



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

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

11 Laurier St./ 11, rue Laurier

Place du Portage, Phase III

Core 0B2 / Noyau 0B2

Gatineau

Québec

K1A 0S5

Bid Fax: (819) 997-9776

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

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

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

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

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

Comments - Commentaires

This document contains security requirements.

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 HVAC MAINTENANCE SERVICES	
Solicitation No. - N° de l'invitation EJ196-162246/A	Date 2016-05-04
Client Reference No. - N° de référence du client 20162246	
GETS Reference No. - N° de référence de SEAG PW-\$\$FK-290-70884	
File No. - N° de dossier fk290.EJ196-162246	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-06-14	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Ghoumrassi, Hakim	Buyer Id - Id de l'acheteur fk290
Telephone No. - N° de téléphone (873) 469-4910 ()	FAX No. - N° de FAX (819) 956-3600
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	

Instructions: See Herein

Instructions: Voir aux présentes

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

IMPORTANT NOTICE TO BIDDERS

Support the use of apprentices

Through Canada's Economic Action Plan 2013, the Government of Canada proposes to support the employment of apprentices in federal construction and maintenance projects. To support this initiative, a voluntary certification signaling the Contractor's commitment to hire and train apprentices is available at Annex E.

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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, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

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

1.2 Summary

- 1.2.1. To provide maintenance services on heating, ventilation, air conditioning (**HVAC**), commercial refrigeration and boiler equipment, including all necessary tools, services, materials, travel and labour on equipment in accordance with the Statement of Work attached herein as Annex A. This requirement is for Public Services and Procurement (PSP) located at 79 Prince of Whales; 158 Gloucester Street; 149 Somerset Street, Ottawa, Ontario; and at 188 Blvd Taché, Gatineau, Gatineau, Quebec
- 1.2.2. There are security requirements 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).
- 1.2.4 There is a mandatory bidders' site visit associated with this requirement. Consult Part 2 – Bidder Instructions.
- 1.2.5 The period of any resulting Contract will be for a period of **five (5) years**.

1.3 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The 2003 (2016-04-04) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

2.2 Submission of Bids

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

2.3 Former Public Servant

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

Definitions

For the purposes of this clause,

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

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

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

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

Former Public Servant in Receipt of a Pension

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

YES () NO ()

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

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

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

Work Force Adjustment Directive

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

YES () NO ()

If so, the Bidder must provide the following information:

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

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

2.4 Enquiries - Bid Solicitation

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

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

2.5 Applicable Laws

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

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

2.6 Mandatory Site Visit

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at 79 Prince of Whales, Ottawa, ON, on May 26, 2016. The site visit will begin at 10:00 AM EST.

Bidders must communicate with the Contracting Authority at hakim.ghoumrassi@tpsgc-pwgsc.gc.ca no later than May 23, 2016 at 03:00pm EST, to confirm attendance and provide the name(s) of the person(s) who will attend.

Bidders will be required to sign an attendance sheet. Bidders should confirm in their bid that they have attended the site visit.

Bidders who do not attend the mandatory site visit or do not send a representative will not be given an alternative appointment and their bid will be declared non-responsive. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation

It is **mandatory** that bidders provide and wear safety boots for the site visit. Bidders who do not wear safety boots will not be permitted to attend the site visit. **NO EXCEPTIONS WILL BE MADE.**

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

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

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

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

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

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

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

Section I: Technical Bid (see Part 4)

Section II: Financial Bid

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

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

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

Pricing Schedule 1 - Firm Price

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

Building: 79 Prince of Whales

# of Units	Location	Make	Model	Serial #	Year 1	Year 2	Year 3	Year 4	Year 5
1	Main Mech RM	SPIDER fire commercial Gas Domestic Water Heater System	GHE100ES-200(A)		\$	\$	\$	\$	\$
2	Main Mech RM	EERCO Hydronic Boilers Closed look heating	BMK1000		\$	\$	\$	\$	\$
1	Main Mech RM	SMARDT Condenser-less Chiller Gas =134A; Charge=250lbs	LA028.1BF0 6.F4AEBA	FF0010j191Q15 35	\$	\$	\$	\$	\$
1	Main Mech RM	DAIKIN MU2/ ACC - 3	M=DPS007A HMG5DN	FBOU14080001 6	\$	\$	\$	\$	\$
1	Main Mech RM	Daikin Air Handling Unit	CAH021GD AC	FB0U14070146 4	\$	\$	\$	\$	\$
1	Main Mech RM	Daikin Air Handling Unit	CAH012GD AC	FB0U14070132 9	\$	\$	\$	\$	\$
8	Building	Exhaust Fans			\$	\$	\$	\$	\$
4	Roof	DIAKIN	RKN18KEVJ U5 RKS30LVJU RKS36LVJU	G000671 E001027 E003211	\$	\$	\$	\$	\$
2	Main Mech Rm	Watts Backflow Preventer	1" Q2 175 PSI		\$	\$	\$	\$	\$
8	Building	Taco Pumps Including all flow valves, air valves and pressure release valves			\$	\$	\$	\$	\$
2	Main Mech Rm	Taco Heat Exchangers	PF022B1CT 15B0-D72	376606	\$	\$	\$	\$	\$
2	Main Mech Rm	General Filtration Pot Feeders 2-Gal 300-PSI Filter 175 PSI	PF2X4HP LM020-3/4		\$	\$	\$	\$	\$
39	Main Mech RM	IEC Fan-coil Units	CYP & HPY		\$	\$	\$	\$	\$
1	Entrance and Exits	In-wall Unit Heaters			\$	\$	\$	\$	\$
1	Roof	TEMPEFF ERU - 1	RG5500	ORD00389	\$	\$	\$	\$	\$
1	Roof	REF PLUS Dry-cooler ACC-1	MISC-31-KITRC35	D2015030524	\$	\$	\$	\$	\$
1	Roof	SERESCO ACC - 2	NE-003-NHI-I-A0NH0122N 0G2AD0	14051820A	\$	\$	\$	\$	\$
4	Roof	Cook Contour Supply Fans	90-QMXS	405SF3379901/0002001; /0002002/0000702;/0000701	\$	\$	\$	\$	\$
9	Room 255	Danfuss VLT HVAC Drives	Skv3007 Skv2508	000226H483 000326H483 000526H483	\$	\$	\$	\$	\$
2	Main Mech Rm	Edgetech			\$	\$	\$	\$	\$
1	Main Mech Rm	Glycol station			\$	\$	\$	\$	\$
Subtotal 1					\$	\$	\$	\$	\$
Total 1					\$				

Building: 158 Gloucester Street

# of Units	Location	Make	Model	Serial #	Year 1	Year 2	Year 3	Year 4	Year 5
1	Back of Parking Lot	Lennox	CCS16-653-125-3J	5696C0 2538	\$	\$	\$	\$	\$
1	Back of Parking Lot	Lennox	GCS11-2753-450R-5J	5630H0 1881	\$	\$	\$	\$	\$
1	Back of Parking Lot	Goodman	WMC-18-1-KTAH	9808003 72	\$	\$	\$	\$	\$
2	Roof top	A/C units			\$	\$	\$	\$	\$
Subtotal 2					\$	\$	\$	\$	\$
Total 2					\$				

Building: 149 Somerset Street

# of Units	Location	Make	Model	Serial #	Year 1	Year 2	Year 3	Year 4	Year 5
1	2 ND Flr Luc's Office	FUJITSU Halcyon HFI	AOU24RL XFZ	LUN02123 0	\$	\$	\$	\$	\$
2	2 ND Flr Main Office	FUJITSU Halcyon HFI	AOU24RL XFZ		\$	\$	\$	\$	\$
1	2 ND Flr Roof SE	ENG Air MAU	DJM2		\$	\$	\$	\$	\$
1	2 ND Flr Roof West	ENG Air MAU	DJ		\$	\$	\$	\$	\$
1	2 ND Flr Roof East	COLEMAN	TCJD24S 41S3A	W1G3902 131	\$	\$	\$	\$	\$
1	2 ND Flr Roof West	COLEMAN	TCJD24S 41S3A	W1G3902 135	\$	\$	\$	\$	\$
1	2 ND Flr Roof West	TRANE	YCD036C 1HABE	R2610315 5D	\$	\$	\$	\$	\$
1	West Courtyard	COLEMAN	TCJD48S 41S3A	W1E1026 537	\$	\$	\$	\$	\$
1	West Courtyard	YORK	YHJD42S 41S4B	W1L13308 47	\$	\$	\$	\$	\$
1	Roof above Attic	CARRIER	48TFE006 -A-311	4305G501 54	\$	\$	\$	\$	\$
1	Basement Boiler Room	LOCHINVAR Boiler			\$	\$	\$	\$	\$
1	Basement Boiler Room	COOPER Hydronic Boiler			\$	\$	\$	\$	\$
1	Basement Stables Area	FOSTER Walk-in Cooler	AK171ET-038-A2	AKA9455Z XD	\$	\$	\$	\$	\$
1	Basement Stables Area	HABCO Cooler	SF463X	48001725	\$	\$	\$	\$	\$
1	Basement Stables Area	TRUE FREEZER	T	7498236	\$	\$	\$	\$	\$
1	Basement Stables Area	NORBEC Walk-in Freezer	PP-3302-R-C	C-031377-1	\$	\$	\$	\$	\$
1	Basement Stables Area	FOSTER Cooler	OH-48-T	6896738	\$	\$	\$	\$	\$

1	Basement Stables Area	CURTIS Cooler	AJ202ET-188-A2	AJA7494Z XD	\$	\$	\$	\$	\$
1	Basement Stables Area	SILVER KING Cooler	B3		\$	\$	\$	\$	\$
1	Main kitchen	TURBO AIR M3 Cooler	N3R47-2		\$	\$	\$	\$	\$
1	Main kitchen	TRUE Cooler	TSSU-18	1-4015387	\$	\$	\$	\$	\$
1	Main kitchen	TRAULSEN Cooler	AR123HU T-FHS	233781C13	\$	\$	\$	\$	\$
1	Main kitchen	TRUE Cooler	TUC-27E-2	7664378	\$	\$	\$	\$	\$
1	Main kitchen	TRUE Cooler	TUC-48F-D-4	7693847	\$	\$	\$	\$	\$
1	Main kitchen	TRAULSEN Cooler	TUD-48QC	733642-C13	\$	\$	\$	\$	\$
1	Behind Main Bar	SCOTSMAN Ice Machine			\$	\$	\$	\$	\$
1	Behind Main Bar	MKE Cooler	BB-60SC	0810138	\$	\$	\$	\$	\$
1	Behind Main Bar	MKE Cooler	BB-60SC	0810139	\$	\$	\$	\$	\$
1	2 ND Flr O.P. Bar	MKE Cooler	BB-60SC	0810139	\$	\$	\$	\$	\$
1	2 ND Flr O.P. Bar	SCOTSMAN Ice Machine			\$	\$	\$	\$	\$
1	2 ND Flr O.P. Bar	BEVERAGE AIR Cooler			\$	\$	\$	\$	\$
1	2 ND Flr O.P. Bar	SCOTSMAN			\$	\$	\$	\$	\$
1	2 ND Flr Conference Rm	EUERST Cooler			\$	\$	\$	\$	\$
Subtotal 3					\$	\$	\$	\$	\$
Total 3					\$				

Building: 188 Blvd Taché, Gatineau, Quebec

# of Units	Location	Make	Model	Serial #	Year 1	Year 2	Year 3	Year 4	Year 5
2	Basement Boiler Room	SLANTFIN Ltd	400 Series 14-S-400A	5-440838 000037	\$	\$	\$	\$	\$
2	Basement Boiler Room	Sump Pumps			\$	\$	\$	\$	\$
2	Basement Boiler Room	AO Smith Domestic Hot Boiler			\$	\$	\$	\$	\$
1	Basement Boiler Room	JOHN WOOD Hot H2O Boiler	JW70-300NED 0012217 968		\$	\$	\$	\$	\$
4	Main Drill Hall	ENGINEER ED AIR			\$	\$	\$	\$	\$
Subtotal 4					\$	\$	\$	\$	\$
Total 4					\$				

Summary of Pricing Schedule 1 (Table 1)

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

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

Pricing Schedule 2: Extra Work - As and When

Extra work as described in Annex A - Scope of Work, "Extra Work" will be conducted on an as and when requested basis where charges shall be made for actual labor and repair and replacement parts. Estimated quantity of hours per year for extra work is for evaluation purposes only.

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

Submit a Firm All inclusive Labor Rate (including Overhead, Profit, and all related Costs) in Canadian funds.

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

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

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

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

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

	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Mark-up	_____%	_____%	_____%	_____%	_____%
Estimated Expenditure:	\$6500.00	\$6500.00	\$6500.00	\$6500.00	\$6500.00
* Extended Price:	\$_____	\$_____	\$_____	\$_____	\$_____
2.2 SUBTOTAL:					\$_____

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

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

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

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

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

TOTAL ASSESSED PROPOSAL PRICE

Sum of Basis of Pricing

Pricing Schedule 1: Table 1 = Subtotal \$_____ +

Pricing Schedule 2: 2.1 (i) to (iii) = Subtotal \$_____ +

Pricing Schedule 2: 2.2 = Subtotal \$_____ +

Total assessed proposal price = \$_____

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

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

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

4.1.1 Technical Evaluation

Submission of Evidence

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

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

4.1.1.1 Mandatory Employee Experience and Past Performance

To carry out the work on this requirement, the contractor must provide five (5) qualified personnel.

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

- Recent experience is defined as experience gained from January 2011 up to and including the solicitation closing date.
- Similar is defined as maintenance service of HVAC / Commercial Refrigeration equipment/ Gas Fired Appliances comparable in size, scope and complexity to the equipment listed in Annex A, Statement of Work, Equipment Inventory.

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

Example:

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

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

In the event where the information for any of the service personnel cannot be confirmed by the client contacts named in the proposal, the proposal will be considered non-responsive and no further consideration will be given to the proposal. If the Bidder submits names of technicians in excess of the

stated requirement, only the references up to the identified limit of five (5) qualified personnel will be assessed. The first five (5) proposed employees listed in the proposal will be considered for evaluation.

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

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

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

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

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

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

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

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

- Recent experience is defined as experience gained from January 2012 up to and including the solicitation closing date.
- Similar is defined as maintenance service of HVAC / Commercial Refrigeration equipment/ Gas Fired Appliances comparable in size, scope and complexity to the equipment listed in Annex A, Statement of Work, SW5, Equipment Inventory.

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

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

4.1.1.3 Mandatory Contractor's Experience and Past Performance

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

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

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

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

4.1.1.4 Card and Licensing Documentation

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

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

To carry out the work on this requirement, the contractor must provide three (3) service personnel (1 may be used as a back-up service personnel) for HVAC & Refrigeration Equipment and two (2) service personnel for Gas Fired Equipment.

Bidders must have a licence from la Régie du bâtiment du Québec (RBQ).

HVAC & Refrigeration Equipment

- A valid Refrigeration and Air Conditioning Licence, a valid Québec certificate of qualification or approved red seal inter-provincial equivalent
- A valid Ozone Depletion Prevention Card or approved inter-provincial equivalent
- A valid Fall Protection Certificate
- A valid Confined Space Awareness Certificate
- A valid Aerial Man-lift Certificate; and
- A valid First Aid & CPR Training Certificate
- A valid Workplace Hazardous Material Inventory System (WHMIS) certificate/wallet card.

Each Technician shall hold a valid card/certificate recognized either by the Commission de la Construction du Québec (CCQ) or Emploi-Québec.

Gas Fired Equipment

- A valid Québec certificate of qualification in class 3 gas appliance techniques, a valid Ontario Certificate G1 (Gas Technician 1) OR Provincially accepted Red Seal equivalent.
- A valid Fall Protection Certificate
- A valid Confined Space Awareness Certificate
- A valid Aerial Man-lift Certificate; and
- A valid First Aid & CPR Training Certificate
- A valid Workplace Hazardous Material Inventory System (WHMIS) certificate/wallet card.

Each Technician shall hold a valid card/certificate recognized either by the Commission de la Construction du Québec (CCQ) or Emploi-Québec.

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

4.1.1.5 Apprentices

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

4.2 Basis of selection

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

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, 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 Integrity Provisions - Declaration of Convicted Offences

In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide with its bid the required documentation, as applicable, 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 – Required Documentation

In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

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 available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's website](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?_ga=1.229006812.1158694905.1413548969#afed) (http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?_ga=1.229006812.1158694905.1413548969#afed).

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

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

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

5.2.3.2 Education and Experience

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

PART 6 - SECURITY REQUIREMENT

6.1 Security Requirement

1. **At the date of bid closing, the following conditions must be met:**

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 – Resulting Contract Clauses;
- (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in part 7 – Resulting Contract Clauses;
- (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

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

6.2 Employee Information for Security

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

LEGAL NAME (First and Last)	DATE OF BIRTH	CURRENT CLEARANCE HELD
A/C Technician 1:		
A/C Technician 2:		
A/C Technician 3:		
Gas Technician 1:		
Gas Technician 2:		
Non-Working Service Manager:		

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.1.1 Replacement of Specific Individuals

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

Names of qualified employees

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

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

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

2035 (2016-04-04), General Conditions - Services, apply to and form part of the Contract.

7.3 Security Requirement

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

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

7.4 Term of Contract

7.4.1 Period of Contract

The period of the Contract is from _____ to _____ inclusive.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Hakim Ghoumrassi
Title: Supply Specialist
Public Works and Government Services Canada
Acquisition Branch
Direction: *Real Property Contracting Directorate*
Telephone: 873-469-4910
Facsimile: 819- 956-3600
E-mail address: hakim.ghoumrassi@tpsgc-pwgsc.gc.ca

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

7.5.2 Technical Authority

"TO BE PROVIDED AT CONTRACT AWARD"

The Technical Authority for the Contract is:

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: _____ - _____ - _____

Facsimile: _____ - _____ - _____

E-mail address: _____.

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

7.5.3 Contractor's Representative

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

Name: _____

Telephone: _____

Facsimile: _____

Cellular: _____

E-mail: _____

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Payment

7.7.1 Limitation of Expenditure

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

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

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm prices, in accordance with General Conditions 2035 16 (2012-07-16) 'Payment Period' and the following tables. Applicable Taxes are extra, if applicable.

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

a) **"As and When Requested" Work:**

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

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

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

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

whichever comes first.

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

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

7.7.3 SACC Manual Clauses

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

7.8 Invoicing Instructions - Maintenance Services

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

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

2. The Contractor must distribute the invoices and reports as follows:
 - (a) The original and two (2) copies of the invoices and maintenance reports must be forwarded to the address shown on page 1 of the Contract for certification and payment.

7.9 Certifications and Additional Information

7.9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor,

in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

7.10 Applicable Laws

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

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 (2016-04-04)
- (c) Annex A, Statement of Work;
- (d) Annex B, Security Requirements Check List;
- (e) Annex C, Cost Estimate Form for Extra Work
- (f) the Contractor's proposal dated _____ (*insert date of bid*)

7.12 Foreign Nationals (Canadian Contractor)

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

7.13 Insurance

7.13.1 Insurance – Specific Requirements

The Contractor must comply with the insurance requirements specified in the **following article 7.13.2 Commercial General Liability Insurance**. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

7.13.2 Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.

- b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
- c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
- d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
- e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
- f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
- g. Employees and, if applicable, Volunteers must be included as Additional Insured.
- h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
- i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- n. Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

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

For other provinces and territories, send to:

Senior General Counsel,
Civil Litigation Section,
Department of Justice

234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8

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

7.14 Cellular Phones and/or Pagers

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

7.15 Canadian Forces Site Regulations

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

7.16 Pre-Commencement Meeting

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

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

7.18 Voluntary Reports for Apprentices Employed during the Contract

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

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

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

Number of apprentices hired	Trade specialty

(Add lines if needed)

ANNEX A

STATEMENT OF WORK

ANNEX B

SECURITY REQUIREMENT CHECK LIST

1.0 SW 1. General

The Contractor must furnish all necessary travel, tools, materials, services and labour to carry out the work required under the terms and conditions of this statement of work on the equipment listed in SW 7.

- a. The Contractor must comply with all Laws and Regulations: Federal, Provincial or Municipal, relative to servicing the equipment (listed in SW 7.), and shall pay for any and all permits and certificates required.
- b. The Contractor must be registered with Technical Standards and Safety Authority (TSSA) or equivalent agency for the Province of Quebec, and a copy of the registration must be submitted to the contracting authority prior to contract award.
- c. Apprentices employed by the Contractor must be fully registered in a Boiler/Refrigeration Trades Program related to the services of this Statement of Work. Apprentices must work - at all times - under the direction supervision of a Boiler, and or Refrigeration Mechanic. Canada reserves the right to request proof of registration in a Tradesman Program at any time during the term of the contract.

2.0 SW 2. Scope of Work - Comprehensive Maintenance

I. General

- a. The Contractor must complete all required maintenance as per manufacturer's recommendations, including the items listed below, on the equipment listed in SW 7 Equipment Inventory.

II. Included in Contract

- a. Travel, labour and materials for all service calls: monthly inspections, cleaning, lubrication, testing, calibration, filter replacements, repairs, and manufacturer's recommended maintenance.
- b. Complete oil analysis and report annually – were applicable.
- c. Replace oil and filters in the first year of the contract. Then replace as per the manufacturer's recommendations, or base on recommendations from the oil analysis reports.
- d. Replace refrigerant filters annually or more frequently if necessary.
- e. Pressure-clean the condensers annually before July 31st of each year.
- f. Clean the evaporators in the first and fourth year of the contract.
- g. Inspect and maintain all electrical switches, disconnects, contacts, and fuses; including control components from the equipment to the MCC.
- h. Inspect, test and maintain the VFD drives – when accompanying equipment - as per manufacturer's recommendations.
- i. Inspect all relief valves (where accessible) annually or more frequent if necessary. Replace valves as per TSSA's recommendations.
- j. Leak-test the chillers and all AC units quarterly.
- k. Perform maintenance on compressed air systems twice per year, semi-annually.
- l. The cost of service calls (24/7) is also included in the contract and is defined as the labour from the time a service call is acknowledged by the contractor, inclusive of travel, the labour to investigate the call, including the repair and confirmation to the National Service Call Centre (NSCC) that the call has been completed.
- m. Test and certify refrigerant monitors as per the manufacturer's regulations.

**2.1 SW 2.1 Scope of Work – Inspection and Preventive Maintenance for 188 BLVD TACHÉ,
GATINEAU ONLY**

I. General

- a. The Contractor must complete all required inspections and maintenance, on the equipment identified in SW 8 as per manufacturer's recommendations except where required more frequently herein.

II. Include, sections II, III & IV

- a. Travel, labour and materials for all inspection, cleaning, lubrication, testing, calibration and regular maintenance as per manufacturer's recommendation.
- b. Replacement of belts
- c. Replacement of filters
- d. Replacement of motor pulleys
- e. Replacement of pump floats systems
- f. Replacement of pump coupling, and flow stitches
- g. Cleaning of pump strainers
- h. Replacement of Trap-kits - trap repairs.
- i. Replacement of air release valves - De-airators
- j. Replacement of fuses, switches and contactors form the equipment to the MCC, or main distribution panel.
- k. Replacement gaskets as per manufacturer's recommendations.
- l. Replacement of safety valves as per manufacturer's recommendations.
- m. **All Halo-carbon** systems must be leak tested quarterly and submit a copy of the electronic report to the Technical Authority.
- n. Emergency Calls are also included if the cause or reason for the problem was due to faults with items [a to m] above. All other repairs to the equipment listed in SW8 are extra; and the contractor must follow the instructions outlined in SW4.I, Extra Work.

III. Control Systems

- a. Conduct annual tests of the control systems where applicable, to ensure all circuits and settings are properly adjusted.
- b. Test the controls according to the manufacturer's specifications.
- c. Record all limit and control settings and submit along with the quarterly reports.

IV Oil and Filters

- a. Full oil change and filter(s) replacement at intervals as per manufacturer's recommendations or more often if conditions indicate deterioration.

3.0 SW 3. Service

I. Inspection and Maintenance

All equipment must be inspected monthly. Seasonal startup and shutdown of the equipment must be coordinated with the PWGSC site authority. The work must be performed in such manner that ensures operation of the complete system(s) based on original design or subsequent approved design modifications and must be as recommended by the manufacturer(s).

II. Repair and Replacement Parts/Components

The Contractor must have and maintain access at all times, sufficient direct replacement parts - OEM Parts - for immediate repair of component to ensure continuous operation of equipment.

III. Wiring Diagrams - Adjustments Procedures and Operational Descriptions

- a. Provide to the Technical Authority, when requested, a complete schematic wiring diagrams, detailed adjustment procedures and detailed operational descriptions of all equipment included in this Statement of Work.
- b. Verify all electrical drawings and provide numbering and reference for all cabinet wiring as required during the first year of the Contract; and
- c. Provide revisions/updates of all electrical drawings to the Technical Authority for electrical drawing amendments for the respective equipment

IV. Scheduling

- a. Preventive maintenance must be performed during regular working hours, 08:00 to 15:00 hours Monday through Friday, excluding legal holidays.
- b. Within 30 days after contract award, the Contractor must provide a detailed schedule of maintenance to be applied for the term of this contract.
 - i. This schedule must contain and reflect the manufacturer's recommended maintenance and all requirements of this Statement of Work.
 - ii. The proposed schedule must be reviewed by the Technical Authority and may require revision by the Contractor to meet the Technical Authority's requirements. Any such changes must be considered as part of this Statement of Work. The Technical Authority must approve any variance from this schedule.

V. Call Backs/Emergency Calls

- a. The Contractor must provide twenty-four (24) hour, seven (7) days a week emergency Call-back service for the duration of the contract at no extra cost, refer to SW2.II.m and SW2.1.II.n.
- b. The Contractor must respond within 30 minutes of each request; and be on site ready to work within two (2) hours of receiving the emergency call. All work for emergency service must be executed by a qualified service personnel named in the Contract and such work must proceed continuously until the system is returned to safe operating condition.
- c. **The Contractor must update the Trouble Desk of the status of service call and contact the Trouble Desk within 4 hours to close out the ticket once each issue is resolved.**

V. Non-working Service Manager

- a. The non-working Service Manager must be in full charge of the services provided and must be authorized to accept any notice, consent, order, direction, decision or other communication on behalf of the Contractor that may be given under the contract.
- b. In the event that there is an emergency, the Technical Authority may request that the Contractor's Non-working Service Manager respond on-site within two (2) hours of receiving the call on a 24 hour, 7 day basis.

VI. Maintenance Plan

- a. The Contractor must provide a detailed maintenance service plan specific to the equipment inventory which must outline all tasks, procedures, all maintenance routines and frequencies to meet or exceed manufacturers' recommendations. The plan must identify the maintenance that will be performed annually, semi-annually, quarterly and monthly.
 - i. The maintenance plan must reflect the manufacturer's recommended maintenance and all requirements of this Statement of Work.
- b. Submit the proposed maintenance plan for review to the Technical Authority. The Contractor may be requested to revise the plan to meet Technical Authority's requirements. Any such changes must be considered as part of the Statement of Work.
- c. The plan must fully list all operating inspections, maintenance schedules and tests necessary to maximize equipment longevity and ensure the optimum level of performance over the full operating range of the equipment.
- d. The maintenance service plan must be submitted to the Technical Authority in the Microsoft Office Suite format (including sample inspections sheets for all routines), within 30 calendar days after award of the Contract.

4.0 SW 4. Extra work and Exclusions

I. Extra Work

- a. The Contractor must notify the Technical Authority by phone within an hour and subsequently follow up with a written report by e-mail within 24 hours of any equipment failure requiring repair(s) and/or negligent operation or misuse of the equipment by others. If requested, the Contractor must make the repair(s) or replace the components necessitated by such occurrence at extra cost.
- b. The Contractor must identify modifications or improvements to the equipment or system(s) that will enhance equipment serviceability, life expectancy and/or efficiency.
- c. The Contractor must calculate the cost of the repairs (SW 4.I.a), modifications or improvements (SW 4.I.b) in accordance with "Pricing Schedule 2". If requested the Contractor must complete the work at the agreed costs (Pricing Schedule 2) in a timely manner.

II. Exclusions

- a. The Contractor is not required, as part of this contract, to make renewals or repairs necessitated by reasons of the negligent operation or misuse of the equipment by others; or by reason of any other cause beyond the Contractor's control (i.e. Acts of God and Manufacturer's defect).
- b. If the responsibility for the repair is contested, the contractor must provide a clear and concise report delineating the cause of the failure to the Technical Authority

5.0 SW 5. Health and Safety Requirements

I. Environmental Protection

The Contractor must conform to all applicable environmental laws and regulations in effect including the Federal Halocarbon Regulations in provision of services under this contract.

- a. During repair of systems containing refrigerant or replacing refrigerant the Contractor must use closed-loop refrigerant recovery equipment to minimize refrigerant emissions.
- b. A complete leak test on all refrigeration systems must be performed quarterly – unless otherwise requested herein. The Contractor must make repairs as required and the units must be tagged as leak free when completed.
- c. The Contractor must prevent oil spills or damage to surfaces and roofing systems by providing protection (plywood or plastic) under the equipment during service operations. In the event of an accidental spill, the Contractor must notify the Technical Authority immediately so that remedial action can be taken.
- d. The Contractor must not leave waste materials on site unless approved by the Technical Authority.
- e. The Contractor must not dispose of waste or volatile materials, (mineral spirits or paints and oil thinner) into waterways, storm or sanitary sewers.
- f. The Contractor must control the disposal of the runoff of water containing suspended materials or other harmful substances in accordance with the Environmental Laws: Municipal, Provincial and Federal.

II. WHMIS/GHS and Safety Training

- a. The Contractor must comply with the requirements of the Workplace Hazardous Materials Information System (WHMIS)/Global harmonization System (GHS) regarding use, handling, storage, and disposal of hazardous materials, labeling and the provision of material safety data sheets acceptable to Human Resources Development Canada, Labour Program.
 - i. Provide a blue binder with all up to date material safety data sheets (MSDS) for the products being used on site by the Contractor.
 - ii. Ensure that all service personnel have all the applicable safety training to perform the work under this contract.
 - iii. The training must include, but be limited to: Fall protection, Confined spaces, First Aid & CPR and any other safety training required by all applicable Acts, Codes and Regulations for the performing the work required by the contract.
- b. The Contractor must provide a copy of its "Safe Work Policy" to the Technical Authority within two (2) weeks after the contract is awarded and provide it again for review annually
 - i. The Contractor must ensure that the work area is maintained in a safe condition at all times during performance of work.
- c. Complete the attached forms and submit to the Technical Authority before performing regular maintenance or scheduled repairs: Annex D:
 - Hazardous Assessment
 - Emergency Response
 - Safety orientation Checklist

6.0 SW 6.Reporting

I. All Reports are to be type written, and submitted electronically via Email in PDF format, or USB key.

II. Interim or incident Reporting

- a. The Contractor must report to the Technical Authority verbally, and follow-up by E-mail within twenty-four (24) hours of every visit for other than regular maintenance.
 - i. The report must detail the work completed, work outstanding and reasons, and an estimated time of completion. **A copy of this report MUST also be left on site.**
 - ii. Call to the attention of the Technical Authority any improper procedures noted on site and include in the quarterly reports.
 - iii. Report all Halocarbon losses and complete the applicable forms - in accordance with the Federal Halocarbon Regulations (FHR) - within two (2) hours after discovery of a release to the Technical Authority. Provide the Technical Authority a copy of the FHR release report once the leak is isolated and the amount refrigerant of release determined.

III. Equipment report cards

- a. A completed service report card outlining all services performed on the equipment must be enclosed in a clear vinyl envelope and affixed safely to the equipment - each system.
- b. The report cards are to remain with the equipment for the duration of the contract and are to be turned over to the Technical Authority when the cards are complete or upon contract completion or termination.

IV. Service Reports

- a. Provide all services reports in Electronic format (via E-mail or USB key) - in PDF format.
- b. Provide the manufacturers recommended checklist for each piece of equipment in accordance with the manufacturer's recommend maintenance - with every quarterly report.
- c. A signed, written service report must be completed and left with the Technical Authority each time service is performed.
- d. Submit to the Technical Authority quarterly: inspection and maintenance reports complete with respective checklists.
- e. Provide report of test and verification of the Release Detection Systems within 30 days of completion.

V. All reports must include

- a. date and time of inspection or repair
- b. building name and location
- c. technician's name and signature
- d. equipment identification - including make, model and serial numbers
- e. description of work performed
- f. parts replaced
- g. condition of equipment

6.0 SW 6.Reporting Cont'd

VI. Invoicing

- a. All invoices must provide clear details of the work being invoiced and must include the following:
 - i. PWGSC contract number (e.g.EJ196-162246)
 - ii. Building name & address
 - iii. Description of work
 - iv. Period covered by invoice
- b. Invoices other than regular maintenance can be submitted as soon as the work is completed and accepted.
- c. Invoices will be returned unpaid if not accompanied by inspection and/or repair checklists and service reports.
- d. Invoices for regular maintenance must be submitted "Quarterly" to:
Public Works and Government Services Canada
Maintenance and Operational Assurance
400 Cooper Street, 6th Floor,
OTTAWA, Ontario K1A 0S5:
Attention: Technical Authority

7.0SW 7. Equipment Inventory

Unit s	Location Room No.	Make	Model	Serial No.	Details
1. 79 PRINCE OF WHALES					
1	Main Mech RM	SPIDER fire commercial Gas Domestic Water Heater System	GHE100ES-200(A)		Incl. lines, tanks and valves
2	Main Mech RM	EERCO Hydronic Boilers Closed loop heating	BMK1000		The whole system including tanks, lines and valves
1	Main Mech RM	SMART Condenser-less Chiller Gas =134A; Charge=250lbs	LA028.1BF06.F4AE BA	FF0010j191Q1535	The whole system including chemical water treatment
1	Main Mech RM	DAIKIN MU2/ ACC - 3	M=DPS007AHMG5DN	FBOU140800016	
1	Main Mech RM	Daikin Air Handling Unit	CAH021GDAC	FB0U140701464	
1	Main Mech RM	Daikin Air Handling Unit	CAH012GDAC	FB0U140701329	
8	Building	Exhaust Fans			
4	Roof	DIAKIN	RKN18KEVJU5 RKS30LVJU RKS36LVJU	G000671 E001027 E003211	R-410a
2	Main Mech Rm	Watts Backflow Preventer	1" Q2 175 PSI		
8	Building	Taco Pumps Including all flow valves, air valves and pressure release valves			Including lines, tanks and valves
2	Main Mech Rm	Taco Heat Exchangers	PF022B1CT15B0-D72	376606	Including lines and valves
2	Main Mech Rm	General Filtration Pot Feeders 2-Gal 300-PSI Filter 175 PSI	PF2X4HP LM020-3/4		Including filters and chemicals
39	Main Mech RM	IEC Fan-coil Units	CYP & HPY		Heating & Cooling including line strainers and valves
1	Entrance and Exits	In-wall Unit Heaters			
1	Roof	TEMPEFF ERU – 1	RG5500	ORD00389	
1	Roof	REF PLUS Dry-cooler ACC-1	MISC-31-KITRC35	D2015030524	
1	Roof	SERESCO ACC - 2	NE-003-NHI-I- A0NH0122N0G2AD0	14051820A	
4	Roof	Cook Contour Supply Fans	90-QMXS	405SF33799-01 /0002001; /0002002 /0000702; /0000701	

9	Room 255	Danfuss VLT HVAC Drives	Skv3007 Skv2508	000226H483 000326H483 000526H483	FROM 3 TO 7.5 Hp. Pumps and Fans
2	Main Mech Rm	Edgetech			Gas monitors
1	Main Mech Rm	Glycol station			Including valves and lines and chemical treatment

Units	Location Room No.	Make	Model	Serial No.	Details
2. 158 GLOUCERTER STREET					
1	Back of Parking Lot	Lennox	CCS16-653-125-3J	5696C02538	Heating for the Basement 1996 March
1	Back of Parking Lot	Lennox	GCS11-2753-450R-5J	5630H01881	Main AHU
1	Back of Parking Lot	Goodman	WMC-18-1-KTAH	980800372	2 nd floor office A/C, Slim
2	Roof top	A/C units			

Units	Location Room No.	Make	Model	Serial No.	Details
3. 149 SOMERSET STREET					
1	2 ND Flr Luc's Office	FUJITSU Halcyon HFI	AOU24RLXFZ	LUN021230	R-410A, 4LBS-14OZ
2	2 ND Flr Main Office	FUJITSU Halcyon HFI	AOU24RLXFZ		R-410A, 4LBS-14OZ NOTE: All 3 has same condenser 2 nd flr Roof East
1	2 ND Flr Roof SE	ENG Air MAU	DJM2		Natural Gas
1	2 ND Flr Roof West	ENG Air MAU	DJ		Natural Gas
1	2 ND Flr Roof East	COLEMAN	TCJD24S41S3A	W1G3902131	R-410A 3LBS-13OZ Main Women's WC
1	2 ND Flr Roof West	COLEMAN	TCJD24S41S3A	W1G3902135	R-410A 3LBS-13OZ Main Men's WC
1	2 ND Flr Roof West	TRANE	YCD036C1HABE	R26103155D	Senate Room
1	West Courtyard	COLEMAN	TCJD48S41S3A	W1E1026537	R-410A 4LBS-9OZ Library and Workshop
1	West Courtyard	YORK	YHJD42S41S4B	W1L1330847	R-410A 4LBS-9OZ Basement Infantry Room
1	Roof above Attic	CARRIER	48TFE006-A-311	4305G50154	R-22
1	Basement Boiler Room	LOCHINVAR Boiler			Domestic Hot H2O Boiler
1	Basement Boiler Room	COOPER Hydronic Boiler			Hot H2O Heating
1	Basement Stables Area	FOSTER Walk-in Cooler	AK171ET-038-A2	AKA9455ZXD	
1	Basement Stables Area	HABCO Cooler	SF463X	48001725	
1	Basement Stables Area	TRUE FREEZER	T	7498236	
1	Basement Stables Area	NORBEC Walk-in Freezer	PP-3302-R-C	C-031377-1	
1	Basement Stables Area	FOSTER Cooler	OH-48-T	6896738	
1	Basement Stables Area	CURTIS Cooler	AJ202ET-188-A2	AJA7494ZXD	
1	Basement Stables Area	SILVER KING Cooler	B3		
1	Main kitchen	TURBO AIR - M3 Cooler	N3R47-2		
1	Main kitchen	TRUE Cooler	TSSU-18	1-4015387	

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1	Main kitchen	TRAULSEN Cooler	AR123HUT-FHS	233781C13	
1	Main kitchen	TRUE Cooler	TUC-27E-2	7664378	
1	Main kitchen	TRUE Cooler	TUC-48F-D-4	7693847	
1	Main kitchen	TRAULSEN Cooler	TUD-48QC	733642-C13	
1	Behind Main Bar	SCOTSMAN Ice Machine			ICE MACHINE
1	Behind Main Bar	MKE Cooler	BB-60SC	0810138	Beer Fridges R-134A
1	Behind Main Bar	MKE Cooler	BB-60SC	0810139	Beer Fridges R-134A
1	2 ND Flr O.P. Bar	MKE Cooler	BB-60SC	0810139	Beer Fridges R-134A
1	2 ND Flr O.P. Bar	SCOTSMAN Ice Machine			ICE MACHINE
1	2 ND Flr O.P. Bar	BEVERAGE AIR Cooler			
1	2 ND Flr O.P. Bar	SCOTSMAN			ICE MACHINE
1	2 ND Flr Conference Rm	EUERST Cooler			

Units	Location Room No.	Make	Model	Serial No.	Details
4. 188 BLVD TACHÉ, GATINEAU, QUE					
2	Basement Boiler Room	SLANTFIN Ltd	400 Series 14-S-400A	5-440838 000037	Natural Gas. Include traps, valves and PRVs
2	Basement Boiler Room	Sump Pumps			
2	Basement Boiler Room	AO Smith Domestic Hot Boiler			Including Receivers
1	Basement Boiler Room	JOHN WOOD Hot H2O Boiler	JW70- 300NED0012217968		
4	Main Drill Hall	ENGINEERED AIR			24 Feet above ground Include steam traps

Note: A lift is necessary for this site



Government
of Canada

Gouvernement
du Canada

RECEIVED

MAR 01 2016

Contract Number / Numéro du contrat

EJ196-16-2246

Security Classification / Classification de sécurité
UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL)

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

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



Government of Canada
Gouvernement du Canada

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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 :

Only security screened personnel must be utilized.

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

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

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☒ 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 CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens																
Production																
IT Media / Support TI																
IT Link / Lien électronique																

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

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

☒ No
Non

☐ Yes
Oui

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

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

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

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

☒ No
Non

☐ Yes
Oui

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

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

ANNEX C

COST ESTIMATE FORM FOR EXTRA WORK

Cost Estimate Form For Extra Work

Contractor: _____

Date: _____

Estimate #: _____

Description of Work:

(Please attach a separate sheet if required)

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

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

Name: _____

(Please print)

Signature: _____

ANNEX D

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

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

ANNEX E

Voluntary Certification to Support the Use of Apprentices

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

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

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

Name:

Signature:

Company Name:

Company Legal Name:

Solicitation Number:

Optional information to provide:

Number of apprentices planned to be working on this contract:

Trades of those apprentices:

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