

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 EJ196-13-3436, "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 shall be:

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

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

iii) Sunday & Statutory Holidays	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Hourly Rate	\$ _____ /HR				
Estimated number of hours	10	10	10	10	10
Extended Price:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

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2.1 (iii) SUB-TOTAL:	\$ _____
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2.2 MATERIALS: Materials will be charged at our laid-down cost plus a mark-up of:

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

* 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(i) to 2.1 (iii) and 2.2 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(i) to 2.1(iii) = Subtotal \$ _____ +

Pricing Schedule 2: 2.2 = Subtotal \$ _____ =

Total assessed proposal price = \$ _____

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

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Section III: Certifications

Bidders must submit the certifications required under Part 5.

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

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.

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.

PART 6 - SECURITY REQUIREMENT

6.1 Security Requirement

Before award of a contract, the following conditions must be met:

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - 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 6 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
 3. For additional information on security requirements, bidders should consult the "[Security Requirements on PWGSC Bid Solicitation - Instructions for Bidders](http://www.pwgsc.gc.ca/acquisitions/text/plain/plainpm-e.html#a31)" (<http://www.pwgsc.gc.ca/acquisitions/text/plain/plainpm-e.html#a31>) document on the Departmental Standard Procurement Documents Website.

6.2 Employee Information for Security

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

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

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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, travel and labour on Chiller 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
L'Esplanade
Laurier, 300 Laurier Avenue, Ottawa, Ontario, Canada.

7.1.1 Mandatory Response Time

As per **Annex A**, Statement of Work EJ196-13-3436, 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.

	LEGAL NAME (First and Last)
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 Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex 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 (To be provided at contract award).

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 OS5
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.

7.10 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) the Contractor's proposal dated _____ (*insert date of bid*), and
- (f) 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 Cellular Phones and/or Pagers

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

7.14 Government Site Regulations

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

7.15 Pre-Commencement Meeting

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

(EJ196-13-3436)

(Please see attached)

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ANNEX B

SECURITY REQUIREMENT CHECK LIST

(Please see attached)

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ANNEX C

REMINDER TO PROVIDE A 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

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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		Technician	Total
i Direct Labour			
Repair Work Labour			
Emergency Calls Labour			
Other Labour (Specify: _____ _____)			
Total Direct Labour			\$ _____ (i)
ii Direct Material Costs *			
Replacement Parts			
Repair Parts			
Other Material (Specify: _____ _____)			\$ _____ (ii)
Total Direct Material Costs			
iii Other Direct Costs			
Other (Specify: _____ _____)			
Total Other Direct Costs			\$ _____ (iii)
II Total Price			Total
Total Direct Costs (i + ii + iii) (GST/HST extra)			\$ _____

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

Name: _____

Signature: _____

(Please print)

1.0 SW 1. General

- I. The Contractor shall 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 SW7), and shall pay for any and all permits and or certificates required.
 - b. 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. 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 services calls: monthly inspections, cleaning, lubrication, testing, calibration, filter replacements, repairs, and **manufacturer's recommended maintenance**.
- b. Perform Inspections **monthly** on the chiller systems and purge units.
- c. Replace oil and filters annually. Replace filters more frequently if conditions require
- d. Perform refrigerant and oil analysis annually.
- e. **Clean and purify refrigerant as per laboratory recommendations if found contaminated.**
- f. Inspect and clean the evaporator tubes in the first year of the contract, and at the end of the fourth year of the contract.
- g. Clean condenser tubers and strainer annually.
- h. Perform Eddy Current tests on both the condenser and evaporator in the years 1 and 4 of the contract.
- i. Inspect and maintain chillers: electrical switches, disconnect and fuses; including control components - from the equipment to and include the MCC.
- j. Inspect **all** relief valves (where accessible) annually.
- k. Replace any defective system components with matching original (Original Equipment Manufacturer or OEM) or "as new" rebuilt warranted components, providing they are approved by the Technical Authority.
- l. Perform start-up and Shutdown of the chillers annually.
- m. Maintain and test the refrigerant monitors semi-annually..

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. 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 shall 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 shall provide a detailed schedule of maintenance to be applied for the term of this contract.
 - i. This schedule shall contain and reflect the manufacturer's recommended maintenance and all requirements of this Statement of Work.
 - ii. The proposed schedule shall be reviewed by the Technical Authority and may require revision by the Contractor to meet the Technical Authority's requirements. Any such changes shall 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.
- 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.

VI. Non-working Service Manager

- a. The non-working Service Manager must be in full charge of the operations of the contractor in the performance of the services and must be authorized to accept any notice, consent, order, direction, decision or other communication on behalf of the contractor that may be given under the contract.
- 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.

VII. Maintenance Plan

- a. The Contractor must produce 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 identifying the maintenance that will be performed annually, semi-annually, quarterly and monthly. This maintenance plan must contain and reflect the manufacturer's recommended maintenance and all requirements of this Statement of Work.
- b. The proposed maintenance plan must be reviewed by the Technical Authority and may require revision by the Contractor to meet Technical Authority's requirements. Any such changes must be considered as part of the Contract.
- c. This plan must fully list all operating inspections, maintenance schedules and tests necessary to maximize equipment longevity and ensure the optimum level of performance over the full operating range of the equipment.
- 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. 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. SW 5. Health and Safety Requirements

I. Environment 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 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 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. 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.

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

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.EJ196-133436)
 - 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 Assurance 400 Cooper Street, 6th Floor,
OTTAWA, Ontario K1A 0S5:
Attention: Technical Authority

7. SW 7. Equipment Inventory

No. of units	Location Room No.	Make	Model	Serial Number	Details
1	Basement East Tower	Trane Chiller #3	CentraVac CV-12F-G6H6	L4C17545	Chiller has refrigerant recovery system attached to the purge unit. (Full load amperage for the chiller 1087). Including CH531 Adaptive Controller.
1	Basement East Tower	Copeland Purge unit #3	M2FH-0026-1AA001	01B71979	New style purge unit installed on the top of the chiller and is connected to a Halozone canister. Purge unit is 115 volt
1	Basement East Tower	Allan Bradley	N/A	N/A	Allan Bradley motor starter and cabinet. Model and serial numbers not available at time of inventory.
1	Basement East Tower	Trane Chiller #2	CentraVac CV-12F-G6H6	L4C17546	Chiller has refrigerant recovery system attached to the purge unit. (Full load amperage for the chiller 1087). Including CH531 Adaptive Controller.
1	Basement East Tower	Trane Purge unit #2	PRGCA011ABG A	L94H07850	New style purge unit installed on the top of the chiller and is connected to a Halozone canister. Purge unit is 115 Volt.
1	Basement East Tower	Allan Bradley	N/A	N/A	Allan Bradley motor starter and cabinet. Model and serial numbers not available at time of inventory.
1	Basement East Tower	Trane Chiller #1	CentraVac CV-12FS	L4F18022	Chiller has refrigerant recovery system attached to the purge unit. This chiller has a heat recovery unit attached. Including CH531 Adaptive Controller.
1	Basement East Tower	Trane Purge unit #1	Not Readable	Not Readable	New style purge unit installed on the top of the chiller and is connected to a Halozone canister. Purge unit is 115 Volt.
1	Basement East Tower	Allan Bradley	1250T	SS-35406-4BC	Allan Bradley motor starter and cabinet. Model and serial numbers not available at time of inventory.
1	Basement East Tower	Vulcain	VA301EM		Gas monitor expansion module Includes three (3) remote (123) sensors.
1	Engineer's office	Volcain remote monitor	VA201C		
1	Basement East Tower	South Side Marley Cooling Tower	454-201	053068-74	Marley induced draft wooden tower. 2 speed fan 40/10 hp with gear reducer. 9 blade fan.
1	Basement East Tower	North Side Marley Cooling Tower	454-201	053068-74	Marley induced draft wooden tower. 2 speed fan 40/10 hp with gear reducer. 9 blade fan.
1	Basement East Tower	Building Control Unit (BCU)	BMTX001AAA0 11	L06F03157	



Government of Canada / Gouvernement du Canada

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

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



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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 :	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> 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?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
Short Title(s) of material / Titre(s) abrégé(s) du matériel : Document Number / Numéro du document :	
PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)	
10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis	
<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS	<input type="checkbox"/> SECRET SECRET
	<input type="checkbox"/> TOP SECRET TRÈS SECRET
	<input type="checkbox"/> NATO SECRET NATO SECRET
	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
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? If Yes, will unscreened personnel be escorted? Dans l'affirmative, le personnel en question sera-t-il escorté?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> 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?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> 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?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> 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?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> 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?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> 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?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui



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 / Non Yes / Oui

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

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

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