

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

**Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC**  
11 Laurier St./ 11, rue Laurier  
Place du Portage, Phase III  
Core 0B2 / Noyau 0B2  
Gatineau  
Québec  
K1A 0S5  
Bid Fax: (819) 997-9776

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

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

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

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

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

**Comments - Commentaires**

THIS DOCUMENT CONTAINS A SECURITY  
REQUIREMENT.  
CE DOUMENT CONTIENT UNE CONDITION DE  
SÉCURITÉ.

<b>Title - Sujet</b> MAINTENANCE ON OVERHEAD DOORS	
<b>Solicitation No. - N° de l'invitation</b> EJ196-151146/A	<b>Date</b> 2015-02-11
<b>Client Reference No. - N° de référence du client</b> 20151146	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$FK-292-66758	
<b>File No. - N° de dossier</b> fk292.EJ196-151146	<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 2015-03-25</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Mirza, Bushra	<b>Buyer Id - Id de l'acheteur</b> fk292
<b>Telephone No. - N° de téléphone</b> (819) 956-1351 ( )	<b>FAX No. - N° de FAX</b> (819) 956-3600
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA PORTAGE III 11 LAURIER ST Gatineau Quebec K1A0S5 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**

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

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

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**List of Appendices:**

Annex "A"      Statement of Work  
Annex "B"      Security Requirements Check List (SRCL)  
Annex "C"      Complete List of Names of all individuals who are currently Directors of the Bidder  
Annex "D"      Voluntary Certification to Support the Use of Apprentices

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## **NOTICE**

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

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

## PART 1 - GENERAL INFORMATION

### 1.1 Introduction

The bid solicitation is divided into seven parts plus attachments and appendices, as follows:

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

### The Appendices include:

- Annex "A" Statement of Work
- Annex "B" Security Requirements Check List (SRCL)
- Annex "C" Complete List of Names of all individuals who are currently Directors of the Bidder.
- Annex "D" Voluntary Certification to Support the Use of Apprentices

### 1.2 Summary

- (i) To provide all inclusive, comprehensive preventive maintenance service, including all necessary tools, services, materials, labour and replacement or repair parts on Overhead Doors for Public Works and Government Services Canada (PWGSC), located at four (4) Buildings: Centre Block, 111 Wellington Street; Food Production Facility, 1170 Algoma Drive; Rideau Committee Room Building, 1 Rideau Street; and Justice Building, 249 Wellington Street, Ottawa, Ontario, Canada. The services must be provided in accordance with Statement of Work attached at Annex "A".

- (ii) Mandatory Response Time

As per **Annex A, Statement of Work 8M8-0999-37**, SW 3, under 4. Emergency Calls, items .1 and .2, it is a mandatory requirement of the contract that:

1. The Contractor must provide twenty-four (24) hours, seven (7) days a week emergency call back service for the duration of the contract.
2. The Contractor must respond within thirty (30) minutes and be on site ready to work within two (2) hours of receiving the emergency call . All calls for emergency service must be executed by a qualified technician named in the contract.

- (iii) The period of any resulting Contract shall be for a period of five (5) years.

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- (iv) There are security requirements associated with this requirement. For additional information, consult Part 6 - Security Requirement, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, bidders should refer to the Industrial Security Program (ISP) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.
  - (v) There is a mandatory site visit associated with this requirement. Consult Part 2 - Bidder Instructions.
  - (vi) As per the Integrity Provisions under section 01 of Standard Instructions 2003 and 2004, bidders must provide a list of all owners and/or Directors and other associated information as required. Refer to section 4.21 of the Supply Manual for additional information on the Integrity Provisions.
  - (vii) For services requirements, Bidders must provide the required information as detailed in article 2.3 of Part 2 of the bid solicitation, in order to comply with Treasury Board policies and directives on contracts awarded to former public servants.
  - (viii) The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA) and the Agreement on Internal Trade (AIT).

### **1.3 Debriefings**

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

## **PART 2 - BIDDER INSTRUCTIONS**

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

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

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

The 2003, **(2014-09-25)** 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 twenty (120) days*

### **2.2 Submission of Bids**

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

### **2.3 Former Public Servant - Competitive Bid (2014-06-26)**

Contracts with 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 with FPS, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

### **Definitions**

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

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

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

"pension" means, a pension or annual allowance paid under the Public Service Superannuation Act (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the Supplementary Retirement Benefits

Act, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the Canadian Forces Superannuation Act, R.S., 1985, c. C-17, the Defence Services Pension Continuation Act, 1970 c. D-3, the Royal Canadian Mounted Police Pension Continuation Act, 1970, c. R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c. R-11, the Members of Parliament Retiring Allowances Act, R.S., 1985, c. M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c. C-8.

### Former Public Servant in Receipt of a Pension

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

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

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

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

### Work Force Reduction Program

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

If so, the Bidder must provide the following information:

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

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

## 2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than **five (5)** working 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.

## 2.5 Applicable Laws - Bid

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

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

## 2.6 Mandatory Site Visit

**Due to the nature of this requirement and in order to gain access to the sites it is MANDATORY that all interested bidders, submit the Names (legal name) and birth dates of their representatives that will be attending the Mandatory Site Visit to the Contracting Authority (Bushra Mirza) at facsimile (819) 956-3600 or by email [bushra.mirza@pwgsc-tpsgc.gc.ca](mailto:bushra.mirza@pwgsc-tpsgc.gc.ca) no later than Thursday, February 26, 2015.**

**IT IS MANDATORY THAT THE BIDDERS PROVIDE AND WEAR SAFETY SHOES/BOOTS FOR THE SITE VISIT. BIDDERS WHO DO NOT WEAR SAFETY SHOES/BOOTS WILL NOT BE PERMITTED TO ATTEND THE 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 Justice Building Loading Dock, 249 Wellington Street, Ottawa, Ontario, Canada on **Friday, March 6, 2015.** The site visit will begin **at 10:00 am EST.**

Personnel security screening is required prior to gaining authorized access to secure worksites. Bidders **must** communicate with the Contracting Authority (Bushra Mirza) no later than **Thursday, February 26, 2015 to confirm attendance and provide the name(s) of the person(s) who will attend.** The Bidder's Company Security Officer (CSO) must ensure that their representatives hold a valid security clearance at the required level for the site visit. Failure to comply with the security requirements will result in the representative(s) being denied access to the site.

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.

**A maximum of two (2) representatives per company will be permitted to examine the site.**

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

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

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

- Section I: Technical Bid
- Section II: Financial Bid
- Section III: Certifications
- Section IV: Additional Information

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>). To assist Canada in reaching its objectives, bidders should:

- 1) use 8.5 x 11 inch (216mm x 279mm) paper containing fibre certified as originating from a sustainably-managed forest and/or 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**

The evidence provided by the bidder may be verified by Canada. Failure by the bidder to provide the required evidence or in the event that the evidence cannot be verified shall result in the bidder being disqualified and no further consideration will be given to the bidder. If the Bidder submits references in excess of the stated requirement, only the references up to the identified limit will be assessed.

PWGSC reserves the right to verify information for completeness and accuracy and to confirm reference satisfaction with services provided. In the event where the information cannot be verified or the service found to be unsatisfactory shall result in the proposal being considered non-responsive and no further consideration will be given to the Bidder.

It is the sole responsibility of the Bidder to ensure that it provides a contact that is knowledgeable about the services the Bidder has provided to its customer and who is willing to act as a customer reference. The technical evaluation team will attempt to contact the Bidders customer reference a maximum of three (3) times during the days of the technical evaluation between 8:00 am - 4:00 pm local time. If the customer reference does not provide a reference the Bidders proposal will be deemed non-responsive and receive no further evaluation.

### 3.1.1 Employee Experience and Past Performance

To carry out the work on this requirement, the contractor **must** provide two (2) qualified service personnel: **One (1) Technician and one (1) Back-up Technician.**

The bidder must provide evidence to demonstrate that the technicians proposed to perform maintenance of Overhead Doors have recent three (3) years experience and past performance by referencing three (3) similar projects/contracts within the last seven (7) years whereby the technicians have performed satisfactorily. The bidder must complete the following table for each technician who will be performing work on this requirement in order to demonstrate that each proposed technician has the required experience.

- Recent experience is defined as experience gained from January 2008 up to and including the solicitation closing date.
- Similar is defined as a comprehensive maintenance service on Overhead Doors.

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

Example:

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

Total period for these 3 projects will count as 24 months and not 53 months because the period Jan. 2008 to Dec. 2009 has already been counted in Projects 1 and 2. This employee does not meet the required minimum of 3 years of recent experience.

In the event where the information for any of the employees cannot be confirmed by the client contacts named in the proposal, the proposal will be considered non-responsive and no further consideration will be given to the proposal. If the Bidder submits names of technicians in excess of the stated requirement, only the references up to the identified limit of two (2) technicians will be assessed. The first two (2) technicians listed in the proposal will be considered for evaluation.

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

<b>NAME OF BACK-UP TECHNICIAN:</b>			
Name of client organization or Company	Project/Contract Reference # 1 _____	Project/Contract Reference # 2 _____	Project/Contract Reference # 3 _____
Name and title of client contact who can confirm the information presented in the proposal.	Name: _____ Title: _____	Name: _____ Title: _____	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone No.: _____ E-mail: _____	Phone Number: _____ E-mail: _____	Phone Number: _____ E-mail: _____
Performance period of the project or contract	From: _____ (year/month/day) To: _____ (year/month/day)	From: _____ (year/month/day) To: _____ (year/month/day)	From: _____ (year/month/day) To: _____ (year/month/day)

### 3.1.2 Non Working Field Superintendent's Expertise and Experience

To carry out the work on this requirement, the contractor **must** provide **one (1) qualified Non working Field Superintendent**.

The bidder must provide evidence of its proposed Non Working Field Superintendent's recent experience and past performance by referencing one (1) similar project/contract within the last 7 (seven) years whereby the superintendent has recent two (2) years experience in a supervisory role in the field of Overhead Doors.

The bidder must complete the following table in order to demonstrate that the proposed Non Working Field Superintendent has the required experience.

- Recent experience is defined as experience gained **from January 2008 up to and including the solicitation closing date.**
- Similar is defined as a comprehensive maintenance service on Overhead Doors.

Should it be necessary to provide more project/contract reference names in order to demonstrate that the proposed non working Field Superintendent has the required two (2) years experience, then the Contractor **must** provide this additional information on a separate sheet and attach with the proposal.

In cases where experience is acquired concurrently, the time period will be considered only once for the purpose of calculating the minimum requirement of 2 years of recent experience, see example of 3.1.1.

In the event where the information for the superintendent cannot be confirmed by the client contact(s) named in the proposal, the proposal will be considered non-responsive and no further consideration will be given to the proposal. If the Bidder submits names of superintendents in excess of the stated requirement, only the references up to the identified limit of one (1) superintendent will be assessed. The first one (1) superintendent listed in the proposal will be considered for evaluation.

<b>Name of the Non Working Field Superintendent</b> _____	
Name of client organization or Company	Name: _____
Name and title of client contact who can confirm the information presented in the proposal.	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone No.: _____ E-mail No.: _____
Performance period of the project or contract	From: _____ (year/month/day) To: _____ (year/month/day)
Description of Project or contract: _____ _____	
Responsibilities of the individuals: _____ _____	

### 3.1.3 Contractor's Experience and Past Performance

The bidder **must** provide evidence of its recent experience and past performance by referencing three (3) similar projects/contracts within the last seven (7) years whereby the organization has recent three (3) years experience in the field of Overhead Doors performed satisfactorily. The bidder must complete the following table in order to demonstrate that it has the required experience.

- Recent experience is defined as experience gained from January 2008 up to and including the solicitation closing date.
- Similar is defined as a comprehensive maintenance service on Overhead Doors.

In cases where experience is acquired concurrently, the time period will be considered only once for the purpose of calculating the minimum requirement of three (3) years of recent experience, see example of 3.1.1.

In the event where the information for any of the projects cannot be confirmed by the client contacts named in the proposal, the proposal will be considered non-responsive and no further consideration will be given to the proposal. If the Bidder submits references in excess of the stated requirement, only the

references up to the identified limit of three (3) projects will be assessed. The first three (3) projects listed in the proposal will be considered for evaluation.

For the Contractor:

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

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**SECTION II: FINANCIAL BID****1. Basis of Pricing**

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

Bidders must submit their financial bid in accordance with the Pricing Schedules detailed below. The total amount of applicable taxes must be shown separately.

It is **MANDATORY** that the bidders submit firm prices/rates for the five (5) years for **all** items listed hereafter (Pricing Schedule 1 and Pricing Schedule 2). The total amount of applicable taxes must be shown separately, if applicable.

**PRICING SCHEDULE 1: -Firm Price - Please refer to all Buildings and their respective Summary Tables.**

Firm all inclusive rates for all comprehensive preventive maintenance, including all necessary tools, services, replacement or repair parts, materials, labour and all related costs on Overhead Doors as detailed in Annex A, Statement of Work.

**Table 1- Building: Centre Block, 111 Wellington Street, Ottawa, ON**

No. of Units	Location Room No.	Make	Model	Serial Number	Year 1	Year 2	Year 3	Year 4	Year 5
3	Motorized Metal Roll Up Door (B Level) (Monthly)	Kinnear	020 230 V 3 PH 60 HZ 3.8 Amp	C-33112-A C-33112-B C-33112-C	\$	\$	\$	\$	\$
1	Hi Speed Roll Up Door (Ground floor) (Monthly)	M and I	FDGH 2 HP 575 V 3 PH 2.7 Amp	74-078210	\$	\$	\$	\$	\$
1	Hi Speed Roll Up door (Ground Floor) (Monthly)	M and I	FDGH 2 HP 575 V 3 PH 2.7 Amp	94-078211	\$	\$	\$	\$	\$
1	Metal Roll Up Door (North East Area) (Monthly)	Kinnear	BHJ .5 HP 120V 1 PH	97-110566	\$	\$	\$	\$	\$
1	Metal Roll-up Door (Monthly)	Kinnear	Manaras .5 HP 120 V 1 PH	96-103938-1	\$	\$	\$	\$	\$
<b>Total per year</b>					<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Total for Table 1 for Years 1 to 5 (inclusive)</b>					<b>\$</b>				

**Table 2- Building: Food Production Facility, 1170 Algoma Drive, Ottawa, ON**

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No. of Units	Location Room No.	Make	Model	Serial Number	Year 1	Year 2	Year 3	Year 4	Year 5
6	Loading Dock Area (Thermostop Overhead doors)	Micanan	Pro-HHDN ¾ HP 575 V 3 PH 60 HZ	188640-(1-6)	\$	\$	\$	\$	\$
4	Loading Dock (Dock Levellers)	2 Pentlift (Doors 1 and 2) 2 Blue Giant (Doors 5 and 6)			\$	\$	\$	\$	\$
2	Kitchen Area (Rytec Doors)	1. Albany (By Entrance 2. Rytec (Kitchen Area)	2. Duty Motor Inverter 1.5 HP 1 SES-63-M1- 40TC90.S-4	1.5 HP	\$	\$	\$	\$	\$
1	(Rolling Steel Door)	Micanan	Pro-GH ¾ HP 230 V 3 PH		\$	\$	\$	\$	\$
<b>Total per year</b>					<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Total for Table 2 for Years 1 to 5 (inclusive)</b>					<b>\$</b>				

**Table 3 - Building: Rideau Committee Room Building, 1 Rideau Street, Ottawa, ON**

No. of Units	Location Room No.	Make	Model	Serial Number	Year 1	Year 2	Year 3	Year 4	Year 5
1	Loading Dock Area (Metal Overhead Door)	8'x12'		Model RDB-103 1HP 3 Phase 60 HZ	\$	\$	\$	\$	\$
1	Loading Dock Area (Metal Overhead Door)	6'x8'		Model RDB-103 1 HP 3 Phase 60 HZ	\$	\$	\$	\$	\$
1	Loading Dock Area (Garage Overhead Door)	8'x14'	Manaras Door Operator	MSJ Serial No. 91-050130 3 PH ¾ Horse 208V	\$	\$	\$	\$	\$
1	Loading Dock Area (Dock Leveller)	Level-Rite	LR-LT201	1 HP 3 Phase 600 V 60 HZ	\$	\$	\$	\$	\$
<b>Total per year</b>					<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Total for Table 3 Years 1 to 5 (inclusive)</b>					<b>\$</b>				

**Table 4 - Building: Justice Building, 249 Wellington Street, Ottawa, ON**

No. of	Location Room No.	Make	Model	Serial Number	Year 1	Year 2	Year 3	Year 4	Year 5
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Units									
1	Loading Dock Area (Roll Up Door)	6'x8'	PRO-RCGHW Serial No. 134076	1 HP 1 Phase 230 V	\$	\$	\$	\$	\$
<b>Total per year</b>					<b>\$</b>				
<b>Total for Table 4 for Years 1 to 5 (inclusive)</b>					<b>\$</b>				

**Summary of Tables 1 to 4 Years 1 to 5 (inclusive) for all buildings**

Year	Firm Price - Total Cost
Total for Year 1	\$
Total for Year 2	\$
Total for Year 3	\$
Total for Year 4	\$
Total for Year 5	\$

**Summary of Pricing for Tables 1 to 4(inclusive) (Pricing Schedule 1 and 2)**

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

**PRICING SCHEDULE 2:**

Firm all inclusive prices/rates including comprehensive maintenance service, including all necessary tools, services, materials, labour and replacement or repair parts on overhead doors and profit and all related costs for additional, Emergency Maintenance operations not described in Pricing Schedule 1 on an "AS AND WHEN REQUESTED" basis.

**2.1 LABOUR:** Our firm hourly rate per qualified personnel shall be:

	YEAR 1 RATE	YEAR 2 RATE	YEAR 3 RATE	YEAR 4 RATE	YEAR 5 RATE
i) Regular Hours 7:00 to 17:00, Monday to Friday	\$ _____ /HR				
Estimated quantity of hours per year:	22	22	22	22	22
<b>Extended Price:</b>	<b>\$ _____</b>				
<b>2.1 (i) SUB-TOTAL:</b>	<b>\$ _____</b>				

	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
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ii) Outside Regular Hours Monday to Saturday	RATE	RATE	RATE	RATE	RATE
	\$ _____ /HR				
Estimated quantity of hours per year:	7	7	7	7	7
<b>Extended Price:</b>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>2.1 (ii) SUB-TOTAL: \$ _____</b>					

iii) Sunday and Statutory Holidays	YEAR 1 RATE	YEAR 2 RATE	YEAR 3 RATE	YEAR 4 RATE	YEAR 5 RATE
	\$ _____ /HR				
Estimated quantity of hours per year:	2	2	2	2	2
<b>Extended Price:</b>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>2.1 (iii) SUB-TOTAL: \$ _____</b>					

**STATUTORY HOLIDAYS INCLUDE:**

New Year's Day - January 1  
 Good Friday  
 Easter Monday  
 Victoria Day  
 Canada Day - July 1  
 Civic Holiday - August  
 Labour Day  
 Thanksgiving Day  
 Remembrance Day - November 11  
 Christmas Day - December 25  
 Boxing Day - December 26

During leap years, the Contractor must change its schedule to provide all inclusive, comprehensive preventive maintenance services on February 29 at no extra cost to Canada.

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

	YEAR 1 RATE	YEAR 2 RATE	YEAR 3 RATE	YEAR 4 RATE	YEAR 5 RATE
Mark-up	_____ %	_____ %	_____ %	_____ %	_____ %
Estimated Expenditure	\$125.00	\$125.00	\$125.00	\$125.00	\$125.00
<b>Extended Price:</b>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>2.2 SUB-TOTAL: \$ _____</b>					

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

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

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

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

AUTHORIZATION FOR DELIVERY: The consignee shall request delivery of goods/services identified in Pricing Schedule 2.1 (i), 2.1 (ii), 2.1 (iii) and 2.2 on form GC 227, Call Up Against a Contract.

**TOTAL ASSESSED PROPOSAL PRICE:**

1- Sum of Basis of Pricing 1.1 to 1.4 inclusively,	\$ _____
2- Basis of Pricing 2.1(i), 2.1 (ii), 2.1 (iii) and 2.2:	\$ _____
<b>Total: 1+2</b>	<b>\$ _____</b>

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

**SECTION III: CERTIFICATIONS**

Bidders must submit the certifications required under Part 5.

**SECTION IV: ADDITIONAL INFORMATION**

**3.1 Contractor's Representative:**

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

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

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

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

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

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

**3.2 Specific Persons - Technician, Back up Technician and Non Working Field Superintendent**

The Contractor must provide the services of the following person(s) to perform the Work as stated in the Contract:

**Technician**

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

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

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

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

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

**Back up Technician**

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

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

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

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

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

**Non Working Field Superintendent**

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

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

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

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

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

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

### **4.1 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.

#### **4.1.1 Technical Evaluation Mandatory requirements:**

1. Attendance at the mandatory site visit;
2. Employees' (technician and back-up technician) Experience and Past Performance, two (2) required in accordance with Part 3, Section 1, Technical Bid;
3. Non Working Field Superintendent's Expertise and Experience, one (1) required in accordance with Part 3, Section 1: Technical Bid;
4. Contractor's Experience and Past Performance in accordance with Part 3, Section 1: Technical Bid;
5. Submission of a Firm Price/Rate in Canadian funds for all the items listed in the RFP, Part 3, Section II, Financial Bid;
6. Mandatory Security Clearance of a **valid SITE ACCESS** at date of bid closing, in accordance with Part 6, "Security Requirements".

### **4.2 Basis of Selection**

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

## **PART 5 - CERTIFICATIONS**

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

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

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

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

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

#### **5.1.1 Integrity Provisions - Associated Information**

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

#### **5.1.2 Federal Contractors Program for Employment Equity - Bid Certification**

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity 'FCP Limited Eligibility to Bid' list ([http://www.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 (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.

### **5.2 Education and Experience**

SACC Manual clause A3010T (2010-08-16) Education and Experience

### **5.3 Status and Availability of Resources**

SACC Manual clause A3005T (2010-08-16) Status and Availability of Resources

## PART 6 - SECURITY REQUIREMENT

### 6.1 Security Requirements

It is a mandatory requirement of this Request for Proposal (RFP) that the Contractor/Offeror personnel hold a valid security requirement of SITE ACCESS as specified in Part 7, Clause 3 "Security Requirement"

of the Request for Proposal, at the date of bid closing in order for your bid to be considered responsive.

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

- (a) the Bidder's proposed individuals requiring access to secure work site(s) must EACH meet the security requirement of SITE ACCESS as indicated in Part 7 - Resulting Contract Clauses;
- (b) The Bidder's proposed individuals (technician and back-up), in accordance with Part 3, Section 1, clause 3.1.1 Technical Bid, requiring access to secure work site(s), must EACH hold a valid SITE ACCESS clearance, at the following buildings: Centre Block, Food Production Facility, Rideau Committee Room Building, and Justice Building;
- (c) The Bidder's proposed Non Working On-Site Field Superintendent, in accordance with Part 3, Section 3.1.2, Technical Bid; requiring access to secure work site(s) must hold a valid SITE ACCESS clearance;
- (d) the Bidder must provide the name of all individuals who will require access to secure work sites.

2. For additional information on security requirements, bidders should refer to the Industrial Security Program (ISP) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

### 6.2 Employee Information for Security

The Bidder **must** specify the following information regarding employees proposed in Part 3, Section I (Technical Bid) to provide services against any resulting contract:

**If there is not sufficient space in the table please attach a list to this document with the requested information for the proposed employees.**

<b>PROPOSED EMPLOYEES</b>		
<b>Legal Name (First and Last) (Please Print Clearly)</b>	<b>DATE OF BIRTH Day / Month / Year</b>	<b>Security ID Number</b>
Technician 1		
Back-up Technician		
Non-working Field Superintendent		

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

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

### **7.1 Statement of Work**

To provide all inclusive, comprehensive preventive maintenance service, including all necessary tools, services, materials, labour and replacement or repair parts on Overhead Doors for Public Works and Government Services Canada (PWGSC), located at four (4) Buildings: Centre Block, 111 Wellington Street; Food Production Facility, 1170 Algoma Drive; Rideau Committee Room Building, 1 Rideau Street; and Justice Building, 249 Wellington Street, Ottawa, Ontario, Canada. The services must be provided in accordance with Statement of Work attached at Annex "A".

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

As per **Annex A, Statement of Work 8M8-0999-37**, SW 3, under 4.Emergency Calls, items .1 and .2, it is a mandatory requirement of the contract that:

1. The Contractor must provide twenty-four (24) hours, seven (7) days a week emergency call back service for the duration of the contract.
2. The Contractor must respond within thirty (30) minutes and be on site ready to work within two (2) hours of receiving the emergency call . All calls for emergency service must be executed by a qualified technician named in the contract.

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

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

## Names of qualified employees

The contractor must provide the names of the qualified Technicians who will be assigned to work on this Contract. The names provided below must be the same personnel listed in Part 3 and Part 6 of the proposal.

Technician (first & last name)	Back up Technician (first & last name)	Non Working Field Superintendent (first & last name)

### 7.2 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual

(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

#### 7.2.1 General Conditions

**2035 (2014-09-25)** General Conditions - Higher Complexity Services, apply to and form part of the Contract.

### 7.3. Security Requirements

1. The Contractor/Offeror personnel requiring access to secure work site(s) must, at all times during the performance of the Contract/Standing Offer, **EACH hold a valid SITE ACCESS clearance**, granted or approved by the Canadian Industrial Security Directorate, Public Works and Government Services Canada.
2. The Contractor/Offeror must comply with the provisions of the Security Requirements Check List attached at Annex "B".

**7.3.1** The Company Security Officer (CSO) must ensure through the Industrial Security Program (ISP) that the Contractor and individual(s) hold a valid security clearance at the required level.

### 7.4 Term of Contract

#### 7.4.1 Period of Contract

The period of the Contract is from \_\_\_\_\_ to \_\_\_\_\_ inclusive. (5 year period - dates to be determined at contract award)

### 7.5 Authorities

#### 7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Bushra Mirza  
Public Works and Government Services Canada  
Real Property Contracting Directorate  
3C2, 11 Laurier Street, Place du Portage, Phase III  
Gatineau, Québec K1A 0S5  
Telephone Number (819) 956-1351  
Facsimile Number: (819) 956-3600

*bushra.mirza@pwgsc-tpsgc.gc.ca*

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

**7.5.2 Technical Authority**

The Technical Authority for the Contract is : **WILL BE PROVIDED AT CONTRACT AWARD.**

\_\_\_\_\_ (name of departmental representative)  
\_\_\_\_\_ (title)  
\_\_\_\_\_ (organization name)  
\_\_\_\_\_ (address)  
Telephone: \_\_\_\_\_  
Facsimile : \_\_\_\_\_  
E-mail : \_\_\_\_\_

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

**7.5.3 Contractor's Representative ("TO BE PROVIDED AT CONTRACT AWARD")**

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

Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
Cellular: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**7.5.4 Specific Person(s)**

The Contractor must provide the services of the following person(s) to perform the Work as stated in the Contract: Field Superintendent

Supervisor Name: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Cellular Number: \_\_\_\_\_  
Facsimile Number: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**7.6 Proactive Disclosure of Contracts with Former Public Servants ("TO BE DELETED AT CONTRACT AWARD, IF NOT APPLICABLE")**

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

## 7.7 Payment

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

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm prices (Quarterly), in accordance with General Conditions 2035 16 (2014-09-25) Payment Period and the following table. Applicable taxes are extra, if applicable.

- a) Firm rates shall be paid in accordance with **Pricing Schedule 1** (Quarterly)
- b) "As and When Requested" Work  
Any costs incurred for **Extra Work** in accordance with **Pricing Schedule 2 shall be paid on an 'as and when requested' basis in accordance with the Statement of Work, Appendix B**, after completion, inspection and acceptance of the work performed.

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

The Contractor shall not be obliged to perform any work or provide any service that would cause the total liability of Canada to be exceeded without the prior written approval of the Contracting Authority. The Contractor shall notify the Contracting Authority in writing as to the adequacy of the sum when:

- (a) it is 75 percent committed, or
- (b) if the Contractor considers that the said sum may be exceeded, the Contractor must promptly notify the contracting Authority.

whichever comes first.

In the event that the notification refers to inadequate funds, the Contractor shall provide to the Contracting Authority, in writing, an estimate for the additional funds required. Provision of such notification and estimate for the additional funds does not increase Canada's liability.

No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of specifications, made by the Contractor, will be authorized or paid to the Contractor unless such changes, modifications or interpretations, have been approved, in writing, by the Contracting Authority, prior to their incorporation into the Work.

### 7.7.2 Basis of Pricing

The Basis of Pricing will be inserted at contract award as per winning bid submitted in accordance with Part 3 Section II Financial Bid - Basis of Pricing of this solicitation.

### 7.7.3 Limitation of Expenditure

The Contractor will supply the goods and services under the Contract to an estimated total expenditure not exceeding \$ (to be determined) **(applicable taxes excluded)** of which \$ (to be determined) **(applicable taxes excluded)** is for goods and/or services enumerated or described in Basis of Pricing, Pricing Schedule I and \$ (to be determined) **(applicable taxes excluded)** is for additional goods and/or services that may be requested on an "as and when requested" basis at the prices and or rates set out in Pricing Schedule 2.

### 7.7.5 SACC Manual Clauses

H1001C (2008-05-12) Multiple Payments  
A9116C (2007-11-30) T1204 - Information Reporting by Contractor  
A9117C (2007-11-30) Direct Request by Customer Department  
C0710C (2007-11-30) Time and Contract Price Verification

## 7.8 Invoicing Instructions- Maintenance Services

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

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

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

- (a) The original and two (2) copies of the invoices and maintenance reports must be forwarded to the address shown on page 1 of the Contract for certification and payment.
- (b) Invoices must be sent "Quarterly" as described in the Statement of Work, under Invoicing.

## 7.9 Certifications

### 7.9.1 Compliance

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

## 7.10 Applicable Laws

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

## 7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035, **(2014-09-25)**;
- (c) Annex "A" Statement of Work;
- (d) Annex "B" Security Requirements Check List (SRCL);
- (e) the Contractor's bid dated \_\_\_\_\_ (**insert date of bid**), as amended \_\_\_\_\_ (**insert date(s) of amendment(s) if applicable**)

## 7.12 SACC Manual Clauses

A2000C (2006-06-16) Foreign Nationals (Canadian Contractor).  
A7017C (2008-05-12) Replacement of Specific Individuals

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## 7.13 Insurance Requirements

### 7.13.1 Insurance Requirements

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

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

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

### 7.13.2 Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - (a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - (b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - (c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - (d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - (e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - (f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - (g) Employees and, if applicable, Volunteers must be included as Additional Insured.
  - (h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)

- (i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- (j) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- (k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- (l) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

**7.14 Cellular Phones and/or Pagers**

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

**7.15 Government Site Regulations**

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

**7.16 Pre-Commencement Meeting**

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

The Contractor is to supply the Departmental Representative with a copy of his safety policy as required by the applicable Provincial Occupational Safety and Health Regulations.

**7.17 Voluntary Reports for Apprentices Employed during the Contract**

The Contractor should compile and maintain records on the number of apprentices that were hired to work on the contract and their trade specialty.

The Contractor should provide this data in accordance with the format below. If no apprentices were hired during the contract period, the Contractor should still provide a "nil" report.

The data should be submitted to the Contracting Authority 6 months after contract award or at the end of the contract, whichever comes first.

Number of apprentices hired	Trade specialty

Solicitation No. - N° de l'invitation

EJ196-151146/A

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

20151146

Amd. No. - N° de la modif.

File No. - N° du dossier

fk292EJ196-151146

Buyer ID - Id de l'acheteur

fk292

CCC No./N° CCC - FMS No/ N° VME

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## **ANNEX "A"**

### **STATEMENT OF WORK**

**EJ196-151146**

(See Attached)

Solicitation No. - N° de l'invitation

EJ196-151146/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

fk292

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

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File No. - N° du dossier

fk292EJ196-151146

CCC No./N° CCC - FMS No/ N° VME

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**ANNEX "B"**

**SECURITY REQUIREMENTS CHECK LIST (SRCL)**

(See Attached)

Solicitation No. - N° de l'invitation

EJ196-151146/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

fk292

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

20151146

File No. - N° du dossier

fk292EJ196-151146

CCC No./N° CCC - FMS No/ N° VME

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**ANNEX "C"**

**COMPLETE LIST OF NAMES OF ALL INDIVIDUALS WHO ARE CURRENTLY DIRECTORS  
OF THE BIDDER**

**DIRECTORS:**

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## ANNEX "D"

### VOLUNTARY CERTIFICATION TO SUPPORT THE USE OF APPRENTICES

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

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

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

<sup>1</sup>The journey-person-apprentice ratio is defined as the number of qualified/certified journeypersons that an employer must employ in a designated trade or occupation in order to be eligible to register an apprentice as determined by provincial/territorial (P/T) legislation, regulation, policy directive or by law issued by the responsible authority or agency.

**If you agree, please sign your name on the next page.**

Solicitation No. - N° de l'invitation

EJ196-151146/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

fk292

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

20151146

File No. - N° du dossier

fk292EJ196-151146

CCC No./N° CCC - FMS No/ N° VME

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

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

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

Company Legal Name: \_\_\_\_\_

Solicitation Number: \_\_\_\_\_

Optional information to provide: \_\_\_\_\_

Number of apprentices planned to be working on this contract: \_\_\_\_\_

Trades of those apprentices: \_\_\_\_\_

**SW 1 General Requirement**

The Contractor must furnish all necessary tools, services, materials and labour to execute the work required for the maintenance of the equipment on the terms and conditions contained herein and must execute such work in a careful and workmanlike manner.

**SW 2 Scope of Work - All inclusive, comprehensive preventive maintenance**

The Contractor must provide the following services:

1. Labour for all inspections, cleaning, lubrication, adjustment and repairs.
2. All replacement parts, components and material. Also, provide all associated electrical and electronic controls for the equipment on the inventory list.
3. Replace any defective system component and parts with parts and components matching the original manufacturer's specifications, to maintain the integrity of the system.
  - 3.1 Replacement parts and components must be new or manufacturer warranted (rebuilt) "as new". Such parts and components must be approved by the Departmental Representative prior to being used.
4. Provide for review, within 30 days after contract award, a complete schedule of inspections and repairs in accordance with the manufacturers recommendation and the frequencies noted below. If revisions to the schedule are requested, the Contractor must revise the schedule at no additional cost.
5. Service the equipment in such a manner as to maintain the operational integrity of the complete system in accordance with the original design or subsequent approved design modifications approved by the manufacturer.
6. The Contractor must maintain the equipment at its original performance level to provide conditions within the range required by the equipment being served by this system or as otherwise specified by the Departmental representative.
7. The Contractor must obtain - at the contractor's own expense - the engineering data required to ensure the proper operation and adjustment of the equipment listed in SW 6 Equipment Inventory. Possession of the wiring diagrams alone will not suffice. The contractor must obtain from the manufacturer a copy of detailed adjustment procedures and complete detailed operational descriptions of all equipment included in the Contract.
8. It is the responsibility of the Contractor to notify the Departmental Representative by phone within an hour and subsequently to follow up with a written report by fax or e-mail within 24 hours of any negligent operation or misuse of the equipment by others. The Contractor may be required to make repair or replace components necessitated by the occurrence at extra cost.
9. In the event of a disagreement over equipment operation, repairs, billing, invoices or any other item relating to equipment maintenance, work must continue to ensure the operation and or the reliability of the equipment to supply adequately the system requirements.
10. Extra Work

10.1 The Contractor must notify the Technical Authority by phone within an hour and subsequently to follow up with a written report by fax or e-mail within 24 hours of any equipment failure requiring a repair(s) and/or negligent operation or misuse of the equipment by others. The Contractor may

be required to make the repair(s) or replace components necessitated by such occurrence at extra cost.

10.2 The Contractor must identify medications or improvements to the equipment or system(s) that will enhance equipment serviceability, life expectancy and/or efficiency.

10.3 The Contractor must calculate the cost of the repairs (SW2.10.1), modifications or improvements (SW2.10.2).

#### 11. Environment Protection

The Contractor must conform to all applicable environmental laws and regulations in effect.

In the event of an accidental spill, (oils, chemicals) the Contractor must notify the Departmental Representative immediately so that remedial action can be taken.

#### 12. Codes and Standards

The Contractor must follow all applicable codes, guidelines and standards, such as, but not limited to The Canadian Electrical Code, the National Building Code, the Ontario Building Code, the National Fire Code, as well as all Provincial and Territorial Acts and Regulations, all Municipal By-laws in Effect, and any other relevant Legislation from any level of Canadian governments, in force that is applicable to the performance of the Work.

### **SW 3 Service**

1. All equipment must be inspected monthly or more frequently if found necessary, to provide trouble free operation of the equipment.
2. The performance of the work required must provide for operation of the complete system(s) based on original design or subsequent approved design modifications, and must be as recommended by the manufacturer(s).
3. Unless otherwise directed, preventive maintenance must be performed during regular working hours, Monday through Friday, 07:00 to 17:00 hours excluding statutory holidays. Contractor must provide at least 24 hours notice to the Departmental representative prior to visiting the site and receive confirmation of approved access.
4. Emergency Calls:
  - 4.1 The Contractor must provide twenty-four (24) hour, seven (7) days a week emergency call back service for the duration of the contract.
  - 4.2 The Contractor must respond within 30 minutes and be on site ready to work within two (2) hours of receiving the emergency call. All service for emergency calls must be executed by a qualified technician named in the contract.
5. Conduct periodic tests of the Control Systems where applicable, to ensure all circuits and settings are properly adjusted to suit requirements of the design capabilities of the system as originally furnished by the manufacturer. The frequency of testing controls will be according to manufacturer's specifications.
6. The Contractor must provide direct supervision of maintenance technicians or by a Field Superintendent to ensure quality workmanship and proper service of the equipment.

#### **SW 4 Reporting**

1. The Contractor must report to the Departmental Representative, in writing (fax or E-mail), within 24 hours after each non scheduled visit.
2. The Contractor must call to the attention of the operating staff: any potentially hazardous use of the equipment and/or any potential health hazard within the immediate environment of the equipment. A follow up report must be submitted to the Departmental Representative in a within 24 hours.
3. The Contractor must provide, when requested, to Departmental Representative copies of the complete wiring schematic or diagrams, copies of detailed adjustment procedures and detailed operational descriptions for the equipment listed in SW 6. "Equipment Inventory"
4. The Contractor must notify the Departmental Representative of any malfunction of the equipment; problems which cannot be corrected immediately must be reported within four (4) hours to the Department Representative. A verbal report could be made by phone and followed up with a written report by FAX or E mail, within twenty-four (24) hours.
5. The Contractor must submit a signed, written report for all scheduled visit, along with the check lists quarterly. A check list provided in SW 7 must be completed for each piece of equipment listed in the Equipment Inventory.
6. Reports are to include:
  - A) date and time of inspection
  - B) building name & location
  - C) mechanic's name and signature
  - D) equipment identification (model & serial #s and location)
  - E) work completed
  - F) parts replaced
  - G) condition of equipment

#### **SW 5 Invoicing**

1. All invoices must be accompanied by the respective service and, or inspection report, otherwise invoices will not be processed.

Invoices must include:

- a) PWGSC reference & contract numbers
  - b) period covered by invoice
  - c) building name, address, (inventory, if for emergency repairs) and location
2. Invoices must be sent "Quarterly" to the attention of:

Public Works and Government Services Canada  
Maintenance and Operational Assurance  
400 Cooper Street  
6th Floor  
OTTAWA, Ontario  
K1A 0S5  
Attention of: Departmental Representative (identified at contract award)

**SW 6 Equipment Inventory**

**Building: Centre Block, 111 Wellington Street, Ottawa, ON**

No. of Units	Location Room No.	Make	Model	Serial Number	Details
3	Motorized Metal Roll Up Door (B Level)	Kinnear	020 230V 3 PH 60 HZ 3.8 Amp	C-33112-A C-33112-B C-33112-C	6' X 8' (MONTHLY)
1	Hi Speed Roll Up Door (Ground Floor)	M and I	FDGH 2 HP 575V 3 PH 2.7 Amp	74-078210	10' X 10'  (MONTHLY)
1	Hi Speed Roll Up Door (Ground Floor)	M and I	FDGH 2 HP 575V 3 PH 2.7 Amp	94-078211	10' X 10'  (MONTHLY)
1	Metal Roll Up Door (North East Area)	Kinnear	BHJ .5 HP 120V 1 PH	97-110566	8' X 7' ( MONTHLY)
1	Metal Roll Up Door	Kinnear	Manaras .5 HP 120V 1 PH	96-103938-1	6' X 7' ( MONTHLY)

**Building: Food Production Facility, 1170 Algoma Drive, Ottawa, ON**

No. of Units	Location Room No.	Make	Model	Serial Number	Details
6	Loading Dock Area	Micanan	Pro-HHDN ¾ HP 575V 3 ph 60 hz	188640-(1-6)	Thermostop Overhead Doors
4	Loading Dock	2 Pentlift (Doors 1 and 2) 2 Blue Giant (Doors 5 and 6)			Dock Levellers
2	Kitchen Area	1. Albany (By entrance) 2. Rytec (Kitchen Area)	2. Duty Motor Inverter 1.5 hp 1 SES-63-M1-40TC90.S-4	1.5 hp	Rytec Doors
1		Micanan	Pro-GH ¾ HP 230V 3 ph		Rolling Steel Door

**Building: Rideau Committee Room Building, 1 Rideau Street, Ottawa, ON**

No. of Units	Location Room No.	Make	Model	Serial Number	Details
1	Loading Dock Area	8' X 12'		Model RDB-103 1 hp 3 phase 60 Hz	Metal Overhead Door
1	Loading Dock Area	6' X 8'		Model RDB-103 1 hp 3 phase 60 Hz	Metal Overhead Door
1	Loading Dock Area	8' X 14'	Manaras Door Operator	MSJ serial no 91-050130 3 ph 3/4 horse 208 v	Garage Overhead Door
1	Loading Dock Area	Level-Rite	LR-LT201	1 Hp 3 phase 600 v 60hz	Dock Leveller

**Building: Justice Building, 249 Wellington Street, Ottawa, ON**

No. of Units	Location Room No.	Make	Model	Serial Number	Details
1	Loading Dock Area	6' X 8'	PRO-RCGHW Serial No. 134076	1 Hp 1 phase 230 V	Roll Up Door

**SW 7 Overhead Door and Sliding Gate Lift Checklist**

**Overhead Doors**

Building: \_\_\_\_\_ Location: \_\_\_\_\_

Contract #: \_\_\_\_\_ Equipment: \_\_\_\_\_

swing panels	G	F	P	RAC	RR	Remarks
rollers						
guide supports						
door carrier assembly						
swing panel pivot						
breakaway latch						
limiting arms						
pull handle						
static arrester						
weather seal						
vertical jambs						
horizontal headers						
aluminum tubes						
vinyl standoffs						
nylon rollers						
spring bottom						
guide roller assembly						
rubber shell						
ball bearing assembly						
limiting arm						
top pivot						
manual slider						
wall switch						
operator housing						
soft start switch						
swing power operator						
connecting harness						
power reset box						
push bars						

**G** = Good      **F** = Fair      **P** = Poor      **RAC** = Repaired as per contract      **RR** = Repair requested

**Overhead Door/Sliding Gate**

Building: \_\_\_\_\_

Location: \_\_\_\_\_

Contract #: \_\_\_\_\_

Equipment: \_\_\_\_\_

Relief Valve	G	F	P	RAC	RR	Remarks
Remarks						
Lower Speed Control						
Hydraulic Oil Level						
Bypass						
Lift Tension						
Lift Chain						
Cable Tension						
Shock Pivot						
Guard Rails						
Controls						
Harness						
Hose Assembly						
Cyc Package						
Actuating Cable						
Structural Int						
Operating Cycle						
Curb Angle						
Safety Shirt						
Trip Bars						
Hold Down Box						
Drive Chain						
Pin Wear						
Trips						
Elec Connections						
Hydraulic Connections						
Fasteners						
Lip Actuator						
Shock Cable						
Cyc Stop Cable						
Guard Rails						
Controls						

**G** = Good      **F** = Fair      **P** = Poor      **RAC** = Repaired as per contract      **RR** = Repair requested



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat EJ196-16-1146
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	Public Works and Government Services Canada	2. Branch or Directorate / Direction générale ou Direction ppb
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 Centre Block: 7 roll up doors; FPF: 9 roll up doors, 4 dock levelers; Justice Building: One overhead door; Rideau Committee Room: 3 overhead doors, one dock leveler;		
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"/>



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

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

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

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

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

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

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

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

Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

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

Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

**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

Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

**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

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?

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



**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).