

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

## REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

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

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

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

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

### Comments - Commentaires

<b>Title - Sujet</b> Intrusion Alarm Maintenance and Rep	
<b>Solicitation No. - N° de l'invitation</b> W0134-15CYNG/A	<b>Date</b> 2015-03-30
<b>Client Reference No. - N° de référence du client</b> W0134-15CYNG	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$EDM-014-10410	
<b>File No. - N° de dossier</b> EDM-4-37166 (014)	<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 2015-05-11</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Mountain Daylight Saving Time MDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Lau (EDM), Chris	<b>Buyer Id - Id de l'acheteur</b> edm014
<b>Telephone No. - N° de téléphone</b> (780) 497-3981 ( )	<b>FAX No. - N° de FAX</b> (780) 497-3510
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE P.O.BOX 6550 STN FORCES COLD LAKE Alberta T9M2C6 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

### Vendor/Firm Name and Address

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

### Issuing Office - Bureau de distribution

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

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

Solicitation No. - N° de l'invitation

W0134-15CYNG/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

edm014

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

W0134-15CYNG

File No. - N° du dossier

EDM-4-37166

CCC No./N° CCC - FMS No/ N° VME

---

This page is intentionally left blank.

N° de l'invitation - Solicitation No.  
W0134-15CYNG/A  
N° de réf. du client - Client Ref. No.  
W0134-15CYNG

N° de la modif - Amd. No.  
File No. - N° du dossier  
EDM-4-37166

Id de l'acheteur - Buyer ID  
edm014  
N° CCC / CCC No./ N° VME - FMS

---

## **TABLE OF CONTENTS**

### **Intrusion Alarm Maintenance and Repair**

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

1. Introduction
2. Summary
3. Debriefings

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

1. Standard Instructions, Clauses and Conditions
2. Submission of Bids
3. Former Public Servant
4. Enquiries - Bid Solicitation
5. Applicable Laws
6. Improvement of Requirement During Solicitation Period

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

1. Bid Preparation Instructions

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

1. Evaluation Procedures
2. Basis of Selection

#### **PART 5 - CERTIFICATIONS**

1. Certifications Required Precedent to Contract Award

#### **PART 6 - SECURITY AND OTHER REQUIREMENTS**

1. Security Requirement
2. Insurance Requirements

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

1. Statement of Work
2. Standard Clauses and Conditions
3. Security Requirement
4. Term of Contract
5. Authorities
6. Proactive Disclosure of Contracts with Former Public Servants
7. Payment
8. Invoicing Instructions
9. Certifications
10. Applicable Laws
11. Priority of Documents
12. Defence Contract
13. SACC Manual Clauses
14. Insurance - Specific Requirements

N° de l'invitation - Solicitation No.  
W0134-15CYNG/A  
N° de réf. du client - Client Ref. No.  
W0134-15CYNG

N° de la modif - Amd. No.  
File No. - N° du dossier  
EDM-4-37166

Id de l'acheteur - Buyer ID  
edm014  
N° CCC / CCC No./ N° VME - FMS

---

**List of Annexes:**

Annex "A"	Statement of Work
Annex "B"	Basis of Payment
Annex "C"	Insurance Requirements
Annex "D"	Security Requirement Checklist
Annex "E"	DND 626, Task Authorization Form
Annex "F"	Task Authorization Usage Report

N° de l'invitation - Solicitation No.  
W0134-15CYNG/A  
N° de réf. du client - Client Ref. No.  
W0134-15CYNG

N° de la modif - Amd. No.  
File No. - N° du dossier  
EDM-4-37166

Id de l'acheteur - Buyer ID  
edm014  
N° CCC / CCC No./ N° VME - FMS

---

## **Intrusion Alarm Maintenance and Repair**

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

#### **1. Introduction**

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

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

The Annexes include the Statement of Work, the Basis of Payment, Insurance Requirements, Security Requirements Checklist, DND 626 Task Authorization Form and Task Authorization Usage Report.

#### **2. Summary**

Work under this Contract comprises of the supply of all labor, materials, tools, equipment, transportation and supervision necessary for the inspection, testing, certification, maintenance and repairing of existing equipment systems and Installation of new equipment and systems on an "as and when requested" basis for all Intrusion Alarm, Access control systems & surveillance for the Department of National Defense, 4 Wing Cold Lake, Cold Lake AB.

The period of the Contract is for three (3) years from contract award.

There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, bidders should refer to the Canadian Industrial Security Directorate (CISD), Industrial and Security Program of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website".

Bidders must provide a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions 2003 and 2004.

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

N° de l'invitation - Solicitation No.  
W0134-15CYNG/A  
N° de réf. du client - Client Ref. No.  
W0134-15CYNG

N° de la modif - Amd. No.  
File No. - N° du dossier  
EDM-4-37166

Id de l'acheteur - Buyer ID  
edm014  
N° CCC / CCC No. / N° VME - FMS

---

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).

### **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 of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

## **PART 2 - BIDDER INSTRUCTIONS**

### **1. Standard Instructions, Clauses and Conditions**

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

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

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

### **2. Submission of Bids**

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

### **3. Former Public Servant**

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

#### **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.

N° de l'invitation - Solicitation No.  
W0134-15CYNG/A  
N° de réf. du client - Client Ref. No.  
W0134-15CYNG

N° de la modif - Amd. No.  
File No. - N° du dossier  
EDM-4-37166

Id de l'acheteur - Buyer ID  
edm014  
N° CCC / CCC No./ N° VME - FMS

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

#### **Former Public Servant in Receipt of a Pension**

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

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

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

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

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

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

If so, the Bidder must provide the following information:

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

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

#### **4. Enquiries - Bid Solicitation**

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

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

N° de l'invitation - Solicitation No.  
W0134-15CYNG/A  
N° de réf. du client - Client Ref. No.  
W0134-15CYNG

N° de la modif - Amd. No.  
File No. - N° du dossier  
EDM-4-37166

Id de l'acheteur - Buyer ID  
edm014  
N° CCC / CCC No./ N° VME - FMS

---

## 5. Applicable Laws

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

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

## 6. Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least ten (10) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

## PART 3 - BID PREPARATION INSTRUCTIONS

### 1. Bid Preparation Instructions

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

Section I: Technical (1 hard copy)  
Section II: Financial Bid (1 hard copy)  
Section III: Certifications (1 hard copy)

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

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

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

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

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

**Section I: Technical Bid**



N° de l'invitation - Solicitation No.  
W0134-15CYNG/A  
N° de réf. du client - Client Ref. No.  
W0134-15CYNG

N° de la modif - Amd. No.  
File No. - N° du dossier  
EDM-4-37166

Id de l'acheteur - Buyer ID  
edm014  
N° CCC / CCC No./ N° VME - FMS

---

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

## **Section II: Financial Bid**

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

**1.2** Exchange Rate Fluctuation

*SACC Manual* clause C3011T (2013-11-06), Exchange Rate Fluctuation

## **Section III: Certifications**

Bidders must submit the certifications required under Part 5.

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

### **1. Evaluation Procedures**

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

(b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### **1.1 Technical Evaluation**

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

Failure to meet any of the following mandatory criteria at solicitation closing will render your submission non-compliant and given no further consideration.

1.1.1.1 Compliance with the terms and conditions contained in this document.

1.1.1.2 Provision of pricing as requested.

1.1.1.3 Ability to perform the full scope of the work, as described in Annex "A".

#### **1.2 Financial Evaluation**

For each year, the firm unit prices quoted for all services listed under items 1, and 2 will be multiplied by the estimated annual usages shown for that service. For line item 3, the percentage mark-up quoted will be applied to the estimated usage amount for that item. The resulting amounts for all items, for all years will be added together to obtain a total evaluated bid price.

*SACC Manual* Clause [M0220T](#) (2013-04-25), Evaluation of Price

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

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

## **PART 5 - CERTIFICATIONS**

N° de l'invitation - Solicitation No.  
W0134-15CYNG/A  
N° de réf. du client - Client Ref. No.  
W0134-15CYNG

N° de la modif - Amd. No.  
File No. - N° du dossier  
EDM-4-37166

Id de l'acheteur - Buyer ID  
edm014  
N° CCC / CCC No./ N° VME - FMS

---

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

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

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

## **1. Certifications Required Precedent to Contract Award**

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

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

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

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

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

### **1. Security Requirement**

#### **1.1 Before award of a contract, the following conditions must be met:**

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
- (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;
- (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

#### **1.2 Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.**

N° de l'invitation - Solicitation No.  
W0134-15CYNG/A  
N° de réf. du client - Client Ref. No.  
W0134-15CYNG

N° de la modif - Amd. No.  
File No. - N° du dossier  
EDM-4-37166

Id de l'acheteur - Buyer ID  
edm014  
N° CCC / CCC No./ N° VME - FMS

---

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

## **2. Insurance Requirements**

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Annex "C".

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

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

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

### **1. Statement of Work**

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

### **1.2 Task Authorization**

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

#### **1.2.1 Task Authorization Process**

**1.2.1.1** The Project Authority will provide the Contractor with a description of the task using the "Task Authorization Form for non-DND clients" or "DND 626, Task Authorization Form" or "Task Authorization" form specified in Annex "E".

**1.2.1.2** The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis(bases) and methods of payment as specified in the Contract.

**1.2.1.3** The Contractor must provide the Project Authority), within five (5) calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.

**1.2.1.4** The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

#### **1.2.2 Task Authorization Limit**

The Project Authority may authorize individual task authorizations up to a limit of \$25,000.00, Goods and Services Tax or Harmonized Sales Tax included, inclusive of any revisions.

N° de l'invitation - Solicitation No.  
W0134-15CYNG/A  
N° de réf. du client - Client Ref. No.  
W0134-15CYNG

N° de la modif - Amd. No.  
File No. - N° du dossier  
EDM-4-37166

Id de l'acheteur - Buyer ID  
edm014  
N° CCC / CCC No./ N° VME - FMS

---

Any task authorization to be issued in excess of that limit must be authorized by the Contracting Authority before issuance.

### **1.2.3 Canada's Obligation - Portion of the Work - Task Authorizations**

Canada's obligation with respect to the portion of the Work under the Contract that is performed through task authorizations is limited to the total amount of the actual tasks performed by the Contractor.

### **1.2.4 Periodic Usage Reports - Contracts with Task Authorizations**

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract

The Contractor must provide this data in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

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

The quarterly 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; and  
4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than ten (10) calendar days after the end of the reporting period.

### **Reporting Requirement- Details**

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain (contracting authority to edit the text as applicable):

#### **For each authorized task:**

- a) the authorized task number or task revision number(s);
- b) a title or a brief description of each authorized task;
- c) the total estimated cost specified in the authorized Task Authorization (TA) of each task, GST or HST extra;
- d) the total amount, GST or HST extra, expended to date against each authorized task;
- e) the start and completion date for each authorized task; and
- f) the active status of each authorized task, as applicable.

#### **For all authorized tasks:**

- a) the amount (GST or HST extra) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- b) the total amount, GST or HST extra, expended to date against all authorized TAs.

### **1.2.5 Task Authorization - Department of National Defence**

N° de l'invitation - Solicitation No.  
W0134-15CYNG/A  
N° de réf. du client - Client Ref. No.  
W0134-15CYNG

N° de la modif - Amd. No.  
File No. - N° du dossier  
EDM-4-37166

Id de l'acheteur - Buyer ID  
edm014  
N° CCC / CCC No./ N° VME - FMS

---

The administration of the Task Authorization process will be carried out by the project authority. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

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

### 2.1 General Conditions

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

## 3. Security Requirement

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

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid **Facility Security Clearance at the level of SECRET**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. This contract includes access to controlled goods. Prior to access, the contractor must be registered in the **Controlled Goods** Program of Public Works and Government Services Canada.
3. The Contractor/Offeror personnel requiring access to CLASSIFIED information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of **SECRET**, granted or approved by CISD/PWGSC. Until the security screening of the Contractor personnel required by this Contract has been completed satisfactorily by the CISD, PWGSC, the Contractor personnel **MAY NOT HAVE ACCESS** to (CLASSIFIED / PROTECTED) information or assets, and **MAY NOT ENTER** sites where such information or assets are kept, without **an escort**.
4. The Contractor/Offeror **MUST NOT** remove any CLASSIFIED information from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
5. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
6. The Contractor/Offeror must comply with the provisions of the:
  - (a) Security Requirements Check List and security guide (if applicable), attached at Annex "D".
  - (b) *Industrial Security Manual* (Latest Edition).

## 4. Term of Contract

N° de l'invitation - Solicitation No.  
W0134-15CYNG/A  
N° de réf. du client - Client Ref. No.  
W0134-15CYNG

N° de la modif - Amd. No.  
File No. - N° du dossier  
EDM-4-37166

Id de l'acheteur - Buyer ID  
edm014  
N° CCC / CCC No./ N° VME - FMS

---

#### 4.1 Period of the Contract

The period of the Contract is from \_\_\_\_\_ (*insert start date*) to \_\_\_\_\_ inclusive (*insert end date*).

#### 5. Authorities

##### 5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Christopher Lau  
Title: Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch

5th Floor, ATB Plaza North  
10025 Jasper Ave.  
Edmonton, AB T5J1S6

Telephone: 780-497-3981  
Facsimile: 780-497-3510  
E-mail address: christopher.lau@pwgsc.gc.ca

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

##### 5.2 Project Authority

The Project Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
E-mail address: \_\_\_\_\_

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

##### 5.3 Contractor's Representative

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

N° de l'invitation - Solicitation No.  
W0134-15CYNG/A  
N° de réf. du client - Client Ref. No.  
W0134-15CYNG

N° de la modif - Amd. No.  
File No. - N° du dossier  
EDM-4-37166

Id de l'acheteur - Buyer ID  
edm014  
N° CCC / CCC No./ N° VME - FMS

---

Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

## **6. Proactive Disclosure of Contracts with Former Public Servants**

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

## **7. Payment**

### **7.1 Basis of Payment – Limitation of Expenditure – Task Authorizations**

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization (TA), as determined in accordance with the Basis of Payment in Annex "B" to the limitation of expenditure specified in the authorized TA.

Canada's liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are included and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized TA resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

### **7.2 Limitation of Expenditure**

Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_. Customs duties are included and Applicable Taxes are extra.

No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a. when it is 75 percent committed, or
- b. four (4) months before the contract expiry date, or
- c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.

If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

### **7.3 SACC Manual Clauses**

SACC *Manual* clause H1000C (2008-05-12), Single Payment  
SACC *Manual* clause H1008C (2008-05-12), Monthly Payment  
SACC *Manual* Clause A9117C (2007-11-30), T1204 - Direct Request by Customer Department  
SACC *Manual* Clause C2000C (2007-11-30), Taxes - Foreign-based Contractor

#### **7.4 Discretionary Audit**

SACC *Manual* Clause C0705C (2010-01-11), Discretionary Audit

#### **7.5 Time Verification**

SACC *Manual* Clause C0710C (2007-11-30), Time and Contract Price Verification

### **8. Invoicing Instructions**

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

Each invoice must be supported by:

- (a) a copy of the invoices, receipts, vouchers for all direct expenses.

- 8.2** 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.

### **9. Certifications**

#### **9.1 Compliance**

Compliance with the certifications and related documentation provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification, provide the related documentation or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

### **10. Applicable Laws**

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_. (*Insert the name of the province or territory as specified by the bidder in its bid, if applicable.*)

### **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), Higher Complexity - Services  
(c) Annex "A", Statement of Work;  
(d) Annex "B", Basis of Payment;



N° de l'invitation - Solicitation No.  
W0134-15CYNG/A  
N° de réf. du client - Client Ref. No.  
W0134-15CYNG

N° de la modif - Amd. No.  
File No. - N° du dossier  
EDM-4-37166

Id de l'acheteur - Buyer ID  
edm014  
N° CCC / CCC No. / N° VME - FMS

---

- (e) Annex "C", Insurance Requirements;
- (d) Annex "D" Security Requirement Check List
- (f) Annex "E", DND 626, Task Authorization Form
- (g) Annex "F", Task Authorization Usage Report;
- (h) the signed Task Authorizations (including all of its annexes, if any);
- (i) the Contractor's bid dated \_\_\_\_\_, (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award.*), as clarified on \_\_\_\_\_ " **or** ", as amended on \_\_\_\_\_ " *and insert date(s) of clarification(s) or amendment(s)* ).

## **12. Defence Contract**

*SACC Manual* Clause A9006C (2012-07-16), Defence Contract

## **13. SACC Manual Clauses**

*SACC Manual* Clause A2000C (2006-06-16), Foreign Nationals (Canadian Contractor)

OR

*SACC Manual* Clause A2001C (2006-06-16), Foreign Nationals (Foreign Contractor)

*SACC Manual* Clause A9062C (2011-05-16), Canadian Forces Site Regulations

## **14. Insurance - Specific Requirements**

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

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

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

N° de l'invitation - Solicitation No.  
W0134-15CYNG/A  
N° de réf. du client - Client Ref. No.  
W0134-15CYNG

N° de la modif - Amd. No.  
File No. - N° du dossier  
EDM-4-37166

Id de l'acheteur - Buyer ID  
edm014  
N° CCC / CCC No. / N° VME - FMS

---

**ANNEX "A"**  
**STATEMENT OF WORK**  
*(As Attached)*

N° de l'invitation - Solicitation No.  
W0134-15CYNG/A  
N° de réf. du client - Client Ref. No.  
W0134-15CYNG

N° de la modif - Amd. No.  
File No. - N° du dossier  
EDM-4-37166

Id de l'acheteur - Buyer ID  
edm014  
N° CCC / CCC No./ N° VME - FMS

---

## **ANNEX "B"**

### **BASIS OF PAYMENT**

1. (Unit Prices are to include ALL applicable expenses, including travel time and personnel expenses, to perform the work and are to remain firm for the period of the Standing Offer.
2. Service call rates will be paid only on the initial call-out. Should the work carry over to subsequent days, the labour rates only will be applied. In case of emergency a service call will be made other than that the repairs and maintenance will be pre-negotiated through individual quotes.
3. Overtime must be authorized in advance by the Project Authority
4. GST is not to be included in the prices but will be added as a separate item to any invoice issued against the Standing Offer.
5. A percentage mark-up on parts and materials must be provided otherwise it will be taken as zero.
6. Estimated usages are for evaluation purposes only and not to be construed as a firm commitment from Canada. Actual usage may vary from these amounts
7. For work carried over to subsequent days, accommodations will be reimbursed as per Travel Directive Policy. The current Travel Directive Policy is available at following website. Accommodation costs are not to include a mark-up and must be supported with receipts. <http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php>

N° de l'invitation - Solicitation No.  
W0134-15CYNG/A  
N° de réf. du client - Client Ref. No.  
W0134-15CYNG

N° de la modif - Amd. No.  
File No. - N° du dossier  
EDM-4-37166

Id de l'acheteur - Buyer ID  
edm014  
N° CCC / CCC No./ N° VME - FMS

Firm Unit Pricing					
Item	Description	Year 1	Year 2	Year 3	Yearly Estimated Usage
<b>1</b>	<b>All-inclusive lot price for annual Inspections:</b>				
	a. Axiom Electronic (Appendix-B)	\$_____ call	\$_____ call	\$_____ call	2 calls
	b. Axiom Mech. Gates, Doors Etc.(A-1)	\$_____ call	\$_____ call	\$_____ call	1 call
	c. Intrusion Alarm (Appendix-A)	\$_____ call	\$_____ call	\$_____ call	1 call
1a	Service Call, including the first hour of on-site, productive labour, Monday through Friday during regular working hours. \$/call.	\$_____ call	\$_____ call	\$_____ call	25 calls
<b>2</b>	<b>Labour only in addition to the above:</b>				
	<i>During regular working Hrs (8:00 – 16:00). Monday through Friday.</i>				
2a	Journeyman	\$_____ hr	\$_____ hr	\$_____ hr	1200 Hrs
	Helper	\$_____ hr	\$_____ hr	\$_____ hr	1200 Hrs
	<i>Outside regular Working Hours (After 16:00). Monday through Friday</i>				
2b	Journeyman	\$_____ hr	\$_____ hr	\$_____ hr	38 Hrs
	Helper	\$_____ hr	\$_____ hr	\$_____ hr	38 Hrs
	<i>Weekends and Statutory holidays</i>				
2c	Journeyman	\$_____ hr	\$_____ hr	\$_____ hr	40 Hrs
	Helper	\$_____ hr	\$_____ hr	\$_____ hr	40 Hrs
<b>3</b>	<b>Material with ____% Mark Up</b>	____%			\$300,000.00

N° de l'invitation - Sollicitation No.  
W0134-15CYNG/A  
N° de réf. du client - Client Ref. No.  
W0134-15CYNG

N° de la modif - Amd. No.  
File No. - N° du dossier  
EDM-4-37166

Id de l'acheteur - Buyer ID  
edm014  
N° CCC / CCC No./ N° VME - FMS

---

## **ANNEX "C"**

### **INSURANCE REQUIREMENTS**

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

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

N° de l'invitation - Solicitation No.  
W0134-15CYNG/A  
N° de réf. du client - Client Ref. No.  
W0134-15CYNG

N° de la modif - Amd. No.  
File No. - N° du dossier  
EDM-4-37166

Id de l'acheteur - Buyer ID  
edm014  
N° CCC / CCC No./ N° VME - FMS

---

## **2. Automobile Liability Insurance**

1. The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence.
2. The policy must include the following:
  - (a) Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
  - (b) Accident Benefits - all jurisdictional statutes
  - (c) Uninsured Motorist Protection
  - (d) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation

N° de l'invitation - Solicitation No.  
W0134-15CYNG/A  
N° de réf. du client - Client Ref. No.  
W0134-15CYNG

N° de la modif - Amd. No.  
File No. - N° du dossier  
EDM-4-37166

Id de l'acheteur - Buyer ID  
edm014  
N° CCC / CCC No./ N° VME - FMS

---

**ANNEX "D"**

**SECURITY REQUIREMENT CHECKLIST**

*(As Attached)*

N° de l'invitation - Solicitation No.  
W0134-15CYNG/A  
N° de réf. du client - Client Ref. No.  
W0134-15CYNG

N° de la modif - Amd. No.  
File No. - N° du dossier  
EDM-4-37166

Id de l'acheteur - Buyer ID  
edm014  
N° CCC / CCC No./ N° VME - FMS

---

**ANNEX "E"**

**DND 626 TASK AUTHORIZATION FORM**

*(As Attached)*



N° de l'invitation - Solicitation No.  
W0134-15CYNG/A  
N° de réf. du client - Client Ref. No.  
W0134-15CYNG

N° de la modif - Amd. No.  
File No. - N° du dossier  
EDM-4-37166

Id de l'acheteur - Buyer ID  
edm014  
N° CCC / CCC No./ N° VME - FMS

## ANNEX "F"

### TASK AUTHORIZATION USAGE REPORT

The Contractor must provide quarterly Task Authorization (TA) usage reports . The Contractor agrees that it is their responsibility to implement a system for tracking TAs under this Contract for the purposes of providing usage reports. This is to ensure that the Limitation of Expenditure indicated for "as and when requested" Work under this Contract is not exceeded.

Each Task Authorization Usage Report must include all the completed TAs for goods and services supplied under this Contract.

Task Authorization Usage Report Submission Schedule:

REPORT DUE	WORK PERIOD START DATE	WORK PERIOD END DATE
15 January	01 October	31 December
15 April	01 January	31 March
15 July	01 April	30 June
15 October	01 July	30 September

The Contractor must provide information on each completed TA using the following format:

TA NUMBER	TA DOLLAR VALUE (GST INCLUDED)	CUMULATIVE TA DOLLAR VALUE (GST INCLUDED)	COMMENTS
<b>Total Dollar Value of TAs for this Period:</b>			
<b>Accumulated TAs to Date (Cumulative Dollar Value + Period Dollar Value):</b>			

[ ] Check this box if you are submitting a NIL **REPORT** ( We have not done any business with Canada under this Contract, for this period).

**SEND TO:**

[wst-pa-edm@pwgsc.gc.ca](mailto:wst-pa-edm@pwgsc.gc.ca) OR Facsimile: (780) 497-3510

**DEPARTMENT OF NATIONAL DEFENCE  
4 WING COLD LAKE**

**WING CONSTRUCTION ENGINEERING**

**STATEMENT OF WORK  
FOR**

**Intrusion Alarm, Access control systems & Surveillance systems  
Maintenance and repair**

**CFB COLD LAKE  
ALBERTA, T9M 2C6**



<b>Requisition Number:</b>	<b>W0134-15-CYNG</b>
<b>Contract Card:</b>	<b>INTALNG</b>
<b>Date:</b>	<b>30-09-2014</b>

## **Annex A**

### **Table of Contents**

A. Description of Work .....	A1/1
B. Scope of Work .....	A1/3
C. Warranty .....	A1/4
D. Contractor's Use of Site .....	A1/4
E. Workmanship .....	A1/5
F. Request for Estimate.....	A1/5
G.SubContractingWork.....	A1/6
H. Operational Security.....	A1/6
I. Health & Safety Requirement .....	A1/6
J. Orientation Meeting.....	A1/7
K. Environmental Protection Procedures .....	A1/8
L. Special Procedures: Airports In Use .....	A1/9

**A. DESCRIPTION OF WORK.**

Work under this Contract comprises of the supply of all labor, materials, tools, equipment, transportation and supervision necessary for the inspection, testing, certification, maintenance and repairing of existing equipment systems and Installation of new equipment and systems on an "as and when requested" basis for all Intrusion Alarm, Access control systems & surveillance systems as per Appendix "A" and "B" for the Department of National Defense, 4 Wing Cold Lake, Cold Lake AB.

Equipment is not necessarily restricted to those listed in Appendix "A" and "B". Equipment may change throughout the term of this Contract. Contractor is to verify existing systems upon award of the Contract.

1. Inspection Frequencies

All equipment in Appendix "A" and "B" may or may not require annual inspection in a repetitive schedule but a visual inspection may be conducted on special request.

Mechanical equipment preventive maintenance and visual inspection must be done on an annual/semi-annual basis as required. Initial Inspections on mechanical parts are to be done six (6) months from the award date of the Contract. Contractor shall come up with a list of recommendations after first inspection and advise the project authority to what extent those scheduled mechanical inspection should entail. Inspection points listed below:

- (a) Lubrication:  
Lube operators, chains, rollers and any other movable parts with approved lubricant.
- (b) Alignment:  
Check alignment of chains, rollers, Beam & Beam reflectors, operator drive systems and sprockets and adjust if required.
- (c) Tightening:  
Tighten chains, rollers and drive systems as required
- (d) Checking:  
Check electrical connections, set ups, power supply, heaters for cabinets, clutch settings, chain guides and overall gate operation visually.
- (e) Testing:  
Test safety devices, IR systems, RPM systems and overall functionality of each gate by running at least one full cycle.

2. Service Calls

- (a) Service and repair will be on an "as and when requested" basis using the DND 626, Task authorization form. Any request for routine service must be processed within two (2) working days.
- (b) Except as provided, during normal inspection and service days, emergency service must be available within 24 hours' notice including Saturdays, Sundays and Holidays when requested by the Project Authority.

Annex A  
Statement of Work.4 Wing Cold Lake, AB  
W0134-15CYNG

- (c) Minor repairs such as tightening nuts & bolts, Adjusting the speed, sensors and distance, minor alignment etc. must be conducted during inspection with no extra cost to DND.
- (d) One call up shall cover more than one job or jobsite if the jobs are minor and able to be completed within the remaining stretch of the day.

2. Reports

The Contractor must provide a written report on completion of each inspection and service recording all the defects of the systems.

The report is to be submitted within (5) working days of the inspection and servicing visit.

Urgent repairs that cannot wait until the next regular servicing must be reported immediately on discovery for authorization of corrective action.

A list of deficiencies shall follow the inspection report with suggestion for further action. Project authority will discuss urgency of repairing and shall use TA for fix up.

3. Materials

Contractor shall provide the standard quality parts and material according to manufacturers' guideline and recommendation. In case of existing stock in the CE shops contractor must use the material from DND if they are not defective or out of standard.

The installation of new equipment must be in accordance with the manufacture specification and all applicable Canadian and Alberta regulations.

Replacement of parts must be those recommended by the manufacturer of the equipment.

Replacement parts must be new and compatible with equipment.

Rebuilt parts, components and controls may be installed with prior authorization as an emergency repair until the new parts are available.

The Contractor must stock sufficient supplies for commonly replaced parts and controls to initiate repairs and/or replacements with the minimal amount of down time or inconvenience to the unit or section where the repairs are involved.

When replacement parts and/or components of extraordinary nature are required, which are unavailable to effect repairs within seven (7) days, the Contractor must provide written substantiation of the situation to the Project Authority.

All replacement parts and components must be of first line quality, free from all defects and carry the Manufacturer's warranty/guarantee.

**B. SCOPE OF WORK**

Requirements include inspection, testing, certification, maintenance and repair for all security access/video alarm and intrusion systems plus response to emergency and other call-outs on an "as and when requested" basis.

1. Annual Inspection

The annual inspection includes:

- (a) Receiver - inspect for deteriorated components;
- (b) File Server - check integrity of network, update software and firmware if required;
- (c) Data Base - check integrity; recording and capacity of recording video frames and reviewing.
- (d) Floor Diagrams - confirm proper ID and location of device shown at monitoring desk with actual field device;
- (e) Monitors - confirm serviceability;
- (f) Network Connectivity - correct and secure connections to all field devices and edge devices of the systems.
- (g) Workstations (13) - check program integrity for Access control workstations and update software and firmware if required;
- (h) Local Control Units - inspect for proper wiring within cabinet and to devices, and ensure door contacts, monitor sensors and break-glass detectors operate correctly;
- (I) Operation of System - ensure that system is being operated within parameters as designed and requirements of base security:
- (J) Gate Operators: Check integrity, lubricate moving mechanical parts on regular basis, replace broken or worn out parts and maintain for smooth operation: and
- (k) Videos; Check video quality and recording phenomenon. Check Infra-red lighting for the cameras and programs of Cameras.

2. Computers

Install latest versions of firmware and software of the programs currently serving the systems when available in the market and advise the project authority about the upgraded versions introduced from the manufacturers on time to keep the system up-to-date. Check compatibility and relativity of different programs that have updates and new version installations including replacement and back-up equipment. Keep regular clean up practice on all computerized equipment of the systems.

Data input error including password, back-up files and repairs to database.

Provide technical advice to project authority and educate WCE Technicians if necessary.

3. Trouble Calls

Be capable of responding to requests for emergency repairs as necessary within 24 hours.

Be able to supply parts, hardware and equipment for emergency systems like security systems and servers replaced within 48 hours.

Provide technical advice to Project authority

**C. WARRANTY**

- (a) All workmanship carried out under this Standing Offer Agreement (SOA) must be warranted for a period of 12 months from date of repair or replacement. All material/ equipment replaced under this agreement will be warranted as per the manufacturers warrantee. The Contractor is to supply the Project Authority with the associated manufacturer warranties upon completion of the work.
- (b) Contractor must locate all wear and tear on mechanical fixed or movable components of gate operators and the gates during the inspection. Warranty on mechanical components must remain valid for 45 days from the day of report delivery. Deficiencies found during inspection will be fixed through a TA and shall carry full warranty as mentioned in point C (a).
- (c) Electronic hardware must be installed within 15 days of purchase and vendors' invoice shall be attached with the contractors' final invoice for record.

**D. CONTRACTOR'S USE OF SITE**

Exclusive and complete for execution of work except as follows:

- a) Movement around the site will be subject to restrictions imposed by the Wing Commander and/or Project Authority;
- b) Do not unreasonably encumber site with materials and/or equipment;
- c) Maintain work in tidy condition, free from accumulation of waste products and debris;
- d) Execute work with the least possible interference or disturbance to occupants and normal use of premises;

The Contractor must immediately notify the Project Authority of any damage incident. Damage to any surface feature or underground utilities are included in this definition, such as gas lines, power lines, water lines, sewer lines, airfield lighting, buildings, survey markers, etc.

Damage caused by the Contractor to DND property including, but not limited to, buildings, equipment, infrastructure, etc., is the responsibility of the Contractor and must be repaired or replaced at no cost to DND.

**E. WORKMANSHIP**

Workmanship must be of the best quality, executed by workers skilled and ticketed in the respective trades for which they are employed. It is the responsibility of the Contractor to supply fully licensed and accredited employees. All related licenses, tickets and accreditation are the responsibility of the Contractor and must be provided as proof of quality of skills required for the terms of this Contract.

Contractors must not employ any unfit person or anyone unskilled in their respective duties. The Work must not be performed by any person who, in the opinion of the Project Authority, is incompetent, unsuitable or has been conducting himself/herself improperly. The Project Authority reserves the right to request the dismissal from the site, workers deemed incompetent, careless, insubordinate or otherwise objectionable.

Annex A  
Statement of Work.4 Wing Cold Lake, AB  
W0134-15CYNG

Service all equipment in accordance with the manufacturer's instructions. It will be the Contractor's responsibility to follow the manufacturer's instruction for application or installation of a material or product.

All grease, dirt stains, etc., on equipment and area of work left as a result of Contractor repairs, must be thoroughly cleaned.

The Contractor must verify and test equipment for proper operation upon completion of any repairs.

Conduct cleaning and disposal operations to comply with local ordinances and anti-pollution laws.

The Contractor must carry out the work specified in the Contract between the hours of 0800 and 1600, Monday to Friday, except on public holidays, which may occur during the specified periods.

Upon project completion, the Project Authority and the Contractor will perform an inspection to verify the work has been completed to required specifications

Decisions as to the quality or fitness of workmanship in cases of dispute rest solely with the Project Authority, whose decision is final.

#### **F. REQUEST FOR ESTIMATES**

- a) The Contractor must issue a cost estimate for repairs or replacement of specific item(s) prior to carrying out the work. The following must be included in the estimate;
- b) The cost estimate must be in accordance with Annex "B" Basis of Payment. Any line items not covered by the pricing provisions of the Basis of Payment will not be approved;
- c) Where replacement of components is more cost effective than repair, the Contractor must make this option known and include this cost in the estimate;
- d) Cost estimate must be faxed or emailed to the Project Authority. The estimate must indicate a breakdown of materials, labor, mark-up and GST; and
- e) Upon acceptance of the Contractor's cost estimate and receipt of the DND 626 - Task Authorization Form, the Contractor will carry out the work within 48 hours or a time mutually agreed to by both parties.

#### **G. SUB-CONTRACTING WORK**

If the Contractor is required to sub-contract any work, the Contractor shall provide to the Project Authority the Sub-Contractor's contact information and Worker Compensation Board clearance certification. Failure to provide this information will result in work denied by the Project Authority.

#### **H. OPERATIONAL SECURITY**

Work carried out within the General Restricted Area (GRA) is subject to special and unique security regulations. All Contractors' employees must carry company I.D. and GRA pass. Individuals without authorized passes in their possession will not be permitted to enter the GRA. If the Project Authority requires the Contractor to work in the GRA where their Reliability clearance does not give them access, the Project Authority will attempt to provide Security Escorts. Contractor shall follow full requirement of GRA regulation and comply with all changes imposed by pass control authority.



The use of cell phones is restricted in the GRA;

- a) Use of cellular phones is prohibited within Refuelling compounds; and
- b) Cell phones will not be operated within 15 metres of an aircraft.

Contractors are not to take any pictures within the GRA, if required to take a picture, the Project Authority could take the picture for the Contractor. A request must be submitted to the Project Authority well in advance; this request will be considered but might not be supported due to other requirements.

## **I. HEALTH & SAFETY REQUIREMENTS**

All accidents are to be reported to the Project Authority immediately.

### **1. Hazardous Material**

All hazardous material must be identified and labelled in accordance with the Workplace Hazardous Material Information System (WHMIS) and copies of the Material Safety Data Sheet (MSDS) must be supplied to the Project Authority.

### **2. Unforeseen Hazards**

Should any unforeseen or peculiar safety-related factor, hazard, or condition become evident during the performance of work, it must be reported to the Project Authority immediately.

### **3. Asbestos Discovery**

If during execution of the work, workers uncover or disturb suspected asbestos products that Are not covered in the Contract specifications, please STOP work in that area and report it to the Project Authority immediately.

### **4. Building Smoking Environment**

4 Wing Cold Lake has a no smoking policy in effect with exceptions in designated smoking areas.

## **J. ORIENTATION MEETING**

### **1. Kick-Off Meeting**

A kick-off meeting will be conducted for the Contractor and Project Authority to discuss the terms of the Contract. This meeting provides both parties an opportunity to bring forward or answer all inquiries or questions. This meeting will be held prior to initial call-up to ensure there is no misunderstanding. Depending on the Contract, this meeting can be conducted by teleconference. The Project Authority will contact the Contractor to arrange for this meeting as soon as possible after the issuance of the Contract. The meeting is expected to last approximately one hour but may vary from this time frame.

### **2. DND Fire Safety Requirements**

The Contractor's personnel who will be working on 4 Wing must read and abide by the 4 Wing Cold Lake Fire Orders and Regulations for Contractors, which will be provided by the Project Authority during the orientation meeting or before the commencement of the work.

The Project Authority will coordinate arrangements for the Contractor to be briefed on Fire Safety at their orientation meeting before any work is commenced.

3. Safety Briefing

Contractors/Visitors/Sub-Contractors working with/supporting DND personnel will attend work-specific briefings by the Project Authority lasting approximately 1 hour relating to health, safety, environmental and emergency response procedures. Documentation including Standing Operating Procedures (SOP's) or other procedures, and safety standards will be cited or made available to contract/visitor principals on a loan basis for reference, as applicable.

Observation of On-Site Safety, Health and Environmental Standards on Protection of Property, The Contractor, his employees and/or sub-contractors, undertakes and agrees to comply with all DND regulations in force at the worksite, including the observance of all safety, health and environmental standards and those in place to preserve and protect DND property from loss or damage from all causes including fire.

4. Compliance

The Contractor is responsible to ensure that all employees and sub-contractors that will be working on the site are fully briefed and have completed and signed the Contractor Safety Orientation Checklist prior to the start of any portion of the on-site work. A copy of the signed checklist is to be provided to the Project Authority. No payments will be issued until all documentation is in place.

**K. ENVIRONMENTAL PROTECTION PROCEDURES**

1. Disposal of Wastes

The following are disposals regulations:

- a) Burying of rubbish or waste materials on-site is prohibited;
- b) Do not dispose of waste or volatile materials, such as mineral spirits, oil or paint thinner into waterways, storm or sanitary sewers;
- c) Costs associated with appropriate removal, transportation and disposal of wastes is the responsibility of the Contractor; and
- d) The Contractor must dispose of all rubbish and residue in accordance with existing provincial and/or municipal regulations and/or bylaws.

2. Drainage

- a) Do not pump contaminated water into waterways, storm drains, sanitary sewers or drainage systems.
- b) Control the disposal or runoff of contaminated water or other harmful substances in accordance with local authority requirements.

3. Work Adjacent to Waterways

Do not dump excavated fill, waste material or debris in waterways.

4. Damage

The Contractor must immediately notify the Project Authority of any damage incident.

**L. SPECIAL PROCEDURES: AIRPORTS IN USE**

1. General

When operating within the 4 Wing areas the following restrictions apply:

- a) Do not disrupt airport business except as permitted by Project Authority;
- b) Provide temporary protection for safe handling of public, personnel, pedestrians and vehicular traffic; and
- c) Provide barricades and lights where directed.

2 Movement of Equipment and Personnel

In areas of airport not closed to aircraft traffic, the Contractor will:

- a) Obtain Project Authority's approval on scheduling of work;
- b) Control movements of equipment and personnel as directed by Project Authority;
- c) Obey signals and directions from escort instantly;
- d) For all services that are required on the airfield an escort will be provided; and
- e) All personnel must be aware of Jet Blast (exhaust) from running and turning aircraft when working on the aerodrome. Jet Blast is extremely hot and forceful.

3. Foreign Object Damage (FOD) Control

The Contractors must be aware of the following FOD Controls:

- a) Where travel routes cross active runways, taxiways or aircraft parking aprons, the Contractor and/or their delegate must broom clean debris from area immediately;
- b) Where access routes cross active runways, taxiways or parking aprons, the Contractor and/or their delegate must keep crossings free of mud and debris at all times;
- c) FOD Control must be exercised on a continuous basis in vicinity of aircraft, runways or aprons. Control all blowing debris at all times, stop and check vehicle tires at all designated FOD Check Stop.

Appendix "A" Local control unit location  
ESC Intrusion monitored by 8100 Receiver at 11MP

**Appendix "A"**

**ESC Intrusion monitored by 8100 receiver at 11MP**

SL	Building	LCU location	Location	Remarks
1	B1	Admin.	AFCISS Room	
2	B19	TIS	Server Room	
3	B19	WTIS	WTIS Training Unit	
4	B19	WTIS	AFCISS Room	
5	B81	Elect Shop	WCEO Training Unit	
6	B84	Wing Readiness Training	Weapons Room	
7	B91	Old Bomb Dump	Missile Storage	
8	B92	Old Bomb Dump	Missile Storage	
9	B104	Readiness Crew Building	FSET Basement	
10	B104	Readiness Crew Building	AFCISS Room	
11	B163	ASR Tower	ASR Tower	
12	B164	Old Bomb Dump	Missile Storage	
13	B170	HQ	AFCISS Room	
14	B170	HQ	Main Door Room 129	
15	B170	HQ	Main Door Sim Hallway	
16	B170	HQ	Computer Room 109	
17	B170	HQ	Room 111	
18	B170	HQ	2nd Floor Stairwell	
19	B170	HQ	Simulation Room 113	
20	B170	HQ	Back Door	
21	B170	HQ	Mechanical Room Simulation Side	
22	B170	HQ	AVN Main Door	
23	B170	HQ	AVN Side Door	
24	B170	HQ	AVN Supply Side Door	
25	B170	HQ	AVN Supply Back Door	
26	B170	HQ	AVN Stairwell 2nd Door	
27	B170	HQ	AVN Mechanical Room AVN side	
28	B170	HQ	AFCISS Room	
29	B183	Old Guard House XDepot	Mechanical Room	
30	B185	Multi-Bay Building XDepot	Bay 1	
31	B185	Multi-Bay Building XDepot	Bay 2	
32	B185	Multi-Bay Building XDepot	Bay 3	
33	B185	Multi-Bay Building XDepot	Bay 4	

Appendix "A" Local control unit location  
ESC Intrusion monitored by 8100 Receiver at 11MP

34	B185	Multi-Bay Building XDepot	Bay 5	
35	B185	Multi-Bay Building XDepot	Bay 6	
36	B185	Multi-Bay Building XDepot	Bay 7	
37	B185	Multi-Bay Building XDepot	Bay 8	
38	B185	Multi-Bay Building XDepot	Bay 9	
39	B185	Multi-Bay Building XDepot	Bay 10	
40	B185	Multi-Bay Building XDepot	Bay 11	
41	B185	Multi-Bay Building XDepot	Bay 12	
42	B185	Multi-Bay Building XDepot	Bay 13	
43	B185	Multi-Bay Building XDepot	Bay 14	
44	B186	XDepot	AMMO	
45	B187	XDepot	AMMO	
46	B188	XDepot	AMMO	
47	B400	WEME	WEME Weapons Room	
48	B581	4MSS	4 MSS Weapons Lockup	
49	B624	4 AES	4 AES Weapons Lockup	
50	B679	XDepot	Missile Storage	
51	B688	XDepot	Missile Storage	
52	B689	XDepot	Missile Storage	
55	B690	XDepot	Missile Storage	
56	B785	MPs	MPs Weapon Lockup	
57	B785	MPs Training Unit	Dispatch	
58	B789	Bombardier	Bombardier Building	
59	H1	Hangar 1	Weapons Room	
60	H1	Hangar 1	SCIF Room	
61	H1	Hangar 1	Message Center	
62	H1	Hangar 1	Room 240	
63	H3	Hangar 3	Weapons Room	
64	H3	Hangar 3	AFCISS Room	
65	H4	Hangar 4	AFCISS Room	
66	H6	Hangar 6	SAR Weapons Room	
67	H6	Hangar 6	AFCISS Room	
68	H7	Hangar 7	AFCISS Room	
69	H7	Hangar 7	SPF Room 260	
70	H8	Hangar 8	Hangar 8 Exterior Doors	
71	H8	Hangar 8	Hangar 8 Hangar Floor	

Appendix "A" Local control unit location  
ESC Intrusion monitored by 8100 Receiver at 11MP

**Acronym Legend**

WCEO - Wing Construction Engineering Officer  
WTIS - Wing Technical Information Services  
CSNI - Classified Systems Network Information  
FSET - Fighter Systems Test Establishment  
ASR - Airfield Surveillance Radar  
SIM - Simulator  
AVN - Avionics  
HQ - Headquarters  
MSS - Mission Support Squadron  
CES - Construction Engineering Squadron  
MP - Military Police  
SCIF- -Secure Conference Information Facility  
SAR - Search and Rescue  
SPF - Secure Processing Facility  
WEME - Wing Electrical Mechanical Engineer

Logical Cam No./Location Name	Serial number	Model	Description	Firmware	Comments
Cam 20 CB066	CR 00408C835B7D	AXIS 2451	Camera Encoder	4.47	Bldg 066 Electrical Shop
Cam 21 CG001	CG 00408C7325C5	AXIS 2451	Camera Encoder	4.47	Bldg 177
Cam 22 CG002	CG 00408C732571	AXIS 2451	Camera Encoder	4.47	Bldg 177
Cam 23 CG003	CG 00408C73B98C	AXIS 2451	Camera Encoder	4.47	Bldg 783
Cam 24 CG004	CG 00408C732566	Panasonic WV-SW396	Camera		Bldg 177
Cam 25 CG005	CG 00408C732566	AXIS 2451	Camera Encoder	4.47	HNGR 5
Cam 26 CG006	CG 00408C72EE1E	AXIS 2451	Camera Encoder	4.47	HNGR 6
Cam 27 CG007	CG 00408C72EE1D	AXIS 2451	Camera Encoder	4.47	HNGR 6
Cam 28 CG008	CG 00408C9114A7	AXIS 2451	Camera Encoder	4.47	HNGR 7
Cam 29 CG009	CG 00408C9738A4	AXIS 2451	Camera Encoder	4.47	HNGR 10
Cam 30 CG010	CG 00408C73B3A5	AXIS 2451	Camera Encoder	4.47	HNGR 10
Cam 31 CG011	CG 00408C7325C5	AXIS 2451	Camera Encoder	4.47	HNGR 9
Cam 32 CG012	CG 00408C72EE1E	AXIS 2451	Camera Encoder	4.47	Bldg 104
Cam 33 CG013	CG 00408C9118B8	AXIS 2451	Camera Encoder	4.47	Bldg 104
Cam 10 CH001	CH 00408C73B395	AXIS 2451	Camera Encoder	4.47	HNGR 1
Cam 11 CH002	CH 00408C9872FA	AXIS 2451	Camera Encoder	4.47	HNGR 2
Cam 12 CH002-101	CH 00408C981CCF	AXIS 2451	Camera Encoder	4.47.2	HNGR 2
Cam 13 CH002-202	CH 00408C73B379	AXIS 2451	Camera Encoder	4.47	HNGR 2
Cam 14 CH003	CH 00408C73256A	AXIS 2451	Camera Encoder	4.47	HNGR 3
Cam 15 CH004	CH 00408C73B39F	AXIS 2451	Camera Encoder	4.47	HNGR 4
Cam 16 CH006	CH 00408C72EE6D	AXIS 2451	Camera Encoder	4.47	HNGR 6
Cam 17 CH007	CH 00408C732559	AXIS 2451	Camera Encoder	4.47	HNGR 7
Cam 18 CH009	CH 00408C72EE6C	AXIS 2451	Camera Encoder	4.47	HNGR 9
Cam 19 CH010	CH 00408C9114A6	AXIS 2451	Camera Encoder	4.47	HNGR 10
Cam 01 CXA01	CX 00408C768D8B	AXIS 2451	Camera Encoder	4.47	X Area
Cam 02 CXA02	CX 00408C7658B0	AXIS 2451	Camera Encoder	4.47	X Area
Cam 03 CXA03	CX 00408C768BD0	AXIS 2451	Camera Encoder	4.47	X Area
Cam 04 CXA04	CX 00408C7654C5	AXIS 2451	Camera Encoder	4.47	X Area
Cam 05 CXA05	CX 00408C768BCC	AXIS 2451	Camera Encoder	4.47	X Area
Cam 06 CXA06	CX 00408C76DFD1	AXIS 2451	Camera Encoder	4.47	X Area
Cam 07 CXA07	CX 00408C7658BF	AXIS 2451	Camera Encoder	4.47	X Area
Cam 08 CXA08	CX 00408C7F5894	AXIS 2451	Camera Encoder	4.47	X Area
Cam 09 CXA09	CX 00408C7F6A06	AXIS 2451	Camera Encoder	4.47	X Area
Bldg 785 Comm. Closet SECSVR01	SR M1YFWWE	E1U	SECSVR01		Lenovo Axiom V Server
Bldg 785 (MP) Dispatch CCTV	2992A3UMJ36R3N	2992A3U	CLIENT 12		Lenovo PC
Bldg 785 (MP) Dispatch Left CCTV	WS 2UA3040GFW	Z420	CLIENT01		Panasonic ND400 ASM200 Video Client
Bldg 785 (MP) Ident Axiom V	WS 2UA3040GD4	Z420	CLIENT03		Axiom V Enrollment- Card Printing & Capture
Bldg 785 (MP) Dispatch Right Axiom V	WS 2UA3040GDV	Z420	CLIENT02		Axiom V Client - Global monitoring & control
NVR01 Camera Port	SR MB000141	WJ-ND400	Network Disk (Video) Recorder		27TB Raid 5 - Subnet 255.255.248.0
NVR01 Client Port	SR MB000141	WJ-ND400	Network Disk (Video) Recorder		
NVR01 Maint Port	SR MB000141	WJ-ND400	Network Disk (Video) Recorder		Port located on front of NVR
NVR02 Camera Port	SR NAD00011	WJ-ND400	Network Disk (Video) Recorder		27TB Raid 5 - Subnet 255.255.248.0
NVR02 Client Port	SR NAD00011	WJ-ND400	Network Disk (Video) Recorder		
NVR02 Maint Port	SR NAD00011	WJ-ND400	Network Disk (Video) Recorder		Port located on front of NVR
Comnet Switch Bldg 785 Comm. Closet	SW CNGE24M5		24 Port Managed Switch		admin/admin
Comnet Switch Bldg 785 Comm. Closet	SW 013066A06803	CNGE28FX4TX24M5	28 Port Managed Switch		admin/admin
B104 - Axiom V	WS 2UA3040GFC1	Z420	CLIENT07		Axiom V Client Local door control
B4 (Firehall) - Axiom V	WS 2UA3040GCC	Z420	CLIENT06		Axiom V Client Local door control
B724 (X-Area) - CCTV	WS 2UA3040GCT	Z420	CLIENT05		Panasonic Client
B81 (Electrical Shop) - Axiom V	WS 2UA3040GDF	Z420	CLIENT08		Axiom V Client - Global monitoring & control
Electrical Shop Laptop	LT		Laptop		Axiom V Client - Global monitoring & control
hangar1 - AxiomV	WS 2UA3040GDH	Z420	CLIENT08		Axiom V Client Local door control
hangar2 - AxiomV	WS 2UA3040GFI	Z420	CLIENT09		Axiom V Client Local door control
hangar3 - AxiomV	WS 2UA3040GFI	Z420	CLIENT10		Axiom V Client Local door control
hangar6 - AxiomV	WS 2UA3040GCL	Z420	CLIENT11		Axiom V Client Local door control
hangar7 - AxiomV	WS 2UA3040GDZ	Z420	CLIENT04		Axiom V Client Local door control
Hangar 1 COC-SECNET-NODE001					
Comnet Switch	SW 013016401111	CNGE2FE8M5POE+	Managed Switch		HNGR 1 Local - not connected to GRA SecNet
Encoder	VE LC000190	WJ-GXE500	4CH Camera Encoder		HNGR 1 Local - not connected to GRA SecNet
Decoder	VD MAD00010	WJ-GXD400	IP Camera Decoder		HNGR 1 Local - not connected to GRA SecNet
Camera	CM MAV01807	WV-SW396	HD PTZ Camera		HNGR 1 Local - not connected to GRA SecNet
LT01	LT SC0231127L	HP Pavilion G6	Laptop Win7 64		HNGR 1 Local - not connected to GRA SecNet
LT02	LT w80975655b002120719	IBM Lenovo B590 I9-2328M	Laptop Win7 64		HNGR 1 Local - not connected to GRA SecNet
RBH Axiom Panels - Serial to Ethernet	TS 000ee3003987	LIF-200	LAN TCP/IP Gateway		HNGR 1
RBH Axiom Panels - Serial to Ethernet	TS 000ee300398e	LIF-200	LAN TCP/IP Gateway		HNGR 3
RBH Axiom Panels - Serial to Ethernet	TS 000ee3010b74	LIF-200	LAN TCP/IP Gateway		HNGR 2
RBH Axiom Panels - Serial to Ethernet	TS 000ee300399e	LIF-200	LAN TCP/IP Gateway		HNGR 7
RBH Axiom Panels - Serial to Ethernet	TS 000ee3003a11	LIF-200	LAN TCP/IP Gateway		HNGR 6
RBH Axiom Panels - Serial to Ethernet	TS 000ee3003992	LIF-200	LAN TCP/IP Gateway		HNGR 9
RBH Axiom Panels - Serial to Ethernet	TS 000ee3003aab	LIF-200	LAN TCP/IP Gateway		HNGR 10
RBH Axiom Panels - Serial to Ethernet	TS 000ee3013917	LIF-200	LAN TCP/IP Gateway		Bldg 66
RBH Axiom Panels - Serial to Ethernet	TS 000ee3022faa	LIF-200	LAN TCP/IP Gateway		Bldg 104B Mech. Room
RBH Axiom Panels - Serial to Ethernet	TS 000ee3003997	LIF-200	LAN TCP/IP Gateway		Bldg 177
RBH Axiom Panels - Serial to Ethernet	TS 000ee3010b85	LIF-200	LAN TCP/IP Gateway		Bldg 785
RBH Axiom Panels - Serial to Ethernet	TS 000ee3003988	LIF-200	LAN TCP/IP Gateway		Bldg 783
RBH Axiom Panels - Serial to Ethernet	TS 000ee30039a1	LIF-200	LAN TCP/IP Gateway		Bldg 104
RBH Axiom Panels - Serial to Ethernet	TS 000ee3003abb	LIF-200	LAN TCP/IP Gateway		Bldg 104 room 126 TC 2
Encoder - Pelco DX Replace	VE b4H	WJ-GXE500	Camera Encoder		
Channel 1			Hangar 6		Cam 34 - Address 1
Channel 2			Hangar 1A		Cam 35 - Address 2
Channel 3			Hangar 1B		Cam 36 - Address 3
Channel 4			Hangar 2		Cam 37 - Address 4
Encoder - Pelco DX Replace	VE b515	WJ-GXE500	Camera Encoder		
Channel 1			Hangar 3		Cam 38 - Address 5
Channel 2			Hangar 4		Cam 39 - Address 6
Channel 3			Building 177		Cam 40 - Address 7
Channel 4			Building 170		Cam 41 - Address 8
Encoder - Pelco DX Replace	VE b520	WJ-GXE500	Camera Encoder		
Cam 42 Hangar 9		Panasonic WV-SW396	Hangar 9		Cam 42
Channel 2			No Video No Connection		Cam 43
Channel 3			Hangar 8 NE		Cam 44 - Address 11
Channel 4			Hangar 8 NW		Cam 45 - Address 12
Encoder - Pelco DX Replace	VE b505	WJ-GXE500	Camera Encoder		
Channel 1			Hangar 8 SW		Cam 46 - Address 13
Channel 2			Hangar 8 SE		Cam 47 - Address 14
Channel 3			Building 738		Cam 48 - Address 15
Channel 4			Hangar 8 Gate		Cam 49 - Fixed
Encoder - Pelco DX Replace	VE b533	WJ-GXE500	Camera Encoder		
Channel 1			SE Hallway		Cam 50 - Fixed
Channel 2			South Hallway		Cam 51 - Fixed
Channel 3			Cell 1		Cam 52 - Fixed
Channel 4			Cell 2		Cam 53 - Fixed
Encoder - Pelco DX Replace	VE b524	WJ-GXE500	Camera Encoder		
Channel 1			Cell 3		Cam 54 - Fixed
Channel 2			North Hall		Cam 55 - Fixed
Channel 3			Ident		Cam 56 - Fixed
Channel 4			Cell Hall		Cam 57 - Fixed
Encoder - Pelco DX Replace	VE b512	WJ-GXE500	Camera Encoder		
Channel 1			Garage		Cam 58 - Fixed
Channel 2			Reception		Cam 59 - Fixed
Channel 3			Camera Name		Spare
Channel 4			Camera Name		Spare
Encoder - Pelco DX Replace	VE b529	WJ-GXE500	Camera Encoder		
Channel 1			Camera Name		Spare
Channel 2			Camera Name		Spare
Channel 3			Camera Name		Spare
Channel 4			Camera Name		Spare
Encoder - Pelco DX Replace	VE b50F	WJ-GXE500	Camera Encoder		
Channel 1			Camera Name		Spare
Channel 2			Camera Name		Spare
Channel 3			Camera Name		Spare
Channel 4			Camera Name		Spare
UPS - Hangar 3 - BGEN # 164	3C82400123	HP RT3000 G2 UPS AF466A	UPS & Network Module		Admin Login Default: admin/admin
UPS - Hangar 2 - BGEN # 163	3C82471628	HP EXT RUNTIME AF455A	UPS Battery Pack		
UPS - Hangar 6 - BGEN # 166	3C82490952	HP RT3000 G2 UPS AF466A	UPS & Network Module		Admin Login Default: admin/admin
UPS - SMURF 177 - BGEN# 171	3C82471625	HP EXT RUNTIME AF455A	UPS Battery Pack		
UPS - Hangar 4 - BGEN# 165	3C82490930	HP RT3000 G2 UPS AF466A	UPS & Network Module		Admin Login Default: admin/admin
UPS - BLDG 785 - BGEN # 173	3C82471488	HP RT3000 G2 UPS AF466A	UPS & Network Module		Admin Login Default: admin/admin
UPS - RT Garage B783 - BGEN# 170	3C82490950	HP EXT RUNTIME AF455A	UPS Battery Pack		
UPS - BLDG 785 - BGEN # 173	3C82490953	HP RT3000 G2 UPS AF466A	UPS & Network Module		Admin Login Default: admin/admin
UPS - BLDG 104 - BGEN# 172	3C82471485	HP EXT RUNTIME AF455A	UPS Battery Pack		
UPS - Hangar 9 - BGEN# 7	3C82490929	HP RT3000 G2 UPS AF466A	UPS & Network Module		Admin Login Default: admin/admin
UPS - Hangar 10 - BGEN# 169	3C82510944	HP RT3000 G2 UPS AF466A	UPS & Network Module		Admin Login Default: admin/admin
UPS - BLDG 104 - BGEN# 172	3C82510942	HP EXT RUNTIME AF455A	UPS Battery Pack		
UPS - Hangar 1 - BGEN# 162	3C82490925	HP EXT RUNTIME AF455A	UPS Battery Pack		
UPS - Hangar 7 - BGEN# 167	3C82490924	HP RT3000 G2 UPS AF466A	UPS & Network Module		Admin Login Default: admin/admin
Ident Axis Capture Camera	00408C0FE319	M113	PDE Camera	5.40.9.2	

Electrical Shop Laptop					Temporarily in use
Edge Switch - Hangar 9			CNGE2FE8MSPOEPLUS	Managed Switch	Mounted in cabinet UN/PW admin/admin



Gates		
Local	Gate	
2701	#1	CG-B01
2702	#2	CG-B03
2703	#3	CG-B04
2704	#4	CG-B02
2705	#5	CG-B15
2706	#6	CG-B20
2707	#7	CG-B23
2708	#8	CG-B27
2709	#9	CG-C01
2710	#10	CG-C02
2711	#11	CG-C03
2712	#12	CG-C05
2713	#13	CG-C06

Building Entrances	
Local	Building
2700	B-785
2721	1 Hangar
2722	2 Hangar
2723	3 Hangar
2724	4 Hangar
2725	6 Hangar
2726	7 Hangar
2727	9 Hangar
2728	10 Hangar

Workstation Locations	
Local	Building
2731	1 Hangar
2732	2 Hangar
2733	3 Hangar
2734	6 Hangar
2735	7 Hangar
2736	B-104
2737	B-724
2738	#2b



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

W0134-15-CYNG

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 NATIONAL DEFENCE		2. Branch or Directorate / Direction générale ou Direction 4 WING COLD LAKE
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 Maintenance repair and installation of Intrusion Alarm, Access control and Surveillance system.		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input type="checkbox"/> No Non <input checked="" 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 type="checkbox"/> No Non <input checked="" 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 type="checkbox"/> No Non <input checked="" 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 checked="" type="checkbox"/> No Non <input 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 checked="" 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 checked="" 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: SM	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 <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO RESTRICTED <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO DIFFUSION RESTREINTE <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input checked="" type="checkbox"/>	NATO CONFIDENTIAL <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	NATO COSMIC TOP SECRET <input type="checkbox"/>	TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>
	NATO COSMIC TRÈS SECRET <input type="checkbox"/>	

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
UNCLASSIFIED

Canada



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

W0134-15-CYNG

Security Classification / Classification de sécurité  
UNCLASSIFIED

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

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

☒ No ☐ Yes  
Non Oui

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

☒ No ☐ Yes  
Non Oui

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

Document Number / Numéro du document :

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

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

☐ RELIABILITY STATUS  
COTE DE FIABILITÉ  
  
☐ TOP SECRET - SIGINT  
TRÈS SECRET - SIGINT  
  
☐ SITE ACCESS  
ACCÈS AUX EMPLACEMENTS

☐ CONFIDENTIAL  
CONFIDENTIEL  
  
☐ NATO CONFIDENTIAL  
NATO CONFIDENTIEL

☒ SECRET  
SECRET  
  
☐ NATO SECRET  
NATO SECRET

☐ TOP SECRET  
TRÈS SECRET  
  
☐ COSMIC TOP SECRET  
COSMIC TRÈS SECRET

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?

If Yes, will unscreened personnel be escorted?

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

☐ No ☒ Yes  
Non Oui

☐ No ☒ Yes  
Non Oui

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED Information or assets on its site or premises?

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

☒ No ☐ Yes  
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?

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

☒ No ☐ Yes  
Non Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?

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

☒ No ☐ Yes  
Non Oui

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED Information or data?

Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes  
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?

Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

☒ No ☐ Yes  
Non Oui



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

W0134-15-CYNG

Security Classification / Classification de sécurité  
UNCLASSIFIED

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

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

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL  CONFIDENTIEL	SECRET	TOP SECRET  TRÈS SECRET	NATO RESTRICTED  NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL  NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET  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

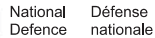
If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

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 indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

[illegible]



## Instructions for completing DND 626 - Task Authorization

### Contract no.

Enter the PWGSC contract number in full.

### Task no.

Enter the sequential Task number.

### Amendment no.

Enter the amendment number when the original Task is amended to change the scope or the value.

### Increase/Decrease

Enter the increase or decrease total dollar amount including taxes.

### Previous value

Enter the previous total dollar amount including taxes.

### To

Name of the contractor.

### Delivery location

Location where the work will be completed, if other than the contractor's location.

### Delivery/Completion date

Completion date for the task.

### for the Department of National Defence

Signature of the DND person who has delegated **Authority** for signing DND 626 (level of authority based on the dollar value of the task and the equivalent signing authority in the PAM 1.4). **Note:** the person signing in this block ensures that the work is within the scope of the contract, that sufficient funds remain in the contract to cover this task and that the task is affordable within the Project/Unit budget.

### Services

Define the requirement briefly (attach the SOW) and identify the cost of the task using the contractor's quote on the level of effort. The Task must use the basis of payment stipulated in the contract. If there are several basis of payment then list here the one(s) that will apply to the task quote (e.g. milestone payments; per diem rates/labour category hourly rates; travel and living rates; firm price/ceiling price, etc.). All the terms and conditions of the contract apply to this Task Authorization and cannot be ignored or amended for this task. Therefore it is not necessary to restate these general contract terms and conditions on the DND 626 Task form.

### Cost

The cost of the Task broken out into the individual costed items in **Services**.

### GST/HST

The GST/HST cost as appropriate.

### Total

The total cost of the task. The contractor may not exceed this amount without the approval of DND indicated on an amended DND 626. The amendment value may not exceed 50% (or the percentage for amendments established in the contract) of the original value of the task authorization. The total cost of a DND 626, including all amendments, may not exceed the funding limit identified in the contract.

### Applicable only to PWGSC contracts

This block only applies to those Task Authorization contracts awarded by PWGSC. The contract will include a specified threshold for DND sole approval of the DND 626 and a percentage for DND to approve amendments to the original DND 626. Tasks that will exceed these thresholds must be passed to the PWGSC Contracting Authority for review and signature prior to authorizing the contractor to begin work.

### Note:

Work on the task may not commence prior to the date this form is signed by the DA Authority - for tasks within the DND threshold; and by both DND and PWGSC for those tasks over the DND threshold.

## Instructions pour compléter le formulaire DND 626 - Autorisation des tâches

### N° du contrat

Inscrivez le numéro du contrat de TPSGC en entier.

### N° de la tâche

Inscrivez le numéro de tâche séquentiel.

### N° de la modification

Inscrivez le numéro de modification lorsque la tâche originale est modifiée pour en changer la portée.

### Augmentation/Réduction

Inscrivez le montant total de l'augmentation ou de la diminution, y compris les taxes.

### Valeur précédente

Inscrivez le montant total précédent, y compris les taxes.

### À

Nom de l'entrepreneur.

### Expédiez à

Endroit où le travail sera effectué, si celui-ci diffère du lieu d'affaires de l'entrepreneur.

### Date de livraison/d'achèvement

Date d'achèvement de la tâche.

### pour le ministère de la Défense nationale

Signature du représentant du MDN auquel on a délégué le **pouvoir d'approbation** en ce qui a trait à la signature du formulaire DND 626 (niveau d'autorité basé sur la valeur de la tâche et le signataire autorisé équivalent mentionné dans le MAA 1.4). **Nota :** la personne qui signe cette attache de signature confirme que les travaux respectent la portée du contrat, que suffisamment de fonds sont prévus au contrat pour couvrir cette tâche et que le budget alloué à l'unité ou pour le projet le permet.

### Services

Définissez brièvement le besoin (joignez l'ET) et établissez le coût de la tâche à l'aide de la soumission de l'entrepreneur selon le niveau de difficulté de celle-ci. Les modalités de paiement stipulées dans le contrat s'appliquent à la tâche. Si plusieurs d'entre elles sont prévues, énumérez ici celle/celles qui s'appliquera/ront à la soumission pour la tâche à accomplir (p.ex. acompte fondé sur les étapes franchies; taux quotidien ou taux horaire établi selon la catégorie de main-d'œuvre; frais de déplacement et de séjour; prix fixe ou prix plafond; etc.). Toutes les modalités du contrat s'appliquent à cette autorisation de tâche et ne peuvent être négligées ou modifiées quant à la tâche en question. Il n'est donc pas nécessaire de répéter ces modalités générales afférentes au contrat sur le formulaire DND 626.

### Prix

Mentionnez le coût de la tâche en le répartissant selon les frais afférents à chaque item mentionné dans la rubrique **Services**.

### TPS/TVH

Mentionnez le montant de la TPS/TVH, s'il y a lieu.

### Total

Mentionnez le coût total de la tâche. L'entrepreneur ne peut dépasser ce montant sans l'approbation du MDN, formulaire DND 626 modifié à l'appui. Le coût de la modification ne peut pas être supérieur à 50 p. 100 du montant initial prévu dans l'autorisation de tâche (ou au pourcentage prévu dans le contrat pour les modifications). Le coût total spécifié dans le formulaire DND 626, y compris toutes les modifications, ne peut dépasser le plafond de financement mentionné dans le contrat.

### Ne s'applique qu'aux contrats de TPSGC

Le présent paragraphe s'applique uniquement aux autorisations de tâche accordées par TPSGC. On inscrira dans le formulaire DND 626 un plafond précis qui ne pourra être approuvé que par le MDN et un pourcentage selon lequel le MDN pourra approuver des modifications au formulaire DND 626 original. Les tâches dont le coût dépasse ces plafonds doivent être soumises à l'autorité contractante de TPSGC pour examen et signature avant qu'on autorise l'entrepreneur à débiter les travaux.

### Nota :

Les travaux ne peuvent commencer avant la date de signature de ce formulaire par le responsable du MDN, pour les tâches dont le coût est inférieur au plafond établi par le MDN, et par le MDN et TPSGC pour les tâches dont le coût dépasse le plafond établi par le MDN.