

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada  
Pacific Region  
401 - 1230 Government Street  
Victoria, B.C.  
V8W 3X4  
Bid Fax: (250) 363-3344

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

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

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

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

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

**Comments - Commentaires**

<b>Title - Sujet</b> REFRIGERATION & AIR CONDITIONING	
<b>Solicitation No. - N° de l'invitation</b> 23145-140054/A	<b>Date</b> 2013-11-08
<b>Client Reference No. - N° de référence du client</b> 23145-140054	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$VIC-239-6363	
<b>File No. - N° de dossier</b> VIC-3-36151 (239)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2013-12-30</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Pacific Standard Time PST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Large, Kathy	<b>Buyer Id - Id de l'acheteur</b> vic239
<b>Telephone No. - N° de téléphone</b> (250) 363-8456 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATURAL RESOURCES 506 WEST BURNSIDE RD VICTORIA British Columbia V8Z1M5 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

**Issuing Office - Bureau de distribution**  
Public Works and Government Services Canada - Pacific  
Region  
401 - 1230 Government Street  
Victoria, B. C.  
V8W 3X4

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

**THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT**

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Solicitation No. - N° de l'invitation

23145-140054/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

vic239

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

23145-140054

File No. - N° du dossier

VIC-3-36151

CCC No./N° CCC - FMS No/ N° VME

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## **PART 1 - GENERAL INFORMATION**

### **1. Introduction**

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

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

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist, the Insurance Requirements, the Task Authorization Form 572 and any other annexes.

### **2. Summary**

See Annex A, Statement of Work.

### **3. Debriefings**

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

## **PART 2 - BIDDER INSTRUCTIONS**

### **1. Standard Instructions, Clauses and Conditions**

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) issued by Public Works and Government Services Canada. Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2013-06-01) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: one hundred fifty (150) days

## 2. Submission of Bids

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

## 3. Former Public Servant

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

### Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

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

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

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

### Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes ( ) No ( )**

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

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

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

### Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

#### 4. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than **fifteen (15) calendar days** before the bid closing date. Enquiries received after that time may not be answered.

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

#### 5. Applicable Laws

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

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

#### 6. Optional Site Visit

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for a tour of the work site. The site visit will be held on **December 5, 2013, at 10:00 am, at the Pacific Forestry Centre, 506 West Burnside Road, Victoria**. Bidders are requested to communicate with the Contracting Authority **5 days before the scheduled** visit to confirm attendance and provide the names of the persons who will attend. Bidders may be requested to sign an attendance form. Bidders who do not attend or send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

### PART 3 - BID PREPARATION INSTRUCTIONS

#### 1. Bid Preparation Instructions

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid (2 hard copies)  
Section II: Financial Bid (1 hard copy)  
Section III: Certifications (1 hard copy)

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

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

### **Section I: Technical Bid**

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

### **Section II: Financial Bid**

- 1.1 Bidders must submit their financial bid in accordance with the Basis of Payment in Annex "B". The total amount of Applicable Taxes must be shown separately.

- 1.2 **Exchange Rate Fluctuation**

C3011T (2010-01-11), Exchange Rate Fluctuation

### **Section III: Certifications**

Bidders must submit the certifications required under Part 5.

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

### **1. Evaluation Procedures**

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

- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

## 1.1 Technical Evaluation

### 1.1.1. Mandatory Technical Criteria

See Annex C.

## 1.2 Financial Evaluation

### 1.2.1 Mandatory Financial Criteria

*SACC Manual* Clause A0220T (2013-04-25), Evaluation of Price

## 2. Basis of Selection

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

## PART 5 - CERTIFICATIONS

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

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

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

### 1. Mandatory Certifications Required Precedent to Contract Award

#### 1.1 Code of Conduct and Certifications - Related documentation

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

Bidders who are incorporated, including those bidding as a joint venture, must provide with their bid or promptly thereafter a complete list of names of all individuals who are currently directors of the Bidder. Bidders bidding as sole proprietorship, including those bidding as a joint venture, must provide with their bid or promptly thereafter the name of the owner. Bidders bidding as societies, firms, or partnerships do not need to provide lists of names.

List of applicable names and positions of all individuals who are currently directors or

owners:

Name	Position

## 1.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

## 2. Additional Certifications Precedent to Contract Award

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

### 2.1 Status and Availability of Resources

SACC *Manual* clause A3005T, (2010-08-16), Status and Availability of Resources

### 2.2 Education and Experience

SACC *Manual* clause A3010T (2010-08-16) Education and Experience

### 2.3 Copies of all Certificates for a minimum of two (2) full time personnel who will be working under this contract:

- Current Provincial Trade Certification in Refrigeration and Air Conditioning trades qualification;
- Current Ozone depleting substance certification;
- Provincial registration numbers; and
- Current WHMIS training certification for all applicable personnel;

**must be provided as requested prior to contract award.**

Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after contract award. The Contracting Authority will have the right to ask for additional information to verify bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly

or unknowingly. Failure to comply with the certifications or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

## **PART 6 - SECURITY REQUIREMENTS**

### **1. Security Requirement**

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

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

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

### **1. Statement of Work**

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

#### **1.1 Task Authorization**

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

##### **1.1.1 Task Authorization Process**

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

#### Task Authorization Process:

1. The *Project Authority* will provide the Contractor with a description of the task using the Task Authorization form specified in Annex F.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis and methods of payment as specified in the Contract.
3. The Contractor must provide the *Project Authority*, within 5 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the *Project Authority* has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

#### 1.1.2 Task Authorization Limit

The *Project Authority* may authorize individual task authorizations up to a limit of **\$40,000**, Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the *Contracting Authority* before issuance.

#### 1.1.3 Canada's Obligation - Portion of the Work - Task Authorizations

Canada's obligation with respect to the portion of the Work under the Contract that is performed through task authorizations is limited to the total amount of the actual tasks performed by the Contractor.

#### 1.1.4 Periodic Usage Reports - Contracts with Task Authorizations

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

The data must be submitted on a semi-annual to the Contracting Authority.

##### **The semi-annual periods are defined as follows:**

1st quarter: January 1 to June 30;

2nd quarter: July 1 to December 31.

The data must be submitted to the Contracting Authority no later than 30 calendar days after the end of the reporting period.

## Reporting Requirement- Details

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

### For each authorized task:

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and
- vi. the active status of each authorized task, as applicable.

### For all authorized tasks:

- i. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

## 2. Standard Clauses and Conditions

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

### 2.1 General Conditions

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

### 2.2 Supplemental General Conditions

4011 (2012-07-16) Goods, Medium Complexity, apply to and form part of the Contract.

## 3. Security Requirement

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

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
  - (a) Security Requirements Check List and security guide (if applicable), attached at Annex E;
  - (b) Industrial Security Manual (Latest Edition).

#### 4. Term of Contract

##### 4.1 Period of the Contract

The period of the Contract is from date of Contract to February 28, 2014 inclusive

##### 4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to **2 additional 1 year periods** under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 10 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

#### 5. Authorities

##### 5.1 Contracting Authority

The Contracting Authority for the Contract is:  
Kathy Large, Supply Officer  
Public Works and Government Services Canada

401-1230 Government St, Victoria, B.C. V8W 3X4

Telephone: (250) 363-8456  
Facsimile: (250) 363-0395  
Email: [kathy.large@pwgsc-tpsgc.gc.ca](mailto:kathy.large@pwgsc-tpsgc.gc.ca)

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

## 5.2 Project Authority

The Project Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

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

## 5.3 Contractor's Representative

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

## 6. Payment

### 6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid the firm unit prices in accordance with the basis of payment, in Annex B, as specified in the authorized TA. Customs duties are included, and Applicable Taxes are extra.

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

### 6.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ 120,000. Customs duties are included and Applicable Taxes are included.

2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75 percent committed, or
  - b. four (4) months before the contract expiry date, or
  - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,whichever comes first.
  
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

### **6.3 Single Payment**

*SACC Manual* clause H1000C (2008-05-12) Single Payment

### **6.4 Discretionary Audit**

*SACC Manual* clause C0705C (2010-01-11), Discretionary Audit

## **7. Invoicing Instructions**

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.  
Each invoice must be supported by:
  - a. a copy of time sheets to support the time claimed;
  - c. a copy of the invoices, receipts, vouchers for all direct expenses,;
  
2. Invoices must be distributed as follows:

The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

## **8. Certifications**

### **8.1 Compliance**

Compliance with the certifications and related documentation provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification, provide the related documentation or if it is determined that any certification made by the Contractor in

its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

## 9. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_.

## 10. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions 4011 (2012-07-16), Goods – Medium Complexity;
- (c) the general conditions 2010C (2013-06-27), General Conditions - Medium Complexity – Services;
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (g) the signed Task Authorizations (including all of its annexes, if any);
- (h) the Contractor's bid dated \_\_\_\_\_.

## 11. Insurance

*SACC Manual* clause G1005C (2008-05-12) Insurance

## 12. Specific Persons

The Contractor must provide the services of the following person(s) to perform the Work as stated in the Contract:

\_\_\_\_\_.

## 13. Replacement of Specific Individuals

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

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subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

## **ANNEX A**

### **STATEMENT OF WORK**

The contractor shall supply all labour, materials, tools, equipment, supervision and transportation necessary to perform refrigeration repairs, maintenance and installations at the Pacific Forestry Centre on an as and when required basis. In addition, annual leak testing of specific units, at pre-identified times is a requirement. PFC is a scientific research organization whose facilities consist of laboratories, greenhouses, cold rooms, computer networks, offices, library and warehouse space. The complex consists of a 4-storey building totaling approximately 225,000 sq. ft. in size. The facility contains HVAC systems, walk-in coolers and freezers, heat pump systems, growth chambers, commercial display units, and low voltage control systems. When the term "site authority" is used, it refers to the site authority and/or the site authority's representative.

#### **Licensing**

All work shall be performed in accordance with all existing federal, provincial and municipal legislation, and in accordance with accepted trades regulations and standards. The contractor must obtain and pay the charges for all necessary permits, licenses, and certificates of approval required for the performance of the work, and shall provide to the Site Authority copies of all such permits, licenses or certificates, upon request.

#### **Personnel Qualifications**

Only Certified and Qualified personnel are permitted to work on equipment containing Halocarbons. Therefore, technicians must be certified and qualified to work on equipment containing Halocarbons and hold a current Licence for Refrigeration and Air Conditioning issued by the Province of British Columbia. The Site Authority shall have the right to request proof of such qualifications as they deem necessary, at anytime during the period of the resultant Contract.

#### **Maintenance Personnel**

The contractor shall ensure that all persons performing the work, are adequately trained, are fully instructed and supervised, trained in WHMIS, and hold a current Trades Qualification certificate.

#### **Site Regulations**

The contractor shall comply with all standing orders and other regulations in force on the site where the work is to be performed relating to the safety of persons on the site or to the protection of property against loss or damage from any and all causes, including fire.

#### **Standards of Care**

The contractor shall maintain a standard of care, skill and diligence in performance of the services provided as is observed by and expected of persons engaged in the provision of such services in the industry. The contractor shall take all necessary measures to avoid disruption of essential services or endangerment of pedestrian or other traffic, and shall do all that is necessary to ensure that no person or property is injured, damaged or infringed upon by reason of the contractor's work.

#### **Cleaning up**

The contractor shall remove from the site all rubbish and debris resulting from all work performed, and upon completion of all work shall clean up the site to the complete satisfaction of the Site Authority.

#### **Contractor Accessibility**

The contractor must have a staffed office at all times during normal business hours;

The contractor shall provide the following information for regular and emergency service calls and after hours call-outs:

Name: \_\_\_\_\_  
Telephone No. \_\_\_\_\_  
Cell Phone No. \_\_\_\_\_ (Pager \_\_\_\_\_)  
Email: \_\_\_\_\_

**Emergency/Urgent Call-outs Procedures:**

1. The contractor must be available twenty-four (24) hours, seven (7) days a week for "Emergency or Urgent" requirements. After receipt of an urgent task, the Contractor must be on site within one (1) hour of being notified or as mutually agreed upon between the Site Authority;
2. Material, equipment, and trades helpers must be readily available during an emergency requirement.
3. The Contractor shall proceed to the site, provide an estimate if possible, and then perform repairs to get equipment to a fully operational state. When complete the Contractor shall provide to the Consignee, within one (1) working day, a detailed estimate of the work and any further information required to ensure equipment will be fully operational on a long term basis.

**Services**

When the contractor 's services are requested, such services shall be requested by means of a task from an Identified User (IU) or Site Authority (SA). The contractor shall provide a firm price quote to the IU/SA in advance of each task issued.

The liability of the Crown in respect to work performed under each task shall not exceed the expenditure authorized without prior approval by the IU/SA by means of a specific amendment to each task.

**General Call-out Procedures**

The contractor shall respond to "regular" requirements within 24 hours (one complete working day) of being notified by the Call-up Authority;

1. The contractor must begin the work within 1 to 3 days after receiving an official task authorization against the contract. All work must be complete as mutually agreed upon between the Site Authority and the contractor. Task authorizations will be made on an "as and when" requested basis.
2. The contractor shall notify the Site Authority prior to arriving on site to do the work;
3. Where it is required, the Contractor shall register on entering Government of Canada premises, obtain and wear a Security pass, and shall return the security pass and sign out before leaving.
4. At no cost to the Crown, the Contractor shall proceed to the site, provide an estimate of the work or repairs to the Site Authority, and then wait until written authority to proceed with the repairs is received before commencing any actual work.

**Estimates**

Where a cost estimate is required, the Identified User will provide the contractor with a statement of the work required. The contractor must provide the Identified User with an estimate in writing of the cost of performing the specified work in accordance with the pricing provision of the Task authorization. The contractor must not undertake any of the specified work unless and until a task is issued by the Identified User. The estimated cost stated in the task must not be exceeded without the specific written authorization from the Identified User.

Any unforeseen work must be authorized by the Site Authority prior to beginning the work.

### **Hours of Service**

Regular hours of service shall be between 07:30 and 16:00 hours, Pacific Time, Monday through Friday. Government of Canada Statutory holidays are excluded. Outside regular hours of service include weekends.

### **Overtime**

It may be necessary to work later or earlier than regular hours and on weekends as requested by the Site Authority. However, no overtime work shall be performed under the Task authorization unless authorized in advance and in writing by Canada's authorized representative. Any request for payment at the rate(s) specified in the Task authorization must be accompanied by a copy of the overtime authorization and a report containing such details as Canada may require with respect to the overtime work performed pursuant to the written authorization.

If a request is submitted it shall be interpreted that the contractor will be available for overtime if requested to do so by the Site Authority.

### **Preventative Maintenance**

Preventative Maintenance to perform periodic checks of specific equipment may be requested on an 'as and when' requested basis. The Contractor may be required to make any necessary adjustments in the mechanisms, minor lubrication and replace any unserviceable parts to ensure maintenance of the equipment is in good working condition.

A Preventative Maintenance schedule may be set up at the discretion of the Site Authority and on the dates and times mutually agreed upon.

Equipment requiring maintenance shall be itemized in advance by the SA and given to the contractor to provide an estimate in accordance with the Basis of Payment outlined in Annex "B". Work shall **not** commence until a written estimate is provided and a call-up up is received from the IU/SA. Unless increases or decreases in the number of pieces of equipment occur, the firm's estimate shall not be changed or altered.

Any unforeseen Labour and Replacement Parts (**excluding new units**) required as a result of performing maintenance services, must be authorized by the Site Authority prior to ordering. If approved by the Site Authority, replacements parts and applicable labour charges may be added to the cost of the original estimate and included as a separate line item on the invoice.

Any piece of equipment that fails to operate after preventative maintenance servicing, shall be repaired by the Contractor at no cost to the Crown.

### **Equipment**

The Contractor must have experience in servicing and maintaining the equipment listed under "Mandatory Requirements".

The Contractor must have one or more service vehicles that are stocked with standard emergency parts, materials and equipment.

### **Tools**

The Contractor shall ensure that all labourers have all the necessary tools and equipment required to complete any job. No rental charges shall be paid for tools or equipment incidental to the trade.

## **Materials & Equipment**

1. Materials and parts used shall be those specified by the manufacturer of the equipment, provided that such parts are available. If not available, parts equal to the manufacturer's specifications may be installed. Substitute parts may only be installed with the approval of the Site Authority.
2. If, in an emergency, the Contractor installs parts other those specified, he shall replace them with the specified parts, before claiming payment. No claim for the other than specified parts shall be made unless conditions in para "1." above apply.
3. All of the contractor's equipment used on site must be WCB approved. Parts and supplies must be certified or approved for use in accordance with the Canadian Electrical Code, Part 1, by an agency accredited by the Standards Council of Canada, including Canadian Standards Association (CSA), Underwriters Laboratory Inc. (ULI), and Underwriters Laboratory of Canada (ULC).

NOTE: Suppliers may obtain further information by contacting the SCC, at (613)238-3222.

## **Packing**

Items shall be packed to permit application of the lowest transportation rates or charges via the mode of carriage selected/authorized.

## **Dangerous Goods**

1. It is the responsibility of the Contractor to ensure proper labelling and packaging in the supply and shipping of dangerous goods and hazardous products to the Government of Canada.
2. Canada shall not be held liable for any damages caused by improper packaging, labelling or carriage of goods/products.
3. All merchandise labels are to be clearly marked with the percentage of volume that is a hazardous item. Failure to do so will result in the Contractor being held responsible for damages caused in the movement of goods/products by government vehicles or government personnel.
4. Contractors must ensure they adhere to all levels of regulations regarding dangerous goods/hazardous products as set forth by federal, provincial and municipal laws, by-laws and acts of Parliament.

## **Fire and Safety**

Movement around the various sites is subject to the following restrictions:

- a) strict observance of posted speed limits;
- b) strict adherence to security and safety regulations as designated by the Identified User;
- c) strict compliance with all smoking restrictions. **Government of Canada property strictly forbids smoking;**
- d) damage caused through lack of care or observation of fire and safety measures by the Contractor's employees will be assessed against the Contractor;
- e) parking of vehicle's shall be as directed by the Identified User.

## **Construction Safety Measures**

1. Observe and enforce construction safety measures required by the most current version of the National Building Code;
2. The Contractor must ensure compliance with the standards of part II of the Canada Labour code and The Occupational Health and Safety Regulations as well as compliance with the Worker's Compensation Act and any regulations thereunder the said Act having to do with the prevention of accidents, the prevention of diseases and the

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provision of safe working conditions including proper personal protection equipment and ventilation. In the event of conflict between Worker's compensation Act and regulations and Canada labour Code Part II, and Occupational Health and Safety Regulations, the most stringent provision shall apply.

**Standard of Work**

1. All work must be carried out to current industry standards;
2. All work must comply with standard operating procedures for Halocarbon Management and for Refrigeration and Air Conditioners in accordance with Federal Halocarbon Regulations (FHR), Refrigerant Code of Practice and any other applicable Federal/Provincial regulations in effect at the time.

**Defects**

The Contract shall, at no cost to the Crown, rectify any defect or fault in the work that appears within 12 months after completion of the work as certified by the Site Authority.

**ANNEX B**

**BASIS OF PAYMENT**

The rates below shall remain firm throughout the complete period of the Contract. Estimated usage specified is only an approximation of the requirement given in good faith. Canada shall not be bound to accept services in the quantity specified only but for those hours actually required and used by the Consignee on an as and when requested basis.

Goods and Services Tax (GST) will be extra to the rates provided below and shown as a separate line item on the invoice for payment.

**Call-Out Rates**

Call-Out Rates shall not include any productive Labour. All inclusive firm call-out rates shall be from an Identified User/Site Authority and for the purposes of direct travel **from** Contractors plant **to** the sites of work specified below and direct **return** to Contractors plant (direct return trip). Full rates shall be charged only **once** for each individual Task.

**CALL OUT RATES**

Call-Out Rates Evaluation Equation:  $F = (A \times B) + (A \times C) + (A \times D)$

#	A	B	C	D	F
	Est # of Call-outs per Year	Period 1	Option Year 1	Option Year 2	Extended Total
1	25	\$_____ / per call out	\$_____ / per call out	\$_____ / per call out	\$_____
Evaluation Subtotal F					

**Labour & Materials to Perform the Work**

The rates below shall include all Labour, Supervision, Transportation, Equipment and Materials to perform the work, to the site. These rates shall remain firm for the complete period of the Contract and shall exclude the Goods and Services Tax (GST) which must be shown as a separate item on the invoice for payment.

Service calls shall be for a minimum of a1 hour hour charge. Subsequent charges shall be in half hour increments based on the rates below.

**All Inclusive Rates Evaluation Equation:  $L = (H \times G) + (I \times G) + (J \times G)$**

#	Description	Annual Est Usage G	Firm All-inclusive Rates			Extended Total L
			Period 1 H	Option Year 1 I	Option Year 2 J	
<b>Unrestricted Licensed Refrigeration and Air Conditioning Tradesman</b>						
1	Regular Working Hours:					

	Monday - Friday 0800 to 1600 hours	327	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____/hr
2	Outside Regular Working Hours (Emergencies): Saturday, Sunday and Statutory Holidays	4	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____/hr
<b>Trades Assistant</b>						
3	Regular Working Hours: Monday - Friday 0800 to 1600 hours	8	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____/hr
4	Outside Regular Working Hours (Emergencies): Saturday, Sunday and Statutory Holidays	4	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____/hr
<b>Evaluation Subtotal L</b>						

**Annual Leak Testing**

Testing should be completed on all of the equipment during a single visit, or as mutually agreed upon. The rates below shall include all Labour, Supervision, Transportation, Equipment and Materials to perform the work, to the site. Call-out charges do not apply. These rates shall remain firm for the complete period of the Contract and shall exclude the Goods and Services Tax (GST) which must be shown as a separate item on the invoice for payment.

**Equipment Included for Annual Leak Testing:**

Model	Equip. Type	Manufacturer	Comm. Date	Refrigerant Type	Refrigerant Qty (kg total)	Charging Capacity	Serial Number	Asset Number
PGV-36	GC1	Convion	1990	R-22	12.00	10	9J0273	A064007
E8VH	GC11	Convion	1970	R401A	5.00	3.00	7B1045F	A066396
E8VH	GC12	Convion	1970	R401A	10.00	10.00	7B1044F	A066397
E8VH	GC13	Convion	1970	R401A	10.00	10.00	713179U	A066398
E8VH	GC14	Convion	1970	R401A	10.00	10.00	713198U	A066407
PGV-36	GC2	Convion	1991	R404A	25KG	5.50	9J0292	A064008

PGV-36	GC3	Convion	1989	HCFC-22	20KG	10	8C9085	A064004
PGV-36	GC4	Convion	1990	HCFC -22	20KG	10.00	8C9084	A064005
PGV-36	GC5	Convion	1990	HCFC -22	25 KG	7.30	8K9505	A064006
PGV-36	GC6	Convion	1990	HCFC -22	20KG	10.00	5B9035	A064010
PGV-36	GC7	Convion	1990	HCFC -22	20KG	10.00	8C0066	A064009
FJWL C200TFC 020	Cold Room 4	Copeland	2002	R 404a	10 LBS	3	B24A05	
6D21-104	Cold Room 5	Carrier	1963	R 414b	7 kg	2.00	40011	
WDWM_0 300-TFC- 001	Cold Room 6	Copeland	1963	R401A	22kg	3	11D79	
EWVA- 021ETAC	Cold Room 1	Copeland	1995	R404A	22 KG	3	CCH9513 353	N/A
WJWL020 0TAC001	Cold Room 2	Copeland	1996	R404A	15KG	3	20I94	N/A
FPWN- C225TFC 020	Cold Room 3	Copeland	2005	R404A	22KG	2.00	B30C04	N/A

**Annual Leak Testing Evaluation Equation: Q=M+N+O**

<b>All inclusive Cost</b> to complete annual leak testing of the items above – Callout Charge does not apply			
Period 1 M	Option Year 1 N	Option Year 2 O	Extended Price Q
\$ _____	\$ _____	\$ _____	\$ _____

**Time and Contract Price Verification**

Time charged and the accuracy of the Contractor's time recording system may be verified by Canada's representatives before or after payment is made to the Contractor under the terms and conditions of the Contract. The Contractor may be requested to provide verification/clarification of rates by providing copies of receipts attached to invoices, at time of payment by the Consignee. If verification is done after payment, the Contractor agrees to repay any overpayment immediately upon demand by Canada.

**Overtime**

No overtime work shall be performed under the Contract unless authorized in advance and in writing by Canada's authorized representative. Any request for payment at the rate(s) specified in the Contract must be accompanied by a copy of the overtime authorization and a report containing such details as Canada may require with respect to the overtime work performed pursuant to the written authorization.

**Materials (Estimated annual Usage \$70,000.00)**

Material and replacement parts (except any free issue items) shall be charged at your laid down cost (which includes invoice cost, transportation costs, exchange, customs and brokerage charges as applicable and G & A expenses) plus a firm **Mark-up of \_\_\_\_%** for the duration. Goods and Services Tax (GST) is not included and must be shown as a separate item on the invoice for payment. Verification by providing copies of receipts attached to invoices, or at time of payment, will be requested by the Consignee.

The Contractor should attach copies of receipts of any applicable materials used to perform the work when submitting invoices.

**Materials/Replacement Parts Evaluation Equation: T=RxS**

R	S	T
<b>Estimated Annual Expenditure</b>	<b>Markup %</b>	<b>Extended Amount</b>
\$70,000		
<b>Evaluation Subtotal T</b>		

**Equivalent Substitutes**

1. Products that are equivalent in form, fit, function and quality will be considered where the bidder:
  - (a) - designates the brand name, model and/or part number of the equivalent product being substituted;
  - (b) - states that the substitute is fully interchangeable with the item specified;
  - (c) - provides complete specifications and descriptive literature for each substitute item;
  - (d) - provides compliance statements that include technical specifics showing the substitute item meets all mandatory performance criteria that are specified in the solicitation;
  - (e) - clearly identifies those areas in the specifications and descriptive literature that support the substitute items compliance with any mandatory performance criteria.
  
2. Products offered as equivalent in form, fit, function and quality will NOT be considered if:
  - (a) - the bid fails to provide all the information requested to allow the Contracting Authority to fully evaluate the equivalency of each substitute item;
  - (b) - the substitute item fails to meet or exceed the mandatory performance criteria specified in the solicitation for that item.

**Price Quotations:**

Price quotations are to be provided within 5 hours from receipt of a telephone request by consignee for local and stocked items and within 48 hours for non-stocked and specials requiring research and/or manufacturers pricing.

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Items placed on back order: Consignee is to be advised at least once every 14 calendar days of the current status. This includes updated projected delivery, manufacturing delays, strike and related.

## Financial Evaluation

Evaluation Subtotal F – Call out rates	\$
Evaluation Subtotal L – Labour costs	\$
Evaluation Subtotal Q – Annual Testing	\$
Evaluation Subtotal T – Materials/replacement parts	\$
<b>Total Evaluation Amount</b>	<b>\$</b>

**ANNEX C**

**TECHNICAL EVALUATION**

**Mandatory Requirements:**

To be considered responsive, only suppliers meeting **all** Mandatory Requirements will be considered. Bids not meeting all of the mandatory requirements will be given no further consideration.

	<b>Meets?</b>	<b>Page in Bid Submission</b>
<p>1. Provide your company's profile clearly outlining the company structure including the proposed service team, available to perform the work for Government of Canada requirements.</p> <p>This must include a list of organizational resources such as staff, equipment, available materials, and any other relevant information that would assist us in being able to feel confident that your company can handle the scope of work pertaining to this requirement.</p> <p><b><u>This information must be submitted with the bid.</u></b></p>	<b>YES</b>	
<p>3. Provide work descriptions of:          - a minimum of three (3) completed refrigeration/HVAC repair projects, valued at \$5,000.00 or more, and carried out within the past three (3) years to demonstrate that you have the capability to provide the level of service identified herein.</p> <p>This <b>must</b> include the work descriptions and number of personnel used, as well as the dollar value, contact names and phone numbers.</p> <p><b><u>This information must be submitted with the bid.</u></b></p>		
<p>4. The successful Bidder must describe prior work experience within the last three (3) years in <b>all</b> the equipment listed below:</p> <ul style="list-style-type: none"> <li>- heat pump systems;</li> <li>- HVAC systems: including 7.5, 5, 3 ton units but not limited to;</li> <li>- growth chambers;</li> <li>- environmental chambers;</li> <li>- walk-in coolers/freezers;</li> <li>- commercial display units;</li> <li>- low voltage control systems.</li> </ul> <p>This answer can be combined with number 3 above.</p> <p><b><u>This information must be submitted with the bid.</u></b></p>		

**ANNEX D**

**NR CAN INVENTORY LIST**  
 (includes equipment for annual leak testing)

NRCan's Ozone Depleting Substance Inventory (CFC/HCFC, Halon) June 2013												
Loc. Type	Room #	Model	Equip. Type	Manufacturer	Current ODS Information	Refrigerant Type	Number of Cylinders (halon)	Refrigerant Quantity (kg) (total)	Charging Capacity (Tons)	Serial Number	Asset number	Comments
Room	4	RWC8	Water Cooler	SUNROC		R134A		405g		95334850		
Room	14	401200Q	Freezer	KENMORE	Comm/Decom Date	R12		245g		723652FQ	A066837	
Room	17	WL-48-W		FOSTER		R-12		24 OZ		65535 /		
Room	17	WL-48-F		FOSTER		R-12		20 OZ		65536 /	A066835	1 unit ,2 systems
Room	17	WL-38-C		FOSTER		R-12		14 OZ		65535 /	A066835	
Room	18	540CCD00048-	Pop Machine	VENDCO		134A		10.7 oz		734640		



Room	40	E8VH	GC11	Conviron	1970	R401A	5.00	3.00	7B1045F	A06639 6
Room	40	E8VH	GC12	Conviron	1970	R401A	10.00	10.00	7B1044F	A06639 7
Room	40	E8VH	GC13	Conviron	1970	R401A	10.00	10.00	713179U	A06639 8
Room	40	E8VH	GC14	Conviron	1970	R401A	10.00	10.00	713198U	A06640 7
Room	40	PGV-36	GC2	Conviron	1991	R404A	25KG	5.50	9J0292	A06400 8
Room	40	PGV-36	GC3	Conviron	1989	HCFC-22	20KG	10	8C9085	A06400 4
Room	40	PGV-36	GC4	Conviron	1990	HCFC-22	20KG	10.00	8C9084	A06400 5
Room	40	PGV-36	GC5	Conviron	1990	HCFC-22	25 KG	7.30	8K9505	A06400 6
Room	40	PGV-36	GC6	Conviron	1990	HCFC-22	20KG	10.00	5B9035	A06401 0
Room	40	PGV-36	GC7	Conviron	1990	HCFC-22	20KG	10.00	8C0066	A06400 9
Room	41	FJWL C200TFC0 20	Cold Room 4	Copeland	2002	R 404a	10 LBS	3	B24A05	
Room	41	6D21-104	Cold Room 5	Carrier	1963	R 414b	7 kg	2.00	40011	
Room	41	WDWM_03 00-TFC- 001	Cold Room 6	Copeland	1963	R401A	22kg	3	11D79	

Room	47	EWVA-021ETAC	Cold Room 1	Copeland	1995	R404A	22 KG	3	CCH9513353	N/A	
Room	47	WJWL0200TAC001	Cold Room 2	Copeland	1996	R404A	15KG	3	20J94	N/A	
Room	47	FPWN-C225TFC020	Cold Room 3	Copeland	2005	R404A	22KG	2.00	B30C04	N/A	
Room	51	CRA-105-OPFV270	Cold Room 7	Copeland	2006	R-404A	?		92F33892	N/A	
Room	60	QCH-024AA1	AC	THERMO P		R-22	61 OZ		W1557769D		Quarantine Room AC
Room	64	CRTW-4800-TL		CONCEPT		R-134A	3.5 OZ		2R322120Y	A066772	
Room	65	31213	GC 21	PRECISION		R-12	8 OZ		28AK-3	A066773	
Room	67	WL183NRW7		WESTING H		R-12	6.5 OZ		860406129	A066776	
Room	69	F3WD-0151TFC		COPELAND		R-22	128 OZ		26C85	N/A	
Room	69	F3WD-0201TFC		COPELAND		R-22	96 OZ		04J91	N/A	
Room	71	KAC-030-H-4B	AC	THERMO P		R-22	40 OZ		B2003050132		
Room	72	C106-7391080		KENMORE		R-12	8.0 OZ		LE-10275	A066783	
Room	73	KAC-030-H-4B	AC Unit	THERMO P	8/15/2003	R-22	40 OZ		B2003035225		Ceiling



Room	129	YRF1712W -M1	Fridge	McCLARY		R-12		4.25 OZ	KG16059 9	A06681 0
Room	130	KPC-6000	AC	KOLDWAVE		R-22		27.5oz	01- 403389	
Room	140	KHC- 024AA1	AC	MARKHOT		R-22		42.5 OZ	8812B135 2	
Room	146	970- 22204140		KENMORE		R-134A		8.0 OZ	WB-3401- 21933	A06609 5
Room	148	D1705AR	Fridge	DANBY		R-12		8.0 OZ	01329450 DT	A06607 8
Room	150	A1201C1	AC	ELECTROHO ME		R-22		24.5 OZ	J9609046 97	Window Shaker
Room	150	3559	Freezer	LAB LINE		R-12		10 OZ	1285-013	A06605 1
Room	152	A1201B1	AC	ELECTROHO ME		R-22		29 OZ	J9310009 07	Window Shaker
Room	154	TLJJ30	Fridge	WESTINGH		R-12		6.0 OZ	745D180 A12	A06606 3
Room	156	K20DF	AC	KOLDWAVE		R-22		26 OZ	F106654	
Room	160	51ME1501	AC	CARRIER		R-22		40 OZ	4289724 /	
Room	165	2K16BF11	AC	KOLDWAVE		R-22		22oz	NZ_1422 18	
Room	165	L8M-70	CENTRIF UGE	BECKMAN		R-22		15oz	7C421	A06405 6

Room	171	970447820	Fridge	KENMORE	10/29/2009	R134A	3.8oz /107g	WA92802177	A066846
Room	173	970447820	Fridge	KENMORE	10/22/2009	R134A	3.8oz /107g	WA92802235	A066848
Room	173	970429022	Fridge	KENMORE	10/22/2009	R134A	4.25oz	BA94016088	A066847
Room	176	R090	Bar Fridge	WOODS		R-22	6.0 OZ	NA00A0	A066670
Room	178	2K14DB11	AC	KOLDWAVE		R-22	24 OZ	Q1-15-205G	
Room	181	970429122	Fridge	Kenmore		R134A	4.25oz	BA00919924	A066956
Room	185	2K16DF11	AC	KOLDWAVE		R-22	22 oz	L3134338	
Room	187	970429122	Fridge	Kenmore		R134A	4.25oz	BA94123445	A066849
Room	205	K20DF	AC	KOLDWAVE		R-22	26 OZ	F106694	Wall Mounted
Room	205	RF11700rw1	Fridge	VIKING		R-12	8.0 OZ	NA94106094	A066804
Room	207	CCH/WHW015	AC	McQUAY		R-22	24 OZ	75-G01415	
Room	207	ATB2232MRW00	Fridge	Amana	3/1/2009	R-134a	4 OZ	EW3803777	A066511
Room	207	ATB2232MRW00	Fridge	Amana	3/1/2009	R-134a	4 OZ	EW3803778	A066510



Room	234	D123LGGA A	Freezer	KENMORE			R-12		10 OZ	SQH5581 650	A06620 0
Room	234	DMR1706 WE	Fridge	DANBY			R-12		8.0 OZ	03775293 KA	A06619 9
Room	234	F10102000		EDWARDS			R-502		16 OZ	5222	A06405 3
Room	234	N/A		LAB LINE			R-12		24 OZ	N/A	A06478 6
Room	234	FV01512		VIKING			R-12		4.0 OZ	805901L Q	A06680 3
Room	234	103NBR		W.S.			R-12		8.0 OZ	84728	A06477 7
Room	234	YET20GKX BW00		WHIRLPOOL			R-12		8.0 OZ	ED17336 84	A06620 1
Room	235	DCR34W	FRIDGE	DANBY			134a		1.84OZ	1061001 ...	A06623 2
Room	238	WCHD026 11J00AA01	AC	TRANE			R-22		48 OZ	3	
Room	241	WCHD019 11J10AA01	AC	TRANE			R-22		34 OZ	W95L388 77	
Room	242	WCHD019 11J10AA01	AC	TRANE			R-22		34 OZ	W95L386 2	
Room	242	YET18SKX BW00		WHIRLPOOL			R-12		10 OZ	EC41326 79	A06680 2
Room	244	CCHWHW 030	AC	McQUAY			R-22		54 OZ	72H0671 705	

Room	244	3551-10	FRIDGE	Thermo scientific	3/24/2010	R134a	4.9oz	1.4401E+12	A066948	
Room	244	3551	FREEZER	LAB LINE		R-12	7.0 OZ	FE91602071	A066608	Explosion Safe
Room	248	970-602120	fridge	KENMORE		R-134A	4.5 OZ	BA94807254	A066621	
Room	248	2005	Low Temp INC	VWR/Sheldon		R-12	2.6 OZ	1200299	A066640	
Room	253	KAC-024-V-4	AC	THERMO-PLUS		R-22	25OZ	99120061		
Room	257	WCHD01911J10AA01	AC	TRANE		R-22	34 OZ	W95L38882		
Room	259	WCHD02611J00AA01	AC	TRANE		R-22	48 OZ	W96B02962		
Room	265	DC12-032W		DIPLOMAT		R-12	4.0 OZ	4AFTA-00249	A066801	Food
Room	268	42005GA14	FREEZER	VWR		R134a	2.5OZ	S12H-381938	A066302	
Room	268	N/A	Fridge	KENMORE		R-12	8.0 OZ	NA93703093	A066306	
Room	268	R411FA16	Fridge	VWR		R134A	5.5 OZ	N/A	A065625	
Room	268	N/A	Low Temp INC	PRECISION		R-12	14 OZ	29AU-1	A066307	
	269	KAC018H4C	AC	Thermoplus		R22	20OZ	B2009050048		

Room	272	VLITSMCL 05911	Fridge	GE		R-12	8.0 OZ	BY5- 99497	A06632 3
Room	274	N/A	AC	FEDDERS		R22	36OZ		
Room	274	660320000 W1	FRIDGE	KENMORE		R-134A	4.25 OZ	KW49281 94	A06632 4
Room	274	50165012	FRIDGE	KENMORE		R-134A	4.25 OZ	802MRXX 17850	A06628 5
Room	281	815	Low Temp Inc	PRECISION		R-12	14 OZ	29-AS-2	A06679 9
Room	281	815	Low Temp INC	PRECISION		R-12	14 OZ	29-AS-6	A06679 8
Room	281	815	Low Temp INC	PRECISION		R-12	14 OZ	29-AS-61	A06679 7
Room	281	815 /	Low Temp INC	PRECISION		R-12	10 OZ	29-AS-63	A06442 2
Room	281	GBSCOHB XCRWW	Fridge	GE		R-134a	5.4 oz	304405	A06692 7
Room	281	Dec-58	Low Temp INC	J S		R-12	16 OZ	1000988	A06441 9
Room	281	DCR- 1216E4		DANBY		R-12	4.0 OZ	11970300	
Room	286	KM24L30-A	AC Unit	FRIEDRICH		R-22	53 OZ	LEBR129 37	
Room	303	RM<0511	Fridge	Viking		R12	3.8 OZ	2491902A X	A06679 0



Room	338	970 429122	Fridge	KENMORE	3/22/2010	R134a	4.25oz/121g	BA00919930	A066955	
Room	338	KAC030H4B	A/C	THERMOPLUS	7/8/2004	R22	34OZ	BZ003050139	A066788	In Ceiling
Room	347	C675265331M	Fridge	KENMORE		R-134A	3.2 OZ	60093529LM	A066008	
Room	348	CC-100		NES LAB		N/A	N/A	83A-10926-2	A066008	
Room	349	OOO-6995		HAAK- A81		R12	12OZ	860338	A064217	
Room	353	C-12NAA	FREEZER	WOODS		R-134a	10OZ	07141AG	A064414	
Room	364	P156N11205	Fridge	KELVINATOR		R-12	10 OZ	870805080	A066012	
Room	373	1304590	AC Unit	FOREST AIR	2009	R-22	14.11 OZ	10475-13-04590		
Room	373	46042 /	Fridge	GE		R-12	6.5 OZ	1266 /	A066016	
Room	373	GSBCOHBXARWW	Fridge	GE	25/03/2010	R134a	4.5oz	HR302930	A066964	
Room	379	2010	Fridge	VWR		R-12	4.0 OZ	2010786	A066787	
Room	383	970429122	Fridge	Kenmore	3/23/2010	R134a	4.25oz/121g	BA00919727	A066957	
Mech. Space	"A" PEN THO	A 4210-5	Air Drier	?		R-12	13 OZ	LR21933		Not in Service



Green house	GH 7	FFC07C3A WZ	Propagat or Unit 9	ELECTROLU		R-134A		6.5 OZ		WB24524 232	A06682 8
Room	H 09	1-35D	L.T. Inc	PERCIVAL		R-12		13 OZ		8803360. 15	A06681 1
Room	H 09	G-27	Inc / Shaker	PSYCRO		R-12		45 OZ		66207	
Room	H 14	E-15		CONVIRON		R-22		88 OZ		9C-2073	A06413 7
Room	H10	EFH036JK 110K	AC	YORK		R-22		104 OZ		EWDF00 692J	
Room	H11	970 429122	Fridge	Kenmore	3/22/20 10	R134a		4.25oz/12 1g		BA00919 925	A06695 3
Room	H16	970 429122 50T	Fridge	Kenmore	3/22/20 10	R134a		4.25oz/12 1g		BA00919 923	A06695 4
Room	Lib Roof	FQ012-A- 121	Heat Pump	CARRIER		R-22		7.3 KG		0806G50 739	
Room		MCBR360 WF	food Bar Fridge	Magic Chef		R-134a		1.4 oz			

### ANNEX E SECURITY REQUIREMENTS CHECK LIST

SRCL 13-140

	Government of Canada / Gouvernement du Canada	Contract Number / Numéro du contrat 23145-140054	
		Security Classification / Classification de sécurité	

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

1. Cataloging Government / Organisation:  1.1. Subcontract Number / Numéro du contrat de sous-traitance: \_\_\_\_\_

2. Branch or Directorate / Département / Direction: \_\_\_\_\_

3. Name and Address of Subcontractor / Nom et adresse du sous-traitant: \_\_\_\_\_

4. Brief Description of Work / Brève description des travaux: \_\_\_\_\_

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

6. Will the supplier require access to restricted military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires restreintes qui sont régies par les dispositions du Règlement sur le contrôle des données techniques?  Yes / Oui  No / Non

7. Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur et ses employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS?  Yes / Oui  No / Non

8. Will the supplier and its employees only classified information or assets or assets to restricted access areas? / Le fournisseur et ses employés auront-ils accès à des zones d'accès restreintes?  Yes / Oui  No / Non

9. Will a commercial contract or delivery requirement with no classified data? / Le contrat de marchandises ou de livraison comportera-t-il des renseignements classifiés?  Yes / Oui  No / Non

10. Indicate the type of information that the supplier will be required to access / Indiquez le type d'informations auquel le fournisseur devra avoir accès

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

11. Level of information / Niveau d'information

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

TRIS SECRET 150-1012004123

Security Classification / Classification de sécurité



13-140



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat 23145-140054
Security Classification / Classification de sécurité

**SECTION 1: GENERAL INFORMATION / SECTION 1: RENSEIGNEMENTS GÉNÉRAUX**

1. Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets?  
 Le fournisseur aura-t-il accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui

2. Will the supplier require access to security sensitive (TOP SECRET information) or assets?  
 Le fournisseur aura-t-il accès à des renseignements ou à des biens (INFOSEC) de niveau extrêmement délicat(e)?  No / Non  Yes / Oui

Identify Title(s) of contract / Titre(s) d'engagements du contrat  
 Document Number / Numéro du document

**SECTION 2: PERSONNEL REQUIREMENTS / SECTION 2: RENSEIGNEMENTS SUR LE PERSONNEL**

3. Do Personnel require screening levels required? / Niveau de contrôle de la sécurité des personnes requis

<input checked="" type="checkbox"/> RELIABILITY STATUS / COUÛR DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL / CONFIDENTIEL	<input type="checkbox"/> SECRET / SECRET	<input type="checkbox"/> TOP SECRET / TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT / TRÈS SECRET - RIGINT	<input type="checkbox"/> NATO CONFIDENTIAL / NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET / NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET / COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS / ACCÈS AUX EMPLACEMENTS			

Special Operations / Opérations spéciales

NOTE: If multiple levels of screening are required, a Security Classification Guide must be provided.  
 REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

4. Will unscreened personnel be used for portions of the work?  
 Des personnes non contrôlées seront-elles utilisées pour certaines parties du travail?  No / Non  Yes / Oui

If Yes, will unscreened personnel be covered?  
 Dans l'affirmative, le personnel en question sera-t-il couvert?  No / Non  Yes / Oui

**SECTION 3: INFORMATION SUBJECTS / SECTION 3: RENSEIGNEMENTS SUR LES ASPECTS**

5. Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on file or papers?  
 Le fournisseur sera-t-il tenu de recevoir et d'emmagasiner par voie des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui

6. Will the supplier be required to safeguard COMSEC information or assets?  
 Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?  No / Non  Yes / Oui

**SECTION 4: PRODUCTION**

7. Will the production (manufacture, repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
 Les activités de fabrication (manufacture, réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ auront-elles lieu au site du fournisseur?  No / Non  Yes / Oui

**SECTION 5: INFORMATION TECHNOLOGY (IT) MEDIA / SECTION 5: SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)**

8. Will the supplier be required to use IT systems to electronically access, produce or store PROTECTED and/or CLASSIFIED information or assets?  
 Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour accéder, produire ou stocker électroniquement des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui

9. Will there be an electronic link between the supplier's IT systems and the government department or agency?  
 Existe-t-il un lien électronique entre les systèmes informatiques du fournisseur et ceux du ministère ou de l'agence gouvernementale?  No / Non  Yes / Oui

TEB62T 30-1-03/2004(12)

Security Classification / Classification de sécurité
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Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat 23145-140054
Security Classification / Classification de sécurité

**RECAPitulatif: PARTIE 2 (suite)**

For help completing the form, please use the summary chart below to indicate the categories and levels of safeguarding required at the supplier's place of business.  
 Les instructions qui accompagnent le formulaire en anglais doivent être lues en français ci-dessous pour indiquer, pour chaque catégorie, le niveau de sa sécurité requis aux installations du fournisseur.

For users completing the form online via the Internet, the summary chart is automatically populated by your responses to previous questions.  
 Dans le cas des utilisateurs qui se présentent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Supplier Category / Catégorie du fournisseur	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ				NAFO				COMSEC		
	A	B	C	SECRET / SECRET	CONFIDENTIAL / CONFIDENTIEL	TOP SECRET / TRÈS SECRET	SECRET / SECRET	CONFIDENTIAL / CONFIDENTIEL	TOP SECRET / TRÈS SECRET	SECRET / SECRET	CONFIDENTIAL / CONFIDENTIEL	SECRET / SECRET	CONFIDENTIAL / CONFIDENTIEL	SECRET / SECRET
Contractor / Contracteur														
Manufacturer / Fabricant														
Supplier / Fournisseur														
Subcontractor / Sous-traitant														

11 a) Is the description of the work contained within this BFOI PROTECTED and/or CLASSIFIED?  
 La description du travail visé par le présent BFOI est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?  
 No / Non  Yes / Oui

If Yes, classify this form by amending the top and bottom in the area entitled "Security Classification" and indicate the level of security in the case of a contract.  
 Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans le cas d'un contrat.

12 b) Are the documents attached to this BFOI PROTECTED and/or CLASSIFIED?  
 La documentation associée à ce présent BFOI est-elle PROTÉGÉE et/ou CLASSIFIÉE?  
 No / Non  Yes / Oui

If Yes, classify this form by amending the top and bottom in the area entitled "Security Classification" and indicate with each item the level of security.  
 Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans le cas d'un contrat.

Classification de sécurité - en français ci-dessous sur le formulaire et indiquer qu'il y a des pages jointes (p. ex. SECRET avec des pages jointes).

TB6601 (30-10312004/12)

Security Classification / Classification de sécurité



Solicitation No. - N° de l'invitation  
 23145-140054/A  
 Client Ref. No. - N° de réf. du client  
 23145-140054

Amd. No. - N° de la modif.  
 File No. - N° du dossier  
 VIC-3-36151

Buyer ID - Id de l'acheteur  
 VIC 239  
 CCC No./N° CCC - FMS No/ N° VME

13-140

		Contract Number / Numéro du contrat 23145-140054	
Security Classification / Classification de sécurité			
<b>PART B - INFORMATION FURNISHED BY CONTRACTOR</b> B.1. Organization Project Authority / Charge de projet de l'organisme			
Name (print) - Nom (en lettres imprimées) Geoffrey Spence		Title - Titre Head, Reg. Property & Facility Mgmt	
Signature 			
Telephone No. - N° de téléphone 780-94-3503	Facsimile No. - N° de télécopieur 250-343-0790	E-mail address - Adresse courriel Geoff.Spencc@rcan-rcan.gc.ca	Date JULY 26th, 2013
<b>B.4. Organization Security Authority / Responsable de la sécurité de l'organisme</b>			
Name (print) - Nom (en lettres imprimées) Wolf Schmueck		Title - Titre Security Officer	
Signature 			
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date 27 June 2013
Do you have additional instructions (eg. Security Guide, Security Classification Guide) attached? Des renseignements supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			
<input type="checkbox"/> No / Non		<input type="checkbox"/> Yes / Oui	
<b>B.5. Procurement Officer / Agent d'approvisionnement</b>			
Name (print) - Nom (en lettres imprimées) KATHY LARGE		Title - Titre SAFETY OFFICER	
Signature 			
Telephone No. - N° de téléphone 613-952-4456	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel Kathy.Large@RCMP-RCMP.gc.ca	Date Oct 02, 2013
<b>B.7. Contracting Security Authority / Autorité contractuelle en matière de sécurité</b>			
Name (print) - Nom (en lettres imprimées) Ed Mahon		Title - Titre Contract Security Officer, Contract Security Division	
Signature 			
Telephone No. - N° de téléphone 613-952-4456	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date 02-07-2013
Tel/Tél: 613-952-4184 / Fax/Téléc: 613-954-6171			

Protection  
 Wolf.Schmueck@RCMP.gc.ca  
 Security, Safety & Emergency Mgmt Div.  
 Div. de la gestion de la sécurité, de la santé et des urgences  
 Resources Canada / Ressources naturelles Canada  
 161

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 Security, Safety & Emergency Mgmt Div.  
 Div. de la gestion de la sécurité, de la santé et des urgences  
 Natural Resources Canada / Ressources naturelles Canada  
 Tel / Tél 613-944-6127

W. L.  
 27 June 2013



## ANNEX F - TASK AUTHORIZATION FORM PWGSC-TPSGC 572

### Task Authorization Autorisation de tâche

Form - Formulaire

Instructions - Page 2

**Instruction for completing the form PWGSC - TPSGC 572 - Task Authorization (Use form DND 626 for contracts for the Department of National Defence)**

**Instruction pour compléter le formulaire PWGSC - TPSGC 572 - Autorisation de tâche (Utiliser le formulaire DND 626 pour les contrats pour le ministère de la Défense)**

**Contract Number**

Enter the PWGSC contract number.

**Numéro du contrat**

Inscrire le numéro du contrat de TPSGC.

**Contractor's Name and Address**

Enter the applicable information

**Nom et adresse de l'entrepreneur**

Inscrire les informations pertinentes

**Security Requirements**

Enter the applicable requirements

**Exigences relatives à la sécurité**

Inscrire les exigences pertinentes

**Total estimated cost of Task (Applicable taxes extra)**

Enter the amount

**Coût total estimatif de la tâche (Taxes applicables en sus)**

Inscrire le montant

**For revision only**

**Aux fins de révision seulement**

**TA Revision Number**

Enter the revision number to the task, if applicable.

**Numéro de la révision de l'AT**

Inscrire le numéro de révision de la tâche, s'il y a lieu.

**Total Estimated Cost of Task (Applicable taxes extra) before the revision**

Enter the amount of the task indicated in the authorized TA or, if the task was previously revised, in the last TA revision.

**Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision**

Inscrire le montant de la tâche indiquée dans l'AT autorisée ou, si la tâche a été révisée précédemment, dans la dernière révision de l'AT.

**Increase or Decrease (Applicable taxes extra), as applicable**

As applicable, enter the amount of the increase or decrease to the Total Estimated Cost of Task (Applicable taxes extra) before the revision.

**Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu**

S'il y a lieu, inscrire le montant de l'augmentation ou de la réduction du Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision.

**1. Required Work: Complete sections A, B, C, and D, as required.**

**1. Travaux requis : Remplir les sections A, B, C et D, au besoin.**

**A. Task Description of the Work required:**

Complete the following paragraphs, if applicable. Paragraph (a) applies only if there is a revision to an authorized task.

**A. Description de tâche des travaux requis :**

Remplir les alinéas suivants, s'il y a lieu : L'alinéa (a) s'applique seulement s'il y a révision à une tâche autorisée.

(a) Reason for revision of TA, if applicable: Include the reason for the revision; i.e. revised activities; delivery/completion dates; revised costs. Revisions to TAs must be in accordance with the conditions of the contract. See Supply Manual 3.35.1.50 or paragraph 6 of the Guide to Preparing and Administering Task Authorizations.

(a) Motif de la révision de l'AT, s'il y a lieu : Inclure le motif de la révision c.-à.-d., les activités révisées, les dates de livraison ou d'achèvement, les coûts révisés. Les révisions apportées aux AT doivent respecter les conditions du contrat. Voir l'article 3.35.1.50 du Guide des approvisionnements ou l'alinéa 6 du Guide sur la préparation et l'administration des autorisations de tâches.

(b) Details of the activities to be performed (include as an attachment, if applicable)

(b) Détails des activités à exécuter (joindre comme annexe, s'il y a lieu).

(c) Description of the deliverables to be submitted (include as an attachment, if applicable).

(c) Description des produits à livrer (joindre comme annexe, s'il y a lieu).

(d) Completion dates for the major activities and/or submission dates for the deliverables (include as an attachment, if applicable).

(d) Les dates d'achèvement des activités principales et (ou) les dates de livraison des produits (joindre comme annexe, s'il y a lieu).

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**B. Basis of Payment:**

Insert the basis of payment or bases of payment that form part of the contract that are applicable to the task description of the work; e.g. firm lot price, limitation of expenditure, firm unit price

**C. Cost of Task:****Insert Option 1 or 2:****Option 1:**

Total estimated cost of Task (GST/HST extra): Insert the applicable cost elements for the task determined in accordance with the contract basis of payment; e.g. Labour categories and rates, level of effort, Travel and living expenses, and other direct costs.

**Option 2:**

Total cost of Task (GST/HST extra): Insert the firm unit price in accordance with the contract basis of payment and the total estimated cost of the task.

**D. Method of Payment**

Insert the method(s) of payment determined in accordance with the contract that are applicable to the task; i.e. single payment, multiple payments, progress payments or milestone payments. For milestone payments, include a schedule of milestones.

**B. Base de paiement :**

Insérer la base ou les bases de paiement qui font partie du contrat qui sont applicables à la description du travail à exécuter : p. ex., prix de lot ferme, limitation des dépenses et prix unitaire ferme.

**C. Coût de la tâche :****Insérer l'option 1 ou 2****Option 1 :**

Coût total estimatif de la tâche (TPS/TVH en sus) Insérer les éléments applicables du coût de la tâche établies conformément à la base de paiement du contrat. p. ex., les catégories de main d'œuvre, le niveau d'effort, les frais de déplacement et de séjour et autres coûts directs.

**Option 2 :**

Coût total de la tâche (TPS/TVH en sus) : Insérer le prix unitaire ferme conformément à la base de paiement du contrat et le coût estimatif de la tâche.

**D. Méthode de paiement**

Insérer la ou les méthode(s) de paiement établit conformément au contrat et qui sont applicable(s) à la tâche; c.-à.-d., paiement unique, paiements multiples, paiements progressifs ou paiements d'étape. Pour ces derniers, joindre un calendrier des étapes.

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**2. Authorization(s):**

The client and/or PWGSC must authorize the task by signing the Task Authorization in accordance with the conditions of the contract. The applicable signatures and the date of the signatures is subject to the TA limits set in the contract. When the estimate of cost exceeds the client Task Authorization's limits, the task must be referred to PWGSC.

**3. Contractor's Signature**

The individual authorized to sign on behalf of the Contractor must sign and date the TA authorized by the client and/or PWGSC and provide the signed original and a copy as detailed in the contract.

**2. Autorisation(s) :**

Le client et (ou) TPSGC doivent autoriser la tâche en signant l'autorisation de tâche conformément aux conditions du contrat. Les signatures et la date des signatures appropriées sont assujetties aux limites d'autorisation de tâche établies dans le contrat . Lorsque l'estimation du coût dépasse les limites d'autorisation de tâches du client, la tâche doit être renvoyée à TPSGC.

**3. Signature de l'entrepreneur**

La personne autorisée à signer au nom de l'entrepreneur doit signer et dater l'AT, autorisée par le client et (ou) TPSGC et soumettre l'original signé de l'autorisation et une copie tel que décrit au contrat.

Solicitation No. - N° de l'invitation  
23145-140054/A  
Client Ref. No. - N° de réf. du client  
23145-140054

Amd. No. - N° de la modif.  
File No. - N° du dossier  
VIC-3-36151

Buyer ID - Id de l'acheteur  
VIC 239  
CCC No./N° CCC - FMS No/ N° VME

Clear Data - Effacer les données



Public Works and Government  
Services Canada

Travaux publics et Services  
gouvernementaux Canada

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Annex  
Annexe

## Task Authorization Autorisation de tâche

Contract Number - Numéro du contrat

Contractor's Name and Address - Nom et l'adresse de l'entrepreneur	Task Authorization (TA) No. - N° de l'autorisation de tâche (AT)
	Title of the task, if applicable - Titre de la tâche, s'il y a lieu
	Total Estimated Cost of Task (Applicable taxes extra) Coût total estimatif de la tâche (Taxes applicables en sus) \$
Security Requirements: This task includes security requirements Exigences relatives à la sécurité : Cette tâche comprend des exigences relatives à la sécurité <input type="checkbox"/> No - Non <input type="checkbox"/> Yes - Oui If YES, refer to the Security Requirements Checklist (SRCL) included in the Contract SI OUI, voir la Liste de vérification des exigences relative à la sécurité (LVERS) dans le contrat	

### For Revision only - Aux fins de révision seulement

TA Revision Number, if applicable Numéro de révision de l'AT, s'il y a lieu	Total Estimated Cost of Task (Applicable taxes extra) before the revision Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision \$	Increase or Decrease (Applicable taxes extra), as applicable Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu \$
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**Start of the Work for a TA : Work cannot commence until a TA has been authorized in accordance with the conditions of the contract.**

**Début des travaux pour l'AT : Les travaux ne peuvent pas commencer avant que l'AT soit autorisée conformément au contrat.**

### 1. Required Work: - Travaux requis :

A. Task Description of the Work required - Description de tâche des travaux requis	See Attached - Ci-joint <input type="checkbox"/>
B. Basis of Payment - Base de paiement	See Attached - Ci-joint <input type="checkbox"/>
C. Cost of Task - Coût de la tâche	See Attached - Ci-joint <input type="checkbox"/>
D. Method of Payment - Méthode de paiement	See Attached - Ci-joint <input type="checkbox"/>

Solicitation No. - N° de l'invitation  
23145-140054/A  
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VIC-3-36151

Buyer ID - Id de l'acheteur  
VIC 239  
CCC No./N° CCC - FMS No/ N° VME

**Annex**  
**Annexe** \_\_\_\_\_

Contract Number - Numéro du contrat

## 2. Authorization(s) - Autorisation(s)

**By signing this TA, the authorized client and (or) the PWGSC Contracting Authority certify(ies) that the content of this TA is in accordance with the conditions of the contract.**

**The client's authorization limit is identified in the contract. When the value of a TA and its revisions is in excess of this limit, the TA must be forwarded to the PWGSC Contracting Authority for authorization.**

**En apposant sa signature sur l'AT, le client autorisé et (ou) l'autorité contractante de TPSGC atteste(nt) que le contenu de cette AT respecte les conditions du contrat.**

**La limite d'autorisation du client est précisée dans le contrat. Lorsque la valeur de l'AT et ses révisions dépasse cette limite, l'AT doit être transmise à l'autorité contractante de TPSGC pour autorisation.**

\_\_\_\_\_  
Name and title of authorized client - Nom et titre du client autorisé à signer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
PWGSC Contracting Authority - Autorité contractante de TPSGC

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## 3. Contractor's Signature - Signature de l'entrepreneur

\_\_\_\_\_  
Name and title of individual authorized - to sign for the Contractor  
Nom et titre de la personne autorisée à signer au nom de l'entrepreneur

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date