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EZ899-142052/A

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See attached Request for Standing Offer (RFSO) document.

Request For Standing Offer
Building Condition Report Services
Various Locations, British Columbia
Requisition No. EZ899 - 142052

Where “Consultant” appears in this bid solicitation and the resulting Standing Offer and Call-ups, this means “Offeror” and “Contractor” in the context of the Terms, Conditions and Instructions.

**REQUEST FOR STANDING OFFER (RFSO)
BUILDING CONDITION REPORTS**

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PART 1 - GENERAL INFORMATION

1. Introduction

The Request for Standing Offers (RFSO) is divided into seven parts plus annexes, as follows:

- | | |
|--------|---|
| Part 1 | General Information: provides a general description of the requirement; |
| Part 2 | Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO; |
| Part 3 | Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified; |
| Part 4 | Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, if applicable, and the basis of selection; |
| Part 5 | Certifications: includes the certifications to be provided; |
| Part 6 | Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and |
| Part 7 | 7A, Standing Offer, and 7B, Resulting Contract Clauses:

7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer. |

The Annexes include the Description of Services, Basis of Payment, Insurance Requirements, Security Requirements Check List, Submission Requirements and Evaluation, Price Offer and Team Identification.

2. Summary

- (i) Public Works and Government Services Canada (PWGSC) is inviting qualified Architectural firms with the knowledge and experience of Building Condition Reports and PWGSC practices, to submit offers for Standing Offers. The selected consultants shall provide a range of services as identified in "Annex A - Description of Services".
- (ii) Offerors shall be licensed, certified or otherwise authorized to provide the necessary professional services to the full extent that may be required by federal or provincial law. Firms should be able to demonstrate successful delivery of these services for a variety of projects over the last five (5) years. In general, the firm and its personnel will be evaluated on the basis of their demonstrated understanding of the scope of services, their approach and methodology to providing those services and the quality of their relevant experience in this area, as well as the cost of the provision of the services.

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- (iii) It is PWGSC's intention to authorize up to two (2) Standing Offers, each for a period of three (3) years from the date of issuing the Standing Offers. The total dollar value of all Standing Offers is estimated to be \$940,000.00 (Applicable Tax Included). Individual call-ups will vary, up to a maximum of \$440,000.00 (Applicable Tax Included). Offerors should note that there is no guarantee that the full or any amount of the Standing Offers will be called-up; PWGSC will award call-ups only when the specific services to be provided under the Standing Offer are needed. "Refer to Part 7A clause 7, Call-up Procedures.
- (iv) There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security, Financial and Insurance Requirements, and Part 7A - Standing Offer. Offerors 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 Web site.
- (v) Pursuant to section 01 of Standard Instructions 2006 and 2007, Offerors must submit a complete list of names of all individuals who are currently directors of the Offeror. Furthermore, as determined by the Special Investigations Directorate, Departmental Oversight Branch, each individual named on the list may be requested to complete a Consent to a Criminal Record Verification form.
- (vi) This requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), World Trade Organization - Agreement on Government Procurement (WTO-AGP), the Canada-Colombia Free Trade Agreement (FTA) and the Canada-Peru FTA.

3. Security Requirement

There is a security requirement associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses.

4. Debriefings

After issuance of a standing offer, offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

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PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) by number, date and title are set out in the *Standard Acquisition Clauses and Conditions* (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The 2006 (2012-07-11) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

The text under Subsection 4 of Section 01 - Code of Conduct and Certifications - Offer of 2006 referenced above is replaced by:

Offerors should provide, with their offer or promptly thereafter, a complete list of names of all individuals who are currently directors of the Offeror. If such a list has not been received by the time the evaluation of offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to provide such a list within the required time frame will render the offer non-responsive. Offerors must always submit the list of directors before issuance of a standing offer.

Canada may, at any time, request that an Offeror provide properly completed and Signed Consent Forms (Consent to a Criminal Record Verification form - PWGSC-TPSGC 229) (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaire-forms-eng.html>) for any or all individuals named in the aforementioned list within a specified delay. Failure to provide such Consent Forms within the delay will result in the offer being declared non-responsive.

The text under Subsection 5 of Section 01 - Code of Conduct and Certifications - Offer of 2006 referenced above is replaced by:

The Offeror must diligently maintain the list up-to-date by informing Canada in writing of any change occurring during the validity period of the Offer, and must also provide Canada, when requested, with the corresponding Consent Forms. The Offeror will also be required to diligently maintain the list and when requested, provide Consent Forms during the period of any standing offer arising from this Request for Standing Offers (RFSO) and any call-ups made against the Standing Offer.

The text under Subsection 5.4 of 2006, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days
Insert: ninety (90) days

2. Submission of Offers

Offers 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 Request for Standing Offers.

Due to the nature of the Request for Standing Offers, transmission of offers by facsimile to PWGSC will not be accepted.

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3. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than ten (10) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors 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 offerors do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

4. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province of British Columbia.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 offerors.

5. Limitation of Submissions

1. A Proponent may not submit more than one proposal. This limitation also applies to the persons or entities in the case of a joint venture. If more than one proposal is received from a Proponent (or, in the case of a joint venture, from the persons or entities), all such proposals shall be rejected and no further consideration shall be given.
2. A joint venture is defined as an association of two or more parties which combine their money, property, knowledge, skills, time or other resources in a joint business enterprise agreeing to share the profits and the losses and each having some degree of control over the enterprise.
3. An arrangement whereby Canada contracts directly with a consultant who may retain sub-consultants or specialist consultants to perform portions of the services is not a joint venture arrangement. A sub-consultant or specialist consultant may, therefore, be proposed as part of the consultant team by more than one Proponent. The Proponent warrants that it has written permission from such sub-consultant or specialist consultant to propose their services in relation to the services to be performed.
4. Notwithstanding paragraph 3. above, in order to avoid any conflict of interest, or any perception of conflict of interest, a Proponent shall not include in its submission another Proponent as a member of its consultant team, as a sub-consultant or specialist consultant.
5. Any joint venture entered into for the provision of professional services or other services must be in full compliance with the requirements of any provincial or territorial law pertaining thereto in the Province or Territory in which the project is located.

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PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

Canada requests that offerors provide their offer in separately bound sections as follows:

Section I: Technical Offer (1 original hard copy, 5 hard copies)

Section II: Financial Offer (1 original hard copy)

Section III: Certifications (1 original hard copy)

Prices must appear in the Financial Offer only. No prices must be indicated in any other section of the offer.

Canada requests that offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

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

- 1) use paper containing fibre certified as originating from a sustainably-managed forest and/or 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 Offer

In their technical offer, offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Offer

Offerors must submit their financial offer in accordance with Annex "F" Price Offer. The total amount of PST and/or GST must be shown separately, if applicable..

Section III: Certifications

Offerors must submit the certifications required under Part 5.

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PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

1.1. Technical Evaluation

1.1.1 Mandatory Technical Criteria

Any offer which fails to meet the following mandatory requirements will be deemed non-responsive and will receive no further consideration.

- Annex "E", SRE 3.1.1 Licensing, Certification or Authorization
- Annex "E", SRE 3.1.2 Consultant Team Identification

1.1.2 Point Rated Technical Criteria

- Annex "E", SRE 3.2 Rated Requirements

1.2 Financial Evaluation

1.2.1 Mandatory Financial Criteria

Offerors must submit their offers in accordance with Annex "F" Price Offer. Pricing must be provided in Canadian funds.

1.2.2 Evaluation of Price

The price of the offer will be evaluated in Canadian dollars, Applicable Tax excluded, and in accordance with Annex "F" Price Offer.

2. Basis of Selection

2.1 Minimum Point Rating

- 1) To be declared responsive, an offer must:
 - a) comply with all the requirements of the Request for Standing Offers (RFSO); and
 - b) meet all Mandatory Technical Criteria; and
 - c) obtain the required minimum of 60 points overall for the Technical Evaluation Criteria which are subject to point rating. The rating is performed on a scale of 100 points.
- 2) Offers not meeting (a), (b) and (c) above will be declared non-responsive. **The responsive offer(s) with the lowest evaluated price(s) will be recommended for issuance of a Standing Offer.**

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PART 5 - CERTIFICATIONS

Offerors must provide the required certifications to be issued a standing offer. Canada will declare an offer non-responsive if the required certifications are not completed and submitted as requested.

Compliance with the certifications offerors provide to Canada is subject to verification by Canada during the offer evaluation period (before issuance of a standing offer) and after issuance of a standing offer. The Standing Offer Authority will have the right to ask for additional information to verify offerors' compliance with the certifications before issuance of a standing offer. The offer will be declared non-responsive if any certification made by the Offeror is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Standing Offer Authority for additional information will also render the offer non-responsive.

1. Code of Conduct Certifications - Certifications Precedent to Issuance of a Standing Offer

1.1 Offerors should provide, with their offer or promptly thereafter, a complete list of names of all individuals who are currently directors of the Offeror. If such a list has not been received by the time the evaluation of offers is completed, the Standing Offer Authority will inform the Offeror of a time frame within which to provide the information. Offerors must submit the list of directors before issuance of a standing offer, failure to provide such a list within the required time frame will render the offer non-responsive.

The Standing Offer Authority may, at any time, request that an Offeror provide properly completed and Signed Consent Forms (Consent to a Criminal Record Verification form - PWGSC-TPSGC 229) (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaire-forms-eng.html>) for any or all individuals named in the aforementioned list within a specified delay. Failure to provide such Consent Forms within the delay will result in the offer being declared non-responsive.

2. Certifications Precedent to Issuance of a Standing Offer

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

2.1 Federal Contractors Program - \$200,000 or more

The Federal Contractors Program (FCP) requires that some suppliers, including a supplier who is a member of a joint venture, bidding for federal government contracts, valued at \$200,000 or more (including all applicable taxes), make a formal commitment to implement employment equity. This is a condition precedent to the issuance of a standing offer. If the Offeror, or, if the Offeror is a joint venture and if any member of the joint venture, is subject to the FCP, evidence of its commitment must be provided before the issuance of a standing offer.

Suppliers who have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive government contracts over the threshold for solicitation of bids as set out in the [Government Contracts Regulations](#). Suppliers

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may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP for a reason other than the reduction of their workforce to less than 100 employees. Any offers from ineligible contractors, including an offer from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

If the Offeror does not fall within the exceptions enumerated in 3.(a) or (b) below, or does not have a valid certificate number confirming its adherence to the FCP, the Offeror must fax (819-953-8768) a copy of the signed form [LAB 1168](#), Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC.

The Offeror, or, if the Offeror is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Offeror or the member of the joint venture

- () is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;
- () is not subject to the FCP, being a regulated employer under the [Employment Equity Act](#), S.C. 1995, c. 44;
- () is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC (having not bid on requirements of \$200,000 or more), in which case a duly signed certificate of commitment is attached;
- () is subject to FCP, and has a valid certificate number as follows: _____ (e.g. has not been declared an ineligible contractor by HRSDC).

Further information on the [FCP](#) is available on the HRSDC Web site.

2.2 Former Public Servant (FPS) Certification

Contracts with 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, offerors must provide the information required below.

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;

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- 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, in the context of the fee abatement formula, 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 FPS . 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

Is the Offeror a FPS in receipt of a pension as defined above? YES () NO ()

If so, the Offeror must provide the following information:

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

Work Force Reduction Program

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? YES () NO ()

If so, the Offeror must provide the following information:

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- 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 reduction 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 the Goods and Services Tax or Harmonized Sales Tax.

Certification

By submitting an offer, the Offeror certifies that the information submitted by the Offeror in response to the above requirements is accurate and complete.

2.3 Status and Availability of Resources

The Offeror certifies that, should it be issued a standing offer as a result of the Request for Standing Offer, every individual proposed in its offer will be available to perform the Work resulting from a call-up against the Standing Offer as required by Canada's representatives and at the time specified in a call-up or agreed to with Canada's representatives. If for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its offer, the Offeror may propose a substitute with similar qualifications and experience. The Offeror must advise the Standing Offer 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 Offeror: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Offeror has proposed any individual who is not an employee of the Offeror, the Offeror 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 Offeror must, upon request from the Standing Offer Authority, provide a written confirmation, signed by the individual, of the permission given to the Offeror and of his/her availability. Failure to comply with the request may result in the offer being declared non-responsive.

2.4 Education and Experience

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The Offeror certifies that all the information provided in the résumés and supporting material submitted with its offer, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Offeror to be true and accurate. Furthermore, the Offeror warrants that every individual offered by the Offeror for the requirement is capable of performing the Work resulting from a call-up against the Standing Offer.

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PART 6 - SECURITY AND INSURANCE REQUIREMENTS

1. Security Requirement

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

2. Insurance Requirements

1. General
 - a) The Consultant shall ensure that appropriate liability insurance coverage is in place to cover the consultant and the members of the consultant team and shall maintain all required insurance policies as specified herein.
 - b) The Consultant shall, if requested by the Contracting Officer at any time, provide to the Contracting Officer an Insurer's Certificate of Insurance and/or the originals or certified true copies of all contracts of insurance maintained by the Consultant pursuant to the provisions contained herein.
 - c) The payment of monies up to the deductible amount made in satisfaction of a claim shall be borne by the Consultant.
 - d) Any insurance coverages additional to those required herein that the Consultant and the other members of the consultant team may deem necessary for their own protection or to fulfill their obligations shall be at their own discretion and expense.
2. Commercial General Liability
 - a) The insurance coverage provided shall not be less than that provided by IBC Form 2100, as amended from time to time, and shall have: a limit of liability of not less than \$5,000,000.00

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per occurrence; an aggregate limit of not less than \$5,000,000.00 within any policy year.

- b) The policy shall insure the Consultant and shall include Her Majesty the Queen in right of Canada, represented by the Minister of Public Works and Government Services as an Additional Insured, with respect to liability arising out of the performance of the Services.

3. Professional Liability

- a) The Professional Liability insurance coverage shall be in an amount usual for the nature and scope of the Services but, shall have a limit of liability of not less than \$1,000,000 per claim, and be continually maintained from the commencement of performance of the Services until five (5) years after their completion.
- b) The following provision must be incorporated into the conditions of the Consultant's Professional Liability insurance coverage: "Notice of Cancellation of Insurance Coverage: The Insurer agrees to give the Contracting Authority at least thirty (30) days' prior written notice of any policy cancellation and before making any adverse material changes."

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PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer

1.1 The Offeror offers to perform the Work in accordance with the Description of Services at Annex "A".

2. Security Requirement

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

3. Standard Clauses and Conditions

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

3.1 General Conditions

2005 (2012-07-16) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

The text under Subsection 4 of Section 11 - Code of Conduct and Certifications - Standing Offer of General Conditions 2005 referenced above is replaced by:

During the entire period of the Standing Offer and any call-ups made against the Standing Offer, the Offeror must diligently update, by written notice to the Standing Offer Authority, the list of names of all individuals who are directors of the Offeror whenever there is a change. As well, whenever requested by Canada, the Offeror must provide the corresponding Consent Forms.

4. Term of Standing Offer

4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer shall be for three (3) years commencing from the

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start date identified on the Standing Offer.

5. Authorities

5.1 Standing Offer Authority

The Standing Offer Authority is:

Title: Ken Ngan

Organization: Public Works and Government Services Canada (PWGSC)
Pacific Region
Acquisitions and Compensation Branch
Real Property Contracting

Address: 800 Burrard Street, #219
Vancouver, BC V6Z 0B9

Telephone: 604-658-2755
Facsimile: 604-775-6633
E-mail address: ken.ngan@pwgsc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, they are responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

5.2 Departmental Representative

The Departmental Representative for the Standing Offer is identified in the Call-up Against the Standing Offer.

The Departmental Representative is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

5.3 Offeror's Representative *(to be completed upon issuance of Standing Offer)*

Name: _____
Title: _____
Firm: _____

Address: _____

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

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6. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is:

Contracting Authority
Real Property Contracting
Acquisitions and Compensation Branch
Pacific Region
Public Works and Government Services Canada

219 - 800 Burrard Street
Vancouver, BC V6Z 0B9

7. Call-up Procedures

1. Services will be called-up as follows:

- a) The Departmental Representative will establish the scope of services to be performed. For each individual Call-Up, consultants will be considered using a computerized distribution system. This system will track all call-ups assigned to each consultant and will maintain a running total of the dollar value of business distributed. The system will contain for each consultant an ideal business distribution percentage which has been established as follows; 60% of the business for the top ranked consultant, and 40% for the 2nd ranked consultant. In the event fewer than two (2) consultants are successful, the undistributed % of business will be redistributed amongst the offerors being recommended using the following formula:

$$\text{Revised Distributions \%} = \frac{\text{pre-established \%}}{100 \text{ less the non distributed \%}} \times 100$$

The Consultant who is furthest under their respective ideal business distribution percentage in relation to the other consultants will be selected for the next call-up.

- b) The Consultant will be provided the scope of services and given a reasonable deadline for submission of a proposal. The proposal submission deadline will be established by the Project Authority and will be based on the size and complexity of the project. Should the Consultant fail to meet the proposal submission deadline, Canada reserves the right not to further consider the Consultant for the call-up, and select the next consultant who is furthest away from the ideal business distribution.

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- c) The Consultant will submit a proposal to the Departmental Representative in accordance with the fixed hourly rates established under the Standing Offer. The Consultant's proposal shall include the category of personnel, name of personnel and the number of hours estimated/required to perform the services, as well as an estimate of proposed disbursements, if applicable.

 - d) For the preparation of bilingual documents, the Consultant shall estimate the required number of hours and multiply by the hourly rates established in the Standing Offer. If the services of a translation firm are required to produce bilingual documents, these costs shall be treated as a disbursement.

 - e) A fixed fee or, where it is not possible or appropriate to agree upon a fixed fee, a time based fee to an upset limit will be established in accordance with the hourly rate(s) established in the Standing Offer.
2. The Consultant will be authorized in writing by the Contracting Authority to proceed with the services by issuance of a Call-up Against the Standing Offer.
3. Any proposed changes to the scope of work are to be discussed with Departmental Representative but any resulting changes can only be authorized by an amendment issued by the Contracting Authority.

8. Call-up Instrument

The Consultant will be authorized in writing by the Contracting Authority to proceed with the services by issuance of a Call-up Against the Standing Offer.

Any proposed changes to the scope of work are to be discussed with the Departmental Representative but any resulting changes can only be authorized in writing by an amendment issued by the Standing Offer Authority.

9. Limitation of Call-ups

Individual Call-ups against the Standing Offer must not exceed \$440,000.00 (Applicable Tax included).

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.

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- a) the Call-up Against the Standing Offer, including any annexes
- b) the articles of the Standing Offer
- c) the general conditions 2005 (2012-07-16), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2035 (2012-07-16) General Conditions - Higher Complexity Services
- e) Annex "A" - Description of Services
- f) Annex "B" - Basis of Payment
- g) Annex "D" - Security Requirements Check List
- h) Annex "C" - Insurance Requirements
- i) the Offeror's offer. The duly completed and signed Offeror's technical offer, price offer and declaration form dated _____ (*insert date of offer*), as amended _____ (*insert date(s) of amendment(s) if applicable*)

11. Certifications

11.1 Compliance

Compliance with the certifications provided by the Offeror is a condition of authorization of the Standing Offer and subject to verification by Canada during the term of the Standing Offer and of any resulting contract that would continue beyond the period of the Standing Offer. In the event that the Offeror does not comply with any certification or it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

11.2 SACC Manual Clauses

11.2.1 2005 (2012-07-16), General Conditions - Standing Offers - Goods or Services, Section 11 - Code of Conduct and Certifications - Standing Offer

The text under Subsection 4 of Section 11 - Code of Conduct and Certifications - Standing Offer of General Conditions 2005 referenced above is replaced by:

During the entire period of the Standing Offer and any call-ups made against the Standing Offer, the Offeror must diligently update, by written notice to the Standing Offer Authority, the list of names of all individuals who are directors of the Offeror whenever there is a change. As well, whenever requested by Canada, the Offeror must provide the corresponding Consent Forms.

11.2.2 M3020C (2010-01-11) Status and Availability of Resources

12. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province of British Columbia.

13. Official Languages

This Standing Offer requires services in the English language.

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B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

1. Statement of Work

The Consultant must perform the Work described in the Call-up Against the Standing Offer.

2. Standard Clauses and Conditions

2.1 General Conditions

2035 (2012-07-16) General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

2.2 Supplemental General Conditions

4006 (2010-08-16) Contractor to Own Intellectual Property Rights in Foreground Information apply to and form part of the Contract.

3. Term of Contract

3.1 Period of the Contract

The Work must be completed in accordance with the Call-up Against the Standing Offer.

4. Payment

4.1 Terms of Payment

4.1.1 Fees

1. Subject to the terms and conditions of the Standing Offer, and in consideration for the performance of the *Services*, Canada shall pay to the Consultant a sum of money calculated in accordance with the fee arrangements identified herein and in 4.2 Basis of Payment.
2. The *Consultant's* fees are only payable when the *Consultant* has performed the *Services* as determined by the *Departmental Representative*. Payment in respect of a *Service*, or part of a *Service*, is not to be deemed a waiver of *Canada's* rights of set-off at law or under this Standing Offer for costs or expenses arising from default or negligence of the *Consultant*.
3. The maximum amount payable under a Call-Up, including fees and disbursements, shall not be exceeded, without the prior written authorization of the Contracting Authority.

4.1.2 Payments to the Consultant

1. The *Consultant* shall be entitled to receive progress payments at monthly or other agreed intervals, subject to the limitations of the Call-up, if applicable. Such payments shall be made not later than the due date. The due date shall be the 30th day following receipt of an acceptable invoice.
2. An acceptable invoice shall be an invoice delivered to the *Departmental Representative* in the agreed

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format with sufficient detail and information to permit verification. The invoice shall also identify, as separate items:

- (a) the amount of the progress payment being claimed for *Services* satisfactorily performed,
- (b) the amount for any tax calculated in accordance with the applicable federal legislation, and
- (c) the total amount which shall be the sum of the amounts referred to in 4.1.2.2(a) and 4.1.2.2(b) above.

3. The amount of the tax shown on the invoice shall be paid by *Canada* to the *Consultant* in addition to the amount of the progress payment for *Services* satisfactorily performed.

4.1.3 No Payment for Errors and Omissions

The *Consultant* shall not be entitled to payment in respect of costs incurred by the *Consultant* in remedying errors and omissions in the *Services* that are attributable to the *Consultant*, the *Consultant's* employees, or persons for whom the *Consultant* had assumed responsibility in performing the *Services*.

4.1.4 Payment for Changes and Revisions

1. Payment for any additional or reduced *Services* authorized by the Departmental Representative, prior to their performance, and for which a basis of payment has not been established at the time of execution of the Call-up, shall be in an amount or amounts to be determined by the Departmental Representative, acting reasonably, subject to these Terms of Payment.
2. Payment for additional *Services* not identified at the time of execution of the Call-up shall be made only to the extent that
 - (a) the additional *Services* are *Services* that are not included in stated *Services* in the Call-Up; and
 - (b) The additional *Services* are required for reasons beyond the control of the Consultant.

4.1.5 Disbursements

1. The following disbursements reasonably incurred by the Consultant, that are related to the *Services* and approved by the Departmental Representative, shall be reimbursed to the Consultant at actual cost:
 - (a) reproduction and delivery costs of drawings, CADD files, specifications and other *Technical Documentation* specified in the Description of *Services* or Statement of Work;
 - (b) transportation costs for material samples and models, courier and delivery charges for deliverables specified in the Description of *Services*;
 - (c) Travel and Living Expenses: Firms are advised that any travel-related expenses associated with the delivery of services will be calculated from the applicable government location (listed below) and/or from the consultant's office to the project site, which ever is closer. Travel-related expenses will be paid (with prior approval of the Departmental Representative) in accordance with current accordance with current National Joint Council (NJC) Travel

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Directive

(<http://www.njc-cnm.gc.ca/directive/index.php?dlabel=travel-voyage&lang=eng&did=10&merge=2>); and

The government location that will be used to calculate disbursements related to travel and living expenses is listed below:

Public Works and Government Services Canada

Real Property Technical Services

219 - 800 Burrard Street, Vancouver, BC V6Z 0B9

- (d) Additional services' disbursements as authorised by the Departmental Representative, including Sub-Consultants and Specialists, required in support of the requested services under a call-up and which cannot be covered under the fixed hourly rate established under the Standing Offer. The cost for these services shall be administered as follows;
- i) Unless otherwise authorized by the Departmental Representative, the above mentioned disbursements shall be obtained through competitive bidding with a minimum of two (2) quotes. Copies of all quotes shall be submitted together with the Consultant proposal for the call-up; or
- ii) The disbursements shall be evaluated such that, in the event that competitive quotes are not obtained, the Consultant shall submit copies of invoices from other projects to help demonstrate the quote to be a fair, reasonable and competitive price.

2. The following costs shall be included in the fees required to deliver the consultant services and shall not be reimbursed separately;
- (a) Standard office expenses such as any photocopying, computer costs, Internet, long distance telephone and fax, including that between the Consultant's main office and branch offices or between the Consultant's offices and other team members offices;
- (b) Plotting;
- (c) Presentation material;
- (d) Travel time;
- (e) Local project office.
3. Disbursements shall be Project related and shall not include expenses that are related to the normal operation of the Consultant's business. The amounts payable, shall not exceed the amount entered in the Call-up, without the prior authorization of the Departmental Representative.

4.2 Basis of Payment

4.2.1 Fee Arrangement(s) for Services

1. The fee to be paid to the Consultant for the Services pursuant to any Call-up, shall be determined by one or more of the following methods:

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(a) Fixed Fee:

The fixed fee will be established by multiplying the applicable hourly rate(s) by the number of hours, negotiated and agreed to by the Departmental Representative and the Consultant.

(b) Time Based Fee to an Upset Limit:

An upset limit will be established by the Departmental Representative, and the Consultant will be paid for actual work performed using the applicable hourly rate(s) for such work.

2. Travel Time:

Travel time during normal working hours, that is related to the Project and authorized by the Departmental Representative, shall be chargeable as time worked.

Travel time outside normal working hours, that is related to the Project and authorized by the Departmental Representative, shall be chargeable up to a maximum of three (3) hours per day, unless otherwise authorized.

(a) Normal Working Hours:

The normal working hours per day for principals, executives and Consultant's employees, shall be deemed to be seven and a half (7.5) hours of any day during which they are actually engaged in the performance of the Services.

3. Maximum Amount(s) Payable

The maximum amount(s) that applies (apply) to the Services to be carried out at the fixed hourly rates shall be as specified in the Call-up, which amount(s) shall not be exceeded without the prior authorization of the Departmental Representative with the approval of Canada.

4.2.2 Payments for Services

1. Payments in respect of the fixed fee shall be made upon satisfactory performance of the Services but such payments shall not exceed the amount(s) as specified in the Call-up, for each Service.
2. Payments in respect of the time based fee arrangement shall be made upon satisfactory performance of the Services but such payments shall not exceed the amount(s) as specified in the Call-up, for each Service.
3. Progress payments, in respect of all fee arrangements, shall be made in accordance with Terms of Payment 4.1.2, Payments to the Consultant, but such payments shall not exceed the value of the fee indicated for each Service under consideration.

4.3 Limitation of Price

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

4.4 SACC Manual Clauses

SACC Manual clause C0711C (2008-05-12) Time Verification

5. Invoicing Instructions

1. The Consultant must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

- a. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
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.

6. Insurance Requirements

The Consultant must comply with the insurance requirements specified in Annex "C". The Consultant must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Consultant from or reduce its liability under the Contract.

The Consultant 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 Consultant 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 Consultant must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

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ANNEX "A"

Description of Services

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ANNEX A
DESCRIPTION OF SERVICES
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 - A 1.2 Coordination with Sub-Consultants
 - A 1.3 General Project Deliverables
 - A 1.4 Lines of Communication
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 - A 1.6 Meetings
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- A 2 STATEMENT OF WORK
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 - A 2.3 Accessibility Audit (stand alone task)

APPENDIXES

- Appendix AA – Terms of Reference for AVS/CAPS Reports
- Appendix AB – Terms of Reference for Paper-Based Report

A 1 PROJECT ADMINISTRATION

The following administrative requirements apply during all phases of project delivery and will be stipulated in each Call-up.

A 1.1 Coordination with PWGSC

The Project Manager assigned to the project is the Departmental Representative.

The Project Manager is directly concerned with the project and responsible for its progress.

The Project Manager is the liaison between the Consultant, Public Works and Government Services Canada and the Client Departments.

Public Works and Government Services Canada administers the project and exercises continuing control over the Consultant's work during all phases of development.

Unless directed otherwise by the Project Manager, the Consultant shall obtain all Federal requirements and approvals necessary for the work.

The Consultant shall:

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- Carry out services in accordance with approved documents and directions given by the Project Manager.
- Ensure all communications carry the PWGSC's Project Title, Project Number and File Number.
- Advise the Project Manager of any changes that may affect schedule or budget or are inconsistent with instructions or written approvals previously given.
- Detail the extent and reasons for the changes and obtain written approval before proceeding.

A 1.2 Coordination with Sub-Consultants

The Consultant shall:

- Throughout all stages of the Project, coordinate and assume responsibility for the work of any Sub-Consultants and specialists retained by the Consultant.
- Ensure clear, accurate and ongoing communication of concept, budget, and scheduling issues (including changes) as they relate to the responsibilities of all sub-consultants and specialists from initial base building reviews to post construction reports.
- Ensure Sub-Consultants provide adequate inspection services and attend all required meetings.

A 1.3 General Project Deliverables

Building Condition data as well as the results of the "stand alone" tasks, shall be completed as described in the Terms of Reference (refer to Appendix AA and Appendix AB) and delivered to PWGSC using the PWGSC FTP site.

Where full reports, audits, studies are also required, deliverables and submissions include summaries, reports, drawings, plans or schedules, an electronic copy shall be provided unless otherwise specified.

A 1.4 Lines of Communication

Correspond only with the Project Manager, at times and in the manner dictated by the Project Manager.

The consultant shall not communicate with the client department unless so authorized in writing by the Project Manager.

A 1.5 Media

The consultant shall not respond to requests for project related information or questions from the media.

Such inquires are to be directed to the Project Manager.

A 1.6 Meetings

As and if required, meetings may be arranged during individual call-ups, for all members of project team, including representatives from:

- Client Department.
- Public Works and Government Services Canada.
- Consultant.

The Consultant shall:

- Attend meetings.
- Record issues and decisions.
- Prepare and distribute minutes within 48 hours of the meeting.

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A 1.7 Project Response Time

The prime consultant and proposed sub-consultants shall be personally available to attend meetings and respond to inquiries:

- Within one half (½) business day of request, from the date of the award of the consultant call-up until delivery of the final documents or files.

A 1.8 Submissions, Reviews and Approvals

For each call-up, work in progress will be reviewed as follows:

- Administrative review of completed draft BCR data.
- Content and Format: reports, studies, audits and other deliverables not in the AVS file.
- Expected Turnaround Time: 4 weeks (calendar)
- Number of Submissions: until approval has been received

A 1.9 Codes, Standards, Policies, Laws, Acts, and Guidelines

Comply with all applicable federal, provincial, regional and municipal requirements, including but not limited to:

CODES

- Canada Labour Code, Part II (CLC), R.S., 1985, c. L-2.
- Canada Occupational Health and Safety Regulations (COHSR), SOR/86-304.
- National Building Code of Canada (NBC).
- British Columbia Building Code (OBC).
- National Plumbing Code of Canada (NPC).
- Canadian Electrical Code, Part 1 (CEC).
- British Columbia Electrical Safety Code.
- National Fire Code of Canada (NFC).
- British Columbia Fire Code (OFC).

POLICES & GUIDELINES

Treasury Board of Canada Secretariat (TBS):

- Accessibility Standard for Real Property.
- Policy on Management of Real Property.
- Federal Identity Program (FIP).
- Occupational Safety and Health Directive:
 - Part IV - Boiler and Pressure Vessels.
 - Part V - Elevating Devices.
- Fire Protection Services - General (Chapter 3-0).
- Standard for Fire Safety Planning and Fire Emergency Organization (Chapter 3-1).
- Fire Protection Standard for Design and Construction (Chapter 3-2).
- Fire Protection Standard for Electronic Data Processing Equipment (Chapter 3-3).
- Fire Alarm Systems Standard (Chapter 3-4).
- Standard for Fire Inspections (Chapter 3-5).

Public Works and Government Services Canada (PWGSC):

- Asset Integrity Directive.
- RPB - Facility Maintenance Policy.
- RPB - Facility Maintenance Guidelines.
- RPB - Seismic Resistance of PWGSC Buildings.
- DP 058 Electrical Safety.

STANDARDS

Canadian Standards Association (CSA):

- CAN/CSA - B44 Safety Code for Elevators.

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- CAN/CSA - B51 Boiler, Pressure Vessel and Pressure Piping Code.
- CAN/CSA - B52 Mechanical Refrigeration Code.
- CAN/CSA - B651 Accessible Design for the Built Environment.
- CAN/CSA - C22.1 Canadian Electrical Code, Part I, Safety Standard for Electrical Installations.
- CAN/CSA - C282 Emergency Electrical Power Supply for Buildings.
- CAN/CSA - Z94.4 Selection, Use and Care of Respirators.

Underwriters Laboratories of Canada (ULC):

- CAN/ULC - S524 Installation of Fire Alarm Systems.
- CAN/ULC - S525 Audible Signal Appliances for Fire Alarm Systems, Including Accessories.
- CAN/ULC - S526 Visual Signal Devices for Fire Alarm Systems, Including Accessories.
- CAN/ULC - S527 Standard for Control Units for Fire Alarm Systems.
- CAN/ULC - S529 Smoke Detectors for Fire Alarm Systems.
- CAN/ULC - S5301 Heat Actuated Fire Detectors for Fire Alarm Systems.
- CAN/ULC - S531 Standard for Smoke Alarms.
- CAN/ULC - S536 Inspection and Testing of Alarm Systems.
- CAN/ULC - S537 Verification of Fire Alarm Systems.
- CAN/ULC - S541 Speakers for Fire Alarm Systems, and Accessories.

National Fire Protection Association (NFPA):

- various.

American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE):

- various.

National Research Council of Canada (NRC):

- Manual for Screening of Buildings for Seismic Evaluation.

Natural Resources Canada (NRCAN):

- Federal Buildings Initiative.

A 2 STATEMENT OF WORK

A 2.1 Building Condition Reports

A key factor in managing an accommodation program is the cyclical evaluation of the inventory (systems/elements). This is performed in order to determine the most appropriate management strategy for retention, maintenance, and/or retrofit/renewal. Analysis of the inventory is critical to the effective and efficient life-cycle management of the inventory, and a Building Condition Report (BCR) provides the detailed technical information upon which this management strategy is based.

In general, a BCR is an element level assessment of the condition of an asset, and recommended actions required to maintain the asset in operating condition during the next 30 years. The BCR covers all elements on the site and building(s) of the asset, organized as follows:

- Site related elements.
- Architectural related elements.
- Structural elements.
- Horizontal and vertical transportation.
- Mechanical elements.
- Electrical elements.

The objective of a Level 2 Building Condition Report is to investigate various site and building factors at the element level, including:

- Element condition.

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- Equipment obsolescence.
- Design problems and deficiencies that adversely affect operation and maintenance activities.
- Compliance with the latest edition/revision of applicable codes, standards, policies, directives, etc.
- Assessment of remaining life.

The statement of work, specific to a call-up against the standing offer, will detail the extent of work required, such as, draft and final reports, and the 30 year event cost spreadsheets, and indicate restrictions, if any, that require incorporation into the 30 year plan. The level of effort required could be as small as one of the “stand alone” tasks up to and including investigations required for a particular BCR.

Perform on-site inspection and completion of Building Condition Report (Level 2) in the prescribed format and in accordance with the terms of reference:

- Appendix AA – Terms of Reference for AVS/CAPS Reports.
- Appendix AB – Terms of Reference for Paper-Based Reports.

Note: Sample Building Condition Reports (PDF format) will be made available upon request.

A 2.2 Level 3 Study (stand alone task)

Completion of a Level 3 Study may be included as part of a Standing Offer call-up.

A Level 3 Study is a specialized technical review which requires in-depth analysis and/or destructive testing, which is undertaken to address specific deficiencies or recommendations identified in, but beyond the scope of the BCR (Level 2).

It can be performed on an ad hoc basis, or in response to special custodian requests.

It typically covers specialized issues such as occupant environmental complaints or energy audits. It may also be called for as part of a broader feasibility study related to key investment decisions, such as a major renovation, acquisition, or disposal.

Level 3 Studies are performed by technical specialists and could involve one or more disciplines.

Level 3 Studies could include:

- A review of reports and studies.
- Various types of testing, scans, disassembly/reassembly, photographs.
- Collection of data.
- Processing/Analysis of the data.
- Development of alternative solutions rated through risk and cost/benefit analyses.
- Recommendation of solutions to provide immediate relief and long term asset integrity.
- Development of costed projects, broken down to the component/event level and including the same narrative and detail data described in the BCR.

Since Level 3 studies will vary in scope depending on the topic, a schedule of costs is requested which itemizes the level of personnel required to carry-out this kind of work and their hourly rate.

A 2.3 Accessibility Audits (stand alone task)

Completion of an Accessibility Audit may be included as part of a Standing Offer call-up.

An accessibility audit is a detailed technical assessment carried-out to determine an asset's level of

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compliance in accordance with the requirements dictated by Treasury Boards 'Accessibility Standard for Real Property' (effective Nov. 01, 2006) and its designated technical standard (CAN/CSA-B651-04 Accessible Design for the Built Environment).

It is necessary to conduct on-going periodic reviews to:

- Enable PWGSC to monitor and report on the level of compliance through the Accessibility Module of the Real Property Management System (RPMS).
- Address ongoing changes/revisions to applicable legislation and internal policies.
- Identify corrective actions required to maintain the mandated level of accessibility in Federal Crown facilities.

An Accessibility Audit includes completion of:

- Accessibility Audit Checklists (identifying non-conforming conditions only) – MS Excel format.
- Accessibility Audit Cost Estimate - MS Excel format.
- Accessibility Audit Report - MS Word format.

NOTE: Accessibility Checklist information and cost estimate data to be entered into the RPMS-Accessibility module by PWGSC personnel or Consultant.

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Annex A - Appendix AA

Terms of Reference for AVS/CAPS Reports

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ANNEX A - DESCRIPTION OF SERVICES

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AA 1 - BACKGROUND

PWGSC, as the service agency responsible for allocating accommodation to its tenant departments, is accountable for effectively acquiring and efficiently managing this accommodation program.

In addressing this mandate, PWGSC undertakes a series of cyclical evaluations in order to determine the most appropriate management strategy for the retention, maintenance and/ or retrofit/ renewal of these facilities in order to satisfy current and future client requirements.

Building Condition Reports (BCR's) provide the detailed technical information on which the Asset Management Plans (AMPs) (a financial analysis critical to the effective and efficient life-cycle management of the inventory) are based. While the condition of the majority of PWGSC assets has been assessed in the past, the data in the Building Condition Reports and subsequently, the analysis Asset Management Plans, must be updated every 5 years to ensure their accuracy and to provide best support possible to managers making capital and repair investment decisions.

The intent of the Level 2 BCR is to identify the events required to bring an asset to Class B (BOMA definition) level of accommodation and to maintain that level throughout a 30 year planning horizon. If an asset is at the Class A (BOMA definition) level of accommodation then the level to be maintained during the 30-year

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planning horizon is Class A (BOMA definition).

AA 1.1 CAPS

In 2002, PWGSC purchased an off-the-shelf database application to hold and summarize building condition information. This application, with the trade name "Recapp", was configured for use with existing business processes and named "Capital Asset Planning System" (CAPS) for use within the PWGSC environment.

Asset BCRs are kept current as yearly inflation updates to project costs and project completion information is entered.

AA 1.2 Asset Validation Survey (AVS) Tool

To simplify the data entry process, the vendor of the CAPS application provides a self-configuring, Microsoft Access TM database that can be used to export the data one building at a time. This tool, called the Asset Validation Survey (AVS) tool, will be provided to users for use when conducting BCRs.

AVS data files exported from CAPS, for use in BCR data collection, contain all the current BCR data in the CAPS application and the latest Building Performance Review, which is updated annually.

Training on the use of this tool will be provided, by PWGSC to users just prior to the first standing offer call-up and can be repeated as required during the course of the standing offer.

AA 1.3

The process of the (AVS) using CAPS will change during the duration of this SOA contract.

The Consultant is therefore expected to accommodate this change to utilize another software to be acquired by PWGSC.

Once the date of this action and product name has been determined, the Consultant shall be contacted by the departmental Representative to activate an upgrade for future BCR assessments.

AA 2 - PROCESS

AA 2.1 Asset Validation Survey Files

Transfer of electronic data:

- E-mail (file size restrictions).
- OPROMA System.

Obtain AVS data files:

- Do not alter file names.

Provide complete updated files for review and comment:

- Individual AVS data files.
- Control copy (PDF format).

Provide final complete updated files with incorporated comments:

- Individual AVS data files.

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- Control copy (PDF format).

Produce control copies (individual file AVS reports combined as single file) in accordance with written instructions provided.

AA 2.2 Asset Validation Survey Tool Reports

Generate reports from AVS data files at the beginning of the inspection process for use by the BCR inspection team to collect building condition information.

The AVS tool can generate six types of reports. The following three are used in creating draft and final BCR reports;

- The first is known as the "Spreadsheet Report" – only lists elements having costed events. This report is instrumental in generating the 30 year event spreadsheet.
- The second type of report is called "Asset Assessment Report" – provides a complete record of all data entered into the AVS tool, including all the appropriate asset narratives. It also contains a list of deficiencies that can be chosen for each element.
- The third type of report is called "Technical Component List" – provides an overview of element instance, condition, event costing in first seven years, and associated yearly totals. The report also provides event cost totals for long term planning.

AA 2.3 Interview with the Asset Management Team

Schedule and conduct an interview with the asset management team at the beginning of every building inspection. This meeting will:

- Assist in validating the asset's component list.
- Confirm the existence of operational problems.
- Collect information about projects that have been completed since the last BCR.
- Schedule escorted access to the building for the BCR team.

AA 2.4 Site Visit

Use a multi-discipline team to:

- Conduct on-site inspection.
- Interview building maintenance staff and client representatives.
- Review and analyze existing information in the form of reports, as-built drawings and manuals

On-site inspection:

- Visual only - no destructive testing.
- Base non-visible construction/equipment details described in the report on review of available documentations.

AA 2.5 Development of Findings

Identify and describe existing building systems, assess their current condition and provide commentary on the need for a maintenance and repair/replacement programme, with related costs and priorities.

The concept of full life cycle costing for the facility is the basis for the development of the long-term capital plan. The 30-year capital plan should indicate the optimal timing of recommended events in order to minimize overall cost and tenant disruption.

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It is not intended to 'upgrade' or 'modernize' the building to a higher level to match standards found in newer facilities, except that required system replacements will be to current standards.

- Provide recommendations to ensure that the building systems reach their maximum life expectancy and maintain the required levels of health and safety.
- Recommend further engineering studies where the cause, extent and/or remediation method required for identified deficiencies cannot be determined visually.
- Identify areas where the building does not comply with current code requirements or internal policies. Some of these items are a result of continuing changes to the codes, standards and policies since the original design/construction of the facility.

AA 2.6 Photographs

Provide photographs at the following levels:

- Asset - refer to "AA 3.3 Asset Photographs".
- Element - refer to "AA 4.6 Required Element Photographs".
- Event - refer to "AA 5.5 Required Event Photographs".

A description must be provided with each photograph which clearly explains the subject matter.

Photograph specifications:

- JPEG format.
- Original site inspection photographs to be not less than 6 megapixels.
- Applicable AVS photos to be resized to VGA resolution (640 X 480)
- Landscape format (to avoid distortion within the CAPS application).

Set camera JPEG compression to "basic" or "normal" (16:1 or 8:1 respectively) to achieve lowest possible file size camera can generate.

AA 2.7 Costing

Provide element and event related costing at a class D accuracy, in current year dollars, using:

- PWGSC Cost Estimating Tool - refer to "AA 2.7.1 Costing Tool".
- Other means - refer to "2.7.2 Alternate Costing".

AA 2.7.1 Costing Tool

Calculate estimates for element and event costs using the PWGSC provided cost estimating tool. This costing tool consists of:

- A costing database - available through the AVS tool costing module.
- A spreadsheet - provided separately.

The costing database, used to provide baseline costs, provided predetermined material and labour costs, standard construction contingency of 15%, and project soft cost of 30%, for every element.

The supplemental spreadsheet contains location cost adjustment amounts determined by the city in which the asset is located.

The costing tool database reflects element replacement costs only - the cost of repairs cannot be calculated using the costing tool - for calculation of repair events refer to "AA 2.5.2 Alternate Costing".

Per-unit costs in the costing tool will be updated on an annual basis.

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Note: PWGSC may change the calculation of soft costs during the standing offer contract.

AA 2.7.2 Alternate Costing

When use of the PWGSC cost estimating tool is considered inappropriate, estimates for element and event costs may be determined using:

- Commercially available cost-estimating tools.
- Information found within published estimating manuals (RS Means, Yardsticks for Costing, etc.).
- Historical cost data for similar work in the geographic area.
- General cost information from material/equipment manufacturers and contractors.
- Past experiences involving similar work.

Enter costing into the AVS tool costing module as separate cost lines to substantiate total cost:

- Base Rate (raw construction costs).
- Contingencies (15% of base rate).
- Soft Costs (30%).
- Location Cost Index (determined from supplemental spreadsheet - provided).

When costs for element replacements and life extension events are estimated without using the PWGSC provided cost estimating tool, describe why and identify the bases behind the costing used, in the appropriate narrative field - refer to "AA 4.5.1 Element Description" and "AA 5.4.1 Event Description".

AA 3 - ASSET DATA

An asset is a building or structure and related lands.

AA 3.1 Asset Details

Enter the date of current BCR:

" Use date of on-site inspection.

This is the only asset detail field to be completed - all other asset data is entered by others and fixed in the AVS file.

AA 3.2 Asset Narratives

Review and modify as necessary the asset level narratives. These narratives are:

- BCR Project Team and Documents
- Building History
- BCR Executive Summary
- Design Parameters & Deficiencies - Current and Future
- Overview of Architectural and Structural Condition
- Overview of Site Condition
- Overview of Vertical and Horizontal Transportation Condition
- Overview of Mechanical Systems Condition
- Overview of Electrical Systems Condition
- Compliance with TBS Temperature and Humidity Targets
- Regulatory Testing Confirmation
- Compliance with Accessibility Standards
- Overview of Seismic Screening

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- Overview of Environmental Issues
- Overview of Project Grouping Recommendations
- Code Compliance Summary

Asset Narratives contain an overview of a particular discipline, an executive summary of all disciplines, or other high-level information. This information is typically written last when completing an assessment, as it must be developed after a completed assessment of related building systems and disciplines.

The definition and requirements for each field are listed below.

Building Performance Review (BPR) - remaining asset narrative fields (reserved for BPRs) are completed annually by others and are for review only.

AA 3.2.1 BCR Project Team and Documents

Include the following information:

- Brief introduction identifying initiation details and requested scope.
- List of participants (inspection team members, asset staff, others), including: name, discipline, company, date of site visit.
- Limitations on liability.
- List of documents reviewed.
- List of drawings reviewed.
- List of other information reviewed.
- List of reference documents (codes, polices, standards, etc.).

AA 3.2.2 Building History

Include the following information:

- Original design information, including facility type/use, size (storeys/levels), date and designer.
- Original construction information, including completion date, contractor, and supervision.
- Subsequent addition(s) information, including dates, type/use, size (storeys/levels), designer, contractor, supervision, and date(s).
- Major alteration/renovation information, including dates and brief scope(s).
- Changes in the facility use and/or occupancy.
- Heritage status.

AA 3.2.3 BCR Executive Summary

Include the following information:

- A brief summary of the building, including: municipal address, name (if applicable), current use, and heritage status.
- List of Federal tenants.
- List of private sector and 3rd party tenants.
- Custodial department.
- Property management provider(s).
- Brief summary of the site, including: size, surrounding features (streets, development, etc.), paved vehicle areas, and other significant site improvements.

Provide an overall assessment of the condition of the asset and provide an estimate of its remaining service life.

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AA 3.2.4 Design Parameters & Deficiencies - Current and Future

Review and modify as necessary preamble for design/performance - provided.

If a Functionality/Serviceability assessment has been carried out since the last BCR was completed:

- Review the identified serviceability issues.
- Provide under this heading in the AVS file a written overview describing the issues reviewed and the recommended corrective actions.
- Create and enter events into the AVS file for each recommended corrective action.

If a Functionality/Serviceability Assessment has not been completed, elements that received an unsatisfactory rating during the last BPR shall be considered as the source of serviceability issues:

- Review the identified serviceability issues for each unsatisfactory element.
- Provide under this heading in the AVS file a written overview describing the issues reviewed and the recommended corrective actions.
- Create and enter events into the AVS file for each recommended corrective action.

AA 3.2.5 Overview of Architectural and Structural Condition

Provide overviews of the condition and recommendations for the various architectural systems (substructure, superstructure, building envelope, and interior elements), including:

- General overall condition and performance.
- Any notable exceptions in condition and/or performance.
- Any significant (high cost, health/safety, etc.) elements identified for correction in the short-term.
- General long-term outlook.

AA 3.2.6 Overview of Site Condition

Provide overviews of the condition and recommendations for the various site systems (site elements, landscaping, vehicle pavements, and pedestrian pavements), including:

- General overall condition and performance.
- Any notable exceptions in condition and/or performance.
- Any significant (high cost, health/safety, etc.) elements identified for correction in the short-term.
- General long-term outlook.

AA 3.2.7 Overview of Vertical and Horizontal Transportation Condition

Provide an overview of the condition and recommendations for the vertical/horizon transportation systems, including:

- General overall condition and performance.
- Any notable exceptions in condition and/or performance.
- Any significant (high cost, health/safety, etc.) elements identified for correction in the short-term.
- General long-term outlook.

AA 3.2.8 Overview of Mechanical Systems Condition

Provide an overview of the condition and recommendations for the mechanical systems, including:

- General overall condition and performance.
- Any notable exceptions in condition and/or performance.
- Any significant (high cost, health/safety, etc.) elements identified for correction in the short-term.

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- General long-term outlook.

AA 3.2.9 Overview of Electrical Systems Condition

Provide an overview of the condition and recommendations for the electrical systems, including:

- General overall condition and performance.
- Any notable exceptions in condition and/or performance.
- Any significant (high cost, health/safety, etc.) elements identified for correction in the short-term.
- General long-term outlook.

AA 3.2.10 Compliance with TBS Temperature and Humidity Targets

Provide an overview of the indoor air quality in regard to the "TBS Occupational Health and Safety Directive, Appendix A - Temperature and Humidity Targets", including:

- Preamble for IAQ - provided.
- Identification of any previously completed IAQ assessment.
- Identification of any previously identified IAQ issues.
- Recommendations for action if necessary - create and enter events into the AVS file for any recommended corrective action.

AA 3.2.11 Regulatory Testing Confirmation

Provide an overview of the on-site regulatory testing and inspection, including:

- Preamble for regulatory testing and inspection - provided.
- List of regulatory testing and inspection records found and reviewed on-site.
- List of regulatory testing and inspection records not found on-site, and reason why.
- List of regulatory testing and inspection not performed, and reason why.
- Recommendations for remedial action if necessary and the reasons for omission.

AA 3.2.12 Compliance with Accessibility Standards

Provide an overview of the status and level of accessibility, including:

- Preamble for accessibility in Federal Crown property - provided.
- Compliance levels as determined in the most recently completed accessibility audit.
- List of identified areas of non-compliance.
- List of any recorded exemptions.
- List of any upgrades to accessibility implemented since completion of the last audit.
- Recommendations for remedial action if necessary - create and enter events into the AVS file for each recommended corrective action.

AA 3.2.13 Overview of Seismic Screening

Provide an overview of the seismic status, including:

- Preamble for seismic resistance in PWGSC buildings - provided.
- Identification of any previously completed seismic assessment (initial screening and/or subsequent evaluation).
- Identification of the subject area and its seismic rating.
- Recommendations for action if necessary - create and enter events into the AVS file for any recommended corrective action.

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AA 3.2.14 Overview of Environmental Issues

Provide an overview of the status of environmental issues, including:

- Preamble for environmental issues - provided.
- Identification of any previously completed environmental assessment.
- Identification of any suspect materials/equipment visually identified on-site.
- Identification of any previously completed environmental assessment.
- Recommendations for action if necessary.

AA 3.2.15 Overview of Project Grouping Recommendations

Include the Strategic Planning disclaimer - provided.

AA 3.2.16 Code Compliance Summary

Include the following information:

- HRSDC disclaimer (provided).
- Identify the applicable code version in force at the time of: original construction, any subsequent addition(s)/alteration(s), and any major renovations.
- Identify the applicable code version currently in force and the relevant building code data matrix information, including: building area, building height, storeys below grade, sprinklered, major occupancy(ies), subsidiary occupancy(ies), number of streets, construction type, required fire-resistance ratings, and fire alarm.
- Identify occupant loads, including: maximum potential occupant load based on occupancy type(s), and current occupant load.
- Identify adequacy of existing washroom fixtures to serve maximum potential occupant load.
- Identify any general (multiple element) code design issues - create and enter events into the AVS file for each recommended corrective action.

For each infraction, the consultant shall include a recommended remedy in the form of an event entered into the AVS file and indicate if addressing the infraction could be delayed due to the age of the building.

AA 3.3 Asset Photographs

Include one (1) photograph of each elevation of the building exterior.

- Set front (municipal address) elevation as default photograph.

Refer to "AA 2.6 Photographs" for photograph specifications.

AA 4 - ELEMENT DATA

An element is a component or piece of an asset. An asset is made up of the sum of its elements.

Note: In a past version update to the CAPS application the term "element" was introduced as a substitute for the word "component". Subsequently, in some instances the words "element" and "component" are used interchangeably.

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AA 4.1 Validation of the Element List

Validate the existing element list:

- Confirm the existence of each element in the list visually on-site.
- Add elements found on site but not in the list.
- Delete elements in the list but not found on-site.
- Reclassify elements in the list but found to be of an incorrect type (e.g. tar and gravel roof cover instead of an inverted roof cover) to the correct element type.

The AVS file for any asset contains an element list specific to its structures and site improvements. Validation the existing element list is the first task in updating an AVS file.

The master element list in the AVS tool is the guide in establishing the granularity to which the asset is broken down, with each element identified to the lowest level of the element structure.

AA 4.2 Element Name

Review and modify as necessary the element name:

- Append the default element name with its location within the asset.

When using the AVS tool the default element name is the same as the element's name in the master element list. To position the element within the asset, its location shall be appended to the default name.

AA 4.3 Element Details

Review and modify as necessary the element details associated with each element listed. These details are:

- Expected Life.
- Element Cost.
- Element BPR Rating.
- Last Major Action Year.
- Element Condition.
- Quantity.
- Measurement units.

The definition and requirements for each field are listed below.

AA 4.3.1 Expected Life

Enter the expected life, based on:

- The AVS default average expected estimated life for the element.
- A modified number as described in "AA 4.3.5 Establishing Element Condition" (see below).

The expected life span of an element is an estimate of the number of years an element will last, from brand new, before it must be replaced. Right clicking on any element in the AVS tool to "view structure details . . ." will show the average estimated expected life for any element in the CAPS database.

AA 4.3.2 Element Cost

Enter the element cost - refer to "AA 2.7 Costing".

Note: The optimal time to fill in this field is when an event cost to replace that element is being calculated.

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AA 4.3.3 Element BPR Rating

For review and reference only - the element BPR field is updated annually by others and is fixed in the AVS file.

AA 4.3.4 Last Major Action Year

Enter the last major action year.

The last major action year for a element is the last year the element was replaced or renovated to the point where its expected life is now as long as if it were new.

- When unknown, determine the last major action year by subtracting the expected life for that element from the year the next replacement or renewal renovation is recommended.
- If the element has never been replaced, use the year of construction as the last major action year for that element.

AA 4.3.5 Establishing Element Condition

Select the element condition. Establishing element condition is a three (3) step process, as follows:

Step 1 - Establish the element's remaining life, determined by consideration of the following factors:

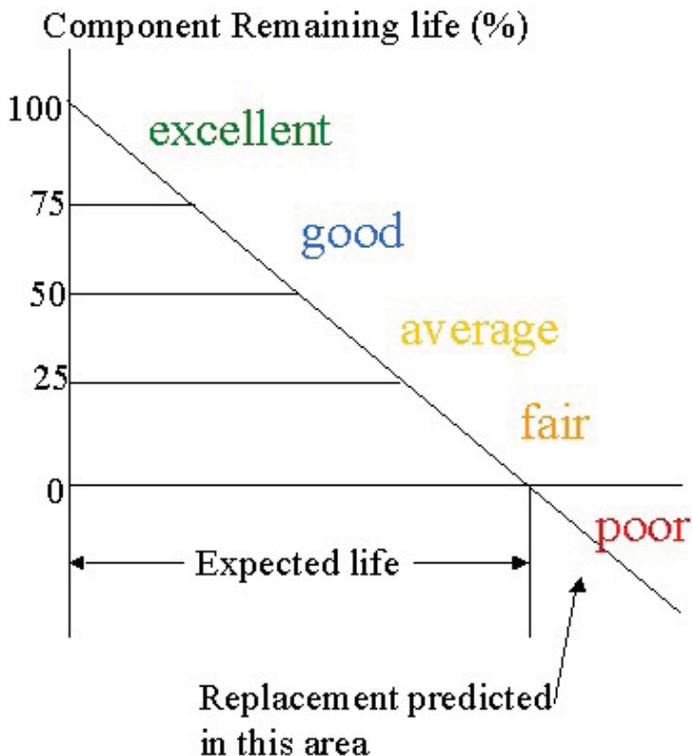
- Age of the element.
- Element expected life.
- Identified deficiencies.
- The element service conditions including duty cycles, weather conditions, hours of operation.
- Maintenance practices.
- Obsolescence.
- Operational or functional performance problems.

Step 2 - Establish the element's expected or theoretical life:

- For convenience the average expected life of every element in the CAPS application has been determined.
- Modify as necessary if, under the circumstances in which the element is being subjected, this expected life is too high or too low.

Step 3 Establish the element's condition (as either "excellent", "good", "average", "fair" or "poor") as related to its remaining life divided by its expected or theoretical life, expressed as a percentage - refer to the following chart.

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Note: Percentages at the boundaries between two conditions shall link to the condition below the boundary (e.g. 50% of life remaining would imply average condition).

Existing elements which cannot be assessed for any reason (due to physical location, element ownership restrictions, weather conditions, etc.) shall have their condition identified as "Not Assessed".

- A complete description of why assessment was not completed shall be written in the element description narrative.

AA 4.3.6 Quantity

Enter the quantity of the element.

Calculate quantities using the metric system. These values are required to calculate element replacement costs.

AA 4.3.7 Measurement Units

Select the appropriate measurement unit for the quantity number entered in the field above.

Selections required by the costing tool are:

- Bhp Boiler capacity is specified in Boiler Horse Power
- BTU Size of forced air furnaces is specified in British Thermal Units

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- cool tons	Air Handling Unit cooling capacity is specified in cool tons
- ea	Number of units (e.g. doors, fixtures, etc.)
- flts	The number of flights of stairs in the building
- Hp	The total horsepower of the HVAC pumps
- level	The number of levels an escalator rises/drops
- ltr	Size of tanks in liters
- m	Length of a element in meters
- m2	Area of a element in square meters
- pt	Total number of sensing and control points in a control system
- seat	Total number of seats (e.g. bleachers)
- ea	The number of stops (floors) an elevator services
- sum	Total cost of the unit (e.g. traffic control system)

If the correct units are missing from the AVS tool, make reference to the correct units in the Element description narrative field.

Note: Correct measurement units are identified on the supplied location cost correction spreadsheet

AA 4.3.8 Assessment Criteria List

No action required - the Assessment Criteria List (ACL) field is completed by others and is fixed in the ACL 2-Check List.

AA 4.4 Element - Assessment Criteria List (ACL button)

Review and modify as necessary the element criteria list associated with each element listed:

- Mouse click in the default box for each deficiency identified on-site.
- Specific element condition narrative may be added to clarify location, specific item, size, etc..

Each element in the AVS tool has a list of possible deficiencies associated with it. Detailed explanation of each identified deficiency also occurs in the element condition narrative - refer to "AA 4.5.2 Element Condition and Anticipated Replacement Date" .

AA 4.5 Element Narratives

Review and modify as necessary the element level narratives associated with each element listed. These narratives are:

- Element Description.
- Element Condition and Anticipated Replacement Date.

The definition and requirements for each field are listed below.

AA 4.5.1 Element Description

Provide a description of the element, including:

- Basic description (i.e. make/model)
- Location of the element in relation to the asset.
- The quality of the element (above average, average, below average)

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When the element cost is estimated without using the PWGSC provided cost estimating tool, describe why and identify the bases behind the costing used.

AA 4.5.2 Element Condition and Anticipated Replacement Date

Provide an overview of the condition and remaining life of the element, including:

- General description of the elements overall condition and performance (use one of: "excellent", "good", "average", "fair", "poor") and the rationale.
- Any notable exceptions in condition and/or performance (use one of: "excellent", "good", "average", "fair", "poor", "not assessed") and the rationale.
- Year the element was new (original construction or last replacement).
- Year of anticipated replacement or refurbishment of the element.
- Description of impact on the remaining life of the element from identified issues with its condition and/or service conditions, including: severe environment, below average quality element, inappropriate element or system design, no longer supported by manufacturer/supplier, inadequate maintenance, inadequate performance, damage from external sources, etc.).

AA 4.5.3 BPR Condition Narrative

For review and reference only - the BPR Condition Narrative field is updated annually by others and is fixed in the AVS file. For each element given an "unsatisfactory" status:

- Review the completed narrative.
- Discuss the identified issue with property management personnel to ensure full understanding of the problem.
- Recommend and cost a course of action to rectify the identified issue described in the form of an event - refer to "AA 5 - EVENT DATA".

Any element determined during a Building Performance Review (BPR) to be operationally unsatisfactory will have been given an "unsatisfactory" status and have this narrative field completed to describe the reason(s) why.

AA 4.6 Required Element Photographs

Include a minimum of one (1) photograph for each of the following elements:

- 00.1A-055 Signage
- 00.2A-010 Paved Parking Lots/ garage
- 01.3-050 Exterior Wall Finishes
- 01.4 Roof
- 03.1A-050 Boilers
- 03.1A-070 Chillers
- 03.1A-072 Cooling Towers
- 03.2A-010 Controls, Electrical or Pneumatic
- 03.3-025C05 Domestic Hot Water Tanks
- 04.1A-010 Primary Switch Gear
- 04.1A-020 Primary Transformer & Vault
- 04.2 Secondary Service Electrical
- 04.2A-010 Secondary Switchgear
- 04.2A-020 Secondary Transformer
- 04.2A-050 Cabling, Raceways & Bus Ducts
- 04.2A-070 Distribution Panels
- 04.3A-010 General Lighting

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Note: In addition to the above elements, where possible, a general photograph of each identified element should be included.

Refer to "AA 2.6 Photographs" for photograph specifications.

AA 5 - EVENT DATA

An event is the name given to a recommended action to repair or replace a component.

AA 5.1 Event Related Requirements

Enter recommended replacement or repair events into the AVS application once the process of evaluating an element's condition has been completed:

- An event shall only cover that set of tasks that can be accomplished during one fiscal year. Recommended element repair or replacement events envisioned to last longer than one year shall be entered in AVS as multiple events. Each of these events shall cover one year worth of work and all these events shall be grouped to indicate that they are all part of a larger element replacement program.
- When generating a report in the CAPS application, the user can check a box that will cause virtual events to be included in the report. Virtual cycling will automatically repeat all the repair/replacement events entered for one complete lifecycle for each element. The number entered into the element data field labeled "expected life" determines the element lifecycle. PWGSC has decided to make use of this feature. Therefore the consultant/assessor will only enter one lifecycle (expected life) worth of repair events and replacement events into the AVS tool.

AA 5.2 Event Classification

Classify events by type in accordance with the event classes defined in the event structure:

- Capital / Repair.
- Subclass(es).

The definition and requirements for each classification level are listed below.

AA 5.2.1 Capital versus Repair

The highest level of this event structure sorts the events into Capital and Repair projects.

The criteria for determining whether an event is a Capital or Repair project are based on the rules for accrual accounting.

Before classifying an event as CAPITAL, the cost must be greater than \$25k, and one or more of the following rules must apply. Otherwise the event should be classified as a REPAIR:

Does the event:

- Provide an increase in quality over original? The work is being done solely for the purpose of improving the functioning of the asset. If however the work is being done due to the poor condition of the element and the replacement is inherently more functional or of higher quality due to being newer, then the event is a Repair event.
- Improve operating efficiency? The work is being done solely for the purpose of improving the operating efficiency of the asset. If, however, the work is being done due to the poor condition of the element and the replacement is inherently more operationally efficient, then the event is a Repair event.
- Add a new item, system or function to the asset? Adding accessibility capability such as door openers to an asset that does not have them would be considered a Capital event, but replacing existing door openers that are in poor condition would be a Repair event.

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- Increase the area of the building? Adding a new wing or floor to the asset.

Modifications, Upgrades, Refits, Optimize, Refurbish, Aesthetics etc. These words do not automatically denote a CAPITAL project, but here are some rules to guide you:

- If the optimizations, upgrade etc. are being performed on a technology-related element (Certain electrical elements, DDC Controls, Elevator controls etc) the replacement event is probably an improvement in quality over the original as opposed to a replacement due to physical condition and should therefore be classed as CAPITAL. If an element is being replaced for any reason other than poor condition or obsolescence, its associated event should be classified as CAPITAL.
- Most Lobby refurbishments/refits are for aesthetic purposes. These events normally occur before the end of the typical service life of most lobbies finishes, as there is a need to keep the 'street-appeal' of the asset fresh and new. These events should be classed as CAPITAL.

AA 5.2.2 Event Structure

Continue classifying the event to the lowest level of the event classification structure.

- The event subclasses are the same for both Capital and Repair.
- Choose a classification to reflect the primary reason for the event. (e.g. if the purpose of event is to remove asbestos, then the Environmental Asbestos classification would be used, if the purpose of the event is to repair a element, then the Physical Element life extension event would be used).

Possible choices are:

Environmental

- Asbestos.
- Hazardous Materials.
- Ozone Depleting Substances.
- PCBs.
- Storage.
- Waste Management.

Functional

- Accessibility.
- Code Compliance:
- Municipal Codes.
- National Codes.
- Fire and Safety Codes.
- Provincial Codes.
- Treasury Board Secretariat or Deputy Minister Directive.
- Deferred Maintenance.
- Design Problems and Deficiencies.
- Domestic Water Quality.
- Federal Identity Program.
- Indoor Air Quality.
- Security
- Seismic.
- Serviceability.

Operational

- Chilled Water.
- Domestic Water Usage.
- Electrical.
- Federal Building Initiative.
- Fuel Oil.

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- High Temperature Water.
- Natural Gas.
- Steam.

Physical

- Element life extension.
- Element replacement or new.
- Equipment Obsolescence.

Whole Building Expenditures

- This category is used to classify events resulting in deliverables in document format, including: studies, reports, audits, plans, etc.

AA 5.3 Event Details

Review and modify as necessary the event details associated with each event listed. These details are:

- Brief Event description.
- Original Event Year.
- Current Event Year.
- Estimated Event Cost.

The definition and requirements for each field are listed below.

AA 5.3.1 Brief Event Description

Provide a brief description of the event:

- As short and concise as possible, no more than 40 characters, akin to a project title (e.g. replace roof, repair boiler, etc.).

AA 5.3.2 Original Event Year

For reference only - this field indicates the originally entered 'Current Event Year' entered for existing events.

AA 5.3.3 Current Event Year

Enter the recommended year of event implementation.

AA 5.3.4 Estimated Event Cost

Enter the event cost - refer to "AA 2.7 Costing".

AA 5.4 Event Narratives

Review and modify as necessary the event narratives associated with each event listed. These narratives are:

- Event Description.
- Event Justification and Strategy (Risk).
- Implication of Event Deferral.

The definition and requirements for each field are listed below.

AA 5.4.1 Event Description

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Provide a full description of what is to be done.

When the event cost is estimated without using the PWGSC provided cost estimating tool, describe why and identify the bases behind the costing used.

AA 5.4.2 Event Justification and Strategy

Include the following information:

- Rational for why the event is required.
- List of what deficiency(ies) the event will correct or enhance.
- Actual and potential benefits, including: cost savings, increased performance, changes in function, reduction in energy consumption, code compliance, and improved accessibility.
- Overview of how the event should be carried out, including steps required, recommended time of year, precautions to minimize impact on the tenant and building operations, and any other events that should be grouped with this event and implemented together.

AA 5.4.3 Implication of Event Deferral (Risks)

Include the following information:

- Impact on asset operations if the event is delayed?
- Any additional degradation (cost) if the event is delayed?
- Potential impact on/of other elements if the event is delayed?
- Impact on tenant's health and working environment if the event is delayed?
- Impact on other related events/projects?

AA 5.5 Required Event Photographs

Include photographs with events which show:

- Visual evidence of damage or wear.
- Visually evident health or safety risk.
- Visually evident compliance issue (code, standard, policy, directive, etc.).
- Any other valid reason for adding a photograph.

Refer to "AA 2.6 Photographs" for photograph specifications.

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Annex A- Appendix AB

Terms of Reference for Paper-Based Reports

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ANNEX A – DESCRIPTION OF SERVICES

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AB 1 – BACKGROUND

Effective acquisition and management of an asset requires cyclical evaluation in order to determine the most appropriate management strategy for its retention, maintenance and/ or retrofit/renewal in order to satisfy current and future client requirements.

Building Condition Reports (BCR's) provide the detailed technical information on which management is based.

The intent of the Level 2 BCR is to identify the events required to maintain an asset throughout a 30 year planning horizon.

AB 2 –PROCESS**AB 2.1 Files**

Transfer of electronic data:

- E-mail (file size restrictions).
- OPROMA System.

Use electronic master templates provided

- Main report (MS Word).
- Photographs (MS Word).
- Expenditure spreadsheets (MS Excel).
- Appendices (MS Word, MS Excel).

Provide complete updated files for review and comment:

- Control copy (PDF format).

Provide final complete updated files with incorporated comments:

- Individual files.
- Control copy (PDF format).

Produce control copies (individual file AVS reports combined as single file) in accordance with written instructions provided.

AA 2.3 Interview with Asset Management Team

Schedule and conduct an interview with the asset management team at the beginning of every building inspection. This meeting will:

- Assist in validating the asset's element list.
- Confirm the existence of operational problems.
- Collect information about projects that have been completed since the last BCR.
- Schedule escorted access to the building for the BCR team.

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AB 2.4 Site Visit

Use a multi-discipline team to:

- Conduct on-site inspection.
- Interview building maintenance staff and client representatives.
- Review and analyze existing information in the form of reports, as-built drawings and manuals

On-site inspection:

- Visual only - no destructive testing.
- Base non-visible construction/equipment details described in the report on review of available documentations.

AB 2.5 Development of Findings

Identify and describe existing building systems, assess their current condition and provide commentary on the need for a maintenance and repair/replacement programme, with related costs and priorities.

The concept of full life cycle costing for the facility is the basis for the development of the long-term capital plan. The 30-year capital plan should indicate the optimal timing of recommended events in order to minimize overall cost and tenant disruption.

It is not intended to 'upgrade' or 'modernize' the building to a higher level to match standards found in newer facilities, except that required system replacements will be to current standards.

- Provide recommendations to ensure that the building systems reach their maximum life expectancy and maintain the required levels of health and safety.
- Recommend further engineering studies where the cause, extent and/or remediation method required for identified deficiencies cannot be determined visually.
- Identify areas where the building does not comply with current code requirements or internal policies. Some of these items are a result of continuing changes to the codes, standards and policies since the original design/construction of the facility.

Maintain consistent terminology throughout report and across multiple disciplines:

- Project title.
- Headers.
- Footers.
- Naming (facility, building, rooms, etc.).

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AB 3 - EXECUTIVE SUMMARY

Narratives in the Executive Summary contain overviews of discipline findings and other high-level information. This information is typically written last when completing an assessment, as it must be developed **after** a completed assessment of related building systems and disciplines.

AB 3.1 Introduction

Review and modify as necessary the default introduction narrative to reflect the initiation details and requested scope, including:

- Requester, name and position.
- Consultant, name (and position).
- Facility, name and municipal address.

AB 3.2 Facility Description

Provide a brief overview of the facility, including:

- Facility name.
- Ownership.
- Custodial Department.
- Management details (provider, agreement type, etc.).

Provide a list of each building on site to be evaluated and a brief description of each, including:

- Building name.
- Number of storeys (above and below grade).
- Means of access between storeys.
- Current use(s).

AB 3.4 Regulatory Testing Confirmation

Review and modify as necessary the default regulatory testing and inspection narrative to reflect:

- List of regulatory testing and inspection records found and reviewed on-site.
- List of regulatory testing and inspection records not found on-site, and reason why.
- List of regulatory testing and inspection not performed, and reason why.
- Recommendations for remedial action if necessary.

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AB 3.3 Recommended Facility Expenditures

Modify the short-term and long-term facility expenditure statements.

- Figures should reflect totals in expenditure tables (below).

Complete short-term and long-term facility expenditure tables, broken down by site and each individual building.

- Modify building name(s) as necessary.
- Figures should reflect totals in individual building expenditure tables – refer to “AB 5.6 Recommended Building Expenditures”.

AB 4 - GENERAL INFORMATION

AB 4.1 Project Team

Review and modify as necessary the default project team narrative to reflect:

- Date(s) of site visit.
- List of inspection team members (discipline, name, and position).
- List of on-site staff (Department, name, and position).
- List of other key personnel involved in development of the report (function, name, and position).

AB 4.2 Documents

Provide a list of documentation made available for review and used in development of the report, including:

- Reports.
- Drawings.
- Other (site specific websites, etc.).

AB 4.3 Scope

Review and modify as necessary the default scope narrative to reflect:

- Any special instructions identified in the Standing Offer call-up.

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AB 4.4 Mandate

Review and modify as necessary the default mandate narrative to reflect:

- Any special instructions identified in the Standing Offer call-up.

AB 4.5 Estimate Costing

Review and modify as necessary the default estimate costing narrative to reflect:

- Any special instructions identified in the Standing Offer call-up.

AB 4.6 Project Grouping (Strategic Planning)

Review and modify as necessary the default project grouping narrative to reflect:

- Any special instructions identified in the Standing Offer call-up.

AB 4.7 Priority of Work

For reference only – use in completion of building expenditure summary spreadsheets (refer to “AB 7 – Summary of Recommended Expenditures”).

AB 4.8 Project Priority System

For reference only – use in completion of building expenditure summary spreadsheets (refer to “AB 7 – Summary of Recommended Expenditures”).

AB 4.9 Definitions

For reference only – use in completion of element condition narratives (refer to “AB 6 – Element Technical Assessment”).

AB 4.10 References

Review and modify as necessary the default list of references to reflect:

- Any default references not applicable (strikethrough and indicate “Not Applicable” in red).
- Any applicable references not already included (add/insert where appropriate).

AB 5 – SUMMARY (Site and Building)

AB 5.1 History

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AB 5.1.1 Site

Provide a description of the site, including:

- Previous use(s) of the site prior to its current development.
- Current development (date and original use/occupancy).
- Changes in the site use and/or occupancy.

AB 5.1.2 Buildings

Provide a brief history the building, including:

- Original design information, including building type/use, size (storeys/levels), date and designer.
- Original construction information, including completion date, contractor, and supervision.
- Subsequent addition(s) information, including dates, type/use, size (storeys/levels), designer, contractor, supervision, and date(s).
- Major alteration/renovation information, including dates and brief scope(s).
- Changes in the building use and/or occupancy.

AB 5.2 Description**AB 5.1.1 Site**

Provide a description of the site, including:

- Size.
- Surrounding features (streets, development, etc.).
- Location of building(s), paved vehicle areas, and other significant site improvements.

AB 5.1.2 Buildings

Provide a brief description of the building.

- Use same description as used in the facility description - refer to "AB 3.2 Facility Description".

AB 5.3 Classification (buildings only)

Provide building code matrix data applicable to the building, including:

- Code version currently in force.
- Building area.

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- Building Height.
- Storeys below grade.
- Sprinklered.
- Major occupancy(ies).
- Subsidiary occupancy(ies).
- Number of streets.
- Construction type.
- Required fire-resistance ratings.
- Fire alarm.

AB 5.4 Condition

Provide a separate overview for each discipline describing the building condition and recommendations, including:

- General overall condition and performance.
- Any notable exceptions in condition and/or performance.
- Any significant (high cost, health/safety, etc.) elements identified for correction in the short-term.
- General long-term outlook.

AB 5.5 Compliance Issues (buildings only)

Review and modify as necessary the default compliance issues narrative (HRSDC disclaimer) to reflect:

- Any special instructions identified in the Standing Offer call-up

AB 5.6 Recommended Building Expenditures (buildings only)

Modify the short-term and long-term building expenditure statements.

- Figures should reflect totals in expenditure tables (below).

Complete short-term and long-term building expenditure tables, broken down by discipline.

- Figures should reflect totals in individual building expenditure spreadsheets – refer to “AB 7 – Summary of Recommended Expenditures”.

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AB 6 – ELEMENT TECHNICAL ASSESSMENT

An element is a component or piece of an asset. An asset is made up of the sum of its elements.

To ensure consistency, a master list of elements that make up an asset has been established. These elements establish the level of detail required in the BCR. Element data, including projected costs, are associated with the relevant element.

Review and modify as necessary the element level narratives associated with each element listed. These narratives are:

- Description
- Condition
- Recent Repairs/Modifications
- Effective Remaining Life
- Repairs/Recommendations.

Where an element from the master list is not present, identify it as “Not applicable”.

AB 6.1 Description

Provide a description of the element, including:

- Basic description (type, make/model, etc.).
- Assembly/details.
- Location in relation to the asset.

AB 6.1 Condition

Provide an overview of the condition of the element, including:

- General description of the elements overall condition and performance (use one of: “good”, “fair”, or “poor” - refer to “AB 4.9 Definitions”) and the rationale.
- Any notable exceptions (identified as bullet points) in condition and/or performance (use one of: “good”, “fair”, or “poor” - refer to “AB 4.9 Definitions”) and the rationale.

AB 6.2 Recent Repairs/Modifications

Provide an overview of any known repairs and/or modifications (e.g. alterations, refurbishment's, partial replacements, etc.) made to the element over the past 10 - 15 years.

AB 6.3 Design Problems/Deficiencies

Provide an overview of any problems/deficiencies identified with the element design (e.g. severe environment, below average quality, inappropriate element or system design, no longer supported by manufacturer/supplier, etc.).

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AB 6.4 Effective Remaining Life

Provide an overview of the elements effective remaining life, including:

- Date of installation (actual year if known, or educated guess).
- Theoretical life span (published industry standard).
- Estimated remaining life based on existing condition and assuming normal 'life cycle' maintenance.
- Year of anticipated replacement or refurbishment

AB 6.5 Recommendations

Provide recommendations at the element level, including repairs, refurbishments, and replacements, required to maintain use of the asset at its current level of accommodation throughout a 30 year planning horizon.

Complete a separate recommendation table for each recommended action.

AB 6.5.1 Brief Description

Provide a brief description of the recommendation:

- As short and concise as possible, no more than 20 characters, akin to a project title (e.g. replace roof, repair boiler, etc.).

AB 6.5.1 Action Year

Provide the recommended year of implementation.

AB 6.5.1 Description

Provide a description of the recommended work, including:

- Overview of scope.
- Rational for implementation (end of service life, deficiency correction, etc.).

AB 6.5.1 Estimated Cost

Enter costing into the recommendation table as separate cost lines to substantiate total cost:

- Base Rate (raw construction costs).
- Contingencies (15% of base rate).
- Soft Costs (30%).

Refer to "4.5 Estimate Costing".

In cases of a remote facility, a modified recommendation table including a 'Location Cost Index' figure will be used.

- Individual LCI factors will be provided.

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AB 7 – SUMMARY OF RECOMMENDED EXPENDITURES

Complete summary of recommendations in expenditure spreadsheets:

- Separate sheets for site and each building.
- Each building separate by discipline.
- Separate entry for each recommendation.
- Listed in same order in recommendations appear in report.

AB 7.1 System Description

Indicate the system description.

- Same naming as used in master element list.

AB 7.2 Description of Work

Provide a description of the recommended work.

- Use same description as used in the recommendations brief description - refer to “AB 6.5.1 Brief Description”.

AB 7.3 Priority of Work

Indicate the recommended priority of work - refer to “AB 4.7 Priority of Work” for choices and their definition.

AB 7.4 Project Priority System

Indicate the recommended project priority system - refer to “AB 4.8 Project Priority System” for choices and their definition.

AB 7.5 Expenditures (Short and Long Term)

Indicate the recommendation estimated cost.

- In column corresponding to recommended year of implementation – refer to “AB 6.5.1 Action Year”.
- Same total amount found in recommendation estimate – refer to “AB 6.5.1 Estimated Cost”.

AB 7 – PHOTOGRAPH PAGES

Provide photographs which show:

- Each elevation of the building exterior.
- Visual evidence of damage or wear.

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- Visually evident health or safety risk.
- Visually evident compliance issue (code, standard, policy, directive, etc.).
- Any other valid reason for adding a photograph.

Provide a description with each photograph which clearly explains the subject matter.

Photograph specifications:

- JPEG format.
- VGA resolution (640 X 480).
- Landscape format (to avoid distortion within the CAPS application).

Set camera JPEG compression to “basic” or “normal” (16:1 or 8:1 respectively) to achieve lowest possible file size camera can generate.

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ANNEX "B"

Basis of Payment

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ANNEX B

BASIS OF PAYMENT

A. HOURLY RATES

The Consultant will be paid firm, all inclusive, hourly rates as follows, for work performed in accordance with the Contract. Goods and Services Tax or Harmonized Sales Tax (GST/HST) is extra, if applicable.

The hourly rates identified for all Disciplines will be for the duration of the Standing Offer.

(To be completed upon issuance of Standing Offer).

DISCIPLINE & Category of Personnel	Fixed Hourly Rate
<u>ARCHITECTURAL / PRIME CONSULTANT</u>	
Senior Architect	\$ 0.00
Intermediate Personnel	\$ 0.00
Administrative Support	\$ 0.00
<u>STRUCTURAL</u>	
Intermediate Technologist	\$ 0.00
<u>MECHANICAL</u>	
Intermediate Technologist	\$ 0.00
<u>ELECTRICAL ENGINEER</u>	
Intermediate Technologist	\$ 0.00
<u>VERTICAL TRANSPORTATION SPECIALIST</u>	
Intermediate Technologist	\$ 0.00

B. Disbursements

1. The following disbursements reasonably incurred by the Consultant, that are related to the Services and approved by the Departmental Representative, shall be reimbursed to the Consultant at actual cost:

- (a) reproduction and delivery costs of drawings, CADD files, specifications and other *Technical Documentation* specified in the Description of Services or Statement of Work;
- (b) transportation costs for material samples and models, courier and delivery charges; for deliverables specified in the Description of Services;

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- (c) Travel and Living Expenses: Firms are advised that any travel-related expenses associated with the delivery of services will be calculated from the applicable government location (listed below) and/or from the consultant's office to the project site, which ever is closer. Travel-related expenses will be paid (with prior approval of the Departmental Representative) in accordance with current accordance with current National Joint Council (NJC) Travel Directive (<http://www.njc-cnm.gc.ca/directive/index.php?dlabel=travel-voyage&lang=eng&did=10&merge=2>); and
- The government location that will be used to calculate disbursements related to travel and living expenses is listed below:
- Public Works and Government Services Canada
Real Property Technical Services
219 - 800 Burrard Street, Vancouver, BC V6Z 0B9
- (d) Additional services' disbursements as authorised by the Departmental Representative, including Sub-Consultants and Specialists, required in support of the requested services under a call-up and which cannot be covered under the fixed hourly rate established under the Standing Offer. The cost for these services shall be administered as follows;
- i) Unless otherwise authorized by the Departmental Representative, the above mentioned disbursements shall be obtained through competitive bidding with a minimum of two (2) quotes. Copies of all quotes shall be submitted together with the Consultant proposal for the call-up; or
- ii) The disbursements shall be evaluated such that, in the event that competitive quotes are not obtained, the Consultant shall submit copies of invoices from other projects to help demonstrate the quote to be a fair, reasonable and competitive price.
2. The following costs shall be included in the fees required to deliver the consultant services and shall not be reimbursed separately;
- (f) Standard office expenses such as any photocopying, computer costs, Internet, long distance telephone and fax, including that between the Consultant's main office and branch offices or between the Consultant's offices and other team members offices;
- (g) Plotting;
- (h) Presentation material;
- (i) Travel time;
- (j) Local project office.
3. Disbursements shall be Project related and shall not include expenses that are related to the normal operation of the Consultant's business. The amounts payable, shall not exceed the amount entered in the Call-up, without the prior authorization of the Departmental Representative

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ANNEX "C"

Insurance Requirements

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ANNEX C
INSURANCE REQUIREMENTS

1. General

- a) The Consultant shall ensure that appropriate liability insurance coverage is in place to cover the consultant and the members of the consultant team and shall maintain all required insurance policies as specified herein.
- b) The Consultant shall, if requested by the Contracting Officer at any time, provide to the Contracting Officer an Insurer's Certificate of Insurance and/or the originals or certified true copies of all contracts of insurance maintained by the Consultant pursuant to the provisions contained herein.
- c) The payment of monies up to the deductible amount made in satisfaction of a claim shall be borne by the Consultant.
- d) Any insurance coverages additional to those required herein that the Consultant and the other members of the consultant team may deem necessary for their own protection or to fulfill their obligations shall be at their own discretion and expense.

2. Commercial General Liability

- a) The insurance coverage provided shall not be less than that provided by IBC Form 2100, as amended from time to time, and shall have: a limit of liability of not less than \$5,000,000.00 per occurrence; an aggregate limit of not less than \$5,000,000.00 within any policy year.
- b) The policy shall insure the Consultant and shall include Her Majesty the Queen in right of Canada, represented by the Minister of Public Works and Government Services as an Additional Insured, with respect to liability arising out of the performance of the Services.

3. Professional Liability

- a) The Professional Liability insurance coverage shall be in an amount usual for the nature and scope of the Services but, shall have a limit of liability of not less than \$1,000,000 per claim, and be continually maintained from the commencement of performance of the Services until five (5) years after their completion.
- b) The following provision must be incorporated into the conditions of the Consultant's Professional Liability insurance coverage: "Notice of Cancellation of Insurance Coverage: The Insurer agrees to give the Contracting Authority at least thirty (30) days' prior written notice of any policy cancellation and before making any adverse material changes."

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ANNEX "D"

Security Requirements Check List

(See attached)

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ANNEX "E"

Submission Requirements and Evaluation (SRE)

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ANNEX E

SUBMISSIONS REQUIREMENTS AND EVALUATION (SRE)

TABLE OF CONTENTS

SRE 1 - General Information
SRE 2 - Offer Requirements
SRE 3 - Submission Requirements and Evaluation
SRE 4 - Price of Services
SRE 5 - Basis of Selection
SRE 6 - Submission Requirements - Checklist

SRE 1 - GENERAL INFORMATION

1.1 Reference to the Selection Procedure

An overview of the selection procedure can be found in 'Part 4 - Evaluation Procedures and Basis of Selection'.

1.2 Submission of Offers

The Offeror is responsible for meeting all submission requirements.

The evaluation will be based solely on the offer information submitted.

Follow the 2006 (2012-07-11) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, Article 4, entitled "Submission of Offers."

There should be no assumption that this Request for Standing Offer (RFSO) is similar to previous RFSO's, and submitted material should ensure that all requested information is covered.

SRE 2 - OFFER REQUIREMENTS

2.1 Requirement for Offer Format

The following proposal format information should be implemented when preparing the proposal.

1. Submit one (1) bound original plus five (5) bound copies of the proposal
2. Paper size should be - 216mm x 279mm (8.5" x 11")
3. Minimum font size - 12 point Times or equal.
4. Minimum margins - 25 mm left, right, top, and bottom
5. Single sided submissions.
6. One (1) 'page' means one side of a 216mm x 279mm (8.5" x 11") sheet of paper.
7. 279mm x 432 mm (11" x 17") fold-out sheets for spreadsheets, organization charts etc. will be counted as two pages.
8. The order of the proposals will follow the order established in Annex E SRE - 3.2.
9. Binding - plastic cirlox or spiral wire, appropriately sized so submission can be folded back on itself without binding, falling apart or creating excessive thickness.

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10. Front cover, clear plastic, each section separated with labeled tabbed dividers.
11. Laser jet or waterproof ink jet.
12. On footer, identify firm and number all pages of submission consecutively.

2.2 Specific Requirements for Offer Format

Maximum number of pages (including text and graphics) to be submitted for the Rated Requirements under SRE 3.2 is twenty (20) pages.

The following are not part of the page limitation mentioned above;

- Covering letter
- Table of Contents
- Request for Standing Offer (RFSO) Certifications Form (Part 5)
- Price Offer (Annex "F")
- Team Identification (Annex "G")
- Front page of the Request for Standing Offer document
- Front page of revision(s) to the Request for Standing Offer document

Consequence of non-compliance: any pages which extend beyond the above page limitation and any other attachments will be extracted from the offer and will not be forwarded to the PWGSC Evaluation Board members for evaluation.

SRE 3 - SUBMISSION REQUIREMENTS AND EVALUATION

3.1 Mandatory Requirements

Failure to meet the mandatory requirements referred below in 3.1.1 and 3.1.2 will render the offer as non-responsive and no further evaluation will be carried out.

3.1.1 Licensing, Certification or Authorization

The Offeror shall be authorized to provide Architectural services and be licensed, or eligible to be licensed, certified or otherwise authorized to provide the necessary professional services to the full extent that may be required by provincial or territorial law in the province of British Columbia.

You must indicate current license or how you intend to meet the provincial licensing requirements.

3.1.2 Consultant Team Identification

The consultant team to be identified must include the following:

- Offeror (Prime Consultant) - Architectural Technologist
- Key Sub-consultants/Specialists - Structural Technologist
- Mechanical Technologist
- Electrical Technologist
- Vertical Transportation Technologist

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Information required - name of firm, key personnel to be assigned to the standing offer. For the prime and sub-consultant/specialist(s) indicate current license and/or how you intend to meet the provincial licensing requirements. In the case of a joint venture identify the existing or proposed legal form of the joint venture (refer to General Instructions - Limitation of Submissions).

The consultant team is to be identified in Annex "G" - Team Identification.

The BCR's we require are directed to the areas of the asset that typically require an operational budget. Civil and Environmental aspects are typically covered under separate reports and are referral documents. Landscaping assessments are usually quite simple and have been performed by the Architectural discipline in the past.

3.2 Rated Requirements

Offers meeting the mandatory requirements will be evaluated in accordance with the following criteria. The clarity of the offer writing will form part of the evaluation (use of language, document structure, conciseness and completeness of the response):

3.2.1 Team Approach / Management of Services

1. What is being looked for:

Description of team organization in its approach and methodology in the delivery of the requested services.

2. What Offeror should provide: recommended two (2) pages.

A description of:

- Roles and responsibilities of key personnel.
- Assignment of resources and availability of qualified back-up personnel.
- Management and organization (reporting structure).
- Intended approach in responding to individual call-ups against a standing offer.
- Quality control techniques.
- Intended approach to meeting the 'Project Response Time Requirements'.
- Conflict resolution.

3.2.2 Past Experience

1. What is being looked for:

Demonstration that over at least the past five (5) years, the Offeror or its senior personnel have completed building condition evaluations and produced Building Condition Reports that include an assessment of building component remaining life and recommendations for component life extension and replacement projects covering a period of at least twenty-five years into the future.

2. What Offeror should provide:

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A brief description of one (1) page each for a minimum of two (2) and maximum of four (4) significant building condition evaluation projects completed over the last five (5) years by the firm, or its senior personnel. Joint venture submissions are not to exceed the maximum number of projects.

- Names of senior personnel and project personnel who were involved as part of the project team and their respective responsibilities.
- Whether the building condition data was entered into a Recapp related database such as Recapp Validation Survey (RVS) Tool or the Asset Validation Survey (AVS) Tool.
- Dates the services were provided for the listed projects.
- Scope of services rendered, project objectives, constraints and deliverables.
- Client references - name, address, phone and fax of client contact at working level - reference checks may be completed.
- Whether projects were carried out in joint venture and the responsibilities of each of the involved firms.

3.2.3 Senior Personnel Expertise and Experience

1. What is being looked for:

Demonstration of in-house senior personnel with the capability, capacity and expertise to manage and lead a technical team carrying out the requested services.

2. What Offeror should provide:

Submit one (1), one (1) page curriculum vitae (c.v.) For the senior personnel of the following: Prime Consultant and each Sub-Consultants/Specialist of the team. Each c.v. must clearly indicate:

- Years of experience in the provision of the requested services.
- Years of experience.
- Years associated with the firm.
- Professional accreditation.

3.2.4 Project Personnel Expertise and Experience

1. What is being looked for:

Demonstration of project personnel, in-house or subcontracted, with the capability, capacity and expertise to provide the requested services.

2. What Offeror should provide:

Submit a maximum of two (2) one (1) page curriculum vitae (c.v.) For the Prime Consultant project personnel and one (1) one (1) page curriculum vitae (c.v.) of project personnel for each Sub-Consultants/Specialist of the team which will perform the majority of the work resulting from the individual Call-ups. Each c.v. must clearly indicate:

- Years of experience in the provision of the requested services.
- Years of experience.

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- Years associated with the firm.
- Professional accreditation.

3.2.5 Format and Presentation

The clarity of the offer writing will form part of the evaluation (use of language, document structure, conciseness and completeness of the response):

3.3 Evaluation and Rating

Offers that are responsive (i.e. which meet all the mandatory requirements set out in the Request For Standing Offer) will be reviewed, evaluated and rated by a PWGSC Evaluation Board. In the first instance, price envelopes will remain sealed and only the technical components of the offer will be evaluated in accordance with the following to establish Technical Ratings:

Criterion	Weight Factor	Rating	Weighted Rating
Team Approach / Management of Services	2	0 - 10	0 - 20
Past Experience	2.5	0 - 10	0 - 25
Senior Personnel Expertise and Experience	1.5	0 - 10	0 - 15
Project Personnel Expertise and Experience	3	0 - 10	0 - 30
Format and Presentation	1	0 - 10	0 - 10
Total Technical Rating	10		0-100

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Generic Evaluation Table

The PWGSC Evaluation Board will evaluate the strengths and weaknesses of the Offeror's response to the evaluation criteria and will rate each criterion between 0 and 10 using the generic evaluation table below:

NON RESPONSIVE	INADEQUATE	WEAK	ADEQUATE	FULLY SATISFACTORY	STRONG
0 point	2 points	4 points	6 points	8 points	10 points
Did not submit information which could be evaluated	Lacks complete or almost complete understanding of the requirements.	Has some understanding of the requirements but lacks adequate understanding in some areas of the requirements.	Demonstrates a good understanding of the requirements.	Demonstrates a very good understanding of the requirements	Demonstrates expert understanding of the requirements.
	Weaknesses cannot be corrected	Generally doubtful that weaknesses can be corrected	Weaknesses can be easily corrected	No significant weaknesses	No apparent weaknesses
	Offeror lacks qualifications and experience	Offeror does not have minimum qualifications and experience	Offeror has minimum qualifications and experience	Offeror is qualified and experienced	Offeror is highly qualified and experienced
	Team proposed is not likely able to meet requirements	Team does not cover all components or overall experience is weak	Team covers all components and will likely meet requirements	Team covers all components - some members have worked successfully together	Strong team - has worked successfully together on comparable projects
	Extremely poor, insufficient to meet performance requirements	Little capability to meet performance requirements	Minimum acceptable capability, should meet minimum performance	Satisfactory capability, should ensure effective results	Superior capability, should ensure very effective results

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Offer must achieve a minimum total technical rating of sixty (60) out of the hundred (100) points available as specified above to receive further consideration.

No further consideration will be given to offers not achieving the pass mark of sixty (60) points.

SRE 4 - PRICE OF SERVICES

All price offer envelopes corresponding to responsive offers which have achieved the pass mark of sixty (60) points are opened upon completion of the technical evaluation.

SRE 5 - BASIS OF SELECTION

The Offeror(s) submitting the lowest evaluated price(s) will be considered for issuance of a standing offer. The Crown reserves the right to issue up to two (2) Standing Offers.

SRE 6 - SUBMISSION REQUIREMENTS - CHECKLIST

The following list of documents and forms is provided with the intention of assisting in ensuring a complete submission. The Offeror is responsible for meeting all submission requirements.

- | | |
|--|--|
| <input type="checkbox"/> Certifications Form | - completed and signed form provided in Part 5 |
| <input type="checkbox"/> Team Identification Form | - see typical format in Annex "G" |
| <input type="checkbox"/> Proposal | - 1 original + 5 copies |
| <input type="checkbox"/> Front page of Request for Standing Offer | - completed and signed |
| <input type="checkbox"/> Front page of Revision(s) to a Request for Standing Offer | - completed and signed |

In a separate envelope:

- | | |
|--------------------------------------|---|
| <input type="checkbox"/> Price Offer | - one (1) completed and signed form provided in Annex "F" |
|--------------------------------------|---|

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ANNEX "F"

Price Offer

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ANNEX F

PRICE OFFER

INSTRUCTIONS

1. Complete price offer form and submit in a separate sealed envelope, with the Offeror's name, Solicitation Number, and "Price Offer Form" typed on the outside.
2. Price offers are not to include GST/HST and will be evaluated in Canadian Dollars.
3. Offerors are not to alter or add information to the form.
4. In order to ensure that fair and competitive hourly rates are received for each of the positions listed, the following requirement must be strictly adhered to: Offerors must provide an hourly rate for each listed position. In the event that the firm consists of fewer personnel than listed, provide an hourly rate that corresponds with each position listed. The hourly rate provided must be equal to or greater than the hourly rate provided for the position listed below it. For example, if the firm does not have an Intermediate Personnel, the hourly rate provided must be equal to or greater than the hourly rate provided for the Junior Personnel. **There must be no \$0 value nor NIL value. Failure to insert an hourly rate for each position listed will render your offer non-responsive.**
5. The Offeror shall provide a single fixed hourly rate for each category of personnel of each sub-consultant and specialist for the duration of the Standing Offer.
6. Travel and Living Expenses: Firms are advised that any travel-related expenses associated with the delivery of services will be calculated from the applicable government location (listed under Disbursements) and/or from the consultant's office to the project site, whichever is closer. Travel-related expenses will be paid (with prior approval of the Departmental Representative) in accordance with current National Joint Council (NJC) Travel Directive.
7. Fixed hourly rates for each category are to be provided in column B and are then multiplied by the weight factor in column A (provided for evaluation purpose only).
8. In the summary table, Weighted Hourly Rates for each Discipline are to be entered in column B and then multiplied by the weight factor % in column A (provided for evaluation purposes only).
9. In the event that a mathematical error occurs in carrying over the totals, PWGSC will correct the totals to ensure the fairness of the Offers.

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PRICE OFFER

Name of Offeror: _____

Address: _____

Price Offer Summary Table

Discipline	Weight Factor (A)	Weighted Hourly Rates (B)	Total (A X B)
Architect / Prime Consultant	1	\$ ②	\$
Architectural Technologist	35	\$ ⑦	\$
Structural Technologist	8	\$ ③	\$
Vertical Transportation Technologist	9	\$ ⑤	\$
Mechanical Technologist	25	\$ ⑥	\$
Electrical Technologist	20	\$ ⑦	\$
Administrative Support	2	\$ ⑦	\$
Total for all Disciplines for Evaluation Purposes	100		\$

Signature of Consultant or Joint Venture Consultants.

_____ capacity signature _____

_____ capacity signature _____

_____ capacity signature _____

_____ capacity signature _____

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capacity

signature

capacity

signature

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ANNEX “G”

Team Identification

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ANNEX G

TEAM IDENTIFICATION FORMAT

INSTRUCTIONS

1. Complete the Consultant Team Identification in the format provided below, including the following information for each identified team member of the Consultant Team; Name, Category of Personnel and Provincial Professional Licensing Status.
2. Provide short C.V.s for each identified team member. C.V's should have sufficient detail to explain experience in the respective discipline(s).
3. C.V's provided under Annex "G" Team Identification, will **not** form part of the evaluation or page limitation identified under Annex "E", SRE 3.2 Rated Requirements section, and are to appear under the Annex "G" section **only**.

Please note, Annex "E" SRE 3.2 Rated Requirements has a separate requirement which includes the provision of C.V's for evaluation purposes.

The prime consultant and other members of the consultant team shall be licensed, certified or otherwise authorized to provide the necessary professional services to the full extent that may be required by federal or provincial law.

I. Prime Consultant (Offeror): Architect

Firm Name:

Key Individuals:

1. Name
2. Category of Peronnel (i.e. Principal, Senior, Intermediate)
3. Provincial professional licensing status.
.....
.....

II. A. Key Sub Consultants/Specialist: Structural

Firm Name:

Key Individuals:

1. Name
2. Category of Peronnel (i.e. Principal, Senior, Intermediate)

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3. Provincial professional
licensing status.
.....
.....

B. Key Sub Consultants/Specialist: Mechanical

Firm Name:

Key Individuals:

1. Name
2. Category of Peronnel (i.e.
Principal, Senior,Intermediate)
3. Provincial professional
licensing status.
.....
.....

C. Key Sub Consultants/Specialist: Electrical

Firm Name:

Key Individuals:

1. Name
2. Category of Peronnel (i.e.
Principal, Senior,Intermediate)
3. Provincial professional
licensing status.
.....
.....

D. Key Sub Consultants/Specialist: Vertical Transportation

Firm Name:

Key Individuals:

1. Name
2. Category of Peronnel (i.e.
Principal, Senior,Intermediate)
3. Provincial professional
licensing status.
.....
.....

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TECHNICAL ENVELOPE LABEL

NOTE TO Tenderers: Use the mailing label below and affix it securely to the outside of the envelope or package containing your tender. For revisions to tenders submitted by facsimile (fax # (604) 775-9381), use this sheet as the cover sheet. Always ensure your company name, return address, tender number and closing date appear legibly on the outside of your bid submission.

<p>REAL PROPERTY CONTRACTING Public Works & Government Services Canada Room 219 - 800 Burrard Street Vancouver, BC V6Z 0B9</p> <p>Solicitation No. : EZ899-142052/A RFSO Closing Date & Time: March 19, 2014 AT 2:00 PM PDST Project Description: DISO - Building Condition Reports, Various Locations, BC</p>	
Technical Component	KN

AVIS AUX SOUMISSIONNAIRES : Veuillez utiliser l'étiquette d'adresse ci-dessous et bien l'affixer à l'extérieur de l'enveloppe ou du paquet renfermant votre offre. Dans le cas de modifications à des offres soumises par télécopieur (fax : (604) 775-9381), servez-vous de la feuille comme page couverture. Assurez-vous de toujours inscrire lisiblement le nom de votre compagnie, l'adresse de retour, le numéro de l'offre et la date limite sur l'extérieur de votre offre.

<p>Marchés immobiliers Travaux publics et Services gouvernementaux Canada 800, rue Burrard, bureau 219 Vancouver (C.-B.) V6Z 0B9</p> <p>Offre n°: EZ899-142052/A Date et heure limites de reception des soumissions: au 19 mars 2014 à 14h00 Demande de proposition: Services de rapport sur l'état des immeubles, OCIM, divers emplacements (Colombie-Britannique)</p>	
Technique composant	KN

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COST ENVELOPE LABEL

NOTE TO Tenderers: Use the mailing label below and affix it securely to the outside of the envelope or package containing your tender. For revisions to tenders submitted by facsimile (fax # (604) 775-9381), use this sheet as the cover sheet. Always ensure your company name, return address, tender number and closing date appear legibly on the outside of your bid submission.

REAL PROPERTY CONTRACTING Public Works & Government Services Canada Room 219 - 800 Burrard Street Vancouver, BC V6Z 0B9	
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Cost Component	KN

AVIS AUX SOUMISSIONNAIRES : Veuillez utiliser l'étiquette d'adresse ci-dessous et bien l'affixer à l'extérieur de l'enveloppe ou du paquet renfermant votre offre. Dans le cas de modifications à des offres soumises par télécopieur (fax : (604) 775-9381), servez-vous de la feuille comme page couverture. Assurez-vous de toujours inscrire lisiblement le nom de votre compagnie, l'adresse de retour, le numéro de l'offre et la date limite sur l'extérieur de votre offre.

Marchés immobiliers Travaux publics et Services gouvernementaux Canada 800, rue Burrard, bureau 219 Vancouver (C.-B.) V6Z 0B9	
Offre n°: EZ899-142052/A Date et heure limites de reception des soumissions: au 19 mars 2014 à 14h00 Demande de proposition: Services de rapport sur l'état des immeubles, OCIM, divers emplacements (Colombie-Britannique)	
composant de coût	KN



Annex D

**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 PWGSC	2. Branch or Directorate / Direction générale ou Direction RPS - Technical Services
---	---

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
Standing Offer for Building Condition Reports

5. a) Will the supplier require access to Controlled Goods?
Le fournisseur aura-t-il accès à des marchandises contrôlées? No / Non 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? No / Non 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) No / Non 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. No / Non 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 commerciales sans entreposage de nuit? No / Non 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 checked="" 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 checked="" 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"/>



PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
 Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?
 If Yes, indicate the level of sensitivity:
 Dans l'affirmative, indiquer le niveau de sensibilité :

No / Non Yes / Oui

9. Will the supplier require access to extremely sensitive INFOSEC information or assets:
 Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

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 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 / 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





PART C (continued) / PARTIE C (suite)

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

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	Confidential Confidentiel	Secret	Top Secret Très Secret	NATO Restricted NATO Diffusion Restreinte	NATO Confidential NATO Confidentiel	NATO Secret	COSMIC Top Secret COSMIC Très Secret	Protected Protégé			Confidential Confidentiel	Secret	Top Secret Très Secret
											A	B	C			
Information / Assets Renseignements / Biens																
Production																
IT Media Support TI																
IT Link Lien électronique																

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

12. b) Will the document 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 indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



PART D - AUTHORIZATION / PARTIE D - AUTORISATION

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

Name (print) - Nom (en lettres moulées) Peter Bosomworth	Title - Titre R.M. Technical Services	Signature
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Telephone no. - N° de téléphone (604) 775-6684	Facsimile - Télécopieur (604) 775-6650	E-mail address - Adresse courriel Peter.Bosomworth@pwgsc.gc.ca	Date 2013-12-24
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14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées) Cameron Brown	Title - Titre REGIONAL CMEF A.L.R.M. Corporate Security	Signature
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Telephone no. - N° de téléphone (604) 775-6639	Facsimile - Télécopieur (604) 612-8884	E-mail address - Adresse courriel Cameron.Brown@pwgsc.gc.ca	Date 2013-12-20
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15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

No / Non Yes / Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées) KEN NGAN	Title - Titre Supply Specialist	Signature
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Telephone no. - N° de téléphone (604) 658-2755	Facsimile - Télécopieur (604) 775-6633	E-mail address - Adresse courriel ken.ngan@pwgsc-fpsjc.gc.ca	Date 2014-02-23
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17. Contracting Security Authority / Autorisé contractante en matière de sécurité

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