

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Travaux publics et Services gouvernementaux
Canada
Place Bonaventure, portail Sud-Est
800, rue de La Gauchetière Ouest
7 ième étage
Montréal
Québec
H5A 1L6
FAX pour soumissions: (514) 496-3822

**SOLICITATION AMENDMENT
MODIFICATION DE L'INVITATION**

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

Comments - Commentaires

Vendor/Firm Name and Address
Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution
Travaux publics et Services gouvernementaux Canada
Place Bonaventure, portail Sud-Est
800, rue de La Gauchetière Ouest
7 ième étage
Montréal
Québec
H5A 1L6

Title - Sujet Entretien contrôle accès 715 Peel	
Solicitation No. - N° de l'invitation EFA66-160387/A	Amendment No. - N° modif. 001
Client Reference No. - N° de référence du client EFA66-16-0387	Date 2015-08-25
GETS Reference No. - N° de référence de SEAG PW-\$MTC-475-13393	
File No. - N° de dossier MTC-5-38080 (475)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-09-08	Time Zone Fuseau horaire Heure Avancée de l'Est HAE
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Joseph, Marc	Buyer Id - Id de l'acheteur mtc475
Telephone No. - N° de téléphone (514) 496-3666 ()	FAX No. - N° de FAX (514) 496-3822
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée	Delivery Offered - Livraison proposée
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

EFA66-160387/A

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

EFA66-16-0387

Amd. No. - N° de la modif.

001

File No. - N° du dossier

MTC-5-38080

Buyer ID - Id de l'acheteur

mtc475

CCC No./N° CCC - FMS No/ N° VME

Amd.001

The purpose of this amendment is to correct an error in transmission of documents inverted between the English and the French versions. The content of the documents was not changed.

SEE THE FOLLOWING ANNEXES

All other clauses and conditions remained unchanged.

FEDERAL BUILDING

**715 Peel Street
Montreal, Quebec**

**INSPECTION AND MAINTENANCE OF THE ACCESS CONTROL
AND CLOSED-CIRCUIT CAMERA SYSTEM**

Building : 715 Peel

Date : June 2015

Public Works and
Government Services Canada

**INSPECTION AND MAINTENANCE OF THE ACCESS CONTROL
AND CLOSED-CIRCUIT CAMERA SYSTEM**

FEDERAL BUILDING

**715 Peel Street
Montreal, Quebec**

June 2015

SPECIFICATIONS	SECTIONS	NUMBER OF PAGES
	– Index of Specifications	2
	– 1 ACC General Provisions	25
	– 2 ACC Scope of Work	12

**INSPECTION AND MAINTENANCE OF THE ACCESS CONTROL
AND CLOSED-CIRCUIT CAMERA SYSTEM**

SECTION 1 ACC — GENERAL PROVISIONS

1. Drawings
2. Conditions
3. Work at hourly rates
4. Defects and anomalies
5. Parts and tools
6. Labour
7. Work Schedule
8. Powering off
9. Security
10. Departmental requirements
11. Start of Work
12. Knowledge of premises and systems
13. Personal protection and protection of property
14. Compliance with standards
15. Tidiness of premises
16. Instructions
17. Communication
18. Reports, certificates and worksheets
19. Manufacturer's instructions
20. Request for Isolation and Electrical Transfer
21. Additions/changes
22. Environment, Health and Safety

**INSPECTION AND MAINTENANCE OF THE ACCESS CONTROL
AND CLOSED-CIRCUIT CAMERA SYSTEM**

Page 2 of 2

SECTION 2 ACC — SCOPE OF WORK

1. General
2. Reporting
3. Inspections and maintenance
4. List of equipment

GENERAL PROVISIONS

**INSPECTION AND MAINTENANCE OF THE ACCESS CONTROL
AND CLOSED-CIRCUIT CAMERA SYSTEM**

Page 1 of 28

1. DRAWINGS

1. No drawings are attached to these specifications.

2. CONDITIONS

1. All of the clauses and general conditions apply to and govern the performance of the work described herein.
2. Section 2 ACC of these specifications shall be performed at the lump-sum rate set out in Part "A" of the price schedule to be completed.
3. If repairs are required and authorized by the Department, they shall be performed at the hourly rate set out in Part "B" of the price schedule to be completed.
4. The Contractor shall provide round-the-clock emergency service to cover possible breakdowns. The Contractor shall ensure that the required staff is on site within three (3) hours. Only the building technical authority or the representative thereof is permitted to authorize service calls and work orders.
5. The Contractor shall supply any parts needed to perform maintenance or repair work for which the Contractor is responsible.

**3 HOURLY PAID
WORK (REPAIRS
AND SERVICE
CALLS)**

1. In all cases, performance of repair work and addition of equipment at hourly rates, as well as service calls, must be preauthorized by the technical authority and confirmed by a duly completed "Purchase Order" form.
2. The applicable hourly rates shall be the rates set out in Part "B" and shall include benefits, travel, overhead and profit.

**4. DEFECTS AND
ANOMALIES**

GENERAL PROVISIONS

**INSPECTION AND MAINTENANCE OF THE ACCESS CONTROL
AND CLOSED-CIRCUIT CAMERA SYSTEM**

Page 2 of 28

1. Defects or anomalies in systems, devices or equipment discovered during an inspection shall be promptly reported to the building technical authority or the representative thereof who shall then be responsible for rectifying them. If the services of a licensed electrician are required to install wiring or electrical conduits, for example, the technical authority may opt to hire the Contractor awarded this contract or another contractor to perform the work. In either case, the Contractor shall provide technical advice to the technical authority or a representative thereof to help correct the defects or anomalies.
2. The Contractor is responsible for maintenance, repairs and adjustment of the equipment or systems where such work is done by a sub-contractor. The Contractor shall not, however, be liable for work done by another contractor selected by the technical authority unless the Contractor subsequently inspects the repaired or adjusted equipment or systems.
3. Where repairs are carried out by the Contractor, the Contractor shall leave on site for verification any defective parts that were replaced and shall make a note to that effect in the report.

**5. PARTS AND
TOOLS**

1. The Contractor shall repair or, where necessary, replace worn parts with new parts.
2. In the event of breakage of a DVR or camera, the Contractor shall supply a temporary replacement unit during the repair period.
3. The Contractor shall supply the instruments, tools and materials (or parts) needed to maintain, repair or replace components covered by the contract.
4. Replacement parts shall be authentic and shall be obtained from the equipment manufacturer. Where it is impossible to obtain authentic replacement parts or materials, the Contractor shall use parts or materials equal in quality to or better than the original parts or

GENERAL PROVISIONS

**INSPECTION AND MAINTENANCE OF THE ACCESS CONTROL
AND CLOSED-CIRCUIT CAMERA SYSTEM**

Page 3 of 28

equipment; substitutes shall be approved by the technical authority or a representative thereof.

5. The technical authority reserves the right to determine the quality of replacement parts; the officer's decision shall be final and not subject to appeal.
6. Any parts installed without authorization or determined to be non-compliant by the technical authority shall be replaced within eight (8) days, failing which the Contractor shall be deemed to be in default.
7. Any substitution of parts shall be authorized in advance by the technical authority.

6. LABOUR

1. Labour shall be supplied by the Contractor and shall be fully qualified.
2. The technical authority reserves the right to reject and insist on the replacement of any person he or she deems to be unacceptable.
3. The Contractor shall supervise its employees to ensure that their conduct and attire are appropriate and that their movement within the buildings is limited to the specific requirements of the work to be performed.
4. The technical authority shall make available to the Contractor a person to provide guidance as needed during the work period.

7. WORK PERIOD

1. The work period and schedule shall be established and coordinated with the schedule previously agreed to by the Contractor and the building technical authority and/or the authorized representative thereof.

8. POWERING OFF

1. None of the owner's devices and/or equipment shall be powered off unless the Contractor is given

GENERAL PROVISIONS

**INSPECTION AND MAINTENANCE OF THE ACCESS CONTROL
AND CLOSED-CIRCUIT CAMERA SYSTEM**

Page 4 of 28

official notice by the building technical authority
and/or the authorized representative thereof.

9. SECURITY

1. The Contractor and representatives of the Contractor's firm shall comply with the building security rules.
2. The Contractor shall provide directives, notices and signs to inform the technical authority and/or the building technical authority or representative thereof and occupants of the building of the work being done.
3. Materials shall be delivered to the place designated by the Building Manager. The Contractor's representatives shall clear that place upon receipt of materials unless otherwise authorized by the building technical authority.
4. The Contractor or the Contractor's representatives shall sign in and out at the place designated by the building technical authority or the authorized representative thereof. They shall indicate the time in and time out and state the reasons for the visit.

**10. DEPARTMENT
REQUIREMENTS**

1. The Contractor shall have sufficient staff and shall demonstrate that every person other than apprentices has at least five (5) years of experience in their respective field.
2. Only qualified staff with the appropriate certification will be allowed to perform electrical, electronic or pneumatic work as the case may be.
3. The Contractor shall be fully accountable for any omission, breakage or incompetence attributable to its staff.

GENERAL PROVISIONS

**INSPECTION AND MAINTENANCE OF THE ACCESS CONTROL
AND CLOSED-CIRCUIT CAMERA SYSTEM**

Page 5 of 28

11. START DATE

The Contractor shall start system maintenance work immediately after being notified that it has been awarded the contract.

**12. KNOWLEDGE OF
PREMISES AND
SYSTEMS**

1. Before submitting a bid, the Contractor shall gather information on the systems, the existing site conditions and working conditions in the building where the work is to be performed.
2. No additional claims for special equipment will be considered by the technical authority because of any failure to gather information.
3. Any technical information the Contractor needs before submitting a bid can be obtained from the Contracting Authority.

**13. PERSONAL
PROTECTION AND
PROTECTION OF
PROPERTY**

1. The Contractor shall take such safety measures and precautions as are needed to protect persons and property from accidents or damage while maintenance or repair work is being performed.
2. The Contractor shall be specifically and fully liable for any accidents or damage sustained by persons or property because of its activities on the premises.

GENERAL PROVISIONS

**INSPECTION AND MAINTENANCE OF THE ACCESS CONTROL
AND CLOSED-CIRCUIT CAMERA SYSTEM**

Page 6 of 28

3. Special care shall be taken to prevent finished surfaces from being soiled, scratched, damaged or bumped by equipment, ladders, scaffolding or other items that may be used while performing the work.

**14. COMPLIANCE
WITH
STANDARDS**

1. During all operations, the Contractor must comply with standards such as the National Fire Code, the Building Code and any other code or standard.

**15. TIDINESS OF
PREMISES**

1. Debris shall not be allowed to accumulate. After each work shift, the Contractor shall remove from the premises any waste and debris generated by its work. The Contractor shall leave the premises clean to the satisfaction of the technical authority.

16. INSTRUCTIONS

The Contractor shall comply with any instructions or directives it receives from the technical authority of:

715 Peel
Montreal, Quebec

The Contractor shall send its reports and other communications related to performance of the contract to the building technical authority in typed form.

17. COMMUNICATION

1. The addresses and telephone numbers where the Contractor or the Contractor's superintendent or manager can be reached at any time of day or night shall be recorded on a list prepared and updated as

GENERAL PROVISIONS

**INSPECTION AND MAINTENANCE OF THE ACCESS CONTROL
AND CLOSED-CIRCUIT CAMERA SYSTEM**

Page 7 of 28

necessary by the Contractor and given to the building technical authority before work is begun.

**18. REPORTS,
CERTIFICATES
AND
WORKSHEETS**

1. After every repair or service call, the Contractor shall produce three (3) copies of a worksheet along with detailed certificates of replacement parts. The worksheet shall identify the work performed, the parts replaced and/or repaired and the number of hours each employee spent on the job. The Contractor shall submit separate worksheets for maintenance work and repairs. Worksheets for emergency calls shall identify not only the information indicated above, but also the date and exact time of the call, the name of the person making the call, the Contractor's arrival time at the premises and the Contractor's departure time.
2. The building technical authority or authorized representative thereof shall keep two (2) copies signed by the Contractor. The third copy shall remain the property of the Contractor.
3. Where there is no technical authority on site, the Contractor shall forward to the technical authority two (2) copies of the worksheet duly signed by the security guard on duty.

**19. MANUFACTURER'S
INSTRUCTIONS**

Servicing of systems, devices and equipment shall be done by the Contractor in strict compliance with the instructions and directives of the manufacturers and suppliers concerned.

GENERAL PROVISIONS

**INSPECTION AND MAINTENANCE OF THE ACCESS CONTROL
AND CLOSED-CIRCUIT CAMERA SYSTEM**

Page 8 of 28

**20. REQUEST FOR
ISOLATION AND
ELECTRICAL
TRANSFER**

1. The Contractor shall complete a Request for isolation and electrical transfer form (PWGSC-13) in all instances of electrical isolation or interruption described below in accordance with the Canada Labour Code, Part II, Division VIII.
 1. Main building power supply lines.
 2. Power supply line panels and sub-panels.
 3. Bus bars.
 4. Motor control centres.
 5. Back-up power circuits.
 6. Fire alarm system and fire protection devices.
 7. Mechanical protection devices (sump pump, etc.)
 8. Building services alarm circuit, including heating, ventilation and air conditioning.
 9. Circuits serving more than one device.
 10. Circuits connected to a single device incorporated into a cooling or heating system.
2. The Contractor shall duly complete the form and have it countersigned by the building technical authority before proceeding with the work.

GENERAL PROVISIONS

**INSPECTION AND MAINTENANCE OF THE ACCESS CONTROL
AND CLOSED-CIRCUIT CAMERA SYSTEM**

Page 9 of 28

21. ADDITIONS/CHANGES

1. The Department reserves the right to move, modify or add devices and connected equipment. The Contractor shall maintain such devices and equipment at no additional cost provided the amount of equipment added does not exceed 3% of the existing amount.

**22. HEALTH AND
SAFETY CLAUSES**

1. GENERAL CLAUSES

- 1.1 In accepting this contract, the Contractor agrees to assume all of the responsibilities normally assigned to the principal contractor and the Employer under the *Act respecting occupational health and safety* and to supervise the work.
- 1.2 The Contractor shall manage its activities to ensure that the health and safety of its employees and the occupants of the building or facility and the public and protection of the environment always take precedence over cost and scheduling concerns. Further, the Contractor shall meet all of the requirements of these specifications.
- 1.3 The Contractor shall comply at all times with the provisions of the *Act respecting occupational health and safety*, the *Safety Code for the construction industry* and the *Regulation respecting occupational health and safety* where they apply.
- 1.4 The Contractor shall perform all work in accordance with the latest editions of the National Fire Code of Canada, the National Building Code and the Canadian Electrical Code and any other applicable codes or standards.
- 1.5 The Contractor shall submit to the technical authority a prevention program specific to any activities the Contractor is likely to carry out in the building at least 10 days

GENERAL PROVISIONS

INSPECTION AND MAINTENANCE OF THE ACCESS CONTROL AND CLOSED-CIRCUIT CAMERA SYSTEM

Page 10 of 28

prior to the start of work. The Contractor shall thereafter update the prevention program if the work proceeds differently than initially planned. The building technical authority may, after receiving the program and at any time during the work, demand that the program be amended or complemented to better reflect actual worksite conditions. The Contractor shall then make the necessary changes prior to the start of work.

The prevention program shall be based on identification of risks and shall take into account the information and requirements set out in these specifications. The program shall be in effect for the entire term of the contract and shall meet the following requirements:

- include the company's policy on health and safety;
- include an organization chart of health and safety responsibilities;
- identify risks specific to each category of tasks that will be performed in order to execute the contract and the corresponding preventive measures based on the regulatory requirements;
- identify the person responsible for implementing preventive measures.
- take into account risks that may affect the health and safety of workers, occupants of the building or facility and the public;
- include first aid and primary care standards;
- Include an accident response procedure.
- Include a site inspection grid based on the content of its risk identification.
- include repair jobs that may be assigned to the Contractor under this contract;
- include a written undertaking from all stakeholders to comply with the prevention program.

1.6 In addition to the program specified in the previous paragraph, for all cases in which the work to be completed involves a construction site as defined in the *Act respecting occupational health and safety*, R.S.Q., c. S-2.1, the Contractor shall develop a prevention program specific to the work to be completed and submit it to the building technical authority, and must also submit it to the *Commission de la santé et de la sécurité du travail* (CSST) and the *Association paritaire pour la santé et la sécurité du travail*, in compliance with section 198 of this Act. The requirements related to that program are the same as the requirements listed in 1.5.

1.7 For all cases in which the work constitutes a construction site as defined in the *Act respecting occupational health and safety*, R.S.Q., c. S-2.1, a notice of opening of a construction site must be submitted to the CSST before the start of work and a copy must be submitted to the building technical authority. A copy of this notice must be posted in plain view on the site. When the site is disassembled, the notice

GENERAL PROVISIONS

INSPECTION AND MAINTENANCE OF THE ACCESS CONTROL AND CLOSED-CIRCUIT CAMERA SYSTEM

Page 11 of 28

of closing of a construction site must be submitted to the CSST with a copy to the building technical authority.

- 1.8 The Contractor shall submit the following documents to the building technical authority:
- a copy of the training certificates required for application of these specifications and safe planning of the work, for example, general health and safety for construction sites, asbestos, lock-out, first aid);
 - a copy of the safety data sheet for every controlled product used on the worksite, at least three days before the product is used on site;
 - confirmation of medical exams for supervisory staff and all employees where medical exams are required by a statute, a regulation, a directive, a specification or a prevention program. The Contractor shall thereafter submit promptly confirmations of medical exams for all persons new to the worksite;
 - a copy, signed and sealed by an engineer, of all plans and compliance certificates required under the *Safety Code for the construction industry* (S-2.1, r. 6), any other statute or regulation, or any other clause of the specifications or the contract. A copy of these documents shall also be sent to the CSST and be available on the worksite at all times;
 - a mechanical inspection certificate for the machinery used to perform the work (e.g., elevating platforms);
 - an investigation report within 24 hours following any accident that results in an injury or any incident that brings to light a potential hazard;
 - a copy, within 24 hours, of any inspection report, notice of correction or recommendation issued by federal or provincial inspectors.
- 1.9 The Contractor shall ensure that the materials, equipment, tools and protective equipment used to carry out the work are maintained and kept in good condition. Equipment, tools or protective equipment that cannot be installed or used without compromising the health and safety of workers or the public are deemed inadequate for the work to be performed. The technical authority reserves the right to prohibit the use of equipment or tools deemed to be dangerous, defective or inappropriate.

GENERAL PROVISIONS

**INSPECTION AND MAINTENANCE OF THE ACCESS CONTROL
AND CLOSED-CIRCUIT CAMERA SYSTEM**

Page 12 of 28

- 1.10 The Contractor shall ensure that its employees have received the training and information needed to perform their tasks safely and that all necessary tools and protective equipment are available comply with the applicable standards, statutes and regulations, and are used.
- 1.11 The Contractor shall take such measures as are needed to enforce and ensure compliance with the health and safety requirements set out in the contract documents, federal and provincial regulations, applicable standards and the prevention program specific to the work, and to comply promptly with any order or notice of correction issued by the *Commission de la santé et de la sécurité du travail* (CSST).
- Regardless of the number of workers assigned to the work, the Contractor shall designate a person to act as workplace health and safety officer and give that person the authority to order work stopped or resumed when the person deems such action necessary for health and safety reasons.
- 1.12 Without limiting the scope of the preceding clause, the building technical authority may at any time order that work be stopped if he or she believes there is a hazard or risk to the health and safety of employees assigned to the work, the public or the environment.
- The Contractor shall take such measures as are needed to ensure effective communication of health and safety information. As soon as they arrive on the worksite, all workers shall be informed of the details of the prevention program and their obligations and rights. The Contractor shall maintain a log of information provided and obtain the signature of every worker who is given the information.
- The Contractor shall inform its workers that they have the right to refuse any work that entails a risk to their health or safety.
- 1.13 The Contractor shall inspect the worksites and submit to the building technical authority a duly completed worksite inspection sheet every working day or at an interval determined with the building technical authority on the call-up against a standing offer form.
- 1.14 The Contractor shall promptly take such measures as are needed to correct instances of non-compliance with statutes and regulations and hazardous situations identified by a government inspector, the building technical authority or the PWGSC health and safety coordinator or in the course of a periodic inspection. Submit to the building technical authority written confirmation of all measures taken to correct non-compliance or hazardous situations.

GENERAL PROVISIONS

INSPECTION AND MAINTENANCE OF THE ACCESS CONTROL AND CLOSED-CIRCUIT CAMERA SYSTEM

Page 13 of 28

- 1.15 The Contractor agrees to comply with first aid and emergency response standards in accordance with the applicable policies and regulations and any other clause of the specifications.
- 1.16 The Contractor shall review the building and facility evacuation procedure and provide its employees with the training and information they need to apply the procedure.
- 1.17 For all cases in which the work constitutes a construction site as defined in the *Act respecting occupational health and safety*, R.S.Q., c. S-2.1, a decision-making representative of the Contractor must attend all meetings where health and safety on the site is considered. The Contractor must set up a worksite committee and hold meetings in compliance with the requirements of the *Safety Code for the construction industry*, S-2.1, r.6.
- 1.18 For all cases in which the work constitutes a construction site as defined in the *Act respecting occupational health and safety*, R.S.Q., c. S-2.1, the following information and documents must be posted in an area that workers can access easily:
 - notice of opening of worksite;
 - identification of principal contractor;
 - company policy on occupational health and safety;
 - prevention program specific to the worksite;
 - contingency plan;
 - safety data sheets for controlled products used on the worksite;
 - minutes of worksite committee meetings;
 - names of the worksite committee members;
 - names of first aid attendants;
 - action and correction reports issued by the CSST.
- 1.19 The Contractor shall mark off and control access to the work area and install barricades as needed.
- 1.20 The Contractor shall take such measures as are necessary to keep the workplace clean and orderly throughout the work and shall ensure that at the end of each workday, the workplace is free of any hazards.
- 1.21 When a worker works alone in an isolated place where it is impossible to ask for assistance, the Contractor shall identify the risks related to the situation and provide the technical authority with a procedure for preventing those risks and quickly getting help in an emergency.

GENERAL PROVISIONS

**INSPECTION AND MAINTENANCE OF THE ACCESS CONTROL
AND CLOSED-CIRCUIT CAMERA SYSTEM**

Page 14 of 28

- 1.22 Where a hazard not identified in the specifications arises because of or in the course of the work, the Contractor shall stop work immediately, implement temporary protective measures for workers and the public and notify the building technical authority orally and in writing. The Contractor shall then submit the necessary modifications for approval before proceeding with the prevention program, so that work can continue safely.
- 1.23 In the event of an incident, the Contractor shall take such measures as are needed, including stoppage of work, to ensure the health and safety of workers and the public and shall contact the technical authority promptly.
- 1.24 Subcontracting is not permitted without special authorization from the building technical authority. In making a decision, the building technical authority will consider the subcontractor's ability to meet these requirements.
- 1.25 Sealing guns and other cartridge devices shall not be used without authorization from the building technical authority.

The above notwithstanding,

- every person who uses a sealing gun shall have a training certificate and shall meet all the requirements set out in section 7 of the *Safety Code for the construction industry* (S-2.1, r. 6);
 - every cartridge device shall be used in accordance with the manufacturer's instructions and the applicable standards and regulations.
- 1.26 On the worksite, the Contractor shall consider the following conditions in developing a safe work plan:

If the Contractor is asked to carry out work where asbestos dust is likely to be released, the Contractor must comply with the requirements of section 3.23 of the *Safety Code for the construction industry, An Act respecting occupational health and safety*, (R.S.Q., c. S-2.1).

The Contractor may be asked to do roofing work. The Contractor shall indicate in its prevention program the measures to be taken to prevent falls.

GENERAL PROVISIONS

**INSPECTION AND MAINTENANCE OF THE ACCESS CONTROL
AND CLOSED-CIRCUIT CAMERA SYSTEM**

Page 15 of 28

The Contractor may be asked to do work near a body of water or holding pond. The Contractor shall indicate in its prevention program the measures to be taken to prevent the risk of drowning, electric shock and electrocution.

If the Contractor is asked to do work at heights in the building, the Contractor shall indicate in its prevention program the measures to be taken for work at heights.

The Contractor may be asked to inspect or check electrical rooms. The Contractor shall indicate in its prevention program the measures it plans to take to protect people in those areas. Work in confined spaces may be required.

The Contractor shall include in its prevention program the measures it intends to take when working in these areas, and take into account the requirements of section 2.4 of the *Safety Code for the construction industry, An Act respecting occupational health and safety*, (R.S.Q., c. S-2.1).

The Contractor may be asked to do work in laboratories. The Contractor shall contact the building technical authority to determine whether special procedures need to be taken.

GENERAL PROVISIONS

INSPECTION AND MAINTENANCE OF THE ACCESS CONTROL AND CLOSED-CIRCUIT CAMERA SYSTEM

Page 16 of 28

2. SPECIFIC CLAUSES

1. For every work on energized equipment or equipment that may be started accidentally, the Contractor shall draw up and implement a lockout procedure and complete the Request for Electrical Isolation Form provided by the Manager in Charge of Worksite.

Although the hereunder list is not exhaustive, here are some examples for which the use of the form is obligatory:

- 1) main building power feeders
 - 2) feeder supply panels and sub-panels
 - 3) bus ducts
 - 4) motor control centres
 - 5) emergency power circuits
 - 6) fire alarm and fire protection equipment
 - 7) mechanical protective equipment
 - 8) alarm circuit for building services, including all heating, ventilating and air conditioning equipment
 - 9) circuits supplying more than one (1) piece of equipment
 - 10) circuits affecting one (1) single piece of equipment used in a cooling or heating system.
2. Notwithstanding the previous paragraphs, the Contractor shall, in emergency situation, receive an oral guarantee of isolation of the Manager in Charge of Worksite and immediately countersign the request of electrical isolation.
 3. The procedure requested at paragraph 1 must comply with the principles listed in the "*Le cadenassage*" pamphlet published by the *Association paritaire pour la santé et la sécurité du travail secteur construction (ASP Construction)*.
 4. Supervisors and all workers concerned must have followed ASP Construction's "*Les techniques de cadenassage*" course [(514 355-6190 or 1 800 361-2061)] or an equivalent course given by another firm.
 5. Identify every work that must absolutely be done on live equipment and establish the safety measures that will be applied, including the personal protective equipment and complete a work permit for live equipment.

GENERAL PROVISIONS

INSPECTION AND MAINTENANCE OF THE ACCESS CONTROL AND CLOSED-CIRCUIT CAMERA SYSTEM

Page 17 of 28

- .6 TRAVAUX DE NATURE ÉLECTRIQUE
- .7 L'Entrepreneur doit s'assurer que tous les travaux de nature électrique sont exécutés par des employés qualifiés conformément à la réglementation provinciale sur la qualification et la formation professionnelle.
- .8 Tout travail sur un appareillage électrique doit être faite hors tension, sauf s'il n'est pas possible de déconnecter complètement cet appareillage.
- .9 L'Entrepreneur doit respecter toutes les exigences du paragraphe « Cadenassage » de la présente section.
- .10 L'Entrepreneur doit aviser par écrit le Représentant du Ministère pour tout travail qu'il est impossible de faire hors tension. Il devra démontrer au Représentant du Ministère qu'il est impossible de faire les travaux hors tension et fournir toutes les informations nécessaires pour compléter et obtenir un permis de travail sous tension (méthode de travail, évaluation du niveau d'arc électrique, périmètre de protection, équipements de protection, etc.) avant le début des travaux.
- .11 Le permis de travail sous tension doit contenir au minimum les éléments suivants :
- Description du circuit et de l'appareillage et emplacement;
 - Justification de la nécessité de faire les travaux sous tension;
 - Description des pratiques sécuritaires de travail à adopter`;
 - Conclusions de l'analyse de danger de choc électrique;
 - Délimitation du périmètre de protection contre les chocs électriques;
 - Conclusions de l'analyse de danger d'éclair d'arc électrique;
 - Description du périmètre de protection contre les éclairs d'arc électrique;
 - Description de l'équipement de protection individuel requis;
 - Description des moyens pour restreindre l'accès aux personnes non qualifiées;
 - Preuve qu'une séance d'information a eu lieu;
 - Signature d'approbation de travaux sous tension (par une personne en autorité ou par le propriétaire).
- .12 Si pour les besoins opérationnels des occupants du site, l'Entrepreneur doit faire des travaux sous tension, il devra obtenir toutes les informations nécessaires pour compléter un permis de travail sous tension (méthode de travail, évaluation du niveau d'arc électrique, périmètre de protection, équipements de protection, etc.) et

GENERAL PROVISIONS

INSPECTION AND MAINTENANCE OF THE ACCESS CONTROL AND CLOSED-CIRCUIT CAMERA SYSTEM

Page 18 of 28

le faire signer par le représentant du site désignée par le Représentant du Ministère avant le début des travaux.

- .13 Outre les exigences indiquées aux paragraphes précédents, l'Entrepreneur doit respecter les exigences de la norme CSA Z462 *Sécurité en matière d'électricité au travail*.

2.2 Work at heights

- 2.2.1 The Contractor shall provide the equipment needed to work at heights (e.g., ladders, stepladders, elevating platforms, scaffolding).
- 2.2.2 The Contractor shall ensure that every person who does work which entails a risk of falling more than 2.4 metres is protected against falls.
- 2.2.3 The Contractor shall plan and organize work so as to foster the elimination of hazards at the source or ensure group protection and thus minimize the need for personal protective equipment. Where personal fall protection is needed, workers shall use a safety harness conforming to standard CAN-CSA-Z-259.10-M90. A safety belt shall not be used for fall protection.
- 2.2.4 Protective equipment, tools or devices that cannot be installed or used without compromising the health and safety of workers or the public are deemed to be inadequate for the work to be performed.
- 2.2.5 Workers must always wear a safety harness when working on a telescoping, articulated or rotating elevating platform.
- 2.2.6 Identify a danger zone wherever equipment for work at heights is used.

2.3 Asbestos

Before starting work likely to generate asbestos dust, the Contractor shall:

- 2.3.1 Provide a written procedure covering all of the items listed in section 3.23 of the *Safety Code for the construction industry* S-2.1, r-6.
- 2.3.2 Show that all workers concerned have been trained in asbestos hazards and the procedure described above (ASP Construction) (s. 3.23.7).

GENERAL PROVISIONS

INSPECTION AND MAINTENANCE OF THE ACCESS CONTROL AND CLOSED-CIRCUIT CAMERA SYSTEM

Page 19 of 28

2.3.3 Show that it has all the equipment needed to comply with the procedure and safely perform the work.

2.4 Confined spaces

PWGSC classifies and evaluates all confined spaces on properties of which it is the custodian. Confined spaces are divided into three classes: 1. low risk; 2. medium risk; and 3. high risk. An evaluation report is produced for every confined space. The report identifies all of the characteristics and entry requirements of the confined space. It is one of the elements taken into account in issuing permits and developing work procedures.

2.4.1 **Class 1**

For all Class 1 (low risk) confined spaces, every person involved shall have completed the basic training. While it is not necessary to implement specific work practices in low-risk confined spaces, the Contractor shall apply methods to ensure the general health and safety of persons required to carry out work in such spaces.

Before accessing the confined spaces, the Contractor shall notify the building technical authority or the supervisor of the scheduled in and out date and time.

Persons with access to low-risk confined spaces shall record the pertinent information in the confined spaces access log (form ELF 103); in other words, persons entering a low-risk confined space are required to sign in and out every time.

2.4.2 **Classes 2 and 3**

For all Class 2 and Class 3 (medium and high risk) confined spaces, the following measures shall be rigorously applied.

2.4.2.1 The Contractor's prevention program shall contain a written procedure identifying:

- the tools needed to perform the work;
- the equipment installed or to be installed in the confined space and the measures to be taken to install, use, maintain, protect or move the equipment;

GENERAL PROVISIONS

INSPECTION AND MAINTENANCE OF THE ACCESS CONTROL AND CLOSED-CIRCUIT CAMERA SYSTEM

Page 20 of 28

- pipes and conduit entering the confined space;
- the hazards and safety measures to be taken depending on the work to be performed;
- contaminants that might be encountered in the confined space;
- appropriate rescue measures and equipment and emergency measures.

2.4.2.2 The Contractor shall complete an access permit (form ELF 101) provided by the technical authority. The permit is valid for one shift and shall take into account the information contained in the evaluation report and any specific conditions related to the work to be performed. The Contractor may use its own form if it contains all the information on the form provided by the technical authority.

2.4.2.3 The Contractor shall complete a *Hot Work Permit* where the work to be performed includes welding, cutting or any other activity that produces a flame or sparks.

2.4.2.4 Every person who has access to a confined space shall hold the following training certificates:

- PWGSC safe work in confined spaces (ASP Construction)
- workplace first aid and CPR (organization recognized by the CSST)
- use of ventilation devices (ASP Construction)
- use of safety harnesses (ASP Construction)
- use and maintenance of respiratory protection devices (ASP Construction)
- gas detection devices (ASP Construction).

Where the use of supplied-air or self-contained respirators is planned, full training in the preparation, maintenance and use of the devices (manufacturer, supplier or recognized organization) is required.

In remote areas where there is no local emergency response unit, the Contractor shall designate persons to carry out rescue operations in confined spaces. The rescuers

GENERAL PROVISIONS

**INSPECTION AND MAINTENANCE OF THE ACCESS CONTROL
AND CLOSED-CIRCUIT CAMERA SYSTEM**

Page 21 of 28

- designated by the Contractor shall complete relevant training in the use of rescue equipment.
- 2.4.2.5 Every person who has access to a confined space shall produce a medical certificate confirming his or her fitness to work in a confined space. Such certificates are valid for two years.
- 2.4.2.6 Employees required to work in sewage collection systems or similar systems shall be vaccinated against infectious diseases in accordance with the immunization program prescribed by Health Canada, that is, against diphtheria and tetanus.
- 2.4.2.7 While it is mandatory only in the cases referred to previously, vaccination against diphtheria and tetanus is strongly recommended for all work in confined spaces.
- 2.4.2.8 The Contractor shall establish an emergency and rescue procedure with municipal and ambulance services. The procedure, telephone numbers and location of the nearest telephone shall be clearly posted near the work location.
- 2.4.2.9 Before entering the confined space and every 15 minutes thereafter, the Contractor shall take readings of the concentration of oxygen, flammable gases and any toxic gases likely to be present, in particular carbon monoxide and hydrogen sulphide. The readings shall be recorded in a log unless the detection devices have an alarm and operate continuously. The detection devices used shall be calibrated and adjusted by a qualified person according to the manufacturer's instructions so that the alarms comply with the limits set out in the permit.
- 2.4.2.10 The Contractor shall supply its own gas detection devices and keep them in good condition. The technical authority may have the accuracy of the Contractor's devices checked at any time by a qualified person. If a detection device fails, work shall be suspended immediately, and all workers shall leave the confined space. No claim for lost time will be accepted in those circumstances.

GENERAL PROVISIONS

INSPECTION AND MAINTENANCE OF THE ACCESS CONTROL AND CLOSED-CIRCUIT CAMERA SYSTEM

Page 22 of 28

- 2.4.2.11 If the alarm on a detection device sounds, all workers shall leave the confined space. The Contractor shall then determine the source of the contamination, neutralize it and ventilate the confined space in order to eliminate any remaining contaminant and shall keep individuals out of the confined space until the oxygen and gas levels have returned to normal.
- 2.4.2.12 Compressed gas cylinders and welding machines shall not be taken into confined spaces. Such equipment shall remain outside and shall not block any entrance or exit. All cylinders shall be properly secured.
- 2.4.2.13 Electric tools and devices used to access confined spaces shall be grounded and, if necessary, designed to be explosion-proof. All equipment shall be connected to a ground fault interrupter or stepdown transformer. The Contractor shall, at its own expense, have a qualified electrician modify any power outlets and/or circuit breakers it plans to use which do not meet these criteria.
- 2.4.2.14 The Contractor shall provide a ventilation system in order to keep the contaminant levels below the allowable limits.
- 2.4.2.15 The Contractor shall post signs to stop unauthorized persons from entering the confined space.
- 2.4.2.16 Where it is impossible to keep the noise level below 85 dB, the Contractor shall provide all workers with ear protectors appropriate to the desired level of attenuation and the work to be performed.
- 2.4.2.17 The Contractor shall ensure that all workers wear the required personal protective equipment.
- 2.4.2.18 The Contractor shall assign a qualified person to assume the duties of custodian. The custodian shall:
- be familiar with the procedure for working in a confined space;
 - ensure constant communication with all workers in the confined space. The directives applied shall be adapted to confined spaces. The Contractor shall select means of

GENERAL PROVISIONS

INSPECTION AND MAINTENANCE OF THE ACCESS CONTROL AND CLOSED-CIRCUIT CAMERA SYSTEM

Page 23 of 28

communication taking into account the identified hazards and other pertinent factors, that is, the protective equipment workers are required to wear, noise levels in and near confined spaces, remoteness, lighting conditions, etc.;

- be familiar with the gas detection devices and ensure that they are in working order throughout the work;
- be familiar with the back-up ventilation systems and ensure that they are in working order throughout the work;
- be familiar with emergency procedures.
- Ensure that:
 - ✓ all workers entering the confined space observe the Contractor's work procedure;
 - ✓ working conditions and the work environment inside the confined space are not detrimental to the workers' health and safety.

2.4.2.19 The custodian shall remain at the entrance to the confined space as long as there is a worker in the space.

2.4.2.20 The Contractor shall designate a person to be in charge of safety in confined spaces. The designated person shall be on the worksite at all times.

2.4.2.21 The same person may not serve as custodian and confined spaces safety officer unless he or she is able to meet the requirements of both positions.

2.5 Hot work

2.5.1 Hot work means any work that involves the use of a flame or has the potential to produce an ignition source, such as riveting, welding, cutting, grinding, burning and heating.

2.5.2 The Contractor shall not start work that involves hot work until it has received a PWGSC "Hot Work Permit" (ELF 12) from the building technical authority.

2.5.3 Work shall be performed in accordance with Fire Commissioner Standard FC 301, Standard for Construction Operations, June 1982. FC 301 is available at the following Internet address:

GENERAL PROVISIONS

INSPECTION AND MAINTENANCE OF THE ACCESS CONTROL AND CLOSED-CIRCUIT CAMERA SYSTEM

Page 24 of 28

[http://www.hrsdc.gc.ca/eng/labour/fire_protection/policies_standards/commis
sioner/301/page00.shtml](http://www.hrsdc.gc.ca/eng/labour/fire_protection/policies_standards/commis
sioner/301/page00.shtml)

- 2.5.4 A working handheld extinguisher appropriate to the fire hazard shall be available and readily accessible within a radius of 5 m of any flame or source of sparks or intense heat.
- 2.5.5 A person shall be designated to conduct fire checks for at least 30 minutes after the end of the shift. The person who does the checks shall countersign the permit and give it to the building technical authority (or a designated representative) after the 30-minute period ends.
- 2.5.6 Propane cylinders shall be stored in accordance with standard CAN/CSA-B149.2-00 Propane Storage and Handling Code and shall meet the specific conditions set out in this document. Cylinders shall be stored outdoors in a safe place where they will not be handled by unauthorized persons, in a storage unit designed for that purpose; they shall be stored securely in an upright position, and the storage unit shall be locked at all times; the storage unit shall be located in an area where there is no vehicle traffic unless the area is protected by gates or an equivalent means.

All cylinders used or stored on worksites shall have a collar designed to protect the valve.

Refilling of cylinders on worksites is not permitted unless a procedure conforming to standard CAN/CSA B149.2 is approved and authorized by the building technical authority.

2.5.7 Welding and cutting

Note: For welding and cutting work, the following conditions must be met in addition to the conditions stated above.

2.5.7.1 Welding and cutting must be performed in accordance with sections "3.13. Compressed gas supply" and "3.14. Welding and cutting" of the *Safety Code for the construction industry* (R.S.Q., c S-2.1, r. 6).

2.5.7.2 Work shall be performed in accordance with Fire Commissioner standard FC 302, Standard for Welding and Cutting, May 1979. FC 302 is available at the following Internet address:

GENERAL PROVISIONS

INSPECTION AND MAINTENANCE OF THE ACCESS CONTROL AND CLOSED-CIRCUIT CAMERA SYSTEM

Page 25 of 28

http://www.hrsdc.gc.ca/eng/labour/fire_protection/policies_standards/commissioner/302/page00.shtml

2.5.7.3 Welding and cutting devices are extremely dangerous in terms of fire risk. The following precautions shall be taken when that type of work is being carried out.

- Store compressed gas cylinders on a fireproof surface and ensure that the room is well ventilated.
- Store oxygen cylinders at least 6 metres away from cylinders containing flammable gas (e.g., acetylene) or such combustible materials as oil and grease unless they are separated by a wall made of non-combustible material as specified in section 3.13.4 of the *Safety Code for the construction industry*, c. S-2.1, r.6.
- Put fireproof cloths in place when overhead welding is being done and there is a risk of falling sparks.
- Store cylinders away from heat sources.
- Do not store cylinders near stairs, exits, corridors or elevators.
- Do not allow acetylene to come into contact with such metals as silver, mercury, copper and brass with a copper content of more than 65% to avoid the risk of explosion.
- Make sure that the electric arc welding equipment has the required voltage rating and is grounded.
- Make sure that the lead wires of the electric welding equipment are not damaged.
- Place the welding equipment on a flat surface protected from the weather.
- Remove or protect combustible materials that may be near the welding site.
- Never weld or cut closed containers.
- Take protective measures when welding or cutting near pipes, tanks or other containers containing flammable substances.
- Do not cut, weld or carry out open-flame work on a tank, pipe or other container that may contain a flammable or explosive substance unless:
 - Air samples have been taken and indicate that the work can be done safely; or

GENERAL PROVISIONS

INSPECTION AND MAINTENANCE OF THE ACCESS CONTROL AND CLOSED-CIRCUIT CAMERA SYSTEM

Page 26 of 28

- Measures have been taken to ensure worker safety.

2.6 Scaffold systems

2.6.1 Footings

- Scaffolding shall be placed on solid footings so as to prevent it from sliding or tipping.
- If the Contractor wishes to place scaffolding on a roof, an eave, a canopy or a garret, the Contractor shall submit its calculations to the Engineer and obtain the Engineer's authorization before proceeding.

2.6.2 Assembly, bracing and anchoring

- All scaffolding shall be assembled, braced and anchored in accordance with the manufacturer's instructions and the provisions of the *Safety Code for the construction industry*.
- In situations where it is necessary to remove some scaffolding components (e.g., cross pieces), the Contractor shall submit an assembly procedure signed and sealed by an engineer certifying that the scaffolding will allow work to be carried out safely, taking into account the loads that will be applied.
- Where the span between two scaffolding supports is greater than 3 m, the Contractor shall provide an assembly plan signed and sealed by an engineer.

2.6.3 Fall protection during assembly

- Throughout the assembly process, workers shall be protected against falls.
- Before starting work, the Contractor shall submit to the Engineer a procedure specifying the protective measures used and, if applicable, the anchor points for safety cables or retainers. This procedure shall comply with the provisions of sections 3.9.4.5, 2.9.1 and 2.10.12 of the *Safety Code for the construction industry* (as amended on August 2, 2001).

2.6.4 Platforms

- Scaffold platforms shall be designed and installed in accordance with the provisions of the *Safety Code for the construction industry*.

GENERAL PROVISIONS

INSPECTION AND MAINTENANCE OF THE ACCESS CONTROL AND CLOSED-CIRCUIT CAMERA SYSTEM

Page 27 of 28

- If planks are used, they shall be approved and stamped in accordance with section 3.9.8 of the *Safety Code for the construction industry* (in force on January 1, 2002).
- Platforms shall cover the entire surface protected by guardrails.
- Notwithstanding the above, scaffolding four sections (or 6 m) high or higher shall have a full platform covering the entire surface of the putlogs every 3 m or portion thereof, and at no time shall the components of such platforms be moved to create intermediate platforms.

2.6.5 Guardrails

- A guardrail shall be installed on every platform.
- Cross-bracing shall not be considered guardrails.
- On scaffolding four sections (or 6 m) high or higher that require full platforms, guardrails shall be installed on every platform at the start of work and shall remain in place until the work is finished.

2.6.6 Access

- The Contractor shall ensure that access to scaffolding does not compromise worker safety.
- Where the scaffolding platforms are made up of planks, ladders shall be installed so as to ensure that any planks that extend past the edge do not prevent workers from moving up or down.
- Notwithstanding the provisions of the *Safety Code for the construction industry*, stairs shall be installed on all scaffolding with six or more sets of uprights and six sections (or 9 m) high or higher.

2.6.7 Protection of the public and occupants

- The Contractor shall identify and barricade its work area so as to limit access to authorized workers only.
- The Contractor shall install covered walkways, nets or other similar devices to protect the public and occupants from falling objects.

2.6.8 Use of public roads

- Where it is necessary to encroach on a public road, the Contractor shall obtain at its own expense any authorizations and permits required by the competent authority.
- The Contractor shall install at its own expense all signage, barricades and other devices needed to ensure the safety of the public and its own

GENERAL PROVISIONS

**INSPECTION AND MAINTENANCE OF THE ACCESS CONTROL
AND CLOSED-CIRCUIT CAMERA SYSTEM**

Page 28 of 28

facilities. Ladders shall be installed so as to ensure that planks that extend past the edge do not prevent workers from moving up or down.

Notwithstanding the provisions of the *Safety Code for the construction industry*, stairs shall be installed on all scaffolding with six or more sets of uprights and six sections (or 9 m) high or higher.

SCOPE OF WORK

INSPECTION AND MAINTENANCE OF THE ACCESS CONTROL AND CLOSED-CIRCUIT CAMERA SYSTEM

Page 1 of 8

1. GENERAL

1. L'entrepreneur fournira la main-d'œuvre, le matériel, l'outillage et l'équipement nécessaire à l'exécution des travaux d'entretien définis dans cette section, concernant tout l'équipement des systèmes décrits sous les différents modules incluant toutes leurs composantes et les vérifications telles que décrites dans les listes de vérifications et registres. On devra suivre la description des travaux et omettre les items non pertinents.
2. Le devis a pour but de maintenir les équipements dans un très bon état de fonctionnement. Ce devis doit être considéré comme une norme minimale d'après laquelle l'entrepreneur doit travailler et ne constitue en aucune façon la limite de ses responsabilités et obligations.
3. Tous les travaux devront être exécutés selon les normes du fabricant et en conformité avec la version la plus récente du Code National du Bâtiment et du Code National de prévention des incendies du Canada (CNPI) et toutes autres normes applicables. (NFPA, ULC, CSA, etc.)
4. L'entrepreneur fournira un calendrier annuel des visites qu'il prévoit effectuer dans le cadre des activités d'entretien préventif. Le calendrier précisera les dates et l'heure des visites prévues, de même que les tâches spécifique qui seront effectués. . Il sera mis à jour Annualment et au besoin.

2. RAPPORTS

1. A l'issue des vérifications et essais périodiques de chacun des modules, l'entrepreneur devra soumettre au responsable technique de l'immeuble un rapport complet en caractères d'imprimerie et en deux (2) copies, chacun inséré dans un cartable, ainsi qu'une copie sous format CD des

SCOPE OF WORK

**INSPECTION AND MAINTENANCE OF THE ACCESS CONTROL
AND CLOSED-CIRCUIT CAMERA SYSTEM**

Page 2 of 8

vérifications, inspections et essais incluant la liste de l'équipement attestant son bon fonctionnement.

2. La forme et l'information à être insérés dans chaque rapport devront s'inspirer, le cas échéant, des modèles fournis à titre informatif par chacune des normes régissant le module en question et devront être présentées, avant l'exécution du contrat, pour acceptation par le responsable technique. Le responsable technique se réserve le droit de modifier ces rapports ou d'exiger d'autres rapports en caractères d'imprimerie supplémentaires.
3. Chaque rapport devra être vérifié et contresigné par le responsable technique de l'immeuble ou une autre personne désignée par ce dernier.

**3. VÉRIFICATIONS ET
ENTRETIEN**

Généralités			
1	Dessins	.1	Aucun dessin n'est annexé au présent devis.
2	Particularités à l'étendue des travaux	.1	Réviser toutes les anomalies notées avec le responsable technique des systèmes et discuter des changements qui peuvent être apportés.
		.2	Fournir tout rapport d'inspection, certificat ou document requis et nécessaire à la suite des vérifications effectuées sur chaque système.
		.3	Vérifier et corriger si nécessaire la liste des équipements de chaque système (inventaire) avec leurs numéros de modèle et de série.
		.4	Vérifier l'étiquetage sur l'équipement identifié ; si non présent, effectuer l'étiquetage des pièces d'inventaire des systèmes.

SCOPE OF WORK

INSPECTION AND MAINTENANCE OF THE ACCESS CONTROL AND CLOSED-CIRCUIT CAMERA SYSTEM

Page 3 of 8

		.5	Faire rapport de toutes anomalies détectées et non rectifiées.
		.6	Après chaque vérification, s'assurer que les systèmes sont remis en fonction et que les zones au bâtiment sont bien protégées.
		.7	Les réparations devront être effectuées telles que décrites à la section 1CAC du présent devis. Les pièces devront être d'origine ou équivalent à l'existant.
		.8	Pour toute la durée du contrat, l'entrepreneur sera responsable de maintenir des Ententes de Support des logiciels avec les fournisseurs concernés qui détiennent des propriétés intellectuelles sur leurs équipements. L'entrepreneur devra inclure dans sa soumission tous les coûts inhérents à cette responsabilité.
3	Planification pour la mise hors service	.1	Il est de la responsabilité de l'entrepreneur, pour chaque entretien, d'aviser le ou les responsables de l'immeuble, suivant les modalités prévues à l'avance, que les systèmes de contrôle d'accès doivent faire l'objet d'essais, de réparation ou d'autres travaux

4. ÉQUIPEMENT LIST

APPROXIMATE QUANTITY OF DEVICES AND/OR RELAYS IN THE CONTROLLED-ACCESS SYSTEM								
Item	B1	Ground	1 st	2 nd	3 rd	4 th	Lean-to	Total
Audible alarm (buzzer)	5	13	11	22	11	----	9	71
Panic bar	----	4	2	2	----	----	----	8
Request to exit button	----	----	----	1	---	----	----	1
Recessed magnetic contact (monitoring sensor)	6	33	18	38	21	---	10	126
Surface-mounted magnetic contact (monitoring sensor)	----	----	2	----	----	----	----	2
Controller (PRT-CTRL)	1	---	---	---	---	---	---	1
Reader expander (PRT-RDI2 & PRT-RDE2)	4	10	6	18	6	---	---	44

SCOPE OF WORK

**INSPECTION AND MAINTENANCE OF THE ACCESS CONTROL
AND CLOSED-CIRCUIT CAMERA SYSTEM**

Page 4 of 8

Reader expander (elevators)	4	---	---	---	---	---	---	4
Zone input expander (PRT-ZX16)	1	3	1	1	1	---	---	7
Output expander (PRT-PX16)	1	3	1	1	1	---	---	7
Request to exit detector	1	13	6	15	9	----	----	44
Electromagnet	----	4	----	4	2	----	----	10
Electrical strike	----	11	9	25	8	----	----	53
Key-operated switch	----	1	---	----	----	----	----	1
Card reader	5	15	14	36	9	----	----	79
Motorized door operator	1	5	3	----	4	----	---	13
PCDB (request to enter pushbutton)	----	4	----	----	----	----	----	4
Guard tour system	---	1	---	---	---	---	---	1
Work station	----	2	----	----	----	----	----	2
Server	----	1	---	---	---	----	----	1
Power transfer unit	---	----	----	1	----	----	----	1
UAA (access <i>power supply</i>)	1	2	1	1	1	---	---	6
UAC (controller <i>power supply</i>)	1	2	1	1	1	---	---	6
UPS unit	1	2	2	1	1	---	---	7
Batteries (excluding the UPS batteries mentioned above)	10	10	10	21	9	---	---	60
<i>Network Switch</i>	1	4	2	1	1	---	---	9
Alphanumeric keyboard	1	1	---	1	---	---	---	3
Emergency lockdown pushbutton		1						1
Metal detector	---	1		---	---	---	---	

CLOSED-CIRCUIT CAMERA SYSTEM	
DESCRIPTION	QUANTITY

SCOPE OF WORK

INSPECTION AND MAINTENANCE OF THE ACCESS CONTROL AND CLOSED-CIRCUIT CAMERA SYSTEM

Page 5 of 8

Mobile camera joystick controller	2
Color monitor	4
Video sequencer	3
Video storage device	1
Interior fixed camera	34
Exterior fixed camera	3
Interior mobile camera	2
Exterior mobile camera	4

5. INSPECTIONS AND MAINTENANCE

System : Access control		
Functions to maintain	Maintenance task to perform	Frequency
Effective identification of cabinets and components	<ul style="list-style-type: none"> Ensure that the casings housing the RD12 modules and power supplies are identified (by P-Touch) in order to easily identify their function. Replace any missing identification. Validate that the addresses / identification stickers for modules RD12; RDE2; ZX16; PX16; CR-624 type relays; electro-magnet relays and bypass key relays; are clearly identified with P-Touch type stickers, replace any missing identification. 	Monthly
	<ul style="list-style-type: none"> Clean all cabinets 	Biannual
System autonomy during primary power loss	<ul style="list-style-type: none"> Visual check of battery cabinets (RD12, power supply and UPS) for signs of failure (swelling batteries, oxidation, abnormal odor) and electronic card indicators (fault indicator, etc.) Simulate a primary power loss to the UPS units serving network switches. 	Monthly
	<ul style="list-style-type: none"> Check that the cutover from the main server and the back-up server is working correctly. 	Biannual
Supervision of cabinet tampering (electronic	<ul style="list-style-type: none"> Visual inspection of tamper switches of floor cabinets (containing RD12 and power supplies). 	Monthly

SCOPE OF WORK

**INSPECTION AND MAINTENANCE OF THE ACCESS CONTROL
AND CLOSED-CIRCUIT CAMERA SYSTEM**

Page 6 of 8

module cabinets, power supply, etc...)	This is not required for the exit request modules (REX).	
	<ul style="list-style-type: none">Validate that the cabinet supervision signal is received by the control station (floor cabinets only (RDI2 and power supply)). This is not required for request to exit request modules (REX).	Annual
Archiving of events involving access to controlled areas	<ul style="list-style-type: none">Check that autosaves of the database and events work properly.	Monthly
Emergency perimeter lockdown	<ul style="list-style-type: none">Test the emergency lockdown pushbutton.Check that perimeter doors are locked down upon activation of the emergency lockdown pushbutton.	Monthly
Management software update	<ul style="list-style-type: none">Check if the manufacturer has issued minor or major updates to the management software. If so, update.	Biannual
Lock deactivation via master key or fire alarm	<ul style="list-style-type: none">Test the lock deactivation system via master key and fire alarm.	Annual
Transmission of an alarm to the control station when a controlled or supervised door is opened without authorization.	<ul style="list-style-type: none">Simulate unauthorized entry for every door equipped with an monitoring sensor (by prolonged opening of the door) and ensure that the alarm is received by the control station.Check programming to ensure that, for every door equipped with an monitoring sensor, an alarm is activated upon unauthorized opening.	Annual

Mis en forme : Couleur de police :
Automatique

SCOPE OF WORK

INSPECTION AND MAINTENANCE OF THE ACCESS CONTROL AND CLOSED-CIRCUIT CAMERA SYSTEM

System : Surveillance cameras		
Function to maintain	Maintenance to perform	Frequency
Provide a video image in color and a level of quality appropriate to the nominal capacity of the system.	<ul style="list-style-type: none"> Check video stream quality (in daylight and nighttime conditions). 	Monthly
	Exterior cameras: <ul style="list-style-type: none"> Clean camera casings, plastic domes and lenses. Check that the thermostat, heating element and fan are operating correctly (if applicable). Apply an insecticide. (Provide the material safety data sheet for the insecticide used). Check the soundness of the camera mount and its anchor points. 	Biannual
	Indoor cameras : <ul style="list-style-type: none"> Clean camera casings, plastic domes and lenses. Check the soundness of the camera mount and its anchor points. 	Annual
Restoring the default position of mobile cameras after a pre-determined time period	<ul style="list-style-type: none"> Check that the camera returns to its default position when not in use. Check that the mobile functions, zoom and auto-focus operate correctly. 	Monthly
Recording of video streams for future use	<ul style="list-style-type: none"> Ensure that video stream autosaves are performed correctly. Check the quality of archived video streams (in daytime and nighttime conditions). 	Monthly

SCOPE OF WORK

**INSPECTION AND MAINTENANCE OF THE ACCESS CONTROL
AND CLOSED-CIRCUIT CAMERA SYSTEM**

Page 8 of 8

System : Metal detector		
Function to maintain	Maintenance to perform	Frequency
Detect metallic objects concealed on the person.	<ul style="list-style-type: none">• Simulate the passage of a metal object having the minimum characteristics of detection according to selected parameters (size, ferrous / non-ferrous metals, etc.) and validate detection in accordance with the device's inherent functions (lights at top/bottom right-left, audible signal, etc.)• Simulate the passage of a metal object with characteristics other than those of the previous task (size, ferrous / non-ferrous, etc.) and validate detection in accordance with the device's inherent functions (lights at top/bottom right-left, audible signal, etc.)• Calibrate detection parameters with operational requirements.• Check the overall appearance of the device to detect any signs of potential failures (cable integrity, signs of overheating components, dirt, etc.)	Biannual

Vérification et entretien du système de contrôle d'accès et de caméras en circuit fermé

Page 1 de 2

PRICE FOR THE FIRST TWO (2) YEARS OF THE CONTRACT

PART "A" INSPECTION AND MAINTENANCE

Fixed price : Fixed price based on section 2 ACC of Specifications for 2
years. (a1) _____

For reference, indicate monthly unit price for maintenance of
one metal detector : _____ \$

PART "B" REPAIRS (Note 2)

Materials : Provisional amount for repair materials or additional
equipment only (b1) 60 000.00\$

Labour : Labour cost for repairs or installation of additional equipment for contract term (Note 3)

	<u>Unit price</u>	<u>Number of hours (approximate)</u>	<u>Hourly rate</u>		
Regular working hours : Mon. to Fri., 8:00am to 5:00pm	<u>1 technician</u>	150	X	_____ \$ =	_____ \$
Overtime : Mon. to Fri., 5:00pm to 8:00am and Saturday	<u>1 technician</u>	75	X	_____ \$ =	_____ \$
Sundays and statutory holidays :	<u>1 technician</u>	30	X	_____ \$ =	_____ \$
Total Labour: (b2)					_____ \$
*Total (A) :					_____ \$

Add amounts (a1), (b1) and (b2) and **enter the grand total on page 1 of the
bidding form.** (Note 1)

Vérification et entretien du système de contrôle d'accès et de caméras en circuit fermé

Page 2 de 2

PRICE FOR THE FIRST OPTIONAL YEAR OF THE CONTRACT

PART "A" INSPECTION AND MAINTENANCE

Fixed price : Fixed price based on section 2 ACC of Specifications for 2
years. (a1) _____

For reference, indicate monthly unit price for maintenance of
one metal detector : _____ \$

PART "B" REPAIRS (Note 2)

Materials : Provisional amount for repair materials or additional
equipment only (b1) 60 000.00\$

Labour : Labour cost for repairs or installation of additional equipment for contract term (Note 3)

	<u>Unit price</u>	<u>Number of hours (approximate)</u>	<u>Hourly rate</u>		
Regular working hours : Mon. to Fri., 8:00am to 5:00pm	<u>1 technician</u>	150	X	_____ \$ =	_____ \$
Overtime : Mon. to Fri., 5:00pm to 8:00am and Saturday	<u>1 technician</u>	75	X	_____ \$ =	_____ \$
Sundays and statutory holidays :	<u>1 technician</u>	30	X	_____ \$ =	_____ \$
Total Labour: (b2)					_____ \$
*Total (A) :					_____ \$

Add amounts (a1), (b1) and (b2) and **enter the grand total on page 1 of the
bidding form.** (Note 1)

Vérification et entretien du système de contrôle d'accès et de caméras en circuit fermé

Page 3 de 2

PRICE FOR THE SECOND OPTIONAL YEAR OF THE CONTRACT

PART "A" INSPECTION AND MAINTENANCE

Fixed price : Fixed price based on section 2 ACC of Specifications for 2
years. (a1) _____

For reference, indicate monthly unit price for maintenance of
one metal detector : _____ \$

PART "B" REPAIRS (Note 2)

Materials : Provisional amount for repair materials or additional
equipment only (b1) 60 000.00\$

Labour : Labour cost for repairs or installation of additional equipment for contract term (Note 3)

	<u>Unit price</u>	<u>Number of hours (approximate)</u>	<u>Hourly rate</u>		
Regular working hours : Mon. to Fri., 8:00am to 5:00pm	<u>1 technician</u>	150	X	_____ \$ =	_____ \$
Overtime : Mon. to Fri., 5:00pm to 8:00am and Saturday	<u>1 technician</u>	75	X	_____ \$ =	_____ \$
Sundays and statutory holidays :	<u>1 technician</u>	30	X	_____ \$ =	_____ \$
Total Labour: (b2)					_____ \$
*Total (A) :					_____ \$

Add amounts (a1), (b1) and (b2) and **enter the grand total on page 1 of the
bidding form.** (Note 1)

Vérification et entretien du système de contrôle d'accès et de caméras en circuit fermé

Page 4 de 2

PRICE FOR THE THIRD OPTIONAL YEAR OF THE CONTRACT

PART "A" INSPECTION AND MAINTENANCE

Fixed price : Fixed price based on section 2 ACC of Specifications for 2
years. (a1) _____

For reference, indicate monthly unit price for maintenance of
one metal detector : _____ \$

PART "B" REPAIRS (Note 2)

Materials : Provisional amount for repair materials or additional
equipment only (b1) 60 000.00\$

Labour : Labour cost for repairs or installation of additional equipment for contract term (Note 3)

	<u>Unit price</u>	<u>Number of hours (approximate)</u>	<u>Hourly rate</u>		
Regular working hours : Mon. to Fri., 8:00am to 5:00pm	<u>1 technician</u>	150	X	_____ \$ =	_____ \$
Overtime : Mon. to Fri., 5:00pm to 8:00am and Saturday	<u>1 technician</u>	75	X	_____ \$ =	_____ \$
Sundays and statutory holidays :	<u>1 technician</u>	30	X	_____ \$ =	_____ \$
Total Labour: (b2)					_____ \$
*Total (A) :					_____ \$

Add amounts (a1), (b1) and (b2) and **enter the grand total on page 1 of the
bidding form.** (Note 1)

Vérification et entretien du système de contrôle d'accès et de caméras en circuit fermé

NOTES :

1. The total amounts of the bid are used for evaluation purposes **only**; only the amount shown in Part A for 2 years is covered by this contract. The Department undertakes to pay the Part A amount only, subject to approval of the work and other conditions in the specifications.
2. The Department makes no commitment to pay the Contractor the amounts for the materials and labour shown in Part B. The Department will, however, pay to the Contractor the amounts negotiated for each repair authorized by the Departmental Representative. The Contractor will be paid for work at an hourly rate plus materials based on the general provisions of section **1 ACC** and will not be entitled to any other compensation for any difference between the hours negotiated for each repair and the hours actually worked. The Contractor will be paid only for the materials authorized and used in performing the work and shall obtain prior approval from the Department's authorized representative before starting any work under Part B.
3. The hourly rates shown above, must include all labour costs related to work done by employees, including all benefits, travel, overhead, parking and Contractor profit.



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

EFA66-160387

Security Classification / Classification de sécurité
UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL)

LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		Public Works and Government Services Canada	2. Branch or Directorate / Direction générale ou Direction 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 Entretien du système de contrôle des accès au 715 Peel, MtL, QC.				
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 type="checkbox"/> No Non	<input checked="" type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.			<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?			<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès				
Canada <input checked="" type="checkbox"/>		NATO / OTAN <input type="checkbox"/>		Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion				
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>		All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>		No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>				
Restricted to: / Limité à: <input type="checkbox"/> <i>RL</i>		Restricted to: / Limité à: <input type="checkbox"/>		Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays : CANADA,		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 checked="" type="checkbox"/>		NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>		PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>		NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>		PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>		NATO SECRET NATO SECRET <input type="checkbox"/>		CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>		COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>		SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>				TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>				TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>



PART A (continued) / PARTIE A (suite)

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

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

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

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

Document Number / Numéro du document :

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

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

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

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 ☐ Yes
Non Oui

If Yes, will unscreened personnel be escorted?

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

☒ No ☐ Yes
Non Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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



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

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

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens Production		✓														
IT Media / Support TI																
IT Link / Lien électronique																

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

☒ No ☐ Yes
Non Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No ☐ Yes
Non Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



PART D - AUTHORIZATION / PARTIE D - AUTORISATION

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

Name (print) - Nom (en lettres moulées)

Céline Paré

Title - Titre

Agent des immeubles et des installations

Signature

Telephone no. - N° de téléphone

(514) 283-5095

Facsimile - Télécopieur

E-mail address - Adresse courriel

celine.pare@tpsgc.gc.ca

Date

2015-06-04

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

Name (print) - Nom (en lettres moulées)

Jocelyne Emard

Title - Titre

USO 41

Signature

Telephone no. - N° de téléphone

(514) 496-3586

Facsimile - Télécopieur

(514) 496-3518

E-mail address - Adresse courriel

jocelyne.emard@tpsgc.gc.ca

Date

2015-06-08

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?

Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

☐ No

☐ Non

☐ Yes

☐ Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Telephone no. - N° de téléphone

Facsimile - Télécopieur

E-mail address - Adresse courriel

Date

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

Name

Paul Lepinski

Agent à la Sécurité des contrats | Contract Security Officer

Secteur de la Sécurité industrielle | Industrial Security Sector

Paul.Lepinski@tpsgc-pwgsc.gc.ca

Téléphone : 613 957-1294

Signature

Telephone

E-mail address - Adresse courriel

Date

15-JUN-2015