


DEMANDE D'OFFRE A COMMANDES (DOAC)

ADRESSER LES DEMANDES DE RENSEIGNEMENTS À: Allan Lapensée, Agent principal aux contrats (613)239-5678 poste 5051 téléphone (613)239-5007 télécopieur allan.lapensee@ncc-ccn.ca	CLÔTURE DE L'OFFRE: le 21 octobre 2013 à 15h00, heure d'Ottawa
RENVoyer À:  Veuillez soumettre votre proposition, enveloppe de prix et cette page signé et renvoyer à :	Commission de la capitale nationale Services d'approvisionnement 40, rue Elgin Centre de service au 3e étage Ottawa, Ontario K1P 1C7 Référé au dossier de soumission de la CCN no. AL1455

Veillez signer, dater et inclure cette page de ce document avec votre proposition, confirmant ainsi avoir lu, compris et accepté le mandat de cette DOAC, incluant le mandat, les conditions générales et tous autres documents en annexe.

Nous OFFRONS de vendre et (ou) de fournir à la Commission de la capitale nationale, aux conditions énoncées dans la présente et au(x) prix soumis les articles et (ou) les services énumérés ci-dessus et sur toute feuille ci-jointe.	
Nom et adresse de l'expert-conseil Tél: Télécopieur:	Nom en caractère d'imprimerie Signature Date :
RÉCEPTION D'ADDENDA: Nous accusons réception des addendas suivants et en avons tenu compte dans le calcul de notre prix de l'offre à commandes :	_____ _____ Le soumissionnaire est tenu d'insérer le nombre d'addenda émis (par exemple #1, #2 etc.) s'il y a lieu.

1.0 INSTRUCTIONS AUX SOUMISSIONNAIRES

- 1.1 Veuillez soumettre une (1) originale et quatre (4) exemplaires de votre proposition technique et une (1) enveloppe de prix pour fournir des services générales pour la Commission de la capitale nationale (désignée sous le nom de la “Commission” ou la “CCN”) tel que décrit dans le mandat ci-joint.
- 1.2 Toute demande de renseignements sur cette demande de proposition doit être présentée par écrit à l’agent principal des contrats, soit par téléphone au 613-239-5051, par télécopieur au 613-239-5007 ou par courriel au allan.lapensee@ncc-ccn.ca et ce le plus tôt possible pendant la durée de l’invitation. Toutes les demandes de renseignements devraient être reçues au moins sept (7) jours civils avant la date de clôture de l’invitation afin de laisser suffisamment de temps pour y répondre. Pour ce qui est des demandes de renseignements reçues après cette date, il est possible qu’on ne puisse y répondre. Pour assurer la cohérence et la qualité de l’information fournie aux Entrepreneurs, l’agent principal des contrats examinera le contenu de la demande de renseignements et décidera s’il convient ou non de publier une modification. Toutes les demandes de renseignements et autres communications envoyées avant la clôture de la demande de proposition doivent être adressées **UNIQUEMENT** à l’agent principal des contrats dont le nom figure ci-dessus. À défaut de respecter cette condition, l’Entrepreneur peut (pour cette seule raison) voir sa soumission rejetée.
- 1.3 La proposition technique doit avoir toute information pertinente décrit dans le cahier des charges.
- 1.4 Suite à une initiative verte, la CCN demande que la proposition de l’expert-conseil suivre ces pratiques vertes :
 - utilisé des produits recyclés
 - imprimer recto verso
 - utilisé un maximum de 11 comme caractère d’édition
 - aucun cartable et/ou feuilles en plastique (notez des spirales en plastique/métal est acceptable)
- 1.5 Une (1) copie de votre offre financière (Annexe A barème de prix) doit être soumise dans une enveloppe, séparément de la proposition technique.
- 1.6 L’évaluation technique s’effectue sur un total de 100 points. Le minimum exigible est de 80 points. On ouvrira seulement les enveloppes des coûts des soumissionnaires qui obtiendront 80 points ou plus.
- 1.7 La proposition choisie sera celle qui présentera la meilleure valeur globale pour la Commission, aux plans de la valeur technique et du coût, ce que l’on déterminera en divisant le coût proposé par la note technique obtenue, afin de connaître la proposition représentant le plus bas coût par point. La Commission est assujettie à toutes les taxes fédérales et provinciales, le cas échéant. Le coût total pour l’évaluation des propositions sera le total des honoraires, les dépenses remboursables et les taxes. Lors de l’évaluation finale des soumissions reçues, les coûts réels pour la Commission, incluant les taxes, seront pris en considération.
- 1.8 Un compte rendu des propositions techniques des soumissionnaires sera fourni, si la demande en est faite au gestionnaire de projet de la CCN dont le nom figure dans la lettre d’avis de notification d’attribution du contact, dans les 15 jours suivant la réception de cet avis. Ce compte-rendu précisera les raisons pour lesquelles la soumission n’a pas répondu aux critères exigés.
- 1.9 La démarche vise à conclure un minimum de quatre (4) offres à commandes suite à cette demande (deux pour le côté Ontario et deux pour le côté Québec de la région de la capitale nationale). Ces

offres à commandes seront d'une période de quatre (4) ans à partir de la date de l'attribution de l'offre. La CCN permettra les entrepreneurs de changer leur taux unitaire pour la troisième et quatrième année selon l'indice des prix à la consommation (référé à 2.4).

- 1.10 Si une entreprise ayant conclu une OAC voit son OAC annulée, la CCN se réserve le droit de 'rétablir' la liste des OAC en confiant celle-ci à une autre entreprise. Le critère qui permettra de déterminer les entreprises auxquelles on offrira de reprendre les OAC seront celles qui auront obtenu dans l'ordre le résultat le plus élevé de la façon décrite dans le mandat.
- 1.11 La Commission de la capitale nationale est une société d'État fédérale assujettie à la taxe fédérale sur les produits et services (TPS), ainsi qu'aux taxes de vente provinciale de l'Ontario (TVHO) et du Québec (TVQ). L'Entrepreneur à qui l'offre à commandes sera octroyé devra indiquer séparément sur toute facture ou demande de paiement la Taxe de ventes sur les produits et services (TPS), la Taxe de vente de l'Ontario (TVHO) et la Taxe de ventes du Québec (TVQ) lorsqu'elles s'appliquent. Ces montants seront payés à l'Entrepreneur qui devra effectuer les remises appropriées à Revenu Canada et aux ministères provinciaux appropriés. Le(s) soumissionnaire(s) gagnant doit (doivent) remplir et retourner le formulaire T1204 incluant un chèque annulé pour les dépôts directs.
- 1.12 Les exigences en matière sécurité et les conditions générales feront aussi partie de l'offre à commandes et les commandes subséquentes qui résulteront de cette DOAC.
- 1.13 Pour être juste envers toutes les firmes et éviter tout malentendu, veuillez noter que nous n'accepterons aucune proposition après l'heure et la date susmentionnée.
- 1.14 La Commission se réserve le droit de ne pas accepter la proposition la plus avantageuse au plan financier ni quelque proposition que ce soit, d'annuler la DOAC, et(ou) de faire paraître de nouveau la DOAC, dans sa forme originale ou en version modifiée. La Commission se réserve également le droit d'entamer des négociations avec le soumissionnaire retenu et(ou) tout autre auteur de propositions.
- 1.15 Les propositions transmises par télécopieur ne seront pas acceptées.
- 1.16 Les soumissions seront rigoureusement tenues secrètes. Néanmoins, les soumissionnaires sont priés de noter que la Commission en sa qualité de société d'État, est assujettie à la *Loi sur l'accès à l'information*. Les renseignements fournis par des tiers ne seront exemptés de la divulgation que si la totalité ou une partie des dossiers peuvent faire l'objet des exceptions prévues par la Loi sur l'accès à l'information.
- 1.17 Cette DOAC, ainsi que l'offre à commandes et les commandes subséquentes qui en découleront, doivent être considérés, interprétés et régis par les lois de la province de l'Ontario et les lois fédérales qui y sont indiquées comme étant applicables. Les rapports entre les parties doivent également se dérouler conformément à ces lois.
- 1.18 La Commission ne se verra pas dans l'obligation de rembourser ou de dédommager les auteurs de propositions, leurs sous-traitants ou fabricants pour les frais engagés pour produire une réponse à cette DOAC. La totalité des exemplaires des propositions soumises en réponse à cette DOAC deviennent la propriété de la Commission et ne sont donc pas retournés à leur auteur.
- 1.19 La présente DOAC et toute la documentation d'appui ont été préparés par la CCN et demeurent la seule propriété de la CCN, Ottawa, Canada. L'information est fournie au soumissionnaire uniquement pour son usage, relativement à la préparation d'une réponse à la présente DOAC et devra être considérée comme la propriété et l'information confidentielle de la CCN. Le soumissionnaire

convient, par l'acceptation ou l'utilisation de ces documents, de les retourner à la demande de la CCN et de ne pas les reproduire, les copier, les prêter ou d'en dévoiler le contenu ou d'en disposer, directement ou indirectement, à un tiers sauf à certains de ses employés qui ont besoin de les connaître pour la préparation de la réponse du soumissionnaire et le soumissionnaire convient en outre de ne les utiliser pour aucune autre fin que celle pour laquelle ils sont spécifiquement fournis.

- 1.20 L'entrepreneur choisi devra tenir la Commission indemne et à couvert de toute réclamation présentée à la Commission et de tout dommage, de tous les coûts et de toutes les dépenses qu'elle aura encourus par suite d'une quelconque action ou poursuite en contrefaçon engagée, intentée, entamée ou subie par une personne se trouvant sous la direction et le contrôle de l'entrepreneur pendant la durée de l'offre à commandes et commande subséquente résultant de cette DOAC, ou qu'une telle personne menace d'intenter ou d'entamer, ladite personne revendiquant un droit moral en vertu de la Loi sur le droit d'auteur. L'obligation d'indemniser la Commission en vertu de la présente disposition demeure en vigueur après l'expiration du contrat résultant de cette DOAC, et ce pendant toute la durée du droit d'auteur accordé aux documents produits dans le cadre dudit contrat. Cette obligation d'indemniser la Commission relativement à la violation présumée de droits moraux vient s'ajouter aux autres obligations de l'entrepreneur de tenir indemne et à couvert, qui sont énoncées dans les conditions générales et supplémentaires de la Commission.

2.0 DEMANDE D'OFFRE A COMMANDES

2.1 INTRODUCTION

Une des méthodes d'approvisionnement utilisées par la CCN, pour répondre aux besoins de ses utilisateurs internes déterminés, consiste à inviter des particuliers ou entreprises à lui présenter une offre à commandes (OAC), en vertu de laquelle il(s)/elle(s) lui fourniraient des biens, des services ou les deux, pendant une période déterminée. La CCN délègue ensuite des pouvoirs d'achat à ces utilisateurs, qui peuvent ensuite communiquer directement avec le fournisseur, au fur et à mesure des besoins, en émettant des commandes d'achat détaillant les quantités exactes de biens ou de services qu'il(s)/elle(s) souhaitent commander auprès du soumissionnaire, à un moment particulier, pendant la période de validité de l'offre à commandes et conformément aux conditions déterminées au préalable. Cette méthode d'approvisionnement est particulièrement utile pour acquérir des biens ou services fréquemment commandés, disponibles ou non dans le commerce, lorsque la quantité ou la valeur totale de ceux-ci, nécessaires à un ou à plusieurs utilisateurs déterminés, peut être évaluée au préalable, mais qu'il est impossible d'établir au départ les besoins exacts d'un utilisateur donné, à un moment futur déterminé.

La CCN prévoit un besoin potentiel pour retenir des entreprises qui fourniraient des **services de caméras de télévision en circuit fermé (TVCF)**, détaillés plus particulièrement dans la présente et dans les annexes, nous vous invitons par la présente, à fournir une offre à commandes et ce au moyen des formulaires et selon le format ci-joints. Veuillez noter que la quantité de biens et (ou) de services et les dépenses estimatives stipulés dans la présente ne sont qu'une approximation des besoins donnée de bonne foi. La conclusion d'une offre à commandes avec un soumissionnaire ne constitue pas une entente obligeant la CCN à commander une partie ni la totalité des biens et (ou) services en question. La CCN pourra passer une ou plusieurs commandes d'achat subséquentes à une offre à commandes, chaque commande constituant une acceptation de ladite offre à commandes pour le nombre desdits biens ou services décrits dans la commande. Une demande n'engage pas la CCN à autoriser l'utilisation d'une offre à commandes ni à payer n'importe quel des coûts engagés pour la présentation des offres ou les études nécessaires à la préparation de celles-ci, ni d'acheter des biens ou services quelconques, ni de passer des contrats à cette fin. La CCN se réserve le droit de rejeter ou d'accepter toute offre, en totalité ou en partie, avec ou sans autres discussions ou négociations.

2.2 DISPOSITIONS GÉNÉRALES

Le soumissionnaire reconnaît qu'une offre à commandes n'est pas un contrat. Le soumissionnaire offre de vendre ou de fournir et de livrer à la CCN, aux conditions exposées ci-après, les biens et (ou) les services détaillés dans la présente et aux prix ou selon la base d'établissement des prix figurant dans celle-ci, AU FUR ET À MESURE DES BESOINS exprimés par des utilisateurs autorisés de la CCN de ces biens et (ou) services et commandés par les utilisateurs autorisés, conformément aux dispositions suivantes.

Il est entendu et convenu que :

- une commande d'achat subséquente à une offre à commandes constituera un contrat uniquement pour les biens et (ou) services commandés, pourvu toujours que cette commande d'achat soit établie conformément aux dispositions de l'offre à commandes;
- l'émission et la distribution de l'autorisation d'utiliser toute offre à commandes découlant de la présente n'oblige pas la CCN à autoriser ni à commander l'un ou l'autre des biens et services décrits dans l'offre à commandes;
- la responsabilité de la CCN se limitera aux commandes d'achat passées à l'égard de toute offre à commandes conclue pendant la période indiquée dans la présente;
- la CCN se réserve le droit d'acheter les biens et (ou) services spécifiés par contrats, offres permanentes ou d'autres méthodes de négociation de contrats.
- Le soumissionnaire convient que les prix indiqués dans la présente sont fermes et doivent demeurer valides durant une période de 30 jours à partir de la date de clôture de la présente demande d'offre à commandes (DOAC).

2.3 BESOIN DE L'OFFRE À COMMANDES:

La Commission de la capitale nationale (CCN) désire retenir les services des firmes qualifiées dans les **services de caméras de télévision en circuit fermé (TVCF)** en entrant dans une convention d'offre à commandes.

Le terme soumissionnaire(s) utilisé dans ce document signifie entreprise qualifiée, un consortium ou une coentreprise entre un consultant et un sous-consultant. Les soumissionnaires devront fournir tous les services nécessaires énumérés dans ce document.

Afin d'assurer des chances égales à tous les intéressés et de réduire les risques de conflits d'intérêts, la CCN avise tous les soumissionnaires qu'elle n'acceptera de chacun qu'une seule offre, peu importe qu'elle soit faite en tant qu'entrepreneur unique, en tant que participant à une co-entreprise ou en tant que sous-entrepreneur.

2.4 PÉRIODE DE L'OFFRE À COMMANDES :

L'OAC durera quatre (4) ans à compter de la date d'adjudication. Les taux unitaires que les soumissionnaires inscrivent sur la grille tarifaire appliqueront au cours des deux premières années. Pour la troisième et quatrième année, les taux seront ajustés conformément au taux d'inflation de l'indice des prix à la consommation.

Année trois

Les prix unitaires (excluant les taxes) pour la troisième année (du 1^{er} nov 2015 au 30 oct 2016) seront calculés d'après les prix unitaires (excluant les taxes) durant les deux premières années, plus ou moins un ajustement de prix basé sur l'Indice des prix à la consommation (IPC) – par ville (mensuel) Indice d'ensemble pour Ottawa-Gatineau (IEOG), plus spécifiquement la différence en pourcentage entre l'IPC et l'IEOG d'août 2014 et d'août 2015, plus les taxes en vigueur.

Exemple seulement :

La différence IPC - IEOG pour le mois d'août 2015 s'élève à 133,9.

La différence IPC - IEOG pour le mois d'août 2014 s'élevait à 131,6.

Différence de pourcentage = $((133,9/131,6) \times 100) - 100 =$ augmentation de 1,7 %
(diminuer si la différence de pourcentage est négative)

Année quatre

Les prix unitaires (excluant les taxes) pour la quatrième année (du 1^{er} nov 2016 au 30 oct 2017) seront calculés d'après les prix unitaires (excluant les taxes) établis pour la troisième année, plus ou moins un ajustement de prix basé sur l'Indice des prix à la consommation (IPC) – Indice d'ensemble pour Ottawa-Gatineau (IEOG), plus spécifiquement la différence en pourcentage entre l'IPC et l'IEOG d'août 2015 et d'août 2016, plus les taxes en vigueur.

Site web : <http://www.statcan.gc.ca/tables-tableaux/sum-som/102/cst01/cpis02a-fra.htm>

2.5 DOCUMENT DE COMMANDE D'ACHAT :

Le document autorisé de « commande d'achat subséquente à une offre à commandes » sera la commande d'achat de la CCN n° XXXXXX. Le document de commande d'achat stipulera le nom et l'adresse de l'entreprise, le numéro de la commande d'achat, la date de livraison requise, l'emplacement de la livraison, la description des biens ou services, les quantités, les prix unitaires, la limite de la commande d'achat, et comportera la signature d'approbation apposée par l'utilisateur autorisé et désigné.

2.6 LIMITATION DE LA COMMANDE D'ACHAT :

Le montant global qu'on peut verser pour une commande d'achat (commande subséquente) est de 60 000 \$ CAN, incluant tous les honoraires, déboursés, coûts secondaires et impôts en vigueur. Les autorisations de modification peuvent être traitées dans le cadre de toute commande subséquente, et ce, jusqu'à concurrence de 20% du montant total initial de la commande subséquente.

La CCN se réserve le droit de demander des offres des entreprises qui ont reçu la OAC et de toute entreprises répondant aux exigences techniques en vertu de cette demande de propositions, et ce, pour tout travail pouvant être nécessaire, lorsque le montant initial estimé des travaux excède 60 000 \$ CAN tout compris.

À l'occasion, la CCN se réserve le droit :

- de demander aux entreprises ayant reçu la OAC d'appeler des offres de sous-traitants/spécialistes autres que ceux qu'elles proposent; et
- au besoin, d'examiner des offres de services de sous-traitants/spécialistes désignés par la CCN.
- La CCN peut devoir faire appel à des entreprises participant déjà à une OAC à la CCN et l'entreprise devrait alors présenter une offre basée sur les taux de cette OAC.
- La CCN devra réattribuer les commandes subséquentes individuelles dans le cadre de toute OAC si l'équipe ne répond pas aux exigences du gestionnaire de projet de la CCN.

Lorsque les OAC seront en place, les demandes de travail dans le cadre des divers projets seront traitées comme s'il s'agissait de *commandes d'achat (ou de commandes subséquentes)* dans le cadre de la OAC. Les offres présentées doivent être détaillées et comporter le nom de l'individu, son taux unitaire en vertu de la OAC, ainsi que le nombre estimé d'heures qu'on devra consacrer pour effectuer le travail. Les déboursés et les impôts en vigueur doivent apparaître séparément.

La CCN conserve le droit d'accorder des commandes d'achat concurrentes et/ou consécutives à des entreprises (autrement dit, les commandes d'achat ne seront pas nécessairement accordées de façon rotative). L'évaluation des projets s'effectuera au cas par cas pour s'assurer ainsi qu'on accorde les commandes d'achat aux entreprises les mieux placées pour entreprendre le travail, que ce soit en raison de leur domaine d'expertise, leur disponibilité, leur capacité de respecter le calendrier et les objectifs du projet, la cote de sécurité exigée (si il y a un besoin) et/ou pour d'autres raisons. La CCN fera tout en son pouvoir pour s'assurer de ne pas dépasser le montant estimé des dépenses de toute OAC.

Le nombre de commandes d'achat accordées par la CCN variera d'une année à l'autre, tout dépendant de la charge de travail et du financement disponible. Même si la CCN ne peut garantir le nombre de OAC auxquelles les entreprises touchées par la OAC participeront au cours d'une année donnée, l'objectif de la CCN consistera à :

- faire appel aux services de chaque entreprise touchée par la OAC et retenue lorsque cela sera possible;
- répartir la valeur globale des commandes subséquentes entre les entreprises ayant signé des OAC.

Le travail ne devrait débuter qu'au moment où la division des contrats de la CCN aura émis un numéro de commande d'achat correspondant à cette commande subséquent.

Si le gestionnaire de projet n'autorise aucun travail additionnel, la soumission écrite constituera le montant maximal à payer en vertu de la commande d'achat.

2.7 DÉPENSES ESTIMATIVES DE L'OFFRE À COMMANDES :

Le montant estimé des dépenses de toutes les conventions d'offre à commande qui résulteront s'élève à 1 200 000 \$ CAN incluant taxes. Au fur et à mesure que les exigences opérationnelles seront mieux définies, la CCN se réserve le droit d'accroître le montant total estimé des dépenses, mais ce montant ne devra en aucun temps dépasser 10% du montant estimé des dépenses initiales. Toutes offres à commandes ne pourront pas dépasser le montant total de 1 320 000 \$ incluant taxes.

La CCN se réserve le droit de résilier l'OAC de toute entreprise qui omet de façon répétée de gérer de façon satisfaisante la qualité, la quantité, le caractère opportun et/ou les taux soumissionnés et ceux des sous-contractants qu'elle embauche.

2.8 FACTURATION :

Envoyer l'original et deux (2) copies de la facture directement à :
La Commission de la capitale nationale
Comptes payables
202, 40 rue Elgin, 3^e étage
Ottawa (Ontario)
K1P 1C7

La commission de la capitale nationale encourage ses fournisseurs à envoyer leurs factures en pièce jointe par messagerie électronique à sa section des comptes payables à l'adresse courriel payables@ncc-ccn.ca . Pour faciliter le processus, il est préférable que le fichier soit sauvegardé en format .jpg .

Pour assurer un paiement rapide, veuillez préparer votre facture en inscrivant les prix apparaissant dans l'offre. Toute erreur au niveau de la facturation aura pour effet de retarder le paiement. Veuillez faire parvenir votre facture à l'adresse indiquée dans la commande en inscrivant clairement le numéro de la commande d'achat.

Les factures détaillées doivent être remises au service des comptes fournisseurs de la CCN au moins à tous les 30 jours, et ce, conformément à l'échéancier approuvé par le gestionnaire de projet de la CCN responsable de la commande subséquente (soit la facturation mensuelle, la facturation à la fin de chaque phase du projet, ou autre). Les honoraires totaux (incluant les dépenses) doivent demeurer en-deçà du maximum autorisé dans chaque commande d'achat.

Tout ajout ou frais en sus de l'offre écrite originale (offre de services) doit faire l'objet d'une discussion avec le gestionnaire de projet de la CCN et d'une autorisation de la CCN *avant qu'on ne réalise les travaux*. La CCN ne peut garantir qu'elle défrayera tout travail additionnel réalisé sans avoir obtenu au préalable une autorisation écrite.

Pour chaque facture remise à la CCN, les entreprises responsables de l'OAC devront :

- Présenter une comptabilité à jour du temps et des coûts correspondant aux travaux qu'elles ont réalisés dans le cadre de la commande subséquente, ainsi que de tous les coûts des projets connexes et des coûts des entrepreneurs secondaires.
- Identifier clairement toutes les taxes en vigueur, celles-ci étant énoncées séparément sur la facture.
- Identifier clairement le montant du contrat de la 'commande subséquente', ainsi que les honoraires facturés à ce jour à l'égard de ce montant.
- Incrire clairement le numéro de commande subséquente sur les factures.

Pour assurer une communication efficace dans le cadre du projet, on recommande que les entreprises responsables de l'OAC avisent le gestionnaire de projet de la CCN dès qu'on aura encouru 75% des coûts de la commande d'achat.

2.9 AVIS DE RETRAIT D'UNE OFFRE À COMMANDES :

Au cas où le soumissionnaire souhaiterait retirer son offre à commandes, il doit en informer par écrit la CCN au moins 30 jours au préalable. Le retrait d'une offre n'aura aucun effet sur les commandes d'achat faites avant le préavis de 30 jours.

**Terms of Reference
STANDING OFFER AGREEMENT
FOR CCTV INSPECTION SERVICES
FOR VARIOUS LOCATIONS**

1.0.0 SECTION 1 - GENERAL

1.0 Introduction

The National Capital Commission wishes to retain the services of firms that can provide CCTV Inspection services on an "as and when requested" basis under a standing offer agreement (SOA). The locations of the sites would be within the National Capital Region in the provinces of Ontario and Québec.

1.1.1 Scope of Work:

The work under this SOA shall include but not be limited to the provision of all labour, materials, accessories, equipment, tools, transportation, services and technical competence for performing the following work in strict accordance with the specifications and subject to the terms and conditions of the contract:

- a) Sewer inspection using closed circuit television inspection (CCTV) of sewers 2,100 mm in diameter or less at specified locations within the NCC lands. The Contractor will not be required to clean sewers before conducting any sewer inspection unless directed by the NCC;
- b) Cleaning of Sanitary sewers, storm sewers, combined sewers and Culverts including removal of all silt, debris, grease and gravel where deemed necessary by the NCC.
- c) CCTV Inspection Septic Tank
- d) Cleaning of Manhole and Catchbasin sumps.
- e) Reports containing paper report along with video media as specified herein.
- f) Sewer spot repairs

1.1.2 Evaluation Methodology

1. Technical Evaluation:

The NCC shall evaluate and numerically score each response in accordance with the evaluation criteria shown in the Evaluation Criteria Grid contained within this document. Contractors must obtain a minimum of 80 points in order to have their pricing envelopes opened. Only the information submitted by each proponent shall be evaluated.

The work is in the Province of Ontario and Québec. The successful Contractor shall make themselves fully acquainted with all applicable Federal, Provincial and municipal regulations, codes and guidelines relating to the work of this Standing Offer Agreement. The Contractor will be required to comply with these by-laws without extra compensation of any nature. The Contractor shall also be required to obtain permits and other such licenses required for any project and pay for any other charges incidental to such permits at no additional cost to the NCC.

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2. Indicate Prior Experience and References:

All bidders must provide, and submit on separate letterhead with their tender submission in the following format indicated below, references on previous or current contracts for similar work/similar scope, completed during the last thirty-six (36) month period. References will be contacted.

	<u>Buildings/Location Serviced</u>	<u>Description of Contract</u>	<u>Period of Contract</u>	<u>Contact Name</u>	<u>Telephone Number</u>
1.					() -
2.					() -
3.					() -

All bidders will be required to produce evidence of satisfactory performance on similar contracts that the bidder(s) firm has serviced, including proof of completion on schedule, investigation studies of similar scope and complexity under similar conditions of flow and pipe configuration using the specified technology.

3. Fee Evaluation - Price Schedule Sheet: Appendix A

The unit prices tendered are to cover all costs associated with the service including, but not limited to:

- a) Scheduling, supervision, co-ordination, training and reporting;
- b) All safety related items such as confined space requirements and traffic control;
- c) Conducting quality control verification of deliverables, etc;
- d) CCTV inspection including measuring actual pipe length, final inspection report, mandrel testing, and “stringing” of sewer if required;
- e) Cleaning of sewers including any disposal costs of residue and time to refill with water;
- f) All expense, administration, overhead and profit.

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1.1.0 N/A

1.2.0 N/A

1.3.0 CONTRACTOR'S EQUIPMENT, EXPERIENCE & ABILITY:

Prior to undertaking the work, if requested by the NCC, the Contractor shall provide to the NCC the following information:

- a) Names and experience of all operators to be used in carrying out the CCTV inspections and sewer cleaning for this project.
- b) Safety and personal protective (PPE) equipment to be used while conducting the CCTV inspection and sewer cleaning (if required) for examination by the NCC.
- c) Federal security clearances where required for sensitive work areas.

1.4.0 HOURS OF WORK:

Hours of work shall not start prior to or earlier than 7:30 A.M. Ottawa time and conclude not later than 4:00 P.M. Ottawa time from Monday to Friday. Actual working hours may be extended if necessary, where mutually agreed upon in writing between the Contractor and the NCC.

1.5.0 WORK SCHEDULE:

No work will be carried-out without a valid Work Entry Permit.

General

The Contractor may be required to attend scheduling meetings for regular or emergency work if deemed necessary by the NCC. The Contractor shall attend required scheduling meetings at no additional cost to the NCC.

Regular Work Assignments

The Contractor shall start work within forty-eight (48) hours of receiving a written work order or work request from the NCC. Every effort/attempt will be made by the NCC to provide at least a full day's work in a limited work area on each call-out, however, the NCC may require CCTV on a less than 8 hours per day basis. For call-outs requiring less than one full working day, a minimum charge of four hours will apply.

The NCC, on the working day prior to the regular work being done, will advise the Contractor of the location where the contractor's unit will be working on the following day. The NCC Inspector shall be notified immediately, if for any reason, the contractor's unit will not be available to complete work on any particular day or part thereof. In the case of lost time due to inclement weather, excessive fogging within the sewers, breakdown, change in work requests, etc., the Contractor shall only be paid for the actual hours worked or metres of work requested.

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Where appropriate, the Contractor may be required to submit detailed work schedule to the NCC for work requested. The work shall be scheduled for continuous work if required. The NCC reserves the right to change or cancel work without any given notice to the Contractor.

Emergency Work

When emergency work is scheduled by the NCC, the Contractor is required to respond within four (4) hours of receipt of a written work order or work request. The NCC, as a result of urgent or emergency requirements, may request work to be completed within forty-eight (48) hours.

1.6.0 JOB MEETINGS:

The NCC's Inspector reserves the right to call job meeting(s) whenever deemed necessary. The Contractor's Supervisor or his/her representative shall attend these meetings at no additional cost to the NCC.

1.7.0 MISCELLANEOUS:

1.7.1 DAILY REPORT(S):

The Contractor shall prepare Daily Report(s) for each working day in a form approved by the NCC. This report shall include the following information:

- a) Day, date, start time, end time, hours worked, any downtime and reason for loss of time.
- b) A summary of the location and amount of work done including location (using the NCC's structure numbers if assigned), lengths of sewer inspected, sewer sizes and comments describing any unusual circumstances encountered.
- c) Number of passes, amount and type of material removed for each pipe section cleaned (sewer cleaning).

Daily reports shall be in a format that is acceptable to the NCC. Any changes to the daily report shall be made by the Contractor at no extra cost to the NCC.

1.7.2 CONTRACTOR'S PERSONNEL:

The Contractor shall provide competent and experienced operators, satisfactory to the NCC, who shall be on-site at all times when work is in progress. Any employee, agent or subcontractor of the Contractor deemed for any reason unsatisfactory by the NCC, shall be removed from the work and replaced upon receipt of written notification to this effect from the NCC to the Contractor. All operators shall be fully skilled and adequate in number to complete the work on schedule. At no time shall a work crew be composed of less than two people.

In areas where an additional person is required, such as for confined space entry or traffic control reasons, the Contractor shall provide additional personnel at no additional cost to the NCC.

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1.7.3 OWNERSHIP OF DOCUMENTS:

All plans, drawings, designs, infrastructure data, and documentation provided by the NCC to the Contractor shall remain the property of the NCC, and the content of these documents shall not be communicated in any way to any other party nor used for any purpose other than to execute the work of this Agreement. All documents shall be returned to the NCC at the completion of the contract period or as specified by the NCC.

All draft reports, final reports and video recordings (analog or digital) of the inspection work shall become the property of the NCC, and the contents of those reports shall be treated as confidential and not communicated to any party other than the NCC. The Contractor shall not divulge any information communicated to or found by him while carrying out the work of this Agreement, and such information shall not be used by the Contractor on any other project without the approval of the NCC.

The Contractor shall not duplicate any documents or data, such as plans, maps, reports, videos or digital information without the approval of the NCC.

1.7.4 TRAFFIC CONTROL:

Prior to the commencement of work, the Contractor shall submit a Traffic and Pedestrian Control Plan to the NCC detailing the proposed work area, types and location of traffic control devices to be used and how pedestrian traffic will be managed.

Signs, the placement of signs, flashers and channelizing methods for the guidance and protection of pedestrian and vehicular traffic must conform to all Ministry of Transportation Ontario (MTO) and Ministry of Transportation Quebec (MTQ) Regulations. Specifically the MTO, Ontario Traffic Manual Book 7, Temporary Condition (March 2001) and the Ministry of Transportation of Quebec (MTQ) Ouvrages Routiers Volume V – Traffic Control Devices (December 2012).

Materials and equipment must be confined to one (1) side of the street only and stored so as not to interfere with visibility and/or corner movement. Sidewalks must not be totally obstructed at any time. Satisfactory facilities for pedestrian crossing at corners must be provided. Flag person to guide pedestrian and vehicular traffic when required must be provided.

1.7.5 SEWER ACCESSIBILITY:

Certain sewer locations may not be accessible by roadway and ground conditions may not be suitable for heavy equipment during or soon after a wet weather periods. The Contractor is responsible for re-scheduling work and notifying the NCC in the event a sewer may not be accessible. Should the Contractor or his representative damage an area and is deemed responsible by the NCC, the Contractor will be responsible to reinstate the damaged area to its original condition at no cost to the NCC.

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1.7.6 AVAILABLE WATER – HYDRANT:

Water From fire hydrants may be used after obtaining a permit from the City of Ottawa or the City of Gatineau. Only when additional quantities of water are required to avoid delays in normal working procedures. The water shall be conserved and not used unnecessarily. No fire hydrant shall be obstructed in case of a fire in the area served by the hydrant.

1.8.0 CONTROL OF FIRE HYDRANTS PROGRAM:

(i) Registration of Water Carrying Vehicles

Every water-carrying vehicle that would draw water from a City flusher hydrant must be registered with the appropriate municipal drinking water authority by the owner of the vehicle of his/her agent.

The following vehicle information is recorded:

- a) name, address and telephone number of each registered owner
- b) vehicle registration number
- c) license plate number
- d) capacity of vehicle in gallons or cubic meters

(ii) Permit Issuance & Displaying of Permit

Each registered vehicle must have a permit to take from a City flusher hydrant. The permit shall be displayed in the windshield of the vehicle while taking water. The combination of the vehicle permit in the windshield and the flusher band on the hydrant would confirm that the hauler is registered and the water is being taken from a designated hydrant.

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2.0.0 SECTION 2 - SEWER LINE CLEANING & INSPECTION

2.1.0 GENERAL

The intent of sewer line cleaning is to remove foreign materials from the lines and restore the sewer to the original carrying capacity. It is recognized that there are some conditions such as broken pipe and major blockages that prevent cleaning from being accomplished or where additional damage would result if cleaning were attempted or continued. The method of cleaning will depend on the size of the pipe and accessibility for heavy equipment. Selection of a method that suits the conditions is the responsibility of the Contractor.

2.2.0 EQUIPMENT

2.2.1 COMBINATION HIGH-VELOCITY JET (HYDRO-CLEANING)/VACUUM EQUIPMENT

All high velocity sewer cleaning equipment shall be truck-mounted for ease of operation. The equipment shall have a minimum of 150 m of 25 mm I.D. high pressure hose, with a selection of two or more high velocity nozzles. The nozzles shall have a capacity of 230 l/minute (60 GPM) at a working pressure of 13,790 KPa (2,000 PSI). The nozzles shall be capable of producing a scouring action from 15 degrees to 45 degrees in all size lines designated to be cleaned.

Equipment shall carry its own 4,540 litre (1,200 imperial gallons) water tank (minimum) capable of holding corrosive or caustic cleaning or sanitizing chemicals if required by the Inspector, auxiliary engine, pump, and hydraulic drive hose reel. All controls shall be located so that the equipment can be operated above-ground. Suction hose shall be minimum 200 mm (8 inch) diameter capable of a minimum 5,080 mm (200 inches) of negative water pressure and up to 227 m³/min (8,000 CFM) suction.

2.3.0 EXECUTION OF WORK

2.3.1 GENERAL

No work shall be carried out at any time without a valid work permit and no work shall be started without the NCC's Inspector present to inspect the work.

The NCC's Inspector will determine the scope of work for all sewer cleaning.

The Contractor must review the cleaning requirements as established by the NCC's Inspector and select a method of cleaning which will allow for difficult access conditions, (i.e. soft ground unsuitable for vacuum truck) should they exist. The Contractor is responsible for coordinating all sewer-cleaning activities.

The contractor shall ensure that the equipment arrive on site with no disposable materials. The NCC's inspector will verify this. Should the equipment arrive on site with disposable material, the Contractor will be required to immediately empty the equipment at an approved location, as specified herein, at no additional cost to the NCC.

2.3.2 TRIAL SEWER CLEANING

Prior to executing the contract, the successful Contractor will be required to undertake a cleaning demonstration of a test section of sewer at his cost. This may include calcite and roots. Failure to meet equipment specifications will result in rejection of the Tender.

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2.3.3 CLEANING PRECAUTIONS

During sewer cleaning operations, all reasonable precautions shall be taken in the use of cleaning equipment. When hydraulically propelled cleaning tools (which depend upon water pressure to provide their cleaning force) or tools that retard the flow in the sewer line are used, precautions shall be taken to insure that the water pressure created will not damage or cause flooding of public or private property. When possible, the flow of sewage in the sewer shall be used to provide the necessary pressure for hydraulic cleaning devices. When additional water from fire hydrants is necessary to avoid delay in normal work procedures, the water shall be conserved and not used unnecessarily. No fire hydrant shall be obstructed in case of a fire in the area served by the hydrant.

2.3.4 SEWER CLEANING

The designated sewer sections shall be cleaned between consecutive manholes using high-velocity jet. In general, sewer cleaning will start at the upstream sewer sections and work in a downstream direction. Selection of the equipment used shall be based on the conditions of lines and access limitations. The equipment and methods selected shall be satisfactory to the NCC. The equipment shall be capable of removing dirt, grease, rocks, sand, and other materials and minor obstructions from the sewer lines and manholes (eg. large rocks, manhole covers, etc.). If cleaning of an entire section cannot be successfully performed from one manhole, the equipment shall be set up on the other manhole and cleaning again attempted. If, again, successful cleaning cannot be performed or the equipment fails to traverse the entire manhole section, it will be assumed that a major blockage exists and the cleaning effort shall be abandoned. Where possible, the location of major blockages shall be identified using CCTV equipment.

2.3.5 MATERIAL REMOVAL

All sludge, dirt, sand, rocks, grease, and other solid or semi-solid material resulting from the cleaning operation shall be removed at the downstream manhole of the section being cleaned. Passing material from manhole section to manhole section, which could cause line stoppages, accumulations of sand in wet wells, or damage pumping equipment, shall not be permitted. The Contractor shall maintain record of the amount and type of material removed for each section of pipe in a format approved by the NCC.

2.3.6 DISPOSAL OF MATERIALS

Debris shall be kept in totally enclosed containers at all times and shall be removed from the site at the end of each day or when the containers are full. Under no circumstances will the Contractor be allowed to accumulate debris, etc. on the site of work beyond the stated time. All debris shall be removed from the site and disposed by the Contractor at no additional cost to the NCC.

All solids or semi-solids resulting from the cleaning operations shall be removed from the site and disposed of in accordance with the Regulations governing the Province. The Contractor must notify the NCC prior to commencing work and throughout the contract period (if changed) of the landfill site or method used for material disposal.

2.3.7 FINAL ACCEPTANCE

Sewer cleaning shall be carried out in accordance with NCC's standards to the satisfaction of the NCC's Inspector.

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Final acceptance of the sewer cleaning shall be made upon the acceptance review of the corresponding video CCTV inspection. Should CCTV inspection results reveal the sewer cleaning work to be deficient, the sewer shall be re-cleaned and re-inspected (CCTV) at the Contractor's expense until the work complies with these specifications.

All sewer cleaning activities including number of passes, the amount and type of material removed shall be included in the daily report.

2.4.0 SEWER INSPECTION (CCTV)

2.4.1 GENERAL:

The sewer inspection shall be performed to observe and record structural and service defects along with construction features. The results shall be submitted in an inspection report consisting of paper report along with digital video recording (on CD-R or DVD).

2.4.2 EQUIPMENT:

Inspection equipment shall consist of inspection unit, cameras, lighting, cables, power source, monitor (s), data acquisition system, digital video recorder, and other related equipment.

2.4.3 INSPECTION UNIT (Vehicle):

The inspection unit shall consist of a self-contained vehicle with separate areas for viewing and equipment storage. The vehicle shall be equipped with a cellular telephone or a suitable communication system linking all required crewmembers. The inspection unit shall provide direct accessibility of the CCTV camera/crawler to the manhole from the rear of the vehicle. The inspection unit shall have sufficient spare parts to ensure a minimum of down time. The equipment must be in good mechanical condition to ensure contract completion within the time frame specified with minimal equipment breakdown.

The CCTV unit shall be equipped with a winch.

The video monitoring area shall be arranged such that the NCC's Inspector is provided with sufficient space to sit comfortably and have a clear and direct view of the video.

2.4.4 CAMERA (CCTV):

The closed-circuit television (CCTV) colour camera shall be specifically designed and constructed for sewer inspection. The CCTV camera shall be operative in environments with 100% humidity. Camera equipment shall consist of a self-contained, CCTV camera (high resolution, 400 lines of resolution) with a monitoring unit connected by a co-axial cable. The CCTV camera shall be self propelled and must be capable of surveying in a stable condition any pipe diameter up to 1980 mm and pipe length of up to 300 meters where entry can be obtained at each end, without reversals. The cable shall be of a single length and joining cables to attain 300 meters in cable length will not be permitted.

The CCTV camera must be a true **PAN & TILT** camera physically capable of radial rotation of 360⁰, lateral rotation (tilting) of 275⁰. The adjustment of focus and iris shall allow optimum picture quality and the focal range shall be adjustable from 100 mm to infinity. The camera lens shall include built in directional lighting.

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The mounting of the camera shall be adjustable such that the central axis of the camera lies at a point equidistant between the invert and obvert of the pipe during the inspection of the sewer. The camera's picture resolution shall, at the discretion of the NCC, be confirmed at any time using a RS resolution chart (retina type) or other method.

2.4.5 CAMERA TRANSPORTER:

The camera shall be transported through the sewer by means of a self-propelled camera transporter. The transporter shall permit complete inspection of the sewer from the centre of the start manhole to the centre of the finish manhole while maintaining a centerline path. The camera transporter shall be capable of moving forward and reverse at variable speeds. The camera transporter must be stable and adjustable so as the position of the lens (centre) is in the centre of the sewer. The camera position tolerance shall be +/- 10% of the vertical dimension of the sewer.

Example:

Pipe Diameter	Adjustable Height Requirements
305 mm	152 mm
610 mm	305 mm
900 mm	450 mm
1500 mm	750 mm

The Contractor shall immediately notify the NCC's Inspector if the camera can not be adjusted to the required height within the sewer.

The Contractor shall not manually transport or mount the camera on a float or skid type apparatus unless approved by the NCC's Contact Administrator.

2.4.6 LIGHTING:

Lighting for the camera shall be suitable to allow a clear picture of the entire periphery of the pipe. The unit shall have a self-contained lighting system capable of providing a clear monitor picture, and lighting the periphery of the pipe of a minimum illumination level of 100 foot candles over a minimum distance of two (2) meters. If picture quality is unsatisfactory, as determined by the NCC's Inspector, the equipment shall be removed and no payment will be made for an unsatisfactory inspection.

The lighting shall be set-up in such a manner that will project a shadow of the body of the camera and /or transporter onto the surface of the pipe within the field of vision of the camera when it is aimed at the centre of the sewer line.

In order to minimize down time, the contractor shall have the required additional lighting within the CCTV inspection unit.

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2.4.7 RECORDING EQUIPMENT:

The Contractor shall provide to the NCC a recordable compact disc (CD/CD-R) or digital video disc (DVD) made by a reputable manufacturer acceptable by the NCC. The digital video files shall be supplied in MPEG1 format (no audio) or MPEG4 DivX format. Picture size shall be 352x240 @ 30 frames per second with a data/bit rate of MPEG-1 @ 2.4 M-bits/sec.

Each video file must show start and ending manhole numbers along with a continuous display of the distance in metres from the starting manhole location. This information shall be shown continuously in the bottom center portion of the video.

Monitor

A monitor located on site shall provide a clear colour picture of sufficient size and clarity to be easily viewed by the Contractors Operator and the NCC's Inspector, and it shall clearly define the details of the interior of the sewer. The picture quality on the monitor shall provide a continuous 300 line (or greater) resolution video picture. Should the monitor not be of sufficient size or clarity, the contractor will be required to upgrade the monitor immediately.

Electronic Distance Measurement (encoder)

Accurate distance measurements are important. Measurement for location of defects shall be above ground by means of a meter device. Marking on the cable, or the like, which would require interpolation for depth of manhole, will not be allowed. The accuracy of the distance meter shall be checked by use of a roll-a-tape, and the accuracy shall be satisfactory to the NCC's Inspector. Linear measure through pipes from the center of manhole must be accurate to within +/- 2 % of the actual measured pipe length by the Contractor.

The Contractor shall replace the roll-a-tape if deemed to be inaccurate by the NCC's Inspector.

2.5.0 EXECUTION OF WORK

2.5.1 PRIOR TO COMMENCING SEWER INSPECTION:

No work shall be carried out at any time without a valid work permit

Prior to commencing the sewer inspection, **the linear distance between the centre of the manhole at each end of the pipe section shall be measured by the Contractor, using a roll-a-tape and recorded.** Flow control measures shall be implemented in the event flow levels are greater than what is specified in section 2.2.1. The NCC's inspector will verify the accuracy of the Contractors roll-a-tape as required.

The Contractor shall provide all necessary equipment to produce "fog-free" conditions in the sewer, e.g. enclosure, heater and blowers, etc. This is to be completed to the satisfaction of the NCC's Inspector. No sewer inspection shall proceed while FOG is present in the pipe or with a dirty camera lens.

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2.5.2 CAMERA/TRANSPORTER MOVEMENT:

All sewer inspections shall be performed in the direction of the flow unless there's no accessibility to a manhole or a reverse setup is required (due to obstruction). The sewer inspection shall be conducted on a single sewer section at any one time and **always starting at the upstream manhole and proceed downstream in a consecutive manner**. Each sewer section shall be inspected by moving the camera equipment along the pipe axis in a self-propelled fashion. The contractor shall not winch the camera without approval of the NCC's Inspector.

The face of the start manhole shall be clearly visible at the start of the inspection and the sewer inspection shall proceed to the centre of the downstream manhole. The sewer inspection recording shall have a continuous chainage/distance indicated on the screen and on the video media used to record the inspection. The chainage/distance shall commence when the front of the CCTV camera is approximately one (1) meter from the centre of the starting manhole and begin to move immediately as the camera moves. The method used shall be the same for all CCTV inspection conducted.

The accuracy measured by the camera/transporter shall be within 2 percent (%) of the length of the sewer as compared to the above ground measured pipe length (role-a-tape). If the chainage/distance is not accurate to this limit, the NCC can decide to reject the sewer inspection and the Contractor shall re-inspect the sewer at no extra cost to the NCC.

The maximum speed of the camera/transporter during the sewer inspection shall be ten (10) meters per minute.

2.5.3 SURVEY & DEFECT IDENTIFICATION:

The contractor shall record and report survey and defect information to the NCC in a report format as defined in section 3.5.0.

Prior to commencing the defect identification process, the Contractor shall complete all survey information with the exception of the distance measured by the camera/transporter, which is completed at the end of the sewer inspection.

The Contractor shall always begin the defect identification process by entering start of inspection, water level (if available) and reversal should a reverse sewer inspection be required. The end of the defect identification process shall always end by entering the water level (if available) and end of inspection, unless the inspection is abandoned. The water level is recorded at the start of the inspection and as it changes within the sewer in increments of 5% the pipe diameter (if available).

During the sewer inspection the picture shall be in focus from the point of the observation to a minimum of two (2) pipe lengths ahead of the camera. The contractor shall take the necessary time to identify all defects and/or observations necessary to describe to condition of the pipe. The Contractor shall use as many defects/observation necessary to describe what is seen during the sewer inspection. The camera/transporter shall be stopped to ensure accurate recording of all

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defects or observations. The Contractor shall ensure all defects/observations are identified in a same manner with respect to camera distance and position of the camera. The camera shall stop for a minimum of two (2) seconds and then pan & tilt for all major defects and connections. While the camera is in the process of panning & tilting a defect or connection, the Contractor shall ensure the transporter does not move forward or backward. For all service connections, the operator shall ensure that the camera is observing directly down the connection for no less than five (5) seconds.

It is important to identify all defects and not just the worst ones.

2.5.4 REVERSE SEWER INSPECTION:

If the sewer inspection of an entire sewer line cannot be completed due to a collapse, excessive deformation or intruding connection, obstruction or severe displaced joint (s), the equipment shall be moved to the other manhole (opposite end) and the inspection again attempted.

Should the Contractor not complete the reverse inspection, the NCC's Inspector must be advised immediately. The NCC will decide whether to abandon the sewer inspection, modify the camera/transport set-up, remove the obstruction or perform an emergency repair.

For uncompleted inspections, the Contractor shall provide the following information to the NCC's Inspector:

- a) Structure ID
- b) Measured pipe length (m)
- c) CCTV length information (m)
- d) Reason for abandoned inspection.

2.5.5 SUMP CONDITION (SAG):

If water levels in the sewer do not permit a full view of the pipe due to sag or dips, the Contractor may be required to complete the sewer inspection (first pass) to document the start and end of every sag conditions in the line. Subsequent to identifying sag conditions, the Contractor may be required to perform flow control measures while conducting a second sewer inspection (second pass). The second sewer inspection shall be performed in the same manner as the first inspection. If required, the NCC Inspector will schedule flow control measures and the second sewer inspection with the Contractor.

The NCC's Inspector must be on site when the Contractor performs any flow control measures.

Reports and video recording of sewers requiring second sewer inspection shall be provided with the report submission.

Payment for the subsequent sewer inspection will be based upon the price schedule CCTV sewer inspection per unit rate.

2.5.6 NEW MANHOLE:

Should a new manhole or new pipe section be identified (discovered) during the sewer inspection, the Contractor shall perform the following activities:

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- a) Split the existing pipe section into separate segments;
- b) The new pipe section will carry the same identifier (Structure ID) as the previous pipe section inspected and modified to include a suffix such as a, b, c... Each pipe section shall be referenced as individual pipe sections in the inspection log/reports;
- c) The new manhole number shall be the same as the upstream manhole number provided by the NCC and modified to include a suffix a, b, c...
- d) The location of the new pipe section shall be marked on the drawing and provided in the associated paper report.

2.5.7 CAMERA/TRANSPORTER BECOMES STUCK:

The Contractor shall take every reasonable precaution to ensure that his equipment does not become stuck or jammed in the sewer. Should this occur, the Contractor shall notify the NCC immediately. Should excavation be required to remove the camera, the NCC shall arrange for this and provided the contractor is not deemed responsible, will pay the cost. Excavation of the equipment will begin within forty-eight (48) hours of notification.

The Contractor shall be responsible for marking the location of the equipment within the sewer on the ground surface and shall remain on site during the excavation. Once the excavation is secure and the top of pipe is visible, it shall be the Contractor's responsibility to retrieve his equipment from the sewer. No claim for lost time or to retrieve the equipment will be considered due to this occurrence.

2.5.8 DAILY REPORTS:

The Contractor shall submit daily reports to the NCC

2.6.0 INSPECTION REPORTS AND VIDEO RECORDING

2.6.1 SUBMISSIONS / DELIVERABLES:

The Contractor shall submit the deliverables (reports) within **10** working days from the date of the last sewer section (structure ID) was inspected for each paper report. This includes paper reports (2 copies), digital report and video media (including case) in digital format for the associated sewer.

If any report is inaccurate, incomplete, or in the opinion of the NCC insufficient, or if the clarity of the colour video is unacceptable to the NCC, the Contractor shall re-inspect the runs in question and provide new reports at no cost to the NCC.

Documentation of the television report shall be in a format acceptable to the NCC and include the minimum following information:

2.6.2 PAPER REPORT:

The Contractor shall prepare a hard copy paper report in duplicate to the NCC for every video recording provided.

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The paper report shall be presented on a street-by-street basis (Survey ID) and be sequenced in the same order as the sewer inspection on the video media. The paper report shall consist of the following:

- a) **Title page;**
- b) **Index summarizing the content of the paper report (sorted by Structure ID);**
- c) **Sewer Inspection (CCTV) information including; Survey & Defect information**
- d) **Digital images of all major pipe defects and two (2) images showing typical pipe condition;**
- e) **Digital image of all manholes (two (2) images per manhole);**
- f) **Map or plan per report showing each pipe inspected including the start and end manholes and surrounding area.** (Maps will be provided by the NCC) Contractor may be required to make photocopies to produce necessary maps.

The paper report shall be submitted for each Survey ID with appropriate cover and backing and it's entire content shall be assembled with a plastic comb type binding (cerlock). Each report shall be properly labeled with a title page (on the cover of the binder) with the project number; survey ID; street information, sewer type (s) along with the date the CCTV inspection was performed.

The digital images for the sewer pipe shall not exceed six (6) per page and shall be positioned in the report to provide viewing of the images and the corresponding defect/observation information. In addition, the Contractor shall provide two (2) digital images of the sewer showing its typical condition at the starting and mid point of the sewer pipe.

Manhole images shall include for each manhole a picture showing the surface surrounding the manhole along with manhole cover and another picture showing the inside condition of the manhole.

The paper report shall be in a format and quality acceptable to the NCC.

2.6.3 Digital Report

The Contractor shall submit in a digital format the survey and defect information for each pipe identified in the paper report. This information must be submitted in a format acceptable to the NCC.

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2.6.4 VIDEO RECORDING(S):

2.6.4.1 Digital Format:

The Contractor shall also provide to the NCC a recordable compact-disc (CD-R) or digital video disc (DVD) in one of the following formats:

- a) MPEG1 (MPG) file format. (30 fps, 352 x 240, 2.4 M-bits/sec) (no sound)
- b) MPEG4 DivX (MPG) file format. (30 fps, 352 x 240, 2.4 M-bits/sec) (no sound)

The compact disc CD-R or digital video disc DVD used shall be made by a reputable manufacturer and must be approved by the Inspector. The NCC must approve the process used and quality of the digital video produced by the Contractor.

Should the Contractor have capability of recording the digital video file within the CCTV unit during the CCTV inspection, the Contractor shall provide a single digital video file for all sewer pipes inspected for every survey ID and the file name for each video file shall be the Survey ID.

Should the digital video file be recorded following the CCTV inspection such as the Contractors office, the Contractor shall provide a single digital video file for every report and the file name for each video file shall be the report ID. The digital video file(s) shall only include complete and not partial pipe sections (structure ID). Should additional CD-R's or DVD's be required per report-ID, the Contractor shall include a prefix to the report-id. (a,b,c.)

2.6.4.2 Analog format:

DELETED

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2.7.0 Survey Information (for overlay & report):

The Survey information shall be displayed on the screen and recorded during the sewer inspection for a minimum of fifteen (**15 seconds**) at the start of each sewer pipe section. The overlay shall be displayed on the screen and recorded with a black background and white text or other format acceptable to the NCC. The sewer inspection shall not proceed when the survey information is displayed or without having entered all of the information with the exception of the CCTV pipe length. The survey information overlay shall be displayed on the screen and recorded with the following information **as a minimum**:

<u>ITEM</u>	<u>DESCRIPTION</u>
1	Job/Report Number Provided by NCC
2	Operator Name Operator of CCTV Unit
3	Tape Number/Survey ID Provided by NCC
4	Structure ID As provided by the NCC (unique identifier) (include "R" for reversal type inspection)
5	Street Name Identify Street Name including from and to street
6	Upstream Cross Street (If available) Identify name of cross street near upstream manhole
7	Downstream Cross Street (If available) Identify name of cross street near downstream manhole
8	Upstream Manhole ID As provided by the NCC
9	Downstream Manhole ID As provided by the NCC
10	From House House address at U/S Manhole
11	To House House address at D/S Manhole
12	CCTV Pipe Length Obtained from CCTV Distance (meters)
13	Sewer Type Identify the type of sewer as sanitary, storm or combined
14	Pipe Size Pipe Diameter in mm
15	Pipe Material Pipe Material see schedule D-1
16	Camera Travel Direction With Flow or Against Flow
17	Date of Inspection Date of inspection
18	Video Recording Equipment Index or Count Video Index
19	Comments

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2.7.1 Defect Information (for report)

The report shall contain as a minimum the following defects or observations:

Defect/Observation	Major	Pan & Tilt	Defect Description
Longitudinal Cracks	Y	Y	Hairline or open crack running along pipe axis, pieces still in place.
Circular Cracks	Y	Y	Hairline or open crack running along pipe circumference, pieces still in place
Multiple Cracks (spider web)	Y	Y	Hairline or open crack in a spider web or similar arrangement (no deformation), pieces still in place.
Fractures/Broken Pipe	Y	Y	Cracks become visibly open and pipe walls becomes slightly dislodged, pieces still in place.
Collapse Pipe	Y	Y	Severe deformation greater than (>) 20 % of vertical height of pipe
Partially Collapse pipe	Y	Y	Minor or moderate pipe deformation less than (<) 20% of vertical height of pipe.
Deformed Pipe	Y	Y	Plastic pipes only, pipe is out of round. Enter %H in comments.
Missing Pipe	Y	Y	Missing or hole in pipe significantly larger than a puncture.
Puncture	--	Y	Small hole in pipe from external device.
Broken Joint	--	Y	Piece of pipe is missing at the joint, includes severe chipping.
Offset Joint	--	--	The spigot of the pipe is not significantly aligned with the socket of the adjacent pipe.
Open Joint	--	--	Joint in which adjoining pipe segment is significantly displaced longitudinally.
Exposed Gasket	--	--	Gasket at joint is visible within sewer, use clock from & clock to reference to identify location.
Exposed Rebar	Y	Y	Interior surface of the pipe is defective and the reinforcing steel is visible.
Debris	--	--	Any deposition at invert of pipe, Minor <=10% Moderate: : >10% and <=25% Major >25% of vertical height of pipe.
Grease	Y	Y	Usually located at inside upper surface of the pipe, Minor: <=10% Moderate: >10% and <=25% Major >25% of cross-sectional area of the pipe.
Obstruction	Y	Y	Significant accumulation of material or single object obstructing flow (includes concrete) Describe obstruction in comments.

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Defect/Observation	Major	Pan & Tilt	Defect Description
Roots	Y	Y	Roots entering pipe through joints, defects, connections. Minor: taps, strings Moderate: root mass $\leq 10\%$ Major $> 10\%$ of cross-sectional area of the pipe.
Sag	--	--	Consists of a significant change in water level for an extended distance within the sewer. Generally when the water level increase by approximately 50% of the vertical height of the pipe.
Evidence of Infiltration	--	--	Visible staining indicating previous infiltration, excludes calcite.
Active Infiltration	Y	Y	Visible groundwater entering the sewer through joints, defects or connections, etc. Minor: seepers, slow drips. Moderate: fast drips or stream Major: Gusher, fast stream .
Calcite	--	--	Encrustation of mineral deposits from infiltration, etc. Minor: $\leq 10\%$ Moderate: $> 10\%$ and $\leq 25\%$ Major $> 25\%$ of cross-sectional area of the pipe.
Line Deviation	--	--	Horizontal line deflection only, pipe ahead of camera does not lie in a straight line. Clock From used to identify direction of deviation.
Diameter change	--	--	Each occurrence of an increase or decrease in pipe diameter; Describe approximate new diameter in comments.
Connection	--	Y	A lateral pipe which has been added (connecting) to sewer.
Protruding Connection	Y	Y	Connection (lateral) is extending into the sewer, Minor: $\leq 10\%$ Mod: $> 10\%$ and $\leq 25\%$ Major: $> 25\%$ of horizontal width of pipe.
Connection Defective	--	Y	Adjacent connection has visible defects. Provide details in comments.
Observation	Y	Y	Used in conjunction with a comment. Describe observation (s) in comments.
Start of Inspection	--	--	Identifies the start of the sewer inspection. Digital Image Required.
End of Inspection	--	--	Sewer inspection completed; Camera at downstream manhole or end point of inspection.
Inspection abandoned	--	--	Used to identify sewer inspection could not be completed. Describe reason for abandoning the inspection.
Reversal	--	--	Identifies the sewer inspection is proceeding against the flow required due to obstruction or other reason. Provide reason for reversal in comments.

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2.7.2 Sewer Inspection (overlay):

Prior to commencing the sewer inspection, the Contractor shall ensure the video index on the recording equipment is adjusted to zero (00:00:00). A continuous video overlay to be displayed and recorded at the bottom of the screen or video image as follows:

Start MH # _____, Distance _____ m, End MH# _____

Should the sewer inspection be a reversal, the contractor shall provide in addition to the above the word “**REV**” (or similar) located just above the distance. (*reversal inspection is performed only when an obstruction exist in the line segment*)

Labeling:

The Contractor shall ensure that the case and the DVD or CD-R is properly labeled with a number conforming to the NCC’s format. The disc number shall be the survey id number as provided by the NCC.

DVD, CD-R and Case:

Each video media (DVD and CD-R) and its case shall be labeled with the following information:

<p>National Capital Commission Street Name SURVEY ID Date (Month/Day/Year)</p>
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2.8.0 QUALITY ASSURANCE

2.8.1 CAMERA POSITION:

The camera position tolerance shall be +/- 10% of the vertical dimension of the sewer. Should the camera position not meet this tolerance requirement, the Contractor will be required to re-inspect the sewer at no extra cost to the NCC.

2.8.2 DISTANCE ACCURACY:

Distance measurement within the sewer (CCTV unit) shall be within 2% of the above ground measurement as confirmed by the measured pipe length (roll-a-tape) between the start & finish manhole (centre of the cover).

Should the distance measurement not satisfy this distance accuracy requirement as determined by the NCC's Inspector, the Contractor shall re-inspect the sewer at no extra cost to the NCC.

2.8.3 VIDEO RECORDING RESOLUTION:

The video recording playback shall provide a minimum 400 lines of resolution around the periphery of the picture. If requested by the NCC, the Contractor shall perform a resolution test using a Retina type resolution chart as follows:

- a) Recording shall show the camera and accessories set up for an actual inspection where specified by the NCC;
- b) Should the recording be within a sewer, the recording shall show the camera being introduced and reaching its final position for the test;
- c) Resolution chart shall be placed in front of the camera to provide full picture on the monitor/screen;
- d) Resolution chart shall be illuminated evenly and uniformly without reflection and illumination source shall accurately simulate the lighting conditions used during the sewer inspection;
- e) The test shall be recorded for a period of 30 seconds;
- f) The camera shall be identified on the recording.
- g) The test shall be performed at the beginning of the video recording media.

2.8.4 OPERATOR QUALIFICATIONS:

Each inspection unit shall have at a minimum of one operator on site at all times who has a minimum of three (3) years experience operating a sewer CCTV inspection unit. The operator shall have complete knowledge and ability with the operation of the inspection unit and capable of making accurate observations and recording of all conditions.

The operator shall be conversant with and able to carry out field repairs to equipment.

The Contractor shall not perform any sewer inspections without a qualified operator.

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2.8.5 SURVEY & DEFECT IDENTIFICATION ACCURACY:

NCC's Verification

On-Site:

The NCC's Inspector may conduct random on site inspection of the survey & defect identification accuracy and will provide the results to the Contractors. Should this verification not meet the NCC's defect identification requirements, the Contractor will be required to make the necessary corrections or may be required to re-inspect the sewer at not additional cost to the NCC.

Report Submissions:

The NCC may review all report submissions for survey & defect identification accuracy, etc. Should this verification not meet the NCC's requirements, the report with deficiencies will be returned to the Contractor. The Contractor shall review and correct all the survey and defect/observation information (report) and re-submit to the NCC.

The process will be repeated until the report submission meets the NCC's requirements.

2.8.6 ACCEPTANCE OF INSPECTION:

Sewer inspection paper report(s) and video recording will be reviewed by the NCC to ensure compliance with the specifications. Non-compliant report submissions will be returned to the Contractor for correction, at the Contractor's expense. The Contractor shall re-submit the corrected submission within seven (7) working days. This process shall be repeated until the NCC is satisfied with the submission.

2.8.7 DAMAGES AND COMPLAINTS:

The Contractor shall immediately notify the NCC's Inspector of each complaint received. The Contractor shall provide to the NCC the following information:

- a) Address
- b) Persons name(s) (if known)
- c) Description of the Complaint (if known)
- d) Action taken by the Contractor (if any).
laws in force in Ontario.

2.9.0 Security Clearance Requirement - See separate annex

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3.0 Evaluation Criteria Grid

Technical evaluation of the proposal will be completed in accordance with the clauses contained in the Request for Proposal document and evaluated based on the following criteria chart:

3.1 EVALUATION CRITERIA

The proposals shall be evaluated as follows:

	<i>Evaluation Criteria</i>	<i>Score</i>
1	Contractor's comparable experience in: Sewer inspection using closed circuit television inspection, reporting and repairs. This will be evaluated from the Contractor's Qualification Statement and List of Projects (Ref Section 1.1.2.2). The greater the comparable experience for each of these items the more points that will be awarded. The NCC reserves the right to self assess in the range of \$25K-45K	50
2	Experience of proposed Principle-in-Charge, Project Manager, Site Superintendent, Foreman, and Estimator on projects of similar nature and evidence that their performance was deemed satisfactory to the consultants and owner and that the project was completed within schedule. For projects not completed on schedule, explain why. This will be evaluated from the Contractor's Qualification Statement, List of Projects, and References. References may be contacted.	25
3	Demonstration of Contractor's quality control measures and ability to achieve a high standard of workmanship to specified standards and consultant/owner expectations. This will be evaluated from photographs / photocopies and testimonials / references included with the Contractor's Qualification Statement and List of Projects	15
4	Health and Safety policy statement and record of lost time accidents over the last 5 years.	10
		100

The technical evaluation is based on a total of 100 points. The minimum required is 80 points. Only the price envelopes of those firms that qualify (ie. 80 points or over), shall be opened. The selection of the successful firm shall be made on the basis of the best overall value to the Commission in terms of technical merit and cost. This will be determined by dividing the proposed cost by the total technical score so as to establish the lowest cost per point. The total cost for the purpose of evaluating proposals shall be the total of all Fees, Reimbursable Expenses and Taxes. The Commission is subject to all Federal and Provincial taxes, where applicable. In the final evaluation of the bids received, the actual costs to the Commission, including taxes, shall be evaluated.

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Appendix A - PRICE SCHEDULE

The unit prices tendered are to cover all costs associated with the service including, but not limited to:

- Scheduling, supervision, co-ordination, training and reporting;
- All safety related items such as confined space requirements and traffic control;
- Conducting quality control verification of deliverables, etc;
- CCTV inspection including measuring actual pipe length, final inspection report, mandrel testing, and “stringing” of sewer if required;
- Cleaning of sewers including any disposal costs of residue and time to refill with water;
- All expense, administration, overhead and profit.

Item No.	Description	Unit	Estimated Quantity (Meters)	Unit Price (Rate)	Extended Total (excluding taxes.)
1	CCTV Inspection of Sewers and Culverts equal to or less than 600 mm (24”) in diameter - Includes paper report with video only	Meters	500		
2	CCTV Inspection of Sewers and Culverts greater than 600 mm (24”) in diameter - Includes paper report with video only	Meters	500		
3	Cleaning of Sanitary or Combined Sewers equal to or less than 600 mm (24”) in diameter. (Combo Unit)	Meters	500		
4	Cleaning of Sanitary or Combined Sewers greater than 600 mm (24”) in diameter. (Combo Unit)	Meters	500		
5	Cleaning of Storm Sewers and Culverts equal to or less than 600 mm (24”) in diameter. (Combo Unit)	Meters	500		
6	Cleaning of Storm Sewers and Culverts greater than 600 mm (24”) in diameter. (Combo Unit)	Meters	500		
7	Repair Storm, Sanitary or Combined Sewers greater than 600mm (24”) in diameter	Meters	500		
8	Repair Storm, Sanitary or Combined Sewers Equal to or less than 600mm (24”) in diameter	Meters	500		
9	Miscellaneous and Emergency CCTV Inspection of sewers	Hourly	200		

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10	Cleanout of MH's and CB's	Each	100		
11	CCTV Inspection of Septic Tanks	Each	2,000 gallon tank		
				Total	

Unit pricing must include all costs associated with delivering the services in the National Capital Region and be expressed in Canadian dollars.

Contractor name:

GENERAL CONDITIONS

1. Definition of Terms

In the Contract,

1. the "Project Manager/Officer" means such person as may be specifically designated by or on behalf of the Chairman and/or Executive Vice-President and General Manager upon the award of this contract.
2. "work" includes the whole of the works, Labour and materials, matters and things to be done, furnished and performed by the Contractor under the contract.

2. Assignment and Subcontracting

This contract may not be assigned without the written consent of the Commission, and neither the whole nor any part of the work may be subcontracted by the Contractor without the consent of the Project Manager/Officer. Every subcontract shall incorporate all the terms and conditions of this contract which can reasonably be applied thereto.

3. Members of The House of Commons

No member of the House of Commons shall be admitted to any share or part of the contract or to any benefit arising therefrom.

4. Indemnification

The Contractor shall indemnify, and save harmless the National Capital Commission from and against all claims, losses, costs, damages, suits, proceedings, or actions arising out of or related to the Contractor's activities in executing the work, other than those arising from a defect in title to the site of the work or the infringement of a patent arising from a design supplied by the National Capital Commission, but including his omissions improper acts or delays in executing the work under the contract.

5. Property of the National Capital Commission

The Contractor shall be responsible for any loss of or damage, excluding reasonable wear and tear, to any property of the National Capital Commission arising out of the performance of the work whether or not such loss arises from causes beyond his control. Such property shall only be used by the Contractor as may be directed by the Project Manager/Officer and the Contractor shall, at any time when requested to do so, account to the Project Manager/Officer for the use of such property.

GENERAL CONDITIONS

6. Permits and By-Laws

The Contractor shall comply with all laws and regulations, relating to the work whether federal, provincial or municipal, as if the work was being constructed for a person other than the National Capital Commission and shall pay for all permits and certificates required in respect of the execution of the work.

7. Canadian Labour and Materials

Insofar as is practicable the Contractor shall employ and use Canadian labour and materials in the execution of the work and utilize the services of the Canada Manpower Centre in the recruitment of such labour.

8. Publicity

1. The Contractor will neither permit any public ceremony, nor erect or permit the erection of any sign or advertising, in connection with the work without the approval of the Project Manager/Officer.
2. All exterior signs erected by the contractor will be in both official languages and subject to NCC approval.

9. Materials, Equipment, etc. to become Property of the National Capital Commission

All materials and plants used or provided for the work shall be the property of the National Capital Commission, shall not be removed from the site of the work and shall be used only for the purpose of the work, until the Project Manager/Officer shall certify that they are, if not incorporated in the work, no longer required for the purpose of the work. The Contractor shall be liable for all loss or damage to materials or plants that are the property of the National Capital Commission by virtue of this section.

10. Contractor's Superintendent and Workers

The Contractor will keep a competent superintendent on the site of the work at all times during the progress of the work unless otherwise authorized by the Project Manager/Officer. The superintendent must be acceptable to the Project Manager/Officer and have the authority to receive on behalf of the Contractor any order or communication in respect of the contract. Any superintendent and workers not acceptable to the Project Manager/Officer because of incompetency, improper conduct or security risk will be removed from the site of the work and replaced forthwith.

GENERAL CONDITIONS

11. Co-operation with other Contractors

The Contractor will co-operate fully with other contractors or workers sent onto the site of the work by the Project Manager/Officer. If the sending onto the work of other contractors and workers could not have been reasonably foreseen by the Contractor when entering into the contract, and if, in the opinion of the Project Manager/Officer the Contractor has incurred additional expense by such action, and if the Contractor has given written notice of claim within thirty days of such action, the National Capital Commission will pay the cost of such additional expense to the Contractor calculated in accordance with Section 20.

12. Claims Against and Obligations of the Contractor or Subcontractor

1. The Contractor shall ensure that all his lawful obligations and lawful claims against him arising out of the execution of the work are discharged and satisfied, at least as often as this contract requires the National Capital Commission to discharge its obligations to the Contractor and shall supply the Project Manager/Officer with a Statutory Declaration deposing to the existence and condition of such claims and obligations when called upon to do so.
2. The National Capital Commission may, in order to discharge lawful obligations and satisfy lawful claims against the Contractor or a subcontractor arising out of the execution of the work, pay any amount, which is due and payable to the Contractor under the contract and from a conversion or a negotiation of the security referred to in Section 18 hereof, if any, directly to the obligees of and the claimants against the Contractor or the subcontractor.

13. Project Manager/Officer's Rights and Obligations

The Project Manager/Officer shall:

1. have access to the work at all times during its execution and the Contractor will provide the Project Manager/Officer with full information and assistance in order that he may ensure that the work is executed in accordance with the contract;
2. decide any question as to whether anything has been done as required by the contract or as to what the Contractor is required by the contract to do, including questions as to the acceptability of, the quality or quantity of any labour, plant or material used in the execution of the work, and the timing and scheduling of the various phases of the work;
3. have the right to order additional work, dispense with, or change the whole or any part of the work provided for in the plans and specifications. The Project Manager/Officer shall decide whether anything done or not done as a result of directions given under this subsection has increased or decreased the cost of the work to the Contractor and the amount payable under the contract to the Contractor will be increased or decreased accordingly by an amount calculated in accordance with Section 20 hereof.

The Contractor shall comply with any decision or direction of the Project Manager/Officer given under this section.

GENERAL CONDITIONS

14. Delay, Non-compliance, or Default by the Contractor

If the Contractor delays in the commencement, execution or completion of the work, fails to comply with a direction or decision of the Project Manager/Officer properly given, or is in default in any other manner under the contract, the Project Manager/Officer may do such things as he deems necessary to correct the Contractor's default.

The Contractor will reimburse the National Capital Commission for all costs, expenses and damages incurred or sustained by the National Capital Commission, by reason of the Contractor's default, or in correcting the default. In addition to the aforementioned remedies in this section, the Commission may, if the default continues for 6 days after notice in writing of default has been given to the Contractor by the Project Manager/Officer, terminate the contract in accordance with Section 17.

15. Changes in soil conditions, National Capital Commission delays

1. The Contractor will receive no additional payment for additional costs incurred due to loss, damage or any other reason whatsoever, without the express certification of the Architect/Engineer that the additional cost, loss or damage is directly attributable to:
 - i) in the case of a flat-rate contract, a significant difference between the soil condition information contained in the plans and specifications and actual on-site soil conditions;
 - ii) negligence or delay on the part of the National Capital Commission, following the contract signing date, in providing complete information or in executing its full contract responsibilities or, according to current trade practice, the Contractor has submitted to the Architect/Engineer a written notice of claim for additional costs, loss or damages, not later than thirty (30) days following the date on which the varying soil conditions were noticed, or the date on which said negligence or delay commenced. The amount of any additional payments to be issued under this article will be calculated as per Article 20.
2. If, in the opinion of the Architect/Engineer, the Contractor has ensured a savings due to the differing soil conditions cited above, the amount of this savings will be deducted from the total price of the Contract stated in Article 1 of the Offer and Agreement.

16. Protesting Project Manager/Officer's Decision

If the Contractor, within 10 days of receiving any decision or direction of the Project Manager/Officer, gives written notice to the Project Manager/Officer that the decision or direction is accepted under protest, the National Capital Commission will pay to the Contractor the cost, calculated according to Section 20, of anything that the Contractor was required to do, as a result of the decision or direction, beyond what the contract correctly understood would have required him to do.

17. Suspension or Termination of the Contract

GENERAL CONDITIONS

1. The Commission may upon notice in writing to the Contractor suspend or terminate the contract at any time. The Contractor will comply with such notice immediately.
2. If the Commission suspends the work for 30 days or less the Contractor must, subject to his remedy under Section 15 hereof, complete the work when called upon to do so. If the Commission suspends the work for a period in excess of 30 days the Contractor may request the Commission to terminate the work under sub-section 4 hereof.
3. If the Commission terminates the contract because of default by the Contractor, the insolvency of or the commission of an act of bankruptcy by the Contractor, the obligations of the National Capital Commission to make payments to the Contractor shall cease and no further payments shall be made to the Contractor or less the Project Manager/Officer shall certify that no financial prejudice will result to the National Capital Commission from such further payments. Termination under this sub-section shall not relieve the Contractor of any legal or contractual obligations other than the physical completion of the work. In such circumstances the Project Manager/Officer may complete or have the work completed as he sees fit and all costs and damages incurred by the National Capital Commission due to the non-completion of the work by the Contractor shall be payable by the Contractor to the National Capital Commission.
4. If the Commission terminates the work other than in accordance with sub-section 3 hereof, the National Capital Commission will pay to the Contractor an amount calculated in accordance with Section 20 hereof subject to any additions or deductions otherwise provided by the General Conditions or Labour Conditions less any payments made pursuant to Section 25.3, hereof. In no event, however, shall such amount be greater than the amount which would have been payable to the Contractor had the contract been completed.

18. Security Deposit

If any security deposit is provided by the Contractor pursuant to this contract it shall be dealt with in accordance with the Government Contracts Regulations, provided that if the Contractor is in breach or default under the contract the National Capital Commission may convert or negotiate such security to its own use. If a Labour and Material Payment Bond is provided pursuant to the contract the Contractor shall post on the site of the work a notice to that effect which shall include the name and address of the Surety, definition of those persons protected therein and an outline of the procedure for submitting a claim.

19. No Additional Payment

The amount payable to the Contractor under this contract will not be increased or decreased by reason of any increase or decrease in the cost of the work brought about by any increase or decrease in the cost of plant, labour or material, except that, in the event of a change in any tax, that affects the cost of any materials incorporated or to be incorporated in the work, imposed under the Excise Act, the Excise Tax Act, the Old Age Security Act, the Customs Act or Customs Tariff, made public after the date of the submission of the tender, an appropriate adjustment may be made.

20. Determination of Costs

GENERAL CONDITIONS

For the purposes of Section 11, 13.3, 15, 16 and 17.4, the amount payable to the Contractor shall, subject to the provisions of Section 25.2.ii) hereof, be based on the unit prices, if any, set out in Clause 4 of the Offer and Agreement. If such unit prices are not applicable the Project Manager/Officer and the Contractor may mutually agree on the amount payable. Failing such agreement the amount payable shall be the reasonable and proper expenses paid or legally payable by the Contractor directly attributable to the work plus 10% of such expenses to cover overhead, including finance and interest charges, and profit, as certified by the Project Manager/Officer.

21. Records to be Kept by Contractor

1. The Contractor shall maintain full records of his estimates of and actual cost to him of the work together with all proper tender calls, quotations, contracts, correspondence, invoices, receipts and vouchers relating thereto, shall make them available to audit and inspection by the Commission, or by persons acting on its behalf, shall allow them to make copies thereof and to take extracts therefrom, and shall furnish them with any information which they may require from time to time in connection with such records.
2. The records maintained by the Contractor pursuant to this section shall be kept intact until the expiration of two years from the date of issuance of the Final Certificate of Completion under sub-section 24 of the General Conditions or until the expiration of such other period as the Commission may direct.
3. The Contractor shall require all subcontractors and all firms, corporations and persons directly or indirectly having control of the Contractor to comply with Sections 1 and 2 as if they were the Contractor.

22. Extension of Time

The Commission may, on the application of the Contractor, made before the day fixed for the completion of the work, extend the time for completion of the work. The Contractor shall pay to the National Capital Commission an amount equal to the National Capital Commission's expenses and damages incurred or suffered by reason of the delay in completion of the work unless in the opinion of the Commission such delay was due to causes beyond the control of the Contractor.

23. Cleaning of Work

The Contractor will upon completion of the work, clear and clean the work and its site to the satisfaction of and in accordance with any directions of the Project Manager/Officer.

GENERAL CONDITIONS

24. Project Manager/Officer's Certificates

On the day that the work has been completed and the Contractor has complied with the contract and all orders and directions pursuant thereto to the satisfaction of the Project Manager/Officer, the Project Manager/Officer will issue to the Contractor a Final Certificate of Completion. In the case of a unit price contract, the Project Manager/Officer will at the same time issue a Final Certificate of Measurement setting out the final quantities used or employed in respect of the classes and units set out in the Unit Price Table, and any subsequent amendments thereto, under Clause 4 of the Offer and Agreement, such certificate to be binding upon the Contractor and the National Capital Commission.

25. Payment

1. The National Capital Commission will pay and the Contractor will accept as full consideration for the work performed and executed an amount by which the amount referred to in Clause 1 of the Offer and Agreement together with the aggregate of the amounts payable by the National Capital Commission under Section 11, 13.3, 15.1, 16 and 19 minus the aggregate of any payments by the National Capital Commission under Section 12 and indemnification and amounts payable to or costs and damages incurred by the National Capital Commission under Sections 4, 5, 9, 13.3, 14, 15.2, 17.3, 19 and 22.
2. In the case of a unit price contract:
 - i) The amount referred to in Clause 1 of the Offer and Agreement will be deemed to be the amount computed by totalling the products of the unit prices set out in Clause 4 of the Offer and Agreement, as amended pursuant to sub-paragraph ii) hereof, if applicable, and the actual quantities of such units as set out in the Project Manager/Officer's Final Certificate of Measurement, subject to and, adjustment provided for in sub-paragraph ii) of this sub-section.
 - ii) The Project Manager/Officer and the Contractor may, by agreement in writing, add to the aforesaid Unit Price Table other classes of labour, etc., units of measure, estimated quantities and prices per unit, and may if the actual quantities as set out in the aforesaid Final Certificate of Measurement exceed or fall short of the estimated quantities in respect of any item(s) shown in the aforesaid Unit Price Table by more than 15% amend the unit prices shown in the Unit Price Table for such items, provided that in the event the actual quantities exceed the estimated quantities by more than 15% the aforementioned amendment to the unit prices shall apply only to the actual quantities in excess of 115% of the estimated quantities. Where the Project Manager/Officer and the Contractor fail to agree on the amount of any adjustment as contemplated by this sub-section the revised or new prices per unit shall be determined in accordance with Section 20 hereof.

GENERAL CONDITIONS

3. If the amount of the Contract is in excess of \$5,000 the Contractor shall be entitled to receive progress payments upon submitting Progress Claims which must be approved by Progress Reports issued by the Project Manager/Officer at monthly intervals. The amount to be paid to the Contractor for a progress payment shall be 90% of the value of the work certified by the Project Manager/Officer in the Progress Report as having been completed since the date of the immediately preceding Process Claim, if any, when a Labour and Material Payment Bond has been furnished under the contract the amount to be paid under this sub-section shall be 95% of the value certified by the Project Manager/Officer.
4. Sixty (60) days after the issue by the Project Manager/Officer of the Final Certificate of Completion there shall become due and payable to the Contractor the amount described in sub-section 1 of this section less the aggregate of the amounts, if any, paid pursuant to sub-section 3 of this section.
5. Notwithstanding sub-sections 3 and 4 of this section, no payments shall be due or payable to the Contractor if he has failed to supply any Statutory Declaration pursuant to Section 12, surety bond or security deposit pursuant to Clause 5 of the Offer and Agreement.
6. A payment by the National Capital Commission pursuant to this section shall not be construed as evidence that the work is satisfactory or in accordance with the contract.
7. Delay in making a payment by the National Capital Commission under this section shall not be deemed to be breach of the contract. However, subject to sub-section 5 of this section, if payment of any Progress Claim under sub-section 3 of this section is not made within 60 days of the date of receipt of the Contractor's Progress Claim, such Progress Claim shall be deemed to be overdue and the Contractor shall be entitled to interest at the rate of 5% per annum of the amount overdue for the period commencing at the end of the forty-fourth day after the said date of receipt of the Progress Claim and ending on the date paid.
8. The National Capital Commission may set-off against any amount payable or debt due by the National Capital Commission under this contract the amount of any debt due to the National Capital Commission under this contract or any other contract between the Contractor and the National Capital Commission.

26. Correction of defects

Should the Contractor receive notice from the Architect/Engineer requiring the correction, at the Contractor's expense, of any defect or vice, regardless the cause, the Contractor will complete the necessary corrections on or before the deadline specified in said notice, in the event that the defect or vice becomes evident not later than twelve (12) months following the date of the Final Certificate of Completion.

GENERAL CONDITIONS

27. Liability Insurance

The Contractor shall, at its own expense, purchase, provide and maintain in force for the duration of the contract comprehensive general public liability insurance, naming the Commission as co-insured, against claims for personal injury (including death) or property damage or public liability claims due to any accident or occurrence, arising out of or in connection with the execution of the contract, indemnifying and protecting the Commission to a limit of not less than five million (\$5 000 000.00) per occurrence. There shall be no right of subrogation of the Contractor or the insurer and the policy of insurance shall contain a severability of interests clause. The Contractor shall provide the Commission with a copy of the certificate of insurance no less than five (5) days after the award of the contract. The Commission reserves the right to cancel the contract if the Commission does not receive the said certificate in which event the contract shall be null and void.

28. Workers Compensation

Successful construction project Contractors shall be required to provide evidence of compliance with workers' compensation legislation applicable to the place of the work including payments due thereunder, prior to award of the contract. Every successful construction project Contractor shall be required to provide evidence of such compliance at the time of submitting its first progress claim, at the time of substantial performance of the Work, and prior to issuance of the Certificate of Completion.

SECURITY REQUIREMENTS	EXIGENCE EN MATIERE DE SECURITE
<p>Security Requirements</p> <p>The NCC complies with Treasury Board’s <i>Policy on Government Security</i> and consequently, it will require that the Contractor’s employees submit to a personal security screening process (Security Clearance Form TBS/SCT 330-60E). The NCC may also perform a credit check when the duties or tasks to be performed require it or in the event of a criminal record containing a charge/offence of a financial nature.</p> <p>The NCC reserves the right to not award the Contract until such time as the Contractor’s core employees have obtained the required level of security screening as identified by the NCC’s Corporate Security. In this case the level of security required will be Reliability/Site Access/Secret.</p> <p>The NCC also reserves the right to request that the Contractor submit to a <i>Designated Organisation Screening</i> and/or <i>Facility Security Clearance</i>– depending on the nature of the information it will be entrusted with. In the event that the Contractor does not meet the requirements to obtain the requested clearance, the Contractor shall take the corrective measures recommended by the Canadian Industrial Security Directorate (of PWGSC) or by the NCC’s Corporate Security in order to meet these requirements. If no corrective measures are possible or if the Contractor fails to take the recommended measures, then the Contractor shall be in default of its obligations under this Contract and the NCC shall have the rights and remedies listed in section 2.14, including the right to terminate the Contract without further notice to the Contractor.</p> <p>Additional information</p> <p>As part of their personal screening, individuals may be required to provide evidence of their status as a Canadian citizen or permanent resident as well as any other information/documentation requested by the NCC’s Corporate Security in order to complete the screening.</p> <p>The NCC reserves the right to refuse access to personnel who fail to obtain the required level of security screening.</p> <p>The NCC reserves the right to impose additional security measures with respect to this Contract as the need arises.</p>	<p>Exigences relatives à la sécurité</p> <p>La CCN respecte la <i>Politique sur la sécurité du gouvernement</i> du Conseil du Trésor et, par conséquent, elle exigera que les employés de l’Entrepreneur se soumettent à une enquête de sécurité sur le personnel (Formulaire d’autorisation de sécurité SCT/TBS 330-60F). La CCN pourrait aussi procéder à une enquête de crédit lorsque les fonctions ou les tâches à exécuter l’exigent ou si un casier judiciaire contient une accusation ou une infraction de nature financière.</p> <p>La CCN se réserve le droit de ne pas octroyer le Contrat tant que les employés clés de l’Entrepreneur n’ont pas obtenu la cote de sécurité requise telle que définie par la sécurité de l’entreprise de la CCN. Dans le cas présent, le niveau de sécurité requis sera Fiabilité/accès au sites/Secret.</p> <p>La CCN se réserve aussi le droit de demander que l’Entrepreneur se soumette à une Vérification d’organisme désigné et/ou à une attestation de sécurité d’installations – selon la nature de l’information qui lui sera confiée. Dans le cas où l’Entrepreneur ne satisfait pas aux exigences d’obtention de la cote de sécurité requise, l’Entrepreneur devra prendre les mesures correctives recommandées par la direction de la sécurité industrielle canadienne (de TPSGC) ou par la sécurité de l’entreprise de la CCN afin de satisfaire à ces exigences. S’il n’est pas possible de prendre des mesures correctives ou si l’Entrepreneur ne prend pas les mesures recommandées, alors l’Entrepreneur sera en défaut de ses obligations en vertu du présent Contrat et la CCN pourra se prévaloir des droits et recours énumérés à la clause 2.14, incluant le droit de résilier le Contrat sans autre avis à l’Entrepreneur.</p> <p>Informations supplémentaires</p> <p>Dans le cadre de l’enquête de sécurité sur le personnel, les individus pourraient-être tenus de fournir une preuve de leur statut de citoyen canadien ou de résident permanent ainsi que toute autre information/documentation exigée par la sécurité de l’entreprise de la CCN pour compléter l’enquête de sécurité.</p> <p>La CCN se réserve le droit de refuser l’accès aux employés qui ne réussissent pas à obtenir la cote de sécurité requise.</p> <p>La CCN se réserve le droit d’imposer des mesures de sécurité supplémentaires dans le cadre du présent Contrat si le besoin s’en fait sentir.</p>

Company Security Representative

The Contractor shall appoint one Company Security Representative (CSR) as well as one alternate (for companies who have more than five employees). Selection criteria for the CSR and the alternate are the following:

- They must be employees of the Contractor;
- They must have a security clearance (the NCC will process the clearances once the individuals have been identified).

Responsibilities of the Company Security Representative

The CSR's responsibilities are the following:

- Act as liaison between the NCC's Corporate Security and the Contractor to ensure coordination;
- In collaboration with the NCC's Corporate Security, identify the Contractor's employees who will require access to NCC information/assets/sites **as well as any recurring subcontractors** (and their employees) who will require similar access and may not be supervised by the Contractor at all times during such access. Ensure that accurate and complete Personnel Security Screening documentation is submitted to the NCC's Corporate Security for the employees/subcontractors who have been identified;
- Ensure that employees/subcontractors, upon notification of having been granted a reliability status, sign the *Security Screening Certificate and Briefing Form* and return to the NCC's Corporate Security;
- Ensure that only persons who have been security screened to the appropriate level and who are on a "need-to-know basis" will have access to information and assets;
- Maintain a current list of security screened employees/subcontractors;
- Ensure proper safeguard of all information and assets, including any information/assets entrusted to subcontractors;
- If a Security incident or suspected breach of security occurs, prepare and submit to the NCC an occurrence report as soon as possible.

Représentant de l'entreprise en matière de sécurité

L'Entrepreneur devra désigner un représentant de l'entreprise en matière de sécurité ainsi qu'un suppléant (pour les entreprises qui ont plus de cinq employés).

Les critères de sélection du représentant et de son suppléant sont les suivants :

- Ils doivent être des employés de l'Entrepreneur.
- Ils doivent posséder une cote de sécurité (la CCN traitera les cotes de sécurité une fois les individus désignés).

Responsabilités du représentant de l'entreprise en matière de sécurité

Les responsabilités du représentant sont les suivantes :

- Assurer la liaison entre la sécurité de l'entreprise de la CCN et l'Entrepreneur pour garantir une bonne coordination.
- En collaboration avec la sécurité de l'entreprise de la CCN, identifier les employés de l'Entrepreneur qui auront besoin d'accéder aux biens et sites de la CCN ou à de l'information détenue par la CCN **ainsi que tous les sous-traitants récurrents** (et leurs employés) qui auront besoin d'un accès similaire et ne pourront peut-être pas être supervisés par l'Entrepreneur en tout temps durant les périodes d'accès. S'assurer que la documentation de l'enquête de sécurité sur le personnel soit exacte et complète lorsque soumise à la sécurité de l'entreprise de la CCN, pour les employés et les sous-traitants identifiés.
- S'assurer que les employés et/ou les sous-traitants, après avoir été informés de l'obtention de leur cote de fiabilité, signent le certificat d'enquête de sécurité et profil de sécurité et les remettent à la sécurité de l'entreprise de la CCN.
- S'assurer que seules les personnes qui ont fait l'objet d'une enquête de sécurité au niveau approprié et qui obéissent au principe du besoin de savoir, auront accès aux informations et aux biens.
- Maintenir une liste à jour des employés et/ou des sous-traitants qui ont fait l'objet d'une enquête de sécurité.
- S'assurer de la bonne sauvegarde de tous les biens et informations, y compris tout bien ou information confié aux sous-traitants.
- Si l'on constate un manquement à la sécurité ou suspecte une infraction à la sécurité, préparer et soumettre un rapport d'événement à la CCN aussi tôt que possible.

SUPPLIER – DIRECT PAYMENT AND TAX INFORMATION FORM
FOURNISSEUR – FORMULAIRE DE PAIEMENT DIRECT ET RENSEIGNEMENTS POUR FINS D'IMPÔT

PART 'A' – IDENTIFICATION / PARTIE 'A' - IDENTIFICATION

Legal name of entity or individual / Nom légal de l'entité ou du particulier	Operating name of entity or individual (if different from Legal Name) / Nom commercial de l'entité ou du particulier (s'il diffère du nom légal)		
Former Public Servant in receipt of a PSSA Pension / Ancien fonctionnaire qui reçoit une pension en vertu de la LPFP			
			<input type="checkbox"/> Yes / Oui <input type="checkbox"/> No / Non
An entity, incorporated or sole proprietorship, which was created by a Former Public Servant in receipt of a PSSA pension or a partnership made of former public servants in receipt of PSSA pension or where the affected individual has a controlling or major interest in the entity. / Une entité, constituée en société ou à propriétaire unique, créée par un ancien fonctionnaire touchant une pension en vertu de la LPFP, ou un partenariat formé d'anciens fonctionnaires touchant une pension en vertu de la LPFP, ou les entités dans lesquelles ils détiennent le contrôle ou un intérêt majoritaire.			
			<input type="checkbox"/> Yes / Oui <input type="checkbox"/> No / Non
Address / Adresse	Telephone no. / No. de ☐elephone :	Fax no. / No. De télécopieur :	
Postal code / Code postal	()	()	

PART 'B' – STATUS OF SUPPLIER / PARTIE 'B' – STATUT DU FOURNISSEUR

(1) Sole proprietor / Propriétaire unique <input type="checkbox"/>	If sole proprietor, provide / Si propriétaire unique, indiquez :	Last Name / Nom de famille	First name / Prénom	Initial / Initiale
(2) Partnership / Société de personnes <input type="checkbox"/>	SIN – mandatory for (1) & (2) / NAS – obligatoire pour (1) & (2)	Corporation / Société <input type="checkbox"/>	Business No. (BN) / No de l'entreprise (NE)	
GST/HST / TPS et de TVH		QST / TVQ (Québec)		
Number / Numéro : _____		Number / Numéro : _____		
Not registered / non inscrit <input type="checkbox"/>		Not registered / non inscrit <input type="checkbox"/>		
Type of contract / Genre de contrat				
Contract for services only / Contrat de services seulement <input type="checkbox"/>		Contract for mixed goods & services / Contrat de biens et services <input type="checkbox"/>		Contract for goods only / Contrat de biens seulement <input type="checkbox"/>
Type of goods and/or services offered / Genre de biens et/ou services rendus :				

PART 'C' – FINANCIAL INSTITUTION / PARTIE 'C' – RENSEIGNEMENTS SUR L'INSTITUTION FINANCIÈRE

Please send a void cheque with this form / Veuillez, s.v.p., envoyer un spécimen de chèque avec ce formulaire

Branch number / No de la succursale	Institution no. / No de l'institution :	Account no. / No de compte :
Institution name / Nom de l'institution :	Address / Adresse :	
Postal Code / Code postal :		

PART 'D' – PAYMENT NOTIFICATION / PARTIE 'D' – AVIS DE PAIEMENT

E-mail address / Adresse courriel :

PART 'E' – CERTIFICATION / PARTIE 'E' – CERTIFICATION

I certify that I have examined the information provided above and it is correct and complete, and fully discloses the identification of this supplier.	Je déclare avoir examiné les renseignements susmentionnés et j'atteste qu'ils sont exacts et constituent une description complète, claire et véridique de l'identité de ce fournisseur.		
Where the supplier identified on this form completes part C, he hereby requests and authorizes the National Capital Commission to directly deposit into the bank account identified in part C, all amounts payable to the supplier.	Lorsque le fournisseur indiqué sur ce formulaire remplit la partie C, par la présente il demande et autorise la Commission de la capitale nationale à déposer directement dans le compte bancaire indiqué à la partie C, tous les montants qui lui sont dus.		
_____	_____	_____	_____
Name of authorized person / Nom de la personne autorisée	Title / Titre	Signature	Date
Telephone number of contact person / Numéro de téléphone de la personne ressource : ()			

IMPORTANT

Please fill in and return to the National Capital Commission with one of your business cheque unsigned and marked « VOID » (for verification purposes).	Veillez remplir ce formulaire et le retourner à la Commission de la capitale nationale avec un spécimen de chèque de votre entreprise non signé et portant la mention « ANNULÉ » (à des fins de vérification).
Mail or fax to : Procurement Assistant, Procurement Services National Capital Commission 202-40 Elgin Street Ottawa, ON K1P 1C7 Fax : (613) 239-5007	Poster ou télécopier à : Assistant à l'approvisionnement Services de l'approvisionnement Commission de la capitale nationale 40, rue Elgin, pièce 202 Ottawa (Ontario) K1P 1C7 Télécopieur : (613) 239-5007

**SUPPLIER – DIRECT PAYMENT AND TAX
INFORMATION FORM**

**FOURNISSEUR – FORMULAIRE DE PAIEMENT DIRECT
ET RENSEIGNEMENTS AUX FINS D'IMPÔT**

Supplier Tax Information

Pursuant to paragraph 221(1) (d) of the Income Tax Act, NCC must declare form T-1204, contractual payments of government for services, all payments made to suppliers during the calendar year in accordance to related service contracts (including contracts for mixed goods and services).

The paragraph 237(1) of the Income Tax Act and the article 235 of the Income Tax Regulations require the supplier to provide all necessary information below to the organization who prepares the fiscal information forms.

Questions : Marcel Sanscartier, Manager, Accounts Payable and Receivable – (613) 239-5241.

Direct payment information

All amounts payable by NCC to the supplier will be deposited directly into the account you identified in part C. A NCC payment advice notice will also be sent to you by e-mail detailing the particularities of the payment.

Until we process your completed form, we will still pay you by check.

You must notify the NCC of any changes to your financial institution, branch or account number. You will then have to complete a new form.

The account you identified has to hold Canadian funds at a financial institution in Canada.

The advantages of direct payment

Direct payment is a convenient, dependable and timesaving way to receive your invoice payment. Direct payment is completely confidential.

There is less risk of direct payment being lost, stolen, or damaged as may happen with cheques.

Funds made by direct payment will be available in your bank account on the same day that we would have mailed your cheque.

Renseignements sur les fournisseurs aux fins d'impôt

En vertu de l'alinéa 221(1) (d) de la Loi de l'impôt sur le revenu, la CCN est tenu de déclarer, à l'aide du formulaire T-1204, Paiements contractuels de services du gouvernement, tous paiements versés aux fournisseurs pendant une année civile en vertu de marchés de services pertinents (y compris les marchés composés à la fois de biens et de services).

Le paragraphe 237 (1) de la Loi de l'impôt sur le revenu et l'article 235 du Règlement de l'impôt sur le revenu obligent les fournisseurs à fournir toutes les informations demandées ci-dessous à l'organisme qui prépare les formulaires de renseignements fiscaux.

Questions : Marcel Sanscartier, Gestionnaire, comptes fournisseurs et comptes clients – (613) 239-5241.

Renseignements sur le paiement direct

Tous les montants versés par la CCN au fournisseur seront déposés directement dans le compte identifié à la partie C. Un avis de paiement de la CCN détaillant les particularités du paiement vous sera envoyé par courriel.

Nous continuerons à vous payer par chèque jusqu'à ce que nous ayons traité votre formulaire.

Vous devez aviser la CCN de tout changement d'institution financière, de succursale ou de numéro de compte. Vous devrez donc remplir un nouveau formulaire.

Le compte que vous désignez doit être un compte en monnaie canadienne, détenu dans une institution financière au Canada.

Avantages du paiement direct

Le paiement direct est une méthode pratique, fiable, qui permet de gagner du temps dans la réception de vos paiements de factures. Le paiement direct est entièrement confidentiel.

Avec les paiements direct, il y a moins de risques de perte, de vol ou de dommage, comme cela peut se produire dans le cas des chèques.

Les paiements effectués par paiement direct sont versés dans votre compte le jour même où nous aurions posté votre chèque.