

Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire FOB/FAM	Destination	Plant/Usine	Delivery Req. Livraison Req.	Del. Offered Liv. offerte
2	HVAC EMCS	W0103	W0103	1	Lot	\$	XXXXXXXXXXXX		See Herein	

Solicitation No. - N° de l'invitation

W0103-156019/B

Amd. No. - N° de la modif.

File No. - N° du dossier

VIC-4-37131

Buyer ID - Id de l'acheteur

vic251

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

W0103-156019

CCC No./N° CCC - FMS No/ N° VME

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THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist, the Certifications, and Insurance Requirements.

1.2 Summary

To provide Inspection, Installation, Service and Repair (including all labour, tools, material, equipment, supervision and transportation to job site) for specific types of Energy Management Control Systems (EMCS) and related electric, electronic, and pneumatic control equipment (primarily for HVAC control) as listed herein by manufacturer. All services will be provided on an "as and when requested" basis.

The Standing Offer will be for the use of the Department of National Defence (Base Construction Engineering Officer) at the following locations: Canadian Forces Base Esquimalt in Victoria, BC, Winchelsea Island, and in Masset, BC located in Haida Gwaii (formerly known as the Queen Charlotte Islands). Up to two (2) Standing Offers may be issued for a one (1) year period from contract award (with option for a 2nd year).

As per the Integrity Provisions under section 01 of Standard Instructions [2006](#) and [2007](#), offerors 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.

For services requirements, Offerors must provide the required information as detailed in article 2.3 of Part 2 of the Request for Standing Offers (RFSO), in order to comply with Treasury Board policies and directives on contracts awarded to former public servants.

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).

1.3 Security Requirement

There is a security requirement associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, offerors should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

1.4 Debriefings

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

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The 2006 (2014-09-25) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

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

Delete: 60 days

Insert: 180 days

2.2 Submission of Offers

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

2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, offerors must provide

the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the offer non-responsive.

Definitions

For the purposes of this clause,

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

By providing this information, Offerors agree that the successful Offeror's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the

published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? YES (<input type="checkbox"/>) NO (<input type="checkbox"/>)

If so, the Offeror must provide the following information:

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

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

2.4 Enquiries – Request for Standing Offers

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

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

2.5 Applicable Laws

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

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

PART 3 – OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

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

Section I: Financial Offer (Two (2) hard copies)

Section II: Certifications (One (1) hard copy)

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

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

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

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

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

Section I: Financial Offer

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

3.1.1 Payment by Credit Card

Canada requests that offerors complete one of the following:

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

The following credit card(s) are accepted:

VISA _____

Master Card _____

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

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

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

Section II: Certifications

Offerors must submit the certifications required under Part 5.

PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Evaluation

4.1.1.1 Mandatory Criteria

See Annex B.

4.1.2 Financial Evaluation

4.1.2.1 See Annex B.

4.2 Basis of Selection

4.2.1 Basis of Selection

An offer must comply with the requirements of the Request for Standing Offers to be declared responsive.

Up to two (2) Standing Offers may be issued in accordance with the following table:

1 responsive offer	2 responsive offers
100% of the work (\$300,000*)	Responsive offer with lowest evaluated aggregate total of all line items: 60% of the work (\$180,000*)
	Responsive offer with the second lowest evaluated aggregate total of all line items: 40% of the work (\$120,000*)

*Dollar values are provided as a good faith estimate of the work required.

Failure to bid on all line items will result in your bid being considered non-responsive
AND NO FURTHER EVALUATION WILL OCCUR.

PART 5 – CERTIFICATIONS

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

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

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

5.1 Certifications Precedent to Issuance of a Standing Offer

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

5.1.1 Integrity Provisions – Associated Information

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

5.1.2 Federal Contractor's Program for Employment Equity – Standing Offer Certification

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

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

PART 6 – SECURITY AND INSURANCE REQUIREMENTS

6.1 Security Requirements

1. Before issuance of a standing offer, the following conditions must be met:
 - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
 - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirements as indicated in Part 7A - Standing Offer;

- (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.
3. For additional information on security requirements, offerors should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

6.2 Insurance Requirements

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

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

PART 7 – STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

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

7.2 Security Requirement

There is a security requirement associated with the requirement.

7.2.1 The following security requirements (SRCL and related clauses provided by ISP) apply and form part of the Standing Offer.

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid **Facility Security Clearance at the level of SECRET**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) **must EACH hold a valid RELIABILITY STATUS or SECRET clearance, as required**, granted or approved by CISD/PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:

(a) Security Requirements Check List and security guide (if applicable), attached at Annex C.

(b) *Industrial Security Manual* (Latest Edition).

7.3 Standard Clauses and Conditions

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

7.3.1 General Conditions

2005 (2014-09-25) General Conditions – Standing Offers – Goods or Services, apply to and form part of the Standing Offer.

7.3.2 Standing Offers Reporting

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

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

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

The quarterly reporting periods are defined as follows:

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

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

Failure to provide fully completed reports in accordance with the above instructions may result in the setting aside of the Standing Offer and the application of a vendor performance corrective measure.

7.3.2.1 Reporting Requirements for Client Departments

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

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

The quarterly reporting periods are defined as follows:

- 1st quarter: April 1 to June 30;

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

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

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

The period for making call-ups and providing services against the Standing Offer is from date of award to March 31, 2016.

7.4.2 Option to Extend the Contract

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

Canada may exercise this option at any time by sending a written notice to the Contractor at least thirty (30) 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.

7.5 Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Erin Fletcher
Supply Officer
Public Works and Government Services Canada
Acquisitions Branch Pacific Directorate
401 – 1230 Government Street, Victoria, BC
Telephone: (250) 363-3612
Facsimile: (250) 353-0395
E-mail address: erin.fletcher@pwgsc-tpsgc.gc.ca

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

In the event you are unable to contact the above noted Authority, please contact:
PAC.VICCA@tpsgc-pwgsc.gc.ca.

7.5.2 Project Authority

The Project Authority for the Standing Offer is:

(to be inserted at time of Contract award)

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

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

7.5.3 Offeror's Representative

(as specified in the Bidder's bid)

	Name	Telephone & Address	E-mail
Standing Offer Inquiries			
Technical Inquiries			
Invoicing Inquiries			

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is:

Department of National Defence
Base Construction Engineering Officer
CFB Esquimalt
PO Box 17000 Station Forces
Victoria, BC
V9A 7N2

7.8 Call-up Procedures

7.8.1 Call-ups may be made by email or facsimile. Call-ups must be in writing, using form PWGSC-TPSGC 942, Call-up Against a Standing Offer, or electronic document.

The Standing Offer (SO) Holder acknowledges that two (2) Standing Offers may be issued for this requirement. Call-ups will be allocated among the SO Holders in accordance with the methodology described below.

7.8.2 Supplier Selection Method – Proportional Basis

The call-up procedures require that call-ups must be issued on a proportional basis such that the offeror of the highest-ranked standing offer receives the largest predetermined amount of the total estimated expenditure and the offeror of the second highest ranked standing offer receives the second largest predetermined amount of the total estimated expenditure.

The Offeror that is furthest under the ideal percentage in relation to the work distributed to the other Offeror will be selected for the next call-up. The ideal percentage is stated in the Standing Offer.

7.8.3 Amounts per Offeror are not to be exceeded without a Revision to the Standing Offer. Any increase in overall funding will be split according to the percentages identified in the Standing Offer. Increases will not be permitted without prior approval of the Standing Offer Authority.

7.8.4 Call-ups may be issued against any Standing Offer but only up to their respective maximum estimated expenditure per year. Any revisions to increase the yearly expenditure will be split according to the percentages in the Standing Offer. Revisions to increase the yearly expenditure will not be permitted without prior approval of the Standing Offer Authority.

7.9 Call-up Instrument

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

7.10 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed **\$50,000** (Applicable Taxes included).

7.11 Financial Limitation

The total cost to Canada resulting from call ups against the first Standing Offer must not exceed the sum of \$180,000.00 (Applicable Taxes excluded) unless otherwise authorized in writing by the Standing Offer Authority. The total cost to Canada resulting from call ups against the second Standing Offer must not exceed the sum of \$120,000.00 (Applicable Taxes excluded) unless otherwise authorized in writing by the Standing Offer Authority. In the event that only one (1) Standing Offer is awarded, the total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$300,000.00 (Applicable Taxes excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or **three (3) months** before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

7.12 Priority of Documents

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

- a) the call-up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2014-09-25) General Conditions – Standing Offers – Goods or Services;
- d) the general conditions 2010C (2014-09-25) General Conditions – Services (Medium Complexity);
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment, and applicable sub-Annex's;
- g) Annex C, Security Requirements Check List;
- h) Annex D, Certifications;
- i) Annex E, Insurance Requirements;
- j) the Offeror's offer dated _____.

7.13 Certifications

7.13.1 Compliance

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

7.14 Applicable Laws

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

B. RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

The Contractor must perform the Work described in the call-up against the Standing Offer.

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

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

Section Thirteen (13) Interest on Overdue Accounts, of 2010C (2011-05-16), General Conditions - Services (Medium Complexity) will not apply to payments made by credit cards.

7.3 Term of Contract

7.3.1 Period of the Contract

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

7.4 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.

7.5 Payment

7.5.1 Basis of Payment

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, and profit, as determined in accordance with Annex B Basis of Payment AS PER THE CALL UP. Customs duties are INCLUDED and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

7.5.2 Limitation of Price

SACC Manual clause C6000C (2011-05-16) Limitation of Price

7.5.3 Single Payment

SACC Manual clause H1000C (2008-05-12) Single Payment

7.5.4 Payment by Credit Card

The following credit cards are accepted: _____TBD_____ and _____TBD_____.

7.6 Invoicing Instructions

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

7.7 Insurance

The Contractor must comply with the insurance requirements specified in Annex E. 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.

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

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

7.8 SACC Manual Clauses

SACC Manual clause B1501C (2006-06-16) Electrical Equipment

ANNEX "A"

STATEMENT OF WORK

Summary

To provide Inspection, Installation, Service and Repair (including all labour, tools, material, equipment, supervision and transportation to job site) for specific types of Energy Management Control Systems (EMCS) and related electric, electronic, and pneumatic control equipment (primarily for HVAC control) as listed herein by manufacturer. All services will be provided on an "as and when requested" basis.

The Standing Offer will be for the use of the Department of National Defence (Base Construction Engineering Officer) at the following locations: Canadian Forces Base Esquimalt in Victoria, BC, Winchelsea Island, and in Masset, BC located in Haida Gwaii (formerly known as the Queen Charlotte Islands). The Standing Offer is for a one (1) year period from contract award.

Background

- (a) EMCS Systems are microprocessor based controllers, usually used for HVAC control.
- (b) The panels require regular maintenance and/or service, programming upgrades and modifications.
- (c) The panel programs are specific companies' proprietary systems and use concepts such as drum programming and block programming.
- (d) Most software required to program, backup and reload the EMCS panels is not off the shelf. The programs are proprietary software that is unique to the company and whose service technicians are fully trained on.

Work Included

Contractor and/or subcontractors will be expected to install, inspect, service, repair, calibrate and perform any required programming modifications, upgrades, backups and reloads for specific types of Energy Management Control Systems (EMCS) and related electric, electronic and pneumatic control equipment (primarily for HVAC control) as listed by manufacturer below.

Work Not Included

- repairs to equipment cabinets and duct work;
- repairs to water supply and drains beyond the subject equipment proper;
- repairs to electrical services beyond the subject equipment, disconnect switch (control wiring exception).

Inspections

All inspections are on an as and when requested basis. If there is no need for inspections, there is no obligation on the part of DND to call up the contractor for any work / inspection with respect to this Standing Offer.

If required, inspections will normally be carried out twice per year at the end of the heating season (April / May) and beginning of the heating season (October / November).

Inspection Checklist

Inspection checklist shall be in accordance with Manufacturers' Preventive Maintenance manuals. Contractor must provide a written (typed or printed legible) report showing major equipment inspected and serviced also indicating any defects, servicing and / or repairs required.

If required, inspections will include (but not be limited to) the following list of items:

- a) Check calibration and operation of all controllers.
 - b) Check calibration and operation of all control valves.
 - c) Check calibration and operation of all damper actuators.
 - d) Check operation of all dampers.
 - e) Check and calibrate all system sensors.
 - f) Check all relays and terminal connections.
 - g) Check voltages to controlled devices.
 - h) Check proper system pressures (pneumatic).
 - i) Check system air leaks (pneumatic).
 - j) Check/replace pneumatic filters as required.
 - k) Check operation of all auxiliary equipment.
 - l) Check device battery and verify proper operation of battery backup.
 - m) Check all EMCS voltages and charging circuits.
 - n) Check all EMCS cables and connections for proper tightness and contact.
 - o) Clean all control panels and cabinets.
 - p) Check and verify all sequences of operation.
 - q) Ensure all control loops are stable and at set point and if necessary, verify or adjust tuning constants, set points, parameter values, reset schedules and operating software.
 - r) Update any required schedules, daylight savings time, etc.
 - s) Maintain up to date backup copies of EMCS software at site.
- DND operating personnel to be notified in advance of date of site checks.
 - DND operating personnel to be notified in advance of any system modifications or changes.
 - DND operating personnel and users are to be notified in advance of any system or equipment requiring shutdown.

Fire and Safety

Movement around the various sites is subject to the following restrictions:

- strict observance of posted speed limits;
- strict adherence to security and safety regulations as laid down by **DND**;
- strict compliance with all smoking restrictions (All **DND** buildings are **Non-Smoking Areas**);
- parking of vehicles shall be as directed by the Site Authority

Damage caused through lack of care or observation of fire and safety measures by the Contractor's employees will be assessed against the Contractor.

Construction Safety Measures

The Contractor must observe and enforce construction safety measures required by the National Building Code, latest issue. The Contractor must ensure compliance on his part and on the part of all of his subcontractors with the standards of Part II Canada Labour Code and The Occupational Health and Safety Regulations as well as compliance with the Worker's Compensation Act and any regulations there under the said Act having to do with the prevention of accidents, the prevention of diseases, and the provision of safe working conditions including proper personal protection equipment and ventilation. In

the event of conflict between the Worker's Compensation Act and regulations and Canada Labour Code Part II, and Occupational Health and Safety Regulations, the most stringent provision shall apply.

Damages

All damages resulting from work carried out by the Contractor or his representative shall be rectified by the Contractor upon notification by the Site Authority at no cost to the Crown.

Power and Water Supply

DND can provide at its discretion, free of charge, temporary electric power and water for construction purposes.

Definitions

Site Authority

Where it appears in these specifications, it shall mean the Base Construction Engineering Officers or their authorized representative.

Work

The furnishing of all labour, tools, material equipment and transportation necessary to properly complete the services to the requirements of the specifications, drawings and manufacturers' standards.

Contractor

The individual, partnership, sole proprietorship, or corporation executing the agreement.

Standard of Work

All work referred to in this agreement must be carried out in a first class manner using authentic replacement parts.

Qualifications

The Contractor must have appropriate numbers of personnel available to complete the work herein.

Technicians must be fully qualified and trained on the types of controls and equipment specified herein, and hold a current certificate of qualification and/or training issued by the manufacturer as recognized throughout the trade.

The Contractor must meet Worksafe BC codes, and all other applicable codes as required.

The Contractor may be required to present proof of certification at any time throughout the duration of the contract.

Inspection of Work

- The Contractor shall advise the Site Authority on completion of the work.
- Site inspection of the area under contract shall be conducted by the Site Authority.
- The overall performance of the Contractor and the quality of the work will be assessed by the Site Authority.

Terms are FOB Jobsite or Destination

All Transportation and/or Travel Costs to the job site shall be included in all firm quotes unless otherwise provided for under the Basis of Payment.

Service Calls - VICTORIA

Additional service calls when authorized by the Site Authority shall be based on the quoted unit costs which will be inclusive of supplying tools, transportation, labour and supervision. Verification of time charged may be requested by the Site Authority before payment is made under the terms of the contract.

A labour voucher showing certification by DND personnel showing time of arrival and departure on the job site will be required as verification.

At CFB Esquimalt, inside the Greater Victoria Area, service calls are to start within two (2) hours of notification.

Service Calls - WINCHELSEA

Additional service calls when authorized by the Site Authority shall be based on the quoted unit costs which will be inclusive of supplying tools, transportation, labour and supervision. Verification of time charged may be requested by the Site Authority before payment is made under the terms of the contract.

A labour voucher showing certification by DND personnel showing time of arrival and departure on the job site will be required as verification.

DND is responsible for providing transportation from Nanoose Bay to Winchelsea Island. Due to the necessity of planning transportation schedules with DND to the island, Winchelsea service calls will start as agreed upon between DND and the Contractor.

Service Calls - MASSET

Additional service calls when authorized by the Site Authority shall be based on the quoted unit costs which will be inclusive of supplying tools, transportation, labour and supervision. Verification of time charged may be requested by the Site Authority before payment is made under the terms of the contract.

A labour voucher showing certification by DND personnel showing time of arrival and departure on the job site will be required as verification.

For further details, see Annex B3, Basis of Payment - Masset.

Due to its remote geographic location, Masset service calls will start as agreed upon between DND and the Contractor.

Call Backs

If a call back is required to make good a previous service call which is due to defective workmanship or materials, ***the cost shall be borne by the Contractor.***

Invoicing

Overall supervision of each call out is included in the labour rates negotiated. Payment for labour shall be for persons actively working on each project. Invoices must be received no later than thirty (30) days from completion of work.

Invoices must show:

- a) the contract number;

- b) the date the work was carried out;
- c) the number of hours spent in actual labour and the location where the work was performed; and
- d) the materials and/or parts used, and the cost of each item.

For further invoicing requirements, see 2010C (2014-09-25) General Conditions - Services (Medium Complexity).

Invoicing - Masset:

In addition to the above where applicable, each invoice must be supported by:

- a) a copy of time sheets to support the time claimed;
- b) a copy of the release document and any other documents as specified in the Contract;
- c) a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses.

Hours of Work

The Contractor shall normally be required to perform his services during regular working hours (**08:00 to 16:30 Monday to Friday inclusive**).

It may be possible to arrange alternate work schedules with the site authority but only if the schedule will benefit DND. Overtime costs on the part of the Contractor to suit his own schedule without prior approval will not be accepted. However, at times, it may be necessary to respond to emergency call outs on weekends, statutory holidays and at times outside of regular working hours. Therefore, Bidders are requested to submit their pricing for Overtime as showing under the Basis of Payment below.

Equipment Location and Building Number

Building # See additional notes	Brand	Software	Connection Red = PC onsite	Location
DOCKYARD				
DY8	Delta V3	Orcaview	Network	Bay 1 Mezzanine
DY10	Delta V3	Orcaview	Network	Main Hallway
DY22	Delta V3	Orcaview	Network	Closet off Exercise RM
DY26/27	Delta V3	Orcaview	Network	Hallway
DY38	Delta V3	Orcaview	Network	North Hallway
DY51	Reliable	RC Studio	Modem	Off Kitchen
DY65/66	Reliable	RC Studio	Network	Boiler Room
DY70	Reliable	RC Studio	Network	Mech Room
DY80/83	Reliable	RC Studio	Network	Loading Bay
DY85	Delta V3	Orcaview	Network	Top floor mech room
DY99	Delta V3	Orcaview	Network	Office
DY100	Delta V3	Orcaview	Network	On Site
DY109	Reliable	RC Studio	Network	Dental Equip room
DY199	Delta V3	Orcaview	Network	1 st floor Hall North
DY209	Delta V2	Igraphw	Direct	Engineers Office
DY210	Delta V3	Orcaview	Network	On Site
DY211	Barber Coleman	Internet Explorer	Network	Closet Tailors Area
DY212	Delta V3	Orcaview	Modem	MTR
DY250	Alerton	Envision	Network	Varios
DY250	Delta V3	Orcaview	Network	Area E Hallway

DY252	Reliable	RC Studio	Modem	Fan Room
DY260	Delta V3	Orcaview	Network	Attic Fan Room
DY263	Delta V2	Igraphw	Modem	Mech Room
DY265	Delta V2	Igraphw	Direct	South West Corner
SIGNAL HILL				
SH516	Delta V3	Orcaview	Network	North East Main
SH575	Delta V3/V2	Orcaview	Network	EMCS Office
SH581/508	Delta V3	Orcaview	Network	Electrical Rm in 581
SH585	Reliable	RC Studio	Modem	Fan room
SH586	Reliable	RC Studio	Modem	Basement Fan rm
SH596	Reliable	RC Studio	Network	Top Flr Mech Area
SH597	Alerton	Envision	Network	Mechanical Room
YARROWS - in Dockyard				
Y702	Delta V3	Orcaview	Network	West Side Mech Rm
NADEN				
NAD5/20	Reliable	RC Studio	Network	Boiler Room
NAD11	Reliable	RC Studio	Direct	Boiler Room
NAD30	Reliable	RC Studio	Network	Various
NAD33	Delta V3	Orcaview	Network	Boiler Room
NAD34	Delta V3/V2	Orcaview	Network	Boiler Room
NAD35-39	Reliable	RC Studio	Network	Boiler Room
NAD50	Delta V3	Orcaview	Network	Boiler Room
NAD64	Reliable	TBD	TBD	On Site
NAD67	Reliable	RC Studio	Network	Boiler Room
NAD83	Delta V3	Orcaview	Modem	Boiler Room
NAD88	Delta V2	Orcaview	Network	On Site
NAD92	Barber Coleman	Signal/Hyperterm/ XPSI	Modem	GCM-NCOT Mezzanine
NAD92	Delta V3/V2	Orcaview	Network	Outside Plb Class
NAD92A	Delta V2	Orcaview/Igraphw	Network/ Modem	West Mezzanine
NAD97	Delta V3/V2	Orcaview	Modem	Boiler Room
NAD100	Delta V3	Orcaview	Modem	Ice Plant
NAD126	Delta V3	Orcaview	Network	Boiler Room
NAD137	Delta V3	Orcaview	Direct	Janitor Closet
WORKPOINT				
WP1075/1091/ 1092	Reliable	RC Studio	Modem	1091 Boiler Room Office
WP1094	Reliable	RC Studio	Modem	South Fan Room
WP1367	Delta V2	Igraphw	Modem	Boiler Room
WP1372	Reliable	RC Studio	Modem	Various
WP1373	Reliable	RC Studio	Modem	Various
ROCKY POINT				
RP38	Delta V2	Igraphw	Modem	Boiler Room
RP40	Delta V2	Igraphw	Modem	Boiler Room
RP137	Delta V3	Orcaview	Modem	Boiler Room
BELMONT PARK				
BEL3	Delta V3	Orcaview	Modem	Boiler Room
BEL4	Delta V3	Orcaview	Modem	Boiler Room
ALBERT HEAD				
AH1075	Reliable	RC Studio	Modem	Boiler/Mech Rm

AH1076	Alerton	Envision	Modem	Mechanical Rm
OTHER				
Bay St Armouries	Reliable	RC Studio	Modem	Boiler Room
COL103/104 - Colwood	Barber Coleman	Wonderware/XPSI Hyperterm	TBD	Boiler Room
PATB17	Delta V3/V2	Orcaview	Modem	Janitor Closet
Ashton Armouries	Delta V2	Igraphw	Modem	Fan Room
OUTSIDE THE GREATER VICTORIA AREA				
Winchelsea Island - Nanoose	Alerton	Envision	Modem	On Site
MAS50 - Masset	Delta	Orcaview		On Site

Contractor Contact

Contractor shall maintain a means of contact (i.e. telephone, cell phone or pager), during normal working hours (**08:00 till 16:30 Monday to Friday**) and provide an emergency contact outside normal working hours.

Emergency Contact Name(s) and Numbers				
Name	Phone Number	Fax Number	Cell Phone	E-mail Address

List of Subcontractors

If the work includes the use of subcontractors, the names and locations of the subcontractors shall be listed as part of the bid with particulars of the work to be performed or material to be purchased. The Contracting Authority is to be notified, in writing, of any changes to the list of subcontractors prior to their commencing the Work.

Name of Subcontractor	Company	Phone No.	Fax No.	E-mail Address	Ancillary Work

ANNEX “B” – BASIS OF PAYMENT

Financial Evaluation:

Evaluation Sub-total 01 + 02 + 03 + 04 + 05 + 06 + 07 + 08 = Total

The responsive offer with the lowest evaluated aggregate total of all line items will be recommended for issuance of a Standing Offer for 60% of the work.

The responsive offer with the second lowest evaluated aggregate total of all line items will be recommended for issuance of a Standing Offer for 40% of the work.

In the event that only one (1) offer is responsive, this offer will be recommended for issuance of a Standing Offer for 100% of the work.

The following information must be completed and returned **WITH YOUR BID**

Failure to do so may result in your bid being considered non-responsive
AND NO FURTHER EVALUATION WILL OCCUR

B.1 CALL OUT RATES

VICTORIA AND WINCHELSEA

Firm call out charges are charged only **once per call out** and includes all travel charges to job site. **All labour charges are excluded.**

Firm Call Out Rate – During regular working hours <i>Monday – Friday 08:00 – 16:30</i>						
	A	B	C	D	E	F
Location	Estimated # of Call Outs	Controls Tech. Per Call Out	Helper Per Call Out	Controls Tech. Per Call Out	Helper Per Call Out	A x (B + C + D + E)
		Year 01 (Date of award to March 31, 2016)		OPTION Year 02 (April 1, 2016 to March 31, 2017)		
Victoria	40					
Winchelsea Island	2					
Evaluation Subtotal 01						\$

Firm Call Out Rate – Outside regular working hours Monday – Friday 16:31 – 07:59						
	A	B	C	D	E	F
Location	Estimated # of Call Outs	Controls Tech. Per Call Out	Helper Per Call Out	Controls Tech. Per Call Out	Helper Per Call Out	A x (B + C + D + E)
		Year 01 (Date of award to March 31, 2016)		OPTION Year 02 (April 1, 2016 to March 31, 2017)		
Victoria	10					
Winchelsea Island	2					
Evaluation Subtotal 02						\$

Firm Call Out Rate – Outside regular working hours Saturday, Sunday, and Statutory Holidays						
	A	B	C	D	E	F
Location	Estimated # of Call Outs	Controls Tech. Per Call Out	Helper Per Call Out	Controls Tech. Per Call Out	Helper Per Call Out	A x (B + C + D + E)
		Year 01 (Date of award to March 31, 2016)		OPTION Year 02 (April 1, 2016 to March 31, 2017)		
Victoria	5					
Winchelsea Island	2					
Evaluation Subtotal 03						\$

MASSET

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative

overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the Treasury Board Travel Directive, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

All travel must have the prior authorization of the **Project Authority**.

All payments are subject to government audit.

<http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php>

Airfare Travel Time and Rate Information						
Location	A	B	C	D	E	F
Your location _____ to Masset, BC	Estimated travel hrs / 2 Trips / Yr	Controls Tech (Year 1)	Helper (Year 1)	Controls Tech (OPTION Year 2)	Helper (OPTION Year 2)	A x (B+C+D+E)
	2 x _____ Travel hrs / round trip / yr	\$ /hr	\$ /hr	\$ /hr	\$ /hr	
Estimated Air Cost	02 rd trips / yr	\$ / rd trip	\$ / rd trip	\$ / rd trip	\$ / rd trip	
Evaluation Subtotal 04						\$

B.2 HOURLY RATES FOR PRODUCTIVE LABOUR – ALL LOCATIONS

Regular Hourly Rate – During regular working hours <i>Monday – Friday 08:00 – 16:30</i>						
	A	B	C	D	E	F
System Brand	Estimated # of Hours	Controls Tech. Per Hour	Helper Per Hour	Controls Tech. Per Hour	Helper Per Hour	A x (B + C + D + E)
		Year 01 (Date of award to March 31, 2016)		OPTION Year 02 (April 1, 2016 to March 31, 2017)		
Delta V2, V3	540					

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Andover / Reliable	360					
Barber Coleman	60					
Alerton / Envision	240					
Pneumatic Controls	20					
Evaluation Subtotal 05						\$

Overtime – Outside regular working hours <i>Monday – Friday 16:31 – 07:59</i>						
	A	B	C	D	E	F
System Brand	Estimated # of Hours	Controls Tech. Per Hour	Helper Per Hour	Controls Tech. Per Hour	Helper Per Hour	A x (B + C + D + E)
		Year 01 (Date of award to March 31, 2016)		OPTION Year 02 (April 1, 2016 to March 31, 2017)		
Delta V2, V3	30					
Andover / Reliable	20					
Barber Coleman	10					
Alerton / Envision	15					
Pneumatic Controls	10					
Evaluation Subtotal 06						\$

Overtime – Outside regular working hours <i>Saturday, Sunday and Statutory Holidays</i>						
	A	B	C	D	E	F
System Brand	Estimated # of Hours	Controls Tech. Per Hour	Helper Per Hour	Controls Tech. Per Hour	Helper Per Hour	A x (B + C + D + E)
		Year 01 (Date of award to March 31, 2016)		OPTION Year 02 (April 1, 2016 to March 31, 2017)		
Delta V2, V3	15					
Andover / Reliable	10					
Barber Coleman	5					
Alerton / Envision	10					
Pneumatic Controls	5					
Evaluation Subtotal 07						\$

Material and Replacement Parts – All Locations

Estimated at **\$95,000** per year for a 2 year period shall be charged in accordance with the current published price list at the time of ordering less a firm discount of see below %. GST shall be charged extra and itemized separately on the invoice.

A copy of the Contractor's current price list may be requested for verification of prices.

A	B	C	D
Estimate	Discount – Year 1	Discount – Year 2	D = (A x B) + (A x C)
\$95,000	%	%	

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	A x B =	A x C =	
Evaluation Subtotal 08			\$

ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST

1. Security Requirement

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

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

ANNEX "D"

CERTIFICATIONS

1. Certifications Precedent to Issuance of a Standing Offer

1.1 Federal Contractor's Program – Certification

1. The Federal Contractors Program (FCP) requires that some suppliers, including a supplier who is a member of a joint venture, bidding for federal government contracts, valued at \$200,000 or more (including all applicable taxes), make a formal commitment to implement employment equity. This is a condition precedent to contract award. If the Bidder, or, if the Bidder is a joint venture and if any member of the joint venture, is subject to the FCP, evidence of its commitment must be provided before the award of the Contract.

Suppliers who have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive government contracts over the threshold for solicitation of bids as set out in the Government Contracts Regulations. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP for a reason other than the reduction of their workforce to less than 100 employees. Any bids from ineligible contractors, including a bid from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

2. If the Bidder does not fall within the exceptions enumerated in 3.(a) or (b) below, or does not have a valid certificate number confirming its adherence to the FCP, the Bidder must fax (819-953-8768) a copy of the signed form LAB 1168, Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC.
3. The Bidder, or, if the Bidder is a joint venture the member of the joint venture, certifies its status with the FCP as follows:
 - (a) () is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;
 - (b) () is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;
 - (c) () is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC (having not bid on requirements of \$200,000 or more), in which case a duly signed certificate of commitment is attached;
 - (d) () is subject to the FCP, and has a valid certificate number as follows: _____ (e.g. has not been declared an ineligible contractor by HRSDC.)

Further information on the FCP is available on the HRSDC website.

ANNEX "E"

INSURANCE REQUIREMENTS

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

- (n) Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

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

For other provinces and territories, send to:

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

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

Solicitation No. - N° de l'invitation
W0103-156019/B
 Client Ref. No. - N° de réf. du client
 W0103-156019

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

Buyer ID - Id de l'acheteur
 VIC251
 CCC No./N° CCC - FMS No./N° VME

ANNEX "F"

REPORTING REQUIREMENTS

TO: Erin Fletcher
 Standing Offer Authority
 Public Works and Government Services Canada
 Acquisitions Branch Pacific Directorate
 401 – 1230 Government Street, Victoria, BC
 Telephone: (250) 363-3612
 Facsimile: (250) 353-0395
 E-mail address: erin.fletcher@pwgsc-tpsgc.gc.ca

FROM: _____

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

STANDING OFFER No. _____

REPORTING PERIOD: From _____ to _____ (Year _____ Quarter _____)

TABLE F.1 – STANDING OFFER USAGE REPORT

Date of Call-up	Call Out Point	Title or Brief Description	Extended Price (\$) (GST extra)	Expended to Date (GST extra)	Response to Call-Up (Yes/No)	Reason
			\$	\$		
			\$	\$		
			\$	\$		
			\$	\$		



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat W0103-156019
Security Classification / Classification de sécurité

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine DND		2. Branch or Directorate / Direction générale ou Direction CFB ESQUIMALT
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 To repair and maintain Energy Management Control Systems [EMCS] at CFB Esquimalt where Direct Digital Controls are installed.		
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"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A <input type="checkbox"/>	NATO UNCLASSIFIED <input type="checkbox"/>	PROTECTED A <input type="checkbox"/>
PROTÉGÉ A <input type="checkbox"/>	NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTÉGÉ A <input type="checkbox"/>
PROTECTED B <input type="checkbox"/>	NATO RESTRICTED <input type="checkbox"/>	PROTECTED B <input type="checkbox"/>
PROTÉGÉ B <input type="checkbox"/>	NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTÉGÉ B <input type="checkbox"/>
PROTECTED C <input type="checkbox"/>	NATO CONFIDENTIAL <input type="checkbox"/>	PROTECTED C <input type="checkbox"/>
PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIEL <input type="checkbox"/>	PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	CONFIDENTIAL <input type="checkbox"/>
CONFIDENTIEL <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	CONFIDENTIEL <input type="checkbox"/>
SECRET <input type="checkbox"/>	COSMIC TOP SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>
SECRET <input type="checkbox"/>	COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>
TOP SECRET <input type="checkbox"/>		TOP SECRET <input type="checkbox"/>
TRÈS SECRET <input type="checkbox"/>		TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) <input type="checkbox"/>
TRÈS SECRET (SIGINT) <input type="checkbox"/>		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 checked="" type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input checked="" type="checkbox"/> SECRET
SECRET | <input type="checkbox"/> TOP SECRET
TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET - SIGINT
TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL
NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET
NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET
COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS
ACCÈS AUX EMPLACEMENTS | This contract requires a multi-level screening.
Most of the work will be in areas that only require Reliability for the contractor to gain access | | |

Special comments: BUT some work may be conducted in a Security Zone that will require Secret to access.
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



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).



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat W0103-156019
Security Classification / Classification de sécurité

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

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

Name (print) - Nom (en lettres moulées) Rick Arnot	Title - Titre Contract Supervisor	Signature 	Date 17 SEPT 2014
Telephone No. - N° de téléphone 250-363-7648	Facsimile No. - N° de télécopieur 250-363-5324	E-mail address - Adresse courriel Richard.Arnot@forces.gc.ca	

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

Name (print) - Nom (en lettres moulées) Dawn Murray - DDSO - Industrial Security SRCL Team Lead Tel: 613-956-0274	Title - Titre	Signature 	Date 14 OCTOBER 2014
Telephone No. - N° de téléphone E-mail: dawn.murray@forces.gc.ca	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? / Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes? No / Non Yes / Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	Date
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	

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

Name (print) - Nom (en lettres moulées) Katy Kulycka Contract Security Officer, Contract Security Division A.Kulycka@tpsgc-pwgsc.gc.ca	Title - Titre	Signature 	Date Nov 10, 2014
Telephone No. - N° de téléphone 258	Facsimile No. - N° de télécopieur 613-954-1171	E-mail address - Adresse courriel	