



RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Bid Receiving Public Works and Government
Services Canada/Réception des
soumissions\Travaux publics et Services
gouvernementaux Canada
Building S-111, Rm C-114
101 Menin Rd. Garrison Petawawa
Petawawa
Ontario
K8H 2X3
Bid Fax: (613) 687-6656

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

Vendor/Firm Name and Address

Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Public Works and Government Services Canada Supply
and Services Operation
Petawawa Procurement
Building S-111, Rm C-114
101 Menin Rd. Garrison Petawawa
Petawawa
Ontario
K8H 2X3

Title - Sujet Service Elevators & Dumbwaiters	
Solicitation No. - N° de l'invitation W0107-15C574/A	Date 2016-03-14
Client Reference No. - N° de référence du client W0107-15CB574	
GETS Reference No. - N° de référence de SEAG PW-\$PET-906-1360	
File No. - N° de dossier PET-5-43056 (906)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-04-12	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Cook, Wayne	Buyer Id - Id de l'acheteur pet906
Telephone No. - N° de téléphone (613) 401-0623 ()	FAX No. - N° de FAX (613) 687-6656
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Engineer Services Squadron Garrison Petawawa, Bldg S-111 PO Box 9999, Station Main Petawawa, Ontario K8H 2X3	

Instructions: See Herein

Instructions: Voir aux présentes

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

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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

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 6 - 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 requirements as indicated in Part 6 - 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 Industrial Security Program (ISP) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

1.2 Requirement

The requirement is to supply all labour, supervision, transportation, tools, materials and equipment to provide routine inspections, servicing and repairs to Elevating Devices at Garrison Petawawa.

1.3 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 101 Menin Rd., Garrison Petawawa on 05 April 2016. The site visit will begin at 10:00 am, in Building S-111, Room C-114.

Bidders must communicate with the Contracting Authority no later than 01 April 2016 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

1.4 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 from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

1.5 Trade Agreements

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

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.

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 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 question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

2.4 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.

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: Financial Bid (1 hard copy)

Section II: Certifications (1 hard copy)

Prices must appear in the financial bid only. No prices must 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) (<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: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Applicable Taxes must be shown separately.

Section II: 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 Mandatory Technical Criteria

Should any of the following Mandatory Requirements not be met the offer will be considered as non-compliant and shall not be given any further consideration.

- (a) Bidders must attend the Mandatory Site Visit.

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

The Bidder must provide firm lot pricing in Canadian currency for all items in Annex B entitled "Basis of Payment". The Bidder's pricing must not be indexed to any currency exchange rates or commercial index. The format of the Pricing Basis must not be altered.

The price of the bid will be evaluated in Canadian dollars, the Harmonized Sales Tax excluded, Delivered Duty Paid, Canadian Customs Duties and Excise Taxes included.

4.2 Basis of Selection

A bid must comply with all requirements of the bid solicitation 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](http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html>), to be given further consideration in the procurement process.

5.2 Certifications Precedent to 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 provided 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 Documents required

Copy of insurance certificate which meets or exceeds the coverage specified herein.
Copy of Worker's Compensation coverage for all applicable employees.
Copy of your company's most recent, signed Health and Safety Plan as it relates to this work.
Copy of licenses for the tradespersons and apprentices.
Proof of current registration under the Ontario Elevating Devices Act, which clearly shows the Technical Standards & Safety (TSSA) stamp, date of registration and Contractor's Registration Number
Copy of license(s) for Elevating Device mechanics Class A
Copy of Elevating Devices Code Adoption document under Ontario Regulation 223/01
Copy of Confined Space certification

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

6.1.1 The following security requirements (SRCL and related clauses provided by ISP) apply 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 **Designated Organization Screening (DOS)**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must **EACH** hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC.
3. Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex D;
 - (b) Industrial Security Manual (Latest Edition).

6.2 Requirement

The requirement is to supply all labour, supervision, transportation, tools, materials and equipment to provide routine inspections, servicing and repairs to Elevating Devices at Garrison Petawawa.

6.2.1 Task Authorization

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization. The Work described in the Task Authorization must be in accordance with the scope of the Contract.

6.2.1.1 Task Authorization Process:

1. The Technical Authority will provide the Contractor with a description of the task using the "DND 626, Task Authorization Form".
2. The Task Authorization will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The Task Authorization will also include the applicable basis and methods of payment as specified in the Contract.
3. The Contractor must provide the Technical Authority, within 5 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence Work until a Task Authorization authorized by the Technical Authority has been received by the Contractor. The Contractor acknowledges that any Work performed before a copy signed by the TA has been received, will be done at the Contractor's own risk.

6.2.1.2 Task Authorization Limit

The Technical Authority may authorize individual task authorizations up to a limit of \$20,000.00, Applicable taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Technical Authority and Contracting Authority before issuance.

6.2.1.3 Canada's Obligation - Portion of the Work - Task Authorizations

Canada's obligation with respect to the portion of the Work under the Contract that is performed through task authorizations is limited to the total amount of the actual tasks performed by the Contractor.

6.2.1.4 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by the Technical Authority. This process includes monitoring, controlling and reporting on expenditures of the Contract with task authorizations to the Contracting Authority.

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

Solicitation No. - N° de l'invitation
W0107-15C574/A
Client Ref. No. - N° de réf. du client
W0107-15CB574

Amd. No. - N° de la modif.
File No. - N° du dossier
PET-5-43056

Buyer ID - Id de l'acheteur
PET906
CCC No./N° CCC - FMS No./N° VME

2010C (2015-09-03), General Conditions - Services (Medium Complexity), apply to and form part of the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from 1 May 2016 to 30 April 2019 inclusive.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Wayne Cook
Title: Supply Officer
Public Works and Government Services Canada
Acquisitions Branch
Petawawa Procurement
Bldg S-111, Garrison Petawawa, Petawawa, Ont. K8H 2X3

Telephone: 613-401-0623
Facsimile: 613-687-6656
E-mail address: wayne.cook@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.

6.5.2 Technical Authority

The Technical Authority for the Contract is:

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

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

The Technical Authority 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 Project 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.

6.5.3 Contractor's Representative

Name and telephone number of the person responsible for:

Solicitation No. - N° de l'invitation
W0107-15C574/A
Client Ref. No. - N° de réf. du client
W0107-15CB574

Amd. No. - N° de la modif.
File No. - N° du dossier
PET-5-43056

Buyer ID - Id de l'acheteur
PET906
CCC No./N° CCC - FMS No./N° VME

General Enquiries

Name: _____

Telephone No: _____

Facsimile No: _____

E-mail address: _____

Delivery follow-up

Name: _____

Telephone No: _____

Facsimile No: _____

E-mail address: _____

6.6 Payment

6.6.1 Basis of Payment - Firm Price, Firm Unit Prices(s) or Firm Lot Price(s)

For the Work described in Part I of the Pricing Basis in Annex B:

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid a firm price for a cost of \$ _____. Customs duties are included and Applicable Taxes are extra.

For the firm price portion of the Work only, 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.

6.6.2 Basis of Payment – Firm Unit Price(s) or Firm Lot Price – Task Authorization

For the Work described in Part II of the Pricing Basis in Annex B:

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid the firm unit price(s) *in accordance with the basis of payment, in Annex B*, as specified in the authorized TA. Customs duties are *included*, and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

6.6.3 SACC Manual Clauses

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

SACC Manual clause C0710C (2007-11-30), Time and Contract Price Verification

SACC Manual clause H1001 (2008-05-12), Multiple Payments

6.7 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
 - (a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

6.8 Certifications

6.8.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated 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 associated 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.

6.9 Applicable Laws

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

6.10 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 2010C (2015-09-03);
- (c) Annex A, Requirement
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated _____ (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award: " , as clarified on _____ " or " , as amended on _____ " and insert date(s) of clarification(s) or amendment(s)*)

6.11 Defence Contract

SACC Manual clause A9006C (2012-07-16) Defence Contract

6.12 SACC Manual Clauses

B7500C	Excess Goods	2006-06-16
G1005C	Insurance	2008-05-12
A9062C	Canadian Forces Site Regulations	2011-05-16

ANNEX "A"

REQUIREMENT

Specification for the Monthly Inspection and Servicing of Elevators and Dumbwaiters

File Number CB574

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1) Identification

- a) The requirement is to supply all labour, supervision, transportation, tools, materials and equipment to provide routine inspections, servicing and repairs to Elevating Devices at Garrison Petawawa.

2) Standards

- a) National Building Code (NBC);
- b) Canadian Electrical Code (CEC);
- c) National Fire Code of Canada (NFC);
- d) Technical Standards and Safety Act (TSSA);
- e) Elevating Devices Code Adoption document, under Ontario Regulation 223/01;
- f) Elevating Devices, Ontario Regulation 209/01;
- g) Certified Elevating Device Mechanic Class A;
- h) Contractor shall be registered in Ontario under Ontario Regulation 209/01;
- i) Workplace Safety and Insurance Board (WSIB);
- j) Confined Spaces Ontario Regulation 632/05;
- k) Ontario Health and Safety Act (OHSA);
- l) Canadian Standards Association (CSA); and
- m) Workplace Hazardous Materials Information System (WHMIS).

3) Foreseeable Safety Hazards.

- a) The Department of National Defence takes Health and Safety for all persons granted access to the workplace very seriously. In accordance with the Canada Labour Code part II it states "all reasonable care to ensure that all persons granted access to the workplace, other than the employer's employees, are informed of every known or foreseeable health and safety hazard to which they are likely to be exposed to in the workplace".
- b) At the time of task authorization against this requirement and as part of the Contractor Site Safety Briefing all hazards shall be identified by the site inspector and contractor representative for documentation and information for all workers.
- c) Access to the site is subject to restrictions such as troop movements and other regulations as laid down by the Commander and/or the Technical Authority. All possible steps will be taken to provide the Contractor with access to required areas however DND activity may result in closure to certain areas.

4) Operating Environment

- a) The operating environment for this requirement is a Canadian Forces military base.
- b) The location of work is in offices, medical buildings, recreational buildings, learning centers and similar institutional or warehouse facilities.

5) General Requirement

- a) The Contractor will provide service during normal working hours (0730 - 1600 hours) Monday to Friday.
- b) Request for services outside of normal working hours will be considered emergency work.
- c) The Contractor is to report to the Technical Authority upon arrival at the garrison to sign in and also sign out at the end of each work day.
- d) The Contractor will maintain a cell phone for communicating with the Technical Authority at all times while on site at Garrison Petawawa.
- e) The Contractor will be advised of the personnel authorized to request services. Services undertaken at the request of unauthorized person(s) shall be done at the Contractor's risk with regard to payment. The building occupants are considered unauthorized persons.
- f) The Contractor shall develop a safety plan for this requirement. This shall be communicated to the Technical Authority and the contractor's staff. Special attention shall be placed on circumstances that require work in elevated positions, confined spaces or with high voltage.

6) Technical Requirement:

- a) The Elevating Device equipment inventory is attached at Annex C and is subject to additions or deletions throughout the contract.

- b) The Contractor will place signage at all levels of the elevating device to notify occupants that the elevating device is being inspected or serviced. Appropriate barriers shall be erected to identify hazard areas to building occupants.
- c) The Contractor shall furnish and maintain all equipment such as temporary stairs, ramps, ladders, scaffolds, hoists, and scissor lifts as may be required for the proper execution of the work. Temporary structures erected by the contractor shall remain their property and shall be removed by them from the site on completion of the work.
- d) The Contractor will provide a Company endorsed log book for each elevating device to be maintained in each associated machine room.
- e) Records of all inspections, maintenance, TSSA required tests and repairs shall be included as part of the log along with other details of work performed. All entries shall be legibly printed in block letters to include the inspectors printed name and signature.
- f) Materials authorized for use, oils and lubricants, shall be those specified by the manufacturer of the equipment or of equivalent quality.
- g) All hazmat spills must be reported immediately to the Garrison Fire hall at 687-5511 local 5555 and to the Technical Authority.
- h) A portable hazmat spill kit capable of containing a 10 liter spill shall be carried on the contractors vehicle at all times. Disposal of oil and oily refuse must be transported by appropriate means and disposed of off base at an approved facility. Contractor's equipment or actions resulting in a hazmat spill will be the financial responsibility of the contractor in regards to cleanup.

7) Inspections:

- a) The Contractor will provide the Technical Authority two days advance notice prior to conducting the monthly scheduled inspections. The Technical Authority will assist the contractor to access all buildings and work sites as necessary.
- b) Inspections will be in accordance with current Standards as listed in section 2 of this specification.
- c) The Contractor will conduct all inspections at the recommended monthly, 12 month, 24 month and 60 month intervals as determined by the manufacturer and TSSA.
- d) The Contractor shall complete at minimum all general maintenance requirements as recommended by the manufacturer and TSSA.
- e) The Contractor shall complete the following during an inspection;
 - i) Conduct a full visual and operational inspection of the equipment;
 - ii) Ensure all existing guards and safety systems are in place and functional;
 - iii) Top up all fluid reservoirs to levels required;
 - iv) Lubrication of both electrical and mechanical operating parts;
 - v) Contractor shall provide all required greases, oils or lubricants to be included in the overall inspection lot pricing;

- vi) Provide a thorough cleaning of equipment and machine room. This shall include the removal of any foreign debris in, on or under any of the equipment ensuring a swept and tidy appearance.
- f) The Contractor will inform the Technical Authority of any issues, recommended repairs or modifications required.
- g) The Contractor must contact the Technical Authority immediately when a fault is found. If the equipment is deemed unsafe the Contractor will advise the Technical Authority and physically lock out the equipment with DND owned and controlled lock out.
- h) The Contractor is not authorized to install parts during inspections without pre-approval from the Technical Authority.
- i) If during the inspection the Contractor identifies an issue on any of the equipment requiring disassembly or is not easily viewed due to overhead location or otherwise, the Contractor shall immediately contact the Technical Authority to visit the site in order to view the problem.

8) Service and repairs:

- a) On this requirement, a scheduled response time for a service call shall be underway within 48 hours of the call-up.
- b) Emergency service or repair will be identified at the time of call-up. Response time shall be considered "same day service" and as agreed upon by the Technical Authority.
- c) The Contractor will provide in writing a detailed "Call Centre Service Call Procedures" to outline all of their company requirements, contact names and numbers, that will assist the Technical Authority to place an emergency or scheduled service call.
- d) All service and repair will be in accordance with current Safety Standard for Maintenance and Inspection of Elevating Devices listed in section 2 of this specification.
- e) The Technical Authority will provide the Contractor a small scope detailing the work at the time of call-up. In the event a scope is not available the Technical Authority will provide any details known at that time.
- f) Applicable log books will be updated upon completion of each service call.

9) Deliverables

- a) All service calls require a written and signed service report prior to the technician's departure from the garrison.
- b) Applicable machine room log books will be updated upon completion of each service call.
- c) Scheduled monthly inspections will require submission of a completed inspection report that meets DND, the manufacturer and TSSA requirements for each item as listed in the equipment inventory.
- d) The Contractor is responsible to provide all service reports, as-builds and other drawings for any approved works, additions, modifications, including TSSA certifications when required.

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10) Invoicing

- a) Invoices will be complete and forwarded to the Technical Authority within 14 days of the completion of work.
- b) Invoices will be completed, typed, legible and submitted in accordance with the contract specific requirements.

No invoices will be approved for payment until all deliverables have been verified by the Technical Authority.

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ANNEX "B"

Basis of Payment

Service Elevators & Dumbwaiters

Year 1 – 01 May 2016 to 30 April 2017
Year 2 – 01 May 2017 to 30 April 2018
Year 3 – 01 May 2018 to 30 April 2019

Estimated Quantities: The quantities as stated herein are an estimate of the requirement made in good faith. The Contract will be limited to the actual services ordered and performed.
Pricing Instructions: Prices must be quoted as per the unit of issue stated below. The Units of issue and the Pricing Basis, including FOB Destination pricing, as stated in this document are not to be altered in any way or your proposal will be considered non-compliant. Pricing provided must be all inclusive for the service listed. Pricing will include as a minimum: overhead, profit, direct and indirect labour, equipment, materials and all additional fees applicable to the service being provided. GST/HST must not be included in the price and shall be shown as a separate item on invoices.

Annual Inspections: is an all-inclusive rate for travel time, transportation, equipment/tools, administration, provision of reports and personnel from the Contractor's location to the Consignee's site as well as all labour on site to complete the inspection. If it is anticipated that the inspection will cover multiple days, accommodations and living expenses (or return travel as applicable) shall also be included. GST/HST is not to be included.

Service Call Rate: is an all-inclusive rate for travel time, transportation, equipment/tools, administration, personnel from the Contractor's location to the Consignee's site and the 1st hour of no-site productive labour. It does not include any accommodations and meals as they will be charged as an extra (All such requests to be PRE-APPROVED in writing by the Technical Authority). Charges for Service Calls will not apply if the crew is already on-site for other work.

Hourly Rate: is an all-inclusive labour rate for equipment and personnel after the 1st hour of on-site productive labour.

Accommodations and Meals: The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the National Joint Council Travel Directive, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". All travel must have the prior authorization of the DND Technical Authority. All payments are subject to government audit.

Part I:

Firm Requirement

Item	Task	Estimated Usage	Unit of Issue	Unit Price Year 1	Unit Price Year 2	Unit Price Year 3
1.	All inclusive monthly inspection for Elevating Devices as listed in equipment inventory at Annex "A", to include all overhead, transportation, equipment, material, supervision and labour to carry out routine inspections and testing as required by TSSA and in accordance with the contract and specification.	12	Lot Price			

Part II:

As and When Requested Services through the use of Task Authorizations

2	SCHEDULED TRADESMAN first hour to include all overhead, transportation, equipment, material and labour, and one hour of on-site productive labour to be charged only once per call-up, during normal working hours (0700-1600hrs Monday to Friday).	6	hour			
3	SCHEDULED TRADESMAN additional hours of on-site productive labour during normal working hours (0700-1600hrs Monday to Friday)	40	hour			
4	SCHEDULED TRADES HELPER first hour to include all overhead, transportation, equipment, material and labour, and one hour of on-site productive labour to be charged only once per call-up, during normal working hours (0700-1600hrs Monday to Friday). Must be pre-approved by the Technical Authority.	2	hour			
5	SCHEDULED TRADES HELPER additional hours of on-site productive labour during normal working hours (0700-1600hrs Monday to Friday). Must be pre-approved by the Technical Authority.	10	hour			
6	EMERGENCY NON-SCHEDULED TRADESMAN first hour to include all overhead, transportation, equipment, material and one hour of on-site productive labour to be charged only once per call-up, during or outside of normal working hours, including weekdays, weekends and statutory holidays.	4	hour			

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7	EMERGENCY NON-SCHEDULED TRADESMAN additional hours of on-site productive labour during or outside of normal working hours, including weekdays, weekends and statutory holidays.	20	hour			
8	Addition of one Vertical Lift Platform to the inspection inventory	1	ea			
9	Deletion of one Vertical Lift Platform from the inspection inventory	1	ea			
1	Addition of one Passenger Elevator to the inspection inventory.	1	ea			
1	Deletion of one Passenger Elevator from the inspection inventory	1	ea			
1	Deletion of one inspection of a Dumbwaiter from the inventory	1	ea			
1	Materials mark-up %	\$5000.00	%			

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ANNEXE « C »

Elevating Devices Equipment Inventory

ELEVATING DEVICES EQUIPMENT INVENTORY				
Building Number/Location	Manufacturer	Installation Number	Device Type	Comments
BB-104 CMED	Garaventa	082694	Vertical lift platform C	
C-102	Roelofson	010204	Dumbwaiter	
G-106	Schindler	64590026	Passenger Elevator	
H-112	Capital	070765	Vertical lift platform C	
J-108	ThyssenKrupp EP-150	64513038	Passenger Elevator	
L-105	Unknown	010201	Dumbwaiter	
L-106	Concord	083062	Vertical lift platform C	
N-109	Dover	010825	Passenger Elevator	
P-105	Garaventa	082698	Vertical lift platform C	
Pembroke Armouries	Garaventa	64604124	Vertical lift platform C	
S-111	Concord	078229	Vertical lift platform C	
Y-101	Dover	068109	Observation Elevator	

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ANNEX "D"

SECURITY REQUIREMENTS CHECK LIST

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SECURITY REQUIREMENTS CHECK LIST (SRCL)

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE	
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine DND	2. Branch or Directorate / Direction générale ou Direction Engineer Services 4 CDSB Petawawa
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 This service contract is for the inspection, testing, maintenance and repairs of passenger, handicap and freight elevators installed in various buildings throughout Garrison Petawawa. All the work falls within operational zones thus the need for the SRCL.	
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 <input type="checkbox"/> Yes Non 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 <input type="checkbox"/> Yes Non 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 <input type="checkbox"/> Yes Non 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 <input checked="" type="checkbox"/> Yes Non 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 <input type="checkbox"/> Yes Non 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"/>
Not releasable À ne pas diffuser <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:
7. c) Level of information / Niveau d'information	
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	
	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
	SECRET SECRET <input type="checkbox"/>
	TOP SECRET TRÈS SECRET <input type="checkbox"/>
	TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>

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PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité:

☒ No ☐ Yes
Non Oui

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

☒ No ☐ Yes
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel:
Document Number / Numéro du document:

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

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

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

Special comments:
Commentaires spéciaux:

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté?

☒ No ☐ Yes
Non Oui
☒ No ☐ Yes
Non Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)
INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

☒ No ☐ Yes
Non Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

☒ No ☐ Yes
Non Oui

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

☒ No ☐ Yes
Non Oui

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

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

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

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

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

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

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

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



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PART D - AUTHORIZATION / PARTIE D - AUTORISATION

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

Name (print) - Nom (en lettres moulées)

JR Knockleby, Major

Title - Titre

OC Engineer Services CDSB Petawawa

Signature

D. Slusa, Capt
A/OC

Telephone No. - N° de téléphone
613 687-5511 Ext 5580

Facsimile No. - N° de télécopieur
613 687-6291

E-mail address - Adresse courriel
Jesse.Knockleby@forces.gc.ca

Date

20 Apr 15

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

Name (print) - Nom (en lettres moulées)

Sasa Medjovic - DDSO - Industrial Security
Senior Security Analyst

Title - Titre

Signature

[Signature]

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

Tel: 613-996-0286
E-mail: sasa.medjovic@forces.gc.ca

2015-05-05

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

☐ No
Non

☒ Yes
Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)

Wayne Cook

Title - Titre

Supply Officer

Signature

[Signature]

Telephone No. - N° de téléphone
613-401-0623

Facsimile No. - N° de télécopieur
613 687 6656

E-mail address - Adresse courriel
wayne.cook@p46sc-tps.gc.ca

Date

11 March 2016

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

Name (print) - Nom (en lettres moulées)

Erin O'Neill

Title - Titre

Contract Security Officer

Signature

Erin O'Neill

Telephone No. - N° de téléphone
613 957 1298

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel
erin.oneill@p46sc-tps.gc.ca

Date

May 25 2015

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