

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^{ème} étage
Montréal
Québec
H5A 1L6
FAX pour soumissions: (514) 496-3822

**INVITATION TO TENDER
APPEL D'OFFRES**

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

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

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

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

Comments - Commentaires

"There is a security requirement associated with this requirement.

« Ce besoin comporte 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
Travaux publics et Services gouvernementaux Canada
Place Bonaventure, portail Sud-Est
800, rue de La Gauchetière Ouest
7^{ème} étage
Montréal
Québec
H5A 1L6

Title - Sujet Lavage Vitres 715 Peel	
Solicitation No. - N° de l'invitation EFA66-150541/A	Date 2014-08-11
Client Reference No. - N° de référence du client R.004228.001	GETS Ref. No. - N° de réf. de SEAG PW-\$MTC-025-12853
File No. - N° de dossier MTC-4-37130 (025)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-09-24	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Couture, Danielle	Buyer Id - Id de l'acheteur mtc025
Telephone No. - N° de téléphone (514) 496-3863 ()	FAX No. - N° de FAX (514) 496-3822
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: MINISTERE DES TRAVAUX PUBLICS ET SERVICES GOUVERNEMENTAUX CANADA 800, rue de la Gauchetière Ouest 7300 MONTREAL Québec H5A 1L6 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

Solicitation No. - N° de l'invitation

EFA66-150541/A

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

R.004228.001

Amd. No. - N° de la modif.

File No. - N° du dossier

MTC-4-37130

Buyer ID - Id de l'acheteur

mtc025

CCC No./N° CCC - FMS No/ N° VME

See the following pages.

"There is a security requirement associated with this requirement.

TABLE OF CONTENTS

TITLE

PART 1 - GENERAL INFORMATION

1. Security Requirement
2. Statement of Work
3. Debriefings
4. Trade Agreements

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions
2. Submission of Bids
3. Former Public Servant
4. Enquiries - Bid Solicitation
5. Applicable Laws
6. Optional Site Visit

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures
2. Basis of Selection

PART 5 - CERTIFICATIONS

1. Certifications Required Precedent to Contract Award

PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement
2. Statement of Work)
3. Standard Clauses and Conditions
4. Term of Contract
5. Authorities
6. Proactive Disclosure of Contracts with Former Public Servants
7. Payment
8. Invoicing Instructions
9. Certifications
10. Applicable Laws
11. Priority of Documents
12. SACC Manual Clauses

List of Annexes:

- a) Annex A, Statement of Work ;
- b) Annex B, Price Chart
- c) Annex C, Security Requirements Check List ;
- d) Annex D, Complete List of names of all individuals who are currently directors of the Bidder

PART 1 - GENERAL INFORMATION

1. Security Requirement

- 1. At the date of bid closing, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 6 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
- 2. For additional information on security requirements, bidders should refer to the [Canadian Industrial Security Directorate \(CISD\), Industrial Program](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

The offeror is hereby advised that an additional security screening is required for every person having to access the offices of our client PSEPC at 715, Peel .

2. Statement of Work

This Contract includes one (1) washing a year (approximately 1,300 windows) with a possibility of a second wash during the year as indicated in the Specifications for The Federal Building 715, Peel Street, Montreal, Quebec.

3. Debriefings

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

4. Trade Agreements

"The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT)."

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

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

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The [2003](#) (2014-06-26) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

2. Submission of Bids

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

3. Former Public Servant

Former Public Servant - Competitive Bid

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 FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder 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 bid 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.

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

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes** () **No** ()

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

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

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

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes** () **No** ()

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;

-
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

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

4. Enquiries - Bid Solicitation

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

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

5. Applicable Laws

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

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

6. Optional Site Visit

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at 715 Peel Street, Montreal, on September 10, 2014 at 10h00 a.m.

Bidders are requested to communicate with the Contracting Authority no later than September 8, 2014 to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders may be requested to sign an attendance sheet. Bidders who do not attend or do not send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

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

Section I: Technical Bid (_1__ hard copy)

Section II: Financial Bid (__1__ hard copy)

Section III: Certifications (__1__ hard copy)

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

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

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

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

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

Section I: Technical Bid

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

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Applicable Taxes must be shown separately.

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

- 1) Technical compliance as described in Annex "A";
- 2) Submission of a Firm Price/Rate as described in Annex B;
- 3) Security Clearance of Designated Organization Screening, at bid closing, in accordance with Part 1, Security Requirements;

1.2 Financial Evaluation

SACC Manual Clause [A0220T](#) (2014-06-26), Evaluation of Price

2. Basis of Selection

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and associated information to be awarded a contract.

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default in carrying out any of its obligations under the Contract, if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority may render the bid non-responsive or constitute a default under the Contract.

1. Certifications Required Precedent to Contract Award

1.1 Integrity Provisions - Associated Information

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions [2003](#). 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 - Bid Certification

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

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

PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement

1.1 The following security requirement (SRCL and related clauses) applies and form part of the Contract.

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE SRCL EFA66-150541

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid **Designated Organization Screening (DOS)**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
 2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must **EACH** hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC.
 3. Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of CISD/PWGSC.
 4. The Contractor/Offeror must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex C ;
 - (b) Industrial Security Manual (Latest Edition).
-

2. Statement of Work

This Contract includes one (1) washing a year (approximately 1,300 windows) with a possibility of a second wash during the year as indicated in the Specifications for The Federal Building 715, Peel Street, Montreal, Quebec.

3. Standard Clauses and Conditions

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

2010C (2014-06-26), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

4. Term of Contract
4.1 Period of the Contract

Contract period is from the date of award for a period of two (2) years.

4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional one (1) year period under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least __15__ calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

"At the time of the exercise of *each option year*, the rates in the Basis of Payment (Annex B) will be increased or decreased by multiplying the rates by the percentage change in "*The Consumer Price Index, major components, selected sub-groups and special aggregates, provinces, Whitehorse and Yellowknife, not seasonally adjusted*" ("CPI") for the appropriate province for the 12 month period ending two months before the expiration date of the current period of the contract ("period"). The CPI which shall be used is published in Statistics Canada Catalogue no. 62-001-X, tables 9-1 to 9-12, for the appropriate province all-items CPI of the period as described above.

Consumer Price Index for Canada is published by Statistics Canada and available at:

" [http://www5.statcan.gc.ca/bsolc/olc-cel/olc-cel?catno=62-001-](http://www5.statcan.gc.ca/bsolc/olc-cel/olc-cel?catno=62-001-X&chprog=1&lang=fra)

X&chprog=1&lang=fra ; or

" <http://www.statcan.gc.ca/daily-quotidien/130719/dq130719a-fra.htm> ; or

" <http://cansim2.statcan.ca>; table 326-002).

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name : Danielle Couture
Title : Agent d'approvisionnement
Public Works and Government Services Canada
Acquisitions Branch
Address : 800 rue de la Gauchetière ouest,
Portail sud-est, bureau 7300
Montreal, Qc H5A 1L6
Telephone : 514-496-3863
Fax :514-496-3822
E-mail address : danielle.couture@tpsgc.gc.ca

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

5.2 Project Authority

The Project Authority for the Contract is:

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

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

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

5.3 Contractor's Representative

Name: _____
Title: _____
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. Payment

7.1 Basis of Payment - Firm Price, Part "A" fixed section

For the Work described in of the *Statement of Work* in Annex A :

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid a firm price for a cost of \$_____ (*insert the amount at contract award*). Customs duties are included and Applicable Taxes are extra.

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

Basis of Payment - Limitation of Expenditure, (ON DEMAND)

For the Work described in of the *Statement of Work* in Annex A :

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.

7.2 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.

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.

7.3

SACC Manual clause

H1001C (2008-05-12) Multiple Payments
H1008 (2008-05-12) Monthly Payment
A9117C (2007-11-30) Direct Request by Customer Department

8. Invoicing Instructions

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

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

9. Certifications

9.1

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

10. Applicable Laws

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

11. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010C (2014-06-26), General Conditions - Services (Medium Complexity)
- (c) Annex A, Statement of Work ;
- (d) Annex B, Price Chart;
- (e) Annex C, Security Requirements Check List;
- (f) Annex D, Complete List of names of all individuals who are currently directors of the Bidder

- (g) the Contractor's bid dated _____ (*insert date of bid*)

12. SACC Manual clause

A9068C (2010-01-11) Government Site Regulations
G1005C (2008-05-12) Insurance

ANNEX "A"
STATEMENT OF WORK

(see following pages)

Annex "B"

Price Chart

(see following pages)

ANNEX "C"
SECURITY REQUIREMENTS CHECK LIST
(see following pages)

ANNEX "D"

Complete List of names of all individuals who are currently directors of the Bidder

ANNEX « A »

**PUBLIC WORKS AND
GOVERNMENT SERVICES CANADA**

FEDERAL BUILDING

**715 Peel Street
Montreal, Quebec**

WINDOW WASHING

Project:

Invitation to tender:

Date:

Closing date:

INDEX OF BID AND SPECIFICATION DOCUMENTS

FEDERAL BUILDING

**715 Peel Street
Montreal, Quebec**

WINDOW WASHING

SPECIFICATIONS	SECTIONS	NUMBER OF PAGES
	- Index of Bid and Specifications	1
	- Section 1 - General Requirements	18
	- Section 2 - Activities and Frequencies	2

**GENERAL REQUIREMENTS
WINDOW WASHING**

SECTION 1 - GENERAL REQUIREMENTS

1. Drawings
2. Conditions
3. Inspection
4. Safety requirements

1 DRAWINGS

1. No drawings are attached to these specifications.

2 CONDITIONS

1. All of the clauses and general conditions apply to and govern the performance of the work described herein.
2. The Minister reserves the right to require the Contractor to prove that it has on hand the equipment (crane, swing stage, etc.) needed to perform the work of this Contract. The Minister will neither provide nor maintain the equipment needed to perform the work.
3. The Department is not liable for any damage to products or equipment belonging to the Contractor while they are in the building or on the grounds of the building or to the personal effects of the Contractor's employees which the latter may bring in.
4. At the Minister's request, the Contractor shall provide a complete list of all products and/or materials and/or equipment used or intended for use in the performance of the work, including manufacturers' names, sources and composition. The Contractor is also required to submit technical and/or safety data sheets for the products used; samples of the materials and/or products and/or equipment used may be required for testing.
5. This offer covers a period of two (2) years + three (3) option years (1 year + 1 year + 1 year) for window washing services, at the frequencies indicated in Section 2.

3 INSPECTION

1. Before starting work, the Contractor shall provide the Minister with a proposed schedule, and on completion of the work, inform the Minister immediately so that an immediate inspection can be made and any necessary corrective measures taken, the Contractor having first inspected the work itself. The Minister may also, if it sees fit, inspect the work while it is in progress to ensure adequate performance.
-

**GENERAL REQUIREMENTS
WINDOW WASHING**

**4. SAFETY AND
SECURITY
REQUIREMENTS**

1. The Contractor shall comply with all fire and accident prevention measures recommended in national and provincial codes and prescribed by the authorities with jurisdiction over work equipment, methods and usage. The Contractor agrees to comply with the security requirements established by the Minister for this building.
 2. The Contractor shall ensure that all equipment and tools used for this work are properly maintained and in good condition. The Minister may demand a maintenance certificate for the Contractor's equipment before it is used. The Minister reserves the right to forbid the use of any materiel or equipment deemed dangerous, defective or inappropriate. The Contractor will be responsible for the adequate replacement of any such materiel or equipment when necessary.
 3. At the Minister's behest, the Contractor shall submit for audit the supporting documentation checked by building supervisors.
 4. The Contractor and representatives of the Contractor's firm shall comply with the building security rules.
 5. The Contractor and/or its representative(s) shall sign the attendance register at the place designated by the building administrator, indicating the times of arrival and departure, together with the reasons for the visits.
 6. The Contractor shall provide its employees with identification cards that meet prevailing security standards. These are to be affixed to uniforms and worn in full view whenever on duty.
 7. Only those employees who have obtained security clearance and whose names appear on the Contractor's payroll are to be allowed access to the working site.
 8. All staff employed by the Contractor, regardless of working hours, must sign in and out according to the registration mode specified by the Minister. For instance, the Minister may request that employees punch in or that they simply enter their arrival and departure times in registers or on available sheets kept for that purpose at the security guard control desks or at any other designated area.
 9. The Contractor shall ensure that the majority of his employees, on all shifts, submit to an additional security investigation done by PSC and obtain a valid security clearance before gaining access to their premises, even if they
-

**GENERAL REQUIREMENTS
WINDOW WASHING**

are not dedicated to their premises. The Contractor shall make sure to submit the required forms for a sufficient number of employees enabling him to perform Window washing services in our client's premises according to present specifications.

10. The Contractor shall ensure proper supervision of all keys entrusted to him to accomplish the work and that these remain on the working site. The Contractor shall also ensure that none of the keys are duplicated for any reason whatsoever. Should he fail to meet these requirements, the Contractor shall be responsible for any costs related to the implementation of corrective measures judged necessary by the Minister in order to maintain the building security.
11. The Contractor's employee who takes possession of the keys must be the one to bring them back after his shift.
12. The Contractor shall dispose of remaining hazardous products and empty hazardous product containers via an approved recycling firm or the product manufacturer. It is forbidden to dispose of a hazardous product or its container in the garbage containers or sewage systems.

5. WORK PERIOD

1. The work period and schedule shall be established and coordinated with the timetable previously agreed to by the Contractor and the Building Technical Authority and/or the latter's authorized representative.

**6. PROTECTION OF
PERSONS AND
PROPERTY**

1. Take such security measures and precautions as are needed to protect individuals and property against accidents or damage while maintenance and repairs are being carried out.
2. The Contractor shall be expressly and fully liable for accidents or damage to individuals or property resulting from its activities on the premises.

**7. CLEANLINESS OF
PREMISES**

1. Debris shall not be allowed to accumulate. After each work shift, the Contractor shall remove from the premises any waste
-

**GENERAL REQUIREMENTS
WINDOW WASHING**

and debris generated by its work. The Contractor shall leave the premises clean to the Departmental Representative's satisfaction.

8. INSTRUCTIONS

1. The Contractor shall comply with any instructions or directives it receives from the Technical Authority of the federal building at 715 Peel St., Montreal, Quebec.



**GENERAL REQUIREMENTS
WINDOW WASHING**

9 GENERAL SAFETY

1. GENERAL CLAUSES

NOTE:

The general and or/specific clauses below may apply to the contract only in part or not at all. Before undertaking any work, the Contractor must confirm with the building authority whether the Contractor is required to comply with the conditions below, and must comply in full if required.

- 1.1 In accepting this contract, the Contractor agrees to assume all of the responsibilities normally assigned to the principal Contractor and the employer under *An Act respecting occupational health and safety* and to supervise the work.
- 1.2 The Contractor must manage operations so that the health and safety of the Contractor's employees, building/facility occupants and the public, as well as the protection of the environment, always take precedence over considerations of cost and scheduling. In addition, the Contractor must abide by all requirements contained in these specifications.
- 1.3 The Contractor shall comply at all times with the provisions of *An Act respecting occupational health and safety*, the *Safety Code for the Construction Industry* and the *Regulation Respecting Occupational Health and Safety* where applicable.
- 1.4 The Contractor shall perform all work in accordance with the latest editions of the *National Fire Code of Canada*, the *National Building Code of Canada* and the *Canadian Electrical Code*, and any other applicable codes or standards.
- 1.5 The Contractor shall submit to the Technical Authority a prevention program specific to any activities the Contractor is likely to carry out in the building at least 10 days prior to the start of work. The Contractor shall thereafter update the prevention program if the work proceeds differently than initially planned. The Building Technical Authority may, after receiving the program and at any time during the work, demand that the program be amended or complemented to better reflect actual worksite conditions. The Contractor shall then make the necessary changes prior to the start of work.

The program must be based on the risks identified and must take into account the information and requirements contained in these specifications. The program must remain in force throughout the term of the contract and must satisfy the following requirements:

- include the company's policy on health and safety;
 - include an organization chart of health and safety responsibilities;
 - identify the risks specific to each category of task to be performed in execution of the contract and the corresponding preventive measures, based on regulatory requirements;
 - identify the person responsible for applying the preventive measures;
 - take into account risks that may affect the health and safety of workers, occupants of the building or facility and the public;
 - include first aid and emergency response standards;
 - include a procedure in case of accident;
 - include a worksite inspection checklist based on the content of the risk identification;
-

GENERAL REQUIREMENTS WINDOW WASHING

- include any repair tasks that may be assigned under this contract;
 - include a written undertaking from all parties to adhere to the prevention program.
- 1.6 In addition to the program specified in the previous paragraph, for all cases in which the work to be completed involves a construction site as defined in *An Act respecting occupational health and safety*, R.S.Q., c. S-2.1, the Contractor shall develop a prevention program specific to the work to be completed and submit it to the Building Technical Officer or Authority and must also submit it to the Commission de la santé et de la sécurité du travail (CSST) and the Association paritaire pour la santé et la sécurité du travail, in compliance with section 198 of this Act. The requirements related to that program are the same as the requirements listed in 1.5.
- 1.7 For all cases in which the work constitutes a construction site as defined in *An Act respecting occupational health and safety*, R.S.Q., c. S-2.1, a notice of opening of a construction site must be submitted to the CSST before the start of work and a copy must be submitted to the Building Technical Authority. A copy of this notice must be posted in plain view on the site. When the site is disassembled, the notice of closing of a construction site must be submitted to the CSST with a copy to the Building Technical Authority.
- 1.8 The Contractor shall submit the following documents to the Building Technical Authority:
- a copy of the training certificates required for application of these specifications and safe planning of the work (for example, general health and safety for construction sites, asbestos, lock-out, first aid);
 - a copy of the safety data sheet for every controlled product used on the worksite, at least three days before the product is used on site;
 - confirmation of the medical examinations of its supervisory employees and all employees, where a medical examination is required under a statute, regulations, a directive, specifications or an accident prevention program. The Contractor shall also thereafter promptly submit confirmations of medical exams for all persons new to the worksite;
 - a copy, signed and sealed by an engineer, of all plans and compliance certificates required under the *Safety Code for the Construction Industry* (c. S-2.1, r. 4), any other statute or regulation, or any other clause of the specifications or the contract. A copy of these documents shall also be sent to the CSST and be available on the work site at all times;
 - a mechanical inspection certificate for the machinery used to perform the work (e.g. elevating platforms);
 - an investigation report within 24 hours of any accident that results in an injury or any incident that brings to light a potential hazard;
 - a copy, within 24 hours, of any inspection report, notice of correction or recommendation issued by federal or provincial inspectors.
- 1.9 The Contractor shall ensure that the materials, equipment, tools and protective gear used to perform the work are maintained and kept in good condition. Any equipment, tools or protective gear which cannot be installed or used without compromising the health and safety of workers or of the public shall be deemed unsuitable for the purposes of the work. The technical authority reserves the right to prohibit the use of equipment or tools deemed dangerous, defective or inappropriate.
-

**GENERAL REQUIREMENTS
WINDOW WASHING**

- 1.10 The Contractor shall ensure that its workers have received the training and information needed to perform their tasks safely and that all necessary tools and protective equipment are available, comply with the applicable standards, statutes and regulations and are used.
- 1.11 The Contractor shall take such measures as are necessary to enforce and ensure compliance with the health and safety requirements set out in contract documents, federal and provincial regulations, applicable standards and the prevention program specific to the work, and comply promptly with any order or correction notice issued by the Commission de la santé et de la sécurité du travail (CSST).
- Regardless of the number of workers assigned to the work, the Contractor shall designate a person to act as workplace health and safety officer and give that person the authority to order work stopped or resumed when the person deems such action necessary for health and safety reasons.
- 1.12 Without limiting the scope of the preceding paragraph, the Building Technical Authority may at any time order that work be stopped if he or she believes there is a hazard or risk to the health and safety of the employees assigned to the work, the public or the environment.
- The Contractor shall take such measures as are needed to ensure effective communication of health and safety information. As soon as they arrive on the work site, all workers shall be informed of the details of the prevention program and their obligations and rights. The Contractor shall maintain a log of information provided and obtain the signature of every worker who is given the information.
- The Contractor shall inform its workers that they have the right to refuse any work that entails a risk to their health or safety.
- 1.13 The Contractor shall inspect the work site and submit to the Building Technical Authority a duly completed work site inspection sheet every working day or at an interval determined with the Building Technical Authority on the call-up against a standing offer form.
- 1.14 The Contractor shall promptly take all necessary measures to correct instances of non-compliance with statutes and regulations and hazardous situations identified by a government inspector, by the Building Technical Authority or by the PWGSC health and safety co-ordinator or in the course of a periodic inspection. Written confirmation of all measures taken shall be submitted to the Building Technical Authority to correct non-compliance or hazardous situations.
- 1.15 The Contractor agrees to comply with first aid and emergency response standards in accordance with the applicable policies and regulations and any other clause of the Specifications.
- 1.16 The Contractor shall review the building and facility evacuation procedure and provide its employees with the training and information they need to apply the procedure.
- 1.17 For all cases in which the work to be completed involves a construction site as defined in *An Act respecting occupational health and safety*, R.S.Q., c. S-2.1, a decision-making representative of the Contractor must attend all meetings where health and safety on the site
-

GENERAL REQUIREMENTS WINDOW WASHING

is considered. The Contractor shall set up a work site committee and hold meetings in compliance with the requirements of the *Safety Code for the Construction Industry*, S-2.1, r. 6.

- 1.18 For all cases in which the work to be completed involves a construction site as defined in *An Act respecting occupational health and safety*, R.S.Q., c. S-2.1, the following information and documents shall be posted in an area that workers can access easily:
- **Notice of opening of work site;**
 - **Identification of Prime Contractor;**
 - **Company policy on occupational health and safety;**
 - **Prevention program specific to the work site;**
 - **Emergency plan;**
 - **Safety data sheets for all controlled products used on the work site;**
 - **Minutes of work site committee meetings;**
 - **Names of the work site committee members;**
 - **Names of the first aid attendants;**
 - **Action and correction reports issued by the CSST.**
- 1.19 The Contractor shall mark off and control access to the work area and install barricades as needed.
- 1.20 The Contractor shall take such measures as are necessary to keep the workplace clean and orderly throughout the work and shall ensure that at the end of each workday, the workplace is free of any hazards.
- 1.21 When a worker works alone in an isolated place where it is impossible to call for help, the Contractor shall identify the risks related to the situation and provide the Technical Authority with a procedure for preventing those risks and quickly getting help in an emergency.
- 1.22 Where a hazard not identified in the Specifications arises as a result of or in the course of the work, the Contractor shall stop the work immediately, implement temporary protective measures for the workers and the public, and notify the Building Technical Authority orally and in writing. The Contractor shall then make the necessary changes to the prevention program in order for work to resume safely.
- 1.23 In the event of an incident, the Contractor shall take all necessary measures, including stoppage of work, to ensure the health and safety of the workers and the public and shall contact the Technical Authority promptly.
- 1.24 Subcontracting is not permitted without special authorization from the Building Technical Authority. In making the decision, the Building Technical Authority shall consider the subcontractor's ability to meet these requirements.
- 1.25 Sealing guns and other cartridge devices shall not be used without authorization from the Building Technical Authority.
- Notwithstanding the above,
- Every person who uses a sealing gun shall have a training certificate and shall meet all the requirements set out in section 7 of the *Safety Code for the construction industry* (S-2.1, r. 6);
-

GENERAL REQUIREMENTS WINDOW WASHING

- Every cartridge device shall be used in accordance with the manufacturer's instructions and the applicable standards and regulations.

- 1.26 On the work site, the Contractor shall take into account the following conditions in developing a safe work plan:

Some rooms have asbestos in the pipe insulation. While there is no requirement in these specifications for handling asbestos, the Contractor shall notify the Building Technical Authority (head of operations) immediately if such insulation is disturbed during the work or if unscheduled work makes it necessary for the Contractor to handle asbestos.

If the Contractor is asked to carry out work where asbestos dust is likely to be released, the Contractor shall comply with the requirements of section 3.23 of the *Safety Code for the construction industry, An Act respecting occupational health and safety* (R.S.Q., c. S-2.1).

The Contractor may be asked to do roofing work. The Contractor shall indicate in its prevention program the measures to be taken to prevent falls.

The Contractor may be asked to do work near a body of water or a holding tank. The Contractor shall indicate in its prevention program the measures to be taken to prevent the risk of drowning, electric shock and electrocution.

The Contractor may be asked to do work at heights in the receiving area, in plants or elsewhere. The Contractor shall indicate in its prevention program the measures to be taken for work at heights.

The Contractor may be asked to inspect or check electrical rooms. The Contractor shall indicate in its prevention program the measures it plans to take to protect people in those areas.

Work in confined spaces may be required. The Contractor shall include in its prevention program the measures it intends to take when working in these areas, and take into account the requirements of section 2.4 of the *Safety Code for the construction industry, An Act respecting occupational health and safety* (R.S.Q., c. S-2.1).

The Contractor may be asked to do work in laboratories. The Contractor shall contact the Building Technical Authority to determine whether special procedures need to be taken.

2. SPECIFIC CLAUSES

2.1 Lock-out

2.1.1 Whenever work is being done on electric equipment that could be powered on inadvertently, the Contractor shall produce in writing and apply a lock-out procedure and complete the Request for Electrical Isolation/Re-Energization form (ELF No. 13) provided by the Building Technical Authority. The following is a partial list of situations where use of the form is mandatory:

- Main building power supply lines
 - Power supply line panels and sub-panels
-

**GENERAL REQUIREMENTS
WINDOW WASHING**

- Bus bars (shielded)
- Motor control centres
- Back-up power circuits
- Fire alarm and fire protection devices
- Mechanical protection devices (sump pump, etc.)
- Building services alarm circuit, specifically, all heating, ventilation and air conditioning systems
- Circuits powering two or more pieces of equipment
- Circuits powering a single (1) piece of equipment used in a cooling or heating system

After duly completing the form, the Contractor shall have it countersigned by the workplace supervisor before carrying out any work.

- 2.1.2 Notwithstanding the preceding clauses, the Contractor shall, in an emergency, obtain oral confirmation of power cut-off from the Building Technical Authority and, as soon as that confirmation is obtained, record in writing the request for isolation or electrical transfer.
- 2.1.3 The procedure referred to in clause 2.1.1 shall comply with the principles set out in the brochure on lock-out published by the Association paritaire en santé et sécurité du secteur de la construction (ASP Construction).
- 2.1.4 The supervisors and workers concerned must have completed the course on lock-out techniques offered by ASP Construction, 514-355-6190 or 1-800-361-6190 or an equivalent course offered by another organization.
- 2.1.5 For any work that absolutely must be carried out with the power on, the Contractor shall identify the situation in writing and make provisions for the preventive measures that shall be applied, including personal protective equipment.
-

**GENERAL REQUIREMENTS
WINDOW WASHING**

2.2 Work at heights

- 2.2.1 The Contractor shall provide the equipment needed to work at heights (e.g. ladders, stepladders, elevating platforms, scaffolding).
- 2.2.2 The Contractor shall ensure that every person who does work that entails a risk of falling more than 2.4 metres is protected against falls.
- 2.2.3 The Contractor shall plan and organize work so as to foster the elimination of hazards at the source or ensure group protection and thus minimize the need for personal protective equipment. Where personal fall protection is needed, workers shall use a safety harness conforming to standard CAN-CSA-Z-259.10-M90. A safety belt shall not be used for fall protection.
- 2.2.4 Protective equipment, tools or devices that cannot be installed or used without compromising the health and safety of workers or the public are deemed to be inadequate for the work to be performed.
- 2.2.5 Workers shall always wear a safety harness when working on a telescoping, articulated or rotating elevating platform.
- 2.2.6 The danger zone shall be marked off wherever equipment for work at heights is used.

2.3 Asbestos

Before beginning any work liable to emit asbestos dust, the Contractor shall:

- 2.3.1 Provide a written procedure covering all of the items listed in section 3.23 of the *Safety Code for the construction industry S-2.1, r. 6*.
- 2.3.2 Show that all workers concerned have been trained in asbestos hazards and the procedure described above (ASP Construction) (s. 3.23.7).
- 2.3.3 Show that it has all the equipment needed to comply with the procedure and safely perform the work.

2.4 Confined spaces

PWGSC classifies and evaluates all confined spaces on properties of which it is the Custodian. Confined spaces are divided into three classes: 1 - low risk; 2 - medium risk, and 3 - high risk. An evaluation report is produced for every confined space. The report identifies all of the characteristics and entry requirements of the confined space. This report is one of the elements taken into account in issuing permits and developing work procedures.

All confined spaces shall be properly identified on the basis of their classification. A PWGSC-approved sign shall be posted at the entrance or as close as possible to confined spaces.

GENERAL REQUIREMENTS WINDOW WASHING

2.4.1 Class 1

For all Class 1 (low-risk) confined spaces, every person involved shall have completed the basic training. While it is not necessary to implement specific work practices in low-risk confined spaces, the Contractor shall apply methods to ensure the general health and safety of persons required to carry out work in such spaces.

Before accessing the confined spaces, the Contractor shall notify the Building Technical Authority or the supervisor of the scheduled time and date for access and exit.

Persons with access to low-risk confined spaces shall record the relevant information in the Confined Space Entry Log (form PWGSC-TPSGC 103 in ELF); in other words, persons entering a low-risk confined space are required to record the time in and time out in the log on each occasion.

2.4.2 Classes 2 and 3

For all Class 2 and Class 3 (medium- and high-risk) confined spaces, the following measures shall be rigorously applied.

2.4.2.1 The Contractor's prevention program shall contain a written procedure identifying:

- The tools needed to perform the work;
- The equipment installed or to be installed in the confined space and the measures to be taken to install, use, maintain, protect or move the equipment;
- Pipes and conduits entering the confined space;
- The hazards and safety measures to be taken depending on the work to be performed;
- Contaminants that might be encountered in the confined space;
- Appropriate rescue measures and equipment and emergency measures.

2.4.2.2 The Contractor shall complete a Confined Space Entry Permit (ELF form 101). The permit is valid for one shift and shall take into account the information contained in the evaluation report and any specific conditions related to the work to be performed. The Contractor can, however, use its own form if it contains all the information appearing on the form supplied by the person in charge of the work site.

2.4.2.3 The Contractor shall complete a Hot Work Permit where the work to be performed includes welding, cutting or any other activity that produces a flame or sparks (ELF form 102).

**GENERAL REQUIREMENTS
WINDOW WASHING**

2.4.2.4 Every person who has access to a confined space shall hold the following training certificates:

- PWGSC Safe Work in Confined Spaces (ASP Construction)
- Workplace first aid and CPR (organization recognized by the CSST)
- Use of Ventilation Devices (ASP Construction)
- Use of Safety Harnesses (ASP Construction)
- Use and Maintenance of Respiratory Protection Devices (ASP Construction)
- Gas Detection Devices (ASP Construction)

Where the use of supplied-air or self-contained respirators is planned, full training in the preparation, maintenance and use of the devices (manufacturer, supplier or recognized organization) is required.

In remote areas where there is no local emergency response unit, the Contractor shall designate persons to carry out rescue operations in confined spaces. The rescuers designated by the Contractor shall complete relevant training in the use of rescue equipment.

2.4.2.5 Every person who has access to a confined space shall produce a medical certificate confirming his or her fitness to work in a confined space. Such certificates are valid for two years.

2.4.2.6 Employees required to work in sewage collection systems or similar systems shall be vaccinated against infectious diseases in accordance with the immunization program prescribed by Health Canada, that is, against diphtheria and tetanus.

2.4.2.7 While it is mandatory only in the cases referred to previously, vaccination against diphtheria and tetanus is strongly recommended for all work in confined spaces.

2.4.2.8 The Contractor shall establish an emergency and rescue procedure with municipal and ambulance services. The procedure, telephone numbers and location of the nearest telephone shall be clearly posted near the work location.

2.4.2.9 Before entering the confined space and every 15 minutes thereafter, the Contractor shall take readings of the concentration of oxygen, flammable gases and any toxic gases likely to be present, in particular carbon monoxide and hydrogen sulphide. The readings shall be recorded in a log unless the detection devices have an alarm and operate continuously. The detection devices used shall be calibrated and adjusted by a qualified person according to the manufacturer's instructions so that the alarms comply with the limits set out in the permit.

**GENERAL REQUIREMENTS
WINDOW WASHING**

- 2.4.2.10 The Contractor must supply its own gas detection devices and keep them in good working condition. The Technical Authority may have the Contractor's devices checked for accuracy by a qualified person at any time. If a detection device fails, work shall be suspended immediately and all workers shall leave the confined space. No claim for lost time shall be accepted in such circumstances.
- 2.4.2.11 If the alarm on a detection device sounds, all workers shall leave the confined space. The Contractor shall then determine the source of the contamination, neutralize it and ventilate the confined space in order to eliminate any remaining contaminant and shall keep individuals out of the confined space until the oxygen and gas levels have returned to normal.
- 2.4.2.12 Compressed gas cylinders and welding machines shall not be taken into confined spaces. Such equipment shall remain outside and shall not block any entrance or exit. All cylinders shall be properly secured.
- 2.4.2.13 Electric tools and devices used to access confined spaces shall be grounded and, if necessary, designed to be explosion-proof. All equipment shall be connected to a ground fault interrupter or step-down transformer. The Contractor shall, at its own expense, have a qualified electrician modify any power outlets and/or circuit breakers it plans to use which do not meet these criteria.
- 2.4.2.14 The Contractor shall provide a ventilation system in order to keep the contaminant levels below the allowable limits.
- 2.4.2.15 The Contractor shall post signs to stop unauthorized persons from entering the confined space.
- 2.4.2.16 Where it is impossible to keep the noise level below 85 dB, the Contractor shall provide all workers with ear protectors appropriate to the desired level of attenuation and the work to be performed.
- 2.4.2.17 The Contractor shall ensure that all workers wear the required personal protective equipment.
- 2.4.2.18 The Contractor shall assign a qualified person to assume the duties of Custodian. The Custodian shall:
- Be familiar with the procedure for working in a confined space.
 - Ensure constant communication with all workers in the confined space. The directives applied shall be adapted to confined spaces. The Contractor shall select means of communication taking into account the identified hazards and other pertinent factors, that is, the protective equipment workers are required to wear, noise levels in and near confined spaces, remoteness, lighting conditions, etc.
-

GENERAL REQUIREMENTS WINDOW WASHING

- Be familiar with the gas detection devices and ensure that they are in working condition throughout the work.
- Be familiar with the back-up ventilation systems and ensure that they are in working condition throughout the work.
- Be familiar with emergency procedures.
- Ensure that:
 - ✓ All workers entering the confined space observe the Contractor's work procedure;
 - ✓ Working conditions and the work environment inside the confined space are not detrimental to the workers' health and safety.

2.4.2.19 The Custodian shall remain at the entrance to the confined space as long as there is a worker in the space.

2.4.2.20 The Contractor shall designate a person to be in charge of safety in confined spaces. The designated person shall be on the work site at all times.

2.4.2.21 The same person may not serve as Custodian and Confined Spaces Safety Officer unless he or she is able to meet the requirements of both positions.

2.5 Hot work

2.5.1 Hot work means any work that involves the use of a flame or has the potential to produce an ignition source, such as riveting, welding, cutting, grinding, burning and heating.

2.5.2 The Contractor shall not start work that involves hot work until it has received a PWGSC Hot Work Permit (ELF form 102) from the Building Technical Authority.

2.5.3 Work shall be performed in accordance with Fire Commissioner Standard for Construction Operations FC 301, June 1982. The standard can be found at the following address:

http://www.rhdcc.gc.ca/fra/travail/protection_incendies/politiques_normes/commissaire/301/page00.shtml

2.5.4 A working fire extinguisher appropriate to the fire hazard shall be available and readily accessible within 5 metres of any flame, sparks or intense heat.

2.5.5 A person shall be designated to conduct fire checks for at least thirty (30) minutes after the end of the shift. The person who does the checks shall countersign the permit and give it to the Building Technical Authority (or a designated representative) after the thirty-minute period ends.

2.5.6 Propane cylinders shall be stored in accordance with standard CAN/CSA-B149.2-00 *Propane Storage and Handling Code* and shall meet the specific conditions set out in this document. Cylinders shall be stored outdoors in a safe place where they shall not

GENERAL REQUIREMENTS WINDOW WASHING

be handled by unauthorized persons, in a storage unit designed for that purpose; they shall be stored securely in an upright position, and the storage unit shall be locked at all times; the storage unit shall be located in an area where there is no vehicle traffic unless the area is protected by gates or an equivalent means.

All cylinders used or stored on work sites shall have a collar designed to protect the valve.

Refilling of cylinders on work sites is not permitted unless a procedure complying with standard CAN/CSA B149.2 is approved and authorized by the Building Technical Authority.

2.5.7 Welding and cutting

Note: For welding and cutting work, the following conditions shall be met in addition to the conditions stated above.

2.5.7.1 Welding and cutting must be performed in accordance with sections "3.13. Compressed gas supply" and "3.14. Welding and cutting" of the *Safety Code for the construction industry* (R.S.Q., c S-2.1, r. 6).

2.5.7.2 Work shall be performed in accordance with Fire Commissioner Standard FC 302 – *Standard for Welding and Cutting*, May 1979. The standard can be found at the following address:

http://www.rhdcc.gc.ca/fra/travail/protection_incendies/politiques_normes/commissaire/302/page00.shtml

2.5.7.3 Welding and cutting devices are extremely dangerous in terms of fire risk. The following precautions shall be taken when that type of work is being carried out:

- Store compressed gas cylinders on a fireproof surface and ensure that the room is well ventilated.
 - Store oxygen cylinders at least 6 metres away from cylinders containing flammable gas (e.g., acetylene) or such combustible materials as oil and grease unless they are separated by a wall made of non-combustible material, as specified in section 3.13.4 of the *Safety Code for the construction industry*, S-2.1, r. 6.
 - Put fireproof fabric in place when overhead welding is being done and there is a risk of falling sparks.
 - Store cylinders away from heat sources.
 - Do not store cylinders near stairs, exits, corridors or elevators.
 - To avoid the risk of explosion, do not allow acetylene to come into contact with such metals as silver, mercury, copper and brass alloys containing more than 65% copper.
 - Make sure that all electric arc welding equipment has the required voltage rating and is grounded.
-

GENERAL REQUIREMENTS WINDOW WASHING

- Make sure that the lead wires of the electric welding equipment are not damaged.
- Place the welding equipment on a flat surface protected from the weather.
- Remove or protect combustible materials that may be near the welding site.
- Never weld or cut closed containers.
- Take protective measures when welding or cutting near pipes, tanks or other containers containing flammable substances.
- Do not cut, weld or carry out open-flame work on a tank, pipe or other container that may contain a flammable or explosive substance unless:
 - air samples have been taken and indicate that the work can be done safely; or
 - measures have been taken to ensure worker safety.

2.6 Scaffolding

2.6.1 Footings

- Scaffolding shall be placed on solid footings so as to prevent it from sliding or tipping.
- If the Contractor wishes to place scaffolding on a roof, an eave, a canopy or a garret, the Contractor shall submit its calculations to the engineer and obtain the engineer's authorization before proceeding.

2.6.2 Assembly, bracing and anchoring

- All scaffolding shall be assembled, braced and anchored in accordance with the manufacturer's instructions and the provisions of the *Safety Code for the construction industry*.
- In situations where it is necessary to remove some scaffolding components (e.g. cross pieces), the Contractor shall submit an assembly procedure signed and sealed by an engineer certifying that the scaffolding shall allow work to be carried out safely, taking into account the loads that shall be applied.
- Where the span between two scaffolding supports is greater than 3 m, the Contractor shall provide an assembly plan signed and sealed by an engineer.

2.6.3 Fall protection during assembly

- Throughout the assembly process, workers shall be protected against falls.
 - Before starting work, the Contractor shall submit to the engineer a procedure specifying the protective measures used and, if applicable, the anchor points for safety cables or retainers. This procedure shall comply with the provisions of sections 3.9.4(5), 2.9.1 and 2.10.12 of the *Safety Code for the construction industry* (as amended on August 2, 2001).
-

GENERAL REQUIREMENTS WINDOW WASHING

2.6.4 Platforms

- Scaffold platforms shall be designed and installed in accordance with the provisions of the *Safety Code for the construction industry*.
- If planks are used, they shall be approved and stamped in accordance with section 3.9.8 of the *Safety Code for the construction industry* (in force on January 1, 2002).
- Platforms shall cover the entire surface protected by guardrails.
- Notwithstanding the above, scaffolding four sections (or 6 m) high or higher shall have a full platform covering the entire surface of the putlogs every 3 m or portion thereof, and at no time shall the components of such platforms be moved to create intermediate platforms.

2.6.5 Guardrails

- A guardrail shall be installed on every platform.
- Cross-bracing shall not be considered guardrails.
- On scaffolding four sections (or 6 m) high or higher that require full platforms, guardrails shall be installed on every platform at the start of work and shall remain in place until the work is finished.

2.6.6 Access

- The Contractor shall ensure that access to scaffolding does not compromise worker safety.
- Where the scaffolding platforms are made up of planks, ladders shall be installed so as to ensure that any planks that extend past the edge do not prevent workers from moving up or down.
- Notwithstanding the provisions of the *Safety Code for the construction industry*, stairs shall be installed on all scaffolding with six (6) or more sets of uprights that are six (6) sections (or 9 m) high or higher.

2.6.7 Protection of the public and occupants

- The Contractor shall identify and barricade its work area so as to limit access to authorized workers only.
- The Contractor shall install covered walkways, nets or other similar devices to protect the public and occupants from falling objects.

2.6.8 Use of public roads

- Where it is necessary to encroach on a public road, the Contractor shall obtain at its own expense any authorizations and permits required by the competent authority.
 - The Contractor shall install at its own expense all signage, barricades and other devices needed to ensure the safety of the public and its own facilities. Ladders shall be installed so as to ensure that planks that extend past the edge do not prevent workers from moving up or down.
-

**GENERAL REQUIREMENTS
WINDOW WASHING**

Notwithstanding the provisions of the *Safety Code for the construction industry*, stairs shall be installed on all scaffolding with six (6) or more sets of uprights that are six (6) sections (or 9 m) high or higher.

**SECTION 2
ACTIVITIES AND FREQUENCIES**

FREQUENCY			
Daily	Q	Yearly	AY
Twice daily	2Q etc.	Twice yearly	2A
Every two days	Q2	Thrice yearly	3A etc.
Weekly	H	Every two years	A2
Twice weekly	2H etc.	Or more, as needed	+
Every two weeks	H2	As needed	AB
Monthly	M	On demand	SD
Twice monthly	2M etc.	Seven days a week	Q (7 days)

ITEMS AND TASKS		FREQUENCY
0.	SPECIAL REMARKS	
.1	After cleaning, surfaces must be dry and free of smears; scrape windows to remove any accumulated deposits, regardless of their nature or origin. Leave window frames clean and close blinds and curtains after cleaning the windows. Return any objects moved during cleaning to their original positions.	
.2	Do not use abrasives to clean windows coated with reflecting film.	
.3	The Contractor shall provide his own safety equipment. Under no circumstances is equipment belonging to Public Works and Government Services Canada to be used.	
.4	When using or handling material in the course of the work on site, the Contractor shall be held liable for any damage to paintwork or any other damage to Crown property and/or to adjoining properties.	
1.	EXECUTION	
.1	This Contract includes one (1) washing a year (approximately 1,300 windows).	AY
.2	Clean windows both sides (inside and outside). Also, clean baffles, skylights and the ceiling fixtures below them, frames, sashes, storm windows and screens. Clean and dry sills and sashes to remove splashes and marks made in the course of the work.	AY
.3	Washing of the inside perimeter windows on all floors of the building	AY

**SECTION 2
ACTIVITIES AND FREQUENCIES**

	will be done under escort at times and dates scheduled by the Departmental Representative, who may interrupt and reschedule the washing at any time on grounds of safety.	
.4	Wash the outside cast-iron spandrels and mullions with a neutral detergent every year during the term of the Contract.	AY
2.	CLEANING	
.1	<u>Glass</u> Remove all dirt, regardless of nature or origin that may detract from the appearance or transparency of the glass by means of conventional methods or with a window (razor blade) scraper, if necessary, over the entire visible surface (spring and fall).	AY
.2	<u>Other surfaces</u> Remove dirt with a detergent or other approved product and rinse. Do not use abrasives. Report to the Minister any defect in the metal or covering (spring and fall).	AY
.3	<u>Screens</u> Clean screens both sides (inside and outside).	AY
3.	ADDITIONAL WINDOW WASHING	
.1	On demand, one (1) additional washing a year (approximately 1,300 windows).	SD
.2	Clean windows both sides (inside and outside). Also, clean baffles, skylights and the ceiling fixtures below them, frames, sashes, storm windows and screens. Clean and dry sills and sashes to remove splashes and marks made in the course of the work.	SD
.3	Washing of the inside perimeter windows on all floors of the building will be done under escort at times and dates scheduled by the Departmental Representative, who may interrupt and reschedule the washing at any time on grounds of safety.	SD
.4	Wash the outside cast-iron spandrels and mullions with a neutral detergent every year during the term of the Contract.	SD
.5	<u>Glass</u> Remove all dirt, regardless of nature or origin that may detract from the appearance or transparency of the glass by means of conventional methods or with a window (razor blade) scraper, if necessary, over the entire visible surface (spring and fall).	SD
.6	<u>Other surfaces</u>	SD

SECTION 2
ACTIVITIES AND FREQUENCIES

	Remove dirt with a detergent or other approved product and rinse. Do not use abrasives. Report to the Minister any defect in the metal or covering (spring and fall).	
.7	<u>Screens</u> Clean screens both sides (inside and outside).	SD

PRICE CHART

The price shall include all related costs, such as profit margin, expenses, costs related to obtaining obstruction permit from the City of Montreal, etc.

Price for the initial contract (2 years)

Price for window washing (A)	Number of washings (B)	Total (AxB)
\$	x 2	\$ (1)
Price for washing outside cast-iron spandrels and mullions (A)	Number of washings (B)	Total (AxB)
\$	x 2	\$ (2)
TOTAL (1) + (2) for 2 years		\$
Price for additional window washing, excluding cast-iron spandrels and mullions – ON DEMAND		
\$	x 2	\$

RECEIVED
JUN 26 2014

Contract Number / Numéro du contrat
EFA66-150541
Security Classification / Classification de sécurité

**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
TPSGC

2. Branch or Directorate / Direction générale ou Direction
Biens immobiliers

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
Lavage des vitres au 715 Peel, Montréal

5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées? No / Non Yes / Oui

5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? No / Non Yes / Oui

6. Indicate the type of access required - Indiquer le type d'accès requis

6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) / Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) No / Non Yes / Oui

6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? / No access to PROTECTED and/or CLASSIFIED information or assets is permitted. / Le fournisseur et ses employés (p.ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. No / Non Yes / Oui

6. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? No / Non Yes / Oui

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès

Canada NATO / OTAN Foreign / Étranger

7. b) Release restrictions / Restrictions relatives à la diffusion

No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:

7. c) Level of information / Niveau d'information

PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>

Security Classification / Classification de sécurité

Contract Number / Numéro du contrat EFA66-150541
Security Classification / Classification de sécurité

PART A (continued) / PARTIE A (suite)

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

No / Non Yes / Oui

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

No / Non Yes / Oui

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

Document Number / Numéro du document :

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

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

- | | | | |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input type="checkbox"/> SECRET
SECRET | <input type="checkbox"/> TOP SECRET
TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET - SIGINT
TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL
NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET
NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET
COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS
ACCÈS AUX EMPLACEMENTS | | | |

Special comments:
Commentaires spéciaux :

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

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?

No / Non Yes / Oui

If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté?

No / Non Yes / Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

PRODUCTION

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

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?
- No / Non Yes / Oui
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?
- No / Non Yes / Oui

Security Classification / Classification de sécurité
--



PART C (continued) / PARTIE C (suite)

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée.

12. b) Will the document attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

COMMENT REMPLIR LE FORMULAIRE 3318

TOUS les champs doivent être remplis sauf les champs « A l'intention des personnes nées à l'extérieur du Canada » et « Autres noms utilisés » s'ils ne s'appliquent pas.

Le champ « Teint » fait référence à la race : noir, asiatique, blanc (ou caucasien).

Au champ « Adresse » vous devez indiquer vos adresses domiciliaires des 12 derniers mois. Au besoin, utilisez une feuille séparée. La date d'emménagement doit être indiquée.

Les employeurs des 12 derniers mois doivent tous apparaître dans le champ « Nom de l'employeur » ainsi que la date d'entrée en fonction. Au besoin, utilisez une feuille séparée. Si vous étiez aux études, inscrivez le nom de l'institution et la date de début de fréquentation de l'école.

Dans le bloc de signature, le numéro de téléphone à domicile doit être indiqué sinon, inscrire le numéro de téléphone cellulaire.

SI DES RENSEIGNEMENTS SONT MANQUANTS, LE FORMULAIRE NE SERA PAS ACCEPTÉ.

Merci.

**PERSONNEL SCREENING FOR ACCESS TO CSIS FACILITIES -
 CONSENT AND AUTHORIZATION**

**VÉRIFICATION DE SÉCURITÉ SUR LE PERSONNEL - ACCÈS AUX
 INSTALLATIONS DU SCRS - CONSENTEMENT ET AUTORISATION**

3318 (2002/09)

The information below has been requested on a voluntary basis. The information requested is essential to allow you escorted access to a CSIS facility. Should you refuse to respond, access to the facility will not be granted. You may also request access to this information under Section 12 (1) of the Privacy Act.

Les informations que vous avez fournies l'ont été de votre plein gré. Elles nous sont essentielles pour vous autoriser à entrer sous escorte dans une installation du SCRS. Si vous refusez de les fournir, vous ne pourrez obtenir cette autorisation. Conformément au paragraphe 12(1) de la Loi sur la protection des renseignements personnels, vous pouvez consulter le présent formulaire.

Please type or print in block letters. - Prière de dactylographier ou d'écrire en lettres moulées.

A APPLICANT DETAILS - DEMANDEUR(EUSE)

Surname - Nom de famille		Full given names (no initials) underline or circle usual name used Prénoms au complet (pas d'initiales). Soulignez ou encerclez le prénom usuel			
Surname at birth - Nom de famille à la naissance		Other names used, if different from above - Autres nom utilisés			
Birth Date - Date de naissance Y-A M D-J		Place of birth - Lieu de naissance City-Ville		Province/State-Province ou État	Country-Pays
<input type="checkbox"/> Male Homme <input type="checkbox"/> Female Femme		Height - Taille	Hair - Cheveux	Eyes - Yeux	Complexion - Teint
Citizenship - Citoyenneté Present - Actuelle / Previous - Antérieure					

For persons born outside Canada - À l'intention des personnes nées à l'extérieur du Canada
 Give place and date of entry - Port et date d'entrée

Current address - Adresse			From-Du		To-Au	
Apt. no.-N° app.	Street no.-N° rue	Street name-Nom de la rue	Y-A	M	Present À ce jour	
City-Ville			Province/State-Province ou État		Country-Pays	

Name of employer - Nom de l'employeur			From-Du		To-Au	
Apt. no.-N° app.	Street no.-N° rue	Street name-Nom de la rue	Y-A	M	Present À ce jour	
City-Ville			Province/State-Province ou État		Country-Pays	
Occupation						

B SCREENING CONSENT AND CERTIFICATION - CONSENTEMENT À LA VÉRIFICATION ET CERTIFICATION

I consent to the use of the above information to conduct criminal/security checks.
 I also certify that the information set out by me in this document is true and correct to the best of my knowledge and belief.
 Je consens à ce que les renseignements qui précèdent soient utilisés pour effectuer des vérifications judiciaires et de sécurité. De plus, j'atteste qu'à ma connaissance les renseignements que j'ai fournis sont vrais et exacts.

Signature	Date Y-A M D-J	Telephone (include area code) - N° de téléphone (y compris le code régional) Home - Domicile / Work - Travail
-----------	-------------------	--

C CSIS USE ONLY - RÉSERVÉ AU SCRS

Name of sponsor - Nom de la personne responsable	
Branch / Unit - Direction ou section	Telephone - Téléphone