

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

Travaux publics et Services gouvernementaux  
Canada  
Place Bonaventure, portail Sud-Est  
800, rue de La Gauchetière Ouest  
7 ième étage  
Montréal  
Québec  
H5A 1L6

**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**

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

**Issuing Office - Bureau de distribution**  
Travaux publics et Services gouvernementaux Canada  
Place Bonaventure, portail Sud-Est  
800, rue de La Gauchetière Ouest  
7 ième étage  
Montréal  
Québec  
H5A 1L6

<b>Title - Sujet</b> Québec - Industrial Hygiene	
<b>Solicitation No. - N° de l'invitation</b> EF928-142680/A	<b>Date</b> 2014-07-07
<b>Client Reference No. - N° de référence du client</b> EF928-14-2680	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$MTC-250-12810
<b>File No. - N° de dossier</b> MTC-3-36439 (250)	<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 2014-08-19</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Heure Avancée de l'Est HAE	
<b>Delivery Required - Livraison exigée</b> .	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Cyr, Nicolas	<b>Buyer Id - Id de l'acheteur</b> mtc250
<b>Telephone No. - N° de téléphone</b> (514)496-3389 ( )	<b>FAX No. - N° de FAX</b> (514)496-3822
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> MINISTERE DES TRAVAUX PUBLICS ET SERVICES GOUVERNEMENTAUX CANADA 800 RUE DE LA GAUCHETIERE O. PL.BONAVENTURE,PORTAIL S-E,BUR.7300 MONTREAL Québec H5A 1L6 Canada	
<b>Security - Sécurité</b> This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas 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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See attached pdf document

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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, 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, the Basis of Payment, and any other annexes.

### **2. Summary**

Request for a Regional Individual Standing Offer (RISO) for firms specializing in industrial hygiene, as needed, to run for one year with three further one-year options. The area covered by this RISO is all the territory of the province of Quebec not subject to a Comprehensive Land Claims Agreement (CLCA). The potential value of this SA in terms of ensuing contracts may amount to \$3 millions, taxes extra.

"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. For more information on personnel and organization security screening or security clauses, 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.

Offerors must submit a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions 2006.

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For services requirements, Offerors in receipt of a pension or a lump sum payment must provide the required information as detailed in article 3 of Part 2 of the Request for Standing Offers (RFSO).

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

### **3. Security Requirement**

There is a security requirement associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial 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 number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

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 (2014-06-26) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

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.

### 3. Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have 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 comply with Canada's request and meet the requirement within the prescribed time frame will render the offer non-responsive.

#### Definitions

For the purposes of this clause,

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

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

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

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

#### **Former Public Servant in Receipt of a Pension**

As per the above definitions, is the Offeror a FPS in receipt of a pension? **YES** ( ) **NO** ( )

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

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

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

#### **Work Force Adjustment Directive**

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES** ( ) **NO** ( )

If so, the Offeror must provide the following information:

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

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

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#### **4. Enquiries - Request for Standing Offers**

All enquiries must be submitted in writing to the Standing Offer Authority no later than seven (7) 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 question(s) or may request that offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

#### **5. 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 Quebec.

## **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 (4 hard copies)  
Section II: Financial Offer (1 hard copy)  
Section III: Certifications (1 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 should:

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

#### **Section I: Technical 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 the Annex B, Basis of Payment. The total amount of Applicable Taxes must be shown separately.

#### **Section III: Certifications**

Offerors must submit the certifications required under Part 5.

## 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

Failure to meet all of the mandatory requirements will render the bid non-responsive and no further evaluation will be carried out.

1) At least two people in the firm must have industrial hygienist qualifications. Identify those people and submit their resumés and proof of compliance with the requirements.

- A professional industrial hygienist is a person who has a minimum of the following:
  - 1. A Registered Occupational Hygienist (ROH) or a Certified Industrial Hygienist (CIH) certification.
  - OR
  - 2. A Degree from a recognized university with acceptable specialization in biology, physics, chemistry, geology, engineering or some other branch of science related to the duties of the position **AND** a Master's degree\* in industrial hygiene or occupational health and safety **AND** at least two (2) years of experience.\*\*
  - OR
  - 3. A PhD degree\* in a field related to industrial hygiene, such as physics, biology, medicine or engineering, **AND** one year of experience.\*\*

\*Master's or PhD degrees in occupational safety and health or other programs with less than 15 credits in the field of industrial hygiene will not be accepted.

\*\*Experience in industrial hygiene must be full-time and cover all aspects of industrial hygiene, including anticipation, identification, evaluation, control and management of health risks associated with physical, chemical and biological aggressors in the workplace. This experience must cover the three main categories of industrial hygiene aggressors (physical, chemical and biological).

2) At least two people in the firm must have industrial hygiene technician qualifications. Identify those people and submit their resumés and proof of compliance with the requirements.

- A industrial hygiene technician is a person who has a minimum of the following:
  - 1. A Registered Occupational Hygiene Technician (ROHT) certification.
  - OR
  - 2. A Diploma of College Studies (DEC) in environment and workplace health and safety **OR** in sanitation and industrial safety from a recognize college **AND** at least one (1) year of experience.\*\*
  - OR
  - 3. A Certificate in Occupational Health and Safety\* **AND** at least two (2) years of experience.\*\*

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OR

4. A Certificate **OR** A Degree from a recognized university with acceptable specialization in biology, physics, chemistry, geology, engineering or some other branch of science related to the duties of the position **AND** at least five (5) years of experience.\*\*

\*Certificate in Occupational Health and Safety programs with less than nine (9) credits in the field of industrial hygiene will not be accepted. A precise and verifiable proof of compliance to this criterion must be submitted for evaluation to accept this certificate. Acceptable courses in toxicology must cover all key aspects of toxicology (harmful effects on health) with an emphasis on human health. The topics covered should normally include the following: dose response relationships; absorption, distribution, biotransformation and elimination of toxic substances in the body; human body systems and organs; and carcinogenesis and mutagenesis of chemical substances.

Courses on basic aspects must normally cover recognized hazards and aggressors found in the workplace, including physical and chemical aggressors (noise, radiation and heat) and biological aggressors,

Courses in measurements and control (engineering, substitution, administrative, personal protective equipment) must cover the same three main categories of aggressors (chemical, physical and biological) as do the courses on basic aspects.

Overall, the professional industrial hygienist must demonstrate that he/she has taken ongoing training courses in all of the four main categories of industrial hygiene (toxicology, basic aspects, measurements and control).

\*\*Experience in industrial hygiene must be full-time and cover all aspects of industrial hygiene, including anticipation, identification, evaluation, control and management of health risks associated with physical, chemical and biological aggressors in the workplace. This experience must cover the three main categories of industrial hygiene aggressors (physical, chemical and biological).

Offerors must complete the table below by writing the names of people appropriate for each category for which the offerors want the resumé be evaluated. One person can be present in only one square in the table below.

Table of resumé to be evaluated

Professional industrial hygienist (2 names)	Industrial hygiene technician (2 names)

### **1.1.2 Point Rated Technical Criteria**

Bids meeting the mandatory requirements will be evaluated according to the following criteria.

#### *Criterion No. 1: Quality and clarity of the bid (5 points)*

##### What we are looking for

The submitted bid must contain all of the information requested in this document without any superfluous or irrelevant material (1 point). It must be of quality on a par with the standards customarily required for the drafting of study reports, in terms of clarity and appearance of layout (2 points) and language (2 points).

#### *Criterion No. 2: Approach and methodology for service delivery (15 points)*

Offerors must demonstrate that they understand the scope of the required services and how they must be provided (3 point). They must also provide a description of how their project teams will be organized (4 points) and the method they will use to provide and ensure the quality of the required services (8 points).

##### To be submitted by the firm:

- A description of the scope of the required services;
- A description of the firm's management, organization and available services;
- An organization chart for execution of the contract that includes the names of all employees able to provide industrial hygiene services;
- A description of the firm's approach in executing contracts resulting from the Standing Offer;
- A description of methods and techniques used to provide the required services (see Annex A);
- A description of the firm's system of quality control of services;
- Name of a person who may be contacted at any time (in emergencies).

#### *Criterion No. 3: Previous projects (Component A) (15 points)*

##### What we are looking for

Offerors must demonstrate that either they themselves or their employees have taken part in a range of projects involving the various services required herein and have shown leadership in their completion. Availability of the required information (3 points per project) as well as relevance, scope, complexity and achievement of objectives will be assessed (9 points per project). The rating will be brought down to a scale out of 15 points for the total number of required projects of Component A (5 projects for Component A of the required Services).

To be submitted by the firm:

- A brief description of five (5) major projects meeting the following conditions (five pages maximum per project):
  - Provide 5 projects for Component A of the required Services in Annex A;
  - The firm or its employees must have carried out the projects in the past five years;
  - Projects must include field work, be related to the required specialized services defined above and not be limited to training activities;
  - For each submitted project, the following information must be provided:
    - o date and location of project;
    - o names of employees taking part in the project;
    - o client (name and telephone number of the client's representative);
    - o cost of completed project;
    - o description and scope of the project (the offeror must describe how the project is specifically related to the required services set out in Annex A).

NB: For each project, PWGSC reserves the right to contact clients to verify reference for each project.

*Criterion No. 4: Previous projects (Component B) (15 points)*

What we are looking for

Offerors must demonstrate that either they themselves or their employees have taken part in a range of projects involving the various services required herein and have shown leadership in their completion. Availability of the required information (3 points per project) as well as relevance, scope, complexity and achievement of objectives will be assessed (9 points per project). The rating will be brought down to a scale out of 15 points for the total number of required projects of Component B (5 projects for Component B of the required Services).

To be submitted by the firm:

- A brief description of five (5) major projects meeting the following conditions (five pages maximum per project):
  - Provide 5 projects for Component B of the required Services in Annex A;
  - The firm or its employees must have carried out the projects in the past five years;
  - Projects must include field work, be related to the required specialized services defined above and not be limited to training activities;
  - For each submitted project, the following information must be provided:
    - o date and location of project;
    - o names of employees taking part in the project;
    - o client (name and telephone number of the client's representative);
    - o cost of completed project;
    - o description and scope of the project (the offeror must describe how the project is specifically related to the required services set out in Annex A).

NB: For each project, PWGSC reserves the right to contact clients to verify reference for each project.

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*Criterion No. 5: Skills and experience of project employees (30 points)*

What we are looking for

Offerors must demonstrate that they have in their employ project staff with academic and professional training (4 points per resumé) and work experience relevant to the services sought. A score out of 5 will be assigned to each professional industrial hygienist's resumé (2 résurés requested), each project officer's resumé (1 resumé requested) and each industrial hygiene technician's resumé (2 résurés requested) (5 points per resumé requested). We would like to receive a maximum of five résurés (for a total of 10 points for the two industrial hygienists' résurés, 5 points for the project officer's resumé and 10 points for the two industrial hygiene technicians' résurés).

Offerors must complete the table below by writing the names of people appropriate for each category for which the offerors want the resumé be evaluated. One person can be present in only one square in the table below.

Table of résurés to be evaluated

Professional industrial hygienist (2 names)	Industrial hygiene technician (2 names)	Project officer (1 name only)

Offerors must demonstrate that they have in their employ two (2) professionals industrial hygienists who must be able to provide proof of having taking ongoing training in industrial hygiene in the past five years. Ongoing training in industrial hygiene will be awarded 1.25 points for every 30 hours of ongoing training, up to a maximum of 2.5 points for each professional hygienist (for a total of 5 points for the two professional industrial hygienists).

PWGSC requires that the professional industrial hygienist provide documentation to the effect that he/she has taken a maximum of 60 hours of specific ongoing training in industrial hygiene during the period from January 1, 2009 to date.

The professional industrial hygienist ongoing training requirement can be met if the necessary number of hours were completed for the purposes of obtaining an academic diploma in a professional industrial hygienist training program during the period from January 1, 2009 to date.

Acceptable courses in toxicology must cover all key aspects of toxicology (harmful effects on health) with an emphasis on human health. The topics covered should normally include the following: dose response relationships; absorption, distribution, biotransformation and elimination of toxic substances in the body; human body systems and organs; and carcinogenesis and mutagenesis of chemical substances.

Courses on basic aspects must normally cover recognized hazards and aggressors found in the workplace, including physical and chemical aggressors (noise, radiation and heat) and biological aggressors.

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Courses in measurements and control (engineering, substitution, administrative, personal protective equipment) must cover the same three main categories of aggressors (chemical, physical and biological) as do the courses on basic aspects.

Overall, the professional industrial hygienist must demonstrate that he/she has taken ongoing training courses in all of the four main categories of industrial hygiene (toxicology, basic aspects, measurements and control).

Other ongoing training courses in industrial hygiene may cover more specific topics (eg, asbestos, lead, mould and work in confined spaces). Refresher courses may be counted only once.

To be submitted by the firm:

- Resumés of five (5) employees assigned to the project (2 for the professional industrial hygienists; 2 for the industrial hygiene technicians and 1 for the project officer) who will provide the services required in the Standing Offer. These resumés must contain the following information (maximum of six (6) pages):
  - academic and professional training;
  - number of years of experience related to the required services;
  - number of years of seniority with the firm;
  - main duties in the firm.
- Certificates of ongoing training issued by the university or organization to the professional industrial hygienist and demonstrating that in the past five years, the latter has taken a maximum of 60 hours of specific ongoing training in industrial hygiene during the period from January 1, 2009 to date. In order to provide documentation attesting to the number of hours of ongoing training, copies of the original certificates must be sent with the reply to this call for bids. If the number of hours or equivalent (along with an explanation for determining the number of hours) is not indicated on the certificate, a schedule must be included.

Offerors should note that PWGSC will not award additional evaluation points in the rating process for information elements deemed to exceed the information requested.

## **1.2 Financial Evaluation**

Only price proposals for responsive bids will be assessed. The average price is determined by adding all of the prices of responsive bids together and dividing the total by the number of responsive bids.

All price proposals that are at least twenty-five percent (25%) above the average price will be rejected and will receive no further consideration. To calculate the average price, at least three technically responsive offers are required. If Canada has only one or two technically responsive offers, the average price will not be taken into consideration.

The remaining price proposals will be rated as follows:

- The lowest price proposal will be assigned a rating of 10.
- The second, third, fourth, fifth, sixth, seventh, eighth, ninth and tenth lowest price proposals will receive price ratings of 9, 8, 7, 6, 5, 4, 3, 2 and 1, respectively. All other price proposals will receive a price rating of 0.
- On the rare occasions when two (or more) price proposals are identical, these price proposals will receive the same rating and the corresponding number of ratings will then be skipped.
- The rating will then be multiplied by a weight factor to obtain the weighted rating, which is then divided by ten to obtain the final price score.

## **2. Basis of Selection**

Generally speaking, the bid must show that the offeror clearly understands the objectives and responsibilities for the services to be provided. It must enable PWGSC to ascertain the level of performance achieved previously by the firm in delivering the services required, as well as its organizational structure, workforce, and approach and methodology used in the services to be provided.

Responsive bids (that is, bids that meet all mandatory requirements stipulated in the Request for Standing Offers) will be examined, evaluated and rated by a PWGSC evaluation board. At first, prices will remain secret and only the technical elements of the bids will be evaluated, based on the criteria specified in the evaluation table below, to establish the technical ratings:

Offerors should note that PWGSC will not award additional evaluation points in the rating process for information elements deemed to exceed the information requested.

Evaluation points will be awarded for the technical merits of bids (set out in Evaluation Criteria Table below):

### **a) Evaluation rating**

The information provided by consulting firms is rated between 0 and 10 for each technical criterion.

### **b) Weighted rating**

The evaluation rating is then multiplied by a weight factor to obtain the weighted rating.

### **c) Score**

The score for each technical criterion is calculated by dividing the weighted rating by ten.

### Evaluation Criteria Table

Criteria		Weight Factor (A)	Evaluation Rating (B = 0 to 10)	Weighted Rating (C = A×B)	Note (C/10)
1) Quality and clarity of proposal		5			
2) Approach and methodology for service delivery		15			
3) Previous projects Required Service Category A (see Annex A)		15			
4) Previous projects Required Service Category B (see Annex A)		15			
5) Skills and experience of project personnel	a) Professional industrial hygienists	15			
	b) Industrial hygiene technicians	10			
	c) Project officer	5			
<b>Total score for Overall Technical</b>					/80
6) Cost of services		20			
<b>Total</b>		100			/100

#### d) Pass mark

The offeror must obtain a minimum score of 60% for each technical criterion evaluated (Criteria 1 to 4, 5a), 5b) and 5c)). The score for the overall technical bid must be equal to or greater than 70%. If the offeror fails to obtain the minimum technical score for one or all of the technical criteria evaluated, the bid will be considered non-responsive.

The total score for each offeror will be calculated by adding the price score (0 to 20) to the technical score (0 to 80). The four offerors with the highest scores will be recommended for the awarding of a Standing Offer and will share the call-ups as follows, subject to competency and availability:

Offeror with the highest score: 30% of the total budget of the standing offer;  
Offeror with the second highest score: 25% of the total budget of the standing offer;  
Offeror with the third highest score: 25% of the total budget of the standing offer.  
Offeror with the fourth highest score: 20% of the total budget of the standing offer.

For the two offerors sharing 25% of the total budget of the standing offer, the attribution order for the next mandate will be offered to the offeror who receives the highest score.

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If only three offerors qualify, the remaining 20% of the budget will be divided equally amongst the three qualifying offerors

If only two offerors qualify, the remaining 45% of the budget will be divided equally amongst the two qualifying offerors.

If only one offeror qualifies, it will receive 100% of the budget

## **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 Precedent to Issuance of a Standing 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](#)" 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](#) 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](#)" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

### **2. Additional Certifications Required 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 inform the Offeror of a time frame within which to provide the information. Failure to comply with the request of the Standing Offer Authority and to provide the certifications within the time frame provided will render the offer non-responsive.

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## **2.1 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.

## **2.2 Education and Experience**

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

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## **PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS**

### **1. Security Requirement**

Offer personnel **MAY NOT ENTER** sites where (PROTECTED/CLASSIFIED) information or assets are kept, without an escort provided by the department or agency for which the work is being performed.

## PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 1. Offer

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

#### 2. Security Requirement

Offer personnel **MAY NOT ENTER** sites where (PROTECTED/CLASSIFIED) information or assets are kept, without an escort provided by the department or agency for which the work is being performed.

#### 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) (<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

2005 (2014-06-26) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

#### 4. Term of Standing Offer

##### 4.1 Period of the Standing Offer

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

##### 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 by up to three (3) additional one-year periods 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 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

Name: Nicolas Cyr  
Title: Supply Specialist  
Public Works and Government Services Canada  
Address: Place Bonaventure, Portal South-East  
800 de la Gauchetière West, suite 7300  
Montreal (QC), H5A 1L6  
Telephone: 514-496-3389  
Facsimile: 514-496-3822  
E-mail address: [nicolas.cyr@tpsgc-pwgsc.gc.ca](mailto:nicolas.cyr@tpsgc-pwgsc.gc.ca)

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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, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

## 5.2 Project Authority

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
E-mail address: \_\_\_\_\_

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

## 5.3 Offeror's Representative

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
E-mail address: \_\_\_\_\_

## 6. Proactive Disclosure of Contracts with Former Public Servants

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

## 7. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Public Works and Government Services Canada.

## 8. Call-up Instrument

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

## **9. Limitation of Call-ups**

Individual call-ups against the Standing Offer must not exceed \$300,000.00\$ (Applicable Taxes **included**).

## **10. Financial Limitation**

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$900,000 / \$750,000 / \$600,000 (Applicable Taxes **excluded**) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or four (4) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

## **11. Priority of Documents**

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2014-06-26), General Conditions - Standing Offers - Goods or Services;
- d) the general conditions 2010B (2014-06-26), Professional Services (Medium Complexity) that will apply to the contract;
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, List of Directors and/or Owners of the Bidders;
- i) the Offeror's offer dated \_\_\_\_\_.

## **12. Certifications**

### **12.1 Compliance**

The continuous compliance with the certifications provided by the Offeror with its offer and the ongoing cooperation in providing associated information are conditions of issuance of the Standing Offer (SO). Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO. If the Offeror does not comply with any certification, fails to provide the associated information, or if 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 Quebec.

## **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**

2010B (2014-06-26), General Conditions - Professional 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. Proactive Disclosure of Contracts with Former Public Servants**

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

### **5. Payment**

#### **5.1 Basis of Payment**

1. Canada will make milestone payments in accordance with the Schedule of Milestones detailed in the Contract and the payment provisions of the Contract, up to 90 percent of the amount claimed and approved by Canada if:

- a. an accurate and complete claim for payment, accord to Canada, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. the total amount for all milestone payments paid by Canada does not exceed 90 percent of the total amount to be paid under the Contract;
- c. all the certificates have been signed by the Contractor;
  - i. All authorizations required under the contract have been obtained. The claim is consistent with the progress of the work and is in accordance with the contract.
  - ii. Indirect costs have been paid for or accrued in the accounts.
  - iii. Direct materials and the subcontracted work have been received, accepted and either paid for or accrued in the accounts following receipt of invoice from supplier/subcontractor, and have been or will be used exclusively for the purpose of the contract.
  - iv. All direct labour costs have been paid for or accrued in the accounts and all such costs were incurred exclusively for the purpose of the contract;

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- v. All other direct costs have been paid for or accrued in the accounts following receipt of applicable invoice or expense voucher and all such costs were incurred exclusively for the purpose of the contract; and
  - vi. No liens, encumbrances, charges or other claims exist against the work except those which may arise by operation of law such as a lien in the nature of an unpaid contractor's lien and in respect of which a progress payment and/or advance payment has been or will be made by Canada.
- d. all the certificates have been signed by the Departmental Representatives;
- i. Scientific/Project/Inspection Authority: I certify that the work meets the quality standards required under the contract, and its progress is in accordance with the conditions of the contract.
  - ii. Inspection Authority (all other contracts): I certify that the quality of the work performed is in accordance with the standards required under the contract.
- e. all work associated with the milestone and as applicable any deliverable required have been completed and accepted by Canada.

2. The balance of the amount payable will be paid in accordance with the payment provisions of the Contract upon completion and delivery of all Work required under the Contract if the Work has been accepted by Canada and a final claim for the payment is submitted

## **5.2 Basis of Payment - Limitation of Expenditure**

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B, to a limitation of expenditure of \$\_\_\_\_\_ (*insert the amount at contract award*). Customs duties are included and Applicable Taxes are extra.

## **5.3 Limitation of Expenditure**

1. Canada's total liability to the Contractor under the Contract must not exceed \$\_\_\_\_\_. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75 percent committed, or
  - b. four (4) months before the contract expiry date, or
  - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

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

## **6. Invoicing Instructions**

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

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
  - b. a copy of the release document and any other documents as specified in the Contract;
  - c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
  - d. a copy of the monthly progress report.
2. Invoices must be distributed as follows:
    - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
    - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

## **7. Insurance – Specific Requirements**

The Contractor must comply with the insurance requirements specified in Article 7.1. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

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

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. 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.

## **7.1 Commercial General Liability Insurance**

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
  - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

## **ANNEX A**

### **STATEMENT OF WORK**

#### **GENERAL DESCRIPTION OF PROJECT**

To increase the effectiveness and efficiency of its operations, PWGSC is seeking firms specializing in industrial hygiene and capable of providing, on demand, various industrial hygiene services for a variety of workplaces.

#### **BACKGROUND**

PWGSC manages and maintains a stock of buildings housing various federal government departments and carries out construction projects at various federal sites. PWGSC's objective is to ensure compliance with the provisions of various acts, regulations, standards and directives on all of its sites and in all of its buildings. Although PWGSC is generally subject only to federal legislation, the Department is committed to voluntary compliance with provincial safety and health legislation and to application of the more stringent of the two wherever there may be a discrepancy.

To that end, PWGSC must draft clear and unequivocal specifications for contractors and implement controls suited to the circumstances. The firms selected for these standing offers must be able to reconcile federal and provincial safety and health requirements in order to provide advice and support for all managers using their services to identify risks and associated regulatory requirements, assess proposed preventive measures and monitor their implementation.

#### **REQUIRED SERVICES**

The selected firms will be called upon to provide a range of industrial hygiene services, as needed, for PWGSC's real property divisions. Call-ups will apply to, but not be limited to, the following basic services:

##### **A) Asbestos, lead, mould, bird droppings and other contaminants**

Under the authority of a PWGSC manager, one or more of the following services may be required, either independently or as part of a decontamination project:

- Inspect and characterize workplaces where contaminants may be present; take samples using the sampling methods required by PWGSC, where applicable; have samples analysed; and submit a written report on the results, with recommendations for measures to be taken and provide a estimation of cost for their management;
- Attend planning meetings;
- Draw up specifications or project-specific sections thereof; review existing studies where applicable;
- A professional industrial hygienist must review, but not be limited to, the sample-gathering strategies, results interpretations and the report and give particular attention to compliance with accepted industrial hygiene practices;  
Give federal employees work safety and health training sessions related to contaminant exposure;
- Evaluate contractors' prevention programs;
- Ensure that contractors' prevention programs are implemented;
- Monitor work;

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- Take samples and have them analysed (air, soil, materials, etc);
- Write inspection reports and complete inspection checklists, illustrating them with photographs where applicable.

The professional industrial hygienists need to be available to get on site in case of necessity as a part of the nature of the mandate or problem and on the demand of Canada.

#### B) Indoor air quality and industrial hygiene risk management

Under the authority of a PWGSC manager, one or more of the following services may be required:

- Develop sample-gathering strategies and provide applicable measurement equipment and sample-gathering media;
- Carry out industrial hygiene sample gathering in accordance with federal or provincial regulatory requirements, as the case may be, or with applicable standards or with guidelines representing recognized industrial hygiene best practices or recognized best practices in the industry;
- Carry out industrial hygiene risk analysis in accordance with federal or provincial regulatory requirements, as the case may be, or with applicable standards or with guidelines representing recognized industrial hygiene best practices or recognized best practices in the industry;
- Produce reports that include the following: sample-gathering strategies; equipment used; calibration and sample-gathering methods along with documentation; laboratory analysis request forms; analysis and sample-gathering results; and appropriate recommendations for actions to be taken by the managers concerned;
- A professional industrial hygienist must review the sample-gathering strategies, interpretations and the report and give particular attention to compliance with accepted industrial hygiene practices;
- Carry out industrial hygiene audits and an assessment of the program;
- Provide training sessions covering industrial hygiene topics and results, develop training material and prepare presentations;
- Provide assistance for drafting of the program and evaluations of assessment requirements and industrial hygiene risk management;
- Draft industrial hygiene-related prevention and risk management programs.

The professional industrial hygienists need to be available to get on site in case of necessity as a part of the nature of the mandate or problem and on the demand of Canada.

#### C) Any other industrial hygiene service which may be required by a PWGSC manager, particularly support and consulting services for the management of hazardous substances.

The professional industrial hygienists need to be available to get on site in case of necessity as a part of the nature of the mandate or problem and on the demand of Canada.

NB: Once the standing offers have been awarded, the persons designated by the selected firms will be given instructions directly by each manager using their services.

## **DOCUMENTATION TO BE SUBMITTED FOR THE ISSUING OF CALL-UPS AGAINST STANDING OFFERS**

For each awarded assignment, unless otherwise directed, French must be used in all oral and written communications and in written documents, as well as in any training sessions.

Any person who may be required to visit a construction site must have taken the ASP Construction course on general health and safety on construction sites and must provide a certificate stating that he/she has taking this training.

If entry into confined spaces is required, all persons likely to enter them must provide the manager with proof that they have training in work in confined spaces and first aid (one day) from a recognized organization and they must comply with entry procedures in effect.

Analysis laboratories belonging to firms or with which firms do business must be accredited by a recognized accreditation program for recognized industrial hygiene analysis methods that comply with section 10.19 (3) of the Canada Occupational Health and Safety Regulations. PWGSC reserves the right to check the content of such accreditations. Lack of accreditation or inapplicable or unrecognized accreditation may result in refusal by PWGSC to accept results from these laboratories.

## **HEALTH AND SAFETY**

Public Works and Government Services Canada (PWGSC) recognizes the responsibility to ensure the health and safety of all persons on Crown construction projects and the entitlement of both federal employees and private-sector workers to the full protection afforded them by occupational health and safety regulations.

In keeping with the responsibility and in order to enhance health and safety protection for all individuals on federal construction sites, PWGSC will voluntarily comply with the applicable provincial/territorial construction health and safety acts and regulations, in addition to the related Canada Occupational Safety and Health Regulations and Part II of the Canada Labour Code.

In taking on the work, on-site consultants must:

- depending on the work environment, have at their disposal and use the personal protective equipment (PPE) required by standards, acts and regulations in effect. Purchase and maintenance of the PPE is the consultant's responsibility;
- have in their possession means of communication enabling them to respond to emergencies;
- ensure that they have safe means of transportation so that their health and safety are not compromised;
- be aware of their right to refuse any work that may endanger their health or safety and exercise that right when appropriate.

## **ORIENTATION SESSION FOR SELECTED FIRMS**

PWGSC will summon each selected firm individually to an orientation session. The purpose of these sessions is to clarify how standing offers work and acquaint firms with the burden of PWGSC's responsibilities in matters of health and safety in connection with construction and maintenance projects. The cost of the sessions will be borne by the selected firms.

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## ANNEX B

### BASIS OF PAYMENT

LABOUR CATEGORIES	A APPLICABLE HOURLY RATES FOR THE 1ST YEAR	B WEIGHTING FACTOR	TOTAL (A X B)
Industrial Hygienist		20	
Industrial Hygiene Technician		50	
Project Officer		35	
Hourly rate for travel time		10	
TOTAL 1			
ANALYSIS SERVICES	A PRICE PER SAMPLE IN THE 1ST YEAR	B WEIGHTING FACTOR	TOTAL (A X B)
Laboratory analysis for characterization of asbestos materials** (less than 24 hours)		2	
Laboratory analysis for characterization of asbestos materials** (more than 24 hours to maximum 5 open days)		3	
Laboratory analysis to determine total fibres in the air (asbestos)** (less than 24 hours)		2	
Laboratory analysis to determine total fibres in the air (asbestos)** (more than 24 hours to maximum 5 open days)		1	
Laboratory analysis using transmission electron microscopy (TEM)*** to determine asbestos fibres in the air or asbestos materials (less than 48 hours)		2	

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<b>Laboratory analysis using transmission electron microscopy (TEM)*** to determine asbestos fibres in the air or asbestos materials (more than 48 hours to maximum 5 open days)</b>		<b>1</b>	
<b>Laboratory analysis to determine lead content in paint (less than 48 hours)</b>		<b>1</b>	
<b>Laboratory analysis to determine lead content in paint (more than 48 hours to maximum 5 open days)</b>		<b>2</b>	
<b>Laboratory analysis to determine lead content in surface wipe including the wipe towels satisfactory to the ASTM standard E1792 (less than 48 hours)</b>		<b>3</b>	
<b>Laboratory analysis to determine lead content in surface wipe including the wipe towels satisfactory to the ASTM standard E1792 (more than 48 hours to maximum 5 open days)</b>		<b>1</b>	
<b>Laboratory analysis to determine lead content in the air*** (less than 48 hours)</b>		<b>1</b>	
<b>Laboratory analysis to determine lead content in the air*** (more than 48 hours to maximum 5 open days)</b>		<b>2</b>	
<b>Laboratory analysis to determine mould content in the air by culture analysis*** (minimum identification of the 5 most present species)</b>		<b>1</b>	

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Laboratory analysis to determine mould content in the air by microscopy spore count without culture*** (less than 48 hours)		1	
Laboratory analysis to determine mould content in the air by microscopy spore count without culture analysis*** (more than 48 hours to maximum 5 open days)		1	
Laboratory analysis to determine mould content in a material or on a surface by culture analysis***		1	
Laboratory analysis to determine mould content in a material or on a surface by microscopy examination without culture analysis*** (less than 48 hours)		3	
TOTAL 2			
EQUIPMENT SERVICES****	A PRICE PER DAY IN THE 1st YEAR	B WEIGHTING FACTOR	TOTAL (A X B)
Instrument for taking direct readings in order to measure temperature, percentage of relative humidity and carbon dioxide concentrations in the air		1	
TOTAL 3			

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<b>OTHER ANALYSIS AND EQUIPMENT SERVICES</b>	<b>A % OF PROFIT ON ANALYSIS AND EQUIPMENT IN THE 1st YEAR</b>	<b>B WEIGHTING FACTOR</b>	<b>TOTAL (A X B)</b>
<b>Analysis and equipment costs</b>		<b>\$5,000</b>	
<b>TOTAL 4</b>			
<b>FINAL TOTAL: TOTAL 1 + TOTAL 2 + TOTAL 3 + TOTAL 4</b>			

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LABOUR CATEGORIES	A APPLICABLE HOURLY RATES IN THE OPTIONAL 1st YEAR	B WEIGHTING FACTOR	TOTAL (A X B)
Industrial Hygienist		20	
Industrial Hygiene Technician		50	
Project Officer		35	
Hourly rate for travel time		10	
TOTAL 1			
ANALYSIS SERVICES	A PRICE PER SAMPLE IN THE OPTIONAL 1st YEAR	B WEIGHTING FACTOR	TOTAL (A X B)
Laboratory analysis for characterization of asbestos materials** (less than 24 hours)		2	
Laboratory analysis for characterization of asbestos materials** (more than 24 hours to maximum 5 open days)		3	
Laboratory analysis to determine total fibres in the air (asbestos)** (less than 24 hours)		2	
Laboratory analysis to determine total fibres in the air (asbestos)** (more than 24 hours to maximum 5 open days)		1	
Laboratory analysis using transmission electron microscopy (TEM)*** to determine asbestos fibres in the air or asbestos materials (less than 48 hours)		2	

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<b>Laboratory analysis using transmission electron microscopy (TEM)*** to determine asbestos fibres in the air or asbestos materials (more than 48 hours to maximum 5 open days)</b>		<b>1</b>	
<b>Laboratory analysis to determine lead content in paint (less than 48 hours)</b>		<b>1</b>	
<b>Laboratory analysis to determine lead content in paint (more than 48 hours to maximum 5 open days)</b>		<b>2</b>	
<b>Laboratory analysis to determine lead content in surface wipe including the wipe towels satisfactory to the ASTM standard E1792 (less than 48 hours)</b>		<b>3</b>	
<b>Laboratory analysis to determine lead content in surface wipe including the wipe towels satisfactory to the ASTM standard E1792 (more than 48 hours to maximum 5 open days)</b>		<b>1</b>	
<b>Laboratory analysis to determine lead content in the air*** (less than 48 hours)</b>		<b>1</b>	
<b>Laboratory analysis to determine lead content in the air*** (more than 48 hours to maximum 5 open days)</b>		<b>2</b>	
<b>Laboratory analysis to determine mould content in the air by culture analysis*** (minimum identification of the 5 most present species)</b>		<b>1</b>	

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Laboratory analysis to determine mould content in the air by microscopy spore count without culture*** (less than 48 hours)		1	
Laboratory analysis to determine mould content in the air by microscopy spore count without culture analysis*** (more than 48 hours to maximum 5 open days)		1	
Laboratory analysis to determine mould content in a material or on a surface by culture analysis***		1	
Laboratory analysis to determine mould content in a material or on a surface by microscopy examination without culture analysis*** (less than 48 hours)		3	
TOTAL 2			

EQUIPMENT SERVICES****	A PRICE PER DAY IN THE OPTIONAL 1st YEAR	B WEIGHTING FACTOR	TOTAL (A X B)
Instrument for taking direct readings in order to measure temperature, percentage of relative humidity and carbon dioxide concentrations in the air		1	
TOTAL 3			

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<b>OTHER ANALYSIS AND EQUIPMENT SERVICES</b>	<b>A % OF PROFIT ON ANALYSIS AND EQUIPMENT IN THE OPTIONAL 1st YEAR</b>	<b>B WEIGHTING FACTOR</b>	<b>TOTAL (A X B)</b>
<b>Analysis and equipment costs</b>		<b>\$5,000</b>	
<b>TOTAL 4</b>			
<b>FINAL TOTAL: TOTAL 1 + TOTAL 2 + TOTAL 3 + TOTAL 4</b>			

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LABOUR CATEGORIES	A APPLICABLE HOURLY RATES IN THE OPTIONAL 2nd YEAR	B WEIGHTING FACTOR	TOTAL (A X B)
Industrial Hygienist		20	
Industrial Hygiene Technician		50	
Project Officer		35	
Hourly rate for travel time		10	
TOTAL 1			
ANALYSIS SERVICES	A PRICE PER SAMPLE IN THE OPTIONAL 2nd YEAR	B WEIGHTING FACTOR	TOTAL (A X B)
Laboratory analysis for characterization of asbestos materials** (less than 24 hours)		2	
Laboratory analysis for characterization of asbestos materials** (more than 24 hours to maximum 5 open days)		3	
Laboratory analysis to determine total fibres in the air (asbestos)** (less than 24 hours)		2	
Laboratory analysis to determine total fibres in the air (asbestos)** (more than 24 hours to maximum 5 open days)		1	
Laboratory analysis using transmission electron microscopy (TEM)*** to determine asbestos fibres in the air or asbestos materials (less than 48 hours)		2	

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<b>Laboratory analysis using transmission electron microscopy (TEM)*** to determine asbestos fibres in the air or asbestos materials (more than 48 hours to maximum 5 open days)</b>		<b>1</b>	
<b>Laboratory analysis to determine lead content in paint (less than 48 hours)</b>		<b>1</b>	
<b>Laboratory analysis to determine lead content in paint (more than 48 hours to maximum 5 open days)</b>		<b>2</b>	
<b>Laboratory analysis to determine lead content in surface wipe including the wipe towels satisfactory to the ASTM standard E1792 (less than 48 hours)</b>		<b>3</b>	
<b>Laboratory analysis to determine lead content in surface wipe including the wipe towels satisfactory to the ASTM standard E1792 (more than 48 hours to maximum 5 open days)</b>		<b>1</b>	
<b>Laboratory analysis to determine lead content in the air*** (less than 48 hours)</b>		<b>1</b>	
<b>Laboratory analysis to determine lead content in the air*** (more than 48 hours to maximum 5 open days)</b>		<b>2</b>	
<b>Laboratory analysis to determine mould content in the air by culture analysis*** (minimum identification of the 5 most present species)</b>		<b>1</b>	

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Laboratory analysis to determine mould content in the air by microscopy spore count without culture*** (less than 48 hours)		1	
Laboratory analysis to determine mould content in the air by microscopy spore count without culture analysis*** (more than 48 hours to maximum 5 open days)		1	
Laboratory analysis to determine mould content in a material or on a surface by culture analysis***		1	
Laboratory analysis to determine mould content in a material or on a surface by microscopy examination without culture analysis*** (less than 48 hours)		3	
TOTAL 2			

EQUIPMENT SERVICES****	A PRICE PER DAY IN THE OPTIONAL 2nd YEAR	B WEIGHTING FACTOR	TOTAL (A X B)
Instrument for taking direct readings in order to measure temperature, percentage of relative humidity and carbon dioxide concentrations in the air		1	
TOTAL 3			

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<b>OTHER ANALYSIS AND EQUIPMENT SERVICES</b>	<b>A % OF PROFIT ON ANALYSIS AND EQUIPMENT IN THE OPTIONAL 2nd YEAR</b>	<b>B WEIGHTING FACTOR</b>	<b>TOTAL (A X B)</b>
<b>Analysis and equipment costs</b>		<b>\$5,000</b>	
<b>TOTAL 4</b>			
<b>FINAL TOTAL: TOTAL 1 + TOTAL 2 + TOTAL 3 + TOTAL 4</b>			

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LABOUR CATEGORIES	A APPLICABLE HOURLY RATES IN THE OPTIONAL 3rd YEAR	B WEIGHTING FACTOR	TOTAL (A X B)
Industrial Hygienist		20	
Industrial Hygiene Technician		50	
Project Officer		35	
Hourly rate for travel time		10	
TOTAL 1			
ANALYSIS SERVICES	A PRICE PER SAMPLE IN THE OPTIONAL 3rd YEAR	B WEIGHTING FACTOR	TOTAL (A X B)
Laboratory analysis for characterization of asbestos materials** (less than 24 hours)		2	
Laboratory analysis for characterization of asbestos materials** (more than 24 hours to maximum 5 open days)		3	
Laboratory analysis to determine total fibres in the air (asbestos)** (less than 24 hours)		2	
Laboratory analysis to determine total fibres in the air (asbestos)** (more than 24 hours to maximum 5 open days)		1	
Laboratory analysis using transmission electron microscopy (TEM)*** to determine asbestos fibres in the air or asbestos materials (less than 48 hours)		2	
Laboratory analysis using transmission electron microscopy (TEM)*** to determine asbestos fibres in the air or asbestos materials (more than 48 hours to maximum 5 open days)		1	

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<b>Laboratory analysis to determine lead content in paint (less than 48 hours)</b>		<b>1</b>	
<b>Laboratory analysis to determine lead content in paint (more than 48 hours to maximum 5 open days)</b>		<b>2</b>	
<b>Laboratory analysis to determine lead content in surface wipe including the wipe towels satisfactory to the ASTM standard E1792 (less than 48 hours)</b>		<b>3</b>	
<b>Laboratory analysis to determine lead content in surface wipe including the wipe towels satisfactory to the ASTM standard E1792 (more than 48 hours to maximum 5 open days)</b>		<b>1</b>	
<b>Laboratory analysis to determine lead content in the air*** (less than 48 hours)</b>		<b>1</b>	
<b>Laboratory analysis to determine lead content in the air*** (more than 48 hours to maximum 5 open days)</b>		<b>2</b>	
<b>Laboratory analysis to determine mould content in the air by culture analysis*** (minimum identification of the 5 most present species)</b>		<b>1</b>	
<b>Laboratory analysis to determine mould content in the air by microscopy spore count without culture*** (less than 48 hours)</b>		<b>1</b>	

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Laboratory analysis to determine mould content in the air by microscopy spore count without culture analysis*** (more than 48 hours to maximum 5 open days)		1	
Laboratory analysis to determine mould content in a material or on a surface by culture analysis***		1	
Laboratory analysis to determine mould content in a material or on a surface by microscopy examination without culture analysis*** (less than 48 hours)		3	
<b>TOTAL 2</b>			
<b>EQUIPMENT SERVICES****</b>	<b>A PRICE PER DAY IN THE OPTIONAL 3rd YEAR</b>	<b>B WEIGHTING FACTOR</b>	<b>TOTAL (A X B)</b>
Instrument for taking direct readings in order to measure temperature, percentage of relative humidity and carbon dioxide concentrations in the air		1	
<b>TOTAL 3</b>			
<b>OTHER ANALYSIS AND EQUIPMENT SERVICES</b>	<b>A % OF PROFIT ON ANALYSIS AND EQUIPMENT IN THE OPTIONAL 3rd YEAR</b>	<b>B WEIGHTING FACTOR</b>	<b>TOTAL (A X B)</b>
Analysis and equipment costs		\$5,000	
<b>TOTAL 4</b>			
<b>FINAL TOTAL: TOTAL 1 + TOTAL 2 + TOTAL 3 + TOTAL 4</b>			

\*\*Methods complying with the Quebec Safety Code for the Construction Industry

\*\*\*Methods and materials complying with methods accepted by the Quebec Institut de recherche Robert-Sauvé en santé et sécurité du travail (IRSST) or the most recent IRSST Sampling Guide

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for air contaminants or equivalent methods and materials complying with the Canada Occupational Health and Safety regulations – Part X Hazardous substances.

\*\*\*\*Instruments complying with requirements set out in the 2005 ASHREA Handbook– Fundamentals and subsequent amendments.

## Total for evaluation purposes:

**Final Total for the 1<sup>st</sup> year + Final Total for the 3 optional years: \_\_\_\_\_ \$**

### Costs of analysis and equipment services

Other equipment and laboratory analysis costs\* will be reimbursed upon submission of a bill including a markup as stipulated in this Annex (Annex B). The costs of transporting samples for laboratory analysis must be included in the submitted price.

### Travel and living expenses

NB: Travel and living expenses are reimbursable at Treasury Board rates in effect. These costs are eligible only outside a 50-km radius from Place Bonaventure (800, Gauchetière Avenue West, Montreal) and outside a 50-km radius from the new federal government building in Quebec City (1550 D'Estimauville Avenue, Quebec City) and outside a 50-km radius from the place of business of the bidding firm. Within a 50-km radius, travel expenses (including parking costs) and living expenses are not eligible for reimbursement from PWGSC.

The labour category of *Hourly rate for travel time* must be the same for each labour category specified in Annex B (eg, professional industrial hygienist, industrial hygiene technician, project officer). Where travel expenses are eligible, this rate is payable from the time that an employee belonging to a labour category leaves his/her departure point until the employee arrives at his/her destination.

### Labour category rate and requirements for sampling activities and construction site or work surveillance

All surveillance activity on construction site or worksite and all sampling activity must be billed at the rate for the industrial hygiene technician. The person who performs those activities will previously need to be assessed by Canada and must comply with all the requirements established for the industrial hygiene technician specified in this standing offer, in addition to all other requirements of this standing offer.

# ANNEX C

COMPLETE LIST OF EACH INDIVIDUALS WHO ARE CURRENTLY  
DIRECTORS AND OR OWNER OF THE BIDDER

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