

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

**Bid Receiving - PWGSC / Réception des soumissions - TPSGC**

**11 Laurier St./11 rue Laurier**  
**Place du Portage, Phase III**  
**Core 0A1 / Noyau 0A1**  
**Gatineau, Québec K1A 0S5**

## Request For a Standing Offer Demande d'offre à commandes

Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

Canada, as represented by the Minister of Public Works and Government Services Canada, hereby requests a Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et Services Gouvernementaux Canada, autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

## Comments - Commentaires

THIS DOCUMENT CONTAINS A SECURITY  
REQUIREMENT / CE DOCUMENT CONTIENT DES  
EXIGENCES RELATIVES À LA SÉCURITÉ.

**Vendor/Firm Name and Address**

Raison sociale et adresse du fournisseur/de l'entrepreneur

**Issuing Office - Bureau de distribution**

Construction Services Division/Division des services de construction

11 Laurier St./11 Rue Laurier  
3C2, Place du Portage  
Phase III  
Gatineau, Québec K1A 0S5

<b>Title - Sujet</b> GENERAL ELECTRICAL SER - C. HEIGHTS	
<b>Solicitation No. - N° de l'invitation</b> EP544-142476/A	<b>Date</b> 2014-06-27
<b>Client Reference No. - N° de référence du client</b> 20142476	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$\$FG-349-65308
<b>File No. - N° de dossier</b> fg349.EP544-142476	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2014-08-12</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> D'aoust, Jacques	<b>Buyer Id - Id de l'acheteur</b> fg349
<b>Telephone No. - N° de téléphone</b> (819)956-0616 ( )	<b>FAX No. - N° de FAX</b> (819)956-8335
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> PUBLIC WORKS AND GOVERNMENT SERVICES CANADA - NATIONAL CAPITAL AREA (OTTAWA)	
<b>Security - Sécurité</b> This request for a Standing Offer includes provisions for security. Cette Demande d'offre à commandes comprend des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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**THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT**

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## PART 1 - GENERAL INFORMATION

### 1. Introduction

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and 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 Statement of Work (including Sample of the Contractor Pre-Job Checklist), Annex 'A', the Basis of Payment - Offer, Annex 'B', Security Requirement Check List, and Security Guide, Annex 'C', Code of Conduct Certifications - Complete List of Each Individual who are currently Directors of the Offeror, Annex 'D', Certificate of Insurance, Annexe 'E'.

### 2. Summary

To provide General Electrical Repair Services for five (5) buildings in the National Capital Area (Ottawa, Ontario).

1. Public Works and Government Services Canada (PWGSC) is inviting Offerors to submit price proposals for a Standing Offer. The selected offeror shall provide all labour and material for a range of electrical repair services as identified in the Statement of Work section of this document on an "as and when requested" basis.
2. The work is to take place at the following buildings: Sir Leonard Tilley Building (including Module E), Insurance Building, Edward Drake Building (including Module F), Private Branch Exchange Building, and Federal Studies Centre.
3. It is PWGSC's intention to authorize one (1) Standing Offer, for a period of one (1) year with two (2) additional one (1) year extension option periods. The total dollar value of the Standing Offer

for the three (3) years is estimated to be \$236,715.00 (HST included). Individual call-ups will vary, up to a maximum of \$25,000.00 (HST included). Offerors should note that there is no guarantee that the full or any amount of the Standing Offer will be called-up; PWGSC will issue call-ups only when the specific services to be provided under the Standing Offer are needed. Please refer to Part 7A, section 7, Call-up Procedure.

4. All work performed under this Standing Offer shall be in accordance with all the terms and conditions contained in the PWGSC Standing Offer, on an "as and when requested" basis and according to Annex "A" Statement of Work.
5. This requirement is subject to the provisions of the Agreement on Internal Trade (AIT). The World Trade Organization on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-Peru Free Trade Agreement, the Canada-Chile Free Trade Agreement and the Canada-Colombia Free Trade Agreement do not apply.
6. "There is a security requirement associated with this requirement. For additional information, see 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" document " (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) on the Departmental Standard Procurement Documents Web site."

### 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

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.

## PART 2 - OFFEROR INSTRUCTIONS

### 1. Standard Instructions Clauses and Conditions

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

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

The 2006 (2014-03-01) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

### 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.

### 3. Enquiries - Request for Standing Offers (RFSO)

All enquiries MUST be submitted in writing to the Standing Offer Authority no later than five (5) 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.

### 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 Ontario.

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. Performance Evaluation

Offerors shall take note that the performance of the Contractor during and upon completion of the work shall be evaluated by Canada. The evaluation shall be based on the quality of workmanship; timeliness of completion of the work; project management, contract management and management of health and safety. Should the Contractor's performance be considered unsatisfactory, the Contractor's bidding privileges on future work may be suspended indefinitely.

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An electronic version of the form PWGSC-TPSGC 2913, SELECT - Contractor Performance Evaluation Report Form, used to record the performance is available on the Public Works and Government Services Canada (PWGSC) Web site.

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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: Financial Offer ( one hard copy).

Section II: Certifications ( one 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>).

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: Financial Offer**

Offerors must submit their financial offer in accordance with "Annex B, Basis of Payment". The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

#### **Section II: 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.

#### **1.1 Technical Evaluation**

##### **1.1.1 Mandatory Technical Criteria**

The Offeror shall:

- (a) Complete and duly sign their offer (page 1 of the Request for Standing Offers);
- (b) Complete and submit Annex "B" - Basis of Payment - Offer (two pages);
- (c) Provide a copy of his Electrician license certified by the Province of Ontario;
- (d) Provide proof of a minimum five (5) years of experience from the date of license issuance; and
- (e) The Contractor must hold a valid Facility Security Clearance at the level of secret issued by the Canadian Industrial Security Directorate.

#### **1.2 Financial Evaluation**

##### **1.2.1 Evaluation of Price**

SACC Manual Clauses (M0220T (2013-04-25), Evaluation of Price.

### **2. Basis of Selection**

#### **2.1 SACC Manual Clause M0031T(2007-05-25), Basis of Selection - Mandatory Technical Criteria Only**

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

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## PART 5 - CERTIFICATIONS

Offerors must provide the required certifications and associated information to be issued a standing offer.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default in carrying out any of its obligations under any resulting contracts, if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority may render the Offer non-responsive, may result in the setting aside of the Standing Offer or constitute a default under the Contract.

### 1. Certifications Required with the Offer

#### 1.1 Integrity Provisions - Associated Information

By submitting an offer, the Offeror certifies that the Offeror and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Offer of Standard Instructions 2006. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

#### 1.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

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

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

## PART 6 - SECURITY AND INSURANCE REQUIREMENTS

### 1. Security Requirement

- 1.1 At the Request for Standing Offers closing date, 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;
- 1.2 For additional information on security requirements, offerors should refer to the Canadian Industrial Security Directorate (CISD), Industrial Security Program of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

### 2. Insurance Requirement

- 2.1 The Contractor must comply with the insurance requirements specified in Annex "E". The Contractor must maintain the required insurance coverage for the duration of the SO. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the SO.

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

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the SO, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

## 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 Statement of Work at Annex "A".

#### 2. Security Requirement

2.1 The following security requirement (SRCL and related clauses) applies and form part of the Standing Offer.

#### SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:

1. The Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Facility Security Clearance at the level of **SECRET**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Offeror personnel requiring access to CLASSIFIED information, assets or sensitive work site(s) **must be a permanent resident of Canada or a citizen of Canada and** must EACH hold a valid personnel security screening at the level of **SECRET**, granted or approved by CISD/PWGSC.
3. The Offeror **MUST NOT** remove any CLASSIFIED information from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Offeror must comply with the provisions of the:
  - (a) Security Requirements Check List and Security Guide, attached at Annex "C";
  - (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 Manual <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual> issued by Public Works and Government Services Canada.

### 3.1 General Conditions

- 1) General Conditions - Standing Offer, 2005 (2014-03-01), apply to and form part of the Standing Offer.

### 3.2 Standing Offer Reporting

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. The data must be submitted on a monthly basis to the Public Works and Government Services Canada Standing Offer Authority.

Electronic report must be completed and forwarded to the Departmental Representative no later than 15 calendar days after the end of the previous month. Reports must contain the following information: a brief description of each job completed to date, percentage complete, if applicable, cost associated, hours associated to each job and how many jobs have been completed by the apprentice and electrician(s), cost for material.

Failure to provide fully completed reports in accordance with the above instructions may result in the setting aside of the Standing Offer and the application of a vendor performance corrective measure.

## 4. Term of Standing Offer

### 4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is for one (1) year from the date of award.

### 4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for two (2) additional one (1) year period, beginning the day following the completion of the initial first year period under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority thirty (30) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

## 5. Authorities

### 5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Jacques D'Août, Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: Real Property Contracting

Address: PDP III, 3C2  
11 Laurier Street, Gatineau, Québec K1A 0S5  
Telephone: 819 956-0616  
Facsimile: 819 956-8335  
E-mail address: jacques.d'aoust@tpsgc-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 Project Authority (to be inserted at time of award)

The Project Authority for the Standing Offer is:

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

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

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Project Authority is the representative of the department or agency (Departmental Representative) 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 inserted at time of award)

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

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

Emergency Number: : \_\_\_\_ - \_\_\_\_

## 6. Identified users

The Offeror agrees to provide the goods and services, as stated herein and to deliver the same to and only to: "All Designated User" defined as being any authorized representative of PWGSC.

## 7. Call-up Procedures

Services will be called-up as follows:

- a) For each individual call-up the Offeror will be provided the scope of work, attend a site visit and will submit an offer to the Departmental Representative in accordance with the hourly rates established under the Standing Offer within 48 hour from the date of the site visit. The Offeror's offer shall include all the work as specified including: materials, labour, tools, administration fees and supervision as offered in the RFSO including building permits as per local regulations.
- b) The Offeror will be authorize in writing by the Departmental Representative or the Contracting Authority to proceed with the work by issuance of a Call-up against the Standing Offer.
- c) Any proposed changes to the scope of work are to be discussed with the Departmental Representative but any resulting changes can only be authorized by an amendment issued by the Contracting Authority.

## 8. Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form PWGSC-TPSGC 942, "Call-up Against a Standing Offer".

## 9. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$25,000.00 (Goods and Services Tax or Harmonized Sales Tax included).

## 10. Financial Limitation

Canada's total liability to the Contractor under the Contract must not exceed \$236 715,00 \$ customs duties are included and Goods and Services Tax or Harmonized Sales Tax included.

No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- (a) when it is 75 percent committed, or
- (b) four (4) months before the contract expiry date, or as soon as the Contractor

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Work,

Considers that the contract funds provided are inadequate for the completion of the

whichever comes first.



## 11. Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2014-03-31), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010C (2014-03-31) - Services (Medium Complexity);
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment - Offer; and,
- g) Annex C, Security Requirements Check List and Security Guide.

## 12. Certifications

### 12.1 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.

## 13. 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 Ontario.

## 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 Contractor must perform the Work described in the call-up against the Standing Offer.

### 2. Standard Clauses and Conditions

#### 2.1 General Conditions

2010C (2014-03-31), General Conditions - Services (Medium Complexity) 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 Basis of Payment - Firm Price**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price, as specified in Annex "B", for the cost specified in the "call-up". Customs duties are included and Goods and Services Tax or Harmonized Sales Tax (GST/HST) is extra.

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

#### **4.2 Method of Payment - Multiple Payments**

Canada will pay the Contractor upon completion and delivery of units in accordance with the payment provisions of the Contract if:

- (a) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- (b) all such documents have been verified by Canada;
- (c) the Work delivered has been accepted by Canada.

#### **4.3 SACC Manual Clauses**

C0711C (2008-05-12) - Time Verification

C0504C (2010-01-11) - Overtime

### **5. Invoicing Instructions**

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

Each invoice must be supported by:

- a copy of time sheets to support the time claimed;
- a copy of the release document and any other documents as specified in the Contract;
- a copy of the invoices, receipts, vouchers for all direct expenses and all travel and living expenses;
- a copy of the monthly progress report.

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Invoices must be distributed as follows:

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

## **6. SACC Manual Clauses**

A9039C (2008-05-12) - Salvage.

A9068C (2010-01-11) - Government Site Regulations.

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**ANNEX "A"****Statement of Work****1.1 The Requirement**

PWGSC has a daily requirement for electrical installations within the PWGSC owned properties at Confederation Heights. This statement of work is to have SECRET security cleared electrical contractors to come and provide pricing to cover the cost of labour and, material on each individual electrical project. The duration of the contract will be one year plus two option years to renew, in order to provide electrical service until PWGSC is reassigned to another portfolio.

**1.2 The Scope of Work**

The contractor will be responsible to supply all material and labour to conduct the following:

- Conduct electrical load tests on source electrical panels, provide written reports as requested.
- Install convenience outlets and light switches.
- Troubleshoot electrical systems and equipment.
- Balance lighting systems within rooms; add lights and switches to suit different applications.
- Conduct electrical installations within data centres.
- Update all electrical drawings and panel legends, label all pull boxes and electrical components as per CSE's electrical labelling convention.
- Obtain all permits and inspection certificates and ensure that they are in accordance with the Electrical Safety Authority (ESA) and the local authorities having jurisdiction.
- Update the ESA logbooks on each site for each job completed.
- Provide consultation and suggestions for electrical installations.
- The work performed by the electrical contractors should not be restrictive to the above tasks.
- The work will be carried out in the following buildings:

Sir Leonard Tilley Building, including Module E  
719 Heron Road, Ottawa, Ontario.

Insurance Building  
770 Heron Road, Ottawa, Ontario.

Edward Drake Building, Including Module F  
1500 Bronson Avenue, Ottawa, Ontario.

Private Branch Exchange Building  
790 Heron Road, Ottawa, Ontario.

Federal Study Center  
1495 Heron Road, Ottawa, Ontario.

### 1.3 Security Requirements

- The contractor is to ensure each employee, assigned to a tasks attached to this standing offer, be cleared to a minimum of Secret Level II.
- The name and date of birth of each employee that will work on the site will have to be sent to the departmental representative a minimum of three business days (72 hours) prior to the suggested commencement of the work in order to verify clearance level, and facilitate access.

### 1.4 Notes for Electrical Contractor

- All electrical change forms must be completed within one week of the completion of each contract, otherwise payment may be delayed.
- Any electrical shutdowns or noisy work must be co-ordinated through the project leader. Shutdowns will be conducted after normal working hours, between 1800 and 0700.
- Provide authorities with plans and information.
- Unless otherwise specified, materials for removal (garbage) become the contractor's responsibility and will be taken from the site. Do not use the building's disposal facility.
- Always protect the tenant areas and equipment from dirt and dust.
- Patch and make good all surfaces cut, damaged or disturbed. Match the existing color and texture.
- The contractor is to have qualified personnel to continuously direct and monitor all electrical work.

### 1.5 Deliverables

- The contractor is to supply a written quotation for all work to be performed in buildings and breakdown the cost of the material and the cost of labour.
- The work is to be completed within a mutually agreed time.
- The contractor is to complete all of the electrical change forms and update the electrical drawings as required and ensure that all identification labels are installed within one week of the project completion.
- The contractor is to provide all required items on the Contractor Pre-Job checklist (see attached sample) before a Call-up can be issued. The departmental Representative authority reserves the right to determine if the items are completed to satisfaction.

**SAMPLE ONLY****CONTRACTOR PRE-JOB CHECKLIST**

Site:

Project Title / Description:

***Documents to be submitted by contractor:***

- ☒ Hazard Assessment/Site Safety Plan (this is not the company policy, must be specific to the site)
- ☐ Notice of project (jobs over \$50,000 or all jobs with designated substances)
- ☒ Copy of WSIB
- ☒ Minister of Labour Clearances (Province of Ontario)
- ☒ Copies of Trade Certificates/Competence cards
- ☒ Liability Insurance Papers-Site specific
- ☒ Fall Protection Cards
- ☒ WHIMIS cards
- ☒ Other certificates where required (confined space, man lift asbestos, etc.) ***(if applicable)***
- ☒ Contractor's Health and Safety Policy
- ☒ ASP Quebec construction safety course ***(if applicable)***
- ☒ If working in a high security zone, supply the following information at least 72 hours before the job starts:
  - Company's legal name if applicable
  - Employees' full legal name
  - Employees' complete date of birth
  - If electronic and/or electric equipment is to be used on site-confirm they type of equipment, make, model and serial number.
  - Contractor must fill out AACS forms
- ☒ ESA permit

**REQUIRED ON JOB COMPLETION**

- ☐ Letter of Warranty (as per spec)
- ☒ ESA certification of inspection
- ☐ HVAC balancing report
- ☐ Fire Alarm Verification Report

\*\*Failure to send this documentation with the invoice may result in payment delays that will not be subject to interest payments.

**ANNEX "B"**  
**BASIS OF PAYMENT - OFFER**

The Contractor will be paid in accordance with the following Basis of Payment for Work performed pursuant to this Call-up Contract.

For the provision of Services as described in Annex A, Standing Offer Statement of Work, the Contractor

shall be paid the \* all inclusive firm hourly rate(s) below in the performance of this call-up Contract, HST extra.

\*All inclusive firm hourly rates is all the cost of Labour, Plant and Material that is required to undertake the work. And the hourly rate shall be considered as full compensation for: supervision, co-ordination, administration, overhead, the purchase or rental of material, plant and equipment, the purchase for tools and supplies, safety and protection measures and the risk of undertaking the work.

**TABLE # 1**  
**ELECTRICIAN/APPRENTICE - INITIAL YEAR**

	DESCRIPTION INITIAL YEAR	Estimated Hours (A)	Firm Hourly Rate (B)	Total (AxB)
1	Electrician - Regular Hours (07:00 to 18:00 hrs)	250		
2	Electrician - Overtime*	750		
3	Apprentice - Regular Hours (07:00 to 18:00 hrs)	250		
4	Apprentice - Overtime*	750		
	Combined total amount			

The combined total amount will be used for Evaluation purposes only

\*Overtime is considered to be services performed outside the hours of 07:00 to 18:00, Monday to Friday OR more than 7.5 hours in a single day, weekends, and statutory holidays. The Project Manager must authorize all overtime in advance.

**ANNEX "B"**  
**BASIS OF PAYMENT - OFFER (continued)**

**TABLE # 2**  
**ELECTRICIAN/APPRENTICE - OPTION YEAR ONE**

	DESCRIPTION INITIAL YEAR	Estimated Hours (A)	Firm Hourly Rate (B)	Total (AxB)
1	Electrician - Regular Hours (07:00 to 18:00 hrs)	250		
2	Electrician - Overtime*	750		
3	Apprentice - Regular Hours (07:00 to 18:00 hrs)	250		
4	Apprentice - Overtime*	750		
	Combined total amount			

The combined total amount will be used for Evaluation purposes only

\*Overtime is considered to be services performed outside the hours of 07:00 to 18:00, Monday to Friday OR more than 7.5 hours in a single day, weekends, and statutory holidays. The Project Manager must authorize all overtime in advance.

**TABLE # 3**  
**ELECTRICIAN/APPRENTICE - OPTION YEAR TWO**

	DESCRIPTION INITIAL YEAR	Estimated Hours (A)	Firm Hourly Rate (B)	Total (AxB)
1	Electrician - Regular Hours (07:00 to 18:00 hrs)	250		
2	Electrician - Overtime*	750		
3	Apprentice - Regular Hours (07:00 to 18:00 hrs)	250		
4	Apprentice - Overtime*	750		
	Combined total amount			

The combined total amount will be used for Evaluation purposes only

\*Overtime is considered to be services performed outside the hours of 07:00 to 18:00, Monday to Friday OR more than 7.5 hours in a single day, weekends, and statutory holidays. The Project Manager must authorize all overtime in advance.

**Grand Total (Table 1+2+3):** \$ \_\_\_\_\_



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## **ANNEX “C”**

### **SECURITY REQUIREMENTS CHECK LIST (SRCL) and SECURITY GUIDE**

CCC No./N° CCC - FMS No/ N° VME

(NOTE TO BIDDERS WRITE DIRECTOR'S AND OR OWNERS SURNAMES AND GIVEN NAMES)

[illegible]

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Buyer ID - Id de l'acheteur

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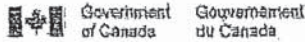
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**ANNEX “E”**

**CERTIFICATE OF INSURANCE**



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

EP544142478

Security Classification / Classification de sécurité

UNCLASSIFIED

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE	
1. Originating Government Department or Organization Ministère ou organisme gouvernemental d'origine <b>PWGCSC</b>	2. Branch or Directorate / Direction générale ou Direction <b>RPB-CMA</b>
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 <b>To hire a contractor to provide daily electrical services for Confederation Heights.</b>	
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	
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? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (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)	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p.ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	
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 type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays: Canadian Citizen OR Permanent Resident	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 B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>
SECRET TRÈS SECRET <input checked="" type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	

Security Classification / Classification de sécurité

UNCLASSIFIED



**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  
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

☐ RELIABILITY STATUS / COTE DE FIABILITÉ ☐ CONFIDENTIAL / CONFIDENTIEL ☒ SECRET / SECRET ☐ TOP SECRET / TRÈS SECRET

☐ TOP SECRET - SIGHT / TRÈS SECRET - SIGHT ☐ NATO CONFIDENTIAL / NATO CONFIDENTIEL ☐ NATO SECRET / NATO SECRET ☐ COSMIC TOP SECRET / COSMIC TRÈS SECRET

☐ SITE ACCESS / ACCÈS AUX ÉMPLACEMENTS

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



Contract Number / Numéro du contrat

EPS44142476

Security Classification / Classification de sécurité

UNCLASSIFIED

**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 Très Secret	NATO Restricted NATO Diffusion Restreinte	NATO Confidential NATO Confidentiel	NATO Secret NATO Secret	COSMIC Top Secret COSMIC Très Secret	Protected Protégé			Confidential Confidentiel	Secret Très Secret
										A	B	C		
Information / Assets Renseignements / Biens														
Production														
IT Media Support IT														
IT Link Lien électronique														

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No ☐ Yes

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

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 ☐ Yes

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

Security Classification / Classification de sécurité

UNCLASSIFIED





Contract Number / Numéro du contrat

EP644142476

Security Classification / Classification de sécurité

UNCLASSIFIED

## PART D - AUTHORIZATION / PARTIE D - AUTORISATION

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

Name (print) - Nom (en lettres moulées)

Shannon Alexander

Title - Titre

Property and Facility Officer

Signature

Telephone no. - N° de téléphone

(613) 990-4445

Facsimile - Télécopieur

(613) 990-5155

E-mail address - Adresse courriel

shannon.alexander@pwgsc.gc.ca

Date

2014-01-24

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

Name (print) - Nom (en lettres moulées)

Larry Harrison

Title - Titre

Industrial Security Officer

Signature

Telephone no. - N° de téléphone

(613) 991-8504

Facsimile - Télécopieur

( ) - ( )

E-mail address - Adresse courriel

Larry.Harrison@csd-cst.gc.ca

Date

2014-02-12

## 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)

Title - Titre

Signature

Telephone no. - N° de téléphone

( ) - ( )

Facsimile - Télécopieur

( ) - ( )

E-mail address - Adresse courriel

Date

## 17. Contracting Security Authority / Autorisé contractant en matière de sécurité

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Telephone no. - N° de téléphone

( ) - ( )

Facsimile - Télécopieur

( ) - ( )

E-mail address - Adresse courriel

Date

06-MARCH-2014

Jacques Saumur  
Contract Security Officer, Contract Security Division  
Jacques.Saumur@psgc-pwgsc.gc.ca  
Tél/Tél - 613-948-1732 / Fax/Téléc - 613-954-4171

Security Classification / Classification de sécurité

UNCLASSIFIED

DO NOT REMOVE FROM SRCL

**CSE Security Guide to Request for Proposal / Contract: EP544142476**

The Communications Security Establishment (CSE) maintains a high security environment at its facilities. For the purpose of this guide, the term facility includes all CSE managed buildings, grounds and controlled access areas. All personnel employed on this contract must support this high security profile by complying with the following security directives:

1. Physical access is restricted to those specific areas of CSE facilities and grounds required to meet the contract's objectives;
2. Prime companies providing goods or services in support of this contract must hold a valid:
  - a) Facilities Security Clearance (FSC) at the Secret Level;
3. Access to any form of classified or protected information or assets requires the proper security clearance and is restricted to the "need to know" or "need to access" principles. The Project Manager/Project TA is responsible to ensure that the security clearance or security screening has been conducted.
4. All personnel involved in this contract must hold a valid security clearance of GOC SECRET prior to any access to any CSE grounds, buildings or controlled areas and will be under escort at all times.
5. In accordance with the PWGSC Industrial Security Manual, Primary Contractors are responsible for ensuring the following:
  - a. work can only be sub-contracted to "those organizations holding a current Facility Security Clearance, of the type and at the level appropriate to the work to be performed under the subcontract";
  - b. In the event that the subcontracted company does not have a current FSC at the requisite level, the Prime Contractor is responsible for submission of the sponsorship request and any follow up process;
  - c. Prime Contractors shall ensure the security safeguarding of work placed with subcontractors. They are required, as part of the subcontract to produce a "Sub-SRCL". The Sub-SRCL will mirror the clauses reflected in the prime SRCL and this guide for any work covered by the subcontract; and
  - d. All Sub Contracting requests are to be sent to CSE Security for vetting and approval.



Annex "C" - page 6 of 6

Page 2 of 2

2

6. To access CSE facilities all personnel shall provide two forms of CSE approved personal identification, or a CSE issued identification card. Building pass cards shall be prominently displayed by contractor personnel at all times within CSE facilities;
7. Restricted or prohibited devices (camera, audio/video devices, recording, scanning or transmitting devices, including cell phones, memory sticks, laptop computers, diskettes, CD's, Blackberries, etc...) shall not be introduced to CSE facilities without prior approval from CSE security personnel;
8. No protected or classified material or assets shall be removed from a CSE facility.
9. No connectivity of company or personal IT equipment to any CSE IT systems is permitted.
10. No plan, drawing, sketch, model, note or electronic information pertaining to CSE facilities shall not be removed from CSE facilities without the prior written consent of CSE security personnel or CSE Project or Technical Authority.
11. Contractors must, before and after the effective period of this contract, treat as confidential and not divulge, any information related to the administration or operations of CSE acquired during the course of this contract. Exceptions must be authorized in writing by the project authority.
12. Canadian Citizen or Permanent Resident is requirement for this contract
13. This procurement document and the information contained herein shall not be advertised, duplicated or published without the prior written approval from the client.
14. Failure to comply with any aspect of this Security Guide shall result in either the immediate and permanent exclusion of individual (s) in violation of this clause from CSE facilities, or termination of this contract.



Travaux publics et  
Services gouvernementaux  
Canada

Public Works and  
Government Services  
Canada

## CERTIFICATE OF INSURANCE

Page 1 of 2

Description and Location of Work  Standing Offer Agreement - General Electrical Services	Contract No. EP544-142476/A
	Project No. R.011832.001

Name of Insurer, Broker or Agent	Address (No., Street)	City	Province	Postal Code
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Name of Insured (Contractor)	Address (No., Street)	City	Province	Postal Code
------------------------------	-----------------------	------	----------	-------------

Additional Insured  
**Her Majesty the Queen in Right of Canada as represented by the Minister of Public Works and Government Services**

Type of Insurance	Insurer Name and Policy Number	Inception Date D / M / Y	Expiry Date D / M / Y	Limits of Liability		
				Per Occurrence	Annual General Aggregate	Completed Operations Aggregate
Commercial General Liability  Umbrella/Excess Liability				\$	\$	\$
				\$	\$	\$
Builder's Risk / Installation Floater				\$		
				\$		\$
				\$		
				\$		\$
Insert other type of insurance as required				\$		

I certify that the above policies were issued by insurers in the course of their insurance business in Canada, are currently in force and include the applicable insurance coverage's stated on page 2 of this Certificate of Insurance, including advance notice of cancellation / reduction in coverage.

Name of person authorized to sign on behalf of Insurer(s) (Officer, Agent, Broker)

Telephone number

Signature

Date D / M / Y



## CERTIFICATE OF INSURANCE Page 2 of 2

General	Commercial General Liability	Builder's Risk / Installation Floater
<p>The insurance policies required on page 1 of the Certificate of Insurance must be in force and must include the insurance coverages listed under the corresponding type of insurance on this page.</p> <p>The policies must insure the Contractor and must include Her Majesty the Queen in Right of Canada as represented by the Minister of Public Works and Government Services as an additional Insured.</p> <p>The insurance policies must be endorsed to provide Canada with not less than thirty (30) days notice in writing in advance of a cancellation of insurance or any reduction in coverage.</p> <p>Without increasing the limit of liability, the policies must protect all insured parties to the full extent of coverage provided. Further, the policies must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.</p>	<p>The insurance coverage provided must not be substantially less than that provided by the latest edition of IBC Form 2100.</p> <p>The policy must either include or be endorsed to include coverage for the following exposures or hazards if the Work is subject thereto:</p> <ul style="list-style-type: none"><li>(a) Blasting.</li><li>(b) Pile driving and caisson work.</li><li>(c) Underpinning.</li><li>(d) Removal or weakening of support of any structure or land whether such support be natural or otherwise if the work is performed by the insured contractor.</li></ul> <p>The policy must have the following minimum limits:</p> <ul style="list-style-type: none"><li>(a) <b>\$5,000,000</b> Each Occurrence Limit;</li><li>(b) <b>\$10,000,000</b> General Aggregate Limit per policy year if the policy contains a General Aggregate; and</li><li>(c) <b>\$5,000,000</b> Products/Completed Operations Aggregate Limit.</li></ul> <p>Umbrella or excess liability insurance may be used to achieve the required limits.</p>	<p>The insurance coverage provided must not be less than that provided by the latest edition of IBC Forms 4042 and 4047.</p> <p>The policy must permit use and occupancy of any of the projects, or any part thereof, where such use and occupancy is for the purposes for which a project is intended upon completion.</p> <p>The policy may exclude or be endorsed to exclude coverage for loss or damage caused by asbestos, fungi or spores, cyber and terrorism.</p> <p>The policy must have a limit that is <b>not less than the sum of the contract value</b> plus the declared value (if any) set forth in the contract documents of all material and equipment supplied by Canada at the site of the project to be incorporated into and form part of the finished Work. If the value of the Work is changed, the policy must be changed to reflect the revised contract value.</p> <p>The policy must provide that the proceeds thereof are payable to Canada or as Canada may direct in accordance with GC10.2, "Insurance Proceeds" (<a href="https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R/R2900D/2">https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R/R2900D/2</a>).</p>
<p>Other types of Insurance To be inserted in this space according to specifics of project.</p>		