

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada**  
1713 Bedford Row  
Halifax, N.S./Halifax, (N.É.)  
B3J 1T3  
Bid Fax: (902) 496-5016

**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> Lavatory Wash Services	
<b>Solicitation No. - N° de l'invitation</b> W0102-15126D/A	<b>Date</b> 2015-04-29
<b>Client Reference No. - N° de référence du client</b> W0102-15-126D	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$HAL-219-9512	
<b>File No. - N° de dossier</b> HAL-4-73124 (219)	<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 2015-06-09</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Atlantic Daylight Saving Time ADT	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Richard, Linda K.	<b>Buyer Id - Id de l'acheteur</b> hal219
<b>Telephone No. - N° de téléphone</b> (902) 496-5261 ( )	<b>FAX No. - N° de FAX</b> (902) 496-5016
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE 14 WING GREENWOOD STN MAIN P.O.BOX 5000 GREENWOOD NOVA SCOTIA B0P1N0 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**

Atlantic Region Acquisitions/Région de l'Atlantique  
Acquisitions  
1713 Bedford Row  
Halifax, N.S./Halifax, (N.É.)  
B3J 3C9  
Nova Scot

<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

W0102-15126D/A

Amd. No. - N° de la modif.

File No. - N° du dossier

HAL-4-73124

Buyer ID - Id de l'acheteur

hal219

CCC No./N° CCC - FMS No/ N° VME

W0102-15-126D

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirements**

1. Before award of a contract, the following conditions must be met:
  - (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
  - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
  - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. For additional information on security requirements, bidders should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

### **1.2 Requirement**

The requirement is detailed under Annex A – Requirement.

### **1.3 Debriefings**

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

## **PART 2 - BIDDER INSTRUCTIONS**

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

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

## 2.2 Submission of Bids

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

## 2.3 Former Public Servant

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

### Definitions

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

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

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

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

### Former Public Servant in Receipt of a Pension

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

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

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

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

### **Work Force Adjustment Directive**

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

If so, the Bidder must provide the following information:

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

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

## **2.4 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

## **2.5 Applicable Laws**

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

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory

specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the bidders.

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

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

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

Section I: Technical Bid ( 1 hard copy)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard copy)

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

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

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

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

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

#### **Section I: Technical Bid**

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

#### **Section II: Financial Bid**

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

#### **Section III: Certifications**

Bidders must submit the certifications required under Part 5.

#### **Section IV: Additional Information**

Bidders must provide proof of security in compliance with Annex "C" – Security Requirements and Section 6.1 Security Requirements.

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

#### **4.1 Evaluation Procedures**

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

##### **4.1.1 Technical Evaluation**

###### **4.1.1.1 Mandatory Technical Criteria**

<b>Item</b>	<b>Mandatory Requirement</b>	<b>Met</b>	<b>Not Met</b>
1	Supplier must possess 2 consecutive years of janitorial services experience within the last 5 years on contracts of similar size.		
2	By contract start date, all resources must have the required security clearance to access the site.		
3	Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder. Bidders bidding as sole proprietorship, including those bidding as a joint venture, must provide the name of the owner. Bidders bidding as societies, firms, or partnerships do not need to provide lists of names.		

##### **4.1.2 Financial Evaluation**

The Total cost will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded. The unit price will govern in establishing the extended price.

###### **4.1.2.1**

Offerors must submit their financial bid in accordance with Annex B – Basis of Payment.

#### **4.2 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**

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

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

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

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

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

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

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

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

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" 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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) 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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list at the time of contract award.

## **PART 6 - RESULTING CONTRACT CLAUSES**

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

### **6.1 Security Requirements**

**6.1.1** The following security requirements (SRCL and related clauses provided by ISP) apply and form part of the Contract.

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

## 6.2 Requirement

The Contractor must provide lavatory wash services in accordance with the Requirement at Annex "A".

## 6.3 Standard Clauses and Conditions

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

### 6.3.1 General Conditions

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

## 6.4 Term of Contract

### 6.4.1 Period of the Contract

The period of the Contract is from date of award for a period of three years.

### 6.4.2 Option to Extend the Contract

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

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

## 6.5 Authorities

### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Linda Richard  
Title: Supply Officer  
Public Works and Government Services Canada  
Acquisitions Branch  
Address: 1713 Bedford Row  
Halifax, Nova Scotia B3J 3M9  
Telephone: 902-496-5261  
Facsimile: 902-496-5016  
E-mail address: linda.k.richard@pwgsc-tgpsgc.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.

### 6.5.2 Project Authority

The Project Authority for the Contract is: (to be named upon award of contract)

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.

### 6.5.3 Contractor's Representative (Please complete)

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

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

## 6.6 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.

## 6.7 Payment

### 6.7.1 Basis of Payment

For the Work described in the requirement to which this basis of payment applies of the Requirement in Annex A :

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid firm prices for a cost of \$\_\_\_\_\_ (insert the amount at contract award). Customs duties are included and Applicable Taxes are extra.

For the firm price portion of the Work only, Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

### 6.7.2 Limitation of Price

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

### 6.7.3 Monthly Payment

SACC Manual clause [H1008C](#) (2008-05-12) Monthly Payment

### 6.7.4 SACC Manual Clauses

SACC Manual clause [A9117C](#) (2007-11-30) T1204 - Direct Request by Customer Department

## 6.8 Invoicing Instructions

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

## 6.9 Certifications

### 6.9.1 Compliance

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

## 6.10 Applicable Laws

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

## 6.11 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) 2010C (2014-09-25), General Conditions - Services (Medium Complexity);
- (c) Annex A, Requirement;
- (d) Annex B, Basis of Payment
- (e) Annex C, Security Requirements Check List;
- (f) the Contractor's bid dated \_\_\_\_\_ (*insert date of bid*)

## 6.12 SACC Manual Clauses

SACC Manual clause A9062C (2007-11-30) Canadian Forces Site Regulations

## ANNEX "A"

### REQUIREMENT

#### 1.0 SCOPE

##### 1.1 Purpose

This Statement of Work (SOW) defines the work required to be performed by the Contractor to supply a CP140 Lavatory Cleaning Service to 14 Wing Greenwood. The number of aircraft stationed at 14 Wing Greenwood varies due to operational requirements and transfer resources; however as an average under current conditions, there are approximately six to eight CP140 aircraft at the Wing. An estimated 200-250 lavatory wash are required each year however that range is subject to change based on operations.

##### 1.2 Background

The CP140 lavatories must be serviced after every flight. 14 Wing Greenwood requires lavatory servicing to continue as described within the SOW.

##### 1.3 Security of Work

1.3.1 The work performed and the documentation prepared by the Contractor shall be unclassified.

1.3.2 The Contractor shall, at all times during the performance of the Contract, hold a valid Designated Organization Screening at the level of SECRET.

1.3.3 Contractor personnel who require access to the General Restricted Area (GRA) to complete aircraft lavatory services shall each hold a valid SECRET.

1.3.4 The Contractor shall obtain from the Wing Provost Marshall (WPM) the requirements regarding Wing security regulations and restrictions and adhere to them at all times.

##### 1.4 Technical Authority

The DND Technical Authority (TA) for this work shall be at 14 Wing Greenwood, P.O. Box Stn Main, Greenwood, NS BOP 1N0. Technical questions regarding the requirements outlined herein shall only be directed through Public Works and Government Services Canada (PWGSC)

### 2.0 APPLICABLE DOCUMENTS

#### 2.1 Applicability

The applicable publications listed in para 2.2 are references that shall be followed by the Contractor when delivering the required services.

#### 2.2 Publications

##### 2.2.1 DND publications include:

2.2.1.1 C-12-140-000/NR-001 CP140 Servicing Level Inspection;

2.2.1.2 C-12-140-000/VC-000 Corrosion Control- Cleaning, Painting; and

2.2.1.3 C-12-140/VP-000 Protection Instructions.

2.2.2 Additional documents shall include any and all lavatory wash references detailed by TA; but are not limited to:

2.2.2.1 A-GA-135-001/AA-001 Flight Safety; and

2.2.2.2 A-GG-040-001/AG-001 General Safety

### 3.0 REQUIREMENTS

#### 3.1 General

The Contractor shall submit bids in response to this RFP, an outline plan for services pursuant to this specification and costing details for contract period of three years, plus two option years. The Contractor shall submit monthly invoices as applicable for lavatory cleanings.

3.1.1 DND will reserve the right to utilize the services described in the contract on an as required basis as need dictates.

3.1.2 In general terms, the required services included aircraft lavatory services and associated workplace cleanup including:

3.1.2.1 Preparation of cleaning materials and equipment;

3.1.2.2 Reinstatement of materials, equipment and other associated items to designated storage areas; and

3.1.2.3 Disposal of garbage and waste to designated area.

#### 3.2 Work Environment

3.2.1 14 Wing Greenwood is located 150 Km west of Halifax and 4 km south of Highway 101 near Kingston, Kings County, NS. Specified work is to be carried out on site in Hangar 12 Wash bay or Hangar 11, or alternate locations on site as may be designated by the TA due to operational requirements.

3.2.2 Airworthiness is critical to operational effectiveness and Flight Safety. The Contractor shall abide by all regulations. Should the Contractor, during the course of the wash activity, notice any lavatory damage, the TA shall be notified immediately. The Contractor must willingly participate in any discussions or damage investigations in which Contractor personnel may have been involved, as requested by the TA.

3.2.3 The Contractor Shall:

3.2.3.1 Not unreasonably encumber site with materials or equipment;

3.2.3.2 Move stored products or equipment, which may interfere with operations of TA or other Contractors;

- 
- 3.2.3.3 Execute work with least possible interference or disturbance to DND's normal use of premises;
  - 3.2.3.4 Comply with all standing orders or other regulations in force on the site where work is to be performed;
  - 3.2.3.5 Ensure that all Contractor personnel abide by all applicable security regulations and restrictions;
  - 3.2.3.6 Ensure that all Contractor personnel abide by all applicable environmental regulations and restrictions;
  - 3.2.3.7 Ensure that all Contractor personnel abide by all applicable safety regulations and restrictions, including DND Flight Safety and General Safety Orders;
  - 3.2.3.8 Receive briefing from Wing Fire Chief regarding fire safety regulations and restrictions; and
  - 3.2.3.9 Receive Briefing from Wing Air Traffic Control Officer regarding aircraft ramp safety, travel to and across restricted areas.
- 3.2.4 The Contractor will be liable for any damage done to existing equipment. Only equipment assigned for use by the Contractor may be used.
- 3.2.5 DND will provide, free of charge, electric power and water for contract. Sanitary facilities for workforce are available on site.
- 3.2.6 DND will provide some secure storage facilities for materials and equipment used during the course of these services. Materials shall be stored by the Contractor in accordance with supplier instructions in areas as designated by the TA.
- 3.2.7 The Contractor shall maintain the storage area in a neat and tidy condition at all times.
- 3.2.8 The Contractor shall observe safety measures required by the Canadian Labour Code, Provincial Government Regulations, Worker's Compensation Board and municipal statues and authorities. In the event of conflict or discrepancy between any provisions of above authorities, the most stringent requirements shall apply.
- 3.2.9 Workers involved with Hazardous materials, or equipment on the job site is to be equipped with all necessary Personal Protective Equipment (PPE) required. Protective clothing and equipment, such as rubber gloves, face and eye shields, goggles, respirators, aprons and boots to be supplied and maintained at the Contractor expense. Work with hazardous materials is to be done by workers who are thoroughly educated to the risks involved with the material and are trained in safe work practices. Material Safety Data Sheets (MSDS) for cleaning compounds and hazardous materials located at site. The Contractor is responsible to ensure all employees have read and understand these sheets.
- 3.2.10 Suspected hazardous material or objects not part of the standing offer are to be reported to the TA immediately and work in this area of the project are to be halted until direction is received from the TA. The Contractor accepts liability in the event of injury or damage resulting from misuse of or exposure to these hazardous materials or objects.
- 3.2.11 The Contractor shall maintain work area in a neat and tidy condition at all times. At no time are materials or equipment to be left in a manner that will create a hazardous condition. Contactor work space cleaning operations must be scheduled so that resulting dust, debris, and other

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contaminants will not contaminate aircraft or building systems. Paved surfaces shall be broom cleaned.

- 3.2.12 The Contractor shall use only cleaning materials as approved by the TA. The TA will supply on-site containers for collection of waste materials and debris.
- 3.2.13 The Contractor shall ensure that waste materials and debris are placed in the supplied containers.
- 3.2.14 The Contractor shall be responsible for loss or damage of any equipment supplied by DND, that is a result of neglect or misuse by the Contractor or his/her employees. Lost or damaged equipment is to be replaced/repaired to the complete satisfaction of the TA.
- 3.2.15 The Contractor shall endeavour to prevent damage to paved or concrete surfaces, buildings, landscaping, curbs fences and adjacent property, and shall make good any damage caused by the Contractor through misuse or neglect.

### 3.3 Specifications

- 3.3.1 The Contractor is responsible for training his personnel in the safe and proper use of the facilities provided.
- 3.3.2 The Contractor shall perform work in accordance with all regulations and directives, taking precaution to avoid damage to any equipment.
- 3.3.3 The Contractor shall be provided with the following Lavatory fluids. These fluids may be subject to engineering changes as directed by the TA at any time;
- 3.3.3.1 Lavatory Fluid P/N 1838563-anti-freeze for lavatory systems; and
- 3.3.3.2 General Purpose Deodorant, P/N MCTD-2, SC 219030691- for lavatory systems.
- 3.3.4 The Contractor is responsible to supply the following materials:
- 3.3.4.1 Lavatory Brushes.
- 3.3.4.2 Paper products. This includes such items as Kim Towels, paper towels, and Sontara Wipes.
- 3.3.4.3 Personal Protective Equipment (PPE) All PPE to be supplied maintained/repaired/replaced by Contractor. Contractor is responsible to ensure PPE is maintained in a safe and operable condition and in accordance with Canada Labour Code throughout the period of Contractor services rendered.
- 3.3.4.4 Miscellaneous products to include bleach, brooms, and other, as yet unidentified items required to provide adequate service as per contractual obligations.
- 3.3.5 Procedures for the daily operation of cleaning, disinfecting and deodorising of CP14 Aurora human waste container units and equipment shall be carried out in accordance the following:
- 3.3.5.1 PPE donned including:
- 3.3.5.1.1 Rain gear;

- 
- 3.3.5.1.2 Rubber steel-toed boots;
  - 3.3.5.1.3 Rubber 18" Solvex nitrite gloves;
  - 3.3.5.1.4 Neoprene apron; and
  - 3.3.5.1.5 Full Face Shield.
  - 3.3.5.2 Exhaust fan inside cleanup station switched "on"
  - 3.3.5.3 Garburator switched 'on'
  - 3.3.5.4 Rinse hose and nozzle hooked up and turned on;
  - 3.3.5.5 Brushes laid out for use;
  - 3.3.5.6 All solid waste containers cleaned first;
    - 3.3.5.6.1 Solid waste container lid, knife valve and inlet valve opened;
    - 3.3.5.6.2 Solid waste container lid dropped in QUATO cleaning solution to soak;
    - 3.3.5.6.3 Solid waste container dumped into garburator and rinsed out with rinse hose;
    - 3.3.5.6.4 Solid waste container scrubbed with QUATO solution;
    - 3.3.5.6.5 Solid waste container rinsed at Fountain Rinse unit;
    - 3.3.5.6.6 Solid waste container refilled with 5 litres of A/C crystalline Toilet solution.
    - 3.3.5.6.7 All caps/valves on unit closed;
    - 3.3.5.6.8 Unit Scrubbed again with QUATO cleaner;
    - 3.3.5.6.9 Unit rinsed thoroughly;
    - 3.3.5.6.10 Unit placed on serviceable rack for pickup by aircrew.
  - 3.3.5.7 All (urinal) Liquid waste units cleaned as follows:
    - 3.3.5.7.1 Top section of unit is placed in QUATO solution to soak;
    - 3.3.5.7.2 Tank (bottom section) is dumped into garburator
    - 3.3.5.7.3 Tank is rinsed at fountain rinse unit;
    - 3.3.5.7.4 Tank is scrubbed with QUATO cleaning solution inside and out;
    - 3.3.5.7.5 Tank is then filled with 5 litres of A/C Crystalline Toilet deodoriser;
    - 3.3.5.7.6 Top section is then replaced on top of bottom section and fastened;

- 
- 3.3.5.7.7 The unit is then scrubbed with QUATO cleaning solution and thoroughly rinsed with rinse hose.
- 3.3.5.7.8 The unit is then placed in serviceable area to await pickup by aircrew.
- 3.3.5.8 All floor areas, walls fountain rinse, dirty racks, garburator, inside and out is scrubbed with QUATO cleaning solution and thoroughly rinsed.
- 3.3.5.9 Rinse hose is coiled up in proper area and water tap is turned off.
- 3.3.5.10 Nozzle (hot water) is placed back in cabinet.
- 3.3.5.11 Brushes placed in storage are to dry.
- 3.3.5.12 A/C crystalline toilet deodorizer solution is mixed, if deemed necessary for next morning.
- 3.3.5.13 Lids are placed back on containers.
- 3.3.5.14 PPE is removed, cleaned if necessary and placed in drying cage for next use.
- 4.0 DELIVERABLES
- 4.1 The Contractor shall ensure lavatories are serviced IAW para 3.3.5. Once complete, the Contractor is required to inform the TA or delegate immediately following the completed service.
- 5.0 ACCEPTANCE AND CERTIFICATION
- 5.1 It is the responsibility of the TA to ensure adequate service is provided by the Contractor. The TA reserves the right to inspect the work and process at any point to ensure the Contractor is carrying out the duties described in section 3.0 of this SOW.
- 6.0 SCHEDULE
- 6.1 The Contractor shall develop and submit a detailed production schedule to the TA in order to provide adequate service to the estimated number of lavatories IAW para 1.1.
- 7.0 ADMINISTRATIVE DETAILS
- 7.1 Contract basis of payment will be firm rates.

**ANNEX "B"**

**BASIS OF PAYMENT**

The Contractor will be paid firm unit price in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded.

Quantities provided are estimates only for evaluation purposes and do not represent a commitment on behalf of Canada.

**Contract Year 1**

For the provision of lavatory wash services as per Annex "A" Requirement.

Item	Requirement	Unit of Measure	Firm Price per Unit (a)	Estimated Quantity per year (For Evaluation Purposes) (b)	Total (For Evaluation Purposes) (axb)
1	Lavatory wash services as per Annex "A" Requirement	Per wash	\$	250	\$
<b>GRAND TOTAL</b>					<b>\$ (c)</b>

**Contract Year 2**

For the provision of lavatory wash services as per Annex "A" Requirement

Item	Requirement	Unit of Measure	Firm Price per Unit (a)	Estimated Quantity per year (For Evaluation Purposes) (b)	Total (For Evaluation Purposes) (axb)
1	Lavatory wash services as per Annex "A" Requirement	Per wash	\$	250	\$
<b>GRAND TOTAL</b>					<b>\$ (d)</b>

**Contract Year 3**

For the provision of lavatory wash services as per Annex "A" Requirement

Item	Requirement	Unit of Measure	Firm Price per Unit (a)	Estimated Quantity per year (For Evaluation Purposes) (b)	Total (For Evaluation Purposes) (axb)
1	Lavatory wash services as per Annex "A" Requirement	Per wash	\$	250	\$
<b>GRAND TOTAL</b>					<b>\$ (e)</b>

**Option Year 1**

For the provision of lavatory wash services as per Annex "A" Requirement

Item	Requirement	Unit of Measure	Firm Price per Unit (a)	Estimated Quantity per year (For Evaluation Purposes) (b)	Total (For Evaluation Purposes) (axb)
1	Lavatory wash services as per Annex "A" Requirement	Per wash	\$	250	\$
<b>GRAND TOTAL</b>					<b>\$ (f)</b>

**Option Year 2**

For the provision of lavatory wash services as per Annex "A" Requirement

Item	Requirement	Unit of Measure	Firm Price per Unit (a)	Estimated Quantity per year (For Evaluation Purposes) (b)	Total (For Evaluation Purposes) (axb)
1	Lavatory wash services as per Annex "A" Requirement	Per wash	\$	250	\$
<b>GRAND TOTAL</b>					<b>\$ (g)</b>

**FOR EVALUATION PURPOSES**

Total of	Contract Year 1 (c)	_____
+	Contract Year 2 (d)	_____
+	Contract Year 3 (e)	_____
+	Option Year 1 (f)	_____
+	Option Year 2 (g)	_____
=	Grand Total for Evaluation Purposes	_____

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Client Ref. No. - N° de réf. du client  
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Amd. No. - N° de la modif.  
File No. - N° du dossier  
HAL-4-73124

Buyer ID - Id de l'acheteur  
hal219  
CCC No./N° CCC - FMS No./N° VME

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## **ANNEX "C" SECURITY REQUIREMENTS CHECKLIST**

Please see attached.

## ANNEX "D"

### INSURANCE REQUIREMENTS

#### 1. Commercial General Liability Insurance

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

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

For the province of Quebec, send to:

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

For other provinces and territories, send to:

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

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

## **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.

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W0102-15-126D

Amd. No. - N° de la modif.  
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HAL-4-73124

Buyer ID - Id de l'acheteur  
hal219  
CCC No./N° CCC - FMS No./N° VME

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## ANNEX E

### LIST OF DIRECTORS

Bidders must submit with their bid, by the bid solicitation closing date:

- (a) a complete list of names of all individuals who are currently directors of the Bidder;

**Directors:** (Please print clearly)

NAME	NAME





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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine DND	2. Branch or Directorate / Direction générale ou Direction RCAF	
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 The lavatory cleaning service shall be operated out of 12 Hgr, occasionally requiring access to 11 Hgr. There is a technical requirement to have the lavatories on board the CP140 Aurora serviced and cleaned after every flight.		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input type="checkbox"/> No Non	<input checked="" type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à : <input type="checkbox"/>	Restricted to: / Limité à : <input type="checkbox"/>	Restricted to: / Limité à : <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays :	Specify country(ies): / Préciser le(s) pays :	Specify country(ies): / Préciser le(s) pays :
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>



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

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

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

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

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

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

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

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

Special comments:  
Commentaires spéciaux : \_\_\_\_\_

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

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  No / Non  Yes / Oui

If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?  No / Non  Yes / Oui

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

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

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

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



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Security Classification / Classification de sécurité

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

For users completing the form manually use the summary chart below to indicate the category(les) 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	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
				CONFIDENTIEL		TRÈS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL		COSMIC TRÈS SECRET	A	B	C	CONFIDENTIEL		TRÈS SECRET
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?  No  Yes  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?  Non  Oui

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

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

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



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

W0102-15-126D

Security Classification / Classification de sécurité

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

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

Name (print) - Nom (en lettres moulées) Aleem Sajjan, Maj		Title - Titre 405 Sqn SAMEO	Signature <i>Maj A.M. Sajjan</i> SAMEO 405 (LRP) Sqn loc 3438	Date 27/8/14
Telephone No. - N° de téléphone 902-765-1494 ext 3438	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel ALEEM.SAJAN@forces.gc.ca		

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

Name (print) - Nom (en lettres moulées) Dawn Murray - DSO - Industrial Security SRCL Team Lead Tel: 613-996-0274		Title - Titre	Signature <i>Dawn Murray</i>	Date 2 OCTOBER 2014
Telephone No. - N° de téléphone 902-765-1494 ext 3491	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel Timothy.Garabed@forces.gc.ca		

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

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

Name (print) - Nom (en lettres moulées) Linda Richard		Title - Titre Supply Office	Signature <i>Linda Richard</i>	Date April 20/15
Telephone No. - N° de téléphone 902-496-5261	Facsimile No. - N° de télécopieur 496-5016	E-mail address - Adresse courriel linda.k.richard@pugsc.gc.ca		

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

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