

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

**Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC**  
11 Laurier St./ 11, rue Laurier  
Place du Portage, Phase III  
Core 0A1 / Noyau 0A1  
Gatineau  
Québec  
K1A 0S5  
Bid Fax: (819) 997-9776

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

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

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

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

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

**Comments - Commentaires**

\*\*\*THIS DOCUMENT CONTAINS A SECURITY  
REQUIREMENT\*\*\*

\*\*\*CE DOCUMENT CONTIENT UNE CONDITION  
DE SÉCURITÉ\*\*\*

<b>Title - Sujet</b> OTTAWA/GATINEAU HVAC MAINTENANCE	
<b>Solicitation No. - N° de l'invitation</b> EJ196-142714/A	<b>Date</b> 2014-08-21
<b>Client Reference No. - N° de référence du client</b> 20142714	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$FK-275-65578	
<b>File No. - N° de dossier</b> fk275.EJ196-142714	<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 2014-10-03</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Brunet, Mélanie	<b>Buyer Id - Id de l'acheteur</b> fk275
<b>Telephone No. - N° de téléphone</b> (819) 956-6281 ( )	<b>FAX No. - N° de FAX</b> (819) 956-3600
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  Specified Herein Précisé dans les présentes	

Instructions: See Herein

Instructions: Voir aux présentes

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Maintenance & Professional Consulting Services Division  
(FK)  
11 Laurier St./ 11, rue Laurier  
3C2, Place du Portage, Phase III  
Gatineau  
Québec  
K1A 0S5

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

Solicitation No. - N° de l'invitation

EJ196-142714/A

Amd. No. - N° de la modif.

File No. - N° du dossier

fk275EJ196-142714

Buyer ID - Id de l'acheteur

fk275

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

20142714

CCC No./N° CCC - FMS No/ N° VME

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## **IMPORTANT NOTICE TO BIDDERS**

### **Support the use of apprentices**

Through Canada's Economic Action Plan 2013, the Government of Canada proposes to support the employment of apprentices in federal construction and maintenance projects. To support this initiative, a voluntary certification signaling the Contractor's commitment to hire and train apprentices is available at Annex E.

## **TABLE OF CONTENTS**

### **PART 1 - GENERAL INFORMATION**

- 1.1 Introduction
- 1.2 Summary
- 1.3 Debriefings

### **PART 2 - BIDDER INSTRUCTIONS**

- 2.1 Standard Instructions, Clauses and Conditions
- 2.2 Submission of Bids
- 2.3 Former Public Servant
- 2.4 Enquiries - Bid Solicitation
- 2.5 Applicable Laws
- 2.6 Mandatory Site Visit

### **PART 3 - BID PREPARATION INSTRUCTIONS**

- 3.1 Bid Preparation Instructions
  - Section I Technical Bid
  - Section II Financial Bid
  - Section III Certifications

### **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

- 4.1 Evaluation Procedures
- 4.2 Basis of Selection

### **PART 5 - CERTIFICATIONS**

- 5.1 Certifications Required Precedent to Contract Award
- 5.2 Additional Certifications Required Precedent to Contract Award

### **PART 6 - SECURITY REQUIREMENT**

- 6.1 Security Requirement
- 6.2 Employee Information for Security

### **PART 7 - RESULTING CONTRACT CLAUSES**

- 7.1 Statement of Work
- 7.2 Standard Clauses and Conditions
- 7.3 Security Requirement
- 7.4 Term of Contract
- 7.5 Authorities
- 7.6 Proactive Disclosure of Contracts with Former Public Servants (if applicable)
- 7.7 Payment
- 7.8 Invoicing Instructions - Maintenance Services
- 7.9 Certifications
- 7.10 Applicable Laws
- 7.11 Priority of Documents
- 7.12 Foreign Nationals (Canadian Contractor) (if applicable)
- 7.13 Insurance Requirements
- 7.14 Cellular Phones and/or Pagers
- 7.15 Government Site Regulations
- 7.16 Pre-commencement Meeting

Solicitation No. - N° de l'invitation

EJ196-142714/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

fk275

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

20142714

File No. - N° du dossier

fk275EJ196-142714

CCC No./N° CCC - FMS No/ N° VME

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**List of Annexes:**

- Annex A Statement of Work EJ196-14-2714
- Annex B Security Requirements Check List (SRCL)
- Annex C Reminder to submit a Complete List of names of all individuals who are currently directors of the Bidder
- Annex D Cost Estimate Form for Extra Work
- Annex E Voluntary Certification to Support The Use of Apprentices

## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The bid solicitation is divided into seven parts plus annexes as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, if applicable, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security, Financial and Other Requirements; includes specific requirements that must be addressed by bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

#### **List of Annexes:**

- Annex A Statement of Work EJ196-14-2714
- Annex B Security Requirements Check List (SRCL)
- Annex C Reminder to submit a Complete List of names of all individuals who are currently directors of the Bidder
- Annex D Cost Estimate Form for Extra Work
- Annex E Voluntary Certification to Support The Use of Apprentices

### **1.2 Summary**

- (i) To provide all necessary travel, tools, materials services and labour for all inclusive maintenance services and inspection services on heating, ventilation, air conditioning (HVAC), commercial refrigeration and related mechanical equipment in accordance with the Statement of Work EJ196-14-2714, attached herein as Annex A.
- (ii) This requirement is for Public Works and Government Services Canada (PWGSC) located 2200 Walkley Road, 269 Laurier Avenue, 4210 Labelle Street, 2265 St-Laurent Blvd, 2465 St-Laurent, 40 Elgin Street, 2733 Lancaster, 2215 Gladwin Crescent, 333 Laurier, 181 Queen Street, 2204 Walkley Road in Ottawa, Ontario and 105 Hôtel de Ville in Gatineau, Quebec.
- (iii) **Mandatory Response Time**

As per **Annex A**, Statement of Work EJ196-14-2714, SW 3 Service V., it is a mandatory requirement of the contract that:

1. The Contractor must provide twenty-four (24) hour, seven (7) days a week emergency call back service for the duration of the contract.

Solicitation No. - N° de l'invitation

EJ196-142714/A

Amd. No. - N° de la modif.

File No. - N° du dossier

fk275EJ196-142714

Buyer ID - Id de l'acheteur

fk275

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

20142714

CCC No./N° CCC - FMS No/ N° VME

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2. The Contractor must respond within thirty (30) minutes of each request; and be on site ready to work within two (2) hours of receiving the emergency call. All work for emergency service must be executed by a qualified service personnel named in the Contract and such work must proceed continuously until the system is returned to safe operating condition.
3. The Contractor must update the Trouble Desk of the status of service call and contact the Trouble Desk within four (4) hours to close out the ticket once each issue is resolved.
- (iv) The period of any resulting Contract will be for a period five (5) years.
- (v) There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, bidders should refer to the Canadian Industrial Security Directorate (CISD), Industrial and Security Program of Public Works and Government Services Canada(<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website".
- (vi) Bidders must provide a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions 2003.
- (vii) For services requirements, Bidders 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 bid solicitation.
- (viii) 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), the Canada-Chile FTA, the Canada-Columbia FTA, the Canada-Peru FTA, the Canada-Panama FTA and the Agreement on Internal Trade (AIT).

### 1.3 Debriefings

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

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## **PART 2 - BIDDER INSTRUCTIONS**

### **2.1 Standard Instructions, Clauses and Conditions**

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

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

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

- The text under Subsection 4 of Section 05 - Submission of Bids of 2003 referenced above is amended as follows:  
Delete: sixty (60) days  
Insert: one hundred twenty (120) days

### **2.2 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.

### **2.3 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, 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 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, 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.

## 2.4 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

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such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

## 2.5 Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force **in Ontario and 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.

## 2.6 Mandatory Site Visit

It is **mandatory** that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for a site visit to be held on **Wednesday, September 10, 2014 at 9:00 a.m.** Bidders are to meet at the main entrance of :

Building 1- 105 Hotel de Ville (Gatineau)  
Building 2- 181 Queen (Ottawa)  
Building 3- 269 Laurier (Ottawa)  
Building 4- 333 Laurier (Ottawa)  
Building 5- 4210 Labelle (Ottawa)  
Building 6- 2204 Walkley (Ottawa)  
Building 7- 2200 Walkley (Ottawa)

Due to the nature of the requirement, and in order to gain access to all buildings listed in this requirement, **it is MANDATORY that all representative(s) of the Bidder have security clearance at a level SECRET.** Bidders must submit the names (legal names) and birth dates (year/month/day) for each individual that will be attending the site visit to the Contracting Authority by email at [melanie.brunet@tpsgc-pwgsc.gc.ca](mailto:melanie.brunet@tpsgc-pwgsc.gc.ca) or by facsimile at (819) 956-3600 **no later than Monday, September 1st, 2014 at 1:00 PM.**

Bidders will be required to sign an attendance form at the beginning of the site visit, for each locations. Bidders who do not attend or send a representative will not be given an alternative appointment and their bids will be rejected as non-compliant. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

It is **mandatory** that bidders provide and wear **safety boots and safety glasses** for the site visit. Bidders who do not wear safety boots will not be permitted to attend the site visit.

Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

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### **PART 3 - BID PREPARATION INSTRUCTIONS**

#### **3.1 Bid Preparation Instructions**

Canada requests that bidders provide their bid (1 hard copy) in separately bound sections as follows:

- Section I: Technical Bid
- Section II: Financial Bid
- Section III: Certifications

Prices must appear in the financial bid only. Prices must not be indicated in any other section of the bid.

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

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

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

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

#### **Section I: Technical Bid** - see Part 4, subsection 4.1.1 Technical Evaluation

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

Their technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

## Section II: Financial Bid

Bidders **must** submit their firm quarterly rates in accordance with the Pricing Schedules detailed below. The total amount of Applicable Taxes is to be shown separately.

The following requirement **MUST** be strictly adhered to: Failure to do so shall render the bidders' proposal as non-responsive.

It is **MANDATORY** that the bidders submit firm prices/rates for the five (5) year period of the contract for all items listed hereafter.

### Pricing Schedule 1 - Firm Price - Equipment Inventory

**Submit** firm all inclusive prices including all necessary travel, tools, equipment and services, consumable materials, labour for all inspections, testing, cleaning, maintenance services as detailed in Annex A, Statement of Work attached herein as Annex A.

**Table 1.1 - HVAC**

Building address: 2200 Walkley Road, Ottawa

No. of Units	Location Room No.	Make	Model	Year 1	Year 2	Year 3	Year 4	Year 5
1	Room 126	Canair	CP21-W	\$	\$	\$	\$	\$
1	South East Corner	Mitsubishi	PL24AK	\$	\$	\$	\$	\$
1	South East Corner	Mitsubishi	PU24EK2	\$	\$	\$	\$	\$
1	2nd Floor data room	ATS tech		\$	\$	\$	\$	\$
1	2nd Floor Server room	ATS	OHS-084-DRCU-0	\$	\$	\$	\$	\$
1	2nd Floor Lunch room	Carrier High Efficiency		\$	\$	\$	\$	\$
1	Ground floor server room	Ecosaire	E2D223EN-8-E52	\$	\$	\$	\$	\$
1		VENTMAR CES, SWTICHOMATIC	ERV500EEB1XG 31NHDBB	\$	\$	\$	\$	\$
<b>Total per year</b>				\$	\$	\$	\$	\$
<b>Total for 5 years</b>				\$				

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

EJ196-142714/A

fk275

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

20142714

fk275EJ196-142714

**Table 1.2 - HVAC**

Building address: 269 Laurier Avenue, Ottawa

No. of Units	Location Room No.	Make	Model	Year 1	Year 2	Year 3	Year 4	Year 5
3	Room B114	Precision Air Conditioning	ACB1.1, ACB1.2, & ACB1.3	\$	\$	\$	\$	\$
2	Roof	Condenser 3 & 4		\$	\$	\$	\$	\$
2	Room B114		P22	\$	\$	\$	\$	\$
2	Fan-coil Units		FCB1.4 & FCB 1.5	\$	\$	\$	\$	\$
1	Room 1317	Precision Air Conditioning	ATS - AC 13.1 & AC 13.2	\$	\$	\$	\$	\$
1	Room 1315	Precision Air Conditioning	CANATEL AC 16.1	\$	\$	\$	\$	\$
2	Room 1648	Precision Air Conditioning	CANATEL AC 16.2	\$	\$	\$	\$	\$
2	Roof	Condenser	CONR 1 & 2	\$	\$	\$	\$	\$
1	Room 1904	Precision Air Conditioning	AC 19.2	\$	\$	\$	\$	\$
1	Roof	Condenser	CONR 6	\$	\$	\$	\$	\$
2	B2 Parking West side	Domestic Hot Water Tanks	DHWT B2.1 & B2.2	\$	\$	\$	\$	\$
1	Room 1016	Domestic Hot Water Tanks	DHWT 10.1	\$	\$	\$	\$	\$
1	Room 1904	Domestic Hot Water Tanks	A.O. SMITH Den-52 DHWT 19.1	\$	\$	\$	\$	\$
2	B2 Parking East side	Sanitary Pumps	P-20a & P-20b	\$	\$	\$	\$	\$
<b>Total per year</b>				\$	\$	\$	\$	\$
<b>Total for 5 years</b>				\$				

**Table 1.3 - HVAC**

Building address: 4210 Labelle Street, Ottawa

No. of Units	Location Room No.	Make	Model	Year 1	Year 2	Year 3	Year 4	Year 5
1	Data center 1st floor	Mitsubishi	07G00933D	\$	\$	\$	\$	\$
1	Roof		010600726B	\$	\$	\$	\$	\$
1	Data center 1st floor	Mitsubishi	07G00965D	\$	\$	\$	\$	\$
1	Roof		01600726B	\$	\$	\$	\$	\$
<b>Total per year</b>				\$	\$	\$	\$	\$
<b>Total for 5 years</b>				\$				

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

EJ196-142714/A

fk275

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

20142714

fk275EJ196-142714

**Table 1.4 - HVAC**

Building address: 2265 St-Laurent Blvd, Ottawa

No. of Units	Location Room No.	Make	Model	Year 1	Year 2	Year 3	Year 4	Year 5
1	2nd Floor, Lan Room	Mitsubishi	MS09EW	\$	\$	\$	\$	\$
1	3rd Floor	Mitsubishi	MS09EW MU09EW	\$	\$	\$	\$	\$
1	1st Floor Lan Room	Mitsubishi	MS09EW	\$	\$	\$	\$	\$
1	2nd Floor Board Room	Mitsubishi	MS15EW	\$	\$	\$	\$	\$
1	2nd Floor Room 263	Mitsubishi		\$	\$	\$	\$	\$
1	2 <sup>nd</sup> Floor Lan Rm 236	BPA-21	40BNB030301	\$	\$	\$	\$	\$
<b>Total per year</b>				\$	\$	\$	\$	\$
<b>Total for 5 years</b>				\$				

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

EJ196-142714/A

fk275

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

20142714

fk275EJ196-142714

**Table 1.5 - HVAC****Building address: Chamber Building 40 Elgin, Ottawa**

No. of Units	Location Room No.	Make	Model	Year 1	Year 2	Year 3	Year 4	Year 5
1	9th floor Room # 909	Hiross	HS-009	\$	\$	\$	\$	\$
1	9th floor Room # 909	Hiross	SH070W	\$	\$	\$	\$	\$
1	9th floor Room # 907	Hiross	SH030W	\$	\$	\$	\$	\$
1	9th floor Room # 903			\$	\$	\$	\$	\$
2	9th floor Room # 909 CA2 & AC3	Ecosaire	S.SMOB030WZ6 56FIFSKOT	\$	\$	\$	\$	\$
1	9th floor Room # 909 AC1	Ecosaire	S.SMOB030WZ6 56FIFSKOT	\$	\$	\$	\$	\$
<b>Total per year</b>				\$	\$	\$	\$	\$
<b>Total for 5 years</b>				\$				

**Table 1.6 - HVAC****Building address: 2733 Lancaster Road, Ottawa**

No. of Units	Location Room No.	Make	Model	Year 1	Year 2	Year 3	Year 4	Year 5
1	Lan Rm; 2nd Floor	Mitsubishi	MS12NN	\$	\$	\$	\$	\$
1	Lan Rm, Ceiling; 2nd Floor	Mitsubishi	MS12NN	\$	\$	\$	\$	\$
1	Ground Floor	Carrier	M-40QNE-0123	\$	\$	\$	\$	\$
1	Ground Floor	Carrier	M-38AN-012-3	\$	\$	\$	\$	\$
<b>Total per year</b>				\$	\$	\$	\$	\$
<b>Total for 5 years</b>				\$				

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

EJ196-142714/A

fk275

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

20142714

fk275EJ196-142714

**Table 1.7 - HVAC**

Building address: 2215 Gladwin Crescent, Ottawa

No. of Units	Location Room No.	Make	Model	Year 1	Year 2	Year 3	Year 4	Year 5
1	Main Floor Server	Canair	HE-027-1	\$	\$	\$	\$	\$
1	Dark Rm	Carrier	38N012310	\$	\$	\$	\$	\$
1	AHU		40QNB012310	\$	\$	\$	\$	\$
1	Bell room	Mitsubishi	MS12NN	\$	\$	\$	\$	\$
1	Server Rm 115A Newly add unit	Keeprite Pump	NFCX3600C1	\$	\$	\$	\$	\$
1	Server Rm 115A	Keeprite	KSSE36GA2	\$	\$	\$	\$	\$
<b>Total per year</b>				\$	\$	\$	\$	\$
<b>Total for 5 years</b>				\$				

**Table 1.8 - HVAC**

Building address: 333 Laurier, Ottawa

No. of Units	Location Room No.	Make	Model	Year 1	Year 2	Year 3	Year 4	Year 5
1	10th floor	Climate Master	VS080HSZPG AMCSC	\$	\$	\$	\$	\$
1	8th floor	Climate Master	VS042HSZML2 MCSA	\$	\$	\$	\$	\$
1	18th floor	Trane Moduler Unit		\$	\$	\$	\$	\$
1	15th floor	Climate		\$	\$	\$	\$	\$
1	15th floor	Stulz		\$	\$	\$	\$	\$
<b>Total per year</b>				\$	\$	\$	\$	\$
<b>Total for 5 years</b>				\$				

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

EJ196-142714/A

fk275

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

20142714

fk275EJ196-142714

**Table 1.9 - HVAC****Building address: 181 Queen Street, Ottawa**

No. of Units	Location Room No.	Make	Model	Year 1	Year 2	Year 3	Year 4	Year 5
1	5th Floor	Liebert	BE061G-BAESS849	\$	\$	\$	\$	\$
1	5th Floor	Liebert	BE061G-BAESS849	\$	\$	\$	\$	\$
1	5th Floor	Liebert	BE061G-BAESS849	\$	\$	\$	\$	\$
1	5th Floor	Liebert	MMD20G3PHEHO	\$	\$	\$	\$	\$
1	5th Floor	Liebert	MMD20G3PHEHO	\$	\$	\$	\$	\$
1	5th Floor	Liebert	MMD20G3PHEHO	\$	\$	\$	\$	\$
1	5th Floor	Liebert	MMD20G3PHEHO	\$	\$	\$	\$	\$
1	5th Floor	Liebert	MMD36K-YHEBO	\$	\$	\$	\$	\$
1	5th Floor	Liebert	MMD36K-YHEBO	\$	\$	\$	\$	\$
1	6 th flr	Liebert	DE412WHBAEIS192	\$	\$	\$	\$	\$
1	6 th flr	Liebert	DE412WHBAEIS192	\$	\$	\$	\$	\$
1	6 th flr	Liebert	DE219WHBAEIS192	\$	\$	\$	\$	\$
1	6 th flr	Liebert	DE219WHBAEIS192	\$	\$	\$	\$	\$
1	6 th flr	Liebert	DE127WHBAEIS192	\$	\$	\$	\$	\$
1	6 th flr	Liebert	DE127WHBAEIS192	\$	\$	\$	\$	\$
1	6 th flr	Liebert	VH086WHBAEIS192	\$	\$	\$	\$	\$
1	9 th flr	Liebert	MMD36K-YHEBO	\$	\$	\$	\$	\$
<b>Total per year</b>				\$	\$	\$	\$	\$
<b>Total for 5 years</b>				\$				

**Table 1.10 - HVAC**

Building address: 2465 St-Laurent Blvd, Ottawa

No. of Units	Location Room No.	Make	Model	Year 1	Year 2	Year 3	Year 4	Year 5
1	Room B-11	Ecosaire IPAC	OE46A50GB2E HBCDV	\$	\$	\$	\$	\$
1	In cage at West end of building	Dry Cooler	CDM23-8	\$	\$	\$	\$	\$
1	Room B-09	Sanyo	Mister Slim	\$	\$	\$	\$	\$
1	In cage at West end of building	Sanyo Economulti Condenser	CHY7243	\$	\$	\$	\$	\$
1	Room B-06	Sanyo Evaporator		\$	\$	\$	\$	\$
1	Room B-05	Sanyo Evaporator		\$	\$	\$	\$	\$
1	Room B-02	Sanyo Evaporator		\$	\$	\$	\$	\$
1	Room B-01 Kitchen	Sanyo Evaporator		\$	\$	\$	\$	\$
1	Room B-01 Kitchen	Sanyo Evaporator		\$	\$	\$	\$	\$
<b>Total per year</b>				\$	\$	\$	\$	\$
<b>Total for 5 years</b>				\$				

**Table 1.11 - HVAC**

Building address: 2204 Walkley, Ottawa

No. of Units	Location Room No.	Make	Model	Year 1	Year 2	Year 3	Year 4	Year 5
2	Arcade Room	Liebert	BUO67A-1-A37	\$	\$	\$	\$	\$
2	Roof	Condensers	DCSL 083LB 96070196 96070195	\$	\$	\$	\$	\$
4	Network Control: 511, 409,311,2001	Sanyo Portable Move & Cool	9000	\$	\$	\$	\$	\$
1	Training Room # 110	Carrier	F63AAA024	\$	\$	\$	\$	\$
1	Outside near Drive way West Side	Carrier Condenser	38HDC024-341 LA	\$	\$	\$	\$	\$
<b>Total per year</b>				\$	\$	\$	\$	\$
<b>Total for 5 years</b>				\$				

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

EJ196-142714/A

fk275

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

20142714

fk275EJ196-142714

**Table 1.12- HVAC****Building address: 105 Hôtel de Ville, Gatineau**

No. of Units	Location Room No.	Make	Model	Year 1	Year 2	Year 3	Year 4	Year 5
1	1 Roof	McQuay Chiller	AGZ075CH HNN-ER10	\$	\$	\$	\$	\$
1	1 Roof	Condenser Dry Cooler	FID205-8	\$	\$	\$	\$	\$
8	7th Floor to Ground	Magic Air		\$	\$	\$	\$	\$
1	2nd Floor Computer Rm	Liebert System 3	UH147-BSM	\$	\$	\$	\$	\$
2	Penthouse Mech Rm	Circulating Pumps		\$	\$	\$	\$	\$
1	Penthouse Mech Rm	Johnson Controls Controller		\$	\$	\$	\$	\$
1	2nd Floor Computer Rm	Cantel System	M9CD1SVEBT AX	\$	\$	\$	\$	\$
<b>Total per year</b>				\$	\$	\$	\$	\$
<b>Total for 5 years</b>				\$				

Solicitation No. - N° de l'invitation

EJ196-142714/A

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

20142714

Amd. No. - N° de la modif.

File No. - N° du dossier

fk275EJ196-142714

Buyer ID - Id de l'acheteur

fk275

CCC No./N° CCC - FMS No/ N° VME

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**Pricing Schedule 1: Summary of Tables 1.1 to 1.12**

<b>Period</b>	<b>Firm Quarterly Rate</b>	<b>Number of Quarters</b>	<b>Firm Price</b>
<b>Year 1</b>	\$	x 4	\$
<b>Year 2</b>	\$	x 4	\$
<b>Year 3</b>	\$	x 4	\$
<b>Year 4</b>	\$	x 4	\$
<b>Year 5</b>	\$	x 4	\$
<b>Total for 5 Years (all Tables)</b>			\$

**IN THE CASE OF ERROR IN THE EXTENSION OF PRICES, THE UNIT PRICE WILL GOVERN.**

## Pricing Schedule 2: Extra Work - As and When Requested

Extra work as described in Annex A - PWGSC Scope of Work EJ196-14-2714, "Extra Work" will be conducted on an as and when requested basis where charges shall be made for actual labour and repair and replacement parts. Estimated quantity of hours per year for extra work is for evaluation purposes only.

When "As and When" work is requested during the contract period, the contractor must complete and submit the Annex D "Cost Estimate Form for Extra Work". Written authorization must be obtained from the Technical Authority prior to conducting any extra work.

**Submit** a Firm All-inclusive Labour Rate (including Overhead, Profit, and all related Costs) and material cost in Canadian funds.

### 2.1) LABOUR: Our firm hourly rate per qualified Refrigeration and A/C Technician shall be:

i) Regular Hours 8:00 to 15:00, Monday to Friday	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Hourly Rate	\$ _____ /HR				
Estimated number of hours	10	10	10	10	10
<b>Extended Price:</b>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>2.1 (i) SUB-TOTAL:</b>					\$ _____

ii) Outside regular hours Monday to Saturday	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Hourly Rate	\$ _____ /HR				
Estimated number of hours	10	10	10	10	10
<b>Extended Price:</b>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>2.1 (ii) SUB-TOTAL:</b>					\$ _____

iii) Sunday & Statutory Holidays	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Hourly Rate	\$ _____ /HR				
Estimated number of hours	10	10	10	10	10
<b>Extended Price:</b>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>2.1 (iii) SUB-TOTAL:</b>					\$ _____

**2.2) LABOUR:** Our firm hourly rate per qualified personnel **Gas Technician G2** shall be:

i) Regular Hours 8:00 to 15:00, Monday to Friday	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Hourly Rate	\$ _____ /HR				
Estimated number of hours	10	10	10	10	10
<b>Extended Price:</b>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>2.2 (i) SUB-TOTAL:</b>					\$ _____

ii) Outside regular hours Monday to Saturday	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Hourly Rate	\$ _____ /HR				
Estimated number of hours	10	10	10	10	10
<b>Extended Price:</b>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>2.2 (ii) SUB-TOTAL:</b>					\$ _____

iii) Sunday & Statutory Holidays	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Hourly Rate	\$ _____ /HR				
Estimated number of hours	10	10	10	10	10
<b>Extended Price:</b>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>2.2 (iii) SUB-TOTAL:</b>					\$ _____

**2.3 MATERIALS:** Materials will be charged at our laid-down cost plus a mark-up of:

	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Percentage Mark-up	_____%	_____%	_____%	_____%	_____%
Estimated number of hours	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
<b>Extended Price:</b>	\$_____	\$_____	\$_____	\$_____	\$_____
<b>2.3 SUBTOTAL:</b>					\$_____

\* The Extended Price for materials is calculated by adding the mark-up quoted to the total estimated expenditure (Example: Year 1, \$500.00 estimated expenditure; 10% mark-up quoted = \$500.00 + (\$500.00 x 10%) = \$550.00). The estimated expenditures is for evaluation purposes only.

Parts will be supplied FOB Destination including all delivery charges. The following definitions have been used to arrive at the figures as noted:

i) MARK-UP - The difference between the Contractor's laid-down cost for product and resale price to the Crown. Mark-up includes applicable internal cost allocation by the Contractor such as material handling and general and administrative (G&A) expenses plus profit.

ii) LAID-DOWN COST - The cost incurred by a vendor to acquire a specific product or service for resale to the government. This includes but is not limited to the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage.

**AUTHORIZATION FOR DELIVERY:** The consignee shall request delivery of goods/services identified in Pricing Schedule 2., 2.1 to 2.2 (i), (ii), (iii) and 2.3 on an authorization form provided by the Technical Authority.

Solicitation No. - N° de l'invitation

EJ196-142714/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

fk275

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

20142714

File No. - N° du dossier

fk275EJ196-142714

CCC No./N° CCC - FMS No/ N° VME

**TOTAL ASSESSED PROPOSAL PRICE**

**Sum of Basis of Pricing**

**Pricing Schedule 1:**

**Summary of Tables 1.1 and 1.12 = Subtotal \$ \_\_\_\_\_ +**

**Pricing Schedule 2: 2.1 to 2.2 (i), (ii), (iii) = Subtotal \$ \_\_\_\_\_ +**

**Pricing Schedule 2: 2.3 = Subtotal \$ \_\_\_\_\_ =**

**Total assessed proposal price = \$ \_\_\_\_\_**

IN THE CASE OF ERROR IN THE EXTENSION OF PRICES, THE UNIT PRICE WILL GOVERN.  
CANADA MAY ENTER INTO CONTRACT WITHOUT NEGOTIATION.

**Section III: Certifications**

Bidders must submit the certifications required under Part 5.

## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1 Mandatory Technical Criteria**

###### **4.1.1.1.1 Submission of Evidence**

Submission of Evidence as described below (4.1.1.1.2 to 4.1.1.1.6) should be included with the bidder's proposal at time of bid closing. However, if the following is not submitted with the bid by the bid solicitation closing date, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

**The evidence provided by the bidder may be verified. PWGSC reserves the right to verify information for completeness and accuracy and to confirm reference satisfaction with services provided.**

###### **4.1.1.1.2 Card and Licensing Documentation**

To carry out the work on this requirement, the contractor must provide the following **three (3) qualified** service personnel as follows:

- **two (2) Service Personnel** qualified in the HVAC equipment in a possession of:

**At least one (1) Technician qualified (HVAC) shall hold a valid card/certificate recognized either by the Commission de la Construction du Québec (CCQ) or Emploi-Québec.**

###### **HVAC & Refrigeration Equipment**

- A valid Refrigeration and Air Conditioning Licence or approved red seal inter-provincial equivalent.
- A valid Ozone Depletion Prevention Card or approved inter-provincial equivalent.
- A valid Fall Protection Certificate.
- A valid Confined Space Awareness Certificate.
- A valid First Aid & CPR Training Certificate.
- A valid Manlift Certificate.

- **one (1) Service Personnel** qualified in the gas fired heating appliances in a possession of:

###### **Gas Fired Equipment**

- A valid Québec certificate of qualification in class 3 gas appliance techniques OR a valid Ontario Certificate G2 (Gas Technician 2) OR Provincially accepted Red Seal equivalent.
- A valid Fall Protection Certificate.
- A valid Confined Space Awareness Certificate.
- A valid First Aid & CPR Training Certificate.
- A valid Manlift Certificate.

**Bidders and Sub-Contractors must have a licence from la Régie du bâtiment du Québec (RBQ).**

**Note:**

The personnel named in 'HVAC equipment' above may also be named in items "Gas fired heating appliances" provided they hold the required certifications of each category.

**4.1.1.1.3 Employee Experience and Past Performance**

The bidder must provide evidence to demonstrate that the service personnel proposed to perform maintenance of HVAC equipment and gas fired heating appliances, have **three (3) recent years experience** and past performance by referencing **three (3) similar projects/contracts** within the last **eight (8) years** whereby the service personnel have performed satisfactorily.

- Recent experience is defined as experience gained from April 2006 up to and including the solicitation closing date.
- Similar is defined as maintenance service of HVAC equipment, comparable in size, scope and complexity to the equipment listed in Annex A, Statement of Work, SW7, Equipment Inventory.

In cases where experience is acquired concurrently, the time period will be considered only once for the purpose of calculating the minimum requirement of 3 years recent experience.

**Example:**

- Project 1: started on January 1, 2008 and ended on May 31, 2008 = 5 months
- Project 2: started on January 1, 2008 and ended on December 31, 2009 = 24 months
- Project 3: started on January 1, 2008 and ended on December 31, 2009 = 24 months

Total period for these 3 projects will count as 24 months and not 53 months because the period January 2008 to December 2009 has already been counted in Projects 2 and 3. This employee does not meet the required minimum of 3 years recent experience.

In the event where the information for any of the service personnel cannot be confirmed by the client contacts named in the proposal, the proposal will be considered non-responsive and no further consideration will be given to the proposal. If the Bidder submits names of technicians in excess of the stated requirement, only the references up to the identified limit of three (3) service personnel will be assessed. The first three (3) service personnel listed in the proposal will be considered for evaluation.

<b>NAME OF SERVICE PERSONNEL 1 HVAC EQUIPMENT:</b>			
Name of client organization or Company	Project/Contract Reference #1: _____	Project/Contract Reference #2: _____	Project/Contract Reference #3: _____
Name and title of client contact who can confirm the information presented in the proposal	Name: _____  Title: _____	Name: _____  Title: _____	Name: _____  Title: _____
Telephone and e-mail address of client contact	Phone Number: _____  E-mail: _____	Phone Number: _____  E-mail: _____	Phone Number: _____  E-mail: _____
Performance period of the project or contract (indicate year, month, day)	From: _____ (year/month/day) To: _____ (year/month/day)	From: _____ (year/month/day) To: _____ (year/month/day)	From: _____ (year/month/day) To: _____ (year/month/day)

<b>NAME OF SERVICE PERSONNEL 2 HVAC EQUIPMENT:</b>			
Name of client organization or Company	Project/Contract Reference #1: _____	Project/Contract Reference #2: _____	Project/Contract Reference #3: _____
Name and title of client contact who can confirm the information presented in the proposal	Name: _____  Title: _____	Name: _____  Title: _____	Name: _____  Title: _____
Telephone and e-mail address of client contact	Phone Number: _____  E-mail: _____	Phone Number: _____  E-mail: _____	Phone Number: _____  E-mail: _____
Performance period of the project or contract (indicate year, month, day)	From: _____ (year/month/day) To: _____ (year/month/day)	From: _____ (year/month/day) To: _____ (year/month/day)	From: _____ (year/month/day) To: _____ (year/month/day)

Solicitation No. - N° de l'invitation

EJ196-142714/A

Amd. No. - N° de la modif.

File No. - N° du dossier

fk275EJ196-142714

Buyer ID - Id de l'acheteur

fk275

CCC No./N° CCC - FMS No/ N° VME

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

20142714

<b>NAME OF SERVICE PERSONNEL 1 GAS FIRED HEATING APPLIANCES:</b>			
Name of client organization or Company	Project/Contract Reference #1: _____	Project/Contract Reference #2: _____	Project/Contract Reference #3: _____
Name and title of client contact who can confirm the information presented in the proposal	Name: _____  Title: _____	Name: _____  Title: _____	Name: _____  Title: _____
Telephone and e-mail address of client contact	Phone Number: _____  E-mail: _____	Phone Number: _____  E-mail: _____	Phone Number: _____  E-mail: _____
Performance period of the project or contract (indicate year, month, day)	From: _____ (year/month/day) To: _____ (year/month/day)	From: _____ (year/month/day) To: _____ (year/month/day)	From: _____ (year/month/day) To: _____ (year/month/day)

#### 4.1.1.1.4 Non-Working Service Manager Expertise and Experience

The bidder must provide evidence of its Non-Working Service Manager's recent experience and past performance by referencing at least **one (1) similar project/contract**. It is mandatory that the Non-Working Service Manager have **three (3) recent years experience** in a supervisory role in the field of HVAC equipment. The bidder must complete the following form in order to demonstrate that the proposed Non-Working Service Manager have the required experience.

- Recent experience is defined as experience gained from April 2006 up to and including the solicitation closing date.
- Similar is defined as maintenance service of HVAC equipment, comparable in size, scope and complexity to the equipment listed in Annex A, Statement of Work, SW7, Equipment Inventory.

In the event where the information the project cannot be confirmed by the client contact named in the proposal, the proposal will be considered non-responsive and no further consideration will be given to the proposal.

Should it be necessary to provide more project/contract reference names in order to demonstrate that the proposed Non-Working Service Manager has the required three (3) years experience, then the Bidder must provide this additional information on a separate sheet using the similar format as the table below and attach with the proposal.

Solicitation No. - N° de l'invitation

EJ196-142714/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

fk275

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

20142714

File No. - N° du dossier

fk275EJ196-142714

CCC No./N° CCC - FMS No/ N° VME

**Provide the name of the Non-Working Service Manager:**

Name of client organization or Company	Name: _____
Name and title of client contact who can confirm the information presented in the proposal.	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone No.: _____ Fax No.: _____
Performance period of the project or contract (indicate year, month, day)	From: _____ (year/month/day) To: _____ (year/month/day)

Description of Project or contract:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Responsibilities of the individual:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### 4.1.1.1.5 Contractor's Experience and Past Performance

The bidder must provide evidence of its recent experience and past performance by referencing **three (3) similar projects/contracts**. The bidder must complete the following form in order to demonstrate that it has the required experience.

- Recent experience is defined as experience gained from April 2006 up to and including the solicitation closing date.
- Similar is defined as maintenance service of HVAC equipment, comparable in size, scope and complexity to the equipment listed in Annex A, Statement of Work, SW7, Equipment Inventory.

In the event where the information for any of the projects cannot be confirmed by the client contacts named in the proposal, the proposal will be considered non-responsive and no further consideration will be given to the proposal. If the Bidder submits references in excess of the stated requirement, only the references up to the identified limit of three (3) projects will be assessed. The first three (3) projects listed in the proposal will be considered for evaluation.

	PROJECT/CONTRACT REFERENCE # 1	PROJECT/CONTRACT REFERENCE # 2	PROJECT/CONTRACT REFERENCE # 3
Name of client organization or Company	Project/Contract : _____	Project/Contract: _____	Project/Contract: _____
Name and title of client contact who can confirm the information presented in the proposal	Name: _____ Title: _____	Name: _____ Title: _____	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone Number: _____ E-mail: _____	Phone Number: _____ E-mail: _____	Phone Number: _____ E-mail: _____
Performance period of the project or contract (indicate year, month, day)	From: _____ (year/month/day) To: _____ (year/month/day)	From: _____ (year/month/day) To: _____ (year/month/day)	From: _____ (year/month/day) To: _____ (year/month/day)

Description of Project/Contract			

**4.1.1.1.6 Apprentices**

Apprentices employed by the Contractor must be fully registered in a Tradesman Program related to the services in Annex A, Statement of Work. Apprentices must work under the direction supervision of a Boiler, and or Reprigeration Mechanic. Canada reserves the right to request proof of registration in a Tradesman Program related to the services in the Statement of Work at any time during the term of the contract.

**4.2 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.

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## **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.

### **5.1 Certifications Required Precedent to Contract Award**

#### **5.1.1 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.

#### **5.1.2 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.hrsdc.gc.ca/eng/labour/index.shtml>) available from Human Resources and Skills Development Canada (HRSDC) - Labour's website

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

## PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

### 6.1 Security Requirement

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

(a) the Bidder must hold a valid organization security clearance as indicated in Part 7 – Resulting Contract Clauses;

(b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in part 7 – Resulting Contract Clauses;

(c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

2. For additional information on security requirements, bidders should refer to the *Canadian Industrial Security Directorate (CISD), Industrial Security Program* ([Http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html)) website.

### 6.2 Employee Information for Security

The Bidder **must** specify the following information regarding employees proposed in Part 4, Section 4.1.1 (Technical Bid) to provide services against any resulting contract:

	<b>LEGAL NAME (First and Last)</b>	<b>DATE OF BIRTH (yyyy,mm,dd)</b>	<b>CURRENT CLEARANCE HELD</b>
Service personnel 1 HVAC Equipment			
Service personnel 2 HVAC Equipment			
Service personnel 1 Gas fired heating appliances			
Non-Working Service Manager			

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## **PART 7 - RESULTING CONTRACT CLAUSES**

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

### **7.1 Statement of Work**

The Contractor must perform the Work in accordance with the Statement of Work at Annex A.

To provide all necessary travel, tools, materials services and labour for all inclusive maintenance services and inspection services on heating, ventilation, air conditioning (HVAC), commercial refrigeration and related mechanical equipment in accordance with the Statement of Work EJ196-14-2714, attached herein as Annex A.

This requirement is for Public Works and Government Services Canada (PWGSC) located 2200 Walkley Road, 269 Laurier Avenue, 4210 Labelle Street, 2265 St-Laurent Blvd, 2465 St-Laurent, 40 Elgin Street, 2733 Lancaster, 2215 Gladwin Crescent, 333 Laurier, 181 Queen Street, 2204 Walkley Road in Ottawa, Ontario and 105 Hôtel de Ville in Gatineau, in Quebec.

#### **7.1.1 Mandatory Response Time**

As per **Annex A**, Statement of Work EJ196-14-2714, SW 3 Service V., it is a mandatory requirement of the contract that:

1. The Contractor must provide twenty-four (24) hour, seven (7) days a week emergency call back service for the duration of the contract.
2. The Contractor must respond within thirty (30) minutes of each request; and be on site ready to work within two (2) hours of receiving the emergency call. All work for emergency service must be executed by a qualified service personnel named in the Contract and such work must proceed continuously until the system is returned to safe operating condition.
3. The Contractor must update the Trouble Desk of the status of service call and contact the Trouble Desk within four (4) hours to close out the ticket once each issue is resolved.

#### **7.1.2 Replacement of Specific Individuals**

1. If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
2. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:
  - (a) the name, qualifications and experience of the proposed replacement; and
  - (b) proof that the proposed replacement has the required security clearance granted by Canada, if applicable.
3. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such

a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

### Names of qualified employees

The contractor must provide the names of the qualified technicians who will be assigned to work on this Contract. The names provided below must be the same personnel listed in Part 4 and Part 6 of the proposal.

	<b>LEGAL NAME (First and Last)</b>
Service personnel 1 HVAC Equipment	
Service personnel 2 HVAC Equipment	
Service personnel 1 Gas fired heating appliances	
Non-Working Service Manager	

## 7.2 Standard Clauses and Conditions

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

### 7.2.1 General Conditions

2035 (2014-06-26), General Conditions - Services, apply to and form part of the Contract.

## 7.3 Security Requirement

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

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Facility Security Clearance at the level of **SECRET**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must **EACH** hold a valid personnel security screening at the level of **SECRET**, 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 B;
  - (b) *Industrial Security Manual* (Latest Edition).

**7.4 Term of Contract**

**7.4.1 Period of Contract**

The period of the Contract is from \_\_\_\_\_ to \_\_\_\_\_ inclusive.

**7.5 Authorities**

**7.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

**Mélanie Brunet**  
 Public Works and Government Services Canada  
 Acquisition Branch  
 Real Property Contracting Directorate  
 Place du Portage, Phase III, 3C2,  
 11 rue Laurier, Gatineau, Quebec K1A OS5  
 Telephone: 819-956-6281  
 Facsimile : 819-956-3600  
 E-mail address: melanie.brunet@tpsgc-pwgsc.gc.ca

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

**7.5.2 Technical Authority**

*"TO BE PROVIDED AT CONTRACT AWARD"*

The Technical Authority for the Contract is:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Facsimile: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

E-mail address: \_\_\_\_\_.

The Technical Authority named above 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 Technical Authority, however the Technical 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.

### 7.5.3 Contractor's Representative

The name and particulars of the person to be contacted for general enquiries and follow-up purposes:

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

Cellular: \_\_\_\_\_

E-mail: \_\_\_\_\_

### 7.6 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.

### 7.7 Payment

#### 7.7.1 Limitation of Expenditure

The Contractor will supply the goods and services under the Contract to an estimated total expenditure that must not exceed \$ (to be determined) (Applicable Taxes included) of which \$ (to be determined) (Applicable Taxes included) is for goods and/or services enumerated or described in Pricing Schedule 1, and \$ (to be determined) (Applicable Taxes included) is for additional goods and/or services that may be requested on an "As and When Requested" basis at the prices and/or rates set out in Pricing Schedule 2.

#### 7.7.2 Basis of Payment - Firm Prices and "As and When"

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm prices, in accordance with General Conditions 2035 16 (2012-07-16) 'Payment Period' and the following tables. Applicable Taxes are excluded, if applicable.

- a) Firm rates will be paid in accordance with **Pricing Schedule 1** in four (4) equal quarterly payments.
- b) "As and When Requested" Work:

Any costs incurred for Extra Work will be paid, in accordance with **Pricing Schedule 2** and the Statement of Work, Annex A, on an "as and when requested" basis, after completion, inspection and acceptance of the work performed.

Canada's total liability to the Contractor under the "as and when requested" portion of the Contract must not exceed (**to be determined**). Applicable Taxes are included, if applicable.

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) if the Contractor considers that the said sum may be exceeded, the Contractor must promptly notify the contracting Authority

whichever comes first.

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.

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.

### 7.7.3 SACC Manual Clauses

A9117C (2007-11-30) T1204 - Direct Request by Customer Department, apply to and form part of the Contract.

### 7.8 Invoicing Instructions - Maintenance Services

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions along with the quarterly 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 Technical Authority.

2. The Contractor must distribute the invoices and reports as follows:

- (a) The original and two (2) copies of the invoices and quarterly maintenance reports must be forwarded to the following address for certification and payment.

Public Works and Government Services Canada  
Maintenance and Operational Assurance Services  
Chomley Building, 6th Floor  
400 Cooper Street  
Ottawa, Ontario, K1A 0S5

Attention: \_\_\_\_\_ (leave blank until contract award)

### 7.9 Certifications

#### 7.9.1 Compliance

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.

#### 7.10 Applicable Laws

This contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

### 7.11 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 2035 (2014-06-26);
- (c) Annex A, Statement of Work;
- (d) Annex B, Security Requirements Check List;
- (e) the Contractor's proposal dated \_\_\_\_\_ (*insert date of bid*);
- (f) Annex C, Reminder to submit a Complete List of names of all individuals who are currently directors of the bidder;
- (g) Annex D, Cost Estimate Form for Extra Work; and
- (h) Annex E, Voluntary Certification to Support The Use of Apprentices.

### 7.12 Foreign Nationals (Canadian Contractor)

A2000C (2006-06-16) Foreign Nationals (Canadian Contractor) (if applicable), apply to and form part of the Contract.

### 7.13 Insurance Requirements

#### 7.13.1 Insurance - Specific Requirements

The Contractor must comply with the insurance requirements specified in the **following article 7.13.2 Commercial General Liability Insurance**. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

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

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

#### 7.13.2 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, a. 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.
- l) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- m) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- n) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- o) Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

Director Business Law Directorate,  
Quebec Regional Office (Ottawa),  
Department of Justice,  
284 Wellington Street, Room SAT-6042,  
Ottawa, Ontario, K1A 0H8

Solicitation No. - N° de l'invitation

EJ196-142714/A

Amd. No. - N° de la modif.

File No. - N° du dossier

fk275EJ196-142714

Buyer ID - Id de l'acheteur

fk275

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

20142714

CCC No./N° CCC - FMS No/ N° VME

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For other provinces and territories, send to:

Senior General Counsel,  
Civil Litigation Section,  
Department of Justice  
234 Wellington Street, East Tower  
Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

#### **7.14 Contract Financial Security**

1. The Contractor must provide one of the following contract financial securities within 30 calendar days after the date of contract award:

- a. a performance bond form PWGSC-TPSGC 505 in the amount of **10 percent** of the Contract Price; or
- b. a security deposit as defined in clause E0008C in the amount of **10 percent** of the Contract Price. Any bond must be accepted as security by one of the bonding companies listed in Treasury Board Contracting Policy, Appendix L, Acceptable Bonding Companies.

2. Security deposits in the form of government guaranteed bonds with coupons attached will be accepted only if all coupons that are unexpired, at the time the security deposit is provided, are attached to the bonds. The Contractor must provide written instructions concerning the action to be taken with respect to coupons that will mature while the bonds are pledged as security, when such coupons are in excess of the security deposit requirement.

3. If Canada does not receive the required financial security within the specified period, Canada may terminate the Contract for default pursuant to the Contract default provision.

##### **7.14.1 SACC Manual clause E0008C (2012-07-16) Financial Security Definition**

1. "security deposit" means

a. a bill of exchange that is payable to the Receiver General for Canada and certified by an approved financial institution or drawn by an approved financial institution on itself; or

b. a government guaranteed bond; or

c. an irrevocable standby letter of credit, or

d. such other security as may be considered appropriate by the Contracting Authority and approved by Treasury Board;

2. "approved financial institution" means

- a.any corporation or institution that is a member of the Canadian Payments Association;
- b.a corporation that accepts deposits that are insured by the Canada Deposit Insurance Corporation or the Régie de l'assurance-dépôts du Québec to the maximum permitted by law;
- c.a credit union as defined in paragraph 137(6) of the Income Tax Act;
- d.a corporation that accepts deposits from the public, if repayment of the deposits is guaranteed by a Canadian province or territory; or
- e.the Canada Post Corporation.
- 3."government guaranteed bond" means a bond of the Government of Canada or a bond unconditionally guaranteed as to principal and interest by the Government of Canada that is:
- a.payable to bearer;
- b.accompanied by a duly executed instrument of transfer of the bond to the Receiver General for Canada in accordance with the Domestic Bonds of Canada Regulations;
- c.registered in the name of the Receiver General for Canada.
- 4."irrevocable standby letter of credit"
- a.means any arrangement, however named or described, whereby a financial institution (the "Issuer"), acting at the request and on the instructions of a customer (the "Applicant"), or on its behalf,
- i.will make a payment to or to the order of Canada, as the beneficiary;
- ii.will accept and pay bills of exchange drawn by Canada;
- iii.authorizes another financial institution to effect such payment, or accept and pay such bills of exchange; or
- iv.authorizes another financial institution to negotiate, against written demand(s) for payment, provided that the conditions of the letter of credit are complied with.
- b.must state the face amount which may be drawn against it;
- c.must state its expiry date;
- d.must provide for sight payment to the Receiver General for Canada by way of the financial institution's draft against presentation of a written demand for payment signed by the authorized departmental representative identified in the letter of credit by hisher office;
- e.must provide that more than one written demand for payment may be presented subject to the sum of those demands not exceeding the face amount of the letter of credit;
- f.must provide that it is subject to the International Chamber of Commerce (ICC) Uniform Customs and Practice (UCP) for Documentary Credits, 2007 Revision, ICC Publication No. 600. Pursuant to the ICC UCP, a credit is irrevocable even if there is no indication to that effect; and
- g.must be issued (Issuer) or confirmed (Confirmer), in either official language, by a financial institution that is a member of the Canadian Payments Association and is on the letterhead of the Issuer or Confirmer. The format is left to the discretion of the Issuer or Confirmer.

**7.15 Cellular Phones and/or Pagers**

The Contractor's Foreman or Site Supervisor must be equipped with a cellular phone and/or pager at all times. All expenses including installation, air time, activating fees, and the cost of the phones/pagers themselves, will be the responsibility of the Contractor. The Contractor must maintain an uninterrupted communication service.

**7.16 Canadian Forces Site Regulations**

The Contractor must comply with all standing orders or other regulations, instructions and directives in force on the site where the Work is performed.

**7.17 Pre-Commencement Meeting**

A pre-commencement meeting is mandatory for the Contractor prior to commencing any work and minutes of the meeting will be taken. The time and place of this meeting will be determined by the Technical Authority.

The Contractor is to supply the Technical Authority with a copy of its safety policy as required by the applicable Provincial Occupational Safety and Health Regulations.

## 1.0 SW 1. General

The Contractor must furnish all necessary travel, tools, materials, services and labour to carry out the work required under the terms and conditions of this statement of work on the equipment listed in SW 7.

- a. The Contractor must comply with all Laws and Regulations: Federal, Provincial or Municipal, relative to servicing the equipment (listed in SW 7.), and shall pay for any and all permits and certificates required.
- b. The Contractor must be registered with Technical Standards and Safety Authority (TSSA). A copy of the registration must be submitted to the contracting authority prior to contract award.
- c. Apprentices employed by the Contractor must be fully registered in a Boiler/Refrigeration Trades Program related to the services of this Statement of Work. Apprentices must work - at all times - under the direction supervision of a Boiler, and or Refrigeration Mechanic. Canada reserves the right to request proof of registration in a Tradesman Program at any time during the term of the contract.

## 2.0 SW 2. Scope of Work - Comprehensive Maintenance

### I. General

- a. The Contractor must complete all required maintenance as per manufacturer's recommendations, including the items listed below, on the equipment listed in SW 7 Equipment Inventory.

### II. Included in Contract

- a. Travel, labour and materials for all service calls: monthly inspections, cleaning, lubrication, testing, calibration, filter replacements, repairs, and manufacturer's recommended maintenance.
- b. Complete oil analysis and report annually – were applicable.
- c. Replace oil and filters in the first year of the contract. Then replace as per the manufacturer's recommendations, or base on recommendations from the oil analysis reports.
- d. Replace refrigerant filters annually or more frequently if necessary.
- e. Pressure-clean the condensers annually.
- f. Clean the evaporators in the first and fourth year of the contract.
- g. Inspect and maintain all electrical switches, disconnects, contacts, and fuses; including control components from the equipment to the MCC.
- h. Inspect, test and maintain the VFD drives – when accompanying equipment - as per manufacturer's recommendations.
- i. Inspect all relief valves (where accessible) annually or more frequent if necessary. Replace valves as per TSSA's recommendations.
- j. Leak-test the chillers and all AC units quarterly.
- k. Perform maintenance on compressed air systems twice per year, semi-annually.
- l. The cost of service calls (24/7) is also included in the contract and is defined as the labour from the time a service call is acknowledged by the contractor, inclusive of travel, the labour to investigate the call, including the repair and confirmation to the National Service Call Centre (NSCC) that the call has been rectified.

## 2.1 SW 2.1 Scope of Work – Inspection and Preventive Maintenance

### I. General

- a. The Contractor must complete all required inspections and maintenance, on the equipment identified in SW 8 as per manufacturer's recommendations except where required more frequently herein.

### II. Include, sections II, III & IV

- a. Travel, labour and materials for all inspection, cleaning, lubrication, testing, calibration and maintenance as per manufacturer's recommendation.
- b. Replacement of belts
- c. Replacement of filters
- d. Replacement of motor pulleys
- e. Replacement of fuses, switches and contactors
- f. Semi-annual leak-tests
- g. All Halo-carbon systems must be leak tested quarterly and submit a copy of the electronic report to the Technical Authority.
- h. Oil analysis in the first year of the contract and again in the fourth year of the contract.
- i. Emergency Calls are also included if the cause or reason for the problem was due to faults with items [a to e] above. All other repairs to the equipment listed in SW8 are extra; and the contractor must follow the instructions outlined in SW4.I, Extra Work.

### III. Control Systems

- a. Conduct annual tests of the control systems where applicable, to ensure all circuits and settings are properly adjusted.
- b. Test the controls according to the manufacturer's specifications.
- c. Record all limit and control settings and submit along with the quarterly reports.

### IV. Oil and filter(s)

- a. Full oil analysis and filter(s) replacement at intervals as per manufacturer's recommendations or more often if conditions indicate deterioration.

### 3.0 SW 3. Service

#### I. **Inspection and Maintenance**

All equipment must be inspected monthly. Seasonal startup and shutdown of the equipment must be coordinated with the PWGSC site authority. The work must be performed in such manner that ensures operation of the complete system(s) based on original design or subsequent approved design modifications and must be as recommended by the manufacturer(s).

#### II. **Repair and Replacement Parts/Components**

The Contractor must have and maintain access at all times, sufficient direct replacement parts - OEM Parts - for immediate repair of component to ensure continuous operation of equipment.

#### III. **Wiring Diagrams - Adjustments Procedures and Operational Descriptions**

- a. Provide to the Technical Authority, when requested, a complete schematic wiring diagrams, detailed adjustment procedures and detailed operational descriptions of all equipment included in this Statement of Work.
- b. Verify all electrical drawings and provide numbering and reference for all cabinet wiring as required during the first year of the Contract; and
- c. Provide revisions/updates of all electrical drawings to the Technical Authority for electrical drawing amendments for the respective equipment

#### IV. **Scheduling**

- a. Preventive maintenance must be performed during regular working hours, 08:00 to 15:00 hours Monday through Friday, excluding legal holidays.
- b. Within 30 days after contract award, the Contractor must provide a detailed schedule of maintenance to be applied for the term of this contract.
  - i. This schedule must contain and reflect the manufacturer's recommended maintenance and all requirements of this Statement of Work.
  - ii. The proposed schedule must be reviewed by the Technical Authority and may require revision by the Contractor to meet the Technical Authority's requirements. Any such changes must be considered as part of this Statement of Work. The Technical Authority must approve any variance from this schedule.

#### V. **Call Backs/Emergency Calls**

- a. The Contractor must provide twenty-four (24) hour, seven (7) days a week emergency Call-back service for the duration of the contract at no extra cost, refer to SW2.II.n and SW2.1.II.i.
- b. The Contractor must respond within 30 minutes of each request; and be on site ready to work within two (2) hours of receiving the emergency call. All work for emergency service must be executed by a qualified service personnel named in the Contract and such work must proceed continuously until the system is returned to safe operating condition.
- c. The Contractor must update the Trouble Desk of the status of service call and contact the Trouble Desk within 4 hours to close out the ticket once each issue is resolved.

**V. Non-working Service Manager**

- a. The non-working Service Manager must be in full charge of the services provided and must be authorized to accept any notice, consent, order, direction, decision or other communication on behalf of the Contractor that may be given under the contract.
- b. In the event that there is an emergency, the Technical Authority may request that the Contractor's Non-working Service Manager respond on-site within two (2) hours of receiving the call on a 24 hour, 7 day basis.

**VI. Maintenance Plan**

- a. The Contractor must provide a detailed maintenance service plan specific to the equipment inventory which must outline all tasks, procedures, all maintenance routines and frequencies to meet or exceed manufacturers' recommendations. The plan must identify the maintenance that will be performed annually, semi-annually, quarterly and monthly.
  - i. The maintenance plan must reflect the manufacturer's recommended maintenance and all requirements of this Statement of Work.
- b. Submit the proposed maintenance plan for review to the Technical Authority. The Contractor may be requested to revise the plan to meet Technical Authority's requirements. Any such changes must be considered as part of the Statement of Work.
- c. The plan must fully list all operating inspections, maintenance schedules and tests necessary to maximize equipment longevity and ensure the optimum level of performance over the full operating range of the equipment.
- d. The maintenance service plan must be submitted to the Technical Authority in the Microsoft Office Suite format (including sample inspections sheets for all routines), within 30 calendar days after award of the Contract.

**4.0 SW 4. Extra work and Exclusions**

**I. Extra Work**

- a. The Contractor must notify the Technical Authority by phone within an hour and subsequently follow up with a written report by e-mail within 24 hours of any equipment failure requiring repair(s) and/or negligent operation or misuse of the equipment by others. If requested, the Contractor must make the repair(s) or replace the components necessitated by such occurrence at extra cost.
- b. The Contractor must identify modifications or improvements to the equipment or system(s) that will enhance equipment serviceability, life expectancy and/or efficiency.
- c. The Contractor must calculate the cost of the repairs (SW 4.I.a), modifications or improvements (SW 4.I.b) in accordance with "Pricing Schedule 2". If requested the Contractor must complete the work at the agreed costs (Pricing Schedule 2) in a timely manner.

**II. Exclusions**

- a. The Contractor is not required, as part of this contract, to make renewals or repairs necessitated by reasons of the negligent operation or misuse of the equipment by others; or by reason of any other cause beyond the Contractor's control (i.e. Acts of God and Manufacturer's defect).
- b. If the responsibility for the repair is contested, the contractor must provide a clear and concise report delineating the cause of the failure to the Technical Authority.

## 5.0 SW 5. Health and Safety Requirements

### I. Environmental Protection

The Contractor must conform to all applicable environmental laws and regulations in effect including the Federal Halocarbon Regulations in provision of services under this contract.

- a. During repair of systems containing refrigerant or replacing refrigerant the Contractor must use closed-loop refrigerant recovery equipment to minimize refrigerant emissions.
- b. A complete leak test on all refrigeration systems must be performed quarterly – unless otherwise requested herein. The Contractor must make repairs as required and the units must be tagged as leak free when completed.
- c. The Contractor must prevent oil spills or damage to surfaces and roofing systems by providing protection (plywood or plastic) under the equipment during service operations. In the event of an accidental spill, the Contractor must notify the Technical Authority immediately so that remedial action can be taken.
- d. The Contractor must not leave waste materials on site unless approved by the Technical Authority.
- e. The Contractor must not dispose of waste or volatile materials, (mineral spirits or paints and oil thinner) into waterways, storm or sanitary sewers.
- f. The Contractor must control the disposal of the runoff of water containing suspended materials or other harmful substances in accordance with the Environmental Laws: Municipal, Provincial and Federal.

### II. WHMIS and Safety Training

- a. The Contractor must comply with the requirements of the Workplace Hazardous Materials Information System (WHMIS) regarding use, handling, storage, and disposal of hazardous materials, labeling and the provision of material safety data sheets acceptable to Human Resources Development Canada, Labour Program.
  - i. Provide a blue binder with all up to date material safety data sheets (MSDS) for the products being used on site by the Contractor.
  - ii. Ensure that all service personnel have all the applicable safety training to perform the work under this contract.
  - iii. The training must include, but be limited to: Fall protection, Confined spaces, First Aid & CPR and any other safety training required by all applicable Acts, Codes and Regulations for the performing the work required by the contract.
- b. The Contractor must provide a copy of its "Safe Work Policy" to the Technical Authority within two (2) weeks after the contract is awarded and provide it again for review annually
  - i. The Contractor must ensure that the work area is maintained in a safe condition at all times during performance of work.
- c. Complete the attached forms and submit to the Technical Authority before performing regular maintenance or scheduled repairs: Annex D:
  - Hazardous Assessment
  - Emergency Response
  - Safety orientation Checklist

## 6.0 SW 6.Reporting

**I. All Reports are to be type written, and submitted electronically via Email in PDF format, or USB key.**

### **II. Interim or incident Reporting**

- a. The Contractor must report to the Technical Authority verbally, and follow-up by E-mail within twenty-four (24) hours of every visit for other than regular maintenance.
  - i. The report must detail the work completed, work outstanding and reasons, and an estimated time of completion.
  - ii. Call to the attention of the Technical Authority any improper procedures noted on site and include in the quarterly reports.
  - iii. Report all Halocarbon losses and complete the applicable forms - in accordance with the Federal Halocarbon Regulations (FHR) - within two (2) hours after discovery of a release to the Technical Authority. Provide the Technical Authority a copy of the FHR release report once the leak is isolated and the amount refrigerant of release determined.

### **III. Equipment report cards**

- a. A completed service report card outlining all services performed on the equipment must be enclosed in a clear vinyl envelope and affixed safely to the equipment - each system.
- b. The report cards are to remain with the equipment for the duration of the contract and are to be turned over to the Technical Authority when the cards are complete or upon contract completion or termination.

### **IV. Service Reports**

- a. Provide all services reports in Electronic format (via E-mail or USB key) - in PDF format.
- b. Provide the manufacturers recommended checklist for each piece of equipment in accordance with the manufacturer's recommend maintenance - with every quarterly report.
- c. A signed, written service report must be completed and left with the Technical Authority each time service is performed.
- d. Submit to the Technical Authority quarterly: inspection and maintenance reports complete with respective checklists.
- e. Provide report of test and verification of the Release Detection Systems within 30 days of completion.

### **V. All reports must include**

- a. date and time of inspection or repair
- b. building name and location
- c. technician's name and signature
- d. equipment identification - including make, model and serial numbers
- e. description of work performed
- f. parts replaced
- g. condition of equipment

**6.0 SW 6.Reporting Cont'd**

**VI. Invoicing**

- a. All invoices must provide clear details of the work being invoiced and must include the following:
  - i. PWGSC contract number (e.g.EJ196-142714)
  - ii. Building name & address
  - iii. Description of work
  - iv. Period covered by invoice
- b. Invoices other than regular maintenance can be submitted as soon as the work is completed and accepted.
- c. Invoices will be returned unpaid if not accompanied by inspection and/or repair checklists and service reports.
- d. Invoices for regular maintenance must be submitted "Quarterly" to:

Public Works and Government Services Canada  
Maintenance and Operational Assurance  
400 Cooper Street, 6th Floor,  
OTTAWA, Ontario K1A 0S5:

Attention: Technical Authority

7.0 SW 7. Equipment Inventory

Units	Location Room No.	Make	Model	Serial No.	Details
<b>1. 2200 WALKLEY ROAD</b>					
1	Room 126	Canair	CP21-W	MTA910345	Water cooled
1	South East Corner	Mitsubishi	PL24AK	42F00018A	Ceiling mounted
1	South East Corner	Mitsubishi	PU24EK2	4ZE0099A	Condenser on sidewalk
1	2nd Floor data room	ATS tech			Condenser on roof
1	2nd Floor Server room	ATS	OHS-084-DRCU-0	8076	
1	2nd Floor Lunch room	Carrier High Efficiency			
1	Ground floor server room	Ecosaire	E2D223EN-8-E52	A200970041	
1		VENTMAR CES, SWTICHOMATIC	ERV500EEB1XG31 NHDBB	00247402-004990-20090317	

Units	Location Room No.	Make	Model	Serial No.	Details
<b>2. 269 LAURIER AVENUE</b>					
3	Room B114	Precision Air Conditioning	ACB1.1, ACB1.2, & ACB1.3		20 Ton Units
2	Roof	Condenser 3 & 4			Dry Cooler
2	Room B114		P22		Dry Cooler Pumps (10.0- Hp)
2	Fan-coil Units		FCB1.4 & FCB 1.5		4.5 KW
1	Room 1317	Precision Air Conditioning	ATS - AC 13.1 & AC 13.2		1.5 Tons each
1	Room 1315	Precision Air Conditioning	CANATEL AC 16.1		3.0 Tons
2	Room 1648	Precision Air Conditioning	CANATEL AC 16.2		3.0 Tons
2	Roof	Condenser	CONR 1 & 2		
1	Room 1904	Precision Air Conditioning	AC 19.2		2.4 Tons
1	Roof	Condenser	CONR 6		
2	B2 Parking West side	Domestic Hot Water Tanks	DHWT B2.1 & B2.2		30 KW Demand
1	Room 1016	Domestic Hot Water Tanks	DHWT 10.1		2.25KW
1	Room 1904	Domestic Hot Water Tanks	A.O. SMITH Den-52 DHWT 19.1		2.5 KW
2	B2 Parking East side	Sanitary Pumps	P-20a & P-20b		1-Hp

Units	Location Room No.	Make	Model	Serial No.	Details
3. 4210 LABELLE STREET					
1	Data center 1st Floor	Mitsubishi	07G00933D		Wall mounted
1	Roof		01600726B		Condenser for above
1	Data center 1st Floor	Mitsubishi	07G00965D		Wall mounted
1	Roof		01600726B		Condenser for above

Units	Location Room No.	Make	Model	Serial No.	Details
4. 2265 ST. LAURENT BLVD					
1	2nd Floor, Lan Room	Mitsubishi	MS09EW	250052C (evap) 259004430 (cond)	Wall mounted Slim
1	3rd Floor	Mitsubishi	MS09EW MU09EW	65002556C (evap) 65901052C (cond)	Wall mounted Slim
1	1st Floor Lan Room	Mitsubishi	MS09EW	65000247A (evap) 65900737B (cond)	Wall mounted Slim
1	2nd Floor Board Room	Mitsubishi	MS15EW	65000534C (evap)	Ceiling mounted
1	2nd Floor Room 263	Mitsubishi			Wall mounted Slim not currently in use
1	2 <sup>nd</sup> Floor Lan Rm 236	BPA-21	40BNB030301	1204 V55559	Newly added

Units	Location Room No.	Make	Model	Serial No.	Details
5. CHAMBERS BUILDING 40 ELGIN ST.					
1	9th floor Room # 909	Hiross	HS-009		Data center
1	9th floor Room # 909	Hiross	SH070W		Data center
1	9th floor Room # 907	Hiross	SH030W		Data center
1	9th floor Room # 903				Located in closet
2	9th floor Room # 909 CA2 & AC3	Ecosaire	S.SMOB030WZ65 6FIFSKOT		TC = 88,000 Btu/Hr Hum =11.0 lbs/hr 3600 CFM
1	9th floor Room # 909 AC1	Ecosaire	S.SMOB030WZ65 6FIFSKOT		200CFM Hum =11.0 lbs/hr 38,000 Btu/hr

Units	Location Room No.	Make	Model	Serial No.	Details
<b>6. 2733 LANCASTER ROAD</b>					
1	Lan Rm; 2nd Floor	Mitsubishi	MS12NN	7001316T	Wall mounted Evaporator
1	Lan Rm, Ceiling; 2nd Floor	Mitsubishi	MS12NN	70001311T	Condenser in ceiling
1	Ground Floor	Carrier	M-40QNE-0123	N/A	Wall mounted Evaporator
1	Ground Floor	Carrier	M-38AN-012-3	50899410324	Condenser in ceiling

Units	Location Room No.	Make	Model	Serial No.	Details
<b>7. 2215 GLADWIN CRESCENT</b>					
1	Main Floor Server	Canair	HE-027-1	ZG-041463	
1	Dark Rm	Carrier	38N012310	190040084	Ductless split system
1	AHU		40QNB012310	11043182	
1	Bell room	Mitsubishi	MS12NN	8001047T	
1	Server Rm 115A Newly add unit	Keeprite Pump	NFCX3600C1	L992310673	Conditioner pump part of the system
1	Server Rm 115A	Keeprite	KSSE36GA2	L995280061	Condenser coil in common Hallway near 115D

Units	Location Room No.	Make	Model	Serial No.	Details
<b>8. 333 LAURIER</b>					
1	10 <sup>th</sup> floor	Climate Master	VS080HSZPGAMC SC	96E061634	C/W Condenser
1	8 <sup>th</sup> Floor	Climate Master	VS042HSZML2MC SA	96D067048	C/W Condenser
1	18 <sup>th</sup> Floor	Trane Moduler Unit			Building Cooling – Chilled Water
1	15 <sup>th</sup> Floor	Climate			Building cooling- chilled water
1	15 <sup>th</sup> Floor	Stulz			Building Cooling – Chilled Water

Units	Location Room No.	Make	Model	Serial No.	Details
9. 181 QUEEN STREET					
	5th Floor	Liebert	BE061G- BAESS849	866849-01	Data Room
1	5th Floor	Liebert	BE061G- BAESS849	866849-02	Data Room
1	5th Floor	Liebert	BE061G- BAESS849	866849-03	Data Room
1	5th Floor	Liebert	MMD20G3PHEHO	0352N86469	Part of this inventory is the condensate pump.
1	5th Floor	Liebert	MMD20G3PHEHO	0352N86484	Part of this inventory is the condensate pump.
1	5th Floor	Liebert	MMD20G3PHEHO	0352N86586	Part of this inventory is the condensate pump.
1	5th Floor	Liebert	MMD20G3PHEHO	0352N86633	Part of this inventory is the condensate pump.
1	5th Floor	Liebert	MMD36K-YHEBO	0352N86525	Condenser model # MCD38W3YH3 as part of this unit. Part of this inventory is the condensate pump.
1	5th Floor	Liebert	MMD36K-YHEBO	0352N86528	Condenser model # MCD38W3YH3 as part of this unit. Part of this inventory is the condensate pump.
1	6 th flr	Liebert	DE412WHBAEIS1 92	627192-001	AC-6-01
1	6 th flr	Liebert	DE412WHBAEIS1 92	627192-002	AC-6-02
1	6 th flr	Liebert	DE219WHBAEIS1 92	627192-003	AC-6-03
1	6 th flr	Liebert	DE219WHBAEIS1 92	627192-004	AC-6-04
1	6 th flr	Liebert	DE127WHBAEIS1 92	627192-005	AC-6-05
1	6 th flr	Liebert	DE127WHBAEIS1 92	627192-006	AC-6-06
1	6 th flr	Liebert	VH086WHBAEIS1 92	627192-007	AC-6-07
1	9 th flr	Liebert	MMD36K-YHEBO	0352N86439	AC-9-09 Condenser model # MCD38W3YH3 as part of this unit. Part of this inventory is the condensate pump and a high static supply fan. Outside call center. R- 22 Refrigerant.

Units	Location Room No.	Make	Model	Serial No.	Details
<b>10. 2465 ST. LAURENT BLVD</b>					
1	Room B-11	Ecosaire IPAC	OE46A50GB 2EHBCDV	#651829	
1	In cage at West end of building	Dry Cooler	CDM23-8	D20020903899	
1	Room B-09	Sanyo	Mister Slim	CH4242	
1	In cage at West end of building	Sanyo Economilti Condenser	CHY7243	#0002614	
1	Room B-06	Sanyo Evaporator			
1	Room B-05	Sanyo Evaporator			
1	Room B-02	Sanyo Evaporator			
1	Room B-01 Kitchen	Sanyo Evaporator			
1	Room B-01 Kitchen	Sanyo Evaporator			

Units	Location Room No.	Make	Model	Serial No.	Details
<b>11. 2204 WALKLEY ROAD</b>					
2	Arcade Room	Liebert	BUO67A-1-A37		Filter: 29.5x28.5x2
2	Roof	Condensers	DCSL 083LB 96070196 96070195		R-22
4	<b>Network Control:</b> 511, 409,311,2001	Sanyo Portable Move & Cool	9000		9000 BTU Each
1	Training Room # 110	Carrier	F63AAA024	2305V2198 5	Filter: 16x25x2
1	Outside near Drive way West Side	Carrier Condenser	38HDC024-341LA	2705X4548 7	R-22 Evaporator adjacent to Lunch room

Units	Location Room No.	Make	Model	Serial No.	Details
<b>12. 105 HOTEL DE VILLE</b>					
1	1 Roof	McQuay Chiller	AGZ075CH HNN-ER10	STNU07/000197	
1	1 Roof	Condenser Dry Cooler	FID205-8	D20007110006	
8	7th Floor to Ground	Magic Air			
1	2nd Floor Computer Rm	Liebert System 3	UH147-BSM	223508-001	
2	Penthouse Mech Rm	Circulating Pumps			
1	Penthouse Mech Rm	Johnson Controls Controller			
1	2nd Floor Computer Rm	Cantel System	M9CD1SVEBTAX		

**\*Note: Manufacturers may possess "Proprietary Rights" on some of the equipment listed in SW 6. Should a need arise to re-configure, re-program, or replace parts of such equipment, the Contractor shall be responsible to subcontract the work to the respective manufacturer as per GC 2035-06 or their representatives at no additional cost to the Crown.**



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Annex B

Contract Number / Numéro du contrat EJ196-14-2714
Security Classification / Classification de sécurité UNCLASSIFIED

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

<b>PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE</b>		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Public Works and Government Services Canada	2. Branch or Directorate / Direction générale ou Direction OSS/MOA	
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 Pan-Ottawa HVAC Multiple		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> 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"/>





Contract Number / Numéro du contrat EJ196-14-2714
Security Classification / Classification de sécurité UNCLASSIFIED

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

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui

If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?  No / 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 type="checkbox"/> RELIABILITY STATUS<br>COTE DE FIABILITÉ     | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input checked="" type="checkbox"/> SECRET<br>SECRET | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET - SIGINT<br>TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET  | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>ACCÈS AUX EMPLACEMENTS       |   |  |  |

Special comments: **Only security screened personnel must be utilized.**  
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



Government of Canada

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Contract Number / Numéro du contrat

EJ196-14-2714

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UNCLASSIFIED

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

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED? La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

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

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED? La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

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

**ANNEX C**

**REMINDER TO SUBMIT A COMPLETE LIST OF NAMES OF ALL INDIVIDUALS WHO ARE  
CURRENTLY DIRECTORS OF THE BIDDER**

***NOTE TO BIDDERS***  
***WRITE DIRECTOR'S SURNAMES AND GIVEN NAMES IN BLOCK LETTERS***

**Annex D  
Cost Estimate Form For Extra Work**

**Contractor:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Estimate #:** \_\_\_\_\_

**Description of Work:**

(Please attach a separate sheet if required)

		Hourly Rate as per Contract		
I Direct Costs	No. of Hours	AC Technician	G2 Technician	Total
<b>i Direct Labour</b>				
Repair Work Labour				
Emergency Calls Labour				
Other Labour (Specify: _____ )				
Total Direct Labour				\$ _____ (i)
<b>ii Direct Material Costs *</b>				
Replacement Parts				
Repair Parts				
Other Material (Specify: _____ )				\$ _____ (ii)
Total Direct Material Costs				
<b>iii Other Direct Costs</b>				
Other (Specify: _____ )				
Total Other Direct Costs				\$ _____ (iii)
<b>II Total Price</b>				<b>Total</b>
<b>Total Direct Costs (i + ii + iii) (GST/HST extra)</b>				\$ _____

• Note: Materials will be charged at the applicable current Manufacturer's Published Price as per Contract.

**Name:** \_\_\_\_\_

(Please print)

**Signature:** \_\_\_\_\_

## Annex E

### Voluntary Certification to Support the Use of Apprentices

1. To encourage employers to participate in apprenticeship training, Contractors bidding on construction and maintenance contracts by Public Works and Government Services Canada (PWGSC) are being asked to sign a voluntary certification, signaling their commitment to hire and train apprentices.
2. Canada is facing skills shortages across various sectors and regions, especially in the skilled trades. Equipping Canadians with skills and training is a shared responsibility. In Economic Action Plan (EAP) 2013, the Government of Canada made a commitment to support the use of apprentices in federal construction and maintenance contracts. Contractors have an important role in supporting apprentices through hiring and training and are encouraged to certify that they are providing opportunities to apprentices as part of doing business with the Government of Canada.
3. Through the Economic Action Plan 2013 and support for training programs, the Government of Canada is encouraging apprenticeships and careers in the skilled trades. In addition, the government offers a tax credit to employers to encourage them to hire apprentices. Information on this tax measure administered by the Canada Revenue Agency can be found at: [www.cra-arc.gc.ca](http://www.cra-arc.gc.ca). Employers are also encouraged to find out what additional information and supports are available from their respective provincial or territorial jurisdiction.
4. Signed certifications will be used to better understand contractor use of apprentices on Government of Canada maintenance and construction contracts and may inform future policy and program development.
5. The Contractor hereby certifies the following:

*In order to help meet demand for skilled tradespeople, the Contractor agrees to use, and require its subcontractors to use, reasonable commercial efforts to hire and train registered apprentices, to strive to fully utilize allowable apprenticeship ratios<sup>1</sup> and to respect any hiring requirements prescribed by provincial or territorial statutes.*

The Contractor hereby consents to this information being collected and held by PWGSC, and Employment and Social Development Canada to support work to gather data on the hiring and training of apprentices in federal construction and maintenance contracts.

<sup>1</sup>The journeyperson-apprentice ratio is defined as the number of qualified/certified journeypersons that an employer must employ in a designated trade or occupation in order to be eligible to register an apprentice as determined by

provincial/territorial (P/T) legislation, regulation, policy directive or by law issued by the responsible authority or agency.

*Name:*

*Signature:*

*Company Name:*

*Company Legal Name:*

*Solicitation Number:*

*Optional information to provide:*

*Number of apprentices planned to be working on this contract:*

*Trades of those apprentices:*