

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

Regional Individual Standing Offer (RISO)
Offre à commandes individuelle régionale (OCIR)

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 OAC - ÉLECTRICITÉ - BASE DE QC	
Solicitation No. - N° de l'invitation EE517-160133/A	Date 2015-11-02
Client Reference No. - N° de référence du client EE517-160133	GETS Ref. No. - N° de réf. de SEAG PW-\$QCW-028-16586
File No. - N° de dossier QCW-5-38164 (028)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-11-18	
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: TPSGC / PWGSC ESC 1 - MPO / TRANSPORT CST 1 - DFO / TC BASE DE QUEBEC, 101 CHAMPLAIN QUEBEC Québec G1J0C7 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

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IMPORTANT NOTICE TO OFFERORS

TENDER DOCUMENTS: Firms intending to submit tenders on this project should obtain tender documents through the website

<https://www.achatsetventes-buyandsell.gc.ca/>

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

For further instructions please consult Part 6: **"SECURITY AND INSURANCE REQUIREMENTS** and Part 7: "Security related requirements".

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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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, 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 Requirement, the Basis of Payment, Security Requirements Check List and any other annexes.

1.2 Summary

The project consists in providing the services, labour, tools and equipment necessary to carry out minor construction and maintenance work on the systems mentioned below for Public Works and Government Services Canada – Real Property Branch. The work is to be performed in Government of Canada buildings and facilities within a 250-km radius of the 1550 d'Estimauville, Quebec, G1J0C7.

Summary description of the work:

- .1 Electrical power distribution systems of 750 volts or less;
- .2 Electrical heating system;
- .3 Lighting and emergency lighting system;
- .4 Electric motors and their controls; and
- .5 Emergency power network supplied by generating set.

1.2.1 The requirement is subject to the provisions of the Agreement on Internal Trade (AIT).

1.3 Security Requirements

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

1.4 Debriefings

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](#) (2015-07-03) 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.

Tenders can be transmitted by fax to 418-648-2209.

2.3 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to steve.simoneau@tpsgc-pwgsc.gc.ca, the Standing Offer Authority no later than 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 question(s) or may request that Offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Offerors. Enquiries not submitted in a form that can be distributed to all Offerors may not be answered by Canada.

2.4 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.

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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 the Annex B – Basis of Payment**. The total amount of Applicable Taxes must be shown separately.

3.1.1 Payment by Credit Card

Canada requests that Offerors complete one of the following:

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

The following credit card(s) are accepted:

VISA _____

Master Card _____

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

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

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

Section II: Certifications

Offerors must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

- a) The must carry out electrical work without using subcontractors and must hold the following licence:

16 - Electrical contractor

- b) The Contractor must have in its employ, directly and permanently, a minimum of four (4) electricians or three (3) electricians and one (1) qualified apprentice electrician*.

*** Please note that the bidder that has no apprentices must still present the hourly rates as requested in Table 2.3 of Annex B.**

To demonstrate this criterion, the contractor must provide the names and titles of the company's employees who may be affected to the Standing Offer.

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 January 1st, 2016 to December 31, 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.

The evaluation amount for each period will be calculated by totalling the following items.

The amount for each of items 1-2... listed in Annex B - Basis of Payment:

The percentage use of the projected monetary value (\$350,000.00 projected over two years) of the standing offer divided by the lowest hourly rate of all offerers multiplied by the hourly rate for regular hours submitted by the offerer evaluated for each of these items;

+ The amount for each of items 4-5-11 listed in Annex B - Basis of Payment:

The percentage use of the projected monetary value (\$350,000.00 projected over two years) of the standing offer divided by the per-pound rate submitted by the offerer evaluated for each of these items;

+ Item 14 listed in Annex B - Basis of Payment:

The mark-up rate on materials and parts multiplied by 1% of the projected monetary value (\$350,000.00 projected over two years) of the standing offer.

= evaluation amount for one period

The total evaluation amount will therefore be the total of the evaluation amount for the initial period (2016-2017), plus the evaluation amounts for each of option years 2018, 2019 and 2020.

Please refer to the table below as an example of the calculation of the evaluation amount for the initial period (2016-2017). Note that the rates shown in the table are fictitious rates given as examples only.

No	A Description	B % use	C Percentage use of \$350,000.00 over two years	D Lowest rate from offerors	E Percentage use of \$350,000.00 over two years divided by lowest rate $E=(C/D)$	F 2016-2017 submitted by offeror 1	G 2016-2017 evaluation amount for offeror 1 $G=(ExF)$	H 2016-2017 rate submitted by offeror 2	I 2016-20171 evaluation amount for offeror 2 $I=(ExH)$
1	The hourly rate for Class X Worker	20	\$70,000.00	\$50.00	1,400	\$50.00	\$70,000.00	\$100.00	\$140,000.00
2	The hourly rate for Class XX Worker	20	\$70,000.00	\$50.00	70	\$50.00	\$3,500.00	\$75.00	\$5,250.00
3	The per-pound rate for Standardization	20	\$70,000.00	\$50.00	70	\$75.00	\$5 250.00	\$75.00	\$26,250.00
4	The per-pound rate for Stress relief	20	\$70,000.00	\$50.00	70	\$50.00	\$3 500.00	\$50.00	\$3,500.00
5	Cost price of materials with mark-up of %.	20	\$70,000.00	10%	3850	10%	\$3,850.00	15%	\$4,025.00
	TOTAL	100	\$350,000.00				\$352,100.00		\$949,025.00

A similar calculation will be done for the 2018, 2019 and 2020 rates. The projected monetary value for each option year will be used.

In the above example, offerer 1 submitted an evaluation amount for the initial period that was lower than the amount submitted by offerer 2. Their amount would therefore be added to the amounts for the option years in order to calculate the total evaluation amount and determine which offerer submitted the lowest bid. (The total evaluation amount will therefore be the aggregate of the evaluation amount for the initial period (2016-2017) and the evaluation amounts for the option years (2018, 2019 and 2020)).

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and additional 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 if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

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

5.1 Certifications Required with the Offer

Offerors must submit the following duly completed certifications as part of their offer.

5.1.1 Declaration of Convicted Offences

As applicable, pursuant to subsection Declaration of Convicted Offences of section 01 of the Standard Instructions, the Offeror must provide with its offer, a completed [Declaration Form](http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html>), to be given further consideration in the procurement process.

5.2 Certifications Precedent to the Issuance of a Standing Offer and Additional Information

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

5.2.1 Integrity Provisions – List of Names

Offerors who are incorporated, including those submitting offers as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Offeror.

Offerors submitting offers as sole proprietorship, as well as those submitting offers as a joint venture, must provide the name of the owner(s).

Offerors submitting offers as societies, firms or partnerships do not need to provide lists of names.

PART 6 – SECURITY AND INSURANCE REQUIREMENTS**6.1 Security Requirements**

1. At the Request for Standing Offers closing date, the following conditions must be met:
 - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
 - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirements as indicate 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;

6.2 Insurance Requirements

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

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

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

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 Requirements

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.
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;

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.

7A3.1 General Conditions

[2005](#) (2015-09-03) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

7A.3.2 Standing Offers Reporting

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

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex "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.

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

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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 **January 1, 2016, to December 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 January 1, 2018 to December 31, 2018, from January 1, 2019 to December 31, 2019 and from January 1, 2020 to December 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.

7A.5.2 Project Authority

The Project Authority for the Standing Offer is: **(will be completed at contract award)**

Name: _____
Title: _____
Organization: _____
Address: _____

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

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

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7A.5.3 Offeror's Representative

Name: _____

Title: _____

Address: _____

Telephone: (____) ____ - _____

Facsimile: (____) ____ - _____

E-mail address: _____

7A.6 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is Public Works and Government Services Canada.

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 **\$80,000.00** (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 **\$600,000.00** (*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 **\$300,000.00** (*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 that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2015-09-03), General Conditions - Standing Offers - Goods or Services
- d) the General Conditions 2035 (2015-07-03), General Conditions - Higher Complexity - Services
- e) Annex A, Statement of Work;
- g) Annex B, Basis of Payment
- h) Annex D, Insurance Requirements
- i) Annex E, Security Requirements Check List
- j) 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 additional information are conditions of issuance of the Standing Offer (SO). Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO. If the Offeror does not comply with any certification, fails to provide the additional 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 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 (2015-07-03), 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

1. Despite inspection and acceptance of the Work by or on behalf of Canada and without restricting any provisions of the Contract or any condition, warranty or provision imposed by law, the Contractor, if requested by Canada to do so, must replace, repair or correct, at its own option and expense any work that becomes defective or fails to conform to the requirements of the Contract, where applicable. **The warranty period will be twelve (12) months after delivery and acceptance of the Work or the length of the Contractor's or manufacturer's standard warranty period, whichever is longer.**
2. Canada must pay the transportation cost associated with returning the Work or any part of the Work to the Contractor's plant for replacement, repair or making good, and the Contractor must pay the transportation cost associated with forwarding the replacement or returning the Work or part of the Work when rectified to the delivery point specified in the Contract or to another location as directed by Canada. If, in the opinion of Canada, it is not expedient to remove the Work from its location, the Contractor must carry out any necessary repair or making good of the Work at that location and will be reimbursed its reasonable travel and living expenses.
3. The warranty period is automatically extended by the duration of any period or periods where the Work is unavailable for use or cannot be used because of a defect or non-conformance during the original warranty period. The warranty applies to any part of the Work replaced, repaired or corrected pursuant to subsection 1, for the greater of:
 - (a) the warranty period remaining, including the extension, or
 - (b) ninety (90) days or such other period as may be specified for that purpose by agreement between the Parties.

Standing Offer No – N° de l'off. à comm.
EE517-160133/A
N° de réf. du client - Client Ref. No.
EE517-16-0133

N° de la modif - Amd. No.
File No. - N° du dossier
QCW-5-38164

Id de l'acheteur - Buyer ID
qcw028

7B.3 Term of Contract

7B.3.1 Period of the 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

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price, as specified in **Annex B, Basis of Payment**. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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 Single Payment

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 _____.

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 Billing Address

.1 Public Works and Government Services Canada – PWGSC
1550, D'Estimauville Avenue
Quebec city, Quebec
G1J 0C7

OR

.2 QUEGII.QUEPFM@PWGSC.GC.CA

7B.6 SACC Manual Clauses

A9039C (2008-05-12), Salvage
A9068C (2010-01-11), Government Site Regulations
A9065C (2006-06-16), Identification badge
B7500C (2006-06-16), Excess Goods

7B.7 Insurance Requirements

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 **\$5,000,000** 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

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

PART 1 - GENERAL

- 1.1 Interpretation of documents
- 1.2 Description
- 1.3 Site and building access
- 1.4 Product and performance requirements
- 1.5 Fire protection
- 1.6 Contractor liability
- 1.7 Work authorization
- 1.8 Estimating
- 1.9 Availability and timeframes
- 1.10 Inspection and control
- 1.11 Temporary services
- 1.12 Cleaning
- 1.13 First site meeting
- 1.14 Smoking policy

PART 2 - PRODUCTS

- 2.1 General
- 2.2 Material Safety Data Sheets (MSDS) (WHMIS)
- 2.3 Data sheets
- 2.4 Shop drawings

PART 3 - PERFORMANCE

- 3.1 Contractor qualifications
- 3.2 Worker qualifications
- 3.3 Equipment
- 3.4 Site preparation
- 3.5 Work standards
- 3.6 Quality workmanship
- 3.7 Guarantee
- 3.8 Protection and prevention

PART 4 - HEALTH AND SAFETY

- 4.1 Legislation and standards
- 4.2 Submission of documents
- 4.3 Identification of dangers, work methods, equipment and facilities
- 4.4 Statutory and regulatory requirements
- 4.5 Conditions specific to the work area
- 4.6 Health and safety management
- 4.7 Responsibilities
- 4.8 Communications and signage
- 4.9 Contingencies
- 4.10 Work site inspection and measures to remedy hazardous situations
- 4.11 Sealing guns and other cartridge devices
- 4.12 Procedure for employees working alone

APPENDIX A - LOCK-OUT PROCEDURES

PART 1 - GENERAL

1.1 INTERPRETATION OF DOCUMENTS

- .1 Documents from Public Works and Government Services Canada (PWGSC) must be interpreted in accordance with these specifications and must govern all work.
- .2 The term "Departmental Representative" refers to the representative of the client department or a representative officially appointed by the client department.
- .3 The contract documents include the standing offer or the contract issued by PWGSC and the specifications and plans (if applicable) attached to the Request for Proposal. To be valid, any amendment to these documents must be made in writing by the same Contracting Authority, in addition to being approved by both the Contractor and the Contracting Authority.
- .4 Order forms are also contract documents, but they may not under any circumstances contradict the documents referred to in the previous paragraph. Work descriptions or plans may be appended to these forms. The Departmental Representative must be notified of any errors on the forms or appended documents.

1.2 DESCRIPTION

- .1 Upon request, perform electrical construction and maintenance work in federal government buildings located within a 250-km radius of 1550 d'Estimauville, Quebec City, G1J0C7.
 - .1 Electrical power distribution systems of 750 volts or less;
 - .2 Electrical heating system;
 - .3 Lighting and emergency lighting system;
 - .4 Electric motors and their controls; and
 - .5 Emergency power network supplied by generating set.
- .2 Work with other contractors specializing in various fields.
- .3 Supply the products, labour, tools and equipment needed to perform the work in accordance with these specifications. However, the client department reserves the right to supply some products.

1.3 SITE AND BUILDING ACCESS

- .1 The terms and conditions for access to the site must be prescribed by the Departmental Representative.
- .2 Building access will be governed by the regulations in effect and depend on the building. The wearing of identification cards may be required.
- .3 Access to the tunnel must be in accordance with the guidelines provided by the Departmental Representative.

-
- .4 The Contractor must restrict to a minimum the number of vehicles parked on site. Those that are parked on site must bear company identification.

1.4 PRODUCT AND PERFORMANCE REQUIREMENTS

- .1 Regarding all work performance details not referred to in the specifications, the work must be carried out using the norms in force, to the complete satisfaction of the Departmental Representative. If applicable, all shop drawings must be submitted to the Departmental Representative for approval.
- .2 Perform work in accordance with standards and codes in effect in Quebec.
- .3 Canadian Standards Association (CSA) standards can be obtained at the following address:
- Canadian Standards Association
178 Rexdale Boulevard
Toronto, ON M9W 1R3
- .4 Canadian General Standards Board (CGSB) standards can be obtained at the following address:
- CGSB Sales Centre
Place du Portage, Phase III, 6B1
11 Laurier Street
Hull, QC K1A 1G6

1.5 FIRE PROTECTION

- .1 Fire protection technical standards
- As issued by the Fire Commissioner of Canada, these standards are applicable during the work, where relevant.
- .2 FC 301 Standard for Construction Operations
- As issued by the Fire Commissioner of Canada, this standard applies to work performed during the construction, modification, repair and demolition of a building.
- .3 Standards
- .1 Standards can be viewed and read at the departmental office. Copies can also be obtained at the office of the:
- Fire Commissioner of Canada
Public Works and Government Services Canada
Sir Charles Tupper Building
Riverside Drive
Ottawa, ON K1A 0M2

FCC Standards:

www.hrsdc.gc.ca/eng/labour/fire_protection/policies_standards/commissioner/301/page02.shtml

1.6 THE CONTRACTOR'S RESPONSIBILITIES

- .1 Assume responsibility for any accident or damage caused by staff to government property or any other person on the site. The Contractor must repair the damage at its own expense to the satisfaction of the Departmental Representative.
- .2 Assume responsibility for any accident or damage caused by its equipment to government property or to any person on the site if the equipment is defective or if it was left unsupervised. The Contractor must repair the damage at its own expense to the satisfaction of the Departmental Representative.
- .3 Assume responsibility for the safety of its personnel and assume occupational health and safety responsibility for the work that the Contractor will be performing.
- .4 Assume sole responsibility for the safety of its equipment and material during and after working hours. PWGSC will not be held liable for vandalism, theft or loss.
- .5 For each request, verify the work to be done and determine quantities. This verification can be done either by telephone or by a site visit, and the Contractor must cover all costs.
- .6 Notify the Departmental Representative of any problems faced that the Contractor cannot resolve itself.

1.7 WORK AUTHORIZATION

- .1 Prior to commencing work, wait to receive a written request from the Departmental Representative on the "Call-up Against a Standing Offer" form. This may be in the form of:
 - PWGSC-TPSGC 942
 - Award fax
 - In case of an emergency, an oral request; the "Call-up Against a Standing Offer" form will be sent subsequently.
- .2 Respond to all of these requests and only these requests. No payment will be made for any services rendered at the request of non-authorized persons.

1.8 ESTIMATES

- .1 Upon the request of the Departmental Representative, provide, at no charge, an estimate of the cost of the work to be performed based on an hourly rate or a lump sum. PWGSC will not be bound by any estimate.
- .2 Include in the estimate:
 - the number of hours anticipated;
 - the description and cost of parts and materials likely to be used;
 - the delivery timeframes imposed by suppliers; and
 - the work schedule.
- .3 For each request, verify the work to be done and determine quantities. This verification can be done either by telephone or by site visit, and the Contractor must cover all costs.

1.9 AVAILABILITY AND TIMEFRAMES

Communication

- .1 To be reachable by telephone and fax, without delay, during normal business hours of 8:00 a.m. to 5:00 p.m., Monday to Friday, except on statutory holidays.
- .2 To be reachable by telephone outside normal business hours in the evenings, after 5.00 p.m., weekends and statutory holidays.

Response time

- .3 Unless a work schedule is drawn up by the Departmental Representative, commences work one working day following receipt of the request at the latest.
- .4 If the Departmental Representative deems the work urgent, commence said work two (2) hours following receipt of the request at the latest. When an urgent work request is received from PWGSC, the Contractor must report to the site, secure the area so that occupants and the public are safe and repair or protect the material from further damage. Once the material is deemed safe, the Contractor must provide, on the next working day at the latest, a detailed estimate of the cost to fully repair and return the unit to normal operating condition.
- .5 Notify the Departmental Representative in writing of any deadlines imposed by suppliers.

Work schedule

- .6 Unless indicated otherwise, work will be done Monday to Friday, between 7:30 a.m. and 4:00 p.m. An unpaid meal break is permitted.
- .7 Carry out work during evenings (after 5:00 p.m.), weekends and statutory holidays, if required by the Departmental Representative.

Labour availability

- .8 Be able to supply a minimum of two electricians with one working day's notice.
- .9 Be able to supply a minimum of one electrician with two (2) hours' notice.
- .10 Supply the number and type of employees specified on the request.

Work schedule

- .11 Notwithstanding the work calendar/scheduling requirements referred to in the preceding paragraphs, the Contractor must carry out the work with no interruptions, unless instructed otherwise by the Departmental Representative. The Contractor will be notified of any work interruptions requested by the Departmental Representative in writing, either on the service order or on a subsequently faxed document.

Miscellaneous

- .12 The Contractor does not have the exclusive right to carry out work in the fields (trades) mentioned in these specifications. The Department reserves the right to have work performed by other people.

1.10 INSPECTION AND CONTROL

- .1 The Contractor must contact the Departmental Representative when beginning and finishing each work request. In the case of a request that requires several days to complete, the Contractor must report at the end of each work day.
- .2 Immediately submit to the Departmental Representative for verification, once work is completed, a work ticket setting out:
- .1 the place and date the work was performed;
 - .2 the description of the work performed;
 - .3 the names of all persons employed;
 - .4 the exact time of every arrival and every departure according to the register and the exact time of every interruption and resumption of work, if the contract contains work at hourly rates;
 - .5 the quantities and descriptions of billable products, if their payment is set out in the contract; and
 - .6 the signature of the employee who wrote up the work ticket.
- .3 Be available to accompany the Departmental Representative on work progress inspections.
- .4 Submit all work in progress for inspection and acceptance by the Departmental Representative.

1.11 TEMPORARY SERVICES

- .1 PWGSC can supply electrical power and water at no cost.
- .2 Provide all temporary materials required to access the services in question.
- .3 Temporary services supplied by PWGSC will be subject to PWGSC needs and may be interrupted without notice at any time by the PWGSC Representative on site. PWGSC will not be held liable for onsite delays caused by the interruption of said services. PWGSC will also not be held liable for damages or delays caused by the interruption of said services.
- .4 In cases where PWGSC services are not accessible, provide auxiliary services at no charge (e.g., fans, generators).

1.12 CLEANING

- .1 While the work is in progress, the site must be clean and free of garbage and debris. Volatile waste must be stored in covered metal containers and removed from the site on a daily basis.
- .2 On completion of the work, leave the site clean and free of garbage, debris, materials, tools and equipment to the satisfaction of the Departmental Representative.

- .3 Dispose of waste materials outside PWGSC property in accordance with federal, provincial and municipal environmental protection regulations. Such waste materials must also include demolition materials not kept by PWGSC. For toxic liquids and waters containing suspended solids, have each load approved by the Departmental Representative.
- .4 For the disposal of waste materials, the Contractor is responsible for finding a site where dumping is authorized and for covering the cost of the fees claimed by the owner of the dump site.

1.13 FIRST SITE MEETING

- .1 The first site meeting must be held as soon as possible following the awarding of the standing offer. The location of the meeting will be determined by the Departmental Representative. The Departmental Representative's and the Contractor's authorized Representatives must attend to set the terms, schedules and detailed operating procedures that will be in effect over the life of the standing offer.
- .2 At the meeting, the following information must be provided:
 - .1 name and telephone number of the person in charge of administration;
 - .2 names and phone numbers of the persons in charge or foremen authorized to be on the work site; and
 - .3 list of the names of employees who will work on federal government properties.
- .3 During the contractual period, inform the Departmental Representative in writing of any change to the information provided.
- .4 At the meeting, PWGSC will provide in writing the names, addresses and telephone numbers of the Departmental Representative and its authorized Representatives.
- .5 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 must be recorded on a list prepared and updated as necessary by the Contractor and given to the building manager.

1.14 SMOKING POLICY

- .1 Smoking is prohibited inside federal government buildings

PART 2 - PRODUCTS

2.1 GENERAL

- .1 Have in inventory at the shop or in service trucks the basic materials needed to perform most of the work contained in these specifications.
- .2 Use new apparatuses, parts and materials that are free of defects.
- .3 Use materials certified by CSA, CGSB and ULC.
- .4 For repairs, use parts that are identical to those already in use unless otherwise indicated by the Departmental Representative.
- .5 For new installations, use apparatuses, parts and materials specified by the Departmental Representative.

2.2 MATERIAL SAFETY DATA SHEETS (MSDS) (WHMIS)

- .1 Transport hazardous materials to the work site in their original container. Each container must include a label that complies with WHMIS requirements.
- .2 All chemical products, such as cleaning products, varnishes, paints, solvents, coatings, gases and any other toxic products must be considered as hazardous products.
- .3 Before starting work, submit for the Departmental Representative's approval all MSDSs for hazardous products. These sheets must comply with the requirements of the Workplace Hazardous Materials Information System (WHMIS) and contain the following information:
 - .1 product identification;
 - .2 ingredients;
 - .3 physical data;
 - .4 flammability and explosiveness;
 - .5 reactivity;
 - .6 toxicological properties;
 - .7 preventive measures;
 - .8 first aid measures; and
 - .9 preparation information.

2.3 DATA SHEETS

- .1 Upon the Departmental Representative's request, be able to supply data sheets for all products used.

2.4 SHOP DRAWINGS

- .1 Upon the Departmental Representative's request, be able to supply shop drawings. Depending on the type of work, the Departmental Representative may require shop drawings to be signed and sealed by an Engineer who is a member of the OIQ.

PART 3 - PERFORMANCE

3.1 CONTRACTOR QUALIFICATIONS

- .1 The company must carry out electrical work without using subcontractors and must hold the following licence:
16- Electrical contractor
- .2 Note that a General Contractor licence is not required to perform the related work. This is incidental work not specified in the specifications that is narrow in scope in relation to all of the work requested.
- .3 The Contractor must have in its employ, directly and permanently, a minimum of four (4) electricians or three (3) electricians and one (1) qualified apprentice electrician.

3.2 WORKER QUALIFICATIONS

- .1 The workers who perform electrical work must have been previously authorized by the Departmental Representative, in accordance with the criteria below.
- .2 Work set out in these specifications must be performed by electricians and apprentices who are permanent employees employed directly by the company and qualified in accordance with the next paragraph.
- .3 All persons performing construction trade work, whether said work is included in these specifications or is related work, must hold a competency card in good standing issued by the Commission de la construction du Québec (CCQ) for the trade in question. All persons employed must also have sufficient experience to carry out the work requested.
- .4 During the period, if an authorized person is no longer available or his or her qualifications change, the authorized person must be replaced by someone else who meets the requirements of the contractual documents, under the same conditions and to the Departmental Representative's satisfaction.
- .5 All persons handling hazardous materials must be aware of the WHMIS requirements relating to the products used. (See part 2 of the specifications.)

3.3 EQUIPMENT

- .1 For the work relating to these specifications, the Contractor must use one or more service trucks that are owned by the Contractor. All trucks must be outfitted with servicing tools and materials.
- .2 The Contractor must have on hand its own ladders and stepladders.

3.4 SITE PREPARATION

- .1 For all work, all isolation and lock-out procedures must be done in compliance with the directives set out in OHS provisions.
- .2 Prior to commencing any work, report to the site and determine the location of buried pipes and cables. If installations not on the plans are encountered during the work, notify the Departmental Representative. The location of such services must be noted on the plans and submitted to the Engineer.

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- .3 Unplug and move household appliances and any furniture or object hampering the completion of the work.
 - .4 When a traffic lane closure is required, notify the Departmental Representative of the duration and re-open the traffic lane as quickly as possible.
 - .5 Supply and install the safety rails and signage necessary to ensure public safety and the protection of works. Also, protect work from cold and bad weather.
 - .6 Supply the necessary ladders and scaffolding. Install scaffolding in a safe, solid manner, independent of walls and in accordance with standard CSA S269.2-M87.
 - .7 Take all of the necessary precautions to prevent the spread of odours and dust in the building.
 - .8 On the date the work is scheduled to start, appear at the work site with all of the necessary tools, equipment, materials and parts to start and continue the work without interruption.

3.5 WORK STANDARDS

- .1 Unless more specific instructions are given, comply with the most recent edition of the Quebec Electrical Code.

3.6 QUALITY OF WORKMANSHIP

- .1 The work must be performed in accordance with the norms in force. If the Departmental Representative observes any non-compliance during an inspection, the work must be redone at the Contractor's expense.
- .2 The Contractor must have all the specialized equipment and qualified staff needed to complete the work. The Departmental Representative reserves the right to charge the Contractor for the cost of materials and labour incurred by PWGSC to help the Contractor perform the work.

3.7 GUARANTEE

- .1 Provide a written document stipulating that all work is guaranteed, including parts and labour against any defects under normal conditions of use for a one-year period as of the acceptance date of the completion of work. Any default which occurs during this period must be corrected or repaired by the Contractor at its own expense and to the satisfaction of the Departmental Representative.

3.8 PROTECTION AND PREVENTION

- .1 Maintenance and repair work must be carried out so as not to hamper the normal operations of building users and according to a schedule that causes the least possible disruption to building occupants and users. The Contractor must confer with the building manager to determine the maintenance and repair work schedule so that the arrangements made are acceptable to the building manager.
- .2 In accordance with the safety standards of the Ministère du Travail du Québec, the Contractor must take all safety measures and precautions necessary to protect persons and property from accidents and damage while maintenance or repair work is being carried out.

PART 4 - HEALTH AND SAFETY

SECTION 1 - GENERAL CLAUSES

The Contractor must manage its activities in such a way that the health and safety of its staff, of the occupants of the building or facility and of the public and environmental protection must always take precedence over cost and scheduling considerations.

Assume responsibility for the safety of its personnel and assume occupational health and safety responsibility for the work that the Contractor will be performing.

4.1 Legislation and standards

- .1 *Canada Labour Code, Part II, Canada Occupational Health and Safety Regulations*
- .2 Canadian Standards Association (CSA)

Standards: Notwithstanding the publication date of the standards indicated in the *Safety Code for the Construction Industry*, the version in effect at the time of application must always be used.

- .3 *Act respecting occupational health and safety, R.S.Q., c. S-2.1* [2002].
- .4 *Safety Code for the Construction Industry, S-2.1, r. 6* [2001].
- .5 *Regulation Respecting Occupational Health and Safety, S-2.1, r. 19.01* [2001]
(OTHERS TO BE ADDED IF NEEDED)

4.2 Submission of documents

- .1 Submit to the PWGSC Departmental Representative a prevention program specific to all the activities that will be carried out in the building or facility, as described in section 1.6, at least 10 days before the start of work. The Contractor must subsequently update its prevention program if the work proceeds differently from what was originally planned. The Departmental Representative may, after receiving the Contractor's program and at any time during the work, require that the program be modified or expanded to better reflect the actual situation in the work area. The Contractor must then make the necessary changes prior to the start of work.
- .2 Submit to the Departmental Representative the duly completed inspection sheet for the work area at the frequency indicated in section 1.10.
- .3 Submit to the Departmental Representative, within 24 hours, a copy of any inspection report, correction notice or recommendation issued by federal or provincial inspectors.
- .4 Submit to the Departmental Representative, within 24 hours, an investigation report for any accident involving an injury and any incident which indicates potential risk.
- .5 Submit to the Departmental Representative material safety data sheets for all controlled products used in the work area at least three days before their use (e.g. oils, solvents, refrigerants, welding gas).

- .6 Submit to the Departmental Representative copies of training certificates required for the application of the prevention program, in particular:

- General health and safety course for construction sites;
- First aid in the workplace and cardiopulmonary resuscitation (CPR);
- Work likely to issue asbestos dust;
- Work in confined spaces;
- Lockout procedure;
- Wearing and adjustment of personal protective equipment;
- Workplace Hazardous Materials Information System (WHMIS); and
- And any other training required by regulation or the prevention program.

- .7 Medical examinations

Where a medical examination is required under a statute, regulations, a directive, specifications or a prevention program, the Contractor must:

- before starting work, submit to the Departmental Representative proof of medical examination for its supervisors and all employees subject to the first paragraph of this clause who will be in the work area; and
- subsequently submit promptly and as needed proof of medical examination for every newcomer to the work area who is subject to the first paragraph of this clause.

- .8 Work permits

The Contractor must obtain any municipal, provincial or federal permit required under the terms of the contract. Copies of the permit requests and permits must be sent to the Departmental Representative promptly.

- .9 Plans and compliance certificates

The Contractor must submit to the CSST and the Departmental Representative a copy signed and sealed by a departmental official of any compliance plans and certification required under the *Safety Code for the construction industry* (S-2.1, r. 6) or under any other statute, regulations or clause of the specifications or contract. A copy of these documents must be available in the work area at all times.

4.3 Identification of dangers, work methods, equipment and facilities

- .1 The Contractor must identify hazards related to each category of task performed in the work area and include the information in the prevention program referred to in clause 1.6.-2.
- .2 The Contractor must 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 must use a safety harness in compliance with standard CAN-CSA-Z-259.10-M90. A safety belt must not be used for fall protection.

- .3 Any equipment, tool or means of protection that cannot be installed or used without compromising the health and safety of employees or the public is deemed to be inadequate for the work to be performed.

- .4 All mechanical equipment must be inspected before it is delivered to the site. Before using any mechanical equipment, the Contractor must submit to the Departmental Representative a certificate of compliance signed by a qualified mechanic.

If the Departmental Representative suspects that there is a defect or accident risk, he or she may, at any time, order the immediate shutdown of the equipment and require a re-inspection by an expert of his or her choice.

4.4 Statutory and regulatory requirements

- .1 Comply with all statutes, regulations and standards applicable to performance of the work.

4.5 Conditions specific to the work area

- .1 The Contractor must take the following conditions specific to the work area into account in developing its prevention program:

4.6 Health and safety management

- .1 Accept and assume all the tasks and obligations usually assigned to the principal contractor under the *Occupational Health and Safety Act* (RSQ, chapter S-2.1) and the Safety Code for the Construction Industry (RSQ c. S-2.1, r. 6).
- .2 Develop a prevention program specific to the work area for each request performed. However, a Contractor who has provided a prevention program covering all the activities which are likely to be assigned will be deemed to have submitted a program for subsequent requests. This program must be based on risk identification and must be applied throughout the work. The prevention program must take into account information appearing in subsection 1.5 and must be submitted to the PWGSC Departmental Representative in accordance with subsection 1.2.

The prevention program must include at least:

1. the corporate health and safety policy;
2. the list and description of work;
3. the organization chart of health and safety responsibilities;
4. the identification of first aid workers in the work area;
5. the identification of risks in the work area;
6. the identification of risks with regard to the tasks performed, including prevention measures and the terms and conditions of their application;
7. the training required;

8. the procedure in case of accident/injury;
 9. The written commitment of everyone involved to respect the prevention program; and
 10. An inspection sheet for the work area based on preventive measures indicated in the prevention program.
- .3 Emergency plan
- The Contractor must read the building's or the facility's emergency plan and train and inform its employees of this matter so they can apply the plan.

4.7 Responsibilities

- .1 Regardless of how many employees are assigned to the work, designate one person as the supervisor to be responsible for occupational health and safety. Take such measures as are necessary to ensure the health and safety of persons and property in or in the immediate vicinity of the work area that might be affected by the work.
- .2 Follow first aid and first response standards in compliance with the applicable policies and regulations and any other clause in these specifications.
- .3 Take such measures as are necessary to enforce and ensure compliance with the health and safety requirements set out in contract documents, federal and provincial regulations, applicable standards and the prevention program specific to the work area, and comply promptly with any order or correction notice issued by the Commission de la santé et de la sécurité du travail.
- .4 Take such measures as are necessary to keep the work area clean and tidy throughout the work period and ensure at the end of each work day that the work area is free of hazardous conditions.

4.8 Communications and signage

- .1 Take such measures as are needed to ensure effective communication of information concerning occupational health and safety.

Before or as soon as they arrive at the work area, all employees must be informed of the terms and conditions of the prevention program and their rights and obligations. The Contractor must underscore the right of employees to refuse to perform a task if they believe the task may compromise their health or safety or physical integrity or the health or safety or physical integrity of other persons in the work area. The Contractor must maintain a log of information provided and obtain the signature of every worker who is given the information. The log and any subsequent updates must be submitted to the Departmental Representative.

4.9 Contingencies

Where a potential hazard that was not mentioned in the specifications and could not be identified during the preliminary inspection of the work area comes to light during or as a result of the work, the Contractor must stop work immediately, put in place temporary measures to protect employees and the public, and notify the Departmental Representative

orally and in writing. The Contractor must then make the necessary changes to the prevention program to ensure that work can resume safely.

4.10 Work area inspection and measures to remedy hazardous situations

- .1 Inspect work areas, complete the work area inspection sheet each day and fax it to the Departmental Representative.
- .2 Promptly take such measures as are needed to correct violations of statutes and regulations and hazardous situations that are identified by a government inspector, the Departmental Representative or the maintenance and building health and safety coordinator or during periodic inspections.
- .3 Submit to the Departmental Representative written confirmation of any measures taken to correct violations and hazardous situations.
- .4 **Stoppage of work**
Give the person designated to be responsible for health and safety the authority needed to order work stopped and resumed where the person determines such action to be necessary or desirable for health and safety reasons. The person must ensure that the health and safety of the public and employees in the work area and environmental protection always take precedence over cost and scheduling considerations.

Without limiting the scope of sections 1.6 and 1.7, the Departmental Representative or any person designated by PWGSC to manage or monitor the project may, at any time, order work stopped if, in his or her opinion, there is a hazard or risk to the health and safety of employees in the work area or the public or to the environment.

4.11 Sealing guns and other cartridge devices

- .1 The use of sealing guns and other cartridge devices must be authorized by the Departmental Representative.
- .2 Every person who uses a sealing gun must have a training certificate and must meet all the requirements of section 7 of the *Safety Code for the Construction Industry* (S-2.1, r. 6).
- .3 Cartridge devices must be used as directed by the manufacturer and in accordance with the applicable standards and regulations.

4.12 Procedure for employees working alone

1. When a worker works alone in an isolated location where it is impossible to ask for assistance, the Contractor must identify the risks related to the situation and provide the Departmental Representative with a procedure for preventing those risks and quickly getting help in an emergency.

APPENDIX A - LOCK-OUT PROCEDURES

1. GENERAL

- .1 Whenever work is being done on electric equipment that could be powered on inadvertently, the Contractor must produce in writing and apply a lock-out procedure and complete the request for electrical isolation form provided by the building manager.

The following is a partial list of situations where use of the form is mandatory:

1. main building power supply lines;
2. panels and sub-panels for power supply lines;
3. bus bars (shielded);
4. motor control centres;
5. back-up power circuits;
6. fire alarm and fire protection devices;
7. mechanical protection devices (sump pump, etc.);
8. building services alarm circuit, specifically heating, ventilation and air conditioning systems;
9. circuits powering two or more pieces of equipment; and
10. circuits powering a single piece of equipment used in a cooling or heating system.

After duly completing the form, the Contractor must have it countersigned by the Departmental Representative before carrying out any work.

- .2 Notwithstanding the preceding clauses, the Contractor must, in an emergency, obtain oral confirmation of power cut-off, and, as soon as that confirmation is obtained, record in writing the request for electrical cut-off or bypass.
- .3 The procedure described in paragraph 1 must comply with the principles set out in the brochure on lockout published by the Association paritaire en santé et sécurité du secteur de la construction (ASP Construction).
- .4 The supervisors and workers concerned must have completed the course on lock-out techniques offered by ASP Construction (514-355-6190 or 1-800-361-6190) or an equivalent course offered by another organization.
- .5 Where work absolutely must be done with the power on, identify the situation in writing and determine the preventive measures that will be used, including personal protective equipment.

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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

- a) **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.
- b) No payment will be made for specific difficulties.

1.2 **Firm commitment**

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.

1.3 **Percentage of use**

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: HOURLY RATES

Direct or productive labour devoted solely to work, including service calls. Regular hours can apply to days or nights. The time is calculated from the time the Contractor arrives on site. Hourly rates do not apply to meal breaks or travel time off the site.

**** For evaluation purpose only, we will estimate 30 hours per year for normal business hours and 10 hours per year for outside normal business hours *****

2.1	RATE FOR A SUPERVISOR – (If necessary, according to the scope of the project, but the number of hours charged will not exceed 15% of the number of hours for the duration of the work.) During normal business hours (from Monday to Friday between 7h00 and 17h00)	FIRM HOURLY RATE	Estimated time (for evaluation purpose only)	TOTAL = (rate X nb/hours) (applicable taxes excluded)
2.1.1	Initial Period (January 1st 2016 to December 31st 2017)	_____ \$	X 30h	_____ \$
2.1.2	1st option year (January 1st 2018 to December 31st 2018)	_____ \$	X 30h	_____ \$
2.1.3	2nd option year (January 1st 2019 to December 31st 2019)	_____ \$	X 30h	_____ \$
2.1.4	3^e option year (January 1st 2020 to December 31st 2020)	_____ \$	X 30h	_____ \$
	Outside normal business hours (Saturday, Sunday, statutory holidays and after normal business hours)	xxxxxxx	xxxxxxx	xxxxxxx
2.1.5	Initial Period (January 1st 2016 to December 31st 2017)	_____ \$	X 10h	_____ \$
2.1.6	1st option year (January 1st 2018 to December 31st 2018)	_____ \$	X 10h	_____ \$

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2.1.7	2nd option year (January 1st 2019 to December 31st 2019)	_____ \$	X 10h	_____ \$
2.1.8	3rd option year (January 1st 2020 to December 31st 2020)	_____ \$	X10h	_____ \$
Sub Total				_____ \$

2.2	RATE FOR AN ELECTRICIAN – During normal business hours (from Monday to Friday between 7h00 and 17h00)	FIRM HOURLY RATE	Estimated time (for evaluation purpose only)	TOTAL = (rate X nb/hours) (applicable taxes excluded)
2.2.1	Initial Period (January 1st 2016 to December 31st 2017)	_____ \$	X 30h	_____ \$
2.2.2	1st option year (January 1st 2018 to December 31st 2018)	_____ \$	X 30h	_____ \$
2.2.3	2nd option year (January 1st 2019 to December 31st 2019)	_____ \$	X 30h	_____ \$
2.2.4	3^e option year (January 1st 2020 to December 31st 2020)	_____ \$	X 30h	_____ \$
	Outside normal business hours (Saturday, Sunday, statutory holidays and after normal business hours)	xxxxxxx	xxxxxxx	xxxxxxx
2.2.5	Initial Period (January 1st 2016 to December 31st 2017)	_____ \$	X 10h	_____ \$
2.2.6	1st option year (January 1st 2018 to December 31st 2018)	_____ \$	X 10h	_____ \$
2.2.7	2nd option year (January 1st 2019 to December 31st 2019)	_____ \$	X 10h	_____ \$
2.2.8	3rd option year (January 1st 2020 to December 31st 2020)	_____ \$	X10h	_____ \$
Sub Total				_____ \$

2.3	RATE FOR A APPRENTICE – ELECTRICIAN During normal business hours (from Monday to Friday between 7h00 and 17h00)	FIRM HOURLY RATE	Estimated time (for evaluation purpose only)	TOTAL = (rate X nb/hours) (applicable taxes excluded)
2.3.1	Initial Period (January 1st 2016 to December 31st 2017)	_____ \$	X 30h	_____ \$
2.3.2	1st option year (January 1st 2018 to December 31st 2018)	_____ \$	X 30h	_____ \$
2.3.3	2nd option year (January 1st 2019 to December 31st 2019)	_____ \$	X 30h	_____ \$
2.3.4	3^e option year (January 1st 2020 to December 31st 2020)	_____ \$	X 30h	_____ \$
	Outside normal business hours (Saturday, Sunday, statutory holidays and after normal business hours)	xxxxxxx	xxxxxxx	xxxxxxx
2.3.5	Initial Period (January 1st 2016 to December 31st 2017)	_____ \$	X 10h	_____ \$
2.3.6	1st option year (January 1st 2018 to December 31st 2018)	_____ \$	X 10h	_____ \$
2.3.7	2nd option year (January 1st 2019 to December 31st 2019)	_____ \$	X 10h	_____ \$
2.3.8	3rd option year (January 1st 2020 to December 31st 2020)	_____ \$	X 10h	_____ \$
Sub Total				_____ \$

PART 2: TOTAL EVALUATED PRICE
(applicable taxes excluded)
(TABLE 2.1 + 2.2 + 2.3)

_____ \$

PART 3: MATERIALS AND OTHER SUB-CONTRACTING COSTS :

Note: For evaluation purpose only, we will estimate at 50 000 \$ for materials and at 10 000 \$ for sub-contracting costs. Example : If your mark-up is 10 %, you must write down :

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Example :

		A	B	C	
		10 000.00 \$	10 %	1000\$	11 000.00 \$
		A MONTANT estimatif pour fins d'évaluation seulement	B FIRM MARK-UP RATE	C MAJORATION SUR MONTANT ESTIMATIF (AXB)	SOMME MONTANT ESTIMATIF + MAJORATION SUR MONTANT ESTIMATIF (A+C)
3.1	MATERIALS : Charge each item at cost plus a mark-up percentage to cover costs and profits. Provide supporting documents for the cost price. Submit a mark-up percentage. Materials according to the estimate prepared by the Contractor and approved by the Departmental Representative.	50 000 \$	%	_____ \$	_____ \$
3.2	SUB CONTRACTING COSTS: (IF APPLICABLE) Other costs according to the detailed estimate prepared by the Contractor and approved by the Departmental Representative. Invoice at cost, plus a mark-up percentage to cover costs and profit, work excluded from the specifications which will be performed by a sub-contractor. Provide supporting documents for the cost price. Submit a mark-up percentage.	10 000 \$	%	_____ \$	_____ \$
PART 3 : TOTAL EVALUATED COST (3.1+3.2) (applicable taxes excluded)					_____ \$

PART 4: TRAVEL COSTS FOR TRIPS BETWEEN 50 KM AND 250 KM

For work within a radius of between 50 km and 250 km, the contractor may charge the following items. The distance will be measured as the crow flies between 1550 D'Estimauville Avenue (Quebec City) and the work sites, using software such as Google Earth.

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		RATE PER KM	ESTIMATED ANUAL QUANTITY	UNITY	TOTAL
4.1	Round trip under 100 km. Only vehicles that travelled the entire distance under their own power are eligible for a per-kilometre allowance.	_____\$/hr	1000	km	_____ \$

P.S. Travel time of employees at a ratio of 1 hour per 100 km minus 1 hour for the first 50 km radius round trip. The formula to be used is $((d / 100 \text{ km}) \times \text{hr}) - \text{hr}$, where "d" is the distance of the round trip and "hr" is the hourly rate. Example: considering an hourly rate of \$47.50/hr (hr) and a round trip distance of 130 km (d), payment would be \$14.25, that is, $((130 \text{ km} / 100 \text{ km}) \times \$47.50) - \$47.50$.

TOTAL EVALUATED PRICE (applicable taxes excluded) (PART 2 + PART 3 + PART 4)	_____ \$
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Annex C - Reporting requirements

REPORT

Regional Individual Standing Offer (RISO)

EE517-160133/001/QCW,

Public Works and Government Services Canada

Name of the offeror : _____

Reporting Period : from _____ to _____

Standing Offer		Standing Offer number		SO Start Date (dd/J/mm/year)			SO End Date (dd/mm/year)	
Total Value to this day (\$)		Total Value for the reference period (\$)		Start date of the reference period (dd/mm/year)			End date of the reference period (dd/mm/year)	
Department	Order number	Product Description	Part Number (if applicable)	Quantity	Unit	Date of Order	Delivery Date	Order Value

Signature : _____ Date (YYYY-MM-DD) : _____

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ANNEX D - CERTIFICATE OF INSURANCE (Not required at solicitation closing)**CERTIFICATE OF INSURANCE**

Page 1 of 2

Travaux publics et
Services gouvernementaux
CanadaPublic Works and
Government Services
Canada

Description and Location of Work RISO – PLUMBING Standing offer for a Electricity Contractor for Public Works and Government Services Canada in Government of Canada buildings and facilities within a 250-km radius of Quebec City.	Contract No. EE517-160133/001/QCW
	Project No. R.01991.099

Name of Insurer, Broker or Agent	Address (No., Street)	City	Province	Postal Code
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Name of Insured (Contractor)	Address (No., Street)	City	Province	Postal Code
------------------------------	-----------------------	------	----------	-------------

Additional Insured

Her Majesty the Queen in Right of Canada as represented by the Minister of Public Works and Government Services

Type of Insurance	Insurer Name and Policy Number	Inception Date D / M / Y	Expiry Date D / M / Y	Limits of Liability		
				Per Occurrence	Annual General Aggregate	Completed Operations Aggregate
Commercial General Liability						\$
				\$	\$	\$
				\$	\$	
Insert other type of insurance as required (if applicable)				\$		

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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CERTIFICATE OF INSURANCE Page 2 of 2

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 the Security Requirement Check List at the following pages

RECEIVED

AVR 27 2015
APR 27 2015Government
of CanadaGouvernement
du Canada

Contract Number / Numéro du contrat

EE517-160133

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: Offre à commandes - Électricité 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

Contract Number / Numéro du contrat

EE517-160133

Security Classification / Classification de sécurité

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



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).

Standing Offer No – N° de l'off. à comm.
EE517-160133/A
N° de réf. du client - Client Ref. No.
EE517-16-0133

N° de la modif - Amd. No.
File No. - N° du dossier
QCW-5-38164

Id de l'acheteur - Buyer ID
qcw028

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)