

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:

Réception des soumissions - TPSGC / Bid

Receiving - PWGSC

1550 Avenue d'Estimauville

1550 D'Estimauville Avenue

Québec

Québec

G1J 0C7

Request For a Standing Offer Demande d'offre à commandes

National Master Standing Offer (NMSO)

Offre à commandes principale et nationale (OCPN)

Canada, as represented by the Minister of Public Works and Government Services Canada, hereby requests a Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et Services Gouvernementaux Canada, autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

TPSGC - PWGSC

601 - 1550 Avenue d'Estimauville

Québec

Québec

G1J 0C7

Title - Sujet OCPR - RECOUVREMENT DE SOL	
Solicitation No. - N° de l'invitation E6QUE-150002/A	Date 2015-05-22
Client Reference No. - N° de référence du client E6QUE-150002	GETS Ref. No. - N° de réf. de SEAG PW-\$QCW-028-16437
File No. - N° de dossier QCW-5-38009 (028)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-06-10	Time Zone Fuseau horaire Heure Avancée de l'Est HAE
Delivery Required - Livraison exigée VOIR DOC	
Address Enquiries to: - Adresser toutes questions à: Simoneau, Steve	Buyer Id - Id de l'acheteur qcw028
Telephone No. - N° de téléphone (418)649-2816 ()	FAX No. - N° de FAX (418)648-2209
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: TOUS LES MINISTÈRES ET ORGANISMES FÉDÉRAUX DU QUÉBEC MÉTROPOLITAIN INCLUANT VALCARTIER T DONNACONA QUEBEC Québec Canada	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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

Solicitation No. - N° de l'invitation

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Buyer ID - Id de l'acheteur

qcw028

CCC No./N° CCC - FMS No/ N° VME

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IMPORTANT NOTICE TO OFFERORS

Support the use of apprentices

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

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TITLE: RMSO – Floor covering

PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist, Certifications, and a Reminder to submit a Complete List of names of all individuals who are currently directors of the Offeror.

1.2 Summary

Upon request, perform the laying of resilient flooring and removal of flooring in federal government buildings within a 50 km radius of the city of Quebec, including Valcartier and Donnacona. In addition, supply the products, labour, tools and equipment required to perform the work according to the Statement of Work.

The period for making call-ups and providing services against the Standing Offer is from the date of the offer to **May 31, 2017**, with **three options of one year each** (from June 1, 2017 to May 31, 2018, from June 1, 2018 to May 31, 2019, and from June 1, 2019 to May 31, 2020).

This requirement is subject to the Internal Trade Agreement.

Offerors must submit a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions 2006 and 2007.

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1.3 Security Requirement

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

1.4 Debriefings

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

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

2.2 Submission of Offers

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

Offers submitted by fax will also be accepted. The fax number is 418-648-2209.

Due to the nature of the solicitation, transmission of offers by e-mail to Public Works and Government Services Canada is not considered to be practical and therefore will not be accepted.

2.3 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority, steve.simoneau@tpsgc-pwgsc.gc.ca, no later than five (5) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

2.4 Applicable Laws

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

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

2.5 Authorizations - licences RBQ

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The services shall be performed in accordance with existing provincial and municipal regulations and by-laws. The contractor shall be responsible for any charges imposed by such regulations and by-laws. In conformity with the Provincial Building Contractors Vocational Qualifications Act, we certify that we are holding a licence that authorizes us to complete the work specified herein.

2.6 Construction Wages

Wages paid for trades governed by one of the collective agreements "Conventions collectives" applicable to the construction sectors of this project, must not be lower than the wages specified in Appendix "D" of said agreements, most recent and updated version, at the time of the bid closing.

Any changes that may occur after the bid closing date will not modify the quoted rates.

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

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

Section I: Financial Offer (1 hard copy)

Section II: Certifications (1 hard copy)

Section I: Financial Offer

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

i) Payment by Credit Card

Canada requests that offerors complete one of the following:

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

The following credit card(s) are accepted:

VISA _____
MasterCard _____

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

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

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

Section II: Certifications

Offerors must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offer including the technical and financial evaluation criteria.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical

At the closing of bids, the Offeror must hold a valid pertinent license from the Régie du Bâtiment du Québec.

4.1.2 Financial Evaluation

4.1.2.1

SACC Manual clause [M0220T](#) (2013-04-25 – Evaluation of Price)

4.2 Basis of Selection

An offer must comply with the requirements of the Request for Standing Offer to be declared responsive. The price of a bid will be calculated by determining a total evaluation. This will be calculated by adding the amounts of each of the evaluation periods of standing offer(initial period (from the date of issue of the Offer on 31 December 2017), the first option year (1 year) , second year option (1 year) and third-year option (1 year).

Among the compliant bids, the responsive offer with the lowest evaluated price, according to the quantities and approximate values mentioned herein, will be recommended for issuance of a standing offer. The price of the bid will be evaluated in Canadian dollars, excluding the Goods and Services Tax or Harmonized Sales Tax, FOB destination for goods, including excise tax and customs duties in Canada.

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PART 5 - CERTIFICATIONS

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

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

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

5.1 Certifications Required Precedent to Issuance of Standing Offer

5.1.1 Integrity Provisions – Associated Information

By submitting an offer, the Offeror certifies that the Offeror and its affiliates are in compliance with the provisions as stated in Section 01 "Integrity Provisions – Offer of Standard Instructions [2006](#). The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

PART 6 – SECURITY REQUIREMENTS

6.1 Security Requirement

1. Before issuance of a standing offer, the following conditions must be met:
 - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
 - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7A - Standing Offer;
 - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.
3. For additional information on security requirements, offerors should refer to the Canadian Industrial Security Directorate (CISD), Industrial Security Program (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

6.2 Employee Information for Security

The Offeror must specify the following information regarding employees proposed in Part 4, Technical Evaluation) to provide services against any resulting contract.

	LEGAL NAME (First and Last) (Please Print)	DATE OF BIRTH (Day/Month/Year)
1		
2		
3		
4		
5		

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

7A STANDING OFFER

7A.1 Offer

7A.1.1 The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Annex "A".

7A.2 Security Requirement

7A.2.1 The following security requirement (SRCL and related clauses) applies and form part of the Standing Offer.

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must **EACH** hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC. Until the security screening of the Contractor personnel required by this Contract has been completed satisfactorily by the CISD, PWGSC, the Contractor personnel **MAY NOT ENTER** sites without an escort.
3. Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex E;
 - (b) Industrial Security Manual (Latest Edition).

7A.3 Standard Clauses and Conditions

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

7A.3.1 General Conditions

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

7A.3.2 Standing Offer Reporting

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

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

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The data must be submitted every three months to the Standing Offer Authority, **Steve Simoneau**.

The quarterly reporting periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31;

4th quarter: January 1 to March 31.

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

7A.4 Term of Standing Offer

7A.4.1 Period of Standing Offer

The period for making call-ups and providing services against the Standing Offer is from the date of the offer to **May 31, 2017** inclusive.

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for **three additional periods of one year each, respectively from June 1, 2017 to May 31, 2018, from June 1, 2018 to May 31, 2019 and from June 1, 2019 to May 31, 2020** under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 30 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

7A.4.2 Extension of Standing Offer

7A.5 Authorities

7A.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Steve Simoneau

Title: Supply Officer

Public Works and Government Services Canada

Acquisitions Branch

Address: 601-1550 D'Estimauville, Québec

Telephone: (418) 649-2816

Facsimile: (418) 648-2209

E-mail address: steve.simoneau@tpsgc-pwgsc.gc.ca

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

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7A.5.2 Offeror's Representative

Name: _____

Title: _____

Address: _____

Telephone: (____) ____ - _____

Facsimile: (____) ____ - _____

E-mail address: _____

7A.6 Identified Users

The identified Users authorized to make call-ups against the Standing Offer include any government department, agency or Crown corporation listed in Schedules I, I.1, II, III of the Financial Administration Act, R.S., 1985, c. F-11.

7A.7 Call-up Procedures

Call-ups against the Standing Offer will be issued as follows:

Step 1:

When necessary to perform work under this Offer, the Project Manager will contact by phone, fax or email the offeror. During this first contact, the Project Manager will explain briefly the nature of his need being careful to describe his problem.

Step 2:

The Offeror shall provide a cost estimate within 24 hours (weekends and public holidays not included). This estimate should include the cost of labor and the cost of parts. If required, the Offeror will visit the designated user's site to make the estimate of the work required. The estimate will be submitted free of charge to the Project Manager or his representative for approval. The Project Manager or his representative has the right to refuse that certain tasks be performed and to negotiate the number of repair hours, if according to this authority, the estimate is considered high. Any estimate will be valid for a period of **30 days**.

Note: Upon delivery of the estimate to the Project Manager or his representative, the contractor will agree with him on a reasonable time to the execution of works.

Step 3:

Issuance of a call-standing offer using the control instrument (see Article 7.8 of the SO)

7A.8 Call-up Instrument

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

7A.9 Limitation of Call-ups

Individual call-ups against this Standing Offer must not exceed **\$40,000.00** (Applicable Taxes included).

7.A.10 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of **\$280,000.00** (*Applicable Taxes excluded*) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The total cost to Canada resulting from call ups against the Standing Offer for each option periods must not exceed the sum of **\$140,000.00** (*Applicable Taxes excluded*) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

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

7A.11 Priority of Documents

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

1. the call up against the Standing Offer, including any annexes;
2. the articles of the Standing Offer;
3. the General Conditions 2005 (2014-09-25), General Conditions -Standing Offers - Goods or Services;
4. the General Conditions 2035 (2014-09-25), General Conditions - Higher Complexity - Services
5. Annex "A" - Statement of Work;
6. Annex "B" - Basis of payment;
7. Annex "D" – Certification of Insurance
8. Annex "E" - Security Requirements Check List
9. The Offeror's offer.

7A.12 Certifications

7A.12.1 Compliance

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

7A.13 Applicable Laws

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

7B. RESULTING CONTRACT CLAUSES

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

7B.1 Statement of Work

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

7B.2 Standard Clauses and Conditions

7B.2.1 General Conditions - Services

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

Item 17, Interest on Overdue Accounts, of 2035 General Conditions - Higher Complexity Services, will not apply to payments made by credit cards at point of sale.

The text under Subsection 4 of Section 41 - Code of Conduct and Certifications - Contract of 2035 referenced above is replaced by:

During the entire period of the Standing Offer and any call-ups made against the Standing Offer, the Offeror must diligently update, by written notice to the Standing Offer Authority, the list of names of all individuals who are directors of the Offeror whenever there is a change. As well, whenever requested by Canada, the Offeror must provide the corresponding Consent Forms.

7B.2.2 Warranty

7B.3 Term of Contract

7B.3.1 Period of Contract

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

7B.4 Payment

7B.4.1 Basis of Payment

Payment for the provision of services under a call-up will be a fixed amount using the rates specified in Annex B - Basis of payment.

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.

7B.4.2 Limitation of Price

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

7B.4.3

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

7B.4.4 SACC Manual Clauses

M3800C (2006-08-15) - Estimates

A9117C (2007-11-30) - T1204 - Direct Request by Customer Department

C0710C (2007-11-30) - Time and Contract Price Verification

7B.4.5 Payment by Credit Card

The following credit cards are accepted: _____ and _____.
(will be completed at contract award)

7B.5 Invoicing Instructions

7B.5.1 The Contractor must submit invoices in accordance with the Section 12, entitled "Invoice Submission" of the 2035 General Conditions – Services, accompanied by the work report or delivery ticket. Invoices shall not be submitted until all work identified in the invoice is completed and all reports on maintenance service requests for the identified work in the invoice are received by the Project Manager.

7B.5.2 The Contractor must distribute the invoices and reports as follows

- a) **The original and two (2) copies of the invoices and the report of labor or delivery ticket** must be sent to the address shown on page 1 of the Standing Offer (billing address) for certification and payment.

7B.6 SACC Manual Clauses

A9039C (2008-05-12), Salvage

A9062C (2011-05-16), Canadian Forces Site Regulations

A9068C (2010-01-11), Government Site Regulations

A9065C (2006-06-16), Identification badge

B7500C (2006-06-16), Excess Goods

7B.7 Insurance

SACC Manual clause G1005C (2008-05-12) - Insurance

7B.7.1 Insurance – Specific Requirements

The Contractor must comply with the insurance requirements specified in the following **article 7B.7.2 Commercial General Liability Insurance**. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

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

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

7B.7.2 Commercial General Liability Insurance

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

7B.7.3 Voluntary Reports for Apprentices Employed during the Contract

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

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

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

ANNEX A

STATEMENT OF WORK

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PART 1 - GENERAL

1.1 Interpretation of documents

- .1 The term "departmental representative" means the person designated by the client department and authorized to issue and co-ordinate call-ups from the Contractor and to inspect and approve the work.
- .2 Call-up forms are also contract documents. Work descriptions or drawings may be attached to these forms. Advise the departmental representative of any error on these forms or on the attached documents.

1.2 Description

- .1 Upon request, perform the following work:
 - .1 Lay resilient flooring.
 - .2 Remove flooring.
- .2 Supply the products, labour, tools and equipment required to perform the work according to the Statement of Work.

1.3 Location access

- .1 The manner of accessing the site shall be specified by the departmental representative.
- .2 Access to buildings will be subject to the prevailing regulations and to the client department's requirements. Identification cards may have to be worn.
- .3 Smoking is banned in federal government buildings and in and around the experimental complexes of the Defence Research and Development Canada-Valcartier Agency.

1.4 Location of work

- .1 Federal government buildings within a 50 km radius of the city of Quebec, including Valcartier and Donnacona.

1.5 Quality standards

- .1 The work shall be carried out using recognized best methods in accordance with the estimate and the plans and specifications. If, during an inspection, the departmental representative observes any non-compliance, the work shall be redone at the contractor's expense.
- .2 The contractor must have all the specialized equipment and qualified staff needed to do all its work. The departmental representative reserves the right to charge to the contractor, equipment and labour costs incurred by client departments.
- .3 CSA standards can be obtained at the following address:

Canadian Standards Association
5060 Spectrum Way
Mississauga, Ontario
L4W 5N6

tel.: 416-747-4000 or 1-800-463-6727
fax: 416-747-2473
sales@csa.ca
<http://www.csa.ca>

1.6 Safety standards

- .1 Comply with the provincial Act Respecting Occupational Health and Safety and any other provincial act or regulation concerning the Commission de la santé et de la sécurité du travail (CSST), including the Regulation Respecting Industrial and Commercial Establishments (S-2.1, r.9) and the Safety Code for the Construction Industry, published under regulation S-2.1 r.6. In addition, comply with federal acts, regulations and standards, the Canada Labour Code, regulations specific to client departments and generally accepted industry standards. In the event of a discrepancy or conflict between legislative and regulatory provisions and the safety standards applicable to the contract or the work, the most stringent provisions or standards shall prevail.
- .2 During the first site meeting (see **para. 1.14**), the departmental representative will explain the actions to be taken in the event of a dangerous situation and provide the emergency telephone numbers to be used on the worksites.
- .3 Suspend work at the request of the departmental representative if he/she believes the work is not proceeding safely or according to applicable safety legislation.
- .4 Implement a safety program (supervision, instructions, training and site safety plans) that applies to all employees affected by this Statement of Work.
- .5 Provide any equipment or devices needed to meet the requirements of **subsection 1.6.1**, including individual protective equipment and a first aid kit.
- .6 Inform all relevant persons of on-site health and safety risks prior to commencing work and regularly throughout the work. Keep a record of the information communicated, including the date and time of such communication.

1.7 Call-up instructions

- .1 Works shall be authorized and confirmed by the departmental representative using Form PWGSC-TPSGC 942 "Call-up against a Standing Offer".
- .2 Respond to all these call-ups and only to these call-ups. Services performed at the request of unauthorized persons will not be paid for.

1.8 Estimating and planning

- .1 At the request of the departmental representative, estimate, at no charge, the scope of certain jobs. Estimates may be communicated orally or by fax. Estimates shall not represent a commitment by the client department in any way, and shall not be used as references on invoices.
- .2 Site work estimates shall include the approximate number of hours of work required and the names of potential suppliers of the primary products.
- .3 For each call-up, check whether the call-up contains the necessary information regarding the work to be performed, the products required and the existing facilities. Obtain any additional information from the departmental representative by telephone or fax, as required. An advance site visit is permitted but is not paid.

1.9 Availability and timeframes

Definitions

- .1 Working days are from Monday to Friday, including construction industry holidays, but excluding statutory holidays.
- .2 For the construction industry, statutory holidays are as follows: Good Friday, Easter Monday, Victoria Day, Saint-Jean-Baptiste Day, Confederation Day, Labour Day, Thanksgiving, Remembrance Day, Christmas Day and New Year's Day. These days are identified as "statutory public holidays" at <http://www.ccq.org>.
- .3 In general, normal hours are from 7:30 am to 4:30 pm on working days. Confirm the exact hours with the client department for each call-up.

Staff availability

- .4 The persons in charge of the administration and execution of the work shall always be available immediately, without delay and shall comply with the following:
 - .1 Be reachable by fax during regular hours to accept call-ups.
 - .2 Be reachable by telephone or fax for administrative questions during regular hours.
 - .3 Be reachable by telephone at any time or on any day when work is under way and employees are on site.

Schedule and timetable

- .5 Provide services for the entire contract period, regardless of the season, including construction holidays.
- .6 Unless otherwise indicated, perform the work during regular hours. An unpaid meal break is permitted.
- .7 Carry out work during evenings, weekends and statutory holidays as required by the departmental representative.
- .8 If several call-ups are issued in the same week, a weekly schedule can be obtained from the departmental representative, namely from the person normally in charge of the file.

Response time

- .9 Contractor must answer any calls from an authorized person and shall respond within 48 hours of receiving a call.
- .10 Begin work on the date and time specified in the call-up or later faxed by the departmental representative. Do not begin work late or in advance without written authorization from the departmental representative.
- .11 The required response time for the work may be as little as ten (10) working days.
- .12 Notify the departmental representative in writing of any delays imposed by suppliers.

Labour and equipment availability

- .13 For piecework always be prepared to supply an installation team. For hourly rate work, always be prepared to supply a resilient-flooring installer or an installation team, depending on the call-up. An installation team must consist of a resilient-flooring installer and another person who may be a resilient-flooring installer or an apprentice resilient-flooring installer.

Work continuity

- .14 Notwithstanding the work schedule and timetable requirements referred to in the preceding paragraphs, perform the work with no interruptions, unless instructed otherwise by the departmental representative. Interruptions requested by the departmental representative shall be communicated in writing, either on the service order, on a subsequently faxed document, or in a memo on the final work order.

1.10 Inspection and control

Entries and exits

- .1 For every entry and exit, contact the departmental representative and sign the log book (one signature per person) as instructed. Record the exact time (to the minute) of signature. For the NDM (Valcartier Garrison), Log books are kept at the following locations:
- .1 at the offices of contract inspectors (Building 72) for work at the Valcartier Garrison during working hours;
 - .2 at Building C-19 for work at the Quebec City Citadel at all times;
 - .3 at the worksite, in the cases of work performed at armouries or naval reserve units.
- For the DRDC-V, the register is kept at the north gate sentry box.

Communication on site

- .2 Also contact the departmental representative in the following cases:
- .1 each time an important stage of the work has been finished;
 - .2 whenever there is a problem on the job site;
 - .3 at agreed-upon times; and
 - .4 whenever work must be covered or hidden from sight.

Work order

- .3 Drafts a work order before leaving the premises and forward it to the departmental representative for verification and signature. For the DRDC-V, work tickets will be left with Engineering in Room 207, Building 56.
- .4 The work order will be used to verify the invoice and must include the following information:
- .1 the place and date of the work performed;
 - .2 a description of the work performed;
 - .3 the printed names of all employees;
 - .4 the exact time of each entry and exit in accordance with the log book, as well as the exact time of each break and when work resumed, if the contract specifies hourly rates;
 - .5 the amount of work performed, if the contract specifies unit prices;
 - .6 the amounts and descriptions of billable products, if the contract specifies payment for the products; and
 - .7 the signature of the employee who drafted the order.

1.11 Temporary services

- .1 The client department may provide electrical power and water supply without cost.
- .2 Contractor must supply all temporary materials required to access the services in question.
- .3 Temporary utilities supplied by the client department are subordinate to its needs and may be suspended without notice at any time by its site representative. The client department will not be held liable for damages or delays caused by the interruption of such utilities.

1.12 Cleaning and protection of the environment

- .1 On completion of the work, leave the site tidy and free of waste, debris, materials, tools and equipment. Clean up the site to the satisfaction of the departmental representative.
- .2 While work is being done, keep the work site tidy and free of waste and debris. Store volatile waste in covered metal containers and dispose of it on a daily basis.
- .3 Dispose of certain waste materials outside of federal government properties in accordance with federal, provincial and municipal environmental protection regulations. These waste materials include: demolition materials not kept by the federal government, toxic materials and water containing suspended matter. Have each disposal approved by the departmental representative. Find an **MDDEP**- (Ministère du Développement Durable de l'Environnement et des Parcs) approved dumpsite and cover the fees charged by the site's owner.

1.13 Initial site meeting

- .1 The first site meeting shall be held as soon as possible following the award of the contract or standing offer. Site meetings may be convened for each client department.
- .2 The departmental representative shall determine the date and place of the meeting, as well as who should attend. The following persons will likely be asked to attend:
 - .1 The contractor;
 - .2 The person who will prepare the invoices; and
 - .3 The employee who will most often be designated as the person responsible for performing the work.
- .3 The meeting agenda is as follows:
 - .1 A reading of the contract clauses that are most important and most specific. The documents may not be amended during the meeting (see **para. 1.1.2**), but withdrawal is allowed in the case of standing offers;
 - .2 An exchange of information, documentation and samples (see **para. 1.14.4** and **1.14.6**);
 - .3 Comments from the departmental representative regarding site access terms and conditions.
- .4 At the meeting, provide the following:
 - .1 Name and telephone number of the person in charge of administration;
 - .2 Name and telephone number of the person in charge of performing the work;
 - .3 A list of employees who will be working on call-ups and photocopies of documents demonstrating their qualifications (unless the documents were already provided before awarding);
 - .4 A list of suppliers' names, addresses and telephone numbers; and
 - .5 Material safety data sheets, data sheets and samples required in Part 2 of the Statement of Work.

- .5 During the contract period, contact the departmental representative in writing regarding any changes to the information provided.
- .6 At the meeting, the departmental representative shall provide the following:
 - .1 The contact information of the departmental representative responsible for the file in question;
 - .2 List of representatives authorized by the project manager, if applicable;
 - .3 Fire safety regulations; and
 - .4 The procedure in the event of danger and the emergency telephone numbers to be used from local telephones and cell phones.

PART 2 - PRODUCTS

2.1 General

- .1 Use new, flawless materials, from the same batch to ensure that colours are uniform.
- .2 For each call-up, the departmental representative shall specify the type, design and colour of the products to be used, as well as the surface areas to be covered.
- .3 The contractor is responsible for on-site verification of all the exact measurements of the floors.

2.2 Material safety data sheets

- .1 Transport hazardous materials to the work site in their original containers. Each container shall be labelled in compliance with Workplace Hazardous Materials Information System (**WHMIS**) requirements.
- .2 All chemicals, such as cleaning products, varnishes, paints, solvents, coatings, gases and any other toxic products shall be considered hazardous products.
- .3 Before starting work, submit for the Engineer's approval all MSDSs for hazardous products. These shall comply with the WHMIS requirements and contain the following information:
 - .1 Product identification;
 - .2 Ingredients;
 - .3 Physical data;
 - .4 Flammability and explosibility;
 - .5 Reactivity;
 - .6 Toxicological properties;
 - .7 Preventive measures;
 - .8 First aid measures; and
 - .9 Preparation information.

2.3 Data sheets

- .1 Upon request by the departmental representative, provide data sheets for all products used, and submit these for the representative's approval before beginning the work. These sheets must come from the manufacturer and include the product's composition, the thickness of components for coverings, recommended use, directions for chemicals, installation instructions for flooring or stair treads and, where applicable, certification that the product is biodegradable and safe for the environment.

- .2 Provide data sheets for:
 - .1 the filler in **para. 2.14.2**
 - .2 the leveller in **para. 2.14.3**

2.4 Samples

- .1 Provide the following samples:
 - .1 each colour of each design of the chosen product in **para. 2.5.2** (vinyl tiles);
 - .2 each colour of each design of the chosen product in **para. 2.6.2** (linoleum);
 - .3 each colour of the chosen product in **para. 2.7.2** (rubber flooring);
 - .4 each colour of each pattern of each product in **para. 2.8** (anti-static tiles);
 - .5 each colour of each pattern of each product in **para. 2.9** (carpet);
 - .6 each colour of each pattern of each product in **para. 2.10** (carpet squares);
 - .7 each colour of each pattern of each product in **para. 2.11** (pre-molded stair treads); and
 - .8 each colour of the chosen product in **para. 2.12** (baseboard).

2.5 Vinyl tiles

- .1 Composite vinyl tiles compliant with CSA standard A126.1-M1984, type A (smooth surface and design throughout the tile).
Size: 305 mm x 305 mm x 3.17 mm (12" x 12"x 1/8")
- .2 For each call-up, the departmental representative shall specify the design and colour. Be prepared to provide one of the following products, whatever the design or colour requested:
TARKETT AZROCK
ARMSTRONG STANDARD EXCELON
Or equivalent approved in advance by the departmental representative.

2.6 Linoleum

- .1 Biodegradable covering that is baked, calendered and composed of the following: linseed oil, pine tar, wood pellets, cork, clay, chalk and environmentally safe pigments. The backing shall be jute.
Compliant with CSA standard A126.3, type II.
Width: 2 m
Thickness: 2.5 mm
- .2 For each call-up, the departmental representative shall specify the design and colour. Be prepared to provide one of the following three products, whatever the design or colour requested:
FORBO MARMOLEUM (designs: Real, Fresco, Walton, Dual, Vivace, Artoleum)
ARMSTRONG LINOLEUM (designs: Marmorette, Colorette, Linorette, Uni Walton, Granette)
TARKETT LINOSON (designs: Veneto, Etrusco, Trentino, Toscano)
CORLON with Hydrocord backing from Armstrong
Or equivalent approved in advance by the departmental representative.

2.7 Rubber flooring

- .1 Rubber flooring tiles compliant with CSA standard A126.4-M1984 with the following features:
Minimum size: 900 mm x 900 mm
Minimum thickness: 3 mm
Design: slate
Colour: plain
- .2 For each call-up, the departmental representative shall specify the colour. Be prepared to provide one of the following products, whatever the colour requested:

AMTICO MARATHON LAKELAND SLATE
MONDO BOLLI ARDOISE

Or equivalent approved in advance by the departmental representative.

2.8 Anti-static tiles

- .1 Pure conducting vinyl flooring, type CVT-600 for computer rooms, compliant with CSA standard A126.1 type A and CSA standard A126.3 type II, with the following characteristics:
Minimum dimensions: 300 mm x 300 mm
Minimum thickness: 3 mm
For each call-up, the departmental representative will specify the product selected.

2.9 Carpet

- .1 28 oz. quality carpet made with bulked continuous filament nylon to government standard 4GP-129. Must be anti-static and permanently dirt-resistant.
For each call-up, the departmental representative will specify the product selected.

2.10 Carpet squares

- .1 28 oz. quality carpet squares made with bulked continuous filament nylon to government standard 4GP-129. Must be anti-static and permanently dirt-resistant.
Minimum dimensions: 500mm x 500mm
For each call-up, the departmental representative will specify the product selected.

2.11 Pre-molded stair treads

Commercial stair tread - type 1

- .1 Made of a single piece of rubber consisting of the nosing, the step (run) and the riser. The type 1 commercial stair tread also includes a vinyl stringer that runs the length of the tread. The stringer must be designed to support the rubber at the junction of the step and the riser.
Run thickness at the centre: minimum 3 mm
Run depth + riser: minimum 18"
- .2 For each call-up, the departmental representative shall specify the product, pattern and colour. Be prepared to provide all the following products and patterns, whatever the colour requested:
AMTICO MARATHON CLASSIC (patterns: round, square, slate)
MONDO MONDOSTEP TYPE B (pattern: round)
JOHNSONITE ROUNDEL TREAD/RISER (RTR) (patterns: round, square, hammered)
Or equivalent approved in advance by the departmental representative.

Commercial stair tread - type 2

- .3 Made of a single piece of rubber consisting of the nosing and the step (run).
Run thickness at the centre: minimum 3.5 mm
Run depth: minimum 12"
- .4 For each call-up, the departmental representative shall specify the product, pattern and colour. Be prepared to provide all the following products and patterns, whatever the colour requested:
AMTICO MARATHON CLASSIC (patterns: round, square)
JOHNSONITE ROUNDEL TREAD (RH) (patterns: round, square, hammered)
Or equivalent approved in advance by the departmental representative.

2.12 Baseboard

Vinyl and rubber baseboard

- .1 Resilient baseboard, including stringer, with the following features:
Thickness: 1/8"
Product offered in two heights: 4", 6"
Minimum section length: 100'
- .2 For each call-up, the departmental representative shall specify the colour. Be prepared to provide one of the following two products, whatever the size and colour requested:
ARMSTRONG BASEBOARD
JOHNSONITE BASEBOARD
Or equivalent approved in advance by the departmental representative.

Carpet baseboard

- .3 Finished carpet baseboard with rubber trim, with the following characteristics:
Height: 4"

2.13 Thresholds, trim and moulding

Aluminum

- .1 Screw-on aluminium extrusions designed to cover joints between two pieces of equal or unequal flooring. For each call-up, the departmental representative shall specify the product and finish. Be prepared to provide both of the following products, whatever the finish requested:
DAYMOND DURATRIM, model A-10 (flat 15/16" x 3/32") (finishes: anodized, brass)
DAYMOND DURATRIM, model A-14 (angle 15/16" x 3/32") (finishes: anodized, brass)
Or equivalent approved in advance by the departmental representative.

Vinyl and rubber

- .2 Adhesive vinyl and rubber accessories. For each call-up, the departmental representative shall specify the product and colour. Be prepared to provide both of the following products, whatever the colour requested:
JOHNSONITE REDUCER, model RRS-XX-C (1/8" taper to 1 1/4" taper)
JOHNSONITE TRANSITION MOULDING, model CTA-XX-A (1 3/8"-wide cap between 1/8" tile and 1/4" carpet)
Or equivalent approved in advance by the departmental representative.

Pine

- .3 Quarter rounds in pine to CSA standards 0141 (3/4" X 3/4")

Linoleum moulding

- .4 Provide the appropriate moulding for finishing linoleum coverings installed to overlap the baseboards. Use the moulding sold by the manufacturer of the coverings used.

2.14 Preparation products

Stripper

- .1 Commercial use product designed to strip hard or resilient floors over which new flooring is to be installed.
Example of an acceptable product:
ARMSTRONG S-325 NEW BEGINNING FLOOR STRIPPER AND CLEANER
Or equivalent approved in advance by the departmental representative.

Filler

- .2 Cement- and polymer-latex-based product designed to fill holes, cracks and dents up to 6 mm (1/4") deep in support surfaces (concrete, wood, terrazzo, ceramics, vinyl asbestos or composite vinyl tiles, linoleum). The product shall be compatible with the support surface and adhesive used. It shall also be approved by the manufacturer of the flooring to be installed.
Examples of acceptable products:
ARMSTRONG S-180 LATEX UNDERLAYMENT (on concrete, wood, ceramics)
MAPEI PLANIPATCH (on concrete and plywood)
Or equivalent approved in advance by the departmental representative.

Leveller

- .3 Cement- and polymer-latex-based product designed to level the textured surface of existing vinyl flooring on which new resilient flooring is to be installed. The product shall be compatible with the adhesive used and be approved by the manufacturer of the flooring to be installed.
Examples of acceptable products:
ARMSTRONG S-188 TWO-PART EMBOSSING LEVELER
ROBERTS 800 VINYL FLOOR EMBOSSING LEVELER (pre-mixed)
Or equivalent approved in advance by the departmental representative.

Adhesive neutralizer

- .4 Product designed to overlay and level asphalt-based adhesive residue following removal of old flooring.
Only acceptable product:
PROSOL PRO-SEAL
Or equivalent approved in advance by the departmental representative.

2.15 Installation products

Adhesives, sealants and joint seams

- .1 Use products recommended by the manufacturers of the installation materials and that are compatible with the support surfaces.

PART 3 - PERFORMANCE

3.1 Company qualification

- .1 Perform all the work set out in this Statement of Work.
- .2 The company must offer the services of at least one installation team. An installation team may consist of two resilient-flooring installers or one resilient-flooring installer and one apprentice resilient-flooring installer. They shall be qualified according to **para. 3.2**.

3.2 Worker qualification

- .1 Employees assigned to call-ups shall be pre-screened by the departmental representative according to the criteria specified below.
- .2 The work in this Statement of Work shall be performed by resilient-flooring installers and apprentice resilient-flooring installers, qualified according to the paragraph below.
- .3 All persons who perform work associated with a construction trade must hold a valid competency card issued by the Commission de la Construction du Québec (CCQ) for the trade in question. The workers must also have sufficient experience to perform the work requested.
- .4 All workers required to handle chemicals must be familiar with the WHMIS requirements for the products used (see Part 2 of the Statement of Work).

3.3 Site preparation

- .1 On the date scheduled for the start of the work, report to the site with all the tools, equipment, materials, parts and other products required to begin the work and continue it without interruption.
- .2 Disconnect and move any appliances or any other furniture or object that could hinder the performance of the work, except for plumbing fixtures in the washrooms. Remove the grates from the heating and ventilation systems. Replace everything once the work is completed.
- .3 Take all measures required to prevent the spread of odours and dust within the building.
- .4 Keep the room and the products at a temperature of 21°C.

3.4 Flooring removal

- .1 The existing flooring shall be removed down to the support surface. Acceptable supports shall be: vinyl asbestos or composite vinyl tiles, linoleum and hard coverings (wood, terrazzo, ceramics, concrete or other). If the existing flooring consists of a single layer of sheet vinyl over an acceptable support surface, the Departmental representative may decide to leave it in place.
- .2 Using hand tools, remove all flooring accessories, such as thresholds, trim, quarter-rounds and doorstops. At the request of the departmental representative, remove baseboards as well. If the departmental representative plans to have the accessories re-used, put them aside along with their fasteners and re-install them after the new flooring has been installed.
- .3 Remove stair treads using hand tools.
- .4 To remove carpets and glued flooring, use the most appropriate method. At the request of the departmental representative, use an electric carpet stripper.

- .5 Remove all covering and adhesive residue. Leave a clean, smooth support surface.

3.5 Support surface preparation

- .1 Clean the surface and contact the departmental representative.
- .2 If the surface is made of wood, first drive in the nail or screw heads.
- .3 If the surface is made of composite vinyl or vinyl asbestos tiles, remove loose pieces and fill the holes with pieces of tile of matching thickness.
- .4 The floor shall have no joints wider than 1/8", and all joints shall be filled with a non-shrinking joint compound.
- .5 If a large part of the support surface is accidentally torn off, uncovering an asphalt-based adhesive surface, remove the rest of the covering, apply an adhesive neutralizer and skip to **para. 3.6**. If rubber flooring is being installed on a concrete slab resting directly on the ground, use filler instead of adhesive neutralizer.
- .6 Apply a stripper to the support surface, unless there is a new floor or a bare subfloor. Follow the product manufacturer's instructions.
- .7 Sand painted or varnished surfaces.
- .8 Ensure that the surface is smooth, clean and dry before applying filler, leveller or adhesive.
- .9 If the support surface is a sheet of textured vinyl, apply leveller. On other support surfaces, apply filler to dents, cracks and holes, as needed. Apply the product and let it dry according to the manufacturer's instructions.
- .10 Contact the departmental representative once the preparations are complete.

3.6 Adhesive application

- .1 Apply the adhesive uniformly according to the manufacturer's instructions. To avoid having the adhesive harden before installation, do not apply it to too large a surface area.

3.7 Installation of flooring tiles/squares

- .1 Lay the tiles from the center of the room, parallel to the lines of the building, so that the peripheral tiles are at least half as wide as the regular tile. Be careful not to align the joints with those of the underlying covering.
- .2 For each call-up, the departmental representative shall specify the tile layout:
- .1 in a square grid or in staggered rows
 - .2 with intermittent or parallel marbling
 - .3 forming an overall design using two or three different colours of tile.
- .3 Close up the joints without allowing the adhesive to come up. Remove excess adhesive immediately.
- .4 Use a 45 kg roller on the surface.

3.8 Installation of flooring sheets

- .1 Use full roll widths to create as few joints as possible. The edges shall be at least one-third of the roll width. The departmental representative shall specify the joint direction. Be careful not to align the joints with those of the underlying covering.
- .2 To make sealed joints, overlap the two sheets to be joined and cut both simultaneously. Seal continuously using a needle applicator in the joint.
- .3 Use weld beads at the request of the departmental representative.
- .4 After each edge has been installed, use a 45 kg roller on the flooring.

3.9 Installation of accessories

- .1 Rubber baseboard: coat the baseboards with adhesive and install them so that they adhere completely to the wall and floor. Bend the baseboards at the outer corners. At the inner corners, trim the ends into shape.
- .2 Thresholds and trim: install the trim where the edges of the flooring are unprotected, and at joints between two different coverings. Use the fasteners recommended by the manufacturer.

3.10 Quality assurance

- .1 The contractor shall guarantee the quality of performance and products for five (5) years from the date of acceptance of the work. Any defect arising during this period and any damage caused by such a defect shall be corrected or repaired by the contractor at the contractor's own expense and to the satisfaction of the departmental representative.

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ANNEX B

Basis of payment

Offeror Name and Address:

I/ We the Offeror, when requested by the Standing Offer Authority during the period of the Standing Offer, will calculate individual project estimates in accordance with the fixed hourly rates (excluding H.S.T.) in accordance with the information provided in the following or attached (select one) Price Offer tables.

Unless otherwise approved in writing by the Standing Offer Authority, I/we the Offeror undertake:

- a) To employ only those classes of persons with skill levels appropriate to each task, as defined in the Scope of Work section of each call-up.
- b) To prorate accordingly to cover the actual time worked, where work performed using the Time-Based Fee Method, is of a duration of less than one hour.
- c) To provide a full and comprehensive list of names of each individual to be assigned to a project subject to a call-up of Services.

Signature of Offeror:

Name _____
Title _____

PART 1 - GENERAL

.1 Costs and expenses

- .1 **ONLY** the products and services billed at the rates and prices set forth below shall be paid. Rates and prices submitted include **ALL** that is necessary to perform the work in accordance with the Statement of Work. This includes mainly, but without being limited to: profit, administrative fees and expenses; transportation of labour, equipment and materials; purchase, rental and use of equipment, tools, and accessories regardless of whether they may be reused; ladders, scaffolding, protective material for work areas and safety equipment; wear on bits, blades and other accessories; fuel and other products needed to operate vehicles and equipment; gases, welding rods and electrodes; and clean up and waste disposal costs.
- .2 No payment will be made for specific difficulties.

.2 Firm commitment

- .1 The rates and prices set forth shall not be increased or decreased owing to increases or decreases in the cost of labour, products, tools, equipment or expenses.

.3 Percentage of use

- .1 The percentage of use is approximate and represents arbitrary values for the sole purpose of bid evaluations. It is in no way binding the Canada.

Part 2 - PRICING

.1 Area and length rates

- .1 Area and length rates include all required products, including fasteners, and all workers employed. They include installation as well as site preparation (**para. 3.3** of the Statement of Work) and preparation of all types of surfaces (**paras. 2.14 and 3.5** of the Statement of Work).
- .2 Area and length rates apply to the net surfaces and lengths to be covered.
- .3 Area and length rates apply regardless of date, time or quantity.

.2 Hourly rates

- .1 Hourly rates apply to productive work time at the work site. Productive work time on site is the time period between the entry time and the exit time as signed for in the log book, minus breaks, travel time (except for travel between two buildings in the same complex of a client department), interruptions due to equipment malfunction, breakdown, maintenance or replenishment, and unauthorized work stoppages. The billable time for each requisition is the total productive time rounded off to the first decimal.
- .2 Regular time is the time spent performing productive work during regular hours (see **para. 1.9.3** of the Statement of Work) and which does not exceed eight (8) hours per day.
- .3 Time outside normal hours means time devoted to productive work carried out on Saturdays, Sundays and statutory holidays and after a normal day's work (see **para. 1.9.7** of the Statement of Work) and shall not exceed eight (8) hours per day.
- .4 If all the work requested for a same day is completed in less than one hour, or if the department representative interrupts the work within one hour of the workers' arrival for cause of poor weather, technical problems, or inability to reach the worksite, the client department shall pay at least one hour of work per person for the day in question. However, this only applies to labour that has been requested and provided.

.3 Cost price of materials and products for hourly-rate work

- .1 Invoice each item at the cost price (price paid to the supplier before taxes) plus a mark-up percentage to cover expenses and profit. Upon request, provide supporting documentation for the cost price. Purchase materials and parts at the lowest possible cost. The department representative reserves the right to check the cost price with various suppliers.

- .2 **ONLY** installed products and materials will be paid for. Surplus and wastage will not be paid for. Products needed to perform the work but not installed (e.g. cleaning products, solvents, sandpaper) will also not be paid for.

PART 3 - BIDDING

.1 Rates and prices submitted

.1 Area rates - Flooring installation

See para 2.1 under PRICING		TO BE COMPLETED	% of use
0.	Vinyl tiles (para 2.5 of the Statement of Work)	\$ m ²	37.50%
1			
0.	Linoleum (para 2.6 of the Statement of Work)	\$ m ²	24.00%
2			
0.	Rubber flooring (para 2.7 of the Statement of Work)	\$ m ²	1.50%
3			
0.	Anti-static tiles (para 2.8 of the Statement of Work)	\$ m ²	3.50%
4			
0.	Carpet (para 2.9 of the Statement of Work)	\$ m ²	0.25%
5			
0.	Carpet squares (para 2.10 of the Statement of Work)	\$ m ²	0.25%
6			

.2 Length rates - Installation of stair treads (para. 2.11** of the Statement of Work)**

See para 2.1 under PRICING		TO BE COMPLETED	% of use
0.1	Commercial tread - type 1	\$ m	1.50%
0.2	Commercial tread - type 2	\$ m	0.50%

.3 Length rates - Installation of accessories

- .1 Length rates for installation of accessories apply only to flooring installation according to area rates (paragraph #1 above).

See para 2.1 under PRICING		TO BE COMPLETED	% of use
0.1	102 mm rubber baseboard (para 2.12 of the Statement of Work)	\$ m	3.00%
0.2	152 mm rubber baseboard (para 2.12 of the Statement of Work)	\$ m	4.50%
0.3	100 mm carpet baseboard (para 2.12 of the Statement of Work)	\$ m	0.50%
0.4	Thresholds, trim and moulding (para 2.13 of the Statement of Work)	\$ m	2.50%

.4 Area rates - Flooring removal (**para 3.4** of the Statement of Work)

.1 Flooring removals also include removal in stairways and pre-moulded risers.

	TO BE COMPLETED	% of use
0.1 Glued vinyl or rubber flooring	\$ <u> </u> m ²	1.50%
0.2 Carpet glued over its entire area	\$ <u> </u> m ²	2.50%
0.3 Carpet or other flooring not glued or glued only at the edges	\$ <u> </u> m ²	1.00%

.5 Hourly rates - Resilient flooring installer and installation team (**para 3.2** of the Statement of Work)

.1 Hourly rates apply to installation of flooring and accessories not covered by paragraphs 1, 2 and 3 above (under BIDDING) and to installation of products provided by the client department. The departmental representative may request an installer or an installation team.

.2 An installation team shall consist of two (2) persons: one resilient-flooring installers and, at least, one apprentice resilient-flooring installer.

See para 2.2 under PRICING	TO BE COMPLETED	% of use
0.1 Resilient-flooring installer Regular hour	\$ <u> </u> hr	6.00%
Time outside normal hours	\$ <u> </u> hr	
0.2 Installation team Regular hour	\$ <u> </u> hr	4.00%
Time outside normal hours	\$ <u> </u> hr	

.6 Cost price - Materials and products for hourly-rate work (See **para 5** under **BIDDING**)

See para 2.3 under PRICING	TO BE COMPLETED	% of use
0.1 Mark-up	<u> </u> %	5.50%

.7 Annual increase

.1 Submit a percentage increase in these costs for the two option years.

	TO BE COMPLETED	% of use
0.1 Cost increase (% 1st option year)	<u> </u> %	**
0.2 Cost increase (2nd option year)	<u> </u> %	
0.3 Cost increase (% 3rd option year)	<u> </u> %	**
		**

****The evaluation will take into account the cost increase for the three options of one year each.**

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ANNEX C

Data for periodic usage report

Please forward, by email, all the information regarding this standing offer to the two following consignees:

- steve.simoneau@pwgsc.gc.ca

Please use the Standing Offer number in the Subject line and clearly indicate:

- The standing offer number for which the data is submitted;
- The period for which the data has been accumulated (start date to end date);
- The Department with whom the standing offer was arranged;
- The start date and end date for the standing offer;
- The total spend to date, by government department;
- The product description;
- The units of measurement;
- The delivery date.

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qcw028

(Add lines as necessary)

Standing Offer		(Insert Standing Offer #)			Start Date of SO (DD/MM/YYYY)		End Date of SO (DD/MM/YYYY)	
Total Value to Date (\$)		Total Value for Reporting Period (\$)			Start Reporting Period (DD/MM/YYYY)		End Reporting Period (DD/MM/YYYY)	
Department Requesting	Order Number	Item Description	Part Number (if applicable)	Item Qty	Unit of Measure (each, litre, etc.)	Date of Order	Date of Delivery	Value of Order (not including GST or Delivery)

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ANNEX D
CERTIFICATE OF INSURANCE (Not required at bid closing)



Travaux publics et
Services gouvernementaux
Canada

Public Works and
Government Services
Canada

Page 1 of 2

Description and Location of Work	Contract No. E6QUE-150002/001/QCW
RMSO – FLOOR COVERING: in federal government buildings within a 50 km radius of the city of Quebec, including Valcartier and Donnacona.	Project No.

Name of Insurer, Broker or Agent	Address (No., Street)	City	Province	Postal Code
Name of Insured (Contractor)	Address (No., Street)	City	Province	Postal Code
Additional Insured <i>Her Majesty the Queen in Right of Canada as represented by the Minister of Public Works and Government Services</i>				

Type of Insurance	Insurer Name and Policy Number	Inception Date D / M / Y	Expiry Date D / M / Y	Limits of Liability		
Commercial General Liability				Per Occurrence	Annual General Aggregate	Completed Operations Aggregate
				\$	\$	\$
Umbrella/Excess Liability				\$	\$	\$

I certify that the above policies were issued by insurers in the course of their Insurance business in Canada, are currently in force and include the applicable insurance coverage's stated on page 2 of this Certificate of Insurance, including advance notice of cancellation / reduction in coverage.

Name of person authorized to sign on behalf of Insurer(s) (Officer, Agent, Broker)
number

Telephone

Signature

Date D / M / Y

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General

The insurance policies required on page 1 of the Certificate of Insurance must be in force and must include the insurance coverage listed under the corresponding type of insurance on this page.

The policies must insure the Contractor and must include Her Majesty the Queen in Right of Canada as represented by the Minister of Public Works and Government Services as an additional Insured.

The insurance policies must be endorsed to provide Canada with not less than thirty (30) days notice in writing in advance of a cancellation of insurance or any reduction in coverage.

Without increasing the limit of liability, the policies must protect all insured parties to the full extent of coverage provided. Further, the policies must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.

Commercial General Liability

The insurance coverage provided must not be substantially less than that provided by the latest edition of IBC Form 2100.

The policy must either include or be endorsed to include coverage for the following exposures or hazards if the Work is subject thereto:

- (a) Blasting.
- (b) Pile driving and caisson work.
- (c) Underpinning.
- (d) Removal or weakening of support of any structure or land whether such support be natural or otherwise if the work is performed by the insured contractor.

The policy must have the following minimum limits:

- (a) **\$5,000,000** Each Occurrence Limit;
- (b) **\$10,000,000** General Aggregate Limit per policy year if the policy contains a General Aggregate; and
- (c) **\$5,000,000** Products/Completed Operations Aggregate Limit.

Umbrella or excess liability insurance may be used to achieve the required limits.

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ANNEX E

SECURITY REQUIREMENTS CHECK LIST

(see attached)

RECEIVED

DEC 09 2014

Government
of CanadaGouvernement
du Canada

Contract Number / Numéro du contrat

EE517-151745

Security Classification / Classification de sécurité

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization Ministère ou organisme gouvernemental d'origine Travaux publics et Services Gouvernementaux Canada		2. Branch or Directorate / Direction générale ou Direction Biens immobiliers
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 Description: Vérification et entretien des systèmes RAI Lieu: Base de Québec - 101 boul Champlain, Québec, QC G1K 7Y7		
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"/>

Security Classification / Classification de sécurité



Government of Canada
Gouvernement du Canada

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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?
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité : ☒ No / Non ☐ Yes / 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 / 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

☒ RELIABILITY STATUS
COTE DE FIABILITÉ

☐ CONFIDENTIAL
CONFIDENTIEL

☐ SECRET
SECRET

☐ TOP SECRET
TRÈS SECRET

☐ TOP SECRET - SIGINT
TRÈS SECRET - SIGINT

☐ NATO CONFIDENTIAL
NATO CONFIDENTIEL

☐ NATO SECRET
NATO SECRET

☐ COSMIC TOP SECRET
COSMIC TRÈS SECRET

☐ SITE ACCESS
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

Security Classification / Classification de sécurité



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PART C (continued) / PARTIE C (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	Confidential Confidentiel	Secret	Top Secret Très Secret	NATO Restricted NATO Diffusion Restreinte	NATO Confidential	NATO Secret	COSMIC Top Secret COSMIC Très Secret	Protected Protégé			Confidential Confidentiel	Secret	Top Secret Très Secret
											A	B	C			
Information / Assets Renseignements / Biens																
Production																
IT Media Support TI																
IT Link Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non ☐ Yes
Oui

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

12. b) Will the document 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).

Security Classification / Classification de sécurité



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat EE517-151745
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)

Chantal Bourbeau

Title - Titre

Gestionnaire des biens et des
immeubles

Signature

Telephone no. - N° de téléphone

(418) 649-2701

Facsimile - Télécopieur

(418) 649-2898

E-mail address - Adresse courriel

chantal.bourbeau@tpsgc.gc.ca

Date

2014-12-05

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

Name (print) - Nom (en lettres moulées)

Nicole Ruelland

Title - Titre

Agente de sécurité *sûreté régime*

Signature

Telephone no. - N° de téléphone

(418) 648-5968

Facsimile - Télécopieur

(418) 648-3383

E-mail address - Adresse courriel

nicole.ruelland@dfo-mpo.gc.ca

Date

4/12/14

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

☒ No
Non ☐ Yes
Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)

Dany Hudon

Title - Titre

Agent des immeubles et des
installations

Signature

Telephone no. - N° de téléphone

(418) 649-2984

Facsimile - Télécopieur

(418) 649-2898

E-mail address - Adresse courriel

dany.hudon@tpsgc.gc.ca

Date

2014-12-04

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

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Telephone no. - N° de téléphone

() -

Facsimile - Télécopieur

() -

E-mail address - Adresse courriel

Date

Jan. 19, 2015

Maria Mendoza
Contract Security Officer, Contract Security Division
Maria.Mendoza@tpsgc-pwgsc.gc.ca
Tel/Tél - 613-948-1616 / Fax/Téléc - 613-954-4171

Security Classification / Classification de sécurité

ANNEX G

Voluntary Certification to Support the Use of Apprentices

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

In order to help meet demand for skilled tradespeople, the Contractor agrees to use, and require its subcontractors to use, reasonable commercial efforts to hire and train registered apprentices, to strive to fully utilize allowable apprenticeship ratios¹ and to respect any hiring requirements prescribed by provincial or territorial statutes.

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

Standing Offer No – N° de l'off. à comm.
E6QUE-150002/A

N° de la modif - Amd. No.

Id de l'acheteur - Buyer ID
qcw028

N° de réf. du client - Client Ref. No.
E6QUE-15-0002

File No. - N° du dossier
QCW-5-38009

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

Name: _____

Signature: _____

Company Name: _____

Company Legal Name : _____

Solicitation Number: _____

Optional information to provide:

Number of apprentices planned to be working on this contract:

Trades of those apprentices:

ANNEX H

VOLUNTARY REPORT FOR APPRENTICES EMPLOYED DURING THE CONTRACT (Sample) *(This report is not required at bid deposit)*

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

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

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

Number of apprentices hired	Trade

(Add rows as needed)