

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Public Works and Government Services Canada
ATB Place North Tower
10025 Jasper Ave./10025 ave. Jasper
5th floor/5e étage
Edmonton
Alberta
T5J 1S6
Bid Fax: (780) 497-3510

REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION

Proposal To: Public Works and Government Services Canada

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

Proposition aux: Travaux Publics et Services Gouvernementaux Canada

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

Comments - Commentaires

Title - Sujet Vacant Unit Checks, Yellowknife	
Solicitation No. - N° de l'invitation EW076-150550/A	Date 2014-10-08
Client Reference No. - N° de référence du client PWGSC-EW076-150550	
GETS Reference No. - N° de référence de SEAG PW-\$EDM-002-10272	
File No. - N° de dossier EDM-4-37096 (002)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-11-18	Time Zone Fuseau horaire Mountain Standard Time MST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Scott, Jasmine	Buyer Id - Id de l'acheteur edm002
Telephone No. - N° de téléphone (780) 497-3578 ()	FAX No. - N° de FAX (780) 497-3510
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA BOX 518 YELLOWKNIFE Northwest Territories X1A2N4 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

Raison sociale et adresse du fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Public Works and Government Services Canada
ATB Place North Tower
10025 Jasper Ave./10025 ave Jasper
5th floor/5e étage
Edmonton
Alberta
T5J 1S6

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

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TITLE: Vacant Unit Checks

PART 1 - GENERAL INFORMATION

1. Security Requirement

1. Before award of a contract, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 6 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, bidders should refer to the Canadian Industrial Security Directorate (CISD), Industrial Program of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

2. Statement of Work

The Work to be performed is detailed under Article 2 of the resulting contract clauses.

Services requirements, Bidders in receipt of a pension or a lump sum payment must provide the required information as detailed in article 3 of Part 2 of the bid solicitation.

This procurement is subject to the following Comprehensive Land Claims Agreement (CLCA): Tlicho Land Claim Agreement.

3. Tlicho Land Claim and Self-Governance Agreement

The requirements of the Tlicho Land Claims and Self-Government Agreement will apply to the proposed procurement. Bidders are therefore requested, wherever possible, to maximize Tlicho employment, subcontracting and on-the-job training opportunities, in carrying out the work under this project. The benefits that apply to this procurement are contained in: Chapter 26, 26.1.1, 26.1.2, 26.3.1 (a), and 26.4.1 of the Tlicho Land Claims and Self-Government Agreement.

4. Debriefings

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

5. Trade Agreements

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

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

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

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

The 2003 (2014-09-25) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: one hundred and eighty (180) days

2. Submission of Bids

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

3. Former Public Servant

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

Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the *Financial Administration Act*, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

4. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to te Contracting Authority no later than ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

5. Applicable Laws

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

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

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

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

Section I: Technical Bid (1 hard copy)

Section II: Financial Bid (1 hard copy)

Section III: Aboriginal Opportunities Considerations (1 hard copy), if applicable

Section IV: Certifications (1 hard copy)

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

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

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

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

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

Section I: Technical Bid

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

Section II: Financial Bid

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

1.1 Exchange Rate Fluctuation

C3011T (2013-11-06), Exchange Rate Fluctuation

Section III: Aboriginal Opportunities Considerations

Bidders must submit the certifications required under Annex "D", Aboriginal Opportunities Considerations, if applicable.

Section IV: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

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

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

- a) Failure to meet any of the following mandatory requirements **at solicitation closing** will render your submission non-compliant and given no further consideration.
 - Ability to perform the full scope of the work described in Annex "A", Statement of Work.

1.2 Financial Evaluation

The total assessed bid price will be determined using the rates provided in the Basis of Payment of Annex "B" and will be calculated as follows:

- (a) For line items 1. 1.1 – 1.3, the unit prices will be multiplied by the estimated annual usage for each of the two years plus two option years in the Basis of Payment, Annex "B".
- (b) The results of the calculations in (a) above will be added together to obtain the total assessed bid price.

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

1.2.2 Aboriginal Opportunities Considerations Evaluation (if applicable)

Bidders have the ability to receive an evaluated price reduction through the provision of Aboriginal involvement in their proposal. A reduction of up to 10% may be applied to the total evaluated price based on the provision of proof that your organization or service provided meets the criteria stated in Annex "D", Aboriginal Opportunities Considerations.

2. Basis of Selection

- 2.1** A bid must comply with all requirements of the bid solicitation to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

PART 5 - CERTIFICATIONS

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

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

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

1. Certifications Required Precedent to Contract Award

1.1 Integrity Provisions - Associated Information

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions 2003. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

1.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement

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

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 and security guide (if applicable), attached at Annex "C";

(b) Industrial Security Manual (Latest Edition).

2. Statement of Work

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

3. Standard Clauses and Conditions

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

3.1 General Conditions

2010C (2014-09-25), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

4. Term of Contract

4.1 Period of the Contract

The period of the Contract is two (2) years from date of Contract to award.

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4.2 Option to Extend the Contract

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

Canada may exercise this option at any time by sending a written notice to the Contractor at least five (5) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Jasmine Scott
Supply Specialist
Acquisitions, Western Region
Department of Public Works and Government Services
Telus Plaza North,
10025 Jasper Avenue, 5th Floor
Edmonton, AB T5J 1S6

Telephone: (780) 497-3578
Facsimile: (780) 497-3510
E-mail address: jasmine.scott@pwgsc-tps.gc.ca

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

5.2 Project Authority

(To be provided at Contract Award)

The Project Authority for the Contract is:

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

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

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the

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Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

5.3 PWGSC Housing Clerks

(To be provided at Contract Award)

The PWGSC Housing Clerks for the Contract is:

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

Telephone : _____
E-mail address: _____

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

Telephone : _____
E-mail address: _____

5.4 Contractor's Representative

(To be filled out by Bidder)

Name: _____
Title: _____
Telephone: ____-____-____
Facsimile: ____-____-____
E-mail address: _____

6. Proactive Disclosure of Contracts with Former Public Servants

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

7. Payment

7.1 Basis of Payment - Limitation of Expenditure

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

7.2 Limitation of Expenditure

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

7.3 SACC Manual Clauses

A9117C (2007-11-30), T1204 - Direct Request by Customer Department
C0705C (2010-01-11), Discretionary Audit
H1008C (2008-05-12), Monthly Payment

8. Invoicing Instructions

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

Each invoice must be supported by:

 - a. a copy of time sheets to support the time claimed;
 - b. a copy of the monthly progress report.
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
 - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

9. Certifications

9.1 Compliance

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

10. Applicable Laws

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

11. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010C (2014-09-25), General Conditions - Services (Medium Complexity);
- (c) Annex "A", Statement of Work;
- (d) Annex "B", Basis of Payment;
- (e) Annex "C", Security Requirements Check List;
- (f) the Contractor's bid dated _____.

12. Foreign Nationals

12.1 Foreign Nationals (Canadian Contractor) *(if awarded to a Canadian Contractor)*

SACC Manual clause A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)

OR

12.1 Foreign Nationals (Foreign Contractor) *(if awarded to a Foreign Contractor)*

SACC Manual clause A2001C (2006-06-16) Foreign Nationals (Foreign Contractor)

13. SACC Manual Clauses

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

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ANNEX "A" **STATEMENT OF WORK**

Title: Vacant Unit Checks

1.1 Location

Work Sites will include Public Works & Government Services Canada (PWGSC) Crown Owned Housing Units, Apartment Units, Leased Houses and Leased Apartment Units in Yellowknife, NT.

1.2 General

Scope of work under this contract includes, but is not limited to, the provisions of all labour, inspection services and transportation to and from Federal Government housing and apartment units to perform regular vacant unit and cold weather checks on vacant and occupied (vacationing tenants) Federal housing and apartment units.

PWGSC has a housing portfolio of approximately 262 units. The number of units to be serviced under this requirement is a rotating 40-60 at one time.

The inventory of units that need to be checked changes from week to week. A PWGSC Housing Clerk will send a unit list with addresses upon contract award and send an updated list every week to the Contractor.

PWGSC will conduct spot checks on various units through the calendar year and provide feedback and/or follow-up information to the Contractor.

The Contractor must provide telephone numbers for regular business hours (Monday through Friday) for Regular Vacant Unit Checks and telephone numbers for after hours for Cold Weather Checks, upon contract award. The provision of an email address is requested.

PWGSC staff will install and remove winter watchmen red lights in every unit as needed.

1.3 Regular Vacant Unit Checks

The Contractor must complete regular vacant unit checks once a week during the hours of 8:00 a.m. through 5:00 p.m. (Monday through Friday) for each vacant unit on the unit list throughout each year of the contract period, including option years.

The Contractor is permitted to complete the checks throughout the week but they must be completed on or before Friday at 5:00 p.m. each week. The Contractor will be paid for four hours of work per week.

The Contractor is required to complete a checklist once a week for each Vacant Unit Check and submit a copy to PWGSC with their monthly invoice. The checklist form will be provided to the Contractor upon contract award. The Checklist contains the following:

1. Ensure furnace/electric baseboard thermostats in each unit are set to 20 degrees Celsius (October thru April) and ensure the thermostat attached to the Winter Watchman Red Light is set to 15 degrees, functioning and clearly visible from the road.

2. Turn Thermostat off for the months of May thru September.
3. Turn the exterior lights off for the vacant units during the months of May through September
4. Check that furnace is operational.
5. Visual inspection of fuel tank.
6. Check hot water tanks for leaks.
7. Flush toilets; run water for one minute in all sinks and bathtubs.
8. Ensure all doors such as the front door, back door, patio doors and all windows in the units are locked.
9. Report any Health & Safety related issues you encounter and report any property damage or required repairs to PWGSC Housing Clerks by email (WST.YKHOUSING@pwgsc-tpsgc.gc.ca) or by phone (867-766-8352).
10. Perform a outdoor circle check of the property and report any items requiring repair to PWGSC Housing Clerks.
11. Close exterior fence gates if left open.
12. Report any dog feces to be cleaned up in the yard(s) to PWGSC Housing Clerks.
13. Report any vehicles, trailers or equipment illegally parked on the premises to the PWGSC Housing Clerks.
14. Check mailbox for any items and drop them off at the PWGSC office Attention PWGSC Housing Clerks at the Greenstone Building, 5101-50th Ave., 4th Floor West, Yellowknife, NT X1A 2NR.

1.4 Cold Weather Checks

Locations: Crown Owned housing and apartment units.

The Contractor will perform a Cold Weather Check when outside ambient temperature falls below – 20 degree Celsius. The temperature source will be checked at 7:00 p.m. (Monday through Friday) and at 10:00 a.m. and at 9:00 p.m. (Saturday, Sunday and Statutory Holidays) on the Environment Canada website for Yellowknife, NT Canada.

When the temperature falls below -20 degrees, the Contractor will be paid for 2 hours of work per day (Monday through Friday and 4 hours of work per day (Saturday, Sunday and Statutory Holiday). The Contractor must conduct the checks each evening between 8:00 p.m.-10:00 p.m. (Monday thru- Friday), and twice/day on Saturday, Sunday and Statutory Holidays (once at 11:00 a.m. and once at 10:00 p.m.).

The Contractor is required to complete a second checklist once a week for each Cold Weather Unit Check and submit a copy to PWGSC with their monthly invoice. The checklist will be provided to the Contractor upon contract award.

1. Drive by each unit on the Vacancy list to ensure the Winter Watchmen Red Light is not lit
2. Should the light be RED, go into the unit to inspect the following:
 - Ensure thermostat is set to 20 degrees Celsius
 - Is furnace operational
 - Fuel levels
3. Depending on the results of the inspection, the Contractor must call the National Service Call Center (NSCC) @ 1-800-463-1850 to let them know that there is no heat and/or fuel in the unit.

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1.6 Building Access

Only those employees of the Contractor who have received the necessary security clearance will be permitted access to any tenant occupied Crown Owned Housing Units, Apartment Units, Leased Houses and Leased Apartment Units.

1.7 Acceptance Criteria

Acceptance of the work will be determined by the Project Authority following examination of the checklists submitted with each invoice documenting all work performed.

1.8 Health & Safety Requirements

- a) Responsibility: All accidents are to be reported to the PWGSC Housing Clerks immediately.
- b) Unforeseen Hazards: Should any unforeseen or peculiar safety-related factor, hazard or condition become evident during the performance of work, report to PWGSC Housing Clerks immediately.

ANNEX "B"
BASIS OF PAYMENT

- Firm Unit Prices include all costs associated with providing the service, and are firm for the Contract period and option periods.
- Prices must be provided for each line item and as per the format shown below.
- Firm Unit Prices do not include GST; GST will be added to the invoice as a separate line item.
- Estimated usages are for evaluation purposes only and not to be construed as a firm commitment from Canada. Actual usages may vary from these amounts.

Year One

Item	Description	Estimated Annual Usage	Firm Unit Price
1	Labour rates including all costs to provide the service.		
1.1	During regular working hours: Vacant Unit Checks (4 hour flat rate/week) Monday through Friday (08:00-17:00)	52 weeks (4 hrs/week x 52 weeks = 208 hours/year)	\$ ____/week
1.2	Outside regular working hours : Cold Weather Checks (2 hour flat rate/day) Monday through Friday – November 1 st to April 30 th (Once/day – between 8:00 p.m- 10:00p.m.	260 hours (10 hrs/week x 26 weeks)	\$ ____/hour
1.3	Outside regular working hours: Cold Weather Checks (4 hours flat rate/day) Weekends and Statutory Holidays – November 1 st to April 30 th (Twice/day – 11:00 a.m. and 10:00 p.m.)	228 hours (8 hrs/week x 26 weeks + 20 hours stat. holidays)	\$ ____/hour

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Year Two

Item	Description	Estimated Annual Usage	Firm Unit Price
1	Labour rates including all costs to provide the service.		
1.1	During regular working hours: Vacant Unit Checks (4 hour flat rate/week) Monday through Friday (08:00-17:00)	52 weeks (4 hrs/week x 52 weeks = 208 hours/year)	\$ ____/week
1.2	Outside regular working hours : Cold Weather Checks (2 hour flat rate/day) Monday through Friday – November 1 st to April 30 th (Once/day – between 8:00 p.m- 10:00p.m.	260 hours (10 hrs/week x 26 weeks)	\$ ____/hour
1.3	Outside regular working hours: Cold Weather Checks (4 hours flat rate/day) Weekends and Statutory Holidays – November 1 st to April 30 th (Twice/day – 11:00 a.m. and 10:00 p.m.)	228 hours (8 hrs/week x 26 weeks + 20 hours stat. holidays)	\$ ____/hour

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Option Year One

Item	Description	Estimated Annual Usage	Firm Unit Price
1	Labour rates including all costs to provide the service.		
1.1	During regular working hours: Vacant Unit Checks (4 hour flat rate/week) Monday through Friday (08:00-17:00)	52 weeks (4 hrs/week x 52 weeks = 208 hours/year)	\$ ____/week
1.2	Outside regular working hours : Cold Weather Checks (2 hour flat rate/day) Monday through Friday – November 1 st to April 30 th (Once/day – between 8:00 p.m- 10:00p.m.	260 hours (10 hrs/week x 26 weeks)	\$ ____/hour
1.3	Outside regular working hours: Cold Weather Checks (4 hours flat rate/day) Weekends and Statutory Holidays – November 1 st to April 30 th (Twice/day – 11:00 a.m. and 10:00 p.m.)	228 hours (8 hrs/week x 26 weeks + 20 hours stat. holidays)	\$ ____/hour

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Option Year Two

Item	Description	Estimated Annual Usage	Firm Unit Price
1	Labour rates including all costs to provide the service.		
1.1	During regular working hours: Vacant Unit Checks (4 hour flat rate/week) Monday through Friday (08:00-17:00)	52 weeks (4 hrs/week x 52 weeks = 208 hours/year)	\$ ____/week
1.2	Outside regular working hours : Cold Weather Checks (2 hour flat rate/day) Monday through Friday – November 1 st to April 30 th (Once/day – between 8:00 p.m- 10:00p.m.	260 hours (10 hrs/week x 26 weeks)	\$ ____/hour
1.3	Outside regular working hours: Cold Weather Checks (4 hours flat rate/day) Weekends and Statutory Holidays – November 1 st to April 30 th (Twice/day – 11:00 a.m. and 10:00 p.m.)	228 hours (8 hrs/week x 26 weeks + 20 hours stat. holidays)	\$ ____/hour

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ANNEX "C"
SECURITY REQUIREMENTS CHECK LIST

Please see Security Requirements Check List (SRCL) form attached to this document.

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ANNEX "D"
ABORIGINAL OPPORTUNITIES CONSIDERATIONS

The following percentage reductions in the evaluated bid price (for evaluation purpose only) allow the Bidder to provide a guarantee of aboriginal benefits.

In order to comply with the requirements of the Tlicho Land Claim and Self-Government Agreement, the Bidder shall provide proof of:

1. Employing Tlicho labour;

NAME & POSITION TITLE (Provide name{s} where possible)

(attach additional page if necessary)

2. Operating as, or using a sub-contractor that is, a Tlicho entity;

For the purpose of interpretation, "entity" means an entity which complies with the legal requirements to carry on business in the Northwest Territories and which is:

- (a) a corporation with more than 50 percent of the corporation's voting shares beneficially owned by Tlicho Citizens or the Tlicho Government; or
- (b) a co-operative controlled by Tlicho Citizens or the Tlicho Government; or
- (c) a sole proprietorship operated by a Tlicho Citizen; or
- (d) a partnership in which at least 50 percent of the partners are Tlicho Citizens or the Tlicho Government.

Company Name		Subcontractor name	
Address		Address	
Postal Code		Postal Code	
Telephone Number		Telephone Number	
Fax Number		Fax Number	

Signature: _____ Date: _____

ABORIGINAL OPPORTUNITIES CONSIDERATION	% Reduction Available	% Reduction Granted
Office: Bidder has an office located within the Mowhi Gogha De Niitlee area of the Tlicho Comprehensive Land Claims and Self-Government Agreement.	3	
Tlicho Recruitment Programs: Included proof of using Tlicho employment content in carrying out the work	4	
Supplier/Sub-contractors: Included certification of operating as, or using a sub-contractors who are a Tlicho entity for the procurement	2	
<p>Training: The bidder has provided a commitment to provide a 1-day training program and daily on-the-job training.</p> <p>1-day training program (prior to the commencement of the work)</p> <p>(a) 1/2 -day Safety Training to include (i) <i>Northern Safety Association</i> e-learning courses (i.e. WHMIS), and (ii) Company Health and Safety Procedures for Field Work North of 60</p> <p>(b) 1/2-day Surveying Training,</p> <p style="text-align: center;">And</p> <p>on-the-job training (following the commencement of the work)</p> <p>Note: the training (a) and (b) is to be conducted on two separate days.</p> <p>Note: the contractor must ensure access to safety equipment.</p>	1	
MAXIMUM TOTAL % REDUCTION AVAILABLE	10	



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



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

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No / Non Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

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

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

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

Special comments:
Commentaires spéciaux : _____

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

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / Non Yes / Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? No / Non Yes / Oui

PRODUCTION

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

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? No / Non Yes / Oui



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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 / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets / Renseignements / Biens / Production																
IT Media / Support TI																
IT Link / Lien électronique																

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

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

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

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