

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

**Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada  
Room 100,  
167 Lombard Ave.  
Winnipeg  
Manitoba  
R3B 0T6  
Bid Fax: (204) 983-0338**

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

Regional Individual Standing Offer (RISO)  
Offre à commandes individuelle régionale (OCIR)

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

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

## Comments - Commentaires

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

**Issuing Office - Bureau de distribution**  
Public Works and Government Services Canada - Western  
Region  
Room 100  
167 Lombard Ave.  
Winnipeg  
Manitoba  
R3B 0T6

<b>Title - Sujet</b> Building Mechanical Systems Maint	
<b>Solicitation No. - N° de l'invitation</b> KW405-140002/A	<b>Date</b> 2014-08-21
<b>Client Reference No. - N° de référence du client</b> KW405-140002	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$WPG-108-9126
<b>File No. - N° de dossier</b> WPG-4-37056 (108)	<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 2014-10-01</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Central Daylight Saving Time CDT
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Perkins, Bill	<b>Buyer Id - Id de l'acheteur</b> wpg108
<b>Telephone No. - N° de téléphone</b> (204)983-0275 ( )	<b>FAX No. - N° de FAX</b> (204)983-7796
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF THE ENVIRONMENT 867 LAKESHORE RD P.O.BOX 5050 BURLINGTON Ontario L7R4A6 Canada	
<b>Security - Sécurité</b> This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<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/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

Solicitation No. - N° de l'invitation

KW405-140002/A

Amd. No. - N° de la modif.

File No. - N° du dossier

WPG-4-37056

Buyer ID - Id de l'acheteur

wpg108

CCC No./N° CCC - FMS No/ N° VME

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Solicitation No. - N° de l'invitation  
KW405-140002/A  
Client Ref. No. - N° de réf. du client  
KW405-140002

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## **PART 1 - GENERAL INFORMATION**

### **1. Introduction**

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

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

The Annexes include the Statement of Work, the Basis of Payment, the Insurance Requirements, the Security Requirement and the Standing Offer Usage Report.

### **2. Summary**

Environment Canada, Saskatoon, Saskatchewan has a requirement for a Regional Individual Standing Offer (RISO) for the provision of all travel, labour, equipment, tools, materials and supervision to perform Mechanical Systems Maintenance Services. These services will cover various mechanical trades such as plumbers, pipe fitters, 1st class gas fitter, sheet metal worker, insulator, welder, Air and Hydronic Systems/Fumehood Certification services, Pressure Vessel (Boiler) Technician. The services are required at the following two (2) Environment Canada laboratory and office facilities in Saskatoon, SK.:

National Hydrology Research Centre (NHRC)  
Prairie and Northern Wildlife Research Centre (PNWRC)

The RISO will be in effect from date of award to September 30, 2015 with two (2) additional, one (1) year option periods.

There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security and Insurance Requirements, and Part 7A - Standing Offer. For more information on personnel and organization security screening or security clauses, offerors should refer to the Canadian Industrial Security Directorate (CISD), Industrial Security Program of Public

Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

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

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

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

### 3. Security Requirement

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

### 4. Debriefings

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

## PART 2 - OFFEROR INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

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

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

The 2006 (2014-06-26) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

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

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

#### 1.1 SACC Manual Clauses

M0019T Firm Price and/or Rates (2007-05-25)

## 2. Submission of Offers

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

## 3. Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the offer non-responsive.

### Definitions

For the purposes of this clause,

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

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

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

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

### Former Public Servant in Receipt of a Pension

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

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

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

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

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

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

If so, the Offeror must provide the following information:

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

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

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

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

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

#### **5. Applicable Laws**

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



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

## **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 the site visit to be held at National Hydrology Research Centre (NHRC), and Prairie and Northern Wildlife Research Centre (PNWRC) on September 4, 2014. The site visit will begin at 10:30 am Central Standard Time (CST).

**Bidders must communicate with the Contracting Authority no later than September 3, 2014, 1:00 Central Daylight Saving Time (CDT) to confirm attendance and provide the name(s) of the person(s) who will attend.** Bidders will be required to sign an attendance sheet. Bidders should confirm in their bid that they have attended the site visit. Bidders who do not attend the mandatory site visit or do not send a representative will not be given an alternative appointment and their bid will be declared non-responsive. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation

## **PART 3 - OFFER PREPARATION INSTRUCTIONS**

### **1. Offer Preparation Instructions**

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

Section I: Technical Offer (2 hard copies)

Section II: Financial Offer (1 hard copy)

Section III: Certifications (1 hard copy)

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

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

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

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

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

### **Section I: Technical Offer**

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

### **Section II: Financial Offer**

Offerors must submit their financial offer in accordance with the Annex B, Basis of Payment. The total amount of Applicable Taxes must be shown separately.

#### **Payment by Credit Card**

Canada requests that offerors complete one of the following:

- (a) ☐ Government of Canada Acquisition Cards (credit cards) will be accepted for payment of call-ups against the standing offer.

The following credit card(s) are accepted:

VISA \_\_\_\_\_

Master Card \_\_\_\_\_

- (b) ☐ Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of call-ups against the standing offer.

The Offeror is not obligated to accept payment by credit card.

Acceptance of credit cards for payment of call-ups will not be considered as an evaluation criterion.

### **Section III: Certifications**

Offerors must submit the certifications required under Part 5.

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

### **1. Evaluation Procedures**

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

#### **1.1. Technical Evaluation**

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

- (a) Offerer's must meet the Mandatory Specifications identified under Annex "A"  
– Statement of Work
- (b) Offeror's must submit pricing as per the instructions of Annex "B" – Basis of Payment

#### **1.2 Financial Evaluation**

M0220T          2013-04-25          Evaluation of Price

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

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

## **PART 5 - CERTIFICATIONS**

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

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

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

### **1. Certifications Required Precedent to Issuance of a Standing Offer**

#### **1.1 Integrity Provisions - Associated Information**

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

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

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

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

### **2. Additional Certifications Required Precedent to Issuance of a Standing Offer**

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

#### **2.1 Status and Availability of Resources**

SACC Manual clause [M3020T](#) (2010-01-11) Status and Availability of Resources

## **PART 6 – SECURITY AND INSURANCE REQUIREMENTS**

### **1. Security Requirement**

1. Before issuance of a standing offer, the following conditions must be met:
  - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
  - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7A - Standing Offer;
  - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.
3. For additional information on security requirements, offerors should refer to the [Canadian Industrial Security Directorate \(CISD\), Industrial Security Program](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

### **2. Insurance Requirements**

The Offeror must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a standing offer as a result of the request for standing offer, can be insured in accordance with the Insurance Requirements specified in Annex C.

If the information is not provided in the offer, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.

## PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 1. Offer

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

#### 2. Security Requirement

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

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must **EACH** hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC. Until the security screening of the Contractor personnel required by this Contract has been completed satisfactorily by the CISD, PWGSC, the Contractor personnel **MAY NOT ENTER** sites **without an escort**.
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*, attached at Annex D;
  - b) *Industrial Security Manual* (Latest Edition).

#### 3. Standard Clauses and Conditions

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

##### 3.1 General Conditions

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

##### 3.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex "D ". If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "nil" report.

The data must be submitted on a quarterly basis to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

1st quarter: April 1 to June 30;  
2nd quarter: July 1 to September 30;  
3rd quarter: October 1 to December 31;  
4th quarter: January 1 to March 31.

The data must be submitted to the Standing Offer Authority no later than 15 calendar days after the end of the reporting period.

#### **4. Term of Standing Offer**

##### **4.1 Period of the Standing Offer**

The period for making call-ups against the Standing Offer is from date of authorization to September 30, 2015.

#### **5. Authorities**

##### **5.1 Standing Offer Authority**

The Standing Offer Authority is:

Bill Perkins  
Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Suite 100-167 Lombard Avenue  
Winnipeg, MB R3C 0T6

Telephone: (204) 983-0275

Facsimile: (204) 983-7796

E-mail address: bill.perkins@pwgsc-tpsgc.gc.ca

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

##### **5.2 Project Authority**

The Project Authority for the Standing Offer is:

*A contact to be named at date of standing offer issuance.*

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

### 5.3 Offeror's Representative

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

### 6. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: **Environment Canada, Saskatoon, Saskatchewan**

### 7. Call-up Instrument

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

### 8. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$10,000.00 (Applicable Taxes included).

### 9. Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2014-06-26), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010C; (2014-06-26) General Conditions - Services (Medium Complexity);
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Insurance Requirements;
- h) Annex D, Security Requirement;
- i) Annex E, Standing Offer Usage Report;
- j) the Offeror's offer dated \_\_\_\_\_ (*insert date of offer*).

### 10. Certifications

#### 10.1 Compliance

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



Solicitation No. - N° de l'invitation  
KW405-140002/A  
Client Ref. No. - N° de réf. du client  
KW405-140002

Amd. No. - N° de la modif.  
File No. - N° du dossier  
WPG-4-37056

Buyer ID - Id de l'acheteur  
wpg108  
CCC No./N° CCC - FMS No./N° VME

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determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

#### **11. Applicable Laws**

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

## B. RESULTING CONTRACT CLAUSES

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

### 1. Requirement

The Contractor must provide the items detailed in the call-up against the Standing Offer.

### 2. Standard Clauses and Conditions

#### 2.1 General Conditions

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

Section 16, Interest on Overdue Accounts, of 2010A (2014-03-01) General Conditions – Goods (Medium Complexity) will not apply to payments made by credit cards.

#### 2.2 SACC Manual Clauses

A9068C	Government Site Regulations	2010-01-11
B7500C	Excess Goods	2006-06-16
D5328C	Inspection and Acceptance	2007-11-30
B1501C	Electrical Equipment	2006-06-16

### 3. Term of Contract

#### 3.1 Delivery Date

Delivery must be completed in accordance with the call-up against the Standing Offer.

### 4. Payment

#### 4.1 Basis of Payment

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

#### 4.2 Limitation of Price

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.

#### 4.3 Method of Payment

SACC Manual clause H1001C (2008-05-12), Single Payment

#### 4.4 SACC Manual Clauses

A9117C	T1204-Direct Request by Customer Department	2007-11-30
C0710C	Time and Contract Price Verification	2007-11-30

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C0711C	Time Verification	2008-05-12
C2000C	Taxes - Foreign-based Contractor	2007-11-30
C2605C	Canadian Customs Duties and Sales Tax - Foreign-based Contractor	2008-05-12

#### **4.4 Overtime**

The Contractor must not perform any overtime under the Contract unless authorized in advance and in writing by the Contracting Authority. Any request for payment must be accompanied by a copy of the overtime authorization and a report containing the details of the overtime performed pursuant to the written authorization. Payment for authorized overtime will be calculated as follows: in accordance with Annex B, Basis of Payment

#### **4.5 Payment by Credit Card**

The following credit cards are accepted: \_\_\_\_\_ and \_\_\_\_\_.

#### **5. Invoicing Instructions**

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
  - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
  - b. one (1) copy must be forwarded to the consignee.

#### **6. Insurance Requirements**

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

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

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

## **ANNEX "A"** **STATEMENT OF WORK**

### **BUILDING MECHANICAL SYSTEMS MAINTENANCE**

#### **1. Background**

Environment Canada, Saskatoon, Saskatchewan has a requirement for a Regional Individual Standing Offer (RISO) for the provision of all travel, labour, equipment, tools, materials and supervision to perform Mechanical Systems Maintenance Services.

The Offeror offers to supply all qualified licensed labour/man power including plumbers, pipe fitters, 1st class (commercial) gas fitter, sheet metal worker, pipe/duct insulator, welder, Air & Hydronic Systems Balancer and Boiler Technician with necessary experience, equipment, tools, materials, related items, Health & Safety training, appropriate site supervision and instructions to perform repairs, preventive maintenance (PM), adjustments, emergency service, minor alterations/modifications on the mechanical systems and/or associated equipment to achieve, maintain and prolong the life and usefulness of systems, components and all associated items.

The Offeror must execute such work in a careful and workmanlike manner and in accordance with all related Codes, Standards and Regulations from all levels of Government (Federal, Provincial/Territorial, and Municipal).

#### **CERTIFICATION**

- *The Gas Fitter must have a 1<sup>st</sup> Class Gas License Certification to work on systems in the facilities.*
- *The Boiler Technician must be a certified journey person or hold a recognized trade certificate to work on Pressure Vessels or as a registered apprentice working under a certified journey person.*

The services are required at the following two (2) Environment Canada laboratory and office facilities in Saskatoon, SK.:

National Hydrology Research Centre (NHRC)  
11 Innovation Boulevard  
Saskatoon, Sask. S7N 3H5

Prairie Northern Wildlife Research Center (PNWRC)  
also known as the Canadian Wildlife Service (CWS)  
115 Perimeter Road  
Saskatoon, Sask. S7N 0X4

The PNWRC leased site is currently being reviewed and future work at this site **may not be required** during the period of the standing offer.

The RISO will be in effect from date of award to September 30, 2015 with two (2) additional, one (1) year option periods.

## **2. General**

- 2.1 The Offeror, regardless of the hours of work, must sign-in and out of THE MAIN LAB, NHRC AND THEN WILL BE GUIDED TO THE OTHER SITE IF NEEDED. The arrival and departure times must be entered in registers or sign-in sheets at the Security Guard's control desk, National Hydrology Research Centre (NRHC), and the Contractor Sign-In Log book at the administration office, Room 267, second floor, Prairie Northern Wildlife Research Center (PNWRC).

When a person leaves the property they must sign out as the sign in sheet is used to account for non-staff in the event of an emergency.

- 2.2 All vehicle parking will be in the compound as assigned or as directed by Parking Administrator/ Facility Manager at NHRC and PNWRC (CWS) property. All parking on Environment Canada property must comply with its parking policy. The parking lots in Innovation Place and on U of S property, including Environment Canada lots, are patrolled by the U of S Police and tickets are issued to illegally parked or unpermitted vehicles. All tickets are the responsibility of the offender.

## **3. Offeror's Personnel /Technicians**

- 3.1 Only licensed Journeyman must be used on this standing offer. Apprentices/Tradesmen/Workers shall have sufficient knowledge, expertise and up-to-date certificates required by statute for the trade(s) required to work on equipment under the supervision of a Journeyman.
- 3.2 Apprentices employed by the Offeror must be fully registered in a Tradesman Program related to the services in Annex A, Statement of Work. Apprentices must work under the direction of a Journeyman Mechanic. Canada reserves the right to request proof of registration in a Tradesman Program related to the services in Annex A, Statement of Work at any time during the period of the Standing Offer.

## **4. Hours of Business**

- 4.1 The Offeror must comply with the hours of work in effect at the sites during the period of this Standing Offer. Due to the nature of the scientific work and experiments performed at NHRC and PNWRC, it may be required that certain work be performed outside "normal working hours".

Work Hours are defined as

- .1 Regular Work Hours – Monday to Friday 8:00 am to 4:00 pm
- .2 Outside Regular Hours – Monday to Friday 4:00 pm to 8:00 am
- .3 Weekends and Statutory Holidays

During regular work hours, Offeror must respond within one (1) hour of receiving a call.

Facility Manager must be advised prior to shut-down of systems that would make working in labs unsafe and/or prevent occupants from performing their duties/work.

## **5. Emergency Calls**

- 5.1 Offeror must provide twenty-four (24) hour, seven (7) days a week emergency call-up service for the duration of the standing offer.

- 5.2 Offeror must respond within two (2) hours of receiving an emergency call. All work for emergency service must be executed by a qualified service personnel and such work must proceed until the system is returned to safe operating condition.

## 6. Description of Work

### A. Boiler Maintenance Technician

1. Install, repair, test and maintain all types of boilers, tanks and pressure vessels, and perform all types of piping, work on air, gas, steam, water and other liquid-tight containers or vessels.
2. Test, inspect, adjust controls and/or safety devices
3. Regularly maintain, clean, test, inspect boiler and equipment and update components, such as burners, boiler tubes, to increase efficiency, maintain and repair boilers, pressure vessels and related metal products, inspect fire tubes, fittings, valves, controls, and auxiliary machinery or equipment and clean or supervise the cleaning of boilers using scrapers, wire brushes, and cleaning solvents, repair or replace defective parts, using hand, power tools, equipment, and may operate metalworking machinery to repair or make parts, dismantle/repair leaky boilers, patch weak spots with metal stock, replace defective sections, and strengthen joints.

Required to do “**Inspections, cleaning, testing, calibration, analyzing as required** (in July/August), **Optimize air-to-fuel ratio as required** (in December)”. The Contractor shall ensure that the persons working on “**Boilers and other Pressure Vessels**” are trained and experienced in this type of work to meet the requirements of the national, federal, provincial, municipal and/or as prescribed by the Authority Having Jurisdiction following the regulated by codes, standards, laws, regulations. Other work is detailed in the PM system that does not lend itself to an extensive annual preventive maintenance workload plan at this time. This work will be to service, adjust, repair and/or alter, etc., as required.

4. Sometimes requires working on scaffolds. The Contractor must ensure all workers and sub-contractors have been provided the proper safety training.
5. Align and attach water tubes, stacks, valves, gauges, and other parts and test complete boilers/vessels for leaks or other defects.
6. Installation of refractory brick and/or other heat-resistant materials in fireboxes, on boiler doors or on other pressure vessels.
7. Contractor's workers may encounter workers who lack the skills to do a job safely and effectively or may encounter sub-standard work and must decide whether to correct the problem, notify an authority or determine who is responsible and why the problem occurred. Explain how improvements could be made or to refer the situation to a supervisor.
8. Work with blueprints (created by draftspersons or engineers) that may or may not accurately reflect the reality of a situation and determine what changes are necessary and make recommendations to the Facility Manager or person in charge for consideration by owners, engineers and/or Authorities Having Jurisdiction.
9. Regular inspection of boilers as required by codes, standards, regulations, law as governed by national, federal, provincial, municipal and/or prescribed by the Authorities Having Jurisdiction.

10. Inspect, test, service, and repair boilers that must be examined by certified inspectors according to a mandated schedule
11. Test and adjust equipment and building systems for optimal function and energy efficiency.
12. Inspect equipment for internal corrosion
13. Supply all labour, with necessary equipment and supervision, to perform preventive maintenance, alterations, repairs and/or new installations to mechanical systems or related building systems such as but not limited to plumbing, heating, cooling, ventilation, ducting, various types of piping, pipe/duct insulating, welding, various gas lines, air/hydronic balancing and fume hood certification, domestic hot water systems, boiler hot water heating and steam systems and associated equipment, as requested by the Facility Manager. Preventive maintenance and inspections will be done as recommended by the computerised maintenance management system, the manufacturer recommendations and as required by national, federal, provincial, municipal requirements and/or prescribed by the Authorities Having Jurisdiction concerning the codes, laws, regulations and/or procedures by the use of inspection, testing, calibration, analyzing, optimize air-to-fuel ratio, cleaning, lubricating, checks, adjustments, repairs, alternations and/or other written instructions by the Facility Manager.
14. All inspections, testing, calibration, analyzing, optimize air-to-fuel ratio, cleaning, lubricating, checks and adjustments, etc., will be recorded and forwarded, along with recommendations to the Facility Manager, or as requested on each piece of equipment
15. Maintenance, lubrication and inspection schedules will vary as required by the various pieces of equipment and/or systems. Repairs on other equipment such as fans, air handling units, Natural Gas hot water and steam boilers, unit heaters, coil banks, air filters, air sentinels, registers, grills, diffusers, mixing boxes, air valves, convectors, hot water unit heaters, chillers, pumps, suction diffusers, heat exchangers, dust collectors, flex connectors, steam humidifiers, chemical treatment systems, plumbing fixtures, plumbing piping, water distribution system, domestic water natural gas hot water heaters, liquid ring duplex air compressors, liquid ring duplex vacuum pump, sump pumps, thermometers, pressure gauges, circuit setters, tankage, shop air compressor, vacuum pumps, water softener, tank heater, air dryers/cooler, vibration isolation silencers, cooling towers, fluid coolers, controls, RO water system, fans, Venturi fans, "Y" strainers, inline filters, floor drains, roof drains, repair copper, plastic, cast iron, glass piping, steel and/or other plumbing piping systems, fume hoods and "other related duties" by the various trades on an as required basis as requested by the Facility Manager. The equipment outlined above is not intended as an all-inclusive list but is to give an example of the type of equipment on the sites.

#### **B. Plumber**

Work shall be plumbing type of work normally associated with the trade but shall also include working with laboratory specific type systems such as:

1. Glass pipe and fittings from one half (½) inch water lines to four (4) inch dia. DWV piping.
2. Natural non-pigmented polypropylene pipe and fittings one half (½) inch and three quarters (¾) inch both socket fusion weld joint and threaded.
3. Flame retardant polypropylene acid-waste piping system, "GSR FUSEAL" to achieve a thermal bond, on sewer DWV from one and one quarter (1 ¼) inch to four (4) inch dia.

4. Victaulic, threaded, flanged, welded, clamped or glued piping and fittings are used in the buildings systems.

#### ***C. Gas Fitter***

1. The work shall be to service, leak test, repair and/or alter, add, delete, etc., natural gas and/or other type of combustible or non- combustible gas systems and/or piping/tubing systems.

#### ***D. Pipe Fitter***

1. The work shall be to service, leak test, repair and/or alter, add, delete, etc., piping systems.

#### ***E. Sheet Metal Work***

1. The sheet metal worker's job is made up of non routine tasks and inspections including fire dampers operations. These tasks can be classified as either maintenance, repair or new modifications/additions, in galvanised, steel, aluminum, copper or stainless steel materials. It may include an Annual Inspection of Fire Dampers throughout the buildings.

#### ***F. Welder***

1. The work shall be to service, repair and/or alter, add, delete, etc., as required.

#### ***G. Insulator***

1. The work shall be to service, repair/replace and/or alter, add, delete, etc., as required.

#### ***H. Air and Hydronic Balancer***

1. **Among balancing water systems may be required to perform "Fume Hood Certifications"** using internal Certification and procedure forms supplied by owner. The Contractor shall ensure that the persons performing **Fume Hood Certifications** are trained and experienced in this type of work to meet the requirements of the Authority Having Jurisdiction. The equipment/instruments use to do testing shall be calibrated by Certified Organizations at intervals as required by the Authority Having Jurisdiction. Copies of the calibration certificates shall be provided to the **Project Authority**. Other work such as service adjustment, repair and/or alter, calibration, and certification, etc., as may be required.

#### **7. Inspection Reports**

- 7.1 Offeror must submit a draft report or brief progress report or verbally discuss the report on inspections and servicing of equipment to the Facility Manager after completion of inspection, or before closing the equipment in order to facilitate repairs.



- 7.2 Offeror shall verbally discuss and/or report on the inspection of equipment or service, before leaving the building in order to confirm status of findings or facilitate repairs if necessary.

## **8. Clean-up**

- 8.1 Offeror is responsible for cleaning up, to the original site, after the job is finished and/or at the end of each work day to ensure safety. Any unsafe areas are to be "barricade off" with appropriate signage to prevent entry into the area.
- 8.2 Offeror to prevent debris or any material from blocking surface drainage systems, mechanical systems, electrical equipment/panels, systems and safety equipment (fire extinguishers, safety showers, eye wash's etc.)
- 8.3 Offeror must advise and obtain approval in advance from the Facility Manager to bring onto NHRC and PNWRC property any substance/material, chemical, etc., that falls under Workplace Hazardous Materials Information System.

## **9. Invoices**

Invoice must include:

- Call-up number
- Building name & location
- Itemized material list showing cost of each item

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## **ANNEX "B"**

### **BASIS OF PAYMENT**

Rates must include all costs associated with providing the service in accordance with the Statement of Work, Annex A and must remain firm for the period of the proposed Standing Offer and Option Periods. Customs duties are included and Applicable Taxes, if applicable, is extra and to be shown on invoice as a separate item.

Offerors must provide offers as per unit of issue requested. It is the responsibility of the offeror to provide conversion to the unit of issue requested. Failure to do so may render the bid non-responsive without further consideration.

Should there be an error in the extended pricing of the offer, the unit pricing shall prevail and the extended pricing shall be corrected in the evaluation.

*The estimated quantities specified herein are provided for evaluation purposes only and in no way constitutes a guarantee on behalf of Canada.*

Hours are defined as follows:

- Regular Work Hours - Monday to Friday 08:00 am to 4:00 pm
- Outside Regular Hours – Monday to Friday 4:00 pm to 8:00 am
- Weekends and Statutory Holidays

This section, when completed, will be considered as the Offeror's Financial Offer.

### **FINANCIAL EVALUATED CALCULATION**

Step 1: For each line item: Firm Unit Price x Estimated Quantity = Extend price

Step 2: For each mark-up: \$500 x \_\_\_\_% mark up = Replacement costs

Step 2: Aggregate of extended Prices and Replacement Costs in each Pricing Schedule =  
Evaluated Price

### **ADDITIONAL INFORMATION**

1. Call-out during regular working hours (8:00 AM – 4:00 PM) to and from worksite will be paid based on one hour of regular hourly rate.
2. First hourly rate charge will include any charge for normal consumables used in carrying out the job requirement (i.e. tools, tape, rags, torch gas, etc). Any unused portion of a good charged for "in full" shall be left with the Facility Manager. Failure to do so will result in no payment being made for amount in excess of that used as determined by the Facility Manager.
3. Payment will not be made for generalizations of material listed as "Shop Suppliers", "Sundry", "Miscellaneous" or "General Suppliers", etc. All materials shall be listed individually as an itemized list of the items used and priced as such. No percentage of total bill and/or general charge shall be allowed for such items.

## PRICING SHCEDULES

**Schedule 1 – Initial Standing Offer Period: From date of Issue to September 31, 2015.**

**PART A1. Service Call During Working Hours – including travel and first hour ONLY of on-site labour.**

ITEM	TRADE	Est. Qty	Unit of Issue	Firm Unit Price	Extended Price
1.	Plumber Journeymen	65	1 <sup>st</sup> Hour	\$	\$
1.a	Plumber Helper	35	1 <sup>st</sup> Hour	\$	\$
2.	Pipe Fitter Journeymen	5	1 <sup>st</sup> Hour	\$	\$
2.a	Pipe Fitter Helper Journeymen	2	1 <sup>st</sup> Hour	\$	\$
3.	1 <sup>st</sup> Class Gas Fitter Journeymen	6	1 <sup>st</sup> Hour	\$	\$
3.a	1 <sup>st</sup> Class Gas Fitter Helper	2	1 <sup>st</sup> Hour	\$	\$
4.	Sheet Metal Worker Journeymen	40	1 <sup>st</sup> Hour	\$	\$
4.a	Sheet Metal Worker Helper	20	1 <sup>st</sup> Hour	\$	\$
5.	Insulator Journeymen	15	1 <sup>st</sup> Hour	\$	\$
5.a	Insulator Helper	10	1 <sup>st</sup> Hour	\$	\$
6.	Welder Journeymen	5	1 <sup>st</sup> Hour	\$	\$
6.a	Welder Helper	2	1 <sup>st</sup> Hour	\$	\$
7.	Air & Hydronic System Balancer Journeymen	40	1 <sup>st</sup> Hour	\$	\$
7.a	Air & Hydronic System Balancer Helper	20	1 <sup>st</sup> Hour	\$	\$
8.	Boiler Technician Journeymen	30	1 <sup>st</sup> Hour	\$	\$
8.a	Boiler Technician Helper	20	1 <sup>st</sup> Hour	\$	\$
<b>A1. TOTAL</b>					<b>\$</b>

**MATERIALS/REPLACEMENT PARTS** (except free issue) shall be charged at the Offeror's laid down cost plus a mark-up of \_\_\_\_\_% not to exceed the Manufacturer's suggested retail price. Cost must be supported by copies of the offeror's paid invoices being submitted with invoice to Environment Canada.

**Laid Down Cost** is defined as the cost incurred by a vendor to acquire a specified product or service for resale to the government. This includes the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage, but excludes sales taxes.

**Mark-Up** is defined as the difference between the vendor's laid-down cost for a product or service and the resale price to the government (exclusive of sales taxes) consisting of the cost of necessary services, applicable overhead and profit.

**PART A2. Service Call Outside Working Hours – including travel and first hour ONLY of on-site labour.**

ITEM	TRADE	Est. Qty	Unit of Issue	Firm Unit Price	Extended Price
1.	Plumber Journeymen	65	1 <sup>st</sup> Hour	\$	\$
1.a	Plumber Helper	35	1 <sup>st</sup> Hour	\$	\$
2.	Pipe Fitter Journeymen	5	1 <sup>st</sup> Hour	\$	\$
2.a	Pipe Fitter Helper Journeymen	2	1 <sup>st</sup> Hour	\$	\$
3.	1 <sup>st</sup> Class Gas Fitter Journeymen	6	1 <sup>st</sup> Hour	\$	\$
3.a	1 <sup>st</sup> Class Gas Fitter Helper	2	1 <sup>st</sup> Hour	\$	\$
4.	Sheet Metal Worker Journeymen	40	1 <sup>st</sup> Hour	\$	\$
4.a	Sheet Metal Worker Helper	20	1 <sup>st</sup> Hour	\$	\$
5.	Insulator Journeymen	15	1 <sup>st</sup> Hour	\$	\$
5.a	Insulator Helper	10	1 <sup>st</sup> Hour	\$	\$
6.	Welder Journeymen	5	1 <sup>st</sup> Hour	\$	\$
6.a	Welder Helper	2	1 <sup>st</sup> Hour	\$	\$
7.	Air & Hydronic System Balancer Journeymen	40	1 <sup>st</sup> Hour	\$	\$
7.a	Air & Hydronic System Balancer Helper	20	1 <sup>st</sup> Hour	\$	\$
8.	Boiler Technician Journeymen	30	1 <sup>st</sup> Hour	\$	\$
8.a	Boiler Technician Helper	20	1 <sup>st</sup> Hour	\$	\$
<b>A2. TOTAL</b>					<b>\$</b>

**MATERIALS/REPLACEMENT PARTS** (except free issue) shall be charged at the Offeror's laid down cost plus a mark-up of \_\_\_\_% not to exceed the Manufacturer's suggested retail price. Cost must be supported by copies of the offeror's paid invoices being submitted with invoice to Environment Canada.

**Laid Down Cost** is defined as the cost incurred by a vendor to acquire a specified product or service for resale to the government. This includes the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage, but excludes sales taxes.

**Mark-Up** is defined as the difference between the vendor's laid-down cost for a product or service and the resale price to the government (exclusive of sales taxes) consisting of the cost of necessary services, applicable overhead and profit.

**PART A3. Service Call Weekend and Statutory Holidays – including travel and first hour  
ONLY of on-site labour.**

ITEM	TRADE	Est. Qty	Unit of Issue	Firm Unit Price	Extended Price
1.	Plumber Journeymen	65	1 <sup>st</sup> Hour	\$	\$
1.a	Plumber Helper	35	1 <sup>st</sup> Hour	\$	\$
2.	Pipe Fitter Journeymen	5	1 <sup>st</sup> Hour	\$	\$
2.a	Pipe Fitter Helper Journeymen	2	1 <sup>st</sup> Hour	\$	\$
3.	1 <sup>st</sup> Class Gas Fitter Journeymen	6	1 <sup>st</sup> Hour	\$	\$
3.a	1 <sup>st</sup> Class Gas Fitter Helper	2	1 <sup>st</sup> Hour	\$	\$
4.	Sheet Metal Worker Journeymen	40	1 <sup>st</sup> Hour	\$	\$
4.a	Sheet Metal Worker Helper	20	1 <sup>st</sup> Hour	\$	\$
5.	Insulator Journeymen	15	1 <sup>st</sup> Hour	\$	\$
5.a	Insulator Helper	10	1 <sup>st</sup> Hour	\$	\$
6.	Welder Journeymen	5	1 <sup>st</sup> Hour	\$	\$
6.a	Welder Helper	2	1 <sup>st</sup> Hour	\$	\$
7.	Air & Hydronic System Balancer Journeymen	40	1 <sup>st</sup> Hour	\$	\$
7.a	Air & Hydronic System Balancer Helper	20	1 <sup>st</sup> Hour	\$	\$
8.	Boiler Technician Journeymen	30	1 <sup>st</sup> Hour	\$	\$
8.a	Boiler Technician Helper	20	1 <sup>st</sup> Hour	\$	\$
<b>A3. TOTAL</b>					<b>\$</b>

**MATERIALS/REPLACEMENT PARTS** (except free issue) shall be charged at the Offeror's laid down cost plus a mark-up of \_\_\_\_\_% not to exceed the Manufacturer's suggested retail price. Cost must be supported by copies of the offeror's paid invoices being submitted with invoice to Environment Canada.

**Laid Down Cost** is defined as the cost incurred by a vendor to acquire a specified product or service for resale to the government. This includes the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage, but excludes sales taxes.

**Mark-Up** is defined as the difference between the vendor's laid-down cost for a product or service and the resale price to the government (exclusive of sales taxes) consisting of the cost of necessary services, applicable overhead and profit.

**PART B1. Labour in addition to PART A1 – A3, During Normal Working Hours.**

ITEM	TRADE	Est. Qty	Unit of Issue	Firm Unit Price	Extended Price
1.	Plumber Journeymen	65	Hour	\$	\$
1.a	Plumber Helper	35	Hour	\$	\$
2.	Pipe Fitter Journeymen	5	Hour	\$	\$
2.a	Pipe Fitter Helper Journeymen	2	Hour	\$	\$
3.	1 <sup>st</sup> Class Gas Fitter Journeymen	6	Hour	\$	\$
3.a	1 <sup>st</sup> Class Gas Fitter Helper	2	Hour	\$	\$
4.	Sheet Metal Worker Journeymen	40	Hour	\$	\$
4.a	Sheet Metal Worker Helper	20	Hour	\$	\$
5.	Insulator Journeymen	15	Hour	\$	\$
5.a	Insulator Helper	10	Hour	\$	\$
6.	Welder Journeymen	5	Hour	\$	\$
6.a	Welder Helper	2	Hour	\$	\$
7.	Air & Hydronic System Balancer Journeymen	40	Hour	\$	\$
7.a	Air & Hydronic System Balancer Helper	20	Hour	\$	\$
8.	Boiler Technician Journeymen	30	Hour	\$	\$
8.a	Boiler Technician Helper	20	Hour	\$	\$
<b>B1. TOTAL</b>					<b>\$</b>

**MATERIALS/REPLACEMENT PARTS** (except free issue) shall be charged at the Offeror's laid down cost plus a mark-up of \_\_\_\_\_% not to exceed the Manufacturer's suggested retail price. Cost must be supported by copies of the offeror's paid invoices being submitted with invoice to Environment Canada.

**Laid Down Cost** is defined as the cost incurred by a vendor to acquire a specified product or service for resale to the government. This includes the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage, but excludes sales taxes.

**Mark-Up** is defined as the difference between the vendor's laid-down cost for a product or service and the resale price to the government (exclusive of sales taxes) consisting of the cost of necessary services, applicable overhead and profit.

**PART B2. Labour in addition to PART A1 – A3, Outside Normal Working Hours.**

ITEM	TRADE	Est. Qty	Unit of Issue	Firm Unit Price	Extended Price
1.	Plumber Journeymen	65	Hour	\$	\$
1.a	Plumber Helper	35	Hour	\$	\$
2.	Pipe Fitter Journeymen	5	Hour	\$	\$
2.a	Pipe Fitter Helper Journeymen	2	Hour	\$	\$
3.	1 <sup>st</sup> Class Gas Fitter Journeymen	6	Hour	\$	\$
3.a	1 <sup>st</sup> Class Gas Fitter Helper	2	Hour	\$	\$
4.	Sheet Metal Worker Journeymen	40	Hour	\$	\$
4.a	Sheet Metal Worker Helper	20	Hour	\$	\$
5.	Insulator Journeymen	15	Hour	\$	\$
5.a	Insulator Helper	10	Hour	\$	\$
6.	Welder Journeymen	5	Hour	\$	\$
6.a	Welder Helper	2	Hour	\$	\$
7.	Air & Hydronic System Balancer Journeymen	40	Hour	\$	\$
7.a	Air & Hydronic System Balancer Helper	20	Hour	\$	\$
8.	Boiler Technician Journeymen	30	Hour	\$	\$
8.a	Boiler Technician Helper	20	Hour	\$	\$
<b>B2. TOTAL</b>					<b>\$</b>

**MATERIALS/REPLACEMENT PARTS** (except free issue) shall be charged at the Offeror's laid down cost plus a mark-up of \_\_\_\_\_% not to exceed the Manufacturer's suggested retail price. Cost must be supported by copies of the offeror's paid invoices being submitted with invoice to Environment Canada.

**Laid Down Cost** is defined as the cost incurred by a vendor to acquire a specified product or service for resale to the government. This includes the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage, but excludes sales taxes.

**Mark-Up** is defined as the difference between the vendor's laid-down cost for a product or service and the resale price to the government (exclusive of sales taxes) consisting of the cost of necessary services, applicable overhead and profit.

**PART B3. Labour in addition to PART A1 – A3, Weekends and Statutory Holidays.**

ITEM	TRADE	Est. Qty	Unit of Issue	Firm Unit Price	Extended Price
1.	Plumber Journeymen	65	Hour	\$	\$
1.a	Plumber Helper	35	Hour	\$	\$
2.	Pipe Fitter Journeymen	5	Hour	\$	\$
2.a	Pipe Fitter Helper Journeymen	2	Hour	\$	\$
3.	1 <sup>st</sup> Class Gas Fitter Journeymen	6	Hour	\$	\$
3.a	1 <sup>st</sup> Class Gas Fitter Helper	2	Hour	\$	\$
4.	Sheet Metal Worker Journeymen	40	Hour	\$	\$
4.a	Sheet Metal Worker Helper	20	Hour	\$	\$
5.	Insulator Journeymen	15	Hour	\$	\$
5.a	Insulator Helper	10	Hour	\$	\$
6.	Welder Journeymen	5	Hour	\$	\$
6.a	Welder Helper	2	Hour	\$	\$
7.	Air & Hydronic System Balancer Journeymen	40	Hour	\$	\$
7.a	Air & Hydronic System Balancer Helper	20	Hour	\$	\$
8.	Boiler Technician Journeymen	30	Hour	\$	\$
8.a	Boiler Technician Helper	20	Hour	\$	\$
<b>B3. TOTAL</b>					<b>\$</b>

**MATERIALS/REPLACEMENT PARTS** (except free issue) shall be charged at the Offeror's laid down cost plus a mark-up of \_\_\_\_\_% not to exceed the Manufacturer's suggested retail price. Cost must be supported by copies of the offeror's paid invoices being submitted with invoice to Environment Canada.

**Laid Down Cost** is defined as the cost incurred by a vendor to acquire a specified product or service for resale to the government. This includes the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage, but excludes sales taxes.

**Mark-Up** is defined as the difference between the vendor's laid-down cost for a product or service and the resale price to the government (exclusive of sales taxes) consisting of the cost of necessary services, applicable overhead and profit.

Schedule 1 Evaluation: A1+A2+A3+B1+B2+B3 = Schedule 1 Total



**Schedule 2 – Option Year One: October 1, 2015 to September 30, 2016.**

**PART A1. Service Call During Working Hours – including travel and first hour ONLY of on-site labour.**

ITEM	TRADE	Est. Qty	Unit of Issue	Firm Unit Price	Extended Price
1.	Plumber Journeymen	65	1 <sup>st</sup> Hour	\$	\$
1.a	Plumber Helper	35	1 <sup>st</sup> Hour	\$	\$
2.	Pipe Fitter Journeymen	5	1 <sup>st</sup> Hour	\$	\$
2.a	Pipe Fitter Helper Journeymen	2	1 <sup>st</sup> Hour	\$	\$
3.	1 <sup>st</sup> Class Gas Fitter Journeymen	6	1 <sup>st</sup> Hour	\$	\$
3.a	1 <sup>st</sup> Class Gas Fitter Helper	2	1 <sup>st</sup> Hour	\$	\$
4.	Sheet Metal Worker Journeymen	40	1 <sup>st</sup> Hour	\$	\$
4.a	Sheet Metal Worker Helper	20	1 <sup>st</sup> Hour	\$	\$
5.	Insulator Journeymen	15	1 <sup>st</sup> Hour	\$	\$
5.a	Insulator Helper	10	1 <sup>st</sup> Hour	\$	\$
6.	Welder Journeymen	5	1 <sup>st</sup> Hour	\$	\$
6.a	Welder Helper	2	1 <sup>st</sup> Hour	\$	\$
7.	Air & Hydronic System Balancer Journeymen	40	1 <sup>st</sup> Hour	\$	\$
7.a	Air & Hydronic System Balancer Helper	20	1 <sup>st</sup> Hour	\$	\$
8.	Boiler Technician Journeymen	30	1 <sup>st</sup> Hour	\$	\$
8.a	Boiler Technician Helper	20	1 <sup>st</sup> Hour	\$	\$
<b>A1. TOTAL</b>					<b>\$</b>

**MATERIALS/REPLACEMENT PARTS** (except free issue) shall be charged at the Offeror's laid down cost plus a mark-up of \_\_\_\_\_% not to exceed the Manufacturer's suggested retail price. Cost must be supported by copies of the offeror's paid invoices being submitted with invoice to Environment Canada.

**Laid Down Cost** is defined as the cost incurred by a vendor to acquire a specified product or service for resale to the government. This includes the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage, but excludes sales taxes.

**Mark-Up** is defined as the difference between the vendor's laid-down cost for a product or service and the resale price to the government (exclusive of sales taxes) consisting of the cost of necessary services, applicable overhead and profit.

**PART A2. Service Call Outside Working Hours – including travel and first hour ONLY of on-site labour.**

ITEM	TRADE	Est. Qty	Unit of Issue	Firm Unit Price	Extended Price
1.	Plumber Journeymen	65	1 <sup>st</sup> Hour	\$	\$
1.a	Plumber Helper	35	1 <sup>st</sup> Hour	\$	\$
2.	Pipe Fitter Journeymen	5	1 <sup>st</sup> Hour	\$	\$
2.a	Pipe Fitter Helper Journeymen	2	1 <sup>st</sup> Hour	\$	\$
3.	1 <sup>st</sup> Class Gas Fitter Journeymen	6	1 <sup>st</sup> Hour	\$	\$
3.a	1 <sup>st</sup> Class Gas Fitter Helper	2	1 <sup>st</sup> Hour	\$	\$
4.	Sheet Metal Worker Journeymen	40	1 <sup>st</sup> Hour	\$	\$
4.a	Sheet Metal Worker Helper	20	1 <sup>st</sup> Hour	\$	\$
5.	Insulator Journeymen	15	1 <sup>st</sup> Hour	\$	\$
5.a	Insulator Helper	10	1 <sup>st</sup> Hour	\$	\$
6.	Welder Journeymen	5	1 <sup>st</sup> Hour	\$	\$
6.a	Welder Helper	2	1 <sup>st</sup> Hour	\$	\$
7.	Air & Hydronic System Balancer Journeymen	40	1 <sup>st</sup> Hour	\$	\$
7.a	Air & Hydronic System Balancer Helper	20	1 <sup>st</sup> Hour	\$	\$
8.	Boiler Technician Journeymen	30	1 <sup>st</sup> Hour	\$	\$
8.a	Boiler Technician Helper	20	1 <sup>st</sup> Hour	\$	\$
<b>A2. TOTAL</b>					<b>\$</b>

**MATERIALS/REPLACEMENT PARTS** (except free issue) shall be charged at the Offeror's laid down cost plus a mark-up of \_\_\_\_\_% not to exceed the Manufacturer's suggested retail price. Cost must be supported by copies of the offeror's paid invoices being submitted with invoice to Environment Canada.

**Laid Down Cost** is defined as the cost incurred by a vendor to acquire a specified product or service for resale to the government. This includes the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage, but excludes sales taxes.

**Mark-Up** is defined as the difference between the vendor's laid-down cost for a product or service and the resale price to the government (exclusive of sales taxes) consisting of the cost of necessary services, applicable overhead and profit.

**PART A3. Service Call Weekend and Statutory Holidays – including travel and first hour  
ONLY of on-site labour.**

ITEM	TRADE	Est. Qty	Unit of Issue	Firm Unit Price	Extended Price
1.	Plumber Journeymen	65	1 <sup>st</sup> Hour	\$	\$
1.a	Plumber Helper	35	1 <sup>st</sup> Hour	\$	\$
2.	Pipe Fitter Journeymen	5	1 <sup>st</sup> Hour	\$	\$
2.a	Pipe Fitter Helper Journeymen	2	1 <sup>st</sup> Hour	\$	\$
3.	1 <sup>st</sup> Class Gas Fitter Journeymen	6	1 <sup>st</sup> Hour	\$	\$
3.a	1 <sup>st</sup> Class Gas Fitter Helper	2	1 <sup>st</sup> Hour	\$	\$
4.	Sheet Metal Worker Journeymen	40	1 <sup>st</sup> Hour	\$	\$
4.a	Sheet Metal Worker Helper	20	1 <sup>st</sup> Hour	\$	\$
5.	Insulator Journeymen	15	1 <sup>st</sup> Hour	\$	\$
5.a	Insulator Helper	10	1 <sup>st</sup> Hour	\$	\$
6.	Welder Journeymen	5	1 <sup>st</sup> Hour	\$	\$
6.a	Welder Helper	2	1 <sup>st</sup> Hour	\$	\$
7.	Air & Hydronic System Balancer Journeymen	40	1 <sup>st</sup> Hour	\$	\$
7.a	Air & Hydronic System Balancer Helper	20	1 <sup>st</sup> Hour	\$	\$
8.	Boiler Technician Journeymen	30	1 <sup>st</sup> Hour	\$	\$
8.a	Boiler Technician Helper	20	1 <sup>st</sup> Hour	\$	\$
<b>A3. TOTAL</b>					<b>\$</b>

**MATERIALS/REPLACEMENT PARTS** (except free issue) shall be charged at the Offeror's laid down cost plus a mark-up of \_\_\_\_% not to exceed the Manufacturer's suggested retail price. Cost must be supported by copies of the offeror's paid invoices being submitted with invoice to Environment Canada.

**Laid Down Cost** is defined as the cost incurred by a vendor to acquire a specified product or service for resale to the government. This includes the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage, but excludes sales taxes.

**Mark-Up** is defined as the difference between the vendor's laid-down cost for a product or service and the resale price to the government (exclusive of sales taxes) consisting of the cost of necessary services, applicable overhead and profit.

**PART B1. Labour in addition to PART A1 – A3, During Normal Working Hours.**

ITEM	TRADE	Est. Qty	Unit of Issue	Firm Unit Price	Extended Price
1.	Plumber Journeymen	65	Hour	\$	\$
1.a	Plumber Helper	35	Hour	\$	\$
2.	Pipe Fitter Journeymen	5	Hour	\$	\$
2.a	Pipe Fitter Helper Journeymen	2	Hour	\$	\$
3.	1 <sup>st</sup> Class Gas Fitter Journeymen	6	Hour	\$	\$
3.a	1 <sup>st</sup> Class Gas Fitter Helper	2	Hour	\$	\$
4.	Sheet Metal Worker Journeymen	40	Hour	\$	\$
4.a	Sheet Metal Worker Helper	20	Hour	\$	\$
5.	Insulator Journeymen	15	Hour	\$	\$
5.a	Insulator Helper	10	Hour	\$	\$
6.	Welder Journeymen	5	Hour	\$	\$
6.a	Welder Helper	2	Hour	\$	\$
7.	Air & Hydronic System Balancer Journeymen	40	Hour	\$	\$
7.a	Air & Hydronic System Balancer Helper	20	Hour	\$	\$
8.	Boiler Technician Journeymen	30	Hour	\$	\$
8.a	Boiler Technician Helper	20	Hour	\$	\$
<b>B1. TOTAL</b>					<b>\$</b>

**MATERIALS/REPLACEMENT PARTS** (except free issue) shall be charged at the Offeror's laid down cost plus a mark-up of \_\_\_\_% not to exceed the Manufacturer's suggested retail price. Cost must be supported by copies of the offeror's paid invoices being submitted with invoice to Environment Canada.

**Laid Down Cost** is defined as the cost incurred by a vendor to acquire a specified product or service for resale to the government. This includes the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage, but excludes sales taxes.

**Mark-Up** is defined as the difference between the vendor's laid-down cost for a product or service and the resale price to the government (exclusive of sales taxes) consisting of the cost of necessary services, applicable overhead and profit.

**PART B2. Labour in addition to PART A1 – A3, Outside Normal Working Hours.**

ITEM	TRADE	Est. Qty	Unit of Issue	Firm Unit Price	Extended Price
1.	Plumber Journeymen	65	Hour	\$	\$
1.a	Plumber Helper	35	Hour	\$	\$
2.	Pipe Fitter Journeymen	5	Hour	\$	\$
2.a	Pipe Fitter Helper Journeymen	2	Hour	\$	\$
3.	1 <sup>st</sup> Class Gas Fitter Journeymen	6	Hour	\$	\$
3.a	1 <sup>st</sup> Class Gas Fitter Helper	2	Hour	\$	\$
4.	Sheet Metal Worker Journeymen	40	Hour	\$	\$
4.a	Sheet Metal Worker Helper	20	Hour	\$	\$
5.	Insulator Journeymen	15	Hour	\$	\$
5.a	Insulator Helper	10	Hour	\$	\$
6.	Welder Journeymen	5	Hour	\$	\$
6.a	Welder Helper	2	Hour	\$	\$
7.	Air & Hydronic System Balancer Journeymen	40	Hour	\$	\$
7.a	Air & Hydronic System Balancer Helper	20	Hour	\$	\$
8.	Boiler Technician Journeymen	30	Hour	\$	\$
8.a	Boiler Technician Helper	20	Hour	\$	\$
<b>B2. TOTAL</b>					<b>\$</b>

**MATERIALS/REPLACEMENT PARTS** (except free issue) shall be charged at the Offeror's laid down cost plus a mark-up of \_\_\_\_\_% not to exceed the Manufacturer's suggested retail price. Cost must be supported by copies of the offeror's paid invoices being submitted with invoice to Environment Canada.

**Laid Down Cost** is defined as the cost incurred by a vendor to acquire a specified product or service for resale to the government. This includes the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage, but excludes sales taxes.

**Mark-Up** is defined as the difference between the vendor's laid-down cost for a product or service and the resale price to the government (exclusive of sales taxes) consisting of the cost of necessary services, applicable overhead and profit.

**PART B3. Labour in addition to PART A1 – A3, Weekends and Statutory Holidays.**

ITEM	TRADE	Est. Qty	Unit of Issue	Firm Unit Price	Extended Price
1.	Plumber Journeymen	65	Hour	\$	\$
1.a	Plumber Helper	35	Hour	\$	\$
2.	Pipe Fitter Journeymen	5	Hour	\$	\$
2.a	Pipe Fitter Helper Journeymen	2	Hour	\$	\$
3.	1 <sup>st</sup> Class Gas Fitter Journeymen	6	Hour	\$	\$
3.a	1 <sup>st</sup> Class Gas Fitter Helper	2	Hour	\$	\$
4.	Sheet Metal Worker Journeymen	40	Hour	\$	\$
4.a	Sheet Metal Worker Helper	20	Hour	\$	\$
5.	Insulator Journeymen	15	Hour	\$	\$
5.a	Insulator Helper	10	Hour	\$	\$
6.	Welder Journeymen	5	Hour	\$	\$
6.a	Welder Helper	2	Hour	\$	\$
7.	Air & Hydronic System Balancer Journeymen	40	Hour	\$	\$
7.a	Air & Hydronic System Balancer Helper	20	Hour	\$	\$
8.	Boiler Technician Journeymen	30	Hour	\$	\$
8.a	Boiler Technician Helper	20	Hour	\$	\$
<b>B3. TOTAL</b>					<b>\$</b>

**MATERIALS/REPLACEMENT PARTS** (except free issue) shall be charged at the Offeror's laid down cost plus a mark-up of \_\_\_\_% not to exceed the Manufacturer's suggested retail price. Cost must be supported by copies of the offeror's paid invoices being submitted with invoice to Environment Canada.

**Laid Down Cost** is defined as the cost incurred by a vendor to acquire a specified product or service for resale to the government. This includes the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage, but excludes sales taxes.

**Mark-Up** is defined as the difference between the vendor's laid-down cost for a product or service and the resale price to the government (exclusive of sales taxes) consisting of the cost of necessary services, applicable overhead and profit.

Schedule 2 Evaluation: A1+A2+A3+B1+B2+B3 = Schedule 2 Total

**Schedule 3 – Option Year Two: October 1, 2016 to September 30, 2017.**

**PART A1. Service Call During Working Hours – including travel and first hour ONLY of on-site labour.**

ITEM	TRADE	Est. Qty	Unit of Issue	Firm Unit Price	Extended Price
1.	Plumber Journeymen	65	1 <sup>st</sup> Hour	\$	\$
1.a	Plumber Helper	35	1 <sup>st</sup> Hour	\$	\$
2.	Pipe Fitter Journeymen	5	1 <sup>st</sup> Hour	\$	\$
2.a	Pipe Fitter Helper Journeymen	2	1 <sup>st</sup> Hour	\$	\$
3.	1 <sup>st</sup> Class Gas Fitter Journeymen	6	1 <sup>st</sup> Hour	\$	\$
3.a	1 <sup>st</sup> Class Gas Fitter Helper	2	1 <sup>st</sup> Hour	\$	\$
4.	Sheet Metal Worker Journeymen	40	1 <sup>st</sup> Hour	\$	\$
4.a	Sheet Metal Worker Helper	20	1 <sup>st</sup> Hour	\$	\$
5.	Insulator Journeymen	15	1 <sup>st</sup> Hour	\$	\$
5.a	Insulator Helper	10	1 <sup>st</sup> Hour	\$	\$
6.	Welder Journeymen	5	1 <sup>st</sup> Hour	\$	\$
6.a	Welder Helper	2	1 <sup>st</sup> Hour	\$	\$
7.	Air & Hydronic System Balancer Journeymen	40	1 <sup>st</sup> Hour	\$	\$
7.a	Air & Hydronic System Balancer Helper	20	1 <sup>st</sup> Hour	\$	\$
8.	Boiler Technician Journeymen	30	1 <sup>st</sup> Hour	\$	\$
8.a	Boiler Technician Helper	20	1 <sup>st</sup> Hour	\$	\$
<b>A1. TOTAL</b>					<b>\$</b>

**MATERIALS/REPLACEMENT PARTS** (except free issue) shall be charged at the Offeror's laid down cost plus a mark-up of \_\_\_\_\_% not to exceed the Manufacturer's suggested retail price. Cost must be supported by copies of the offeror's paid invoices being submitted with invoice to Environment Canada.

**Laid Down Cost** is defined as the cost incurred by a vendor to acquire a specified product or service for resale to the government. This includes the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage, but excludes sales taxes.

**Mark-Up** is defined as the difference between the vendor's laid-down cost for a product or service and the resale price to the government (exclusive of sales taxes) consisting of the cost of necessary services, applicable overhead and profit.

**PART A2. Service Call Outside Working Hours – including travel and first hour ONLY of on-site labour.**

ITEM	TRADE	Est. Qty	Unit of Issue	Firm Unit Price	Extended Price
1.	Plumber Journeymen	65	1 <sup>st</sup> Hour	\$	\$
1.a	Plumber Helper	35	1 <sup>st</sup> Hour	\$	\$
2.	Pipe Fitter Journeymen	5	1 <sup>st</sup> Hour	\$	\$
2.a	Pipe Fitter Helper Journeymen	2	1 <sup>st</sup> Hour	\$	\$
3.	1 <sup>st</sup> Class Gas Fitter Journeymen	6	1 <sup>st</sup> Hour	\$	\$
3.a	1 <sup>st</sup> Class Gas Fitter Helper	2	1 <sup>st</sup> Hour	\$	\$
4.	Sheet Metal Worker Journeymen	40	1 <sup>st</sup> Hour	\$	\$
4.a	Sheet Metal Worker Helper	20	1 <sup>st</sup> Hour	\$	\$
5.	Insulator Journeymen	15	1 <sup>st</sup> Hour	\$	\$
5.a	Insulator Helper	10	1 <sup>st</sup> Hour	\$	\$
6.	Welder Journeymen	5	1 <sup>st</sup> Hour	\$	\$
6.a	Welder Helper	2	1 <sup>st</sup> Hour	\$	\$
7.	Air & Hydronic System Balancer Journeymen	40	1 <sup>st</sup> Hour	\$	\$
7.a	Air & Hydronic System Balancer Helper	20	1 <sup>st</sup> Hour	\$	\$
8.	Boiler Technician Journeymen	30	1 <sup>st</sup> Hour	\$	\$
8.a	Boiler Technician Helper	20	1 <sup>st</sup> Hour	\$	\$
<b>A2. TOTAL</b>					<b>\$</b>

**MATERIALS/REPLACEMENT PARTS** (except free issue) shall be charged at the Offeror's laid down cost plus a mark-up of \_\_\_\_\_% not to exceed the Manufacturer's suggested retail price. Cost must be supported by copies of the offeror's paid invoices being submitted with invoice to Environment Canada.

**Laid Down Cost** is defined as the cost incurred by a vendor to acquire a specified product or service for resale to the government. This includes the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage, but excludes sales taxes.

**Mark-Up** is defined as the difference between the vendor's laid-down cost for a product or service and the resale price to the government (exclusive of sales taxes) consisting of the cost of necessary services, applicable overhead and profit.



**PART A3. Service Call Weekend and Statutory Holidays – including travel and first hour  
ONLY of on-site labour.**

ITEM	TRADE	Est. Qty	Unit of Issue	Firm Unit Price	Extended Price
1.	Plumber Journeymen	65	1 <sup>st</sup> Hour	\$	\$
1.a	Plumber Helper	35	1 <sup>st</sup> Hour	\$	\$
2.	Pipe Fitter Journeymen	5	1 <sup>st</sup> Hour	\$	\$
2.a	Pipe Fitter Helper Journeymen	2	1 <sup>st</sup> Hour	\$	\$
3.	1 <sup>st</sup> Class Gas Fitter Journeymen	6	1 <sup>st</sup> Hour	\$	\$
3.a	1 <sup>st</sup> Class Gas Fitter Helper	2	1 <sup>st</sup> Hour	\$	\$
4.	Sheet Metal Worker Journeymen	40	1 <sup>st</sup> Hour	\$	\$
4.a	Sheet Metal Worker Helper	20	1 <sup>st</sup> Hour	\$	\$
5.	Insulator Journeymen	15	1 <sup>st</sup> Hour	\$	\$
5.a	Insulator Helper	10	1 <sup>st</sup> Hour	\$	\$
6.	Welder Journeymen	5	1 <sup>st</sup> Hour	\$	\$
6.a	Welder Helper	2	1 <sup>st</sup> Hour	\$	\$
7.	Air & Hydronic System Balancer Journeymen	40	1 <sup>st</sup> Hour	\$	\$
7.a	Air & Hydronic System Balancer Helper	20	1 <sup>st</sup> Hour	\$	\$
8.	Boiler Technician Journeymen	30	1 <sup>st</sup> Hour	\$	\$
8.a	Boiler Technician Helper	20	1 <sup>st</sup> Hour	\$	\$
<b>A3. TOTAL</b>					<b>\$</b>

**MATERIALS/REPLACEMENT PARTS** (except free issue) shall be charged at the Offeror's laid down cost plus a mark-up of \_\_\_\_\_% not to exceed the Manufacturer's suggested retail price. Cost must be supported by copies of the offeror's paid invoices being submitted with invoice to Environment Canada.

**Laid Down Cost** is defined as the cost incurred by a vendor to acquire a specified product or service for resale to the government. This includes the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage, but excludes sales taxes.

**Mark-Up** is defined as the difference between the vendor's laid-down cost for a product or service and the resale price to the government (exclusive of sales taxes) consisting of the cost of necessary services, applicable overhead and profit.

**PART B1. Labour in addition to PART A1 – A3, During Normal Working Hours.**

ITEM	TRADE	Est. Qty	Unit of Issue	Firm Unit Price	Extended Price
1.	Plumber Journeymen	65	Hour	\$	\$
1.a	Plumber Helper	35	Hour	\$	\$
2.	Pipe Fitter Journeymen	5	Hour	\$	\$
2.a	Pipe Fitter Helper Journeymen	2	Hour	\$	\$
3.	1 <sup>st</sup> Class Gas Fitter Journeymen	6	Hour	\$	\$
3.a	1 <sup>st</sup> Class Gas Fitter Helper	2	Hour	\$	\$
4.	Sheet Metal Worker Journeymen	40	Hour	\$	\$
4.a	Sheet Metal Worker Helper	20	Hour	\$	\$
5.	Insulator Journeymen	15	Hour	\$	\$
5.a	Insulator Helper	10	Hour	\$	\$
6.	Welder Journeymen	5	Hour	\$	\$
6.a	Welder Helper	2	Hour	\$	\$
7.	Air & Hydronic System Balancer Journeymen	40	Hour	\$	\$
7.a	Air & Hydronic System Balancer Helper	20	Hour	\$	\$
8.	Boiler Technician Journeymen	30	Hour	\$	\$
8.a	Boiler Technician Helper	20	Hour	\$	\$
<b>B1. TOTAL</b>					<b>\$</b>

**MATERIALS/REPLACEMENT PARTS** (except free issue) shall be charged at the Offeror's laid down cost plus a mark-up of \_\_\_\_\_% not to exceed the Manufacturer's suggested retail price. Cost must be supported by copies of the offeror's paid invoices being submitted with invoice to Environment Canada.

**Laid Down Cost** is defined as the cost incurred by a vendor to acquire a specified product or service for resale to the government. This includes the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage, but excludes sales taxes.

**Mark-Up** is defined as the difference between the vendor's laid-down cost for a product or service and the resale price to the government (exclusive of sales taxes) consisting of the cost of necessary services, applicable overhead and profit.

**PART B2. Labour in addition to PART A1 – A3, Outside Normal Working Hours.**

ITEM	TRADE	Est. Qty	Unit of Issue	Firm Unit Price	Extended Price
1.	Plumber Journeymen	65	Hour	\$	\$
1.a	Plumber Helper	35	Hour	\$	\$
2.	Pipe Fitter Journeymen	5	Hour	\$	\$
2.a	Pipe Fitter Helper Journeymen	2	Hour	\$	\$
3.	1 <sup>st</sup> Class Gas Fitter Journeymen	6	Hour	\$	\$
3.a	1 <sup>st</sup> Class Gas Fitter Helper	2	Hour	\$	\$
4.	Sheet Metal Worker Journeymen	40	Hour	\$	\$
4.a	Sheet Metal Worker Helper	20	Hour	\$	\$
5.	Insulator Journeymen	15	Hour	\$	\$
5.a	Insulator Helper	10	Hour	\$	\$
6.	Welder Journeymen	5	Hour	\$	\$
6.a	Welder Helper	2	Hour	\$	\$
7.	Air & Hydronic System Balancer Journeymen	40	Hour	\$	\$
7.a	Air & Hydronic System Balancer Helper	20	Hour	\$	\$
8.	Boiler Technician Journeymen	30	Hour	\$	\$
8.a	Boiler Technician Helper	20	Hour	\$	\$
<b>B2. TOTAL</b>					<b>\$</b>

**MATERIALS/REPLACEMENT PARTS** (except free issue) shall be charged at the Offeror's laid down cost plus a mark-up of \_\_\_\_\_% not to exceed the Manufacturer's suggested retail price. Cost must be supported by copies of the offeror's paid invoices being submitted with invoice to Environment Canada.

**Laid Down Cost** is defined as the cost incurred by a vendor to acquire a specified product or service for resale to the government. This includes the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage, but excludes sales taxes.

**Mark-Up** is defined as the difference between the vendor's laid-down cost for a product or service and the resale price to the government (exclusive of sales taxes) consisting of the cost of necessary services, applicable overhead and profit.

**PART B3. Labour in addition to PART A1 – A3, Weekends and Statutory Holidays.**

ITEM	TRADE	Est. Qty	Unit of Issue	Firm Unit Price	Extended Price
1.	Plumber Journeymen	65	Hour	\$	\$
1.a	Plumber Helper	35	Hour	\$	\$
2.	Pipe Fitter Journeymen	5	Hour	\$	\$
2.a	Pipe Fitter Helper Journeymen	2	Hour	\$	\$
3.	1 <sup>st</sup> Class Gas Fitter Journeymen	6	Hour	\$	\$
3.a	1 <sup>st</sup> Class Gas Fitter Helper	2	Hour	\$	\$
4.	Sheet Metal Worker Journeymen	40	Hour	\$	\$
4.a	Sheet Metal Worker Helper	20	Hour	\$	\$
5.	Insulator Journeymen	15	Hour	\$	\$
5.a	Insulator Helper	10	Hour	\$	\$
6.	Welder Journeymen	5	Hour	\$	\$
6.a	Welder Helper	2	Hour	\$	\$
7.	Air & Hydronic System Balancer Journeymen	40	Hour	\$	\$
7.a	Air & Hydronic System Balancer Helper	20	Hour	\$	\$
8.	Boiler Technician Journeymen	30	Hour	\$	\$
8.a	Boiler Technician Helper	20	Hour	\$	\$
<b>B3. TOTAL</b>					<b>\$</b>

**MATERIALS/REPLACEMENT PARTS** (except free issue) shall be charged at the Offeror's laid down cost plus a mark-up of \_\_\_\_% not to exceed the Manufacturer's suggested retail price. Cost must be supported by copies of the offeror's paid invoices being submitted with invoice to Environment Canada.

**Laid Down Cost** is defined as the cost incurred by a vendor to acquire a specified product or service for resale to the government. This includes the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage, but excludes sales taxes.

**Mark-Up** is defined as the difference between the vendor's laid-down cost for a product or service and the resale price to the government (exclusive of sales taxes) consisting of the cost of necessary services, applicable overhead and profit.

Schedule 3 Evaluation: A1+A2+A3+B1+B2+B3 = Schedule 3 Total

**Schedule 1 Total + Schedule 2 Total + Schedule 3 Total = Total Evaluation**

## **ANNEX "C"**

### **INSURANCE REQUIREMENTS**

#### **Commercial General Liability Insurance**

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
  - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
  - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
  - m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
  - n. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
  - 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

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.

### **Automobile Liability Insurance**

1. The Contractor must obtain Automobile 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.
2. The policy must include the following:
  - a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
  - b. Accident Benefits - all jurisdictional statutes
  - c. Uninsured Motorist Protection
  - d. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

## **ANNEX "D"** **SECURITY REQUIREMENT**

Refer to attached SRCL (Security Requirement Check List).

### **IMPORTANT NOTICE TO BIDDERS**

#### **Security**

This notice is to advise ALL interested bidders that in order to be awarded a standing offer which contains a security requirement, all bidders MUST hold a valid Security Clearance granted or approved by PWGSC Canadian Industrial Security Directorate (CISD) at the level indicated in this solicitation document. Should the bidder not currently hold a valid Security Clearance or require the level to be upgraded, PWGSC will sponsor the bidder. Please submit your written request with the following information via email to Marlene Hall at [marlene.hall@pwgsc-tpsgc.gc.ca](mailto:marlene.hall@pwgsc-tpsgc.gc.ca).

- Legal Company Name
- Mailing address
- Surname and given name of contact person
- Telephone number of contact person
- Title of contact person
- Facsimile number
- E-mail address of contact person
- Procurement Business Number
- Preferred Language of correspondence
- Level of Security Required

Additional information on PWGSC security can be found on the following web site:  
<http://ssi-iss.tpsgc-pwgsc.gc.ca> or by dialing 1-866-368-4646 (Toll free).

Solicitation No. - N° de l'invitation  
KW405-140002/A  
Client Ref. No. - N° de réf. du client  
KW405-140002

Amd. No. - N° de la modif.  
File No. - N° du dossier  
WPG-4-37056

Buyer ID - Id de l'acheteur  
wpg108  
CCC No./N° CCC - FMS No./N° VME

**ANNEX "E"**  
**STANDING OFFER USAGE REPORT**

Return to:

ATTN.: Bill Perkins  
Public Works and Government Services Canada  
Acquisitions Branch  
Telephone: (204) 983-0275  
Facsimile: (204) 983-7796  
Email: bill.perkins@pwgsc-tpsgc.gc.ca

**Quarterly Usage Report Schedule:**

1st quarter: April 1 to June 30;  
2nd quarter: July 1 to September 30;  
3rd quarter: October 1 to December 31;  
4th quarter: January 1 to March 31.

REPORT ON THE VOLUME OF BUSINESS WITH FEDERAL GOVERNMENT DEPARTMENTS  
AND AGENCIES

SUPPLIER:  
STANDING OFFER NO:  
DEPARTMENT OR AGENCY:

REPORTING PERIOD:

Item No.	Call-Up/contract No. Description	Value of the Call-Up/Contract	GST/HST
(A) Total Dollar Value Call-ups for this reporting period:		\$	
(B) Accumulated Call-Up totals to date:		\$	
(A+B) Total Accumulated Call-Ups:		\$	

**NIL REPORT:** We have not done any business with the federal government for this period [    ]  
PREPARED BY:

NAME:  
TELEPHONE NO.:

SIGNATURE:

DATE:



## Annex D



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

KW405-14-0002

Security Classification / Classification de sécurité  
UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL)

LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE			
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction	
Environment Canada		ARPSD	
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 A SO is required for Mechanical Systems Maintenance Services covering various mechanical trades. These Services are required at two (2) Environment Canada laboratory and office facilities in Saskatoon SK to perform various services.			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non 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 <input type="checkbox"/> Yes Non 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 <input type="checkbox"/> Yes Non 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 <input checked="" type="checkbox"/> Yes Non 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 <input type="checkbox"/> Yes Non 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"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
UNCLASSIFIED

Canada



Government of Canada  
Gouvernement du Canada

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**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 ☐ Yes  
Non 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 ☐ Yes  
Non Oui

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

Document Number / Numéro du document :

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

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

- |   |   |   |  |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS<br>COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input 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:

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 ☒ Yes  
Non Oui

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté?

☐ No ☒ Yes  
Non 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 ☐ Yes  
Non 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 ☐ Yes  
Non 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 ☐ Yes  
Non 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 ☐ Yes  
Non 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 ☐ Yes  
Non Oui

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Canada



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

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

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

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

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

☒ No ☐ Yes  
Non 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 ☐ Yes  
Non Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).





Government  
of Canada

Gouvernement  
du Canada

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Security Classification / Classification de sécurité  
UNCLASSIFIED

**PART D - AUTHORIZATION / PARTIE D - AUTORISATION**

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

Name (print) - Nom (en lettres moulées)

Popoff, Fiona

Title - Titre

Property Services Officer

Signature

Telephone No. - N° de téléphone  
306-975-6808

Facsimile No. - N° de télécopieur  
306-975-5143

E-mail address - Adresse courriel  
fiona.popoff@ec.gc.ca

Date  
2014/03/07

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

Name (print) - Nom (en lettres moulées)

Leek, Gordon

Title - Titre

Gordon G. Leek  
Manager, Regional Security - PNR

Signature

Telephone No. - N° de téléphone  
403-292-6528

Facsimile No. - N° de télécopieur  
403-292-6314

E-mail address - Adresse courriel  
gordon.leek@ec.gc.ca

Date  
12 MARCH 14

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?

Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

☐ No  
Non

☐ Yes  
Oui

**16. Procurement Officer / Agent d'approvisionnement**

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

**17. Contracting Security Authority / Autorité contractante en matière de sécurité**

Name (print)

**Paul Lepinski**

Agent à la Sécurité des contrats | Contract Security Officer  
Secteur de la Sécurité industrielle | Industrial Security Sector  
Paul.Lepinski@tpsgc-pwgsc.gc.ca  
Téléphone : 613 957-1294

Signature

Telephone

Issue courriel

Date

03-APR-2014