



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

**Bid Receiving - PWGSC / Réception des
soumissions - TPSGC**

11 Laurier St./ 11, rue Laurier

Place du Portage, Phase III

Core 0B2 / Noyau 0B2

Gatineau

Québec

K1A 0S5

Bid Fax: (819) 997-9776

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

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

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

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

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

Comments - Commentaires

This document contains a security requirement.

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

| | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|
| Title - Sujet Integrated Pest Management PPB | |
| Solicitation No. - N° de l'invitation EN463-162092/A | Date 2016-03-31 |
| Client Reference No. - N° de référence du client 20162092 | |
| GETS Reference No. - N° de référence de SEAG PW-\$\$FK-274-70732 | |
| File No. - N° de dossier fk274.EN463-162092 | CCC No./N° CCC - FMS No./N° VME |
| Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-05-11 | 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: Ruby, Hélène | Buyer Id - Id de l'acheteur fk274 |
| Telephone No. - N° de téléphone (873) 469-4900 () | FAX No. - N° de FAX (819) 956-3600 |
| Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA BIRKS BLDG 2ND FL. 107 SPARKS ST OTTAWA Ontario K1A0S5 Canada | |

Instructions: See Herein

Instructions: Voir aux présentes

| | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|
| 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 |

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IMPORTANT NOTICE TO BIDDERS

Security

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

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

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

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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 Cost of Services Schedule – Basis of Payment, the Site / List of Buildings PPB, the Security Requirements Checklist and a Reminder to submit a Complete List of names of all individuals who are currently directors of the Bidder.

1.2 Summary

- 1.2.1.** To provide all labour, materials, and equipment necessary to provide Integrated Pest Management Services including monitoring, trapping, pesticide application, and pest removal. The work is to be performed in accordance with the Statement of Work attached at Annex "A".

- This requirement is for Integrated Pest Management Services for the Parliamentary Precinct Branch;
- The period of any resulting Contract will be for a period of five (5) years;
- The delivery points are located in Ottawa, Ontario, Canada.

1.2.1.1 Emergency and On Call Services

The contractor must be available to respond to emergency service calls 24 hours a day, 7 days a week, and is required to be on-site within three (3) hours of notification. Following an emergency service call, the contractor must confirm the completion of work and provide a detailed service report to the Technical Authority.

- 1.2.2.** There is a security requirement associated with this requirement. For additional information, consult Part 6 – Security, Financial and Other Requirements and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, bidders should refer to the Industrial Security Program (ISP) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

- 1.2.3.** The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

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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.

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PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

- The text under Subsection 4 of Section 05 - Submission of Bids of 2003 referenced above is amended as follows:

Delete: sixty (60) days

Insert: *one hundred and eighty (180)* days

2.2 Submission of Bids

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

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

2.3 Former Public Servant

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

Definitions

For the purposes of this clause,

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

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

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of

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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 **ten (10)** 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

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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.

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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, duo tangs or binders.

Section I: Technical Bid – see Part 4, subsection 4.1.1

Section II: Financial Bid

Bidders must submit their financial bid in accordance with **Annex “B” – Cost of Services Schedule – Basis of Payment**. The total amount of Applicable Taxes is to be shown separately.

Section III: Certifications

Bidders must submit the certifications required under **Part 5**.

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PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

Submission of Evidence

Submission of Evidence as described in **4.1.1.1 to 4.1.1.3** 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. In the event where any of the information cannot be confirmed by the client contact named in the proposal, the proposal will be considered non-responsive and no further consideration will be given to the Bidder.

4.1.1.1 Mandatory Company Licencing

Pesticide Vendors and Exterminators are required to meet certain certification requirements. The Contractor **must** be licenced to practice in the Province of Ontario. **The Bidder must provide a valid copy of company's Pesticide Operator licence for the Province of Ontario with the proposal.**

4.1.1.2 Mandatory Card Licencing and Certification

*****Provide current valid copies*****

Technician Licencing

In order to carry out the work, the Contractor must have a **minimum of three (3) technicians** that **must** be trained and possess a valid Structural Exterminator licence for the Province of Ontario.

The Bidder must list all personnel who may provide the services under any resulting contract in the table below.

| TITLE | Name of employees |
|----------------|-------------------|
| Technician # 1 | |
| Technician # 2 | |
| Technician # 3 | |

The bidder must demonstrate that each employee listed above has received the following training by submitting valid copies of their training certificate.

- Workplace Hazardous Materials Information System (WHMIS) Certificate

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4.1.1.3 Mandatory Contractor's Experience and Past Performance

The bidder must provide reference of its experience and past performance by referencing one (1) project or contract satisfactorily rendered for at least twelve (12) consecutive months within the past three (3) years, wherein the range and scope of the Integrated Pest Management Services (IPM) provided are comparable to those described in this Request for Proposal (RFP).

The reference information provided by the bidder may be verified for completeness and accuracy and to confirm reference satisfaction with the services provided.

Failure by the bidder to provide the required reference, or in the event that the reference cannot be verified or the services found to be unsatisfactory, will result in the bidder being disqualified and no further consideration will be given to the bid.

If the Bidder submits references in excess of the stated requirement above, only the references up to the identified limit will be assessed.

| PROJECT/CONTRACT REFERENCE NO. 1 | |
|--------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|
| 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 Number: _____ E-mail: _____ |
| Performance period of the project or contract (indicate day, month and year) | From: Day _____ Month _____ Year _____ To: Day _____ Month _____ Year _____ |
| Description of Project or 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.

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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

5.2.3.1.1. SACC Manual clause A3005T (2010-08-16) Status and Availability of Resources

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PART 6 - SECURITY REQUIREMENT

6.1 Security Requirement

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

6.2 Employee Information for Security

The Bidder should specify the following information regarding employees proposed in Part 4, (Technical Evaluation) to provide services against any resulting contract:

| LEGAL NAME (First and Last) | DATE OF BIRTH | CURRENT CLEARANCE HELD |
|-----------------------------|---------------|------------------------|
| | | |
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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.

| Technician # 1 (first & last name) | Technician # 2 (first & last name) | Technician # 3 (first & last name) |
|---------------------------------------|---------------------------------------|---------------------------------------|
| | | |

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

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

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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 must, at all times during the performance of the Contract, 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 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 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).

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:

Hélène Ruby
Supply Officer
Facility Maintenance Services Division
Real Property Contracting Directorate
Public Works and Government Services Canada
Place du Portage, Phase III, 3C2
11 Laurier Street, Gatineau, Quebec K1A 0S5
Telephone: **873-469-4900**
Facsimile: 819-956-3600
E-mail: helene.ruby@pwgsc-tpsgc.gc.ca

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

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7.5.2 Technical Authority

"TO BE PROVIDED AT CONTRACT AWARD"

The Technical Authority for the Contract is:

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: _____

Facsimile: _____

E-mail address: _____

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

7.5.3 Contractor's Representative

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

Name: _____

Telephone: _____

Facsimile: _____

Cellular: _____

E-mail: _____

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Payment

7.7.1 Limitation of Expenditure

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

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

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

a) Firm rates will be paid in accordance with Pricing Schedule 1 in twelve (12) equal monthly payments.

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b) "As and When Requested" Work:

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

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

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

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

whichever comes first.

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

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

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 monthly maintenance report described in "the Statement of Work" of the Contract. (Refer in Statement of Work items 8. and 9.2)

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:

The original invoice and monthly maintenance reports must be email to the following address for certification and payment

PPBINVOICES.DGCPFACTURES@pwgsc.gc.ca

Public Works and Government Services Canada

Environmental Services

Birks Building, 2nd Floor

107 Sparks Street

Ottawa, Ontario, K1A 0S5

Attention: _____ (leave blank until contract award)

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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 the province Ontario where the work is performed.

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 D, Security Requirements Check List;
- (d) Annex A, Statement of Work;
- (e) Annex B, Cost of Services Schedule – Basis of Payment;
- (f) Annex C, Site / List of Buildings PPB; and
- (g) 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 – Specific Requirements

The Contractor must comply with the insurance requirements specified in the **following article 7.13.1 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.

7.13.1 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:

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- 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. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
- o. 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,*

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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.

7.13.2 Automobile Liability Insurance

1. The Contractor must obtain Automobile 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.
2. The policy must include the following:
 - a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
 - b. Accident Benefits - all jurisdictional statutes
 - c. Uninsured Motorist Protection
 - d. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

7.13.3 Environmental Impairment Liability Insurance

1. The Contractor must obtain "Contractors Pollution 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 \$1,000,000 per accident or occurrence and in the annual aggregate.
2. 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.
3. The "Contractors Pollution 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 as additional insured should read as follows: Canada, represented by Public Works and Government Services Canada.

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- b. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- c. Separation of Insureds: 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.
- d. 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.
- e. Incidental Transit Extension: The policy must extend to losses arising from any waste, products or materials transported, shipped, or delivered via any transportation mode to a location beyond the boundaries of a site at which the Contractor or any entity for which the Contractor is legally liable is performing or has performed the operations described in the contract.

7.14 Cellular Phones and/or Pagers

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

7.15 Government Site Regulations

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

7.16 Pre-Commencement Meeting

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

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

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ANNEX A

STATEMENT OF WORK

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ANNEX B

COST OF SERVICES SCHEDULE – BASIS OF PAYMENT

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ANNEX C

SITE / LIST OF BUILDINGS PPB

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ANNEX D

SECURITY REQUIREMENT CHECK LIST

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ANNEX E

**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

1. General

- 1.1 This Integrated Pest Management contract (IPM) is for the Parliamentary Precinct Branch. Refer to Annex "C" - Site/Buildings List. Pest control measures may include sanitation services, physical and environmental modifications, and mechanical controls (which can include traps and bait stations). Upon contract award PWGSC Technical Authority must provide the contractor with the technical floor plans indicating the locations of known pest activities for each site.
- 1.2 The contractor must provide labour, materials and equipment necessary to accomplish the monitoring, trapping, pesticide application (as a last resort), and pest removal. The contractor must be responsible for providing detailed, site-specific reports to the Technical Authority regarding completed work, and any possible sanitation and structural modifications required to implement pest control work. The contractor must use the technical floor plans provided to inform PWGSC of the deployment of traps and bait stations.

2. Personnel

- 2.1 All contractor's personnel accessing PWGSC owned and operated facilities within the Parliamentary Precinct must have a federal government security clearance at the Secret level.
- 2.2 The contractor must provide the Technical Authority the full names, and dates of birth of all personnel that will require access to PWGSC facilities within the Parliamentary Precinct prior to commencement of integrated pest management services.
- 2.3 All contractor personnel must possess proper identification and proof of pest management credentials while on PWGSC premises. All personnel must sign IN and OUT of all security registers that are found at the security guard control desk in each facility.
- 2.4 Throughout the term of this contract, contractor personnel providing on-site integrated pest management and control services must be licenced structural exterminators, meeting the applicable provincial requirements, and must hold a pest control operators licence issued by the province of jurisdiction in accordance with federal and provincial pesticide regulations.
- 2.5 All contractor personnel working within PWGSC-owned and operated facilities, must be suitably dressed or provide proper identification at all times as follows;
 - 2.5.1 The company name or crest must be visible on uniform.
 - 2.5.2 Access to premises may be denied to any non-uniformed personnel, persons unable to provide the proper identification.

3. Health and Safety

- 3.1 If it is determined that the use of a pesticide is necessary, and the Technical Authority has given authorization in writing, the contractor must ensure that the product used in a workplace is the least toxic to human health, and is registered under the Federal Pest Control Products Act (PCP) and is also registered under applicable provincial pesticide regulations.
- 3.2 The contractor must observe all health and safety precautions throughout the performance of this contract. All work must comply with applicable federal and provincial regulations, municipal by-laws and policies as well as federal and provincial health and safety requirements. The contractor is responsible for providing appropriate training, including training in Workplace Hazardous Materials Information System (WHMIS), to all personnel. Proof of training must be kept in the on-site Log Book located at 427 Laurier Avenue, 3rd Floor. The contractor must ensure that controlled products used, stored, handled or disposed of in the workplace are properly labeled and in accordance with WHMIS.
- 3.3 The contractor must provide the Technical Authority the appropriate labels and Material Safety Data Sheets (MSDS) for all pesticide products that may be used in PWGSC-owned facilities. All pesticide application equipment must be described and listed. The contractor must ensure that all MSDS are up to date and made available to personnel for education and training purposes. **Storage of pesticide products will not be permitted in PWGSC owned or operated facilities.**
- 3.4 All labels, MSDS and licencing must be kept in one central location (427 Laurier Avenue, 3rd Floor) and updated when required and reviewed annually by the contractor. The binder must be kept in the Technical Authority office area.

4. Material and Equipment

- 4.1 The contractor must supply all equipment, materials and products to carry out the integrated pest management contract.
- 4.2 The contractor must ensure that all equipment used to perform pest control services is in good condition. The Technical Authority shall reserve the right to have equipment judged to be defective or unsuitable taken out of service. The contractor must provide suitable replacement of defective equipment within one business day.
- 4.3 **The use of broad-spectrum pesticides and fumigation is not permitted.** Localized pesticide application should only be used as a last resort after all other methods have failed to eliminate pests. Mechanical controls include but are not limited to traps and bait stations. Examples of localized pesticide application include chemical spraying where insect populations are deemed to be high. When

re-applying chemical pesticides, a different type of pesticide must be used in order to prevent pests from developing resistance to particular chemicals. If it is determined that a chemical pesticide application is necessary, the least toxic pesticide must be used.

- 4.4 A minimum of 24 hours notice must be given to occupants prior to any application and must be completed after hours. Current provincial laws must be adhered to in the application.

5. Emergency and On Call Services

The contractor must be available to respond to emergency service calls 24 hours a day, 7 days a week, and is required to be on-site within three (3) hours of notification. Following an emergency service call, the contractor must confirm the completion of work and provide a detailed service report to the Technical Authority.

6. Work Schedules

The contractor shall provide a work schedule to the Technical Authority at the commencement of each contract year.

7. Pest Management Services

Pest Management Services inspections must be performed once per month, during regular business hours and as required for emergency services at all sites.

8. Description of Services

The services provided by the contractor must include:

- (a) regular, monthly scheduled inspections of specified areas and monitoring of pests,
- (b) appropriate treatment of identified pests,
- (c) actions to prevent future infestations and pest entry,
- (d) itemized reports for services rendered,
- (e) regular communications with the Technical Authority,
- (f) respond to emergency and other on-call services.

8.1 Specified Services

- 8.1.1 This contract for Integrated Pest Management (IPM) includes buildings situated within the Parliamentary Precinct Branch as per Annex C. The specified areas include the interior of all premises, including offices, kitchens, lunchrooms, food storage areas, washrooms, electrical rooms,

mechanical rooms, and all other PWGSC-owned and managed spaces, detailed under this contract.

8.1.2 Initial services shall include a program to identify and effectively eliminate all existing pests. Upon properly identifying any pest issue, the contractor will determine the most effective method of treating the pest problem considering specific behavior, biology, location and potential health hazards represented by the pest. The methods used for controlling pests will seek to exclude or minimize to the smallest possible degree, the use of pesticides. Methods may include demonstrating proper sanitation, and/or the use of mechanical traps and physical controls. If the contractor determines that pesticide application is unavoidable, the least toxic available pesticide product may be used as a last resort, taking into all accounts the potential health hazards related to the use of the pesticide. The Technical Authority must approve of the decision to use pesticides in writing, prior to pesticide application.

8.1.3 Regular, scheduled services must be conducted on a monthly basis, in the interior of all buildings to prevent future pest problems. The contractor must implement a monitoring program to prevent future pest-control problems. Monitoring devices may be installed in specific locations where pest problems occur, and the results of the use of these devices must be documented. Monitoring devices include "sticky traps", "trap monitors", "Bait Stations", or "fly lights". The type, number, and location of installed devices must be agreed upon by the contractor and the Technical Authority. The type, number, and location of installed devices can be modified at any time by the Technical Authority and contractor as deemed appropriate. Monitoring devices will be inspected by the contractor no less than once per month. All devices deployed by the contractor must be in good, working condition at all times. Any changes to the overall monitoring program must be agreed upon by the contractor and Technical Authority, and must be documented.

All monitoring devices must be documented on provided technical floor plans. Any additional "permanent" monitoring devices must be added/updated within 24 hours of installation.

8.1.4 Humane trapping, off-site removal, and eventual release into suitable outdoor environment of large avian or mammalian pests within law and regulation guidelines. Thorough investigation of pest access into building structure, and pest-proofing of any and all points of building access by large pests.

8.2 Methods of Communication

8.2.1 Reporting

Following inspection, the contractor must complete a detailed site visit report that must include the building name, date, time, areas inspected, pest findings, details of pest control measures undertaken, and note any remedial measures required. Any agreed-upon use of pesticides must also be reported. The contractor must report any sanitation and/or structural changes required to eliminate pest problems, and to prevent future pest problems. Reports must be made available to the Technical Authority upon completion of inspection work and must be maintained at a central location at 427 Laurier Avenue, 3rd Floor. It is further recommended that the contractor maintain records of all inspections.

9. Procedures and Frequency

Applicable to all offices, kitchens, lunchrooms, food storage areas, washrooms, electrical rooms, mechanical rooms, loading docks and all other PWGSC-owned and managed spaces.

9.1 Inspection Procedures

1. Facilities must be serviced once per month.
2. Verify all mechanical traps.
3. Verify all fly lights.
4. Replace all trap monitors.
5. Repeat procedure for all traps in facility.
6. Replace Fly light bulbs yearly if deemed necessary and approved by Technical Authority.

9.2 Reporting

Reports must be filed on a facility by facility basis as stated in Section 8.2.1. All reports must be submitted no less than five business days following any inspection activities.

9.3 Scheduling

The Technical Authority and the contractor will establish dates and times for all scheduled inspection services.

9.4 Additional Services (As and When Requested)

The contractor must provide an hourly rate for additional pest-control services, such as emergency calls, wildlife removal, bird-proofing, rodent fecal cleaning etc. Unit price for additional monitoring devices, traps, fly lights and bulbs must also be provided.

**ANNEX B – COST OF SERVICES SCHEDULE - BASIS OF PAYMENT
FILE NUMBER:**

Bidders must submit their firm monthly rates in accordance with the Pricing Schedule detailed below. The total amount of Goods and Services Tax or Harmonized Sales Tax is to be shown separately, if applicable.

The following requirement **MUST** be strictly adhered to: **Failure to do so shall render the bidder's proposal as non-responsive.**

It is **MANDATORY** that the bidders submit firm prices/rates in Canadian funds for the five (5) years for all items listed hereafter (Pricing Schedule 1 and Pricing Schedule 2).

PRICING SCHEDULE 1: Pest Maintenance

Firm all inclusive prices including overhead, profit, all materials and all related costs for Integrated Pest Management Services in accordance with the Annex "A", Statement of Work, items 8. Description of Services and 9. Procedures and Frequency.

| Location: All buildings situated within the Parliamentary Precinct Branch as per Annex C. The specified areas include the interior of all premises, including offices, kitchens, lunchrooms, food storage areas, washrooms, electrical rooms, mechanical rooms, loading docks and all other PWGSC-owned and managed spaces. | | | | | | | | | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|------------------------------------------------------------|-----------------------------------|------------------------------------------------------------|-----------------------------------|------------------------------------------------------------|-----------------------------------|------------------------------------------------------------|-----------------------------------|------------------------------------------------------------|------------------------------------|
| Building Name/location/ Area-sq.-ft. | YEAR 1 Firm monthly rate | EXTENDED PRICE (monthly firm rate x 12 months) | YEAR 2 Firm monthly rate | EXTENDED PRICE (monthly firm rate x 12 months) | YEAR 3 Firm monthly rate | EXTENDED PRICE (monthly firm rate x 12 months) | YEAR 4 Firm monthly rate | EXTENDED PRICE (monthly firm rate x 12 months) | YEAR 5 Firm monthly rate | EXTENDED PRICE (monthly firm rate x 12 months) | EXTENDED PRICE FOR ALL YEARS |
| CENTRE BLOCK (111 Wellington Street) 648 317 sq. ft. - | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| EAST BLOCK (111 Wellington Street) 165 483 sq. ft. - | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| WEST BLOCK (111 Wellington Street) 251 035 sq. ft. | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| CONFEDERATION BUILDING (229 Wellington Street) 300 452 sq. ft. - | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| JUSTICE BUILDING (249 Wellington Street) 176 796 sq. ft. - | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| WELLINGTON BUILDING (180 Wellington Street) 514 838 sq. ft. | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| NATIONAL PRESS BUILDING (150 Wellington Street) 53 208 sq. ft. | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| SIR JOHN A MACDONALD BUILDING (144 Wellington Street) 53 819 sq. ft. | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |

**ANNEX B – COST OF SERVICES SCHEDULE - BASIS OF PAYMENT
FILE NUMBER:**

| Building Name/location/ Area-sq.-ft. | YEAR 1 Firm monthly rate | EXTENDED PRICE (monthly firm rate x 12 months) | YEAR 2 Firm monthly rate | EXTENDED PRICE (monthly firm rate x 12 months) | YEAR 3 Firm monthly rate | EXTENDED PRICE (monthly firm rate x 12 months) | YEAR 4 Firm monthly rate | EXTENDED PRICE (monthly firm rate x 12 months) | YEAR 5 Firm monthly rate | EXTENDED PRICE (monthly firm rate x 12 months) | EXTENDED PRICE FOR ALL YEARS |
|----------------------------------------------------------------------------------------|---------------------------------------------|-----------------------------------------------------------------------|---------------------------------------------|-----------------------------------------------------------------------|---------------------------------------------|-----------------------------------------------------------------------|---------------------------------------------|-----------------------------------------------------------------------|---------------------------------------------|-----------------------------------------------------------------------|---------------------------------------------|
| VICTORIA BUILDING (140 Wellington Street) 95 903 sq. ft. | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| LANGEVIN BUILDING (80 Wellington Street) 123 030 sq. ft. | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| DOVER, BROUSE & SLATER BUILDINGS (185, 181, 177 Sparks Street) 29 545 sq. ft. | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| BOOTH BUILDING (165 Sparks Street) 66 628 sq. ft. | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| VALOUR BUILDING (151 Sparks Street) 208 310 sq. ft. | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| BANK OF NOVA SCOTIA BUILDING (121 Sparks Street) 50 310 sq. ft. | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| BANK OF COMMERCE BUILDING (119 Sparks Street) 25 893 sq. ft. | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| FISHER BUILDING (115 Sparks Street) 12 669 sq. ft. | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| BATES BUILDING (109 Sparks Street) 18 761 sq. ft. | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| BIRKS BUILDING (107 Sparks Street) 53 196 sq. ft. | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| BLACKBURN BUILDING (85 Sparks Street) 151 598 sq. ft. | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| SAXE BUILDING (75 Sparks Street) 17 108 sq. ft. | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| HOUSE OF NORCANO BUILDING (69 Sparks Street) 7 803 sq. ft. | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |

**ANNEX B – COST OF SERVICES SCHEDULE - BASIS OF PAYMENT
FILE NUMBER:**

| Building Name/location/ Area-sq.-ft. | YEAR 1 Firm monthly rate | EXTENDED PRICE (monthly firm rate x 12 months) | YEAR 2 Firm monthly rate | EXTENDED PRICE (monthly firm rate x 12 months) | YEAR 3 Firm monthly rate | EXTENDED PRICE (monthly firm rate x 12 months) | YEAR 4 Firm monthly rate | EXTENDED PRICE (monthly firm rate x 12 months) | YEAR 5 Firm monthly rate | EXTENDED PRICE (monthly firm rate x 12 months) | EXTENDED PRICE FOR ALL YEARS |
|---------------------------------------------------------------------------------------------------------------------|-----------------------------------|------------------------------------------------------------|-----------------------------------|------------------------------------------------------------|-----------------------------------|------------------------------------------------------------|-----------------------------------|------------------------------------------------------------|-----------------------------------|------------------------------------------------------------|------------------------------------|
| NELMS BUILDING (67 Sparks Street) 5 767 sq. ft. | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| O'BRIEN BUILDING (65 Sparks Street) 3 357 sq. ft. | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| HOPE CHAMBERS BUILDING (63 Sparks Street) 30 354 sq. ft. | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| POSTAL STATION "B" BUILDING (59 Sparks Street) 64 936 sq. ft. | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| MARSHALL BUILDING / CANADA 4 CORNERS BUILDING (14 Metcalfe Street) (93 Sparks Street) 30 108 sq. ft. | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| 2455 DON REID DR. Office 2899.8 ft² and industrial space is 34527.4 ft² | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| RIDEAU COMMITTEE ROOMS (1 Wellington Street) 39611.19 ft² | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| 2086 WALKLEY ROAD 795.45 ft² of office space and 21155.39 ft² for the warehouse | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| HoC FOOD PRODUCTION FACILITY (1170 Algoma Road) 19 741 sq. ft. | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |

**ANNEX B – COST OF SERVICES SCHEDULE - BASIS OF PAYMENT
FILE NUMBER:**

| Building Name/location/ Area-sq.-ft. | YEAR 1 Firm monthly rate | EXTENDED PRICE (monthly firm rate x 12 months) | YEAR 2 Firm monthly rate | EXTENDED PRICE (monthly firm rate x 12 months) | YEAR 3 Firm monthly rate | EXTENDED PRICE (monthly firm rate x 12 months) | YEAR 4 Firm monthly rate | EXTENDED PRICE (monthly firm rate x 12 months) | YEAR 5 Firm monthly rate | EXTENDED PRICE (monthly firm rate x 12 months) | EXTENDED PRICE FOR ALL YEARS |
|-------------------------------------------------------------------------|-----------------------------------|------------------------------------------------------------|-----------------------------------|------------------------------------------------------------|-----------------------------------|------------------------------------------------------------|-----------------------------------|------------------------------------------------------------|-----------------------------------|------------------------------------------------------------|------------------------------------|
| GOVERNMENT CONFERENCE CENTRE (2 Rideau Street) 135 550 sq. ft. | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| Yearly Total | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| TOTAL OF ALL 5 YEARS | | | | | | | | | | | \$ _____ |

Summary of Pricing Schedule 1 (Inspection annual cost for all sites)

| Period | Firm Monthly Rate | Number of months | Firm Annual Rate |
|--------|-------------------|------------------|------------------|
| Year 1 | \$ _____ | x 12 | \$ _____ |
| Year 2 | \$ _____ | x 12 | \$ _____ |
| Year 3 | \$ _____ | x 12 | \$ _____ |
| Year 4 | \$ _____ | x 12 | \$ _____ |
| Year 5 | \$ _____ | x 12 | \$ _____ |
| Total | | | \$ _____ |

**ANNEX B – COST OF SERVICES SCHEDULE - BASIS OF PAYMENT
FILE NUMBER:**

PRICING SCHEDULE 2: Additional Services (As and When Requested)

Additional services as described in **Annex "A" – PWGSC Statement of Work – item 9.4 Additional Services (As and When Requested)**. The Contractor must provide additional pest-control on "AS AND WHEN REQUESTED" basis such as emergency calls, wildlife removal, bird-proofing, rodent fecal cleaning etc. Written authorization must be obtained from the Technical Authority prior to conducting any additional services.

Submit a firm all inclusive rates including overhead, profit and all related costs (excludes GST/HST).

****Estimated quantity of hours per year for extra work is for evaluation purposes only.**

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

| | YEAR 1 RATE | YEAR 2 RATE | YEAR 3 RATE | YEAR 4 RATE | YEAR 5 RATE |
|--------------------------------------------------------------------------------------------|----------------|----------------|----------------|----------------|-----------------|
| (i) Regular Hours 08:00 to 17:00 Monday to Friday excluding Statutory Holidays | \$ _____/HR | \$ _____/HR | \$ _____/HR | \$ _____/HR | \$ _____/HR |
| **Estimated quantity of hours per year | 75 | 75 | 75 | 75 | 75 |
| Extended Price: | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| 2.1 (i) Sub Total: | | | | | \$ _____ |

| | YEAR 1 RATE | YEAR 2 RATE | YEAR 3 RATE | YEAR 4 RATE | YEAR 5 RATE |
|------------------------------------------------------------------------------|----------------|----------------|----------------|----------------|-----------------|
| (ii) Outside Regular Hours After 17:00 including Statutory Holidays | \$ _____/HR | \$ _____/HR | \$ _____/HR | \$ _____/HR | \$ _____/HR |
| **Estimated quantity of hours per year | 15 | 15 | 15 | 15 | 15 |
| Extended Price: | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| 2.1 (ii) Sub Total: | | | | | \$ _____ |

ANNEX B – COST OF SERVICES SCHEDULE - BASIS OF PAYMENT
FILE NUMBER:

2.2 Materials: Materials to be supplied include additional monitoring devices, and traps. Additional materials will be charged at our laid-down cost plus a mark-up of:

| | YEAR 1 RATE | YEAR 2 RATE | YEAR 3 RATE | YEAR 4 RATE | YEAR 5 RATE |
|-------------------------------------------------------------------------|----------------|----------------|----------------|----------------|-----------------------|
| Mark-up | _____ % | _____ % | _____ % | _____ % | _____ % |
| Estimated Expenditure | \$500.00 | \$500.00 | \$500.00 | \$500.00 | \$500.00 |
| *Extended Price: | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| *Estimated expenditure per year is for evaluation purposes only. | | | | | 2.2 Sub Total: |
| | | | | | \$ _____ |

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

Materials 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 Contractor's laid-down cost for product and resale price to Canada. 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 2.1 (i), 2.1 (ii), and 2.2 on form GC 227 "Call-up Against a Contract".

**ANNEX B – COST OF SERVICES SCHEDULE - BASIS OF PAYMENT
FILE NUMBER:**

In the case of error in the extension of prices, the unit price will govern. Canada may enter into contract without negotiation.

TOTAL ASSESSED PROPOSAL PRICE:

Sum of Basis of Pricing, Pricing Schedule 1,

| | |
|-----------------------------------------------|------------|
| Sum of Sub Total of all buildings for year 1: | \$ _____ + |
| Sum of Sub Total of all buildings for year 2: | \$ _____ + |
| Sum of Sub Total of all buildings for year 3: | \$ _____ + |
| Sum of Sub Total of all buildings for year 4: | \$ _____ + |
| Sum of Sub Total of all buildings for year 5: | \$ _____ + |
| Total: | = \$ _____ |

Sum of Basis of Pricing, Pricing Schedule 2,

| | |
|---------------------------------------|-------------------|
| Sum of Sub Total 2.1(i): | \$ _____ + |
| Sum of Sub Total 2.1(ii): | \$ _____ + |
| Sum of Sub Total 2.2: | \$ _____ + |
| Total: | = \$ _____ |
| TOTAL ASSESSED PROPOSAL PRICE: | = \$ _____ |

ANNEX C – LIST OF BUILDINGS PPB
ANNEXE C – LISTE DES ÉDIFICES DGCP

Parliamentary Precinct Branch Properties (PPB)
Propriétés de la Direction générale de la Cité parlementaire (DGCP)

PWGSC Integrated Pest Management Plan, PPB 2015
Plan de lutte antiparasitaire intégrée de TPSGC, DGCP 2016

111 Wellington Street / 111 rue Wellington

- Centre Block / Édifice du centre - 648 317 sq ft / pi²
- East Block / Édifice de l'est – 165 483 sq ft / pi²
- West Block / Édifice de l'ouest – 251 035 sq ft / pi²

229 Wellington Street / 229 rue Wellington

- Confederation Building / Édifice de la Confédération
- 300 452 sq ft / pi²

249 Wellington Street / 249 rue Wellington

- Justice Building / Édifice de la Justice
- 176 796 sq ft / pi²

180 Wellington Street / 180 rue Wellington

- Wellington Building / Édifice Wellington
- 514 838 sq ft / pi²

150 Wellington Street / 150 rue Wellington

- National Press Building / Édifice de la presse
- 53 208 sq ft / pi²

144 Wellington Street / 144 rue Wellington

- Sir John A MacDonald Building / Édifice Sir John A MacDonald
- 53 819 sq ft / pi²

140 Wellington Street / 140 rue Wellington

- Victoria Building / Édifice Victoria
- 95 903 sq ft / pi²

80 Wellington Street / 80 rue Wellington

- Langevin Building / Édifice Langevin
- 123 030 sq ft / pi²

185, 181, 177 Sparks Street / 185, 181, 177 rue Sparks

- Dover, Brouse & Slater Buildings / Les Édifices Dover, Brouse & Slater
- 29 545 sq ft / pi²

ANNEX C – LIST OF BUILDINGS PPB
ANNEXE C – LISTE DES ÉDIFICES DGCP

165 Sparks Street / 165 rue Sparks

- Booth Building / Édifice Booth
- 66 628 sq ft / pi²

151 Sparks Street / 151 rue Sparks

- Valour Building / Édifice de la Bravoure
- 208 310 sq ft / pi²

121 Sparks Street / 121 rue Sparks

- Bank of Nova Scotia Building / Édifice de la banque de la Nouvelle Ecosse
- 50 310 sq ft / pi²

119 Sparks Street / 119 rue Sparks

- Bank of Commerce Building / Édifice de la banque du commerce
- 25 893 sq ft / pi²

115 Sparks Street / 115 rue Sparks

- Fisher Building / Édifice Fisher
- 12 669 sq ft / pi²

109 Sparks Street / 109 rue Sparks

- Bates Building / Édifice Bates
- 18 761 sq ft / pi²

107 Sparks Street / 107 rue Sparks

- Birks Building / Édifice Birks
- 53 196 sq ft / pi²

85 Sparks Street / 85 rue Sparks

- Blackburn Building / Édifice Blackburn
- 151 598 sq ft / pi²

75 Sparks Street / 75 rue Sparks

- Saxe Building / Édifice Saxe
- 17 108 sq ft / pi²

69 Sparks Street / 69 rue Sparks

- House of Norcano Building / Édifice House of Norcano
- 7 803 sq ft / pi²

67 Sparks Street / 67 rue Sparks

- Nelms Building / Édifice Nelms
- 5 767 sq ft / pi²

ANNEX C – LIST OF BUILDINGS PPB
ANNEXE C – LISTE DES ÉDIFICES DGCP

65 Sparks Street / 65 rue Sparks

- O'Brien Building / Édifice O'Brien
- 3 357 sq ft / pi²

63 Sparks Street / 63 rue Sparks

- Hope Chambers Building / Édifice Hope Chambers
- 30 354 sq ft / pi²

59 Sparks Street / 59 rue Sparks

- Postal Station 'B' Building / Édifice de la Poste, Station 'B'
- 64 936 sq ft / pi²

14 Metcalfe Street / 14 rue Metcalfe / 93 Sparks Street / 93 rue Sparks

- Marshall Building / Édifice Marshall
- Canada Four Corners Building / Édifice Canada Four Corners
- 30 108 sq ft / pi²

2455 Don Reid Dr / 2455 Promenade Don Reid

- Office 2899.8 ft² and industrial space is 34527.4 ft² /
- Bureau 2899.8 pi² et l'espace industriel est 345.27 pi²

1 Wellington Street / 1 rue Wellington

- Rideau Committee Rooms / Salles de comités Rideau
- 39611.19 ft² / pi²

2086 Walkley Road / 2086 chemin Walkey

- 795.45 ft² of office space and 21155.39 ft² for the warehouse
- 795.45 pi² d'espace de bureau et 21155.39 pi² pour l'entrepôt

1170 Algoma Road / 1170 chemin Algoma

- HoC Food Production Facility
- 19 741 sq ft / pi²

2 Rideau Street / 2 rue Rideau

- Government Conference Centre / Centre de conférences du gouvernement
- 135 550 sq ft / pi²

ANNEX "D"

PAGE 1 OF 3

Government
of CanadaGouvernement
du Canada

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FEB 22 2016

Contract Number / Numéro du contrat

EN463162092

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 | | 2. Branch or Directorate / Direction générale ou Direction PPB |
| 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 Contract for Integrated Pest Management (IPM) Services for all PPB Buildings. Contract includes monthly inspections and 24 hour as and when service. | | |
| 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 <input checked="" type="checkbox"/> Non <input type="checkbox"/> 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 <input checked="" type="checkbox"/> Non <input type="checkbox"/> 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 <input checked="" type="checkbox"/> Non <input type="checkbox"/> 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 <input type="checkbox"/> Non <input checked="" type="checkbox"/> 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 <input checked="" type="checkbox"/> Non <input type="checkbox"/> 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"/> |

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

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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? ☒ No ☐ Yes
Non Oui

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

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

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

Document Number / Numéro du document :

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

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

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

Special comments:

Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☒ No ☐ Yes
Non Oui

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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



Government of Canada
Gouvernement du Canada

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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 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 ☐ Yes
Non Oui

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

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

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

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

☒ No ☐ Yes
Non Oui

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

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