



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

REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

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

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

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

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

Comments - Commentaires

Vendor/Firm Name and Address
Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

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

| | |
|--|--|
| Title - Sujet Heat Recovery Steam Generator | |
| Solicitation No. - N° de l'invitation W0107-15C617/A | Date 2016-04-01 |
| Client Reference No. - N° de référence du client W0107-15CB617 | |
| GETS Reference No. - N° de référence de SEAG PW-\$PET-906-1362 | |
| File No. - N° de dossier PET-5-43040 (906) | CCC No./N° CCC - FMS No./N° VME |
| Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-05-16 | Time Zone Fuseau horaire Eastern Daylight Saving Time EDT |
| F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/> | |
| Address Enquiries to: - Adresser toutes questions à: Cook, Wayne | Buyer Id - Id de l'acheteur pet906 |
| Telephone No. - N° de téléphone (613) 401-0623 () | FAX No. - N° de FAX (613) 687-6656 |
| Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Engineer Services Squadron Garrison Petawawa, Bldg S-111 PO Box 9999, Station Main Petawawa, Ontario K8H 2X3 | |

Instructions: See Herein

Instructions: Voir aux présentes

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

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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

1. At the date of bid closing, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. For additional information on security requirements, Bidders should refer to the Industrial Security Program (ISP) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

1.2 Requirement

Work under this requirement is to furnish all labour, materials, tools, equipment, transportation, supervision and certification required for semi-annual inspections, maintenance and repairs to the Heat Recovery Steam Generator (HRSG), in use at Bldg P49 at Garrison Petawawa.

1.3 Optional Site Visit

There will be an Optional Site Visit held on 27 April 2016 at 10:00 am. Any bidders interested in viewing the site should report to the PWGSC office located in Building S-111, Room C-114. Bidders who do not attend the site visit will not be precluded from submitting a bid.

1.4 Debriefings

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

1.5 Trade Agreements

" The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT)."

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

2.2 Submission of Bids

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

2.3 Enquiries - Bid Solicitation

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

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

2.4 Applicable Laws

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

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

Section I: Financial Bid (1 hard copy)

Section II: Certifications (1 hard copy)

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

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

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

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

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

Section I: Financial Bid

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

Section II: Certifications

Bidders must submit the certifications required under Part 5.

3.1.2 Electronic Payment of Invoices - Bid

Canada requests that Bidders complete option 1 or 2 below:

1. ☐ Electronic Payment Instruments will be accepted for payment of invoices.
The following Electronic Payment Instrument(s) are accepted:
 - ☐ VISA Acquisition Card;
 - ☐ MasterCard Acquisition Card;
 - ☐ Direct Deposit (Domestic and International);
 - ☐ Electronic Data Interchange (EDI);
 - ☐ Wire Transfer (International Only);
 - ☐ Large Value Transfer System (LVTS) (Over \$25M)
2. ☐ Electronic Payment Instruments will not be accepted for payment of invoices.

The Bidder is not obligated to accept payment by Electronic Payment Instruments.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Financial Evaluation

4.1.1.1 Mandatory Financial Criteria

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

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

4.2 Basis of Selection

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

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – List of Names

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

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

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

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

5.2.3 Documents required

Copy of insurance certificate which meets or exceeds the coverage specified herein.
Copy of Worker's Compensation coverage for all applicable employees.
Copy of your company's most recent, signed Health and Safety Plan as it relates to this work.
Copy of TSSA Certification for Petroleum Equipment Mechanics.
Proof of minimum two (2) years documented experience with fuel dispensing systems.

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

6.1.1 The following security requirements (SRCL and related clauses provided by ISP) apply and form part of the Contract.

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid *Designated Organization Screening* (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to *sensitive work site(s)* must **EACH** hold a valid **RELIABILITY STATUS**, granted or approved by the CISD/PWGSC.
3. Subcontracts, which contain security requirements, are **NOT** to be awarded without the prior written permission of the CISD/PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
 - a) *Security Requirements Check List* and Security Guide (if applicable), attached at Annex C;

b) *Industrial Security Manual* (Latest Edition).

6.2 Requirement

Work under this requirement is to furnish all labour, materials, tools, equipment, transportation, supervision and certification required for semi-annual inspections, maintenance and repairs to the Heat Recovery Steam Generator (HRSG), in use at Bldg P49 at Garrison Petawawa.

6.2.1 Task Authorization

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

6.2.1.1 Task Authorization Process:

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

6.2.1.2 Task Authorization Limit

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

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

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

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

6.2.1.4 Task Authorization - Department of National Defence

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

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

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

6.4 Term of Contract

6.4.1 Period of the Contract

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

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

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

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

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

6.5.2 Technical Authority

The Technical Authority for the Contract is:

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

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

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

6.5.3 Contractor's Representative

Name and telephone number of the person responsible for:

General Enquiries

Name: _____

Telephone No: _____

Facsimile No: _____

E-mail address: _____

Delivery follow-up

Name: _____

Telephone No: _____

Facsimile No: _____

E-mail address: _____

6.6 Payment

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

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

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

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

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

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

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

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

6.6.3 SACC Manual Clauses

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

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

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

6.7 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

2. Invoices must be distributed as follows:

(a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

6.7.5 Electronic Payment of Invoices – Contract

The Contractor accepts to be paid using the following Electronic Payment Instrument(s):

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

6.8 Certifications

6.8.1 Compliance

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

Solicitation No. - N° de l'invitation
W0107-15C617/A
Client Ref. No. - N° de réf. du client
W0107-15CB617

Amd. No. - N° de la modif.
File No. - N° du dossier
PET-5-43040

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

6.9 Applicable Laws

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

6.10 Priority of Documents

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

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

6.11 Defence Contract

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

6.12 SACC Manual Clauses

| | | |
|--------|----------------------------------|------------|
| B7500C | Excess Goods | 2006-06-16 |
| G1005C | Insurance | 2016-01-28 |
| A9062C | Canadian Forces Site Regulations | 2011-05-16 |

ANNEX "A"

REQUIREMENT

Specification for Heat Recovery Steam Generator at Bldg P49

CCID CB-617

1) Identification

- a) Work under this requirement is to furnish all labour, materials, tools, equipment, transportation, supervision and certification required for semi-annual inspections, maintenance and repairs to the Heat Recovery Steam Generator (HRSG), in use at Bldg P49 at Garrison Petawawa.

2) Standards

- a) Technical Standards and Safety Authority (TSSA)
- b) Ontario Regulation for Fuel Industry Certificates:
 - i) Gas Technician 1
 - ii) Oil Burner Technician 1
- c) Operating Engineer Ontario Regulation
- d) Apprenticeship Certification Act
 - i) Welder certification license # 456A.
- e) Certified by the Canadian Welding Bureau to the requirements of CSA for:
 - i) Pressure welder certification
 - ii) Certification of Companies for Fusion Welding of Steel Structures.
- f) Only properly certified welders will be accepted on this requirement.
- g) Canadian Electrical Code
- h) Canadian General Standards Board (CGSB)

- i) Canadian Standards Association (CSA)
- j) National Building Code (NBC)
- k) National Fire Code of Canada (NFC)
- l) Ontario Occupation Health and Safety Act (OHSA)
- m) Confined Spaces Regulation (O. Reg. 632/05)

3) Safety

- a) The contractor shall develop a safety plan for this requirement. This plan shall be communicated to the Technical Authority and the contractor's staff. Special attention will be placed on circumstances that require work in elevated positions and confined spaces.

4) Technical Requirements

a) General

- i) The contractor shall provide 24 hour, 7 day per week, contact information with the use of a cell phone;
- ii) The contractor will advise the Technical Authority in writing, the cell phone numbers and contact names of their company personnel that are qualified to perform inspections, calibrations and repair services;
- iii) The contractor will report to the Contracts Office Bldg S-111 Room B-104 upon arrival at Garrison Petawawa to sign in the contractor's log book and must also sign out at the end of each work day;
- iv) The contractor will confirm their attendance for the annual onsite coordinating meeting at least 14 days prior to the start of the June maintenance cycle; and
- v) The contractor will be responsible to arrange for all required inspections to be carried out in accordance with TSSA or other agencies as applicable.

b) Semi-Annual Inspections

- i) The contractor is required to carry out inspections, testing, maintenance and minor repairs during the semi-annual maintenance shutdown of the Heat Recovery Steam Generator (HRSG), usually scheduled during May/June and November/December each year;
- ii) The Contractor will receive 30 days prior notice for the scheduled maintenance visit;

- iii) The contractor shall warranty all newly installed equipment, parts, materials and labour for a period of 12 months, to be in effect as of the date of acceptance of the work; and
- iv) Site cleanup will be completed daily for the duration of the work. Upon completion of the requirement all tools, equipment, surplus materials and debris will be removed from the work area.

c) June scheduled HRSG Inspection:

- i) Inspection criteria will be established, monitored and directed by the Engineering Service Squadron (ESS) Senior Project Manager for Plant and Utilities Systems;
- ii) Equipment includes the Pressure Vessel, Diverter Valve, Duct Burner, HRSG instrumentation, Allen Bradley Program Logic Controller, and all associated piping, valves, seals, meters, regulators, gauges, ducting, mounting and connecting hardware;
- iii) Verify proper display and trending processes;
- iv) Verify alarm functionality and calibration;
- v) Inspect the HRSG pressure vessel to verify integrity of the refractory, burners and passes;
- vi) Verify functionality of the Allen Bradley PLC operation and modify program requirements as necessary;
- vii) Verify operation and integrity of all control elements and regulators;
- viii) Verify operation and integrity of scanners, duct burners, BMS switches and interlocks;
- ix) Clean and verify unrestricted operation of transmitter and switch impulse lines utilizing compressed air or steam;
- x) Shaft must be aligned between the positioner and the damper of the diverter valve;
- xi) Provide calibration for all existing instrumentation and gauges, to include electrical and pneumatic controls, wiring, transmitters, sensors, actuators and positioners, and electrical hardware associated with the HRSG;
- xii) Inspect, service and repair high and low pressure fuel trains for component wear and leakage, fittings, valves, meters, and regulators associated with the operation of the HRSG, scanners, blowers, filters, and safety interlocks from the exterior fenced-in secure natural gas supply service entrance, to all points of the HRSG;
- xiii) Provide calibration for the natural gas flow meter Model ST98 2PA02BAOFA, Manufactured by Fluid Components International. Bench testing is required by the manufacturer or an accredited lab;

- xiv) The gas flow meter will be removed from service during the June inspection for calibration and reinstalled and setup for service prior to the October heating season; and
- xv) In the event the calibration of the gas flow meter is not completed prior to the heating season the contractor will provide a certified and calibrated temporary natural gas flow meter.

d) December Inspection will include:

- i) The December calibration visit will be set-up and coordinated by the ESS Senior Project Manager for Plant and Utilities Systems;
- ii) Calibration of the duct burner flame impingement system to be performed by using the flow control valve of the duct burner; and
- iii) The December inspection visit is an all-inclusive technical service to include transportation, supervision, labour, materials, tools and provision of reports.

e) Service Calls

- i) Response time for scheduled field service work will be on site within 48 hours of the time of call-up or as agreed upon with the Technical Authority;
- ii) Response time for unscheduled emergency field service work will be on site within 24 hours of the time of call-up;
- iii) The Technical Authority will provide a clear description of the work required at the time of the call-up;
- iv) The contractors Field Service Personnel/Technologist will have the necessary training, experience, testing and computer equipment required to trouble shoot and provide solutions for component and control failure call-ups;
- v) The Technologist will effect on-site repairs necessary to rectify and ensure proper automatic operations;
- vi) In the event the problems are not rectified the Technologist will provide a detailed time estimate for the necessary equipment or technical resources required to correct deficiencies within a timely manner; and
- vii) The provision of quotations for repairs will be included in the call-up.

f) Off-site Technical Support

- i) The contractor will provide off-site technical support to garrison Petawawa central heating plant operators, as and when requested, utilizing agreed upon methods of communication;

- ii) A telephone technical support call-up will be based on a minimum one (1) hour service coverage as and when requested however must be pre-approved by the Technical Authority; and
- iii) The contractor will provide a service report to the Technical Authority to cover all details of the off-site technical support provided and recommendations for further work and/or the requirement to conduct a follow-up onsite service call.

g) Reports

- i) Contractor must provide a detailed, accurate service report, upon completion of each call-up, on hard copy and in electronic format, to include;
 - (1) Calibration and certification certificates;
 - (2) Digital photographs with descriptive explanations;
 - (3) Thorough explanations of all services performed, sub-divided into each major assembly of the HRSG;
 - (4) Parts list of all assemblies/components repaired/replaced and consumable materials used during the service call;
 - (5) Updated PLC drawings and settings, recommendations and as built CAD drawings as applicable;
 - (6) In the case of replacement parts or components, submit copies of manufacturers data, operating instructions, and warranty(s); and
 - (7) Comments/recommendations by the contractor or his service personnel regarding operations, deficiencies, proposed upgrades, and estimated costs.

h) Invoicing

- i) The Contractor's invoice will be forwarded to the Technical Authority on completion of the work, containing the following information;
 - (1) Labour and material costs shown separately;
 - (2) List of materials used and a copy of the suppliers invoices for purchased material;
 - (3) All invoices must have the work order, building location, and contract and requisition numbers included; and
 - (4) No invoices will be paid for services without receipt of a complete inspection or service report, delivered to the Technical Authority within 14 days of completion of work.

ANNEX "B"

Basis of Payment

Maintenance and Repairs for the Heat Recovery Steam Generator Bldg P-49

Year 1 – 01 July 2016 to 30 June 2017

Year 2 – 01 July 2017 to 30 June 2018

Year 3 – 01 July 2018 to 30 June 2019

Estimated Quantities: The quantities as stated herein are an estimate of the requirement made in good faith. The Contract will be limited to the actual services ordered and performed.

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

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

Service Call Rate: is an all-inclusive rate for travel time, transportation, equipment/tools, administration, personnel from the Contractor's location to the Consignee's site and the 1st hour of on-site productive labour. It does not include any accommodations and meals as they will be charged as an extra (All such requests to be PRE-APPROVED in writing by the Technical Authority). Charges for Service Calls will not apply if the crew is already on-site for other work.

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

Accommodations and Meals: The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle

and incidental expenses provided in Appendices B,C and D of the National Joint Council Travel Directive, and with the other provisions of the directive referring to “travellers”, rather than those referring to “employees”. All travel must have the prior authorization of the DND Technical Authority. All payments are subject to government audit.

All information in Italics will be removed from any resultant contract

Part I:

Firm Requirement

| Item | Task | Unit of Issue | Usage Figures | Pricing year 1 | Pricing year 2 | Pricing year 3 |
|---------------------|---|---------------|----------------------|----------------|----------------|----------------|
| June Inspection | | | | | | |
| 1. | JUNE inspection to include all supervision, labour, travel and living, tools, administration, overhead, profit and any other associated costs for the inspection, servicing, calibration as detailed in Para 4(c) of the Specification. Also includes pre job-site safety meeting and fire hall briefing with a review of previous findings; reports/disbursements compiled and presented in accordance with the Specifications. | LOT 1 | <i>Once annually</i> | | | |
| December Inspection | | | | | | |
| 2. | DECEMBER CALIBRATION - to include all supervision, labour, travel and living, tools, administration, overhead, profit and any other associated costs for calibration as per Para 4(d) of the Specification. Also includes pre job-site safety meeting and fire hall briefing with a review of previous findings; reports/disbursements compiled and presented in accordance with the Specifications. | LOT 1 | <i>Once annually</i> | | | |

Part II:

As and When Requested Services through the use of Task Authorizations.

| | | | | |
|--|---|-----|------------|--|
| Emergency Repairs (24 hr response determined at time of call-up) | | | | |
| 3. | Emergency Repairs: To include one (1) first hour of on-site productive labour as well as all administrative, travel and overhead costs, to be charged only once per unscheduled repair service call. | Hrs | 1 | |
| Scheduled Maintenance (72 hr response determined at time of call-up) | | | | |
| 4. | Scheduled Maintenance: To include one (1) first hour of on-site productive labour as well as all administrative, travel and overhead costs, to be charged only once per scheduled maintenance service call. | Hrs | 2 | |
| Additional hours | | | | |
| 5. | Additional emergency tradespersons hours | Hrs | 3 | |
| 6. | Additional scheduled tradespersons hours | Hrs | 20 | |
| Telephone support | | | | |
| 7. | Telephone support to provide technical support to plant operators | Hrs | 10 | |
| Material/Replacement Parts | | | | |
| 8. | Material and replacement parts shall be charged at the contractor's cost plus markup of ____ %. | % | \$5,000.00 | |

Solicitation No. - N° de l'invitation
W0107-15C617/A
Client Ref. No. - N° de réf. du client
W0107-15CB617

Amd. No. - N° de la modif.
File No. - N° du dossier
PET-5-43040

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

ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST

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DEC 02 2015
CDSB

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SECURITY REQUIREMENTS CHECK LIST (SRCL)

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

| | | |
|---|--|--|
| PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE | | |
| 1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine | | 2. Branch or Directorate / Direction générale ou Direction |
| DND | | Engineer Services 4 CDSB Petawawa |
| 3. a) Subcontract Number / Numéro du contrat de sous-traitance | | 3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant |
| 4. Brief Description of Work / Brève description du travail Provide all supervision, materials and equipment to conduct on site inspections, calibrations and repairs to the Heat Recovery Steam Generator in building P-49 at garrison Petawawa. | | |
| 5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? | | <input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui |
| 5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? | | <input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui |
| 6. Indicate the type of access required / Indiquer le type d'accès requis | | |
| 6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) | | <input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui |
| 6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. | | <input type="checkbox"/> No Non <input checked="" type="checkbox"/> Yes Oui |
| 6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? | | <input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui |
| 7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès | | |
| Canada <input type="checkbox"/> | NATO / OTAN <input type="checkbox"/> | Foreign / Étranger <input type="checkbox"/> |
| 7. b) Release restrictions / Restrictions relatives à la diffusion | | |
| No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/> | All NATO countries Tous les pays de l'OTAN <input type="checkbox"/> | No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/> |
| Not releasable À ne pas diffuser <input type="checkbox"/> | | |
| Restricted to: / Limité à: <input type="checkbox"/> | Restricted to: / Limité à: <input type="checkbox"/> | Restricted to: / Limité à: <input type="checkbox"/> |
| Specify country(ies) / Préciser le(s) pays: | Specify country(ies) / Préciser le(s) pays: | Specify country(ies) / Préciser le(s) pays: |
| 7. c) Level of information / Niveau d'information | | |
| PROTECTED A PROTÉGÉ A <input type="checkbox"/> | NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/> | PROTECTED A PROTÉGÉ A <input type="checkbox"/> |
| PROTECTED B PROTÉGÉ B <input type="checkbox"/> | NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/> | PROTECTED B PROTÉGÉ B <input type="checkbox"/> |
| PROTECTED C PROTÉGÉ C <input type="checkbox"/> | NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/> | PROTECTED C PROTÉGÉ C <input type="checkbox"/> |
| CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/> | NATO SECRET NATO SECRET <input type="checkbox"/> | CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/> |
| SECRET SECRET <input type="checkbox"/> | COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/> | SECRET SECRET <input type="checkbox"/> |
| TOP SECRET TRÈS SECRET <input type="checkbox"/> | | TOP SECRET TRÈS SECRET <input type="checkbox"/> |
| TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/> | | TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/> |

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
Unclassified

Canada



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PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ 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 checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL | <input type="checkbox"/> SECRET SECRET | <input type="checkbox"/> TOP SECRET TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET- SIGINT TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS | | | |

Special comments:

Commentaires spéciaux :

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

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

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☒ 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



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

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

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

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

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



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Security Classification / Classification de sécurité
Unclassified

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

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

Name (print) - Nom (en lettres moulées)

JR Knockleby, Major

Title - Titre

OC, Engineer Services, 4 CDSB Petawawa

Signature

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

Facsimile No. - N° de télécopieur
613 687-8291

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

Date

20/11/2015

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

Name (print) - Nom (en lettres moulées)

Sasa Medjovic - DUSO - Industrial Security
Senior Security Analyst
Tel: 613-996-0286

Title - Titre

Signature

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

E-mail: sasa.medjovic@forces.gc.ca

2015 - Dec 2

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?

Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

☐ No
☒ Yes
Non Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)

Wayne Cook

Title - Titre

Supply Officer

Signature

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

613 401 0523

613 687 6656

wayne.cook@pwgsc-tpsgc.gc.ca

2016-02-27

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

Name

Paul Lepinski

Signature

Telep

Agent à la Sécurité des contrats | Contract Security Officer

Address - Adresse courriel

Date

Secteur de la Sécurité industrielle, TPSGC | Industrial Security Sector, PWGSC

Paul.Lepinski@tpsgc-pwgsc.gc.ca

Téléphone 613 957 1294

07-DEC-2015