



**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 SECURITY
REQUIREMENTS

Title - Sujet HVAC MAINTENANCE	
Solicitation No. - N° de l'invitation EJ196-162173/A	Date 2016-02-05
Client Reference No. - N° de référence du client 20162173	
GETS Reference No. - N° de référence de SEAG PW-\$\$FK-290-69193	
File No. - N° de dossier fk290.EJ196-162173	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-03-21	
Time Zone Fuseau horaire Eastern Daylight Saving Time EDT	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Ghoumrassi, Hakim	Buyer Id - Id de l'acheteur fk290
Telephone No. - N° de téléphone (819) 956-7448 ()	FAX No. - N° de FAX (819) 956-3600
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: 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

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

IMPORTANT NOTICE TO BIDDERS

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.

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION

- 1.1 Introduction
- 1.2 Summary
- 1.3 Debriefings

PART 2 - BIDDER INSTRUCTIONS

- 2.1 Standard Instructions, Clauses and Conditions
- 2.2 Submission of Bids
- 2.3 Former Public Servant
- 2.4 Enquiries - Bid Solicitation
- 2.5 Applicable Laws
- 2.6 *Mandatory Site Visit*

PART 3 - BID PREPARATION INSTRUCTIONS

- 3.1 Bid Preparation Instructions
 - Section I Technical Bid
 - Section II Financial Bid
 - Section III Certifications

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

- 4.1 Evaluation Procedures
- 4.2 Basis of Selection

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

- 5.1 Certifications Required with the Bid
- 5.2 Certifications Precedent to Contract Award and Additional Information

PART 6 - SECURITY REQUIREMENT

- 6.1 Security Requirement
- 6.2 Employee Information for Security

PART 7 - RESULTING CONTRACT CLAUSES

- 7.1 Statement of Work
- 7.2 Standard Clauses and Conditions
- 7.3 Security Requirement
- 7.4 Term of Contract
- 7.5 Authorities
- 7.6 Proactive Disclosure of Contracts with Former Public Servants (*if applicable*)
- 7.7 Payment
- 7.8 Invoicing Instructions - Maintenance Services
- 7.9 Certifications
- 7.10 Applicable Laws
- 7.11 Priority of Documents
- 7.12 Foreign Nationals (Canadian Contractor) (*if applicable*)
- 7.13 Insurance - Specific Requirements
- 7.14 Cellular Phones and/or Pagers
- 7.15 Canadian Forces Site Regulations
- 7.16 Pre-commencement Meeting
- 7.17 Voluntary Reports for Apprentices Employed during the Contract

List of Annexes:

- Annex A Statement of Work
- Annex B Security Requirements Check List (SRCL)
- Annex C Cost Estimate Form for Extra Work
- Annex D Reminder to submit a Complete List of names of all individuals who are currently directors of the Bidder
- 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 maintenance services on heating, ventilation, air conditioning (**HVAC**), commercial refrigeration and boiler equipment, including all necessary tools, services, materials, travel and labour on equipment in accordance with the Statement of Work attached herein as Annex A. This requirement is for Public Services and Procurement (PSP) located at DND Connaught Range P.T.C, 4 Snider Blvd, Ottawa, ON.
- 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 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.
- 1.2.5 The period of any resulting Contract will be for a period of **five (5) years**.

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>) 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.

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 35 Shirley Blvd on 1 March 2016. The site visit will begin at *10:00 AM EST*, in the PWGSC Main Office.

Bidders must communicate with the Contracting Authority at hakim.ghoumrassi@tpsgc-pwgsc.gc.ca or by facsimile at (819) 956-3600 no later than February 26, 2016 at 03:00pm 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 wear safety boots will not be permitted to attend the site visit. **NO EXCEPTIONS WILL BE MADE.**

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 the bidders submit firm prices/rates for the five (5) year period of the contract for all items listed hereafter.

Pricing Schedule 1 - Firm Price

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

Building: # 1 Shirley Drive (RCMP)

No. of Units	Location	Make	Model	Serial #	Year 1	Year 2	Year 3	Year 4	Year 5
1	Heating Boiler	RAYPAC	WH3146 8P-2P	3253550	\$	\$	\$	\$	\$
1	Heating Boiler	RAYPAC	WH3146 8P-2P	3025355	\$	\$	\$	\$	\$
1	Pump	Baltor 5HP	VJHH32 18-T5	F021212 4108	\$	\$	\$	\$	\$
1	Pump	Baltor 5HP	VJHH32 18-T5	F212124 113	\$	\$	\$	\$	\$
1	Pump		3x3x6 4830	C47588 3	\$	\$	\$	\$	\$
1	Pump		3x3x6 4830	C47588 4	\$	\$	\$	\$	\$
1	Hot water unit DHW	Giant	UG50- 40LF- N1U	A67439 87	\$	\$	\$	\$	\$
1	Pump	Bell Gossett	NBF22	103252	\$	\$	\$	\$	\$
1	Interior/Water Fountain	Oasis	P8AM- D300	3392908 11	\$	\$	\$	\$	\$
1	Rooftop A/C	Trane	YSC048 AWEMA UZDO	3101005 84L	\$	\$	\$	\$	\$
1	Rooftop A/C	Trane	YSC048 AWEMA UZDO	3101004 72L	\$	\$	\$	\$	\$
Subtotal 1					\$	\$	\$	\$	\$
Total 1					\$				

Building # 3 Shirley Drive (RCMP)

No. of Units	Location	Make	Model	Serial #	Year 1	Year 2	Year 3	Year 4	Year 5
1	Heating Boiler	LOCHINVAR	KBN 285	CO67H10 09458	\$	\$	\$	\$	\$
1	Heating Boiler	LOCHINVAR	KBN 285	CO67H10 09463	\$	\$	\$	\$	\$
1	Pump	Grund Fos	UP 26-64F		\$	\$	\$	\$	\$
1	Pump	Bell Gossett	185332		\$	\$	\$	\$	\$
1	Pump	Bell Gossett	185332		\$	\$	\$	\$	\$
1	AHU Heating	ENG-AIR	DG-380	M10717- AHU1	\$	\$	\$	\$	\$
1	AHU Heating	ENG-AIR	DG-380	M10717- AHU2	\$	\$	\$	\$	\$
1	AHU Heating	ENG-AIR	DG-380	M10717- AHU3	\$	\$	\$	\$	\$
1	Humidifier	NORTEC	GSTC 600N	Z000517	\$	\$	\$	\$	\$
1	Humidifier	NORTEC	GSTC 600N	Z000516	\$	\$	\$	\$	\$
1	Hot Water Unit DHW	A.O. Smith	BTH 120 970	L05M0007 19	\$	\$	\$	\$	\$
1	Pump	Bell Gossett	MBF10Fé LW	103259M5 0	\$	\$	\$	\$	\$
1	Interior/Water Fountain	Elkay	EZFS81B	51223029	\$	\$	\$	\$	\$
1	Rooftop A/C	Engineered Air	CUA1841 0	B40243	\$	\$	\$	\$	\$
1	Rooftop A/C	Engineered Air	FWB1208/ C/0	B40243 HR-1	\$	\$	\$	\$	\$
1	Rooftop A/C	Engineered Air	FWB1205/ HRP/0	B40243 HR-2	\$	\$	\$	\$	\$
Subtotal 2					\$	\$	\$	\$	\$
Total 2					\$				

Building # 5 Shirley Drive (RCMP)

No. of Units	Location	Make	Model	Serial #	Year 1	Year 2	Year 3	Year 4	Year 5
1	Mechanical Room Heat Pump	Maritime Geothermal	W-100-HW-P-25-CC-01	3997-05-09	\$	\$	\$	\$	\$
1	Mechanical Room Heat Pump	Maritime Geothermal	W-100-HW-P-25-CC-01	3998-05-09	\$	\$	\$	\$	\$
1	Mechanical Room Heat Pump	Maritime Geothermal	W-100-HW-P-25-CC-01	3999-05-09	\$	\$	\$	\$	\$
1	Loc: Kit Storage Room De-Humidifier	Seresco	NE-920-NH-1-A0NL1721N0C1CN3	9041815	\$	\$	\$	\$	\$
1	Loc: Front Entrance Water Fountain	Elkay	E208-1C	90630725	\$	\$	\$	\$	\$
1	Loc: Room 121 Water Fountain	Elkay	E208-1C	90630725	\$	\$	\$	\$	\$
Subtotal 3					\$	\$	\$	\$	\$
Total 3					\$				

Building #11 Shirley Drive (DND)

No. of Units	Location	Make	Model	Serial #	Year 1	Year 2	Year 3	Year 4	Year 5
1	Exterior A/C Unit	Keeprite	NAC024AKC3	E050738847	\$	\$	\$	\$	\$
1	Exterior A/C Unit	Keeprite	NAC024AKC3	E050738854	\$	\$	\$	\$	\$
Subtotal 4					\$	\$	\$	\$	\$
Total 4					\$				

Building # 31 Shirley Drive (DND)

No. of Units	Location	Make	Model	Serial #	Year 1	Year 2	Year 3	Year 4	Year 5
1	Exterior A/C Unit	Keeprite	NAC030 AKC3	E04141540	\$	\$	\$	\$	\$
1	Rooftop Compressor Unit	Keeprite	KE7A04 5I6-HT3b-J	R2304042	\$	\$	\$	\$	\$
Subtotal 5					\$	\$	\$	\$	\$
Total 5					\$				

Building # 23 Shirley Drive (DND)

No. of Units	Location	Make	Model	Serial #	Year 1	Year 2	Year 3	Year 4	Year 5
1	A/C Unit Exterior West Side	Keeprite	CA5548UHD2	L991427042	\$	\$	\$	\$	\$
1	A/C Unit Exterior West Side	Keeprite	CA5548UHD2	L991411038	\$	\$	\$	\$	\$
1	A/C Unit Exterior West Side	Keeprite	CA5548UHD2	L983466384	\$	\$	\$	\$	\$
1	A/C Unit Exterior West Side	Keeprite	CA5548UHD2	L983466179	\$	\$	\$	\$	\$
1	A/C Unit Exterior West Side	Keeprite	CA5548UHD2	L982225535	\$	\$	\$	\$	\$
1	A/C Unit Exterior West Side	Keeprite	CA5548UHD2	L982225256	\$	\$	\$	\$	\$
Subtotal 6					\$	\$	\$	\$	\$
Total 6					\$				

Building # 4 Snider (DND)

No. of Units	Location	Make	Model	Serial #	Year 1	Year 2	Year 3	Year 4	Year 5
1	Rooftop Compressor Unit	Keeprite	KEHA010E6-HS2BD	112300620	\$	\$	\$	\$	\$
1	2 nd Floor Mechanical Room AHU-1	Engineered Air	CUB363-0	35878-CU1	\$	\$	\$	\$	\$
1	2 nd Floor Mechanical Room AHU-2	Engineered Air	CUB303-0	35878-CU2	\$	\$	\$	\$	\$
1	2 nd Floor Mechanical Room AHU-3	Engineered Air	CUB524-0	35878-CU3	\$	\$	\$	\$	\$
1	2 nd Floor Mechanical Room AHU-4	Engineered Air	CUB3B-0	35878-CU4	\$	\$	\$	\$	\$
1	Kitchen Heating Boiler and Circulating pump	Weil Boiler Unit-1	BG480	51184418	\$	\$	\$	\$	\$
1	Kitchen Heating Boiler And circulating pump	Weil Boiler Unit-2	BG480	51184419	\$	\$	\$	\$	\$
1	DHW Unit-1	A.D. Smith	BTP-15072MBTU	114968 M06	\$	\$	\$	\$	\$
1	DHW Unit-2	A.D. Smith	BTP-15072MBTU	11297743 SC06	\$	\$	\$	\$	\$
1	AHU Heating Unit 1	Engineered Air	DJ-140-C	M8976-AHU-1	\$	\$	\$	\$	\$
1	AHU Heating Unit 2	Engineered Air	DJ-140-C	M8976-AHU-2	\$	\$	\$	\$	\$
1	AHU Heating Unit 3	Engineered Air	DJ-140-C	M8976-AHU-3	\$	\$	\$	\$	\$
1	AHU Heating Unit 4	Engineered Air	DJ-140-C	M8976-AHU-4	\$	\$	\$	\$	\$
1	AHU Heating Unit 5	Engineered Air	DJ-60	M8976-AHU-5	\$	\$	\$	\$	\$
Subtotal 7					\$	\$	\$	\$	\$
Total 7					\$				

Building # 7 Vickers Gun (DND)

No. of Units	Location	Make	Model	Serial #	Year 1	Year 2	Year 3	Year 4	Year 5
1	Exterior A/C Unit	Bard	W60G1CB XCCEX4X XH	325B112776 697-1	\$	\$	\$	\$	\$
1	Exterior A/C Unit	Bard	W60G1CB XCCEX4X XH	325B112776 698-1	\$	\$	\$	\$	\$
1	Exterior A/C Unit	Bard	W60G1CB XCCEX4X XH	325B112776 699-1	\$	\$	\$	\$	\$
1	Exterior A/C Unit	Haler	HSU24VC 7-W	0AA680097	\$	\$	\$	\$	\$
1	Exterior A/C Unit	Haler	HSU12XC -W	105160412	\$	\$	\$	\$	\$
Subtotal 8					\$	\$	\$	\$	\$
Total 8					\$				

Building # 1 Webley Drive (DND)

No. of Units	Location	Make	Model	Serial #	Year 1	Year 2	Year 3	Year 4	Year 5
1	A/C Unit on Roof	Intertherm	ACS036BCRAA		\$	\$	\$	\$	\$
1	A/C Unit on Roof	Intertherm	ACS036BCRAA		\$	\$	\$	\$	\$
Subtotal 9					\$	\$	\$	\$	\$
Total 9					\$				

Building # 5 Webley (DND)

No. of Units	Location	Make	Model	Serial #	Year 1	Year 2	Year 3	Year 4	Year 5
1	A/C Unit Outdoors North Side	Guardian	GCGD30S21S2B	W1W1F 2865479	\$	\$	\$	\$	\$
1	A/C Unit Outdoors South Side	Lennox	10ACB24-9P	5899F57 232	\$	\$	\$	\$	\$
Subtotal 10					\$	\$	\$	\$	\$
Total 10					\$				

Building East Gate Guard House (DND)

No. of Units	Location	Make	Model	Serial #	Year 1	Year 2	Year 3	Year 4	Year 5
1	A/C Unit Exterior	Mitsubishi	MUZ-FE09NAH	2000131T	\$	\$	\$	\$	\$
Total 11					\$				

Building # 7 Bisely (DND)

No. of Units	Location	Make	Model	Serial #	Year 1	Year 2	Year 3	Year 4	Year 5
1	A/C Unit Gym	Carrier	48TFE008501GA	0701G30106	\$	\$	\$	\$	\$
1	A/C Unit Exterior Rear Storage Building Next to 7	EMI	SCC09DM000AA0A	N/A	\$	\$	\$	\$	\$
Subtotal 12					\$	\$	\$	\$	\$
Total 12					\$				

Building # 9 Bisely (DND)

No of Units	Location	Make	Model	Serial #	Year 1	Year 2	Year 3	Year 4	Year 5
1	A/C Unit Mechanical Room	Dectron	DA3024203	10152	\$	\$	\$	\$	\$
1	A/C Unit Mechanical Room	Dectron	ACC-9	94120745	\$	\$	\$	\$	\$
1	A/C Split Unit Exterior	Fujitsu	AOU30C1	T004821	\$	\$	\$	\$	\$
1	A/C Unit Split Exterior	Fujitsu	AOU9C1	CU3317	\$	\$	\$	\$	\$
1	Window A/C Unit Warehouse	Carrier	N/A	N/A	\$	\$	\$	\$	\$
1	Heating Boiler Supply Building	WEIL MCLAIN	BG 4886-1	510165664	\$	\$	\$	\$	\$
Subtotal 13					\$	\$	\$	\$	\$
Total 13					\$				

Building # 35 Shirley (DND)

No of Units	Location	Make	Model	Serial #	Year 1	Year 2	Year 3	Year 4	Year 5
1	Mechanical Room	WEIL-McLAIN	BG-480C	8014075 95	\$	\$	\$	\$	\$
1	Mechanical Room	WEIL-McLAIN	BG-480C	8014075 97	\$	\$	\$	\$	\$
1	Mechanical Room	WEIL-McLAIN	BG-480C	8014075 96	\$	\$	\$	\$	\$
1	Mechanical Room	WILO	Typ Star 17 FX 4100870/1 1W45		\$	\$	\$	\$	\$
1	Mechanical Room	WILO	Typ Star 17 FX 4100870/1 1W45		\$	\$	\$	\$	\$
1	Mechanical Room	WILO	Typ Star 17 FX 4100870/1 1W45		\$	\$	\$	\$	\$
1	Mechanical Room	WILO / MaxMotion	JMP-22	3409	\$	\$	\$	\$	\$
1	Mechanical Room	WILO / MaxMotion	JMP-22	1415	\$	\$	\$	\$	\$
1	Mechanical Room	WILO	IL-202010E-1ABF1-3662	14-82018 B	\$	\$	\$	\$	\$
1	Mechanical Room	WILO	IL-202010E-1ABF1-3662	14-82018 A	\$	\$	\$	\$	\$
1	Mechanical Room	EXTROL		289704	\$	\$	\$	\$	\$
Subtotal 14					\$	\$	\$	\$	\$
Total 14					\$				

Building # 3 Lee Enfield (DND)

No of Units	Location	Make	Model	Serial #	Year 1	Year 2	Year 3	Year 4	Year 5
1	A/C Unit Mechanical Room	Keeprite	HH5223 0A225A 210267	6004D4 9985	\$	\$	\$	\$	\$
1	A/C Unit Exterior	Heat controler Inc.	AHMC1 8A5	404KA2 K00157	\$	\$	\$	\$	\$
Subtotal 15					\$	\$	\$	\$	\$
Total 15					\$				

Building # 1 Lee Enfield (DND)

No of Units	Location	Make	Model	Serial #	Year 1	Year 2	Year 3	Year 4	Year 5
1	Heating Boiler Range Control Building	Volcano	50-15J-W7HL	9968-S	\$	\$	\$	\$	\$
1	Heater A/C Unit 104 Lunch Room	McQuag	N/A	N/A	\$	\$	\$	\$	\$
1	Exterior A/C Unit	Mitsubishi Mr. Slim	MUA09 AW	6008659T	\$	\$	\$	\$	\$
1	Exterior A/C Unit	Mitsubishi Mr. Slim	MUA09 AW	6008653T	\$	\$	\$	\$	\$
1	Radio Room A/C Interior	Mr. Slim Mitsubishi	PKA-A12	18HA	\$	\$	\$	\$	\$
1	Exterior A/C Unit	Heat controller Inc.	SMA12S A0	16333584 40703000 00	\$	\$	\$	\$	\$
1	Exterior A/C Unit Radio Room East Wall	Mitsubishi	PUA-A12	18NHA3	\$	\$	\$	\$	\$
Subtotal 16					\$	\$	\$	\$	\$
Total 16					\$				

Building # 5 Brouillette (DND)

No of Units	Location	Make	Model	Serial #	Year 1	Year 2	Year 3	Year 4	Year 5
1	A/C Unit Ground Outside	Keeprite	CAC06HCA	E051534594	\$	\$	\$	\$	\$
Total 17					\$				

Building # 7 Brouillette (DND)

No. of Units	Location	Make	Model	Serial #	Year 1	Year 2	Year 3	Year 4	Year 5
1	A/C Unit Ground Outside	Carrier	48GS-03060301	2699G2 10613	\$	\$	\$	\$	\$
Total 18					\$				

Building # 29 Shirley (DND)

No. of Units	Location	Make	Model	Serial #	Year 1	Year 2	Year 3	Year 4	Year 5
1	Interior A/C Unit	Change Air	CAG110	1375911 76	\$	\$	\$	\$	\$
Total 19					\$				

Building # 1 Lewis Gun (DND)

No of Units	Location	Make	Model	Serial #	Year 1	Year 2	Year 3	Year 4	Year 5
1	A/C Unit Main Office/ Orderly Room	Window A/C	Carrier	N/A	\$	\$	\$	\$	\$
1	A/C Unit Main Office/ Room # 13	Window A/C	Carrier	N/A	\$	\$	\$	\$	\$
1	A/C Unit Main Office/ Room # 12	Window A/C Comfortair	RAD 81-A	CR1454 15067Y	\$	\$	\$	\$	\$
1	North of Main Office Window A/C	Electrohome	N/A	N/A	\$	\$	\$	\$	\$
1	North of Main Office Window A/C Room # 8	Haier	ESA3089	N/A	\$	\$	\$	\$	\$
1	North of Main Office Window A/C Room # 6	Electrohome	A601C5A	J96220692	\$	\$	\$	\$	\$
1	North of Main Office Window A/C Room # 5	Electrohome	NAC030 oAKA4	L022107167	\$	\$	\$	\$	\$
1	North of Main Office Window A/C Room # 9	Electrohome	N/A	N/A	\$	\$	\$	\$	\$
1	Commanders Office Window A/C	Danby	DAC5211M	411010900592	\$	\$	\$	\$	\$
1	Commanders Office Window A/C	Gree	GJC058 J-A3MND HA	N/A	\$	\$	\$	\$	\$
1	Commanders Office Window A/C	Simplicity	N/A	N/A	\$	\$	\$	\$	\$
1	Exterior A/C Unit	Keeprite	N/A	N/A	\$	\$	\$	\$	\$
Subtotal 20					\$	\$	\$	\$	\$
Total 20					\$				

Building # 4 Lewis Gun (DND)

No. of Units	Location	Make	Model	Serial #	Year 1	Year 2	Year 3	Year 4	Year 5
1	Exterior A/C Unit	Bard	W36A1	309B1329 89805-02	\$	\$	\$	\$	\$
Total 21					\$				

Building # 6 Lewis Gun (DND)

No. of Units	Location	Make	Model	Serial #	Year 1	Year 2	Year 3	Year 4	Year 5
1	Exterior A/C Unit	Bard	W36A1	309B13 2989805 -02	\$	\$	\$	\$	\$
Total 22					\$				

PSP Seasonal Storage Area

No of Units	Location	Make	Model	Serial #	Year 1	Year 2	Year 3	Year 4	Year 5
1	Window A/C Unit Seasonal Storage on Pallet	Fedders	A3J12 E2A2 G2J	F152907 71659	\$	\$	\$	\$	\$
1	Window A/C Unit Seasonal Storage on Pallet	Hampton Bay	HBA0 80	EM7175 571480	\$	\$	\$	\$	\$
1	Window A/C Unit Seasonal Storage on Pallet	Comfort Aire	RA101 K0	QK4000 108	\$	\$	\$	\$	\$
1	Window A/C Unit Seasonal Storage on Pallet	Comfort Aire	R1212	QE3506 266	\$	\$	\$	\$	\$
1	Window A/C Unit Seasonal Storage on Pallet	Hampton Bay	HBQ0 80D	EM7175 491480	\$	\$	\$	\$	\$
1	Window A/C Unit Seasonal Storage on Pallet	Comfort Aire	RAD-81-A	CR1456 80062Y	\$	\$	\$	\$	\$
1	Window A/C Unit Seasonal Storage on Pallet	Carrier	GCA0 71B	73GCA0 07111B	\$	\$	\$	\$	\$
1	Window A/C Unit Seasonal Storage on Pallet	Comfort Aire	RAD1 01	BR3692 24049X	\$	\$	\$	\$	\$
1	Window A/C Unit Seasonal Storage on Pallet	Carrier	XCA1 41D	2197B4 7583	\$	\$	\$	\$	\$
1	Window A/C Unit Seasonal Storage on Pallet	Haier	HWF0 5XC&-2	AD0EU0 E0500A 5853283 1	\$	\$	\$	\$	\$
1	Window A/C Unit Seasonal Storage on Pallet	Friedrich	CP0S M1C	LFMK00 320CT0 5 M10	\$	\$	\$	\$	\$
Subtotal 23					\$	\$	\$	\$	\$
Total 23					\$				

Summary of Pricing Schedule 1 (Table 1)

Note: The annual totals from each table shall be added together and these totals shall be placed in the 'Firm Price' column of each Summary table for each respective year. These annual Firm Price totals shall then be divided into quarterly rates and put in the appropriate Firm Quarterly Rate space.

Period	Firm Quarterly Rate	Number of Quarters	Firm Price
Year 1	\$	4	\$
Year 2	\$	4	\$
Year 3	\$	4	\$
Year 4	\$	4	\$
Year 5	\$	4	\$
Total			\$

Pricing Schedule 2: Extra Work - As and When

Extra work as described in Annex A - Scope of Work, "Extra Work" will be conducted on an as and when requested basis where charges shall be made for actual labor and 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 Labor Rate (including Overhead, Profit, and all related Costs) in Canadian funds.

2.1) LABOUR: Our firm hourly rate per qualified personnel shall be:

i) Regular Hours 8:00 to 16:00, Monday to Friday	YEAR 1 RATE	YEAR 2 RATE	YEAR 3 RATE	YEAR 4 RATE	YEAR 5 RATE
	\$_____ /HR				
Estimated quantity of hours per year:	42	42	42	42	42
Extended Price:	\$_____	\$_____	\$_____	\$_____	\$_____
2.1 (i) SUB-TOTAL:					\$_____

ii) Outside regular hours Monday to Saturday	YEAR 1	YEAR 2 RATE	YEAR 3 RATE	YEAR 4 RATE	YEAR 5 RATE
	\$_____ /HR				
Estimated quantity of hours per year:	6	6	6	6	6
Extended Price:	\$_____	\$_____	\$_____	\$_____	\$_____
2.1 (ii) SUB-TOTAL:					\$_____

	YEAR 1	YEAR 2	YEAR 3 RATE	YEAR 4 RATE	YEAR 5 RATE
iii) Sunday & Statutory Holidays	\$_____/HR	\$_____/HR	\$_____/HR	\$_____/HR	\$_____/HR
Estimated quantity of hours per year:	6	6	6	6	6
Extended Price:	\$_____	\$_____	\$_____	\$_____	\$_____
2.1 (iii) SUB-TOTAL:					\$_____

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
Mark-up	_____%	_____%	_____%	_____%	_____%
Estimated Expenditure:	\$6500.00	\$6500.00	\$6500.00	\$6500.00	\$6500.00
* Extended Price:	\$_____	\$_____	\$_____	\$_____	\$_____
2.2 SUBTOTAL:					\$_____

* The Extended Price for materials is calculated by adding the mark-up quoted to the total estimated expenditure (Example: Year 1, \$650.00 estimated expenditure; 10% mark-up quoted = \$650.00 + (\$650.00 x 10%) = \$650.00). 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' 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 (i) to (iii) = Subtotal \$ _____ +

Pricing Schedule 2: 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 six (6) qualified personnel.

The bidder must provide evidence to demonstrate that the service personnel proposed to perform maintenance of HVAC / Commercial Refrigeration equipment/ Gas Fired Appliances have *3 years of recent experience* and past performance by referencing 3 similar projects/contracts *within the last 5 years* whereby the service personnel have performed satisfactorily. The bidder must complete the form (RFP) for each personnel who will be performing work on the requirement in order to demonstrate that each proposed personnel has the required experience.

- Recent experience is defined as experience gained from January 2011 up to and including the solicitation closing date.
- Similar is defined as maintenance service of HVAC / Commercial Refrigeration equipment/ Gas Fired Appliances 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 six (6) qualified personnel will be assessed. The first six (6) proposed employees listed in the proposal will be considered for evaluation.

NAME OF A/C TECHNICIEN 1: _____			
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)

NAME OF A/C TECHNICIEN 2: _____			
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)

NAME OF A/C TECHNICIEN 3: _____			
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)

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.

NAME OF GAS TECHNICIEN 1: _____			
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)

NAME OF GAS TECHNICIEN 2: _____			
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)

NAME OF GAS TECHNICIEN 3: _____			
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 / Commercial Refrigeration equipment/ Gas Fired Appliance 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 2012 up to and including the solicitation closing date.
- Similar is defined as maintenance service of HVAC / Commercial Refrigeration equipment/ Gas Fired Appliances 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.

Provide the name of the Non-Working Service Manager _____	
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 / Commercial Refrigeration equipment/ Gas Fired Appliances 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.

Valid copies of the following cards and licensing documentation should be submitted for each proposed service personnel with the bid.

.1 HVAC / Commercial Refrigeration equipment - Three (3) service personnel:

- A valid Journeyperson (JP) Refrigeration and Air Conditioning Certification License (or approved interprovincial equivalent)
- 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;
- A valid Aerial Man-lift Certificate; and
- A valid Workplace Hazardous Material Inventory System (WHMIS) certificate/wallet card.

.2 Gas Fired Appliances – Three (3) service personnel:

- A valid permanent Province of Ontario Certificate G1 (Gas Technician 1)
- A valid Fall Protection Certificate
- A valid Confined Space Entry Certificate;
- A valid Aerial Man-lift Certificate; and
- A valid Workplace Hazardous Material Inventory System (WHMIS) certificate/wallet card.

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.

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" list

(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

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

PART 6 - SECURITY REQUIREMENT

6.1 Security Requirement

1. At the date of bid closing, 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. For additional information on security requirements, bidders should refer to the Canadian Industrial Security Directorate (CISD), Industrial Security Program (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

6.2 Employee Information for Security

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

LEGAL NAME (First and Last)	DATE OF BIRTH	CURRENT CLEARANCE HELD
A/C Technician 1:		
A/C Technician 2:		
A/C Technician 3:		
Gas Technician 1:		
Gas Technician 2:		
Gas Technician 3:		
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 employees

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.

	LEGAL NAME (First and Last)
A/C Technician 1	
A/C Technician 2	
A/C Technician 3	
Gas Technician 1	
Gas Technician 2	
Gas Technician 3	
Non-Working Service Manager	

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

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:

Name: Hakim Ghourrassi
Title: Supply Specialist
Public Works and Government Services Canada
Acquisition Branch
Direction: *Real Property Contracting Directorate*
Telephone: 819- 956- 7448
Facsimile: 819- 956-3600
E-mail address: hakim.ghourrassi@tpsgc-pwgsc.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 (2012-07-16) 'Payment Period' and the following tables. Applicable Taxes are extra, if applicable.

Firm rates will be paid in accordance with Pricing Schedule 1 in four (4) equal quarterly payments.

a) "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.

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 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 maintenance reports must be forwarded to the address shown on page 1 of the Contract for certification and payment.

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 _____ (*insert date of bid*)

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 Canadian Forces Site Regulations

The Contractor must comply with all standing orders or other 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.

7.18 Voluntary Reports for Apprentices Employed during the Contract

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

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

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

Number of apprentices hired	Trade specialty

(Add lines if needed)

ANNEX A

STATEMENT OF WORK

(8M3-3113-1)

ANNEX B

SECURITY REQUIREMENT CHECK LIST

SW 1. General

- .1 The Contractor must furnish all necessary tools, services and labor 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).

SW 2. Scope of Work - preventive maintenance / inspection

.1 General

The Contractor must 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

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

.3 Performance

The Contractor must 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 must provide clear and concise rational of the events leading up to the failure.

SW 2. Scope of Work (cont'd)

.5 Extra Work

- .1 The Contractor must 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 must 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 (SW2.5.1), modifications or improvements (SW2.5.2) based on Basis of Pricing "Pricing Schedule 2". The Contractor may be called upon to effect this work.

.6 Wiring Diagrams – Adjustments Procedures and 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 must conform to all applicable environmental laws and regulations in effect including the Federal Halocarbon Regulations.

- .1 During repair or replacements the Contractor must use closed-loop refrigerant recovery equipment to minimize refrigerant emissions. A complete leak test on all refrigeration systems must be performed quarterly, and repairs made as required. Units must then be tagged as **leak free**.
- .2 The Contractor must 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 must notify the Technical Authority immediately so that remedial action can be taken.
- .3 The Contractor must not leave waste materials on site unless approved by the Technical Authority.
- .4 The Contractor must 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 must 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 must be inspected monthly or more frequently if found necessary, to provide trouble free operation.

.2 Scheduling

Unless otherwise directed, preventive maintenance must be performed during regular working hours, Monday through Friday, 8:00 to 16:00 hours excluding statutory holidays. Within thirty (30) days after contract award the Contractor must provide a detailed schedule of maintenance to be applied for the term of this contract. The proposed schedule must be reviewed by the Technical Authority and may require revision by the Contractor to meet Technical Authority's requirements. Any such changes must be considered as part of this agreement.

.3 Gas fired appliances and equipment and Boilers

Must be inspected monthly during the operating season or more frequently if found necessary, to provide trouble free operation of the equipment. Seasonal start-up and shutdown of the equipment must be coordinated with the Technical Authority. The performance of the work required must provide for operation of the complete system(s) based on original design or subsequent approved design modifications, and must be as recommended by the manufacturer(s).

- a) A thorough inspection and cleaning of the appliance(s) waterside and fireside must be performed on an annual basis and must be coordinated with the Technical Authority;
- b) An annual combustion test is to be performed on each appliance during the operating season. A copy of the combustion test report(s) must be submitted to the Technical Authority upon completion.

.4 Seasonal Equipment:

- a) All seasonal equipment listed in the Scope of Work 5. Inventory list must be taken from the storage area in the Spring and installed in the buildings office windows identified by Facility Manager each season and removed in the Fall and must be returned to the storage area as directed by the Facility Manager.
- b) All seasonal equipment listed in Scope of Work 5. Inventory list must be leak tested upon installation in the Spring and prior to removal in the Fall and all necessary repairs must be made before storing equipment for the Winter.

SW 3. Service (cont'd)

.5 Maintenance Plan

Contractor must 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 must contain and reflect the manufacturer's recommended maintenance and all requirements of this agreement. The proposed maintenance plan must be reviewed by the Technical Authority and may require revision by the Contractor to meet Technical Authority's requirements. Any such changes must 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 must 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.

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 must be submitted to the Technical Authority in the Microsoft Office Suite format (including sample inspections sheets for all routines), within sixty (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.

.6 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.

.7 Air Filter Service

The Contractor must 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.

.8 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 twenty-four (24) hour, seven (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 must proceed continuously until the system is returned to safe operating condition.

.9 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.

.10 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 must 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.

SW 4. Reporting

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

The Contractor must 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 must 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 must 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 must be completed at each regular maintenance visit, attesting that maintenance was performed as per the Maintenance Plan (SW3.5) and must be left on site in a suitable protective binder.

Copies of regular maintenance reports and monthly check lists must 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) Project reference (8M3-3113-1) & contract number (EJ196-162173)
- (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

Connaught Range

Building: # 1 Shirley Drive (RCMP)

No. of Units	Equipment/ Location	Make	Model	Serial Number	Details
1	Heating Boiler	RAYPAC	WH31468P-2P	3253550	Gas Fired Packaged Unit 1,379,000 BTU
1	Heating Boiler	RAYPAC	WH31468P-2P	3025355	Gas Fired Packaged Unit 1,379,000 BTU
1	Pump	Baltor 5HP	VJHH3218-T5	F0212124108	Circulating pump (return)
1	Pump	Baltor 5HP	VJHH3218-T5	F212124113	Circulating Pump (return)
1	Pump		3x3x6 4830	C475883	Circulating Pump (supply)
1	Pump		3x3x6 4830	C475884	Circulating Pump (supply)
1	Hot water unit DHW	Giant	UG50-40LF-N1U	A6743987	Domestic Hot Water
1	Pump	Bell Gossett	NBF22	103252	Circulating Pump
1	Interior/Water Fountain	Oasis	P8AM-D300	339290811	HFC-134A .14kg
1	Rooftop A/C	Trane	YSC048AWEMAUZ DO	310100584L	HFC-22 1.80kg
1	Rooftop A/C	Trane	YSC048AWEMAUZ DO	310100472L	HFC-22 1.80kg

Building # 3 Shirley Drive (RCMP)

No. of Units	Equipment/ Location	Make	Model	Serial Number	Details
1	Heating Boiler	LOCHINVAR	KBN 285	CO67H1009458	Gas Fired Package Unit 285,000BTU
1	Heating Boiler	LOCHINVAR	KBN 285	CO67H1009463	Gas Fired Package Unit 285,000BTU
1	Pump	Grund Fos	UP 26-64F		Circulating pump (return)
1	Pump	Bell Gossett	185332		Circulating Pump (supply)
1	Pump	Bell Gossett	185332		Circulating Pump (supply)
1	AHU Heating	ENG-AIR	DG-380	M10717-AHU1	Gas Fired Unit 3,800,000 BTUH
1	AHU Heating	ENG-AIR	DG-380	M10717-AHU2	Gas Fired Unit 3,800,000 BTUH
1	AHU Heating	ENG-AIR	DG-380	M10717-AHU3	Gas Fired Unit 3,800,000 BTUH
1	Humidifier	NORTEC	GSTC 600N	Z000517	Gas Fired Unit 840,000 BTUH
1	Humidifier	NORTEC	GSTC 600N	Z000516	Gas Fired Unit 840,000 BTUH
1	Hot Water Unit DHW	A.O. Smith	BTH 120 970	L05M000719	Gas Fired Unit 125,000 BTUH
1	Pump	Bell Gossett	MBF10FéLW	103259M50	Recirculating Pump
1	Interior/Wa ter Fountain	Elkay	EZFS81B	51223029	HFC 134A 0.12kg
1	Rooftop A/C	Engineered Air	CUA18410	B40243	Require annual leak testing HCFC 22
1	Rooftop A/C	Engineered Air	FWB1208/C/0	B40243 HR-1	Require annual leak testing HCFC 22
1	Rooftop A/C	Engineered Air	FWB1205/HRP/0	B40243 HR-2	Require annual leak testing HCFC 22

Building # 5 Shirley Drive (RCMP)

No. of Units	Equipment/ Location	Make	Model	Serial Number	Details
1	Mechanical Room Heat Pump	Maritime Geothermal	W-100-HW-P-25-CC-01	3997-05-09	Require annual leak test over 19KW Capacity 6.80 kg HFC-410a
1	Mechanical Room Heat Pump	Maritime Geothermal	W-100-HW-P-25-CC-01	3998-05-09	Require annual leak test over 19KW Capacity 6.80 kg HFC-410a
1	Mechanical Room Heat Pump	Maritime Geothermal	W-100-HW-P-25-CC-01	3999-05-09	Require annual leak test over 19KW Capacity 6.80 kg HFC-410a
1	Loc: Kit Storage Room De-Humidifier	Seresco	NE-920-NH-1-A0NL1721N0C1CN3	9041815	HFC R407C 24lbs.
1	Loc: Front Entrance Water Fountain	Elkay	E208-1C	90630725	HFC 134A .11kg
1	Loc: Room 121 Water Fountain	Elkay	E208-1C	90630725	HFC 134A .11kg

Building #11 Shirley Drive (DND)

No. of Units	Equipment/ Location	Make	Model	Serial Number	Details
1	Exterior A/C Unit	Keeprite	NAC024AKC3	E050738847	HCFC - 22
1	Exterior A/C Unit	Keeprite	NAC024AKC3	E050738854	HCFC - 22

Building # 23 Shirley Drive (DND)

No. of Units	Equipment/ Location	Make	Model	Serial Number	Details
1	A/C Unit Exterior West Side	Keeprite	CA5548UHD2	L991427042	HCFC-22 3.80kg
1	A/C Unit Exterior West Side	Keeprite	CA5548UHD2	L991411038	HCFC-22 3.80kg
1	A/C Unit Exterior West Side	Keeprite	CA5548UHD2	L983466384	HCFC-22 3.80kg
1	A/C Unit Exterior West Side	Keeprite	CA5548UHD2	L983466179	HCFC-22 3.80kg
1	A/C Unit Exterior West Side	Keeprite	CA5548UHD2	L982225535	HCFC-22 3.80kg
1	A/C Unit Exterior West Side	Keeprite	CA5548UHD2	L982225256	HCFC-22 3.80kg

Building # 31 Shirley Drive (DND)

No. of Units	Equipment/ Location	Make	Model	Serial Number	Details
1	Exterior A/C Unit	Keeprite	NAC030AKC3	E04141540	HCFC-22 2.13kg
1	Rooftop Compressor Unit	Keeprite	KE7A045I6-HT3b-J	R2304042	HFC-404a

Building # 4 Snider (DND)

No. of Units	Equipment/ Location	Make	Model	Serial Number	Details
1	Rooftop Compressor Unit	Keeprite	KEHA010E6- HS2BD	112300620	HFC-404a
1	2 nd Floor Mechanical Room AHU-1	Engineered Air	CUB363-0	35878-CU1	HCFC-22 29.94kg 30 ton
1	2 nd Floor Mechanical Room AHU-2	Engineered Air	CUB303-0	35878-CU2	HCFC-22 29.94kg 30 ton
1	2 nd Floor Mechanical Room AHU-3	Engineered Air	CUB524-0	35878-CU3	HCFC-22 39.92kg 52 ton

1	2 nd Floor Mechanical Room AHU-4	Engineered Air	CUB3B-0	35878-CU4	HCFC-22 29.94kg 31 ton
1	Kitchen Heating Boiler and Circulating pump	Weil Boiler Unit-1	BG480	51184418	Seasonal October to May
1	Kitchen Heating Boiler And circulating pump	Weil Boiler Unit-2	BG480	51184419	Seasonal October to May
1	DHW Unit-1	A.D. Smith	BTP-15072MBTU	114968 M06	Seasonal October to May
1	DHW Unit-2	A.D. Smith	BTP-15072MBTU	11297743 SC06	Seasonal October to May
1	AHU Heating Unit 1	Engineered Air	DJ-140-C	M8976-AHU-1	891,000 BTU
1	AHU Heating Unit 2	Engineered Air	DJ-140-C	M8976-AHU-2	567,000 BTU
1	AHU Heating Unit 3	Engineered Air	DJ-140-C	M8976-AHU-3	1,106,000 BTU
1	AHU Heating Unit 4	Engineered Air	DJ-140-C	M8976-AHU-4	891,000 BTU
1	AHU Heating Unit 5	Engineered Air	DJ-60	M8976-AHU-5	474,000 BTU

Building # 7 Vickers Gun (DND)

No. of Units	Equipment/ Location	Make	Model	Serial Number	Details
1	Exterior A/C Unit	Bard	W60G1CBXCCEX4XXH	325B112776697-1	HFC 410a 4.20kg 5 ton
1	Exterior A/C Unit	Bard	W60G1CBXCCEX4XXH	325B112776698-1	HFC 410a 4.20kg 5 ton
1	Exterior A/C Unit	Bard	W60G1CBXCCEX4XXH	325B112776699-1	HFC 410a 4.20kg 5 ton
1	Exterior A/C Unit	Haler	HSU24VC7-W	0AA680097	HFC 410a 2.25kg
1	Exterior A/C Unit	Haler	HSU12XC-W	105160412	HFC 410a 1.15kg

Building # 1 Webley Drive (DND)

No. of Units	Equipment/ Location	Make	Model	Serial Number	Details
1	A/C Unit on Roof	Intertherm	ACS036BCRAA		HCFC-22
1	A/C Unit on Roof	Intertherm	ACS036BCRAA		HCFC-22

Building # 5 Webley (DND)

No. of Units	Equipment/ Location	Make	Model	Serial Number	Details
1	A/C Unit Outdoors North Side	Guardian	GCGD30S21S2B	W1W1F2865479	HCFC-22
1	A/C Unit Outdoors South Side	Lennox	10ACB24-9P	5899F57232	HCFC-22 1.81kg

Building East Gate Guard House (DND)

No. of Units	Equipment/ Location	Make	Model	Serial Number	Details
1	A/C Unit Exterior	Mitsubishi	MUZ-FE09NAH	2000131T	HFC 410a 1.16kg

Building # 7 Bisely (DND)

No. of Units	Equipment/ Location	Make	Model	Serial Number	Details
1	A/C Unit Gym	Carrier	48TFE008501GA	0701G30106	HCFC 22 7.5 ton
1	A/C Unit Exterior Rear Storage Building Next to 7	EMI	SCC09DM0000AA0A	N/A	HCFC 22 5Ton

Building # 9 Bisely (DND)

No. of Units	Equipment/ Location	Make	Model	Serial Number	Details
1	A/C Unit Mechanical Room	Dectron	DA3024203	10152	HCFC-22 36.29kg
1	A/C Unit Mechanical Room	Dectron	ACC-9	94120745	HCFC-22 23.59kg
1	A/C Split Unit Exterior	Fujitsu	AOU30C1	T004821	HCFC-22 3.80kg

1	A/C Unit Split Exterior	Fujitsu	AOU9C1	CU3317	HCFC-22 1.90kg
1	Window A/C Unit Warehouse	Carrier	N/A	N/A	
1	Heating Boiler Supply Building	WEIL MCLAIN	BG 4886-1	510165664	Seasonal October to May

Building # 35 Shirley (DND)

No. of Units	Equipment/ Location	Make	Model	Serial Number	Details
1	Mechanical Room	WEIL- McLAIN	BG-480C	801407595	Hot Water Boiler CRN: L8978.51234678 NOTY
1	Mechanical Room	WEIL- McLAIN	BG-480C	801407597	Hot Water Boiler CRN: L8978.51234678 NOTY
1	Mechanical Room	WEIL- McLAIN	BG-480C	801407596	Hot Water Boiler CRN: L8978.51234678 NOTY
1	Mechanical Room	WILO	Typ Star 17 FX 4100870/11W45		Boiler Circulation Pumps
1	Mechanical Room	WILO	Typ Star 17 FX 4100870/11W45		Boiler Circulation Pumps
1	Mechanical Room	WILO	Typ Star 17 FX 4100870/11W45		Boiler Circulation Pumps
1	Mechanical Room	WILO / MaxMotion	JMP-22	3409	Motor
1	Mechanical Room	WILO / MaxMotion	JMP-22	1415	Motor
1	Mechanical Room	WILO	IL-202010E-1ABF1- 3662	14-82018 B	Pump 92 USGPM
1	Mechanical Room	WILO	IL-202010E-1ABF1- 3662	14-82018 A	Pump 92 USGPM
1	Mechanical Room	EXTROL		289704	Expansion Tank MAWP 125PSI @ 240F

Building # 1 Lee Enfield (DND)

No. of Units	Equipment/ Location	Make	Model	Serial Number	Details
1	Heating Boiler Range Control Building	Volcano	50-15J-W7HL	9968-S	Seasonal October to May
1	Heater A/C Unit 104 Lunch Room	McQuag	N/A	N/A	
1	Exterior A/C Unit	Mitsubishi Mr. Slim	MUA09AW	6008659T	HFC 404a .14kg
1	Exterior A/C Unit	Mitsubishi Mr. Slim	MUA09AW	6008653T	HFC 404a .14kg
1	Radio Room A/C Interior	Mr. Slim Mitsubishi	PKA-A12	18HA	HFC-410A
1	Exterior A/C Unit	Heatcontro ller Inc.	SMA12SA0	1633358440 70300000	HFC 404a 1.40kg
1	Exterior A/C Unit Radio Room East Wall	Mitsubishi	PUA-A12	18NHA3	HFC-410A

Building # 3 Lee Enfield (DND)

No. of Units	Equipment / Location	Make	Model	Serial Number	Details
1	A/C Unit Mechanical Room	Keeprite	HH52230A225A21 0267	6004D49985	
1	A/C Unit Exterior	Heatcontro ler Inc.	AHMC18A5	404KA2K00157	HCFC-22 1.17kg

Building # 5 Brouillette (DND)

No. of Units	Equipment/ Location	Make	Model	Serial Number	Details
1	A/C Unit Ground Outside	Keeprite	CAC06HCA	E051534594	HCFC 22 4.54kg

Building # 7 Brouillette (DND)

No. of Units	Equipment/ Location	Make	Model	Serial Number	Details
1	A/C Unit Ground Outside	Carrier	48GS-03060301	2699G210613	HCFC 22 1.70kg

Building # 29 Shirley (DND)

No. of Units	Equipment/ Location	Make	Model	Serial Number	Details
1	Interior A/C Unit	Change Air	CAG110	137591176	HCFC-22 2.38kg

Building # 1 Lewis Gun (DND)

No. of Units	Equipment/ Location	Make	Model	Serial Number	Details
1	A/C Unit Main Office/ Orderly Room	Window A/C	Carrier	N/A	
1	A/C Unit Main Office/ Room # 13	Window A/C	Carrier	N/A	
1	A/C Unit Main Office/ Room # 12	Window A/C Comfortair	RAD 81- A	CR145415067Y	
1	North of Main Office Window A/C	Electrohome	N/A	N/A	
1	North of Main Office Window A/C Room # 8	Haier	ESA3089	N/A	HCFC – 22 .55kg
1	North of Main Office Window A/C Room # 6	Electrohome	A601C5A	J96220692	HCFC – 22 .38kg
1	North of Main Office Window A/C Room # 5	Electrohome	NAC030oAKA4	L022107167	HCFC – 22 2.30kg
1	North of Main Office Window A/C Room # 9	Electrohome	N/A	N/A	
1	Commanders Office Window A/C	Danby	DAC5211M	411010900592	HFC 410a .28kg

Building # 1 Lewis Gun (DND) (continue)

1	Commanders Office Window A/C	Gree	GJC058J-A3MNDHA	N/A	HFC 410a
1	Commanders Office Window A/C	Simplicity	N/A	N/A	
1	Exterior A/C Unit	Keeprite	N/A	N/A	

Building # 4 Lewis Gun (DND)

No. of Units	Equipment/ Location	Make	Model	Serial Number	Details
1	Exterior A/C Unit	Bard	W36A1	309B132989805-02	HFC 404a 2.47kg

Building # 6 Lewis Gun (DND)

No. of Units	Equipment/ Location	Make	Model	Serial Number	Details
1	Exterior A/C Unit	Bard	W36A1	309B132989806-02	HFC 404a 2.47kg

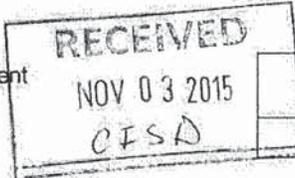
PSP Seasonal Storage Area

No. of Units	Equipment / Location	Make	Model	Serial Number	Details
1	Window A/C Unit Seasonal Storage on Pallet	Fedders	A3J12E2A2G2J	F15290771659	HCFC-22-.52kg Remove in Fall and install in Spring
1	Window A/C Unit Seasonal Storage on Pallet	Hampton Bay	HBA080	EM7175571480	HCFC-22-.47kg Remove in Fall and install in Spring
1	Window A/C Unit Seasonal Storage on Pallet	Comfort Aire	RA101K0	QK4000108	HCFC-22-.60kg Remove in Fall and install in Spring
1	Window A/C Unit Seasonal Storage on	Comfort Aire	R1212	QE3506266	HCFC-22-.60kg Remove in Fall and install in Spring

	Pallet				
1	Window A/C Unit Seasonal Storage on Pallet	Hampton Bay	HBQ080D	EM7175491480	HCFC-22-.47kg Remove in Fall and install in Spring
1	Window A/C Unit Seasonal Storage on Pallet	Comfort Aire	RAD-81-A	CR145680062Y	HCFC-22 Remove in Fall and install in Spring
1	Window A/C Unit Seasonal Storage on Pallet	Carrier	GCA071B	73GCA007111B	HCFC-22-.38kg Remove in Fall and install in Spring
1	Window A/C Unit Seasonal Storage on Pallet	Comfort Aire	RAD101	BR369224049X	HCFC-22- Remove in Fall and install in Spring
1	Window A/C Unit Seasonal Storage on Pallet	Carrier	XCA141D	2197B47583	HCFC-22-.95kg Remove in Fall and install in Spring
1	Window A/C Unit Seasonal Storage on Pallet	Haier	HWF05XC&-2	AD0EU0E0500A5853 2831	HCFC-22 Remove in Fall and install in Spring
1	Window A/C Unit Seasonal Storage on Pallet	Friedrich	CPOS1C	LFMK00320CT05 M10	HCFC-22-.20kg Remove in Fall and install in Spring



Government of Canada / Gouvernement du Canada



Contract Number / Numéro du contrat
8M3-3113-1

Security Classification / Classification de sécurité
UNCLASSIFIED

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	Public Works and Government Services Canada	2. Branch or Directorate / Direction générale ou Direction Real Property Branch
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
4. Brief Description of Work / Brève description du travail Connaught Rifle Range 5 Year preventive maintenance - HVAC		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat

8M3-3113-1

Security Classification / Classification de sécurité

UNCLASSIFIED

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? Yes / Oui No / Non

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

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? Yes / Oui No / Non

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

Special comments: _____

ONLY SCREENED PERSONNEL TO BE UTILIZED

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? Yes / Oui No / Non

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

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

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? Yes / Oui No / Non

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? Yes / Oui No / Non

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? Yes / Oui No / Non

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? Yes / Oui No / Non

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? Yes / Oui No / Non

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED





Contract Number / Numéro du contrat 8M3-3113-1
Security Classification / Classification de sécurité UNCLASSIFIED

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
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).

ANNEX C

COST ESTIMATE FORM FOR EXTRA WORK

Cost Estimate Form For Extra Work

Contractor: _____

Date: _____

Estimate #: _____

Description of Work:

(Please attach a separate sheet if required)

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

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

Name: _____

Signature: _____

(Please print)

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

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. Employers are also encouraged to find out what additional information and supports are available from their respective provincial or territorial jurisdiction.
4. Signed certifications will be used to better understand contractor use of apprentices on Government of Canada maintenance and construction contracts and may inform future policy and program development.
5. The Contractor hereby certifies the following:

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

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

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:

¹ 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.