

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

INVITATION TO TENDER
APPEL D'OFFRES

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

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

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

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

Comments - Commentaires

**CE DOCUMENT CONTIENT UNE CONDITION DE
SÉCURITÉ/
THIS DOCUMENT CONTAINS A SECURITY
REQUIREMENT**

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

Issuing Office - Bureau de distribution

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

Title - Sujet Window cleaning Confed/Justice	
Solicitation No. - N° de l'invitation EJ196-141059/A	Date 2013-11-29
Client Reference No. - N° de référence du client 20141059	GETS Ref. No. - N° de réf. de SEAG PW-\$\$FK-258-64023
File No. - N° de dossier fk258.EJ196-141059	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-01-17	
Time Zone Fuseau horaire Eastern Standard Time EST	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Hill, Cris	Buyer Id - Id de l'acheteur fk258
Telephone No. - N° de téléphone (819) 956-1343 ()	FAX No. - N° de FAX (819) 956-3600
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Justice & Confederation Bldgs 249 & 229 Wellington Ottawa, ON K1A 0S5	

Instructions: See Herein

Instructions: Voir aux présentes

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

Solicitation No. - N° de l'invitation

EJ196-141059/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

fk258

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

20141059

File No. - N° du dossier

fk258EJ196-141059

CCC No./N° CCC - FMS No/ N° VME

IMPORTANT NOTICE TO BIDDERS

Security

This notice is to advise ALL interested bidders that in order to be awarded a contract which contains a security requirement, all bidders MUST hold a valid Security Clearance granted or approved by PWGSC Canadian Industrial Security Directorate (CISD) at the level indicated in this solicitation document. Should the bidder not currently hold a valid Security Clearance or require the level to be upgraded, PWGSC will sponsor the bidder. Please submit your written request with the following information to Cris Hill by facsimile 819-956-3600 or by e-mail to cris.hill@pwgsc.gc.ca.

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

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

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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, if applicable, 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 Security Requirement Check List, *Federal Contractors Program for Employment Equity - Certification* and a Reminder to submit a Complete List of names of all individuals who are currently directors of the Bidder.

1.2 Summary

- (i) To provide Window Cleaning Services including all labour, supervision, transportation, tools, material, and equipment;
- (ii) For Public Works and Government Services Canada (PWGSC), located at Justice Building (249 Wellington Street & Confederation Building (229 Wellington Street) Ottawa, Ontario.
- (iii) the period of any resulting Contract will be for a period of one (1) year (estimated commencement date April 1, 2014), with Canada retaining an irrevocable option to extend the contract for a period of four (4) additional consecutive twelve (12) month periods.
- (iv) *For requirements that contain a security requirement, the following sentence must be inserted:* There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. Bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents *website*.
- (v) Bidders must provide a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions 2003.
- (vi) For services requirements, Bidders in receipt of a pension or a lump sum payment must provide the required information as detailed in article 3 of Part 2 of the bid solicitation.

(vii) The requirement is subject to the provisions of the *World Trade Organization Agreement on Government Procurement (WTO-AGP)*, the *North American Free Trade Agreement (NAFTA)* and the *Agreement on Internal Trade (AIT)*.

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

1.3 Historical Data - FOR INFORMATION PURPOSES ONLY

The previous contractor at Justice & Confederation Buildings, Ottawa, Ontario, is Cody Developments Corporation. This contract was one (1) year plus four (4) year options for a total price of \$269,925.85. All prices are Applicable Taxes inclusive.

NOTE: There may be aspects of the scope of work, specification, or the Solicitation document itself that may not be the same as the previous contract. **It is the bidder's responsibility to review the current specification, scope of work and the solicitation document and bid accordingly.**

1.4 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the Standard Acquisition Clauses and Conditions 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.

- The text under Subsection 4 of Section 05 - Submission of Bids of 2003 referenced above is amended as follows:

Delete: sixty (60) days

Insert: one hundred twenty (120) days

2.2 Submission of Bids

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

2.3 Former Public Servant

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

Definitions

For the purposes of this clause,

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

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

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

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

Former Public Servant in Receipt of a Pension

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

YES () NO ()

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than **five (5)** calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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

2.6 Mandatory Site Visit

Due to the nature of this requirement and in order to gain access to the sites **it is MANDATORY that all interested bidders, submit the Names (legal name) and birth dates of their representatives that will be attending the Mandatory Site Visit to the Contracting Authority Cris Hill no later than December 16, 2013**

It is the responsibility of the Bidders to ensure that the Contracting Authority is in receipt of this information by the date shown. **Bidders who fail to submit the required information by December 16, 2013 will be denied access to the sites.**

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for site visit to be held on January 7, 2014 at 9:00AM starting at 229 Wellington - Confederation Building.

Bidders should communicate with the Contracting Authority no later than December 16, 2013 before the scheduled visit to confirm attendance and provide the names of the person(s) who will attend. Bidders will be required to sign an attendance form. Bidders who do not attend or send a representative will not be given an alternative appointment and their bids will be rejected as non-compliant. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

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

A maximum of two (2) representatives per bidder will be permitted to examine the sites

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

Section I Financial Bid

Section II Certifications

Section III Additional Information

Prices must appear in the financial bid only. Prices must not be indicated in any other section of the bid.

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

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

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

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

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

Section I: Financial Bid

Bidders must submit their financial bid in accordance with the Pricing Schedule detailed below. The total amount of Applicable Taxes is to be shown separately.

PRICING SCHEDULE 1:

Firm all inclusive prices including overhead, profit, all materials and all related costs for Interior and Exterior Window Cleaning in accordance with the Specifications Section 2, Clause 1. Schedule of Work.

1.1 (i) JUSTICE BUILDING, 249 Wellington Street				
Method: "A" Interior and Exterior Window Cleaning				
Period:	To be completed in the month of:	Firm Price per cleaning (Applicable Taxes Extra):		Firm annual price (Applicable Taxes Extra)
		MAY	OCTOBER	
Year One (1) April 1/14 - March 31/15	May & October	\$ _____ +	\$ _____ =	\$ _____
Option Year One (1) April 1/15 - March 31/16	May & October	\$ _____ +	\$ _____ =	\$ _____
Option Year Two (2) April 1/16 - March 31/17	May & October	\$ _____ +	\$ _____ =	\$ _____
Option Year Three (3) April 1/17 - March 31/18	May & October	\$ _____ +	\$ _____ =	\$ _____
Option Year Four (4) April 1/18 - March 31/19	May & October	\$ _____ +	\$ _____ =	\$ _____
1.1 (i) Sub Total:				\$ _____

1.1 (ii) CONFEDERATION BUILDING, 229 Wellington Street Method: "A" Interior and Exterior Window Cleaning				
Period:	To be completed in the month of:	Firm Price per cleaning (Applicable Taxes Extra):		Firm annual price (Applicable Taxes Extra)
		MAY	OCTOBER	
Year One (1) April 1/14 - March 31/15	May & October	\$ _____ +	\$ _____ =	\$ _____
Option Year One (1) April 1/15 - March 31/16	May & October	\$ _____ +	\$ _____ =	\$ _____
Option Year Two (2) April 1/16 - March 31/17	May & October	\$ _____ +	\$ _____ =	\$ _____
Option Year Three (3) April 1/17 - March 31/18	May & October	\$ _____ +	\$ _____ =	\$ _____
Option Year Four (4) April 1/18 - March 31/19	May & October	\$ _____ +	\$ _____ =	\$ _____
1.1 (ii) Sub Total:				\$ _____

1.2 JUSTICE BUILDING, 249 WELLINGTON STREET West side main Entrance Interior Window Cleaning Method: "A"				
Period:	To be completed in the month of:	Firm Price per cleaning (Applicable Taxes Extra):	Number of Months	Firm annual price (Applicable Taxes Extra)
Year One (1) April 1/14 - March 31/15	Jan., Feb., Mar., Apr., Jun., Jul., Aug., Sept, Nov., Dec.	\$ _____ x	10 =	\$ _____
Option Year One (1) April 1/15 - March 31/16	Jan., Feb., Mar., Apr., Jun., Jul., Aug., Sept, Nov., Dec.	\$ _____ x	10 =	\$ _____
Option Year Two (2) April 1/16 - March 31/17	Jan., Feb., Mar., Apr., Jun., Jul., Aug., Sept, Nov., Dec.	\$ _____ x	10 =	\$ _____
Option Year Three (3) April 1/17 - March 31/18	Jan., Feb., Mar., Apr., Jun., Jul., Aug., Sept, Nov., Dec.	\$ _____ x	10 =	\$ _____
Option Year Four (4) April 1/18 - March 31/19	Jan., Feb., Mar., Apr., Jun., Jul., Aug., Sept, Nov., Dec.	\$ _____ x	10 =	\$ _____
1.2 Sub Total:				\$ _____

1.3 CONFEDERATION BUILDING, 229 WELLINGTON STREET
East side main Entrance
Interior Window Cleaning Method: "A"

Period:	To be completed in the month of:	Firm Price per cleaning (Applicable Taxes Extra):	Number of Months	Firm annual price (Applicable Taxes Extra)
Year One (1) April 1/14 - March 31/15	Jan., Feb., Mar., Apr., Jun., Jul., Aug., Sept, Nov., Dec.	\$ _____ x	10 =	\$ _____
Option Year One (1) April 1/15 - March 31/16	Jan., Feb., Mar., Apr., Jun., Jul., Aug., Sept, Nov., Dec.	\$ _____ x	10 =	\$ _____
Option Year Two (2) April 1/16 - March 31/17	Jan., Feb., Mar., Apr., Jun., Jul., Aug., Sept, Nov., Dec.	\$ _____ x	10 =	\$ _____
Option Year Three (3) April 1/17 - March 31/18	Jan., Feb., Mar., Apr., Jun., Jul., Aug., Sept, Nov., Dec.	\$ _____ x	10 =	\$ _____
Option Year Four (4) April 1/18 - March 31/19	Jan., Feb., Mar., Apr., Jun., Jul., Aug., Sept, Nov., Dec.	\$ _____ x	10 =	\$ _____
1.3 Sub Total:				\$ _____

1.4 (i) JUSTICE BUILDING, 249 Wellington Street
Skylights - Method: "A" Interior and Exterior Window Cleaning

Period:	To be completed in the month of:	Firm Price per cleaning (Applicable Taxes Extra):		Firm annual price (Applicable Taxes Extra)
		MAY	OCTOBER	
Year One (1) April 1/14 - March 31/15	May & October	\$ _____ +	\$ _____ =	\$ _____
Option Year One (1) April 1/15 - March 31/16	May & October	\$ _____ +	\$ _____ =	\$ _____
Option Year Two (2) April 1/16 - March 31/17	May & October	\$ _____ +	\$ _____ =	\$ _____
Option Year Three (3) April 1/17 - March 31/18	May & October	\$ _____ +	\$ _____ =	\$ _____
Option Year Four (4) April 1/18 - March 31/19	May & October	\$ _____ +	\$ _____ =	\$ _____
1.4 (i) Sub Total:				\$ _____

1.4 (ii) CONFEDERATION BUILDING, 229 Wellington Street Skylights - Method: "A" Interior and Exterior Window Cleaning				
Period:	To be completed in the month of:	Firm Price per cleaning (Applicable Taxes Extra):		Firm annual price (Applicable Taxes Extra)
		MAY	OCTOBER	
Year One (1) April 1/14 - March 31/15	May & October	\$ _____ +	\$ _____ =	\$ _____
Option Year One (1) April 1/15 - March 31/16	May & October	\$ _____ +	\$ _____ =	\$ _____
Option Year Two (2) April 1/16 - March 31/17	May & October	\$ _____ +	\$ _____ =	\$ _____
Option Year Three (3) April 1/17 - March 31/18	May & October	\$ _____ +	\$ _____ =	\$ _____
Option Year Four (4) April 1/18 - March 31/19	May & October	\$ _____ +	\$ _____ =	\$ _____
1.4 (ii) Sub Total:				\$ _____

PRICING SCHEDULE 2:

Firm all inclusive prices including overhead, profit, all materials and all related additional costs for **Method A Cleaning** on an "AS AND WHEN REQUESTED" basis only, for **Emergency and Extra Cleaning** as identified herein.

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

i) Regular Hours 6:00 to 18:00, Monday to Friday	YEAR 1 RATE	OPTION YEAR 1 RATE	OPTION YEAR 2 RATE	OPTION YEAR 3 RATE	OPTION YEAR 4 RATE
	\$ _____ /HR	\$ _____ /HR	\$ _____ /HR	\$ _____ /HR	\$ _____ /HR
Estimated quantity of hours per year:	_____ 25	_____ 25	_____ 25	_____ 25	_____ 25
Extended Price:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2.1(i) SUB-TOTAL:					\$ _____

ii) Outside Regular Hours Monday to Friday	YEAR 1 RATE	OPTION YEAR 1 RATE	OPTION YEAR 2 RATE	OPTION YEAR 3 RATE	OPTION YEAR 4 RATE
	\$ _____ /HR	\$ _____ /HR	\$ _____ /HR	\$ _____ /HR	\$ _____ /HR
Estimated quantity of hours per year:	_____ 10	_____ 10	_____ 10	_____ 10	_____ 10
Extended Price:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2.1 (ii) SUB-TOTAL:					\$ _____

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iii) Saturday, Sunday and Satutory Holidays	YEAR 1 RATE	OPTION YEAR 1 RATE	OPTION YEAR 2 RATE	OPTION YEAR 3 RATE	OPTION YEAR 4 RATE
	\$_____ /HR	\$_____ /HR	\$_____ /HR	\$_____ /HR	\$_____ /HR
Estimated quantity of hours per year:	50	50	50	50	50
Extended Price:	\$_____	\$_____	\$_____	\$_____	\$_____
2.1 (iii) SUB-TOTAL:					\$_____

TOTAL ASSESSED TENDER PRICE:

Sum of Basis of Pricing, Pricing Schedule 1 and Pricing Schedule 2 \$_____

In the case of error in the extension of prices, the unit price will govern. Canada may enter into contract without negotiation.

Section II: Certifications

Bidders must submit the certifications required under Part 5.

Contractor's Representative

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

Name: _____

Telephone: _____

Facsimile: _____

Cellular: _____

E-mail: _____

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

Bids will be examined to determine their compliance with the following Mandatory Requirements:

- (1) Mandatory Site Visit attendance
- (2) Submission of firm prices/rates in accordance with the Invitation to Tender Part 3 Section II

Only tenders found to meet **ALL** the mandatory requirements will be deemed acceptable tenders and will be further evaluated in accordance with the evaluation criteria. Tenders not meeting **ALL** of the mandatory requirements will be deemed non-responsive and will be given **NO** further consideration.

4.2 BASIS OF SELECTION

The lowest priced responsive bid which meets the requirement of the Federal Contractor's Program for Employment Equity indicated herein will be recommended for award of a contract.

Contractors will not be reimbursed for the cost of responding to this Invitation to Tender.

PART 5 - CERTIFICATIONS

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

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

5.1 Mandatory Certifications Required Precedent to Contract Award

5.1.1 Code of Conduct Certifications - Related Documentation

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

5.1.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

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

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

5.2 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.

5.2.1 Card and Licensing Documentation (Upon Request)

Valid copies of the following cards and licensing documentation should be submitted for each of the proposed personnel with the bid by the bid solicitation closing date. However, if the following is not submitted with the bid, by the bid solicitation closing date, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive and no further consideration will be given to the bidder.

All certificates are to be recognized by the Human Resources Skills Development Canada (HRSDC) – Labour Program and/or Workplace Safety & Insurance Board (WSIB) and/or Construction Safety Association of Ontario (CSAO) and/or any other recognized legislative or regulatory body in the Province or territory in which the work is to be performed.

To carry out the work on this requirement, Service personnel employed by the Contractor must be in possession of :

- a valid Fall Arrest certificate/wallet card;
- a valid First Aid/CPR certificate/wallet card; and
- a valid Workplace Hazardous Material Inventory System (WHMIS) certificate/wallet card

5.2.2 Status and Availability of Resources A3005T 2010-08-16

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority,

Solicitation No. - N° de l'invitation

EJ196-141059/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

fk258

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

20141059

File No. - N° du dossier

fk258EJ196-141059

CCC No./N° CCC - FMS No/ N° VME

provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

5.2.3 Education and Experience

5.2.3.1 SACC Manual clause A3010T 2010-08-16 - Education and Experience

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

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

7.3 Security Requirement

7.3.1 SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE # EJ196-14-1059

1. The Contractor must, at all times during the performance of the Contract, hold a valid **Designated Organization Screening (DOS)**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

The Contractor's Company Security Officer must hold a valid SECRET clearance, granted or approved by CISD/PWGSC.

2. The Contractor personnel requiring access to Parliamentary Precinct sensitive work site(s) must **EACH** hold a valid **SITE ACCESS** clearance, granted or approved by CISD/PWGSC.
3. Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex B
 - (b) *Industrial Security Manual* (Latest Edition).

7.4 Term of Contract

7.4.1 Period of Contract

The period of the Contract is from _____ to _____ inclusive. (*leave blank until contract award - delete this note before issuing the solicitation*)

7.4.2 Option to Extend Contract (if applicable)

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to _____ additional _____ year period(s) 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 _____ 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

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Cris Hill
Title: Supply Specialist
Public Works and Government Services Canada
Acquisition Branch
Direction: RPCD
11 Laurier, 3C2,
Gatineau, QC
Telephone : 819-956-1343
Facsimile : 819-956-3600
E-mail address: cris.hill@pwgsc.gc.ca

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

7.5.2 Technical Authority "TO BE PROVIDED AT CONTRACT AWARD"

The Technical Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ___ - ___ - ___
Facsimile: ___ - ___ - ___
E-mail address: _____.

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

7.5.3 Contractor's Representative

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

Name: _____
Telephone: _____
Facsimile: _____
Cellular: _____
E-mail: _____

Remark to Contracting Authority: If the successful bidder has identified himself as a former public servant, insert in full text SACC Manual clause A3025C, to assist client departments in identifying contracts with former public servants and reporting this information in their Proactive Disclosure of Contracts.

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Payment

7.7.1 Limitation of Expenditure (Note to Contracting Authority: use this clause (7.7.1) only if requirement contains As & When Requested.)

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

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

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

a) Firm rates will be paid in accordance with Pricing Schedule 1 in *four (4) equal quarterly payments*.

b) "As and When Requested" Work:

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

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

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

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

whichever comes first.

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

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

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

7.7.3 SACC Manual Clauses

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

7.8 Invoicing Instructions - Maintenance Services

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

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

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

The original and two (2) copies of the invoices and monthly maintenance reports must be forwarded to the following address for certification and payment:

*Public Works and Government Services Canada
Maintenance and Operational Assurance Services
Chomley Building, 6th Floor
400 Cooper Street
Ottawa, Ontario, K1A 0S5*

Attention: _____ (leave blank until contract award)

7.9 Certifications**7.9.1 Compliance**

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

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

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

7.10 Applicable Laws

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

7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2013-06-27);
- (c) Annex A, Statement of Work;
- (d) Annex B, Security Requirements Check List;
- (e) Annex C, Federal Contractors Program for Employment Equity - Certification (*if applicable*);
- (f) the Contractor's proposal dated _____ (*insert date of bid*)

7.12 Foreign Nationals (Canadian Contractor)

A2000C (2006-06-16) *Foreign Nationals (Canadian Contractor) (if applicable), apply to and form part of the Contract.*

7.13 Insurance Requirements

7.13.1 Insurance Requirements

The Contractor must comply with the insurance requirements specified in the **following article 7.13.2 Commercial General Liability Insurance**. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

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

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

7.13.2 Commercial General Liability Insurance

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

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

7.14 Cellular Phones and/or Pagers

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

7.15 Government Site Regulations

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

7.16 Financial Security

The Contractor must provide one of the following contract financial securities within 14 calendar days after the date of contract award:

(a) performance bond form PWGSC-TPSGC 505 in the amount of **10 percent** of the Pricing Schedule 1 and 2 of the Contract Price; or

(b) a security deposit as defined in clause E0008C in the amount of **10 percent** of the Pricing Schedule 1 and 2 of the Contract Price.

Any bond must be accepted as security by one of the bonding companies listed in Treasury Board Contracting Policy, Appendix L, Acceptable Bonding Companies.

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

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

7.16.1 Security Deposit Definition

1. "security deposit" means

- i. *a bill of exchange that is payable to the Receiver General for Canada and certified by an approved financial institution or drawn by an approved financial institution on itself; or*
- ii. *a government guaranteed bond; or*
- iii. *an irrevocable standby letter of credit, or*
- iv. *such other security as may be considered appropriate by the Contracting Authority and approved by Treasury Board;*

2. "approved financial institution" means

- i. *any corporation or institution that is a member of the Canadian Payments Association;*
- ii. *a corporation that accepts deposits that are insured by the Canada Deposit Insurance Corporation or the Régie de l'assurance-dépôts du Québec to the maximum permitted by law;*
- iii. *a credit union as defined in paragraph 137(6) of the Income Tax Act;*
- iv. *a corporation that accepts deposits from the public, if repayment of the deposits is guaranteed by a Canadian province or territory; or*
- v. *the Canada Post Corporation.*

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

- i. *payable to bearer;*
- ii. *accompanied by a duly executed instrument of transfer of the bond to the Receiver General for Canada in accordance with the Domestic Bonds of Canada Regulations;*
- iii. *registered in the name of the Receiver General for Canada.*

4. "irrevocable standby letter of credit"

- i. *means any arrangement, however named or described, whereby a financial institution (the "Issuer"), acting at the request and on the instructions of a customer (the "Applicant"), or on its behalf,*
 - a. *will make a payment to or to the order of Canada, as the beneficiary;*

- b. will accept and pay bills of exchange drawn by Canada;
 - c. authorizes another financial institution to effect such payment, or accept and pay such bills of exchange; or
 - d. authorizes another financial institution to negotiate, against written demand(s) for payment, provided that the conditions of the letter of credit are complied with.
- b. must state the face amount which may be drawn against it;
 - c. must state its expiry date;
 - d. must provide for sight payment to the Receiver General for Canada by way of the financial institution's draft against presentation of a written demand for payment signed by the authorized departmental representative identified in the letter of credit by his/her office;
 - e. must provide that more than one written demand for payment may be presented subject to the sum of those demands not exceeding the face amount of the letter of credit;
 - f. must provide that it is subject to the International Chamber of Commerce (ICC) Uniform Customs and Practice (UCP) for Documentary Credits, 2007 Revision, ICC Publication No. 600. Pursuant to the ICC UCP, a credit is irrevocable even if there is no indication to that effect; and
 - g. must be issued (Issuer) or confirmed (Confirmer), in either official language, by a financial institution that is a member of the Canadian Payments Association and is on the letterhead of the Issuer or Confirmer. The format is left to the discretion of the Issuer or Confirmer.

7.17 Pre-Commencement Meeting

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

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

**Public Works and
Gouvernement Services
Canada**

Window cleaning
Justice Building (249 Wellington Street)
Confederation Building (229 Wellington Street)

Statement of Work Number:
EJ 196-141059

This document is the document referred to as 'Specifications' **numbered EJ 196-141059 and dated August 20,2013**

Section 1	Special Conditions
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1. Cleaning Operations
2. Staffing
3. Health & Safety
4. Security
5. Building Maintenance
6. Materials & Equipment
7. Roof Anchor Inspection Certification
8. Light, Heat, Power & Water
9. Elevator Services
10. Additional Special Conditions

Section 2	Operations and Frequencies
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1. Schedule of Work
2. Additional Operations and Frequencies
3. Schedule Cleaning Operations

Appendix 'A' to Section 2	Roof Anchor Plan
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Section 3	Definition of Terms and Quality Standards
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1. Glass

2. Frames
3. Sills

1. Cleaning Operations

.1 General

- .1 Five working days prior to commencing the Cleaning Operation, the Contractor shall notify the Technical Authority of the scheduled dates when they will perform the work.
- .2 The services shall be inspected by the Technical Authority and the Contractor's representative periodically or prior to moving the swing stage upon completion of phase of the scheduled work.

.2 Scheduled Cleaning Operations

- .1 Schedule Cleaning Operation Chart to Section 2 establishes the schedule of operations to be performed during the original contract and to be repeated in each option year of the contract.

2. Staffing

- .1 The Contractor must provide all qualified staff necessary to perform all Services as specified in Section 2.
- .2 The Contractor must, immediately upon award of the contract, designate a supervisor. The supervisor shall be in full charge of the operations of the contractor in the performance of the services and shall be authorized to accept any notice, consent, order, direction, decision or other communication on behalf of the Contractor that may given under the contract. The supervisor shall liaise, on a daily basis, with the Technical Authority and shall be capable of communicating in English or French.
- .3 The site supervisor must be equipped with a cellular phone and/or pager. All expenses including installation, air time, activating fees and the phone/pagers themselves, shall be at the expense of the contractor. An uninterrupted communication service is mandatory.

3. Health & Safety

- .1 The Contractor must adhere to all health and safety measures pertaining to accident prevention and fire hazards recommended by National and Provincial codes and/or prescribed by the authorities having jurisdiction concerning the equipment, work habits and procedures. In addition, the contractor shall have his staff adequately trained to ensure that his personnel are qualified to perform window cleaning operations in accordance with the window cleaning regulations for the province of Ontario or Quebec.
- .2 **Note:** Proof of qualifications must be provided to the Technical Authority prior to the commencement of work.

- .3 The Contractor must ensure that all equipment used to perform the services meets window cleaning regulations standards. The Contractor will be responsible to supply suitable replacement equipment within one working day.
- .4 **The Contractor must perform the work in respect of the Canada Labour Code - Part II, or relevant Provincial/Territorial Occupational Health and Safety Act and regulations for window cleaning, the National Fire Code , applicable Provincial/Territorial Act and Regulations and applicable Municipal Regulations. The most stringent shall apply.**
- .5 The Contractor must submit a written “Site-Specific Health and Safety Plan” based on hazard assessment prior to commencing any work site and continue to implement, maintain, and enforce plan until final demobilization from site. Site-Specific Health and Safety Plan(SSHSP) must address work site specifications. The Contractor must submit a SSHSP within [7] days prior to commencement of work described in this agreement. The SSHSP must include:
- A) Mandatory Results of site-specific safety hazard assessment.
 - B) Mandatory Results of health and safety risk or hazard analysis for site tasks and operation.
 - C) The SSHSP must also contain at a minimum; equipment and personal protective equipment, public way protection, signage, and requirement to notify provincial authorities having jurisdiction (i.e.). Ontario - Ministry of Labour prior to commencing work, emergency plan, and specific written procedures for rescuing a worker after his/her fall has been arrested.
- .6
Plan The Technical Authority will review the Contractor's Site-Specific Health and Safety and provide comments to Contractor within [3] days after receipt of plan. The Contractor will revise the plan as appropriate and resubmit plan to the Site Authority within [3] days after receipt of comments from the Technical Authority.
- .7 The Technical Authority's review of Contractor's final Site-Specific Health and Safety plan should not be construed as approval and does not reduce the Contractor's overall responsibility for Health and Safety work measures.
- .8 The Contractor shall perform the work in a manner that is least disruptive to the Crown and occupants of the buildings.
- .9 Any City permits necessary to perform Services, especially when the use of Contractor's equipment would involve blocking access to city streets or pedestrian sidewalks and the surrounding area, is the responsibility of the Contractor to obtain prior to commencement of work.

4. Security

- .1 Only those employees whose names submitted by the Contractor to the Technical Authority will be allowed access to the site of the work. No other persons accompanying employees shall be allowed on site.
- .2 All personnel employed in the performance of the services shall comply with security requirements for the facility. **To identify personnel, the Company name or crest shall be affixed to shirt, coveralls or coat.**
- .3 No audio/visual equipment or cameras are permitted on the work site.
- .4 All keys or key cards entrusted to the Contractor for the fulfillment of its contract must be fully protected at all times.

5. Building Maintenance

- .1 The Contractor's staff shall report all architectural (ie: Broken Windows), electrical and mechanical deficiencies observed during the performance of the Services to the Technical Authority.

6. Material & Equipment

- .1 The Contractor must supply all equipment, materials or products required to carry out the services as mentioned in Section 2.
- .2 All materials, products and equipments must be suitable for the surfaces intended, used in the manner specified by the manufacturer. The Technical Authority may instruct the Contractor to discontinue the use of any material, products and / or equipments judged not suitable and to substitute another mutually satisfactory product.
- .3 The Contractor must, on request, furnish a complete written statement of the origin, composition and/or manufacturer of any of all materials supplied by if for use in the services.
- .4 The Contractor will and must ensure that all materials used in the workplace are classified and labeled according to the Workplace Hazardous Materials Information Systems (WHIMS).
- .5 A binder with the copies of the material safety data sheets (MSDS) shall be kept on the premises and updated on a regular basis, or when new cleaning products are purchased. This binder shall be made available to the Technical Authority upon request.

7. Roof Anchor Inspection Certificate

- .1 The Contractor is responsible to have a certified engineer perform a roof anchor inspection annually. A copy of the roof anchor inspection stamped by the certified engineer will be submitted to the Technical Authority as well as the registration number from the Ontario or Quebec Ministry of Labour.

8. Light, Heat, Power and Water

- .1 Canada shall supply all light, heat, power and hot/cold water reasonably required for the performance of the Services.

9. Elevator Services

- .1 Where applicable, the Contractor shall be permitted the use of elevators, escalators, conveyors and dumbwaiters and shall be responsible for their safe operation.

10. Additional Special Conditions

Note: Clause 10 takes precedence of clauses 1 to 9, (Section 1).
Refer to the following tasks in "Additional and/or Not Applicable" clauses listed below:

.1 Reference to Clause 1 (Cleaning Operations)

.1 General

- .1 The contractor must notify in writing, the Technical Authority fifteen (15) working days prior to commencement of any work in the buildings.

.2 Days and Hours of work

- .1 All interior cleaning shall be performed Monday through Friday from 08:00 to 22:00 hours and Saturday, Sunday and Statutory Holiday from 08:00 to 18:00 hours.

- .2 All exterior cleaning shall be performed Monday through Sunday
08:00 to 18:00 hours.

.3 Scheduling

- .1 The company must submit a detailed window cleaning schedule and work plan to the Technical Authority for approval prior to work. The schedule and work plan shall include the following:

A- Employees names and proof or certification

B-Type of equipment used for exterior work

C- Location and type of barriers

.4 Reference to Clause 4 Security

- .1 Escort will be provided by the crown for all secure areas for the following buildings; Confederation and Justice.

1. Schedule of Work

.1 Scheduled Cleaning (Method A)

1. Clean both sides of the perimeter glass, window framing and sills.
2. Clean splashing, streaking and staining as a result of the work.
3. Clean all of the above as per Scheduled Cleaning Operation Chart.

(and/or)

.2 Schedule Cleaning (Method B)

1. Clean inside of the perimeter glass, framing and sills.
2. Clean splashing, streaking and staining as a result of the work.
3. Clean all of the above as per Scheduled Cleaning Chart.

(and/or)

3. Schedule Cleaning (Method C)

1. Clean outside of the perimeter glass, framing and sills.
2. Clean splashing, streaking and staining as a result of the work.
3. Clean all of the above as per Scheduled Cleaning Chart.

2. Additional Operations and Frequencies

Note: Clause 2 takes precedence of clauses 1 (Section 2).
Refer to the following tasks in "Additional and/or Not Applicable" clauses listed below:

.1 Reference to Clause 1 (Schedule of Work)

.1 Justice and Confederation

- Method "A"

.2 West Side Main Entrance of Justice Building

- Method "A"

.3 East Side Main Entrance of Confederation Building

- Method "A"

.4 All buildings: Skylights

- Method "A"

- .5 The Contractor shall be responsible for the removal of any blinds when washing the windows. Damaged blinds and fittings shall be recorded and reported to the Technical Authority and will be replaced or repaired at the Contractor's expense.

- .6 Note that the Confederation Building's first level exterior windows are equipped with safety bar doors secured with padlocks. These windows must be cleaned as part of the schedule. A key to unlock the padlocks will be available at the security desk.

- .7 Day Care Center; Confederation Building interior windows must be cleaned after regular hours.

SCHEDULED CLEANING OPERATIONS CHART

Clause	Area	Operation	J A N	F E B	M A R	A P R	M A Y	J U N	J U L	A U G	S E P	O C T	N O V	D E C
1.1	Confed and Justice	Method A					X					X		
1.2	West side Main Entrance of Justice Building	Method A	X	X	X	X		X	X	X	X		X	X
1.3	East Side Main Entrance of Confederation Building	Method A	X	X	X	X		X	X	X	X		X	X
1.4	All buildings; Skylights	Method A					X					X		

Note: The Contractor shall notify the Technical Authority when each Scheduled Cleaning Operation is completed.

Quality Standards

The Quality Standards described below shall be strictly adhered to. All inspections made by the Technical Authority shall be rated according to these Quality Standards.

1. Glass

All perimeter glass shall be free of streaks, stains and adherent matter.

2. Frames

All frames shall be free of streaks, stains and adherent matter.

3. Sills

All sills shall be free of streaks, stains and adherent matter.



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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	Public Works and Government Services Canada	2. Branch or Directorate / Direction générale ou Direction PPB
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Window Cleaning services Justice and Confederation		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>



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PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No / Non Yes / Oui
Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

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

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

<input type="checkbox"/> RELIABILITY STATUS COTE 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 - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input checked="" type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS	Special comments: <u>Only screened personal to be utilized</u> Commentaires spéciaux :		

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

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / Non Yes / Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? No / Non Yes / Oui



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PART C - (continued) / PARTIE C - (suite)

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC						
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET	
				CONFIDENTIEL		TRÈS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL			A	B	C	CONFIDENTIEL		TRÈS SECRET	
Information / Assets Renseignements / Biens																	
Production																	
IT Media / Support TI																	
IT Link / Lien électronique																	

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

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

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

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



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PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées) Mair, Whitney	Title - Titre Maintenance Service Officer	Signature
Telephone No. - N° de téléphone 613-957-1142	Facsimile No. - N° de télécopieur 613-957-1982	E-mail address - Adresse courriel whitney.mair@pwgsc.gc.ca
		Date 2013/08/21

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées) Laville, Patricia	Title - Titre SO	Signature
Telephone No. - N° de téléphone 819-775-7438	Facsimile No. - N° de télécopieur 819-775-7348	E-mail address - Adresse courriel patricia.laville@tasgc-pwgsc.gc.ca
		Date AUG 22 2013

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? No Yes
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes? Non Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
		Date

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées) Anna Kulycka Contract Security Officer, Contract Security Division Anna.Kulycka@tpsgc-pwgsc.gc.ca	Title - Titre Contract Security Officer	Signature
Telephone No. - N° de téléphone Tel/Tél - 613-957-1258	Facsimile No. - N° de télécopieur Fax/Télex - 613-954-4171	E-mail address - Adresse courriel
		Date Aug 23, 2013

ANNEX C EJ196-141059/A
FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION

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

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

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

Complete both A and B.

A. Check only one of the following:

- A1. The Bidder certifies having no work force in Canada.
- A2. The Bidder certifies being a public sector employer.
- A3. The Bidder certifies being a federally regulated employer being subject to the *Employment Equity Act*.
- A4. The Bidder certifies having a combined work force in Canada of less than 100 employees (combined work force includes: permanent full-time, permanent part-time and temporary employees [temporary employees only includes those who have worked 12 weeks or more during a calendar year and who are not full-time students]).

A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

- A5.1. The Bidder certifies already having a valid and current Agreement to Implement Employment Equity (AIEE) in place with HRSDC-Labour.
- OR**
- A5.2. The Bidder certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to HRSDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to HRSDC-Labour.

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

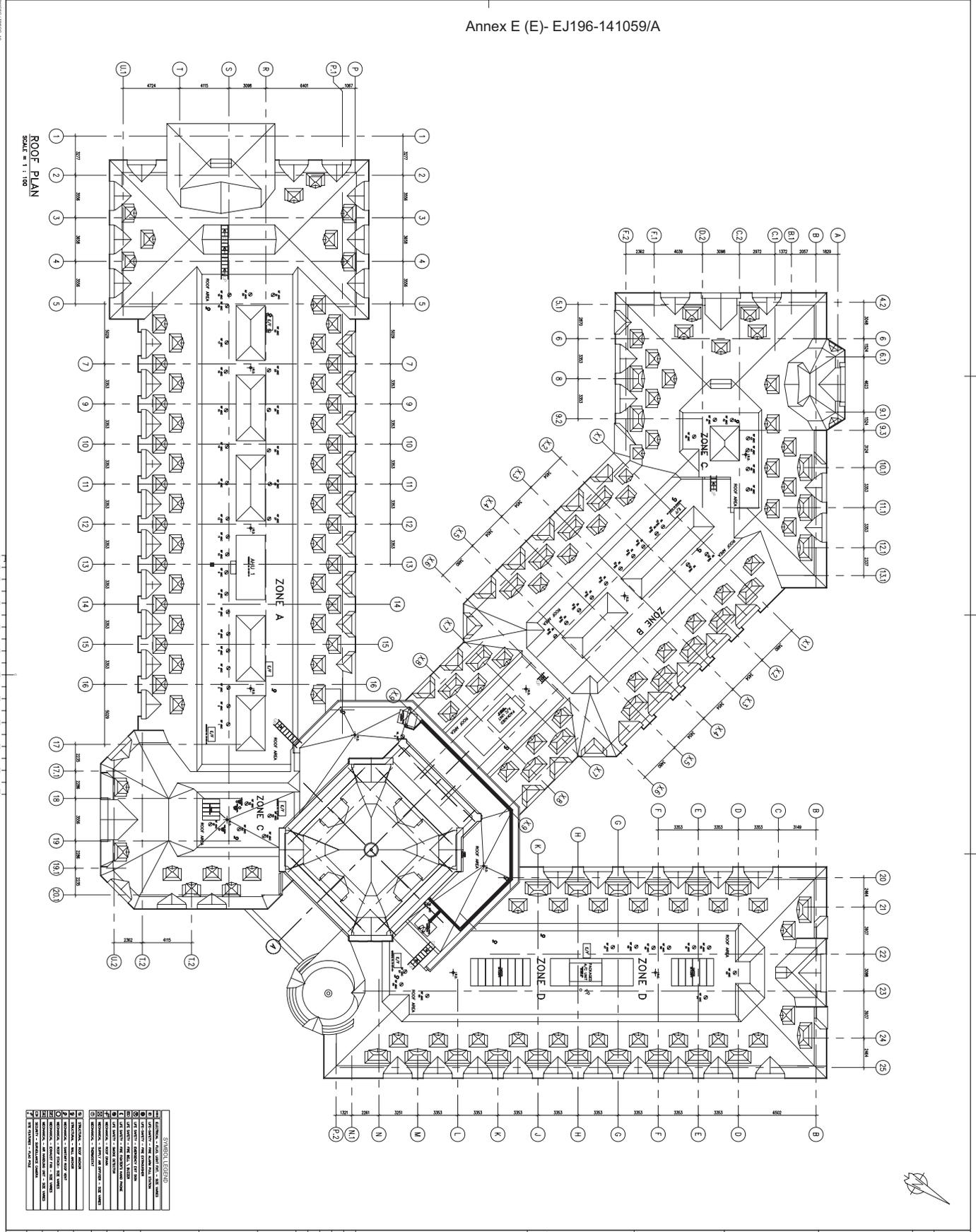
OR

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

Annex E (E)- EJ196-141059/A

PRINTED: Apr 07, 2008 4:52:08 AM BY: b4c4c

Scale: 1:100



ROOF PLAN
SCALE = 1 : 100

SYMBOL LEGEND	
1	EXISTING ROOF DRAIN
2	NEW ROOF DRAIN
3	EXISTING ROOF SKYLIGHT
4	NEW ROOF SKYLIGHT
5	EXISTING ROOF CURB
6	NEW ROOF CURB
7	EXISTING ROOF FLASHING
8	NEW ROOF FLASHING
9	EXISTING ROOF GUTTER
10	NEW ROOF GUTTER
11	EXISTING ROOF PARAPET
12	NEW ROOF PARAPET
13	EXISTING ROOF MECHANICAL
14	NEW ROOF MECHANICAL
15	EXISTING ROOF STRUCTURE
16	NEW ROOF STRUCTURE
17	EXISTING ROOF ACCESS
18	NEW ROOF ACCESS
19	EXISTING ROOF ELEVATION
20	NEW ROOF ELEVATION
21	EXISTING ROOF FINISH
22	NEW ROOF FINISH
23	EXISTING ROOF MEMBRANE
24	NEW ROOF MEMBRANE
25	EXISTING ROOF INSULATION
26	NEW ROOF INSULATION

<p>CONFEDERATION BUILDING Confederation Building 225, rue Wellington, Ottawa, ON 225 Wellington Street, Ottawa, ON</p>		<p>ROOF FLOOR PLAN CONFEDERATION BUILDING</p>	<p>DATE: 04/07/08 DRAWN: [Name] CHECKED: [Name] APPROVED: [Name]</p>	<p>PROJECT NO: [Number] DRAWING NO: [Number]</p>	<p>SCALE: 1:100</p>	<p>PROJECT: [Name]</p>	<p>CLIENT: [Name]</p>	<p>DESIGNER: [Name]</p>	<p>DATE: [Date]</p>
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