



**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À:**

**Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC**  
11 Laurier St./ 11, rue Laurier  
Place du Portage, Phase III  
Core 0B2 / Noyau 0B2  
Gatineau  
Québec  
K1A 0S5  
Bid Fax: (819) 997-9776

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

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

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

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

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

**Comments - Commentaires**

**\*\*THIS DOCUMENT CONTAINS A SECURITY  
REQUIREMENT\*\***

**\*\*CE DOCUMENT CONTIENT UNE CONDITION  
DE SECURITE\*\***

<b>Title - Sujet</b> HVAC MAINTENANCE	
<b>Solicitation No. - N° de l'invitation</b> EJ196-160460/A	<b>Date</b> 2016-01-29
<b>Client Reference No. - N° de référence du client</b> 20160460	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$FK-280-68963	
<b>File No. - N° de dossier</b> fk280.EJ196-160460	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2016-03-09</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Grogan, Lynn	<b>Buyer Id - Id de l'acheteur</b> fk280
<b>Telephone No. - N° de téléphone</b> (819) 956-2796 ( )	<b>FAX No. - N° de FAX</b> (819) 956-3600
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  Specified Herein Précisé dans les présentes	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

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

**Issuing Office - Bureau de distribution**

Maintenance & Professional Consulting Services Division  
(FK)  
11 Laurier St./ 11, rue Laurier  
3C2, Place du Portage, Phase III  
Gatineau  
Québec  
K1A 0S5

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

## **IMPORTANT NOTICE TO BIDDERS**

### **Security**

This notice is to advise ALL interested bidders that in order to be awarded a contract which contains a security requirement, all bidders MUST hold a valid Security Clearance granted or approved by PWGSC Canadian Industrial Security Directorate (CISD) at the level indicated in this solicitation document. Should the bidder not currently hold a valid Security Clearance or require the level to be upgraded, PWGSC will sponsor the bidder. Please submit your written request with the following information to Lynn Grogan by facsimile 819-956-3600 or by e-mail to [lynn.grogan@tpsgc-pwgsc.gc.ca](mailto:lynn.grogan@tpsgc-pwgsc.gc.ca).

- Legal Company Name
- Mailing address
- Surname and given name of contact person
- Telephone number of contact person
- Title of contact person
- Facsimile number
- E-mail address of contact person
- Procurement Business Number
- Preferred Language of correspondence
- Level of Security Required

Additional information on PWGSC security can be found on the following website:  
<http://ssi-iss.tpsgc-pwgsc.gc.ca> or by dialing 1-866-368-4646 (Toll free).

### **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 E.

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- Annex E* Voluntary Certification to Support the Use of Apprentices

## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

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

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

The Annexes include the Statement of Work, the Security Requirements Checklist, the reminder to submit a Complete List of names of all individuals who are currently directors of the Bidder, the Cost Estimate Form for Extra Work and Voluntary Certification to Support the Use of Apprentices.

### **1.2 Summary**

- 1.2.1. To provide, for a period of 5 years, all maintenance services on heating, ventilation, air conditioning (**HVAC**), commercial refrigeration and related mechanical equipment at **Food Production Facility (1170 Algoma Road, Ottawa, Ontario)**, in accordance with "PWGSC Scope of Work 8M3-0926-2 attached herein as Annex A.
- 1.2.2. There is a security requirement associated with this requirement. For additional information consult Part 6 – Security, Financial and Other Requirements and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, bidders should refer to the Industrial Security Program (ISP) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.
- 1.2.3. The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).
- 1.2.4. There is a mandatory bidders' site visit associated with this requirement. Consult Part 2 – Bidder Instructions.

### **1.3 Debriefings**

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

## **PART 2 - BIDDER INSTRUCTIONS**

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

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

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

The 2003 (2015-07-03) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

- The text under Subsection 4 of Section 05 - Submission of Bids of 2003 referenced above is amended as follows:  
Delete: sixty (60) days  
Insert: one hundred twenty (120) days

### **2.2 Submission of Bids**

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

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

### **2.3 Former Public Servant**

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

#### **Definitions**

For the purposes of this clause,

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

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

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

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

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

As per the above definitions, is the Bidder a FPS in receipt of a pension?

YES ( ) NO ( )

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

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

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

### **Work Force Adjustment Directive**

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive ?

YES ( ) NO ( )

If so, the Bidder must provide the following information:

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

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

### **2.4 Enquiries - Bid Solicitation**

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

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

### **2.5 Applicable Laws**

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

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

## **2.6 Mandatory Site Visit**

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at Food Production Facility, 1170 Algoma Road on 19 February 2016. The site visit will begin at 10:00 EST, in the main entrance.

Bidders must communicate with the Contracting Authority no later than 15 February 2016 at 16:00 EST to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders will be required to sign an attendance sheet. Bidders should confirm in their bid that they have attended the site visit. Bidders who do not attend the mandatory site visit or do not send a representative will not be given an alternative appointment and their bid will be declared non-responsive. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation

It is mandatory that bidders provide and wear safety boots for the site visit. Bidders who do not comply will not be permitted to attend the site visit.

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

### **3.1 Bid Preparation Instructions**

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

- Section I Technical Bid (1 hard copy);
- Section II Financial Bid (1 hard copy); and
- Section III Certifications (1 hard copy)

Prices must appear in the financial bid only. Prices must not be indicated in any other section of the bid.

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

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

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

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

**Section I: Technical Bid** (see Part 4)

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

Bidders must submit their financial bid in accordance with the Pricing Schedule detailed below. The total amount of Applicable Taxes is to be shown separately.

The following requirement must be strictly adhered to: Failure to do so shall render the bidders' proposal as non-responsive.

It is mandatory that bidders submit firm prices/rates for the five year period of the contract for all items listed hereafter.

#### **Pricing Schedule 1 - Firm Price**

Firm all inclusive prices including all necessary tools, equipment and services, materials, transportation, labour for all inspections, testing, cleaning, maintenance services as detailed in Statement of Work attached herein as Annex A.

Table 1

Building: Food Production Facility, Algoma Road, Ottawa

AHU-1 Main Air Handling System c/w HRV-1										
No. of units	Location	Make	Model	Serial Number		Year 1	Year 2	Year 3	Year 4	Year 5
1	Main Mechanical Room on 2nd Floor Rm. 213	Engineered Air	LM-13-C	M12482	AHU-1, variable volume air handling unit with heat recovery (HRV-1), glycol heating/cooling 23%. 20 HP 575/3/60 supply fan motor and 7.5 HP 575/3/60 return fan motor c/w Danfoss Variable Frequency Drives (VFD AHU-1 (S) & VFD AHU-1 (R)). Pre-filters: 6-20"X20"X2" pleated, MERV 6 & Final filters: 6-20"X20"X12" rigid cartridge, MERV 14	\$	\$	\$	\$	\$
1	Main Mechanical Room on 2nd Floor Rm. 213	Engineered Air	LM3-HRV1200	M12482-HRV	HRV-1, variable volume air handling unit with heat recovery (HRV-1), 3 HP 575/3/60 supply fan motor and 3 HP 575/3/60 return fan motor. Pre-filters: 6-20"X20"X2" pleated, MERV 6	\$	\$	\$	\$	\$
Total per Year						\$	\$	\$	\$	\$
Total for 5 Years						\$				

COOL ROOM REFRIGERATION SYSTEMS										
No. of units	Location	Make	Model	Serial Number		Year 1	Year 2	Year 3	Year 4	Year 5
1	Chiller Room on 2nd Floor Rm. 213A	Kysor	TL330-083-SS-5-DVX-A	811000520	Dual Temperature multi-plex chiller system, 3 scroll compressors per circuit, R404a primary refrigerant to glycol (50%) secondary for medium temperature walk-in coolers, c/w controller, 575/3/60	\$	\$	\$	\$	\$
1	Chiller Room on 2nd Floor Rm. 213A	EnviroSep	PPS-52-D	8100074	Packaged glycol pumping system for medium temperature walk-in coolers c/w duplex pumps (HVAC-C084697-1 & HVAC-C084697-2) & controller, 575/3/60	\$	\$	\$	\$	\$
1	Rooftop	Bohn	BNL-D08-A056	T09M00014	Air cooled condenser, 8 X 1.5 HP fans, 575/3/60	\$	\$	\$	\$	\$
1	Rooftop	Bohn	BFH070	T09A01356	Glycol fluid cooler, 4 X 1.5 HP fans, 575/3/60	\$	\$	\$	\$	\$
Total per Year						\$	\$	\$	\$	\$
Total for 5 Years						\$				

**REFRIGERATOR and FREEZER**

No. of units	Location	Make	Model	Serial Number		Year 1	Year 2	Year 3	Year 4	Year 5
1	Rm. #122	Bohn	ADTG0725	T08M04886	Dairy holding refrigerator on chilled glycol loop 3 fans, "off" cycle defrost	\$	\$	\$	\$	\$
1	Rm. #123	Bohn	LLE102SK	T08M10387 T08M10387	Meat freezer DX dual evaporators (R404A), 3 fans, w/electric defrost, on Kysor chiller	\$	\$	\$	\$	\$
1	Rm. #124	Bohn	WKGG1225	D08M00959	Meat and poultry refrigerator on chilled glycol loop 3 fans, warm fluid defrost	\$	\$	\$	\$	\$
1	Rm. #125	Bohn	WKAG0875	D08M00956	Fruit and vegetable refrigerator on chilled glycol loop 2 fans, "off" cycle defrost	\$	\$	\$	\$	\$
1	Rm. #126	Bohn	LL2102SK	T08M10384 T08M10385	General holding freezer DX dual evaporators (R404A), 3 fans, w/electric defrost, on Kysor chiller	\$	\$	\$	\$	\$
1	Rm. #127	Bohn	ADTG0725	T08M04884	Day issue dairy refrigerator on chilled glycol loop 3 fans, "off" cycle defrost	\$	\$	\$	\$	\$
1	Rm. #128	Bohn	ADTG0475	T08M04881	Day issue fish refrigerator on chilled glycol loop 2 fans, "off" cycle defrost	\$	\$	\$	\$	\$
1	Rm. #129	Bohn	WKGG0875	D08M00958	Day issue poultry refrigerator on chilled glycol loop 2 fans, warm fluid defrost	\$	\$	\$	\$	\$
1	Rm. #130	Bohn	WKGG0875	D08M00957	Day issue meat refrigerator on chilled glycol loop 2 fans, warm fluid defrost	\$	\$	\$	\$	\$
1	Rm. #132	Bohn	WKAG0700	D08M00955	Day issue fruit and vegetables refrigerator on chilled glycol loop 2 fans, "off" cycle defrost	\$	\$	\$	\$	\$
1	Rm. #133	Bohn	LLE1365SK	T08M10386	General day issue freezer DX evaporator (R404A), 4 fans, w/electric defrost, on Kysor chiller	\$	\$	\$	\$	\$
1	Rm. #141	Bohn	ADTG0725	T08M04885	Food preparation refrigerator on chilled glycol loop 3 fans, "off" cycle defrost	\$	\$	\$	\$	\$

1	Rm. #142	Bohn	WKAG0700	N/A	Sandwich preparation area refrigerator on chilled glycol loop 2 fans, "off" cycle defrost	\$	\$	\$	\$	\$
1	Rm. #143	Bohn	WKAG0700	N/A	Meat and fish preparation area refrigerator on chilled glycol loop 2 fans, "off" cycle defrost	\$	\$	\$	\$	\$
1	Rm. #148	Bohn	LLE0800SK	T08M10389	Bakery freezer DX evaporator (R404A), 2 fans, w/electric defrost, on Kysor chiller	\$	\$	\$	\$	\$
1	Rm. #149	Bohn	ADTG0475	T08M04882	Bakery refrigerator on chilled glycol loop 2 fans, "off" cycle defrost	\$	\$	\$	\$	\$
1	Rm. #151	Bohn	WKAG0330	D08M00954	Chocolate preparation area refrigerator on chilled glycol loop 1 fan, "off" cycle defrost	\$	\$	\$	\$	\$
1	Rm. #153	Bohn	WKAG0425	D08M00805 D08M00806	Assembly area refrigerator dual evaporators on chilled glycol loop 1 fan, "off" cycle defrost	\$	\$	\$	\$	\$
1	Rm. #154	Bohn	LLE102SK	T08M10389 T08M10390	Shipping freezer DX dual evaporators (R404A), 3 fans, w/electric defrost, on Kysor chiller	\$	\$	\$	\$	\$
1	Rm. #155	Bohn	WKAG0425	D08M00824 D08M00825	Packaging area refrigerator dual evaporators on chilled glycol loop 1 fan, "off" cycle defrost	\$	\$	\$	\$	\$
1	Rm. #156	Bohn	ADTG1300SK	T08M04887	Shipping area refrigerator on chilled glycol loop 5 fans, "off" cycle defrost	\$	\$	\$	\$	\$
1	Rm. #164	Bohn	ADTG0525SK	T08M04883	Refuse area refrigerator on chilled glycol loop 2 fans, "off" cycle defrost	\$	\$	\$	\$	\$
Total per Year						\$	\$	\$	\$	\$
Total for 5 Years						\$	\$	\$	\$	\$

**REFRIGERATOR & FREEZER ROOMS NOTES:**

1. Evaporators and grilles are to be cleaned twice annually (six month intervals). Cleaning must be performed per manufacturer's recommendations. Only mild detergents to be used for surface cleaning of grilles, coils and drip pans (i.e. dish soap) and Material Safety Data Sheets (MSDS) provided to Technical Authority prior to use.

**MAIN KITCHEN MAKE-UP AIR/ EXHAUST HOOD SYSTEM MUA-1/EF-1**

No. of units	Location	Make	Model	Serial Number		Year 1	Year 2	Year 3	Year 4	Year 5
1	Main Mechanical Room on 2nd Floor Rm. 213	Engineered Air	DG-180-C	M12482-MUA-1	MUA-1, variable volume indirect gas fired make-up air unit (527.5 kW), glycol cooling 23%. 15 HP 575/3/60 supply fan motor c/w Danfoss Variable Frequency Drive (VFD MUA-1). Pre-filters: 6-24"X24"X2" pleated, MERV 6 & Final filters: 6-24"X24"X12" rigid cartridge, MERV 14	\$	\$	\$	\$	\$
1	Lower Rooftop	Delhi	B1-33RM-CCW-AW	N/A	EF-1 main kitchen exhaust hood system, 7.5 HP 575/3/60 c/w Variable Frequency Drive (VFD EF-1).	\$	\$	\$	\$	\$
Total per Year						\$	\$	\$	\$	\$
Total for 5 Years						\$				

2ND FLOOR TEST KITCHEN MAKE-UP AIR/ EXHAUST HOOD SYSTEM MUA-2/EF-3										
No. of units	Location	Make	Model	Serial Number		Year 1	Year 2	Year 3	Year 4	Year 5
1	2nd Floor Test Kitchen	Engineered Air	DJS-40-C	M12482-MUA-2	MUA-2, variable volume indirect gas fired make-up air unit (117.2 kW), glycol cooling 23%. 5 HP 575/3/60 supply fan motor c/w Danfoss Variable Frequency Drive (VFD MUA-2). Pre-filters: 6-24"X24"X2" pleated, MERV 6 & Final filters: 6-24"X24"X12" rigid cartridge, MERV 14	\$	\$	\$	\$	\$
1	Upper Rooftop	Carnes	VRBK21V1H1SA20SC1	568291.015	EF-3 test kitchen exhaust hood system, 2 HP 575/3/60 (restaurant up-blast)	\$	\$	\$	\$	\$
Total per Year						\$	\$	\$	\$	\$
Total for 5 Years						\$				

GENERAL EXHAUST SYSTEMS EF-2, EF-4 & EF-5										
No. of units	Location	Make	Model	Serial Number		Year 1	Year 2	Year 3	Year 4	Year 5
1	Lower Rooftop	Carnes	VRBK15M1A1SA20SC1	568291.014	EF-2 dishwasher exhaust fan 1/3HP/115V/6.09A (interlocked with dishwasher)	\$	\$	\$	\$	\$
1	Side Wall West Side	Carnes	Sidewall	N/A	EF-4 compressor room exhaust fan 1/4HP/120V	\$	\$	\$	\$	\$
Total per Year						\$	\$	\$	\$	\$
Total for 5 Years						\$				

MECHANICAL ROOM VENTILATION SYSTEM SF-1										
No. of units	Location	Make	Model	Serial Number		Year 1	Year 2	Year 3	Year 4	Year 5
1	Main Mechanical Room on 2nd Floor Rm. 213	Carnes	VIBK10L1A1CL04S-G1	568291.010	SF-1 mechanical room supply fan 1/4hp/120v	\$	\$	\$	\$	\$
Total per Year						\$	\$	\$	\$	\$
Total for 5 Years						\$				

GEOHERMAL HEAT-PUMP SYSTEM						Year 1	Year 2	Year 3	Year 4	Year 5
No. of units	Location	Make	Model	Serial Number						
10	Basement mechanica   Rm. 007B	Northern Heat-Pumps	CDWE-1141-C13	HP1: XL0812A2050A HP2: XL0812A2051A HP3: XL0812A2186A HP4: XL0812A2187A HP5: XL0812A2190A HP6: XL0812A2191A HP7: XL0812A2188A HP8: XL0812A2189A HP9: XL0812A2048A HP10: XL0812A2049A	HP1 to HP10 - 10 ton (R410A) 575v/3ph/60hz geothermal heat- pumps supplying heating (load) and cooling (source) to cold storage and hot storage tanks	\$	\$	\$	\$	\$
2	Basement mechanica   Rm. 007B	Bradford White Magnum Series	NV310JT5A	N/A	Hot storage tank 1173 litre capacity each	\$	\$	\$	\$	\$
2	Basement mechanica   Rm. 007B	Bradford White Magnum Series	NV310JT5A	N/A	Cold storage tank 1173 litre capacity each	\$	\$	\$	\$	\$
1	Basement mechanica   Rm. 007B	Amtrol	AX-260	196955	Heat-pump loop glycol expansion tank, 125 psi	\$	\$	\$	\$	\$
1	Basement mechanica   Rm. 007B	Axiom	SF100	08-6517-SF	Heat-pump loop glycol feed system	\$	\$	\$	\$	\$
2	Basement mechanica   Rm. 007B	ITT Bell & Gossett	Series 80BF 3x3x9.5B	GLP-1: 706614A GLP-2: 706614B	GLP-1 & GLP-2 Ground loop pumps, 5 HP, 575v/3ph/60hz	\$	\$	\$	\$	\$
2	Basement mechanica   Rm. 007B	ITT Bell & Gossett	Series 80BF 3x3x9.5B	LP-1: 701176B LP-1: 701176D	LP-1 & LP-2 Load pumps (heating loop), 7.5 HP, 575v/3ph/60hz c/w Danfoss Variable Frequency Drives (VFD LP-1 & VFD LP-2)	\$	\$	\$	\$	\$
2	Basement mechanica   Rm. 007B	ITT Bell & Gossett	Series 80BF 3x3x9.5B	SP-1: 701176A SP-2: 701176C	SP-1 & SP-2 Source pumps (cooling loop), 7.5 HP, 575v/3ph/60hz c/w Danfoss Variable Frequency Drives (VFD SP-1 & VFD SP-2)	\$	\$	\$	\$	\$
Total per Year						\$	\$	\$	\$	\$
Total for 5 Years						\$				

HUMIDIFICATION SYSTEMS										
No. of units	Location	Make	Model	Serial Number		Year 1	Year 2	Year 3	Year 4	Year 5
1	Main Mechanical Room on 2nd Floor Rm. 213	DriSteem	GTS-400	HUM-1	HUM-1 Gas fired humidifier for MUA-1, 272.66 lbs/hr max, 400 MBH, 120v/3.0 FLA	\$	\$	\$	\$	\$
1	Main Mechanical Room on 2nd Floor Rm. 213	DriSteem	GTS-400	HUM-2	HUM-2 Gas fired humidifier for MUA-2, 56.71 lbs/hr max, 100 MBH, 120v/1.8 FLA	\$	\$	\$	\$	\$
1	Main Mechanical Room on 2nd Floor Rm. 213	DriSteem	GTS-400	HUM-3	HUM-2 Gas fired humidifier for AHU-1, 283.57 lbs/hr max, 400 MBH, 120v/3.0 FLA	\$	\$	\$	\$	\$
Total per Year						\$	\$	\$	\$	\$
Total for 5 Years						\$				

DOMESTIC HOT WATER HEATERS										
No. of units	Location	Make	Model	Serial Number		Year 1	Year 2	Year 3	Year 4	Year 5
2	Main Mechanical Room on 2nd Floor Rm. 213	PVI	80P 125AX-MXG MAXIM Series	HWT-1: 0209126432 HWT-2: 0209126433	HWT-1 & HWT-2 gas fired steel fire tube storage water heaters c/w power combustion burner, 473 litres, 800MBH, recovery rate @ 3785L/hr	\$	\$	\$	\$	\$
1	Chiller Room on 2nd Floor 213A	Therma-Stor	TS-II-120-1	Tank #1: B0905381 Tank #2: B0905818	Tank #1 & Tank #2 Heat recovery water pre-heaters (chiller hot gas is source) for domestic hot water pre-heating of supply water to domestic hot water boilers	\$	\$	\$	\$	\$
1	Main Mechanical Room on 2nd Floor Rm. 213	ITT Bell & Gossett	SSF-22	103357 1E70	P-12 Domestic hot water recirculation pump, stainless steel, 115v/1ph/60hz	\$	\$	\$	\$	\$
Total per Year						\$	\$	\$	\$	\$
Total for 5 Years						\$				

KITCHEN EXHAUST HOODS										
No. of units	Location Room No.	Make	Model	Serial Number		Year 1	Year 2	Year 3	Year 4	Year 5
1	Main Kitchen	Halton	Marvel	S08614/C08-322.2	Main Kitchen Exhaust Hood Controller c/w VFD	\$	\$	\$	\$	\$
1	Main Kitchen	Halton	KVC	S08614/C08-322.99A	Main Kitchen Exhaust Hood	\$	\$	\$	\$	\$
1	Main Kitchen	Halton	KVC	S08614/C08-322.1.104A	Main Kitchen Exhaust Hood	\$	\$	\$	\$	\$
1	Main Kitchen	Halton	KVC	S08614/C08-322.1.110A	Main Kitchen Exhaust Hood	\$	\$	\$	\$	\$
1	Main Kitchen	Halton	KVC	S08614/C08-322.1.110B	Main Kitchen Exhaust Hood	\$	\$	\$	\$	\$
1	Main Kitchen	Halton	KVC	S08614/C08-322.1.104B	Main Kitchen Exhaust Hood	\$	\$	\$	\$	\$
1	Main Kitchen	Halton	KVC	S08614/C08-322.99B	Main Kitchen Exhaust Hood	\$	\$	\$	\$	\$
1	Main Kitchen	Halton	KVC	S08614/C08-322.1.128	Baker's Kitchen Exhaust Hood	\$	\$	\$	\$	\$
1	Test Kitchen 2nd Floor Room 212	Halton	Marvel	S08614/C08-322.8	Test Kitchen Exhaust Hood Controller c/w VFD	\$	\$	\$	\$	\$
1	Test Kitchen 2nd Floor Room 212	Halton	KVC	S08614/C08-322.2.8	Test Kitchen Exhaust Hood	\$	\$	\$	\$	\$
1	Test Kitchen 2nd Floor Room 212	Halton	KVC	S08614/C08-322.2.18	Test Kitchen Exhaust Hood	\$	\$	\$	\$	\$
Total per Year						\$	\$	\$	\$	\$
Total for 5 Years						\$				

**KITCHEN EXHAUST HOODS NOTES:**

1. The contractor is responsible for all costs associated with an annual maintenance inspection on the hood systems (12 month intervals) that is to be performed by Halton Canada, the equipment manufacturer. Maintenance shall be completed in accordance with the manufacturer's recommended procedures. A complete report shall be provided outlining all tasks completed and any deficiencies. Maintenance must be coordinated with the technical authority.
2. Inspection and cleaning of exhaust hood and associated duct work to be performed in conformance with the most recent edition of the National Fire Protection Association Standard 96 (Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations). The work shall be performed by a qualified cleaning contractor on an annual basis (12 month intervals) and a certificate of inspection/cleaning provided. Cleaning must be coordinated with the technical authority;

The inspection/cleaning certificate shall detail the following information:

- Name, address and phone number of cleaning company
- Printed name and the signature of the qualified on-site person supervising the cleaning
- Date of cleaning and/or inspection
- Next cleaning due date and recommended cleaning frequency

- Confirmation indicating if the system could not be cleaned in all areas, noting the reason why the areas could not be cleaned, a and
- Name of the recognized training organization from which the supervisor and/or the cleaning crew members have received their qualification.

**Summary of Pricing Schedule 1 (Table 1)**

Period	Firm Quarterly Rate	Number of Quarters	Firm Annual Rate
Year 1	\$	x 4	\$
Year 2	\$	x 4	\$
Year 3	\$	x 4	\$
Year 4	\$	x 4	\$
Year 5	\$	x 4	\$
<b>Total</b>			\$

**2.1 Pricing Schedule 2: Extra Work – As and When Requested**

Extra work as described in Annex A - PWGSC Statement of Work, "Extra Work" will be conducted on an "As and When Requested" basis where charges shall be made for actual labour, repair and replacement parts. Estimated quantity of hours per year for extra work is for evaluation purposes only.

When "As and When Requested" work is requested during the contract period, the contractor must complete and submit the Annex C "Cost Estimate Form for Extra Work". Written authorization must be obtained from the Technical Authority prior to conducting any extra work.

**Submit** a Firm All-inclusive Labour Rate (including Overhead, Profit, and all related Costs) and material cost in Canadian funds

**2.1.1) LABOUR:** Our fixed hourly rate per qualified A/C personnel shall be:

<b>Regular Time:</b> <i>Monday to Friday 06.00 until 18.00</i>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
<b>Rate/Hour</b>	\$ /HR				
<b>Estimated quantity of hours per year</b>	112	112	112	112	112
<b>Extended Price</b>	\$	\$	\$	\$	\$
<b>2.1.1(i) SUB-TOTAL:</b>					\$

<b>ii) Outside Regular Hours:</b> Monday to Saturday, Time and a Half ( <i>1.5 x Reg. Hourly Rate</i> )	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
<b>Rate/Hour</b>	\$ /HR				
<b>Estimated quantity of hours per year</b>	20	20	20	20	20
<b>Extended Price</b>	\$	\$	\$	\$	\$
<b>2.1.1(ii) SUB-TOTAL:</b>					\$

iii) Sunday & Statutory Holidays, Double Time (2.0 x Reg. Hourly Rate)	Year 1	Year 2	Year 3	Year 4	Year 5
<b>Rate/Hour</b>	\$ /HR				
<b>Estimated quantity of hours per year</b>	5	5	5	5	5
<b>Extended Price</b>	\$	\$	\$	\$	\$
<b>2.1.1(iii) SUB-TOTAL:</b>					\$

**2.1.2) LABOUR:** Our fixed hourly rate per qualified G1 personnel shall be:

Regular Time: Monday to Friday 06.00 until 18.00	Year 1	Year 2	Year 3	Year 4	Year 5
<b>Rate/Hour</b>	\$ /HR				
<b>Estimated quantity of hours per year</b>	15	15	15	15	15
<b>Extended Price</b>	\$	\$	\$	\$	\$
<b>2.1.2(i) SUB-TOTAL:</b>					\$

ii) Outside Regular Hours: Monday to Saturday, Time and a Half (1.5 x Reg. Hourly Rate)	Year 1	Year 2	Year 3	Year 4	Year 5
<b>Rate/Hour</b>	\$ /HR				
<b>Estimated quantity of hours per year</b>	2	2	2	2	2
<b>Extended Price</b>	\$	\$	\$	\$	\$
<b>2.1.2(ii) SUB-TOTAL:</b>					\$

iii) Sunday & Statutory Holidays, Double Time (2.0 x Reg. Hourly Rate)	Year 1	Year 2	Year 3	Year 4	Year 5
<b>Rate/Hour</b>	\$ /HR				
<b>Estimated quantity of hours per year</b>	1	1	1	1	1
<b>Extended Price</b>	\$	\$	\$	\$	\$
<b>2.1.2(iii) SUB-TOTAL:</b>					\$

**2.2 MATERIALS:** Materials will be charged at our laid-down cost plus a mark-up of:

	Year 1	Year 2	Year 3	Year 4	Year 5
<b>Percentage Mark Up</b>	%	%	%	%	%
<b>Estimated Expenditure</b>	\$22,500.00	\$22,500.00	\$22,500.00	\$22,500.00	\$22,500.00
<b>Extended Price:</b>	\$	\$	\$	\$	\$
<b>2.2 SUB-TOTAL:</b>					\$

\* The Extended Price for materials is calculated by adding the mark-up quoted to the total estimated expenditure (Example: Year 1, \$500.00 estimated expenditure; 10% mark-up quoted = \$500.00 + (\$500.00 x 10%) = \$550.00). The estimated expenditures is for evaluation purposes only.

Parts will be supplied FOB Destination including all delivery charges. The following definitions have been used to arrive at the figures as noted:

i) MARK-UP - The difference between the Contractors's laid-down cost for product and resale price to the Crown. Mark-up includes applicable internal cost allocation by the Contractor such as material handling and general and administrative (G&A) expenses plus profit.

ii) LAID-DOWN COST - The cost incurred by a vendor to acquire a specific product or service for resale to the government. This includes but is not limited to the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage.

AUTHORIZATION FOR DELIVERY: The consignee shall request delivery of goods/services identified in Pricing Schedule 2., 2.1 (i), (ii), (iii) and 2.2 on an authorization form provided by the Technical Authority.

**TOTAL ASSESSED PROPOSAL PRICE**

Sum of Basis of Pricing

Pricing Schedule 1:	Table 1	=	Subtotal \$	_____	+
Pricing Schedule 2:	2.1.1 (i), (ii), (iii)	=	Subtotal \$	_____	+
Pricing Schedule 2:	2.1.2 (i), (ii), (iii)	=	Subtotal \$	_____	+
Pricing Schedule 3:	2.2	=	Subtotal \$	_____	+
Total assessed proposal price			=	\$	_____

IN THE CASE OF ERROR IN THE EXTENSION OF PRICES, THE UNIT PRICE WILL GOVERN. CANADA MAY ENTER INTO CONTRACT WITHOUT NEGOTIATION.

**Section III: Certifications**

Bidders must submit the certifications required under Part 5.

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

### **4.1 Evaluation Procedures**

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

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

#### **4.1.1 Technical Evaluation**

##### **Submission of Evidence**

Submission of Evidence as described at **4.1.1.1 to 4.1.1.5** should be included with the bid at time of solicitation closing. However, if the following is not submitted with the bid by the solicitation closing date, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

**The evidence provided by the bidder may be verified. PWGSC reserves the right to verify information for completeness and accuracy and to confirm reference satisfaction with services provided.**

##### **4.1.1.1 Mandatory Employee Experience and Past Performance**

To carry out the work on this requirement, the contractor must provide three (3) qualified personnel.

The bidder must provide evidence to demonstrate that the service personnel proposed to perform maintenance of the equipment identified in SW5 Equipment Inventory have **three (3) recent years experience** and past performance in maintenance/service in a supermarket, food distribution/warehouse or large kitchen facility by referencing **three (3) similar projects/contracts** within the last **eight (8) years** whereby the service personnel have performed satisfactorily.

- Recent experience is defined as experience gained from January 2010 up to and including the solicitation closing date.
- Similar is defined as maintenance service of HVAC Systems comparable in size, scope and complexity to the equipment listed in Annex A, Statement of Work, Equipment Inventory.

In cases where experience is acquired concurrently, the time period will be considered only once for the purpose of calculating the minimum requirement of 3 years recent experience.

##### Example:

- Project 1: started on January 1, 2009 and ended on May 31, 2009 = 5 months
- Project 2: started on January 1, 2009 and ended on December 31, 2009 = 12 months
- Project 3: started on January 1, 2008 and ended on December 31, 2009 = 24 months

Total period for these 3 projects will count as 24 months and not 41 months because the period Jan. 2009 to Dec. 2009 has already been counted in Project 3. This employee does not meet the required minimum of 3 years recent experience.

In the event where the information for any of the service personnel cannot be confirmed by the client contacts named in the proposal, the proposal will be considered non-responsive and no further consideration will be given to the proposal. If the Bidder submits names of technicians in excess of the stated requirement, only the references up to the identified limit of three (3) qualified personnel will be assessed. The first three (3) proposed employees listed in the proposal will be considered for evaluation.

<b>NAME OF SERVICE TECHNICIAN 1:</b> _____			
Name of client organization or Company	Project/Contract Reference #1: _____	Project/Contract Reference #2: _____	Project/Contract Reference #3: _____
Name and title of client contact who can confirm the information presented in the proposal	Name: _____ Title: _____	Name: _____ Title: _____	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone Number: _____ E-mail: _____	Phone Number: _____ E-mail: _____	Phone Number: _____ E-mail: _____
Performance period of the project or contract (indicate year, month, day)	From: _____ (yyyy/mm/dd) To: _____ (yyyy/mm/dd)	From: _____ (yyyy/mm/dd) To: _____ (yyyy/mm/dd)	From: _____ (yyyy/mm/dd) To: _____ (yyyy/mm/dd)

<b>NAME OF SERVICE TECHNICIAN 2:</b> _____			
Name of client organization or Company	Project/Contract Reference #1: _____	Project/Contract Reference #2: _____	Project/Contract Reference #3: _____
Name and title of client contact who can confirm the information presented in the proposal	Name: _____ Title: _____	Name: _____ Title: _____	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone Number: _____ E-mail: _____	Phone Number: _____ E-mail: _____	Phone Number: _____ E-mail: _____
Performance period of the project or contract (indicate year, month, day)	From: _____ (yyyy/mm/dd) To: _____ (yyyy/mm/dd)	From: _____ (yyyy/mm/dd) To: _____ (yyyy/mm/dd)	From: _____ (yyyy/mm/dd) To: _____ (yyyy/mm/dd)

<b>NAME OF SERVICE TECHNICIAN 3:</b> _____			
Name of client organization or Company	Project/Contract Reference #1: _____	Project/Contract Reference #2: _____	Project/Contract Reference #3: _____
Name and title of client contact who can confirm the information presented in the proposal	Name: _____ Title: _____	Name: _____ Title: _____	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone Number: _____ E-mail: _____	Phone Number: _____ E-mail: _____	Phone Number: _____ E-mail: _____
Performance period of the project or contract (indicate year, month, day)	From: _____(yyyy/mm/dd) To: _____(yyyy/mm/dd)	From: _____(yyyy/mm/dd) To: _____(yyyy/mm/dd)	From: _____(yyyy/mm/dd) To: _____(yyyy/mm/dd)

#### 4.1.1.2 Mandatory Non-Working Service Manager's Expertise and Experience

The bidder must provide evidence of its non working Service Manager's recent experience and past performance by referencing at least one (1) similar project/contract. It is mandatory that the non working Service Manager has three (3) recent years experience in a supervisory role in the field of HVAC equipment services. The bidder must complete the following form in order to demonstrate that the proposed non working Service Manager have the required experience.

- Recent experience is defined as experience gained from January 2010 up to and including the solicitation closing date.
- Similar is defined as maintenance service of HVAC equipment comparable in size, scope and complexity to the equipment listed in Annex A, Statement of Work, SW5, Equipment Inventory.

In cases where experience is acquired concurrently, the time period will be considered only once for the purpose of calculating the minimum requirement of 3 years recent experience.

<b>Provide the name of the Non-Working Service Manager</b> _____	
Name of client organization or Company	Name: _____
Name and title of client contact who can confirm the information presented in the proposal.	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone No.: _____ Fax No.: _____
Performance period of the project or contract (indicate year, month, day)	From: _____ (year/month/day) To: _____ (year/month/day)
Description of Project or contract: _____ _____ _____	
Responsibilities of the individual: _____ _____ _____ _____	

**4.1.1.3 Mandatory Contractor's Experience and Past Performance**

The bidder must provide evidence of its experience and past performance by referencing 3 similar projects/contracts within the last 3 years whereby the organization has performed satisfactorily. The bidder must complete the following form in order to demonstrate that it has the required experience.

- Recent experience is defined as experience gained from January 2012 up to and including the solicitation closing date.
- Similar is defined as a maintenance service on HVAC Systems comparable in size, scope and complexity to the equipment listed in Annex A, Statement of Work, Equipment Inventory.

In the event where the information for any of the projects cannot be confirmed by the client contacts named in the proposal, the proposal will be considered non-responsive and no further consideration will be given to the proposal. If the Bidder submits references in excess of the stated requirement, only the references up to the identified limit of three (3) projects will be assessed. The first three (3) projects listed in the proposal will be considered for evaluation.

	PROJECT/CONTRACT REFERENCE # 1	PROJECT/CONTRACT REFERENCE # 2	PROJECT/CONTRACT REFERENCE # 3
Name of client organization or Company	Project/Contract Reference #1: _____	Project/Contract Reference #1: _____	Project/Contract Reference #1: _____
Name and title of client contact who can confirm the information presented in the proposal	Name: _____ Title: _____	Name: _____ Title: _____	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone Number: _____ E- mail: _____	Phone Number: _____ E-mail: _____	Phone Number: _____ E-mail: _____
Performance period of the project or contract (indicate year, month, day)	From: _____ (yyyy/mm/dd) To: _____ (yyyy/mm/dd)	From: _____ (yyyy/mm/dd) To: _____ (yyyy/mm/dd)	From: _____ (yyyy/mm/dd) To: _____ (yyyy/mm/dd)
Description of Project/Contract	_____ _____ _____ _____	_____ _____ _____ _____	_____ _____ _____ _____

**4.1.1.4 Card and Licensing Documentation**

The Bidder and all applicable employees performing the Statement of Work under the conditions of this contract must be qualified and/or certified under the governing regulations for carrying out this work.

To carry out the work on this requirement, Service personnel employed by the Contractor must be in possession of :

- HVAC / Commercial Refrigeration equipment - Three (3) service personnel:***
- A valid **Journey person (JP)** Refrigeration and Air Conditioning Certification License (or approved interprovincial equivalent) with a minimum 3 years experience servicing a food preparation facility or commercial cafeteria or super-market; and
  - A valid Ozone Depletion Prevention Card for the Province of Ontario (or approved interprovincial equivalent); and
  - A valid Fall Protection Certificate; and
  - A valid Confined Space Entry Certificate; and
  - A valid Aerial Manlift Certificate.

- Gas Fired Appliances – Three (3) service personnel:***
- A valid permanent Province of Ontario Certificate G1 (Gas Technician 1) and
  - A valid Fall Protection Certificate

***The personnel named in 'HVAC / Commercial Refrigeration equipment' above may also be named in 'Gas Fired Appliances' provided they hold the required certifications of each category.***

Apprentices employed by the Contractor must be fully registered in a Tradesman Program and work under the direction of a Journeyman Mechanic. Canada reserves the right to request proof of registration in a Tradesman Program at any time during the term of the contract.

The Contractor shall, before replacing any specific person named in the contract, provide notice in writing to the Technical Authority containing proof that the person has the required certification.

#### **4.1.1.5 Apprentices**

Apprentices employed by the Contractor must be fully registered in a Tradesman Program related to the services in Annex A, Statement of Work. Apprentices must work, at any time, under the direction of a Journeyman Mechanic. Canada reserves the right to request proof of registration in a Tradesman Program at any time during the term of the contract.

#### **4.2 Basis of selection**

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

## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

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

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

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

### **5.1 Certifications Required with the Bid**

Bidders must submit the following duly completed certifications as part of their bid.

#### **5.1.1 Declaration of Convicted Offences**

As applicable, pursuant to subsection Declaration of Convicted Offences of section 01 of the Standard Instructions, the Bidder must provide with its bid, a completed Declaration Form, to be given further consideration in the procurement process.

### **5.2 Certifications Precedent to Contract Award and Additional Information**

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

#### **5.2.1 Integrity Provisions – List of Names**

Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder.

Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s).

Bidders bidding as societies, firms or partnerships do not need to provide lists of names.

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

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from [Employment and Social Development Canada \(ESDC\) - Labour's website](#).

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list at the time of contract award.

#### **5.2.3 Additional Certifications Precedent to Contract Award**

##### **5.2.3.1 Status and Availability of Resources**

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting

Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability.

#### **5.2.3.2 Education and Experience**

*SACC Manual* clause A3010T (2010-08-16) Education and Experience

## PART 6 - SECURITY REQUIREMENT

### **6.1 Security Requirement**

1. Before award of a contract, the following conditions must be met:
  - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 – Resulting Contract Clauses;
  - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in part 7 – Resulting Contract Clauses;
  - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, bidders should refer to the Canadian Industrial Security Directorate (CISD), Industrial Security Program of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

### **6.2 Employee Information for Security**

The Bidder should specify the following information regarding employees proposed in Part 4, Section 4.1.1 to provide services against any resulting contract:

<b>LEGAL NAME (First and Last)</b>	<b>DATE OF BIRTH</b>	<b>CURRENT CLEARANCE HELD</b>
NAME OF SERVICE TECHNICIAN 1		
NAME OF SERVICE TECHNICIAN 2		
NAME OF SERVICE TECHNICIAN 3		
NAME OF NON-WORKING SERVICE MANAGER		

## PART 7 - RESULTING CONTRACT CLAUSES

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

### **7.1 Statement of Work**

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

#### **7.1.1 Replacement of Specific Individuals**

1. If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
2. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:
  - (a) the name, qualifications and experience of the proposed replacement; and
  - (b) proof that the proposed replacement has the required security clearance granted by Canada, if applicable.
3. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

#### **Names of qualified technician**

The contractor must provide the names of the qualified Technicians who will be assigned to work on this Contract. The names provided below must be the same personnel listed in part 4 & part 6 of the proposal.

<i><b>Technician 1</b></i> <i>(first &amp; last name)</i>	<i><b>Technician 2</b></i> <i>(first &amp; last name)</i>	<i><b>Technician 3</b></i> <i>(first &amp; last name)</i>	<i><b>Non-Working Service Manager</b></i> <i>(first &amp; last name)</i>

### **7.2 Standard Clauses and Conditions**

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

#### **7.2.1 General Conditions**

2035 (2015-07-03), General Conditions - Services, apply to and form part of the Contract.

### **7.3 Security Requirement**

**7.3.1** The following security requirement (SRCL and related clauses) applies and form part of the Contract.

1. The Contractor/Offeror personnel requiring access to secure work site(s) must, at all times during the performance of the Contract/Standing Offer, **EACH** hold a valid **SITE ACCESS** Clearance, granted or approved by the Canadian Industrial Security Directorate, Public Works and Govern- ment Services Canada.
  2. The Contractor/Offeror must comply with the provisions of the *Security Requirements Check List* and security guide (if applicable), attached at Annex B.
-

## 7.4 Term of Contract

### 7.4.1 Period of Contract

The period of the Contract is from \_\_\_\_\_ to \_\_\_\_\_ inclusive.

## 7.5 Authorities

### 7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Lynn Grogan  
Public Works and Government Services Canada  
Acquisition Branch  
Real Property Contracting Directorate  
3C2, Phase III, Place du Portage  
11 Laurier Street  
Gatineau, Quebec K1A 0S5  
Telephone : 819-956-2796  
Facsimile : 819-956-3600  
E-mail address: lynn.grogan@pwgsc-tpsgc.gc.ca

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

### 7.5.2 Technical Authority

*"TO BE PROVIDED AT CONTRACT AWARD"*

The Technical Authority for the Contract is:

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

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

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

### 7.5.3 Contractor's Representative

The name and particulars of the person to be contacted for general enquiries and follow-up purposes:

Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
Cellular: \_\_\_\_\_  
E-mail: \_\_\_\_\_

## 7.6 Proactive Disclosure of Contracts with Former Public Servants

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

## 7.7 Payment

### 7.7.1 Limitation of Expenditure

The Contractor will supply the goods and services under the Contract to an estimated total expenditure that must not exceed \$ (to be determined) (Applicable Taxes included) of which \$ (to be determined) (Applicable Taxes included) is for goods and/or services enumerated or described in Pricing Schedule 1, and \$ (to be determined) (Applicable Taxes) included) is for additional goods and/or services that may be requested on an "As and When Requested" basis at the prices and/or rates set out in Pricing Schedule 2.

### 7.7.2 Basis of Payment - Firm Prices and "As and When"

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm prices, in accordance with General Conditions 2035 16 (2014-09-25) 'Payment Period' and the following tables. Applicable Taxes are extra, if applicable.

- a) Firm rates will be paid in accordance with Pricing Schedule 1 in four (4) equal quarterly payments.
- b) "As and When Requested" Work:

Any costs incurred for Extra Work will be paid, in accordance with Pricing Schedule 2 and the Statement of Work, Annex A, on an "as and when requested" basis, after completion, inspection and acceptance of the work performed.

Canada's total liability to the Contractor under the "as and when requested" portion of the Contract must not exceed **(to be determined)**. Applicable Taxes are extra, if applicable.

The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- (a) when it is 75 percent committed, or
- (b) if the Contractor considers that the said sum may be exceeded, the Contractor must promptly notify the contracting Authority

whichever comes first.

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

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.

(Pricing tables to be inserted here at contract award)

### 7.7.3 SACC Manual Clauses

A9117C (2007-11-30) T1204 - Direct Request by Customer Department, apply to and form part of the Contract.

## **7.8 Invoicing Instructions - Maintenance Services**

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions along with the quarterly maintenance report described in the Statement of Work of the Contract.

Invoices cannot be submitted until all work identified in the invoice has been completed and that all maintenance service call reports related to the Work identified in the invoice have been received by the Technical Authority.

2. The Contractor must distribute the invoices and reports as follows:

- (a) The original and two (2) copies of the invoices and quarterly maintenance reports must be forwarded to the following address for certification and payment:

Public Works and Government Services Canada  
Maintenance and Operational Assurance Services  
Chomley Building, 6th Floor  
400 Cooper Street  
Ottawa, Ontario, K1A 0S5  
Attention: \_\_\_\_\_

## **7.9 Certifications**

### **7.9.1 Compliance**

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

### **7.10 Applicable Laws**

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

### **7.11 Priority of Documents**

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2015-07-03)
- (c) Annex A, Statement of Work;
- (d) Annex B, Security Requirements Check List;
- (e) Annex C, Cost Estimate Form for Extra Work;
- (f) the Contractor's proposal dated \_\_\_\_\_

### **7.12 Foreign Nationals (Canadian Contractor)**

*A2000C (2006-06-16) Foreign Nationals (Canadian Contractor) (if applicable), apply to and form part of the Contract.*

## 7.13 Insurance

### 7.13.1 Insurance – Specific Requirements

The Contractor must comply with the insurance requirements specified in the **following article 7.13.2 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.

### 7.13.2 Commercial General Liability Insurance

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

- j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- n. Litigation Rights: Pursuant to subsection 5(d) of the [\*Department of Justice Act\*](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

**For the province of Quebec, send to:**

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

**For other provinces and territories, send to:**

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

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

#### **7.14 Cellular Phones and/or Pagers**

The Contractor's Foreman or Site Supervisor must be equipped with a cellular phone and/or pager at all times. All expenses including installation, air time, activating fees, and the cost of the phones/pagers themselves, will be the responsibility of the Contractor. The Contractor must maintain an uninterrupted communication service.

#### **7.15 Government Site Regulations**

The Contractor must comply with all regulations, instructions and directives in force on the site where the Work is performed.

**7.16 Pre-Commencement Meeting**

A pre-commencement meeting is mandatory for the Contractor prior to commencing any work and minutes of the meeting will be taken. The time and place of this meeting will be determined by the Technical Authority.

The Contractor is to supply the Technical Authority with a copy of its safety policy as required by the applicable Provincial Occupational Safety and Health Regulations.

**7.17 Voluntary Reports for Apprentices Employed during the Contact**

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.

Number of apprentices hired	Trade specialty

(Add lines if needed)

**ANNEX A**

**STATEMENT OF WORK**

**(Please see attached)**

**ANNEX B**

**SECURITY REQUIREMENT CHECK LIST**

**(Please see attached)**

## Annex C - Cost Estimate Form For Extra Work

Contractor: \_\_\_\_\_

Date: \_\_\_\_\_

Estimate #: \_\_\_\_\_

<b>Description of Work:</b>          <div style="text-align: right; font-size: small;">(Please attach a separate sheet if required)</div>
---

		Hourly Rate as per Contract	
I Direct Costs	No. of Hours	AC/Chiller Technician	Total
<b>i Direct Labour</b>			
Repair Work Labour			
Emergency Calls Labour			
Other Labour (Specify: _____ )			
Total Direct Labour			\$ _____ (i)
<b>ii Direct Material Costs *</b>			
Replacement Parts			
Repair Parts			
Other Material (Specify: _____ )			\$ _____ (ii)
Total Direct Material Costs			
<b>iii Other Direct Costs</b>			
Other (Specify: _____ )			
Total Other Direct Costs			\$ _____ (iii)
<b>II Total Price</b>			
<b>Total Direct Costs (i + ii + iii) (GST/HST extra)</b>			<b>\$ _____</b>

- Note: Materials will be charged at our laid-down cost plus a mark-up in accordance with Pricing Schedule 2.

Name: \_\_\_\_\_

(Please print)

Signature: \_\_\_\_\_

**ANNEX D**

**REMINDER TO SUBMIT A COMPLETE LIST OF NAMES OF ALL INDIVIDUALS WHO ARE CURRENTLY  
DIRECTORS OF THE BIDDER**

***NOTE TO BIDDERS***  
***WRITE DIRECTOR'S SURNAMES AND GIVEN NAMES IN BLOCK LETTERS***

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## ANNEX E

### Voluntary Certification to Support the Use of Apprentices

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

*In order to help meet demand for skilled tradespeople, the Contractor agrees to use, and require its subcontractors to use, reasonable commercial efforts to hire and train registered apprentices, to strive to fully utilize allowable apprenticeship ratios<sup>1</sup> and to respect any hiring requirements prescribed by provincial or territorial statutes.*

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

*Name:*

*Signature:*

*Company Name:*

*Company Legal Name:*

*Solicitation Number:*

*Optional information to provide:*

*Number of apprentices planned to be working on this contract:*

*Trades of those apprentices:*

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

**SW 1. General**

- .1 The Contractor must furnish all necessary tools, services and labour to execute the work required for the maintenance of the equipment contained herein and must execute such work in a careful and workmanlike manner and in accordance with all related Codes, Standards and Regulations from all levels of Government (Provincial/Territorial, Municipal and Federal).
- .2 To carry out the work on this requirement, Service personnel employed by the Contractor must be in possession of:
  - .1 ***HVAC / Commercial Refrigeration equipment - Three (3) service personnel:***
    - A valid **Journeyman (JP)** Refrigeration and Air Conditioning Certification License (or approved interprovincial equivalent) with a minimum 3 years experience servicing a food preparation facility or commercial cafeteria or super-market; and
    - A valid Ozone Depletion Prevention Card for the Province of Ontario (or approved interprovincial equivalent); and
    - A valid Fall Protection Certificate; and
    - A valid Confined Space Entry Certificate; and
    - A valid Aerial Manlift Certificate.
  - .2 ***Gas Fired Appliances – Three (3) service personnel:***
    - A valid permanent Province of Ontario Certificate G1 (Gas Technician 1) and
    - A valid Fall Protection Certificate

***The personnel named in 'HVAC / Commercial Refrigeration equipment' above may also be named in 'Gas Fired Appliances' provided they hold the required certifications of each category.***

- .3 Apprentices employed by the Contractor must be fully registered in a Tradesman Program and work under the direction of a Journeyman Mechanic. Canada reserves the right to request proof of registration in a Tradesman Program at any time during the term of the contract.
- .4 The Contractor shall, before replacing any specific person named in the contract, provide notice in writing to the Technical Authority containing proof that the person has the required certification.

**SW 2.1 Scope of Work - preventive maintenance / inspection**

.1 General

The Contractor shall provide all required maintenance as per SW 3 and the manufacturer's recommendations, including but not limited to the items listed below, to maintain the equipment listed in SW 5, Equipment Inventory.

.2 Included in Contract

Labour for all maintenance inspections, service calls (24-7), leak testing, cleaning, lubrication; all labour and costs associated with the replacement of drive belts, filters and fuses.

.3 Performance

The Contractor shall maintain the equipment at its original performance level to provide conditions within the range required by the equipment being served by this system or as otherwise specified by the Technical Authority.

.4 Exclusions

The Contractor is not required as part of this contract to make renewals or repairs necessitated by reason of the negligent operation or misuse of the equipment by others or by reason of any other cause beyond his control except ordinary wear and tear of the equipment.

1. The contractor shall provide clear and concise rational of the events leading up to the failure.

**SW 2.2 Scope of Work (cont'd)**

.5 Extra Work

- .1 The Contractor shall immediately inform the Technical Authority in writing *within 24 hours* of necessary repairs not included herein as being part of the work to be performed under the Contract. The Contractor may be called upon to effect these repairs.
- .2 The Contractor shall identify modifications or improvements to the equipment or system(s) that will enhance equipment serviceability, life expectancy and/or efficiency.
- .3 The Contractor will calculate the cost of the repairs (SW2.2.5.1), modifications or improvements (SW2.2.5.2) based on Basis of Pricing "Pricing Schedule 2". The Contractor may be called upon to effect this work.
- .6 Prove to the satisfaction of the Departmental Representative when requested, possession of complete schematic wiring diagrams, detailed adjustment procedures and detailed operational descriptions of all equipment included in this Contract.

Operational Descriptions

Prove to the satisfaction of the Technical Authority when requested, possession of complete schematic wiring diagrams, detailed adjustment procedures and detailed operational descriptions of all equipment included in this Contract.

.7 Environmental Protection

***The Contractor shall conform to all applicable environmental laws and regulations in effect including the Federal Halocarbon Regulations.***

- .1 During repair or replacements the Contractor shall use closed-loop refrigerant recovery equipment to minimize refrigerant emissions. A complete leak test on all refrigeration systems shall be performed quarterly, and repairs made as required. Units shall then be tagged as **leak free**.
- .2 The Contractor shall ensure against oil spills or damage to surfaces and roofing system by providing protection such as plywood or plastic under the equipment during service operations. In the event of an accidental spill, the Contractor shall notify the Technical Authority immediately so that remedial action can be taken.
- .3 The Contractor shall not leave waste materials on site unless approved by the Technical Authority.
- .4 The Contractor shall not dispose of waste or volatile materials, such as mineral spirits or paints and oil thinner into waterways, storm or sanitary sewers.
- .5 The Contractor shall control the disposal of the runoff of water containing suspended materials or other harmful substances in accordance with local authority requirements.

**SW 3. Service**

- .1 All equipment shall be inspected monthly or more frequently if found necessary, to provide trouble free operation.

.2 Scheduling

Unless otherwise directed, preventive maintenance shall be performed during regular working hours, Monday through Friday, 08:00 to 16:00 hours excluding statutory holidays.

**SW 3. Service (cont'd)**

.3 Maintenance Plan

Contractor shall produce a detailed comprehensive maintenance service plan specific to the equipment inventory which must outline all tasks, procedures, all maintenance routines and frequencies to meet or exceed manufacturers' recommendations identifying the maintenance that will be performed annually, semiannually, quarterly and monthly. This maintenance plan shall contain and reflect the manufacturer's recommended maintenance and all requirements of this agreement. The proposed maintenance plan shall be reviewed by the Technical Authority and may require revision by the Contractor to meet Technical Authority's requirements. Any such changes shall be considered as part of this agreement. This plan must fully list all operating inspections, maintenance schedules and tests necessary to maximize equipment longevity and ensure the optimum level of performance over the full operating range of the equipment. The comprehensive maintenance service plan shall be submitted to the Technical Authority in the Microsoft Office Suite format (including sample inspections sheets for all routines), within 60 calendar days after award of the Contract.

The Maintenance Plan must be viewed and approved by the Technical Authority prior to acceptance and implementation.

.4 Control Systems:

Conduct periodic tests of the Control Systems where applicable, to ensure all circuits and settings are properly adjusted to suit requirements of the design capabilities of the system as originally furnished by the manufacturer. The frequency of testing controls will be according to manufacturer's specifications.

.5 Air Filter Service

The Contractor shall replace filters as required to fit the filter sections provided by the manufacturer. Filter size and efficiency to match original as supplied by the manufacturer and as indicated in SW5 Equipment Inventory.

.6 Emergency calls

All emergency calls between regular inspections must be answered by a qualified mechanic within one (1) hour of receiving the call on a 24 hour, 7 day basis. All named Service personnel must be able to report on site ready to service the system within one (1) hour of receiving the request for emergency service and such work shall proceed continuously until the system is returned to safe operating condition.

.7 Inspections (refrigerant monitoring system)

System to be calibrated and certified annually and a certificate provided. Certification to itemize calibration gas used, lot number, adjusted reading, flow rate and date of calibration along with signature of Contractor.

.8 Non-working Service Manager

The non-working Service Manager must be in full charge of the operations of the contractor in the performance of the services and shall be authorized to accept any notice, consent, order, direction, decision or other communication on behalf of the contractor that may be given under the contract. The manager must liaise as required with the Technical Authority and must be capable of communicating in English or French.

In the event that there is an emergency the Contractor's non-working Service Manager must be available to respond on-site within two (2) hours of receiving the call on a 24 hour, 7 day basis.

Public Works and Government Services Canada	Maintenance Service HVAC/Commercial Refrigeration Equipment	Scope of work Page 4 of 9 8M3-0926-2
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**SW 4. Reporting**

- .1 The Contractor shall report to the Technical Authority verbally **and** by FAX, within twenty-four (24) hours, every visit required other than regular maintenance. The report shall detail all work completed, work outstanding and the reasons therefore and an estimated time frame for completion.

The Contractor shall call to the attention of operating staff verbally followed by a written report to the Technical Authority any improper procedures that may be noted by him and provide written instruction to guide the Technical Authority's staff.

The Contractor shall notify the Technical Authority in writing of any malfunction of equipment or systems related to, but not part of, the contract equipment which could adversely affect the reliability or cause damage to the system components under the maintenance contract

- .2 Equipment report cards:

A completed service report card outlining any and all service performed on the equipment shall be enclosed in a clear vinyl envelope and affixed safely to the equipment. These report cards are to remain with the equipment for the duration of the contract and are to be turned over to the Technical Authority upon contract completion or termination.

- .3 Service Reports:

A signed, written service report shall be completed at each regular maintenance visit, attesting that maintenance was performed as per the Maintenance Plan (SW3.3) and must be left on site in a suitable protective binder.

Copies of regular maintenance reports and monthly check lists shall be forwarded, with the quarterly invoice to the attention of:

Public Works and Government Services Canada  
Maintenance & Operational Assurance  
400 Cooper, 6th Floor  
Ottawa, Ontario  
K1A 0S5  
Attention of: Technical Authority

Invoices **Must** include:

- (a) PWGSC reference (8M3-0926-2) & contract number (EJ196-160460)
- (b) period covered by invoice
- (c) building name & address

**NOTE:** *Invoices will be returned unpaid if attestation of maintenance has not been received for the invoiced period.*

**SW 5 Equipment Inventory**

Building: Food Production Facility, Algoma Road, Ottawa

AHU-1 Main Air Handling System c/w HRV-1					
No. of units	Location	Make	Model	Serial Number	Details
1	Main Mechanical Room on 2nd Floor Rm. 213	Engineered Air	LM-13-C	M12482	AHU-1, variable volume air handling unit with heat recovery (HRV-1), glycol heating/cooling 23%. 20 HP 575/3/60 supply fan motor and 7.5 HP 575/3/60 return fan motor c/w Danfoss Variable Frequency Drives (VFD AHU-1 (S) & VFD AHU-1 (R)). Pre-filters: 6-20"X20"X2" pleated, MERV 6 & Final filters: 6-20"X20"X12" rigid cartridge, MERV 14
1	Main Mechanical Room on 2nd Floor Rm. 213	Engineered Air	LM3-HRW1200	M12482-HRV	HRV-1, variable volume air handling unit with heat recovery (HRV-1), 3 HP 575/3/60 supply fan motor and 3 HP 575/3/60 return fan motor. Pre-filters: 6-20"X20"X2" pleated, MERV 6

COOL ROOM REFRIGERATION SYSTEMS					
No. of units	Location	Make	Model	Serial Number	Details
1	Chiller Room on 2nd Floor Rm. 213A	Kysor	TL330-083-SS-5-DVX-A	811000520	Dual Temperature multi-plex chiller system, 3 scroll compressors per circuit, R404a primary refrigerant to glycol (50%) secondary for medium temperature walk-in coolers, c/w controller, 575/3/60
1	Chiller Room on 2nd Floor Rm. 213A	EnviroSep	PPS-52-D	8100074	Packaged glycol pumping system for medium temperature walk-in coolers c/w duplex pumps (HVAC-C084697-1 & HVAC-C084697-2) & controller, 575/3/60
1	Rooftop	Bohn	BNL-D08-A056	T09M00014	Air cooled condenser, 8 X 1.5 HP fans, 575/3/60
1	Rooftop	Bohn	BFH070	T09A01356	Glycol fluid cooler, 4 X 1.5 HP fans, 575/3/60

**REFRIGERATOR & FREEZER ROOMS**

No. of units	Location	Make	Model	Serial Number	Details
1	Rm. #122	Bohn	ADTG0725	T08M04886	Dairy holding refrigerator on chilled glycol loop 3 fans, "off" cycle defrost
1	Rm. #123	Bohn	LLE102SK	T08M10387 T08M10387	Meat freezer DX dual evaporators (R404A), 3 fans, w/electric defrost, on Kysor chiller
1	Rm. #124	Bohn	WKGG1225	D08M00959	Meat and poultry refrigerator on chilled glycol loop 3 fans, warm fluid defrost
1	Rm. #125	Bohn	WKAG0875	D08M00956	Fruit and vegetable refrigerator on chilled glycol loop 2 fans, "off" cycle defrost
1	Rm. #126	Bohn	LL2102SK	T08M10384 T08M10385	General holding freezer DX dual evaporators (R404A), 3 fans, w/electric defrost, on Kysor chiller
1	Rm. #127	Bohn	ADTG0725	T08M04884	Day issue dairy refrigerator on chilled glycol loop 3 fans, "off" cycle defrost
1	Rm. #128	Bohn	ADTG0475	T08M04881	Day issue fish refrigerator on chilled glycol loop 2 fans, "off" cycle defrost
1	Rm. #129	Bohn	WKGG0875	D08M00958	Day issue poultry refrigerator on chilled glycol loop 2 fans, warm fluid defrost
1	Rm. #130	Bohn	WKGG0875	D08M00957	Day issue meat refrigerator on chilled glycol loop 2 fans, warm fluid defrost
1	Rm. #132	Bohn	WKAG0700	D08M00955	Day issue fruit and vegetables refrigerator on chilled glycol loop 2 fans, "off" cycle defrost
1	Rm. #133	Bohn	LLE1365SK	T08M10386	General day issue freezer DX evaporator (R404A), 4 fans, w/electric defrost, on Kysor chiller
1	Rm. #141	Bohn	ADTG0725	T08M04885	Food preparation refrigerator on chilled glycol loop 3 fans, "off" cycle defrost
1	Rm. #142	Bohn	WKAG0700	N/A	Sandwich preparation area refrigerator on chilled glycol loop 2 fans, "off" cycle defrost
1	Rm. #143	Bohn	WKAG0700	N/A	Meat and fish preparation area refrigerator on chilled glycol loop 2 fans, "off" cycle defrost
1	Rm. #148	Bohn	LLE0800SK	T08M10389	Bakery freezer DX evaporator (R404A), 2 fans, w/electric defrost, on Kysor chiller
1	Rm. #149	Bohn	ADTG0475	T08M04882	Bakery refrigerator on chilled glycol loop 2 fans, "off" cycle defrost
1	Rm. #151	Bohn	WKAG0330	D08M00954	Chocolate preparation area refrigerator on chilled glycol loop 1 fan, "off" cycle defrost
1	Rm. #153	Bohn	WKAG0425	D08M00805 D08M00806	Assembly area refrigerator dual evaporators on chilled glycol loop 1 fan, "off" cycle defrost
1	Rm. #154	Bohn	LLE102SK	T08M10389 T08M10390	Shipping freezer DX dual evaporators (R404A), 3 fans, w/electric defrost, on Kysor chiller
1	Rm. #155	Bohn	WKAG0425	D08M00824 D08M00825	Packaging area refrigerator dual evaporators on chilled glycol loop 1 fan, "off" cycle defrost
1	Rm. #156	Bohn	ADTG1300SK	T08M04887	Shipping area refrigerator on chilled glycol loop 5 fans, "off" cycle defrost
1	Rm. #164	Bohn	ADTG0525SK	T08M04883	Refuse area refrigerator on chilled glycol loop 2 fans, "off" cycle defrost

**REFRIGERATOR & FREEZER ROOMS NOTES:**

1. Evaporators and grilles are to be cleaned twice annually (six month intervals). Cleaning must be performed per manufacturer's recommendations. Only mild detergents to be used for surface cleaning of grilles, coils and drip pans (i.e. dish soap) and Material Safety Data Sheets (MSDS) provided to Technical Authority prior to use.

**MAIN KITCHEN MAKE-UP AIR/ EXHAUST HOOD SYSTEM MUA-1/EF-1**

No. of units	Location	Make	Model	Serial Number	Details
1	Main Mechanical Room on 2nd Floor Rm. 213	Engineered Air	DG-180-C	M12482-MUA-1	MUA-1, variable volume indirect gas fired make-up air unit (527.5 kW), glycol cooling 23%. 15 HP 575/3/60 supply fan motor c/w Danfoss Variable Frequency Drive (VFD MUA-1). Pre-filters: 6-24"X24"X2" pleated, MERV 6 & Final filters: 6-24"X24"X12" rigid cartridge, MERV 14
1	Lower Rooftop	Delhi	B1-33RM-CCW-AW	N/A	EF-1 main kitchen exhaust hood system, 7.5 HP 575/3/60 c/w Variable Frequency Drive (VFD EF-1).

**2ND FLOOR TEST KITCHEN MAKE-UP AIR/ EXHAUST HOOD SYSTEM MUA-2/EF-3**

No. of units	Location	Make	Model	Serial Number	Details
1	2nd Floor Test Kitchen	Engineered Air	DJS-40-C	M12482-MUA-2	MUA-2, variable volume indirect gas fired make-up air unit (117.2 kW), glycol cooling 23%. 5 HP 575/3/60 supply fan motor c/w Danfoss Variable Frequency Drive (VFD MUA-2). Pre-filters: 6-24"X24"X2" pleated, MERV 6 & Final filters: 6-24"X24"X12" rigid cartridge, MERV 14
1	Upper Rooftop	Carnes	VRBK21V1H1SA20SC1	568291.015	EF-3 test kitchen exhaust hood system, 2 HP 575/3/60 (restaurant up-blast)

**GENERAL EXHAUST SYSTEMS EF-2, EF-4 & EF-5**

No. of units	Location	Make	Model	Serial Number	Details
1	Lower Rooftop	Carnes	VRBK15M1A1SA20SC1	568291.014	EF-2 dishwasher exhaust fan 1/3HP/115V/6.09A (interlocked with dishwasher)
1	Side Wall West Side	Carnes	Sidewall	N/A	EF-4 compressor room exhaust fan 1/4HP/120V

**MECHANICAL ROOM VENTILATION SYSTEM SF-1**

No. of units	Location	Make	Model	Serial Number	Details
1	Main Mechanical Room on 2nd Floor Rm. 213	Carnes	VIBK10L1A1CL04S-G1	568291.010	SF-1 mechanical room supply fan 1/4hp/120v

### GEOHERMAL HEAT-PUMP SYSTEM

No. of units	Location	Make	Model	Serial Number	Details
10	Basement mechanical Rm. 007B	Northern Heat-Pumps	CDWE-1141-C13	HP1: XL0812A2050A HP2: XL0812A2051A HP3: XL0812A2186A HP4: XL0812A2187A HP5: XL0812A2190A HP6: XL0812A2191A HP7: XL0812A2188A HP8: XL0812A2189A HP9: XL0812A2048A HP10: XL0812A2049A	HP1 to HP10 - 10 ton (R410A) 575v/3ph/60hz geothermal heat-pumps supplying heating (load) and cooling (source) to cold storage and hot storage tanks
2	Basement mechanical Rm. 007B	Bradford White Magnum Series	NV310JT5A	N/A	Hot storage tank 1173 litre capacity each
2	Basement mechanical Rm. 007B	Bradford White Magnum Series	NV310JT5A	N/A	Cold storage tank 1173 litre capacity each
1	Basement mechanical Rm. 007B	Amtrol	AX-260	196955	Heat-pump loop glycol expansion tank, 125 psi
1	Basement mechanical Rm. 007B	Axiom	SF100	08-6517-SF	Heat-pump loop glycol feed system
2	Basement mechanical Rm. 007B	ITT Bell & Gossett	Series 80BF 3x3x9.5B	GLP-1: 706614A GLP-2: 706614B	GLP-1 & GLP-2 Ground loop pumps, 5 HP, 575v/3ph/60hz
2	Basement mechanical Rm. 007B	ITT Bell & Gossett	Series 80BF 3x3x9.5B	LP-1: 701176B LP-1: 701176D	LP-1 & LP-2 Load pumps (heating loop), 7.5 HP, 575v/3ph/60hz c/w Danfoss Variable Frequency Drives (VFD LP-1 & VFD LP-2)
2	Basement mechanical Rm. 007B	ITT Bell & Gossett	Series 80BF 3x3x9.5B	SP-1: 701176A SP-2: 701176C	SP-1 & SP-2 Source pumps (cooling loop), 7.5 HP, 575v/3ph/60hz c/w Danfoss Variable Frequency Drives (VFD SP-1 & VFD SP-2)

### HUMIDIFICATION SYSTEMS

No. of units	Location	Make	Model	Serial Number	Details
1	Main Mechanical Room on 2nd Floor Rm. 213	DriSteem	GTS-400	HUM-1	HUM-1 Gas fired humidifier for MUA-1, 272.66 lbs/hr max, 400 MBH, 120v/3.0 FLA
1	Main Mechanical Room on 2nd Floor Rm. 213	DriSteem	GTS-400	HUM-2	HUM-2 Gas fired humidifier for MUA-2, 56.71 lbs/hr max, 100 MBH, 120v/1.8 FLA
1	Main Mechanical Room on 2nd Floor Rm. 213	DriSteem	GTS-400	HUM-3	HUM-2 Gas fired humidifier for AHU-1, 283.57 lbs/hr max, 400 MBH, 120v/3.0 FLA

### DOMESTIC HOT WATER HEATERS

No. of units	Location	Make	Model	Serial Number	Details
2	Main Mechanical Room on 2nd Floor Rm. 213	PVI	80P 125AX-MXG MAXIM Series	HWT-1: 0209126432 HWT-2: 0209126433	HWT-1 & HWT-2 gas fired steel fire tube storage water heaters c/w power combustion burner, 473 litres, 800MBH, recovery rate @ 3785L/hr
1	Chiller Room on 2nd Floor 213A	Therma-Stor	TS-II-120-1	Tank #1: B0905381 Tank #2: B0905818	Tank #1 & Tank #2 Heat recovery water pre-heaters (chiller hot gas is source) for domestic hot water pre-heating of supply water to domestic hot water boilers
1	Main Mechanical Room on 2nd Floor Rm. 213	ITT Bell & Gossett	SSF-22	103357 1E70	P-12 Domestic hot water recirculation pump, stainless steel, 115v/1ph/60hz

### KITCHEN EXHAUST HOODS

No. of units	Location Room No.	Make	Model	Serial Number	Details
1	Main Kitchen	Halton	Marvel	S08614/C08-322.2	Main Kitchen Exhaust Hood Controller c/w VFD
1	Main Kitchen	Halton	KVC	S08614/C08-322.99A	Main Kitchen Exhaust Hood
1	Main Kitchen	Halton	KVC	S08614/C08-322.1.104A	Main Kitchen Exhaust Hood
1	Main Kitchen	Halton	KVC	S08614/C08-322.1.110A	Main Kitchen Exhaust Hood
1	Main Kitchen	Halton	KVC	S08614/C08-322.1.110B	Main Kitchen Exhaust Hood
1	Main Kitchen	Halton	KVC	S08614/C08-322.1.104B	Main Kitchen Exhaust Hood
1	Main Kitchen	Halton	KVC	S08614/C08-322.99B	Main Kitchen Exhaust Hood
1	Main Kitchen	Halton	KVC	S08614/C08-322.1.128	Baker's Kitchen Exhaust Hood
1	Test Kitchen 2nd Floor Room 212	Halton	Marvel	S08614/C08-322.8	Test Kitchen Exhaust Hood Controller c/w VFD
1	Test Kitchen 2nd Floor Room 212	Halton	KVC	S08614/C08-322.2.8	Test Kitchen Exhaust Hood
1	Test Kitchen 2nd Floor Room 212	Halton	KVC	S08614/C08-322.2.18	Test Kitchen Exhaust Hood

#### KITCHEN EXHAUST HOODS NOTES:

1. The contractor is responsible for all costs associated with an annual maintenance inspection on the hood systems (12 month intervals) that is to be performed by Halton Canada, the equipment manufacturer. Maintenance shall be completed in accordance with the manufacturer's recommended procedures. A complete report shall be provided outlining all tasks completed and any deficiencies. Maintenance must be coordinated with the technical authority.
2. Inspection and cleaning of exhaust hood and associated duct work to be performed in conformance with the most recent edition of the National Fire Protection Association Standard 96 (Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations). The work shall be performed by a qualified cleaning contractor on an annual basis (12 month intervals) and a certificate of inspection/cleaning provided. Cleaning must be coordinated with the technical authority;

The inspection/cleaning certificate shall detail the following information:

- Name, address and phone number of cleaning company
- Printed name and the signature of the qualified on-site person supervising the cleaning
- Date of cleaning and/or inspection
- Next cleaning due date and recommended cleaning frequency
- Confirmation indicating if the system could not be cleaned in all areas, noting the reason why the areas could not be cleaned, a and
- Name of the recognized training organization from which the supervisor and/or the cleaning crew members have received their qualification.



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

**PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE**

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Public Works and Government Services Canada	2. Branch or Directorate / Direction générale ou Direction PPB
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3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
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4. Brief Description of Work / Brève description du travail  
HVAC and refrigeration maintenance contract

5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées?  No / Non  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?  No / Non  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)  No / Non  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.  No / Non  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?  No / Non  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"/>
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7. b) Release restrictions / Restrictions relatives à la diffusion

No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>  Not releasable / À ne pas diffuser <input type="checkbox"/>  Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>    Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>    Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:
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7. c) Level of information / Niveau d'information

PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>



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

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui  
If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité :
9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?  No / Non  Yes / Oui
- Short Title(s) of material / Titre(s) abrégé(s) du matériel :  
Document Number / Numéro du document :

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

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis
- |   |   |   |  |
|---|---|---|--|
| <input type="checkbox"/> RELIABILITY STATUS<br>COTE DE FIABILITÉ          | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input type="checkbox"/> SECRET<br>SECRET           | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET-SIGINT<br>TRÈS SECRET - SIGINT        | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input checked="" type="checkbox"/> SITE ACCESS<br>ACCÈS AUX EMPLACEMENTS |   |   |  |
- Special comments:  
Commentaires spéciaux : \_\_\_\_\_  
Site access clearance is required to enter the food production facility of the House of Commons.
- NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.  
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  No / Non  Yes / Oui  
If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?  No / Non  Yes / Oui

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

**PRODUCTION**

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

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?  No / Non  Yes / Oui



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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

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

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

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