

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

**Bid Receiving
PWGSC
33 City Centre Drive
Suite 480
Mississauga
Ontario
L5B 2N5
Bid Fax: (905) 615-2095**

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

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

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

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

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

Comments - Commentaires

Title - Sujet Mobile Shelving	
Solicitation No. - N° de l'invitation EQ411-141502/A	Date 2013-12-04
Client Reference No. - N° de référence du client EQ411-141502	
GETS Reference No. - N° de référence de SEAG PW-\$TOR-033-6449	
File No. - N° de dossier TOR-3-36213 (033)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-01-16	Time Zone Fuseau horaire Eastern Standard Time EST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Martin, Lesley	Buyer Id - Id de l'acheteur tor033
Telephone No. - N° de téléphone (905) 615-2076 ()	FAX No. - N° de FAX (905) 615-2060
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA Materiel Management 4900 Yonge Street - 12th Floor Toronto Ontario M2N6A6 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
Ontario Region
33 City Centre Drive
Suite 480
Mississauga
Ontario
L5B 2N5

Delivery Required - Livraison exigée 2014-02-28	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

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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 Requirement, the Basis of Payment, the Security Requirements Checklist, the Insurance Requirements, and any other annexes.

2. Summary

- i. Public Works and Government Services Canada requires the supply, delivery and installation of High Density Mobile Shelving

The Contractor is required to perform the following tasks:

- Remove files located on the current shelving system, place them in moving bins and store the bins approximately 50 feet away in an adjacent room on the 12th floor
 - Dispose of the current mobile shelving system
 - Supply and install the new mobile shelving systems
 - Replace the files originally removed, onto the new mobile shelving systems
- ii. All the deliverables and installation must be received on or before March 31, 2014.
- iii. There is a mandatory site visit on, 2013 at 10:00am at 4900 Yonge Street, 12th Floor, Toronto Ontario.
- iv. 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)" (<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 and 2004.
- vi. The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

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>) 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.

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. Enquiries - Bid Solicitation

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

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

4. 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.

5. Mandatory Site Visit

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for site visit to be held on _____, 2013 at 10:00am at 4900 Yonge Street, 12th Floor, Toronto Ontario. Bidders must communicate with the Contracting Authority no later than one (1) day(s) 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 should confirm in their bids that they have attended the site visit. Bidders who do not attend or send a representative will not be given an alternative appointment and their bids will be rejected as non-compliant. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation

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 (3 hard copies)
 Section II: Financial Bid (1 hard copies)
 Section III: Certifications (1 hard copies)

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

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

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

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

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

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

Section I: Technical Bid

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 (2013-11-06), 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

Item No.	Technical Criteria	Page # of Supporting Documentation (if applicable)
M1	The Bidder must meet the specifications outlined in Annex "A". The bidder must provide a statement, stating that they meet all technical specifications outlined in Annex A.	
M2	The Bidder must submit drawings, for their proposed mobile shelving systems. The drawings must include all required dimensions and elevations, the number of actual linear filing inches provided and the total floor space occupied	
M3	The mobile system manufacturer must be ISO9000 registered OR have a Quality management Plan in place.	

	<p>The plan as a minimum, must demonstrate that there is a program in the manufacturing facility for verifying the conformance of products throughout the process and must cover the following stages:</p> <ul style="list-style-type: none"> a. Purchasing: to ensure that all purchased material conforms to the specification requirements; b. Incoming Material Inspection: to provide inspection and identification of incoming material; c. Fabrication, Manufacturing and Assembly Inspection: to indicated as a minimum, all required last point inspections; d. Final Inspection; to indicate that all finished work is subject to a final inspection; e. Workmanship: how the workmanship is maintained at a level of quality consistent with the technical specification; and f. Inspection records: that records of all inspections performed to substantiate conformance to the specification requirements are maintained. <p>The Bidder must submit a copy of the Manufacturer's ISO Registration Certificate, or Quality Management Plan as applicable</p>	
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1.2 Financial Evaluation

1.2.1 Mandatory Financial Criteria

The Offeror must complete and submit with its offer pricing in accordance with Annex B - Basis of Payment, in Canadian funds. Pricing must be provided for all Firm Requirements.

The price used in the evaluation will be the Total Extended Price

of Total Extended Price is the sum of Disposal of current shelving, less a charge for the transfer ownership of the removed shelving plus High Density Mobile Shelving Systems, less a discount, plus installation and transportation charges.

1.2.2 SACC Manual Clause

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.

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) available from [Human Resources and Skills Development Canada \(HRSDC\) - Labour's website](#)

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

PART 6 - SECURITY

1. Security Requirement

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

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
- (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;
- (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

2. For additional information on security requirements, bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the [Departmental Standard Procurement Documents](#) website.

PART 7 - RESULTING CONTRACT CLAUSES

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

1. Requirement

The Contractor must provide the mobile shelving systems in accordance with the Requirement at Annex A.

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.

2.1 General Conditions

2010A (2013-04-25), General Conditions - 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. Until the security screening of the Contractor personnel required by this Contract has been completed satisfactorily by the CISD, PWGSC, the Contractor personnel MAY NOT ENTER sites without an escort
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:
 - i. Security Requirement Check List, attached at Annex C;
 - ii. Industrial Security Manual (latest edition)

4. Term of Contract

4.1 Delivery Date

All the deliverables and installation must be received on or before March 31, 2014.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Lesley Martin
 Title: Supply Team Leader
 Public Works and Government Services Canada
 Acquisitions Branch
 Address: 33 City Centre Drive, Suite 480C
 Mississauga, Ontario L5B 2N5

Telephone: 905-615-2076
 Facsimile: 905-615-2060
 E-mail address: Lesley.Martin2@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.

5.2 Project Authority (inserted at time of Contract Award)

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: _____

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 Contract, the Contractor will be paid a firm price, as specified in Annex B for a cost of \$ (insert the amount at contract award). 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 approved, in writing, by the Contracting Authority before their incorporation into the Work.

6.2 Limitation of Price

SACC Manual clause C6000C (2011-05-16) Limitation of Price

6.3 Single Payment

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

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.
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
 - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract

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 general conditions 2010A (2013-04-25), General Conditions - Goods (Medium Complexity);
- (c) Annex A, Requirement;
- (d) Annex B, Basis of Payment;

- (e) Annex C, Security Requirements Check List;
- (f) Annex D, Insurance Requirements;
- (g) the Contractor's bid dated _____.

11. Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex D. 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.

12. SACC Manual Clauses

A9068C (2010-01-11) Government Site Regulations

ANNEX A REQUIREMENT

1. SCOPE

1.1 For the supply, delivery and installation of four (4) Mobile Mechanical, Double Faced High Density Mobile File Shelving systems for the Department of Public Works and Government Services Canada (PWGSC), Ontario.

1.2 All Systems will be installed on the 12th floor, 4900 Yonge St, Toronto. The base building is a thirteen storey building. See Appendix 1 for drawings

- System A - Protected-B (7 bays wide X 3 Bays Length X 6 Bays Height; Each Bay Shelf size 36" X 36" X 12").
Individually Secured - Lockable Bay lengths with Unique System key set.
- System B - Confidential (4 bays wide X 3 Bays Length X 6 Bays Height; Each Bay Shelf size 36" X 36" X 12").
Individually Secured - Lockable Bay lengths with Unique System key set.
- System C - Protected-B (7 bays wide X 4 Bays Length X 6 Bays Height; Each Bay Shelf size 36" X 36" X 12").
Individually Secured - Lockable Bay lengths with Unique System key set.
- System D - Confidential (4 bays wide X 4 Bays Length X 6 Bays Height; Each Bay Shelf size 36" X 36" X 12").
Individually Secured - Lockable Bay lengths with Unique System key set.

1.3 The Contractor is required to perform the following tasks:

- i. Remove files located on the current shelving system, place them in moving bins and store the bins approximately 50 feet away in an adjacent room on the 12th floor.
- ii. Dispose of the current mobile shelving system and remove the current flooring
- iii. Supply and install the new mobile shelving systems
- iv. Replace the files originally removed, onto the new mobile shelving system

1.4 The requirement does not purport to address all the safety aspects associated with its use. Contractors have the responsibility to consult with the appropriate authorities and to establish appropriate health and safety practices in conjunction with any existing applicable regulatory requirements prior to its use.

2. GENERAL

2.1 The Contractor must coordinate with the Project Authority prior to any changes made to the floor or

2.2 The movable & stationary carriages must be consistent in design, construction & configuration.

2.3 The carriages, shelves & related components must be constructed, tested & furnished to support & operate as outlined below.

- 2.4 The system alignment maximum variation must be \pm mm 12.7 (\pm 0.5 in.), measured between the edges of the end panels within each range in all modules in all aisle positions.
- 2.5 Rails, tracks, wheels and all drive components must exhibit no abnormal friction, abrasion, binding or wear on or between the contact surfaces.
- 2.6 Under normal environmental & use conditions, components must not rust or exhibit any other type of corrosion.
- 2.7 The stopping distance for any range must be 2" maximum under any operating or loading conditions.
- 2.8 The overall height of the unit, from the floor, must not exceed minimum clearance distance for sprinkler head {shall be maintained as per NFPA 13 , 20.6 Compact Storage of Commodities} NFPA requirements referenced by the National Building Code regulations. The height from floor to sprinkler is 100".
- 2.9 Delivery of product to site must be during business hours during the week (08:00AM to 15:30hrs) or from 08:00 to 16:00 on weekends.
- 2.10 The Contractor must install after normal business hours starting after 17:00 hrs on weekdays and between 08:00 hrs to midnight on weekends. The Contractor is not responsible for the cost of a commissionaire during installation
- 2.11 Freight Elevator Size and Dimensions for 4900 Yonge St:
- 10 feet high
 - 7 feet deep
 - 7 feet wide
 - 7 feet wide X 7 feet high door
 - Capacity - 1814 Kg Max - 25 Persons
- 2.12 Loading Dock :
- Loading Dock accommodates trucks /trailer of size under 44 ft.

3. TRACKS & RAILS

- 3.1 The tracks must be constructed of steel, rail bar stock positioned in a "T" metal alloy track. Rails are machined on all sides.
- 3.2 Leveling screws must be provided to facilitate proper leveling of track and to ensure smooth operation of the system.
- 3.3 Track is securely installed to ensure stability and portability.
- 3.4 Track sections are designed with tongue and groove overlap connections between each rail joint. This design provides horizontal and vertical continuity for a smooth rail surface providing ease of carriage operation.

-
- 3.5 Rail sections must extend under & be attached to all stationary ranges in a manner so as to equally disburse the load range weight to the rail and to the grout in a manner of equal or greater surface disbursement as a movable range.
- 3.6 Rails must be located & positioned properly and leveled. Shimming of the rails for leveling and/or support is not acceptable.
- 3.7 Rails must be in level with & not project above or below the walking surface.
- 3.8 When used the grout must be non-corrosive, non-metallic and non shrink and must produce a permanent foundation for the system. Specification for the grout after curing is a minimum strength 7,000 p.s.i. Grout must be worked under the rail, any voids completely filled and trimmed up sides flush with the rails.
- 3.9 The engineered space between the rail and aluminum housing must be filled with a black neoprene material to provide a flush floor appearance and prevent debris from collecting thus affecting carriage movement.
- 3.10 Rails must be designed & manufactured to carry a minimum load of 1000 pounds per linear foot of carriages.
- 3.11 Rails must not exhibit movement or deflection during operation of mobile ranges.
- 3.12 Rails must be designed to attach on top of existing floors and to allow for adjustment so rails can be leveled over uneven floors.
- 3.13 All tracks & rail lengths must extend under all stationary ranges.
- 3.14 All rail connection joints must provide horizontal and vertical continuity between rail sections.
- 4. RAISED FLOOR**
- 4.1 Standard elevated deck constructed of 3/4" thick exterior grade plywood.
- 4.2 Decking must support a minimum of 250 lbs. per square foot.
- 4.3 Decking must be installed flush and tight to the track leaving no gaps or spaces.
- 4.4 Decking must be installed in a manner that will prevent warping, deformation and movement during normal system use and operation.
- 4.5 Finished flooring must be leveled and flushed with the top of the rails.
- 4.6 Open gaps and/or spaces between the decking & tracks are not permitted.
- 5. RAMP**
- 5.1 The ramp must not extend past the end of the carriages into the main access aisles.

5.2 Ramps must be constructed of 3/4" thick exterior grade plywood and ADA compliant when carriages exceed 6' in length.

5.3 Stainless steel threshold must be attached, providing smooth entry from existing floor to system floor, where appropriate.

5.4 Ramp must be continuous under all units on the access side(s).

5.5 Ramp must be installed in a manner that will prevent warping, deformation and movement during normal operation and loading.

6. CARRIAGE

6.1 Carriages must be of welded steel construction, designed and manufactured to support 1000 lbs. per linear carriage foot without distortion. All carriages must be painted and finished with powder coat paint in textured finishes in a neutral tone.

6.2 Fixed carriages must be of the same construction and height as movable carriages and must be anchored to the rails, in such a manner, as to provide for a complete, homogeneous system.

6.3 Carriage splices must be of a bolted (type) design to maintain proper unit alignment

6.4 Carriage cross members must be welded C-shaped steel channels.

6.5 Carriage construction allows shelving to be securely anchored to the carriages. Shelving must not be recessed in carriages.

6.6 Carriage straightness must have no more than a 1/4" maximum deviation from a true straight line.

6.7 There must be no permanent set or slippage in joint(s) when exposed to forces encountered in normal operation circumstance.

6.8 Carriage construction must be designed to allow the shelving uprights to be secured to the carriage frame.

6.9 All carriage components must be capable of carrying a minimum static and moving carriage load of 1000 pounds per linear foot (1385 kg per lineal meter) of carriage.

7. WHEELS

7.1 All wheels must be precision ground, balanced and constructed from solid steel for a smooth operation.

7.2 Each movable carriage must have a minimum of four guide wheels per rail (i.e. a minimum of four wheels per movable carriage). Guide wheels must be machined with flanges on both sides of the wheel.

7.3 Drive shaft and wheel assemblies must exhibit no play or looseness over the entire length of that assembly.

8. SAFETY & SECURITY

8.1 Each file bay must have a safety locking mechanism or lockable key pins to prevent accidental opening of multiple bays.

8.2 Each file bay must be individually lockable using a common key. Eight or more keys must be provided with each independent unit.

8.3 Two set of Master keys must be provided

9. END PANELS

9.1 All end panels must be full height and depth of the shelving ends

9.2 All end panels must be in steel unless otherwise noted as Exception.

9.3 Steel end panels must be finished with powder coated paint finish from manufacturer' standard line.

10. FOUR POST SHELVING

10.1 All shelving sections must be available as a four-post design consisting of three basic parts; uprights, shelves & shelf supports. Parts must be assembled without nuts, bolts, studs or clips and without the need for tools of any kind.

10.2 As a minimum, shelves must accommodate legal type files & available in the following nominal depths: 381 mm (15 in.) and 610mm (24"). See Appendix 1 for location shelf widths. A tolerance of \pm mm 12.7 (\pm in.) is acceptable.

10.3 Shelves must be slotted on at least 76 mm (3 in.) centers to received dividers. Slots must coincide with the inside edge of the posts so that a file divider can be used to provide a flush condition with the post at the shelf end.

10.4 The front and back flange of the shelf must be flushed with the face of the post.

10.5 Shelves must be adjustable on at least 38 mm (1.5 in.) Centers.

10.6 The shelving is to have a clean appearance without holes on exposed surfaces except where the shelves, back stops and centre stops are slotted or punched for file dividers, and the shelf centre is punched for centre stops.

10.7 There must be no holes on the face of the uprights.

10.8 Backstop - The face of the backstop must be slotted on the same centers as the shelf to receive& retain file dividers.

10.9 Backstops must be fastened at the centre of the double entry shelves and shall be slotted in the same centers as the shelf to received and retain dividers.

10.10 There are no holes on the face of the post. The front and back post are joined by welding spacers to maintain the required distance apart.

10.11 File Dividers - 3 per shelf must be provided on single entry and 6 per shelf on double entry (i.e. 3 dividers per shelf per side).

10.12 Face Panels - All exposed ends shall be finished in steel.

10.13 Card holders (2 cardholders per end panel) and all necessary hardware for a complete installation must be provided. Magnetic cardholders are not acceptable.

11. SECURITY CONTROLS & CROWN REGULATIONS

11.1 Protection Design Requirements.

11.2 Top of screen must consist of flat black offset assembly that is mounted on top of the shelves.

11.3 The top screen must be made of minimum 14 gauge steel plate (minimum 6.4 mm) thickness. The flat top of the screen must be mounted on one side of the aisle, offset on the opposite side, with offset overlapping the flat half when aisle is closed.

11.4 The end panel assembly must be attached on a hinge that covers the side openings between the shelving.

11.5 Top screen must be painted and leave no exposed unfinished edges. Side astragals must be at minimum 14 gauge steel plates.

11.6 The end panel assembly must be made of aluminum.

11.7 The end panel assembly must have a dual spring-loaded hinge with a pry-preventing back plate

11.8 (hasp) installed across the aisle on the end panel.

11.9 The system must comply with Treasury Board Regulations for storage, security and fire code.

11.10 Crown regulations include 50.8mm (2 in.) bumpers on each side of each carriage (moving or fixed) providing a 102mm (4 in.) gap between each carriage.

11.11 All shelving must be secured to the carriages with fasteners.

11.12 HD Mobile system will meet RCMP G1-028 Security Use of Mobile Shelving guidelines

11.13 The manufacturer to provide a warranty that the shelving unit meets Federal Fire Authority and RCMP fire and security requirements and that any necessary alterations after delivery/setup will be at manufacturer cost.

12. INSTALLATION

- 12.1 All systems must be checked at the factory, prior to shipment, to ensure high quality and an uninterrupted field installation.
- 12.2 All necessary parts and fasteners must be provided in shipment to ensure a proper and safe installation.
- 12.3 All mobile systems must be installed by factory trained technicians.
- 12.4 The contractor is responsible to confirm exact location of the 4 systems, confirm necessary rough-ins are complete and in the correct locations and confirm that all component parts are available prior to assembly of product.
- 12.5 The contractor must assemble units in accordance with manufacturer's written instructions.
- 12.6 Install and level tracks when appropriate directly to a properly prepared floor.
- 12.7 Install carriages, end panels and shelving as shown on the drawings, complete and ready for owner use.
- 12.8 Framing parts must be straight, square & plumb. All parts must be aligned and securely fastened. Exposed surfaces which may come into human contact must be smooth & non-abrasive.

ANNEX A APPENDIX 1

SEE ATTACHED

**For an electronic copy, send your request to the Contracting Authority, Lesley Martin
(Lesley.Martin2@pwgsc.gc.ca)**

ANNEX A Appendix 2

Mobile Shelving - Fire Protection Design Requirements

1. General

1.1 Purpose

The purpose of this document is to prescribe the fire protection requirements for mobile shelving when used for records storage in Government of Canada property. (See Appendix).

1.2 Scope

These requirements apply to new and existing mobile shelving with a height of 2.5 m or less. (See Appendix)

1.3 Definitions

Mobile Shelving Carriage

means one or more sets of shelves fastened together to form a single movable section. (See Figure)

Mobile Shelving Unit

means a group of mobile shelving carriages connected by tracks, rails or other similar means. (See Figure)

Mobile Shelving System

means a system of records storage (also known as compact shelving, track files, compaction files, high density file storage or movable files) in which sections or rows of shelves are manually or electrically moved on tracks to provide access aisles. Mobile shelving is usually a type of open-shelf file equipment. (See Appendix)

Fire Park Mode

means a setting that automatically operates the motor drives on all shelving carriages to create the required clearance between the mobile shelving carriages upon the activation of the fire alarm system in the fire compartment containing the mobile shelving system.

2. General Requirements for Sprinklered and Unsprinklered Buildings

2.1 Mobile shelving units shall be separated from each other by either

- i. fixed aisles with a minimum width of 1,100 mm, or
- ii. steel firestops in each unit. (See Appendix)

2.2 The steel firestops described in 2.1 and 4.4 shall be of similar material as the mobile shelving.

2.3 If the building is equipped with a fire alarm system, smoke detectors connected to the fire alarm system shall be provided above the mobile shelving system.

2.4 Mobile shelving unit shall be:

- i. provided with a fixed clearance of not less than 100 mm between the mobile shelving carriages, or;
- ii. equipped with a fire park mode to provide the minimum clearance of 100 mm between mobile shelving carriages. (See Appendix)

2.5 Seismic restraints, if necessary, shall be provided for mobile shelving systems and installed to prevent over-turning and excessive horizontal movement by the expected movement induced by the building during an earthquake. (See Appendix)

3. Mobile Shelving located in Unsprinklered Buildings

3.1 Where the record storage is located in an unsprinklered building, mobile shelving system is permitted provided

- i. it is located in a fire separation having a fire-resistance rating of at least $\frac{3}{4}$ h, and the aggregate size or area of the mobile shelving system does not exceed 25 m², or

- ii. the aggregate size or area of the mobile shelving system does not exceed 4 m² within an open office area or in a floor.

4. Mobile Shelving located in Sprinklered Buildings

- 4.1 Except as permitted in 4.2, the portion of the sprinkler system protecting the mobile shelving system shall be hydraulically designed as an Ordinary Hazard Group 2 occupancy classification. (See Appendix)
- 4.2 Where the records storage utilizing a mobile shelving system is subsidiary to a floor area protected by a Light Hazard Occupancy sprinkler system, the sprinkler system may be deemed acceptable where the aggregate area of the mobile shelving system is not more than 70 m²
 - i. on one floor, or
 - ii. in a 1 h fire compartment.
- 4.3 The sprinkler occupancy classification described in 4.1 for the protection of the mobile shelving system shall be extended to
 - i. the entire fire compartment, or
 - ii. at least 4.6 m beyond the area associated with the mobile shelving.
- 4.4 In existing installations, as an alternative to the requirement of the 100 mm clearance between mobile shelving carriages protected by an Ordinary Hazard Group 2 occupancy classification sprinkler system, steel firestops conforming to 2.2 may be provided to divide the mobile shelving units into areas not greater than 70 m². (See Appendix)
- 4.5 Except as required in 4.7, a minimum of 460 mm clearance shall be maintained between the sprinkler deflectors and the top of the mobile shelving, and between the smoke detectors and the top of the mobile shelving.
- 4.6 If security measures are required to prevent unauthorized access through the 100 mm clearance between mobile shelving carriages, a metal screen or lath may be provided to cover the space. Each opening of the metal screen or lath shall be at least 6.4 mm in the least dimension and the amount of openings of the metal screen or lath shall constitute a minimum of 70 % of the area of the material.
- 4.7 If security screen is utilized at or near the top of the mobile shelving units, a minimum of 610 mm clearance shall be maintained between the sprinkler deflectors and the top of the mobile shelving.

Appendix

A-1.1 These requirements are based solely on the fire loading of paper records; they do not address the overall fire protection design requirements for archival records centres. These requirements do not address other factors such as the importance of records, or the storage of other combustible materials on such shelving; the protection requirements of these records are prescribed in other fire protection standards such as the Standard for Record Storage. Small amount of other incidental materials, up to a maximum of 5 % in volume and distributed sparingly, such as vinyl covered binders and books or other similar materials are acceptable to be stored in mobile shelving without affecting the effectiveness of the sprinkler system.

It is necessary that the structural adequacy of the floor and the building be evaluated before the design and installation of a mobile shelving system.

A-1.2 For existing mobile shelving system installations, a risk analysis should be carried out and judgment should be exercised to determine the extent of the application of these requirements (See 4.4).

A-1.3 Mobile shelving systems can be divided into manually (manual and mechanical) and electrically (electrical and computerized) operated carriages, and may consist of one or more mobile shelving units moved on tracks, rails or other similar means.

For motorized mobile shelving systems utilizing fire park mode, the activation of a detector or a sprinkler within the compartment containing the mobile shelving system should activate the fire park mode.

A-2.1 Stationary end carriages of a mobile shelving unit bounded on the outside by continuous metal panels will form effective firestops as described in 4.4.

A-2.4 Spacers or bumpers installed to provide the required spacing should be provided at levels not to introduce tripping hazard. Note the spacing is measured between the edges of the facing shelves or the facing edges of the records stored, whichever is less.

For motorized mobile shelving systems utilizing fire park mode to maintain the minimum clearance of 100 mm between carriages, clearances less than 100 mm are permitted in the normal operating mode. However, when an aisle is locked in an open position for mobile shelving units utilizing fire park mode, the minimum aisle width required by an occupant shall not be reduced.

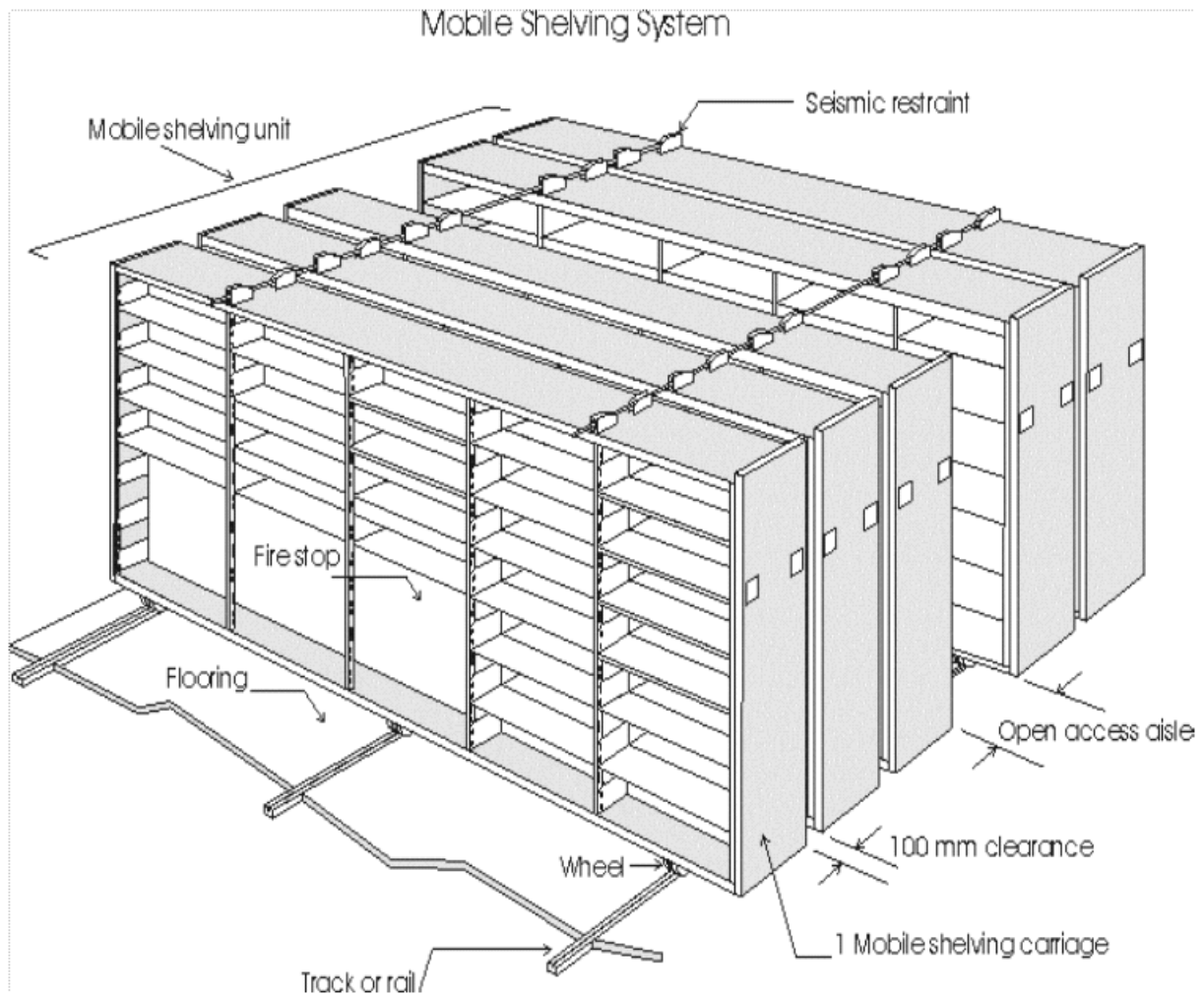
A-2.5 Seismic restraint is usually applied at or near the top of the mobile shelving systems to prevent over-turning, and at or near the base of the units to prevent excessive horizontal movement.

A-4 For record storage centres or warehouses, a higher sprinkler design density may be required to protect the commodity and the facility.

A-4.1 Where practicable, quick-response sprinklers are recommended in a sprinkler system protecting mobile shelving. However, quick-response sprinklers should not normally be installed in the same fire compartment with standard response sprinklers.

The sprinkler system may be hydraulically designed with a density of 8.1 mm/min, using a sprinkler design area of 140 m² and a maximum area of coverage of 12 m² per sprinkler as one of the design parameters for meeting the requirements for the Ordinary Hazard Group 2 occupancy classification sprinkler system.

A-4.4 Firestops are the least effective alternatives, but may be the most practical to apply to existing installations.

Figure

The figure illustrates a Mobile Shelving System. The system is made up of mobile shelving carriages in which sections or rows of shelves are manually or electrically moved on tracks to provide access aisles. The illustration points out the shelving unit, shelving carriage, track or rail, wheels, fire stop, seismic restraint and the open access aisle.

ANNEX B BASIS OF PAYMENT

Prices are firm in Canadian funds, FOB Destination. Customs duties are included and GST/HST is extra, if applicable.

1. Firm Requirement

Manufacturer/System Proposed: _____

Item #	Description	Quantity	Firm Price	Firm Extended Price
1	Disposal of current shelving Including: a) all components necessary to complete the dismantle b) the removal of files as outlined in Annex A	1	\$	\$
2	Less a charge for the transfer of ownership of the removed shelving The Contractor owns the shelving and can do with it as it sees fit.	1	-\$	-\$
3	High Density Mobile Shelving Systems - as per Annex A and the Contractors drawing. Including all components necessary to complete the installation	1	\$	\$
4	Less a discount of _____%	1	-\$	-\$
5	Installation Including the replacement of files originally removed as outlined in Annex A.	1	\$	\$
6	Transportation Charges	1	\$	\$

Total Extended Price \$ _____

Solicitation No. - N° de l'invitation

EQ411-141502/A

Amd. No. - N° de la modif.

File No. - N° du dossier

TOR-3-36213

Buyer ID - Id de l'acheteur

tor033

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

EQ411-141502

CCC No./N° CCC - FMS No/ N° VME

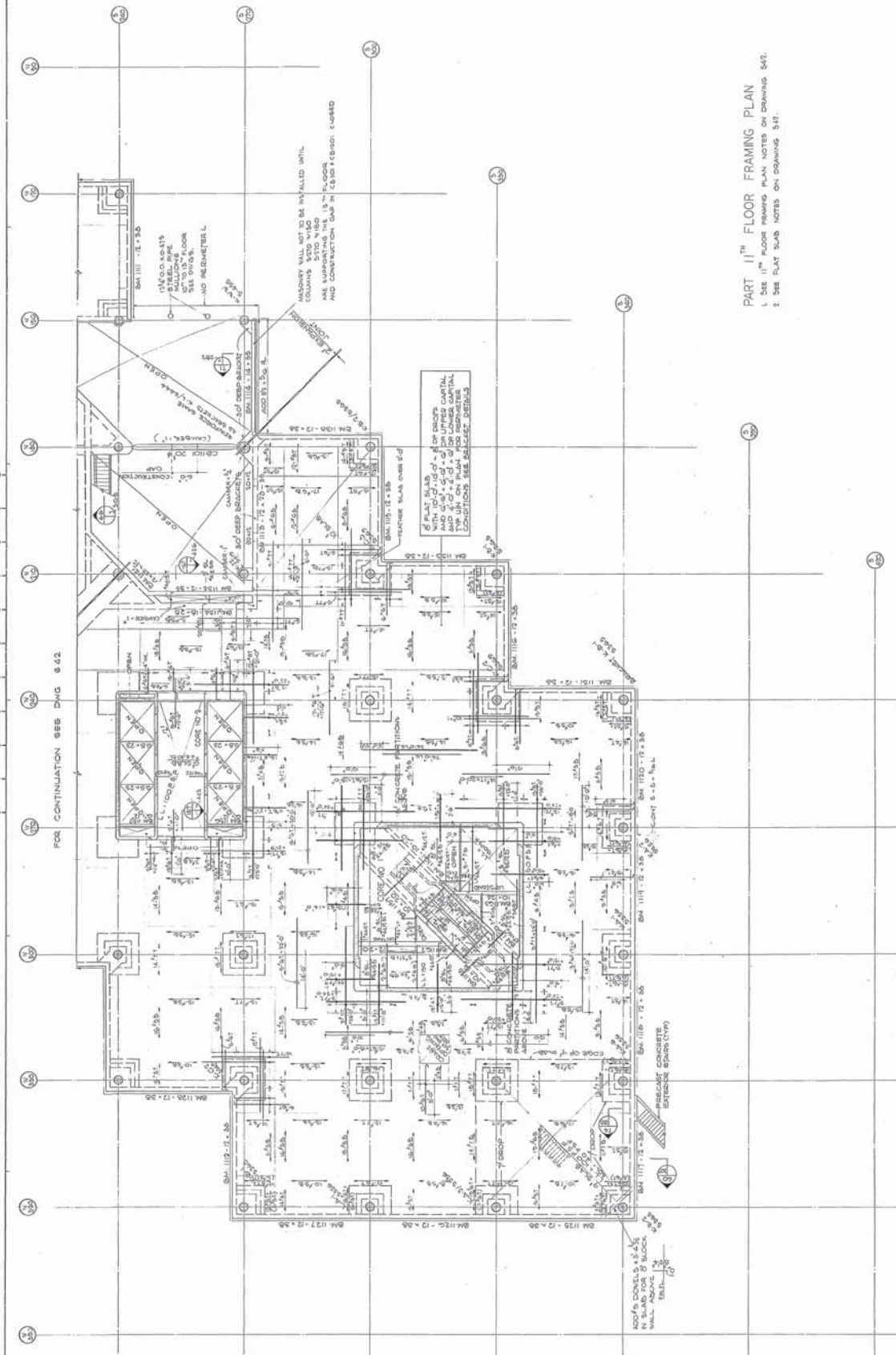
ANNEX C
SECURITY REQUIREMENTS CHECK LIST

SEE ATTACHED

ANNEX D INSURANCE REQUIREMENTS

1. 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.



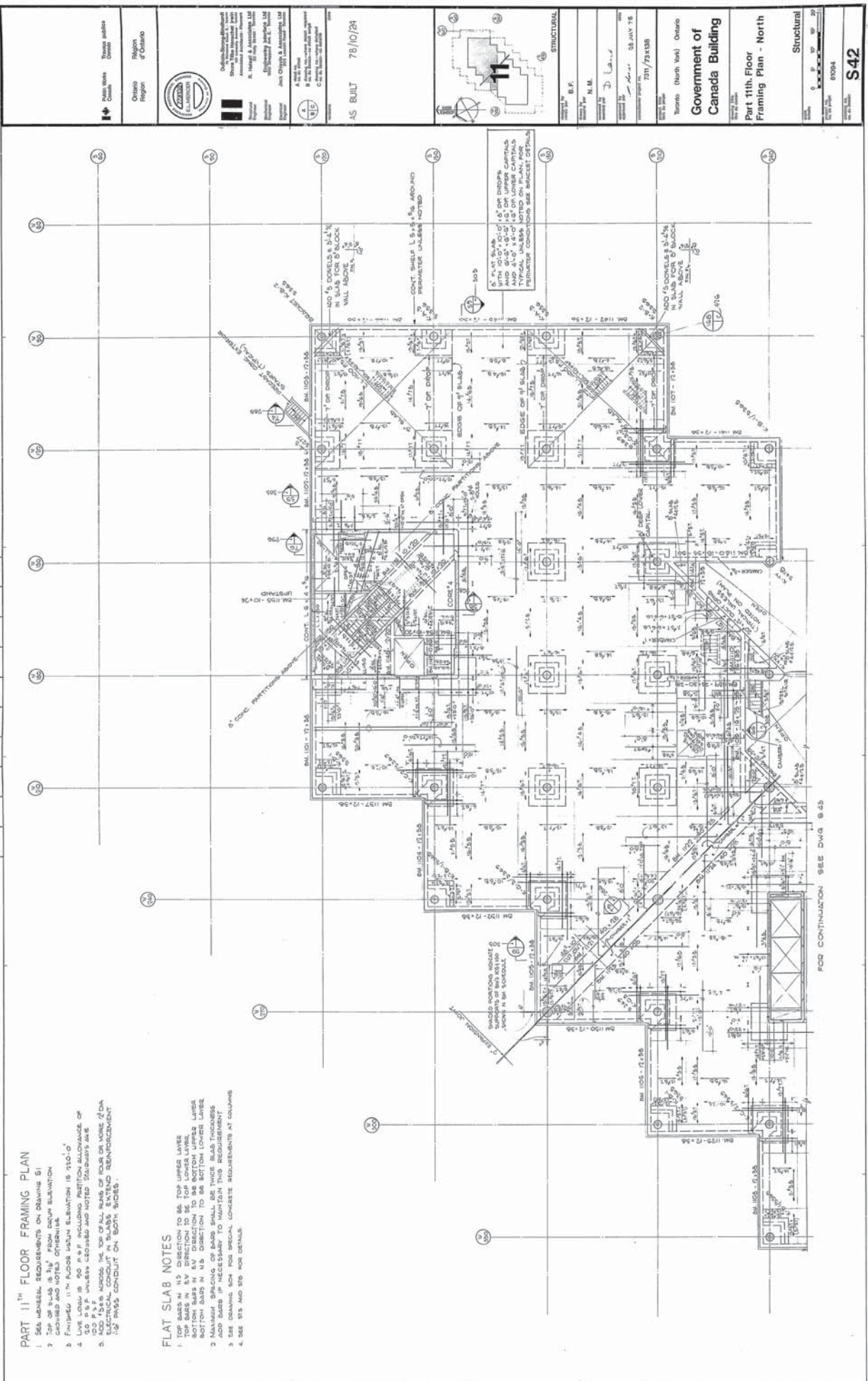
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PART 11TH FLOOR FRAMING PLAN

1. SEE GENERAL REQUIREMENTS ON DRAWING 51.
2. SEE GENERAL REQUIREMENTS ON DRAWING 51.
3. FINISHED 11TH FLOOR FINISH ELEVATION IS 710'-0".
4. LIVE LOAD IS 20 P.S.F. INCLUDING PARTITION ALLOWANCE OF 5 P.S.F. UNLESS OTHERWISE NOTED. STAIRWAYS ARE 40 P.S.F.
5. ADD 1/2" DIA. RODS TO TOP OF ALL RAYS OF FOUR OR MORE DIA. ELECTRICAL CONDUIT IN SLABS. EXTEND REINFORCEMENT 1/2" PAST CONDUIT ON BOTH SIDES.

FLAT SLAB NOTES

1. TOP BARS IN N-S DIRECTION TO BE TOP UPPER LAYER.
2. TOP BARS IN E-W DIRECTION TO BE TOP LOWER LAYER.
3. BOTTOM BARS IN N-S DIRECTION TO BE BOTTOM LOWER LAYER.
4. MAIN REINFORCING OF BARS SHALL BE TWICE SLAB THICKNESS.
5. ADD BARS IF NECESSARY TO MAINTAIN THIS REQUIREMENT.
6. SEE DRAWING 51 FOR GENERAL CONCRETE REQUIREMENTS AT COLUMNS.
7. SEE 915 AND 916 FOR DETAILS.



FOR CONTINUATION SEE DWG 9-45

<p>Province of Ontario Region of Ontario</p> <p>Professional Engineer Structural No. 12345</p> <p>Professional Engineer Structural No. 12345</p> <p>Professional Engineer Structural No. 12345</p> <p>Professional Engineer Structural No. 12345</p>	<p>AS BUILT 78/10/24</p>	<p>STRUCTURAL</p>	<p>Government of Canada Building Part 11th Floor Framing Plan - North</p>	<p>Structural 8004</p>	<p>S42</p>
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RECEIVED

OCT 10 2013



Government
of Canada

Gouvernement
du Canada

Contract Number / Numéro du contrat

EQ411141502

Security Classification / Classification de sécurité
UNCLASSIFIED

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		2. Branch or Directorate / Direction générale ou Direction CSSMC	
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 Purchase of new mobile high density system and installation			
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"/>	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:	
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"/>	



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

EQ411141502

Security Classification / Classification de sécurité
UNCLASSIFIED

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 ☐ Yes
Non 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 ☐ Yes
Non Oui

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

Document Number / Numéro du document :

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

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

- | | | | |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input type="checkbox"/> 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 type="checkbox"/> SITE ACCESS
ACCÈS AUX EMPLACEMENTS | | | |

Special comments:

Commentaires spéciaux : _____

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

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

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



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

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non ☐ Yes
Oui

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

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non ☐ Yes
Oui

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