



**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving Public Works and Government**  
**Services Canada/Réception des soumissions**  
**Travaux publics et Services gouvernementaux**  
**Canada**  
**Room 1650, 635 8th Ave. S.W.**  
**Calgary**  
**Alberta**  
**T2P 3M3**  
**Bid Fax: (403) 292-5786**

## REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

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

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

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

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

**Comments - Commentaires**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Public Works and Government Services Canada/Travaux  
publics et Services gouvernementaux Canada  
Room 1650, 635 8th Ave. S.W.  
Calgary  
Alberta  
T2P 3M3

<b>Title - Sujet</b> HEPA Filter Servicing	
<b>Solicitation No. - N° de l'invitation</b> W7702-165803/A	<b>Date</b> 2016-06-13
<b>Client Reference No. - N° de référence du client</b> W7702-165803	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$CAL-138-6484	
<b>File No. - N° de dossier</b> CAL-6-39010 (138)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2016-07-25</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Mountain Daylight Saving Time MDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Suchodolski, Laurie	<b>Buyer Id - Id de l'acheteur</b> cal138
<b>Telephone No. - N° de téléphone</b> (403) 389-6365 ( )	<b>FAX No. - N° de FAX</b> (403) 292-5786
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE PO BOX 4000, STN MAIN MEDICINE HAT Alberta T1A8K6 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

**This document contains a security requirement.**

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W7702-165803/A  
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Amd. No. - N° de la modif.  
File No. - N° du dossier  
CAL-6-39010

Buyer ID - Id de l'acheteur  
CAL138  
CCC No./N° CCC - FMS No./N° VME

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## PART 1 - GENERAL INFORMATION

### 1.1 Introduction

The bid solicitation is divided into seven parts plus attachments and 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 Basis of Payment, Security Requirements, the Security Requirements Checklist, the Insurance Requirements, the 626 Task Authorization Form and any other annexes.

### 1.2 Summary

#### 1.2.1

DRDC Suffield has a requirement for testing and maintenance for biological safety cabinets, animal micro-isolators, and High Efficiency Particulate Air (HEPA) filters. Maintenance includes repair, servicing and annual recertification.

Period of contract will be from date of award to March 31, 2019. There will be two additional one (1) year option years April 1, 2019 – March 31, 2020 and April 1, 2020 – March 31, 2021.

#### 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 \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) 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)."

1.2.11 The Federal Contractors Program (FCP) for employment equity applies to this procurement; see Part 5 – Certifications and Additional Information, Part 7 - Resulting Contract Clauses and the annex titled [Federal Contractors Program for Employment Equity - Certification](#).

### 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 from 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 2004 (2016-04-04) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

#### 2.1.1 SACC Manual Clauses

B1000T (2014-06-26) Condition of Material

### 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 FPSs, 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 FPSs 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 10 calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

## **2.5 Applicable Laws**

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

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

## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

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

- Section I: Technical Bid (1 hard copy)
- Section II: Financial Bid (1 hard copy)
- Section III: Management Bid (1 hard copy)
- Section IV: Certifications (1 hard copy)

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

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

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

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

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

## **Section I: Technical Bid**

In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

## **Section II: Financial Bid**

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

### **3.1.3 Exchange Rate Fluctuation**

C3011T (2013-11-06), Exchange Rate Fluctuation

### **3.1.4 SACC Manual Clauses**

## **Section III: Management Bid**

In their management bid, Bidders must describe their capability and experience, the project management team and provide client contact(s).

## **Section IV: Certifications**

Bidders must submit the certifications and additional information 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, financial, and management evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1. Mandatory Technical Criteria**

1. Bidder must have the ability to perform the work and meet all the mandatory criteria in accordance with Annex A – Statement of Work.

#### **4.1.2 Financial Evaluation**

SACC Manual Clause A0222T (2014-06-26), Evaluation of Price



#### 4.1.3 Management Evaluation

##### 4.1.3.1 Mandatory Management Criteria:

In their proposals, bidders must demonstrate they meet the following mandatory criteria. Failure to meet any of the mandatory criteria will render the bid non-compliant and it will be given no further consideration.

	CRITERIA	MET	NOT MET
M1	The bidder's Firm must have a minimum of <b>60 months of experience within</b> the last 72 months in providing testing and maintenance for biosafety cabinets, animal micro-isolators, and High Efficiency Particulate Air (HEPA) filters.		
M2	The technician(s) who will be performing the testing and maintenance must have a minimum of 12 months current full accreditation as a National Sanitation Foundation (NSF) International Class II Biosafety Cabinet Field Certifier.		
M3	At bid closing date the Bidder must provide valid Government of Canada security clearance certificates and NSF Class II BSC Field Certifier Accreditation Certificates for all proposed technicians who may perform service at DRDC Suffield Research Centre.		

#### 4.2 Basis of Selection

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

### PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. 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) (<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) (<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](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969#afed) 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**

#### **5.2.3.2 Status and Availability of Resources**

A3005T (2010-08-16) Status and Availability of Resources

#### **5.2.3.4 Education and Experience**

SACC Manual clause [A3010T](#) (2010-08-16) Education and Experience

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## PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

### 6.1 Security Requirements

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

## 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"

#### 7.1.2 Task Authorization

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

##### 7.1.2.1 Task Authorization Process

1. The Technical Authority will provide the Contractor with a description of the task using the DND 626, Task Authorization Form specified in Annex E
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis(bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Technical Authority, within 1 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.

4. The Contractor must not commence work until a TA authorized by the Technical Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

#### **7.1.2.2 Task Authorization Limit**

The Technical Authority may authorize individual task authorizations up to a limit of \$5,000.00, Applicable Taxes included, inclusive of any revisions.

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

#### **7.1.2.4 Canada's Obligation - Portion of the Work - Task Authorizations**

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

#### **7.1.2.5 Periodic Usage Reports - Contracts with Task Authorizations**

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below or in Annex "B". If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

The data must be submitted on a quarterly basis to the Contracting Authority.

The quarterly periods are defined as follows:

- 1st quarter: April 1 to June 30;
- 2nd quarter: July 1 to September 30;
- 3rd quarter: October 1 to December 31; and
- 4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than 15 calendar days after the end of the reporting period.

#### **Reporting Requirement- Details**

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain (*contracting authority to edit the text as applicable*):

##### **For each authorized task:**

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and
- vi. the active status of each authorized task, as applicable.

##### **For all authorized tasks:**

- i. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

#### 7.1.2.6 Task Authorization - Department of National Defence

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

#### 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 - Higher Complexity - Services, apply to and form part of the Contract.

#### 7.3 Security Requirements

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

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

7.3.1.2 The Company Security Officer (CSO) must ensure through the Industrial Security Program (ISP) that the Contractor and individuals hold a valid security clearance at the required level.

#### 7.4 Term of Contract

##### 7.4.1 Period of the Contract

The period of the Contract is from date of award to March 31, 2019 inclusive

##### 7.4.3 Option to Extend the Contract

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The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least thirty (30) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

## **7.5 Authorities**

### **7.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Laurie Suchodolski  
Title: Procurement Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Address: Suite #1650, 635 – 8<sup>th</sup> Avenue SW, Calgary, Alberta, T2P 3M3

Telephone: 403-389-6365  
Facsimile: 403-292-5786  
E-mail address: laurie.suchodolski@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**

The Technical Authority for the Contract is:

TBA

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

### **7.5.3 Contractor's Representative**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
E-mail address: \_\_\_\_\_

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## **7.7 Payment**

### **7.7.1 Basis of Payment**

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

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

### **7.7.2 Limitation of Expenditure**

1. Canada's total liability to the Contractor under the Contract must not exceed \$ XXX . Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. 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. four (4) months before the contract expiry date, or
  - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.
3. 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.

### **7.7.3 Monthly Payment**

H1008C (2008-05-12) Monthly Payment

### **7.7.4 SACC Manual Clauses**

A9117C (2007-11-30) T1204 – Direct Request by Customer Department  
C2000C (2007-11-30) Taxes – Foreign-based Contractor  
C0504C (2014-06-26) Overtime – Fixed Time Rate  
C0710C (2007-11-30) Time and Contract Price Verification

## **7.8 Invoicing Instructions**

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

Invoices must be distributed as follows:

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

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## 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 Alberta.

### 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;
- (c) the general conditions 2035 (2016-04-04), - Higher Complexity – Services;
- (d) Annex A, Statement of Work
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (g) Annex D, Insurance Requirements;
- (h) the signed Task Authorizations;
- (i) the Contractor's bid dated \_\_\_\_\_

### 7.12 Defence Contract

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

### 7.13 SACC Manual Clauses

B7500C (2006-06-16), Excess Goods  
A9062C (2011-05-16), Canadian Forces Site Regulations

### 7.14 Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex D. 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. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.



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## ANNEX "A"

### STATEMENT OF WORK

REPAIR, SERVICING AND ANNUAL RE-CERTIFICATION OF BIOLOGICAL SAFETY CABINETS (BSCS), ANIMAL MICROISOLATORS, AND HIGH EFFICIENCY PARTICULATE AIR (HEPA) FILTERS AT DRDC, SUFFIELD RESEARCH CENTRE

#### 1. BACKGROUND

DRDC Suffield has a requirement for testing and maintenance for biological safety cabinets, animal micro-isolators, and High Efficiency Particulate Air (HEPA) filters. Maintenance includes repair, servicing and annual recertification.

The contract will include Costing for Task 3.1 based on a firm cost per unit including all labor, travel and equipment, parts plus markup. All scheduling will be the responsibility of the Technical Authority.

The contract will include Costing for Task 3.2 based on a fixed service call rate – lump sum price for all travel expenses and travel time to and from the job site, fixed labor rates during normal working hours, parts extra at fixed markup. All service calls scheduling will be the responsibility of the Technical Authority.

#### 2. ACRONYMS

BSC	Biological Safety Cabinet
DRDC	Defence Research and Development Canada
HEPA	High Efficiency Particulate Air
NSF	National Sanitation Foundation
SOW	Statement of Work
TA	Technical Authority
PAPR	Powered Air Purifying Respirator

#### 3. TASKS

- 3.1 The Contractor must supply all materials, tools, labor, and travel to test all equipment and HEPA filters in the attached list. Testing must be performed by National Sanitation Foundation (NSF) accredited personnel, whether or not the device is testable to NSF 49 standards, using equipment that has a valid calibration on the date of testing. Testing of additional units may be required if new equipment is obtained during the course of the contract. Testing of fewer units than estimated may occur if there are changes to the DRDC research program, and/or if units are removed from service. All testing will be scheduled during normal operating hours, Monday to Friday. Costing will be based on a firm cost per unit including all labor, travel and equipment; parts plus markup. All scheduling will be the responsibility of the Technical Authority.
- Class I BSCs must be tested according to manufacturer's specifications. Each HEPA filter must be tested *in situ* by particle challenge testing using the scanning method in

accordance with IEST-RP-CC034.3. When scan testing is not possible a reason for probe testing must be provided.

- b. Class II BSCs must be tested *in situ* to NSF Standard 49. Where NSF 49 testing is not applicable, BSCs must be tested in accordance with manufacturer's specifications.
- c. Class III BSCs must be tested *in situ* in accordance with manufacturer's specifications. Suggested resources are BS EN 12469:2000: *Biotechnology – Performance criteria for microbiological safety cabinets* (2000); British Standards Institute, and *Laboratory Safety Monograph: A Supplement to NIH Guidelines for Recombinant DNA Research* (1979); National Cancer Institute Office of Research Safety and the Special Committee of Safety and Health Experts. Positive pressure decay testing must be done upon initial installation and after modifications have been made to the integrity of the cabinet. Suggested acceptance criteria is: measured leakage from any point in the cabinet shall not exceed a leak rate of  $10 \times 10^{-7}$  cc/sec at 750 Pa.
- d. Micro-isolators and other devices (including in-line filters and filter banks in housings) must be tested according to manufacturer's specifications. Each HEPA filter must be tested *in situ* by particle challenge testing using the scanning method in accordance with IEST-RP-CC034.3 or IEST-RP-CC006.3. When scan testing is not possible a reason for probe testing must be provided. HEPA filter banks will be tested and billed as individual units at fixed cost (see attached equipment schedule, Annex A). Some filters are of very small capacity and will require specialized equipment capable of delivering extremely low pressure emery (2 psi) in order to test the filters.
- e. Powered Air Purifying Respirator (PAPR) HEPA filters must be tested *in situ* by particle challenge testing using the probe test method. Acceptance criteria is particle penetration, given as a percentage of the upstream challenge concentration, not to exceed 0.005%. Filters are of very small capacity and will require specialized equipment capable of delivering extremely low pressure emery (2 psi) in order to test the filters.

- 3.2 The contractor must supply all materials, tools, labor, and travel to provide servicing and repairs on filters, motors, and fans for BSCs, micro-isolators and other related equipment as requested on a per visit basis. The contractor must be able to supply and change out replacement HEPA filters and replacement parts, and make adjustments as necessary. Part numbers are not required at time of bidding, but will be quoted as repairs/replacements are required. Unless otherwise stated, HEPA filters will be standard capacity. Filter replacement will be on an as required or as needed basis as determined by DRDC. All repairs and service work will be scheduled during normal operating hours, Monday to Friday. DRDC Suffield will ensure that the BSCs and filter housings are decontaminated if required prior to filter change or service on a unit. Costing will be based on fixed service call rate – lump sum price for all travel expenses and travel time to and from the job site, fixed labor rate for both NSF certified service technician and non-certified labor helper during normal working hours, parts extra at fixed markup. All service calls scheduling will be the responsibility of the Technical Authority.

#### 4. DELIVERABLES

##### 4.1 Deliverables for task 3.1

The Contractor must provide calibration certificates for the equipment that is used for testing, as well as a certificate of NSF accreditation for the service technician(s) who performed the testing. The Contractor must also affix a label on each tested device (except PAPRs) indicating the date of testing, the date when the device is due for re-testing, the standards/specifications to which the device was tested, pass/fail indication, and the name of the tester.

- a. The Contractor must provide a test certificate for each Class I cabinet tested. The certificate must include the following information: date of testing; model and serial number of cabinet; type of cabinet; type of exhaust connection; the standard to which the cabinet was tested; inflow velocity measurements and acceptable ranges specific to the BSC model; demonstration of airflow pattern inside the cabinet and at the access opening; manufacturer's acceptance criteria; a statement confirming that the HEPA filter was scanned (or, when scan testing is not possible, a reason provided for probe testing); the particle penetration given as a percentage of the upstream challenge; indication of any HEPA filter repairs and retest results; failure alarm test results; a pass/fail statement; model number, serial number and calibration date of the equipment used for testing; and qualifications of the tester.
- b. The Contractor must provide a test certificate for each Class II cabinet tested. The certificate must include the following information: date of testing; model and serial number of cabinet; type of cabinet; type of exhaust connection; a statement that the unit was tested to NSF 49 (or, if the unit cannot be tested to NSF 49, the standard to which the unit was tested and the manufacturer's acceptance criteria); inflow and down flow velocity measurements and acceptable ranges specific for the BSC model; demonstration of airflow pattern inside the cabinet and at the access opening; a statement confirming that the supply and exhaust HEPA filters were scanned (or, when scan testing is not possible, a reason provided for probe testing); the particle penetration given as a percentage of the upstream challenge; indication of any HEPA filter repairs and retest results; BSC and exhaust fan failure alarm test results; a pass/fail statement; model number, serial number and calibration date of the equipment used for testing; and qualifications of the tester. For Class II Type B2 cabinets, the test report must include verification of the interlock between the supply and exhaust fan, and, if possible, the time from the moment of alarm detection to the moment of airflow reversal from the face of the BSC (i.e. "puff-back") upon exhaust fan failure.
- c. The Contractor must provide a test certificate for each Class III cabinet tested. The certificate must include the following information: date of testing; model and serial number of cabinet; type of cabinet; the standard to which the cabinet was tested; manufacturer's acceptance criteria; a statement confirming that the HEPA filters were scanned (or, when scan testing is not possible, a reason provided for probe testing); the particle penetration given as a percentage of the upstream challenge; indication of any HEPA filter repairs and retest results; integrity testing results; failure alarm test results; positive pressure decay test results if required (i.e. at initial installation and after modifications have been made to the integrity of the cabinet); a pass/fail statement; model number, serial number and calibration date of the equipment used for testing; and qualifications of the tester.
- d. The Contractor must provide a test certificate for each micro-isolator, each filter bank contained in a housing, and each in-line filter tested. The certificate must include the following information: date of testing; model and serial number of unit (if applicable); the standard to which the unit was tested; manufacturer's acceptance criteria; a statement that the HEPA filter was scanned (or, when scan testing is not possible, a reason provided for probe testing);

the particle penetration given as a percentage of the upstream challenge; indication of any HEPA filter repairs and retest results; a pass/fail statement; model number, serial number and calibration date of the equipment used for testing; and qualifications of the tester.

- e. The Contractor must provide a test certificate for all PAPRs tested. (One test certificate summarizing all PAPR test results is acceptable.) The certificate must include the following information: date of testing; model and serial number of filter; the standard to which the filter was tested; acceptance criteria; serial number of each PAPR; a pass/fail statement for each PAPR; model number, serial number and calibration date of the equipment used for testing; and name of the tester.

#### 4.2 Deliverables for task 3.2

The Contractor must supply a service report for all servicing and repairs performed on filters, motors, and fans for BSCs, micro-isolators and other related equipment. One service report must be provided for each unit that is serviced/repaired. The report must include the following information: the date of service; the model and serial number of the unit (if applicable); the reason for service; a summary of service provided; instrumentation used for servicing (where applicable); model and part numbers of any parts replaced; and a summary of observations or recommendations as a result of servicing.

**Deliverable 4.1:** The Contractor must be able to schedule a site visit within the following schedule from receipt of the request from the Technical Authority: standard service 5 business days, emergency service 48 hours. Test certificates for all equipment tested, calibration certificates for the equipment used for testing, and a copy of the service technician's current NSF accreditation must be provided within 5 business days of completion of the site visit.

**Deliverable 4.2:** Upon receipt of a request from the Technical Authority for repairs, the Contractor will provide a quote within 2 business days. The Contractor must be able to schedule a site visit within the following schedule following confirmation of required services from the Technical Authority: standard service 15 business days, emergency service 48 hours after delivery of replacement parts/filters. Service report is due within 5 days of completion of service.

#### 5. LANGUAGE OF WORK

English

#### 6. LOCATION OF WORK

The work must be performed at:

Defence Research and Development Canada – Suffield Research Centre  
CFB Suffield, Ralston, AB  
T0J 2N0 Canada

Red-Tech  
213 Saskatchewan Drive NE, Redcliff AB  
T0J 2P0 Canada

Or

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Other worksite within the Medicine Hat/Redcliff area.

## 7. TRAVEL

The Contractor is required to travel to the following location under the following tasks:

**Task:** 3.1,3.2

**Location:** DRDC, Suffield Research Centre

**Address:** CFB Suffield, Ralston, AB,  
T0J 2N0 Canada

**Location:** Red-Tech

**Address:** 213 Saskatchewan Drive NE, Redcliff AB.  
T0J 2P0 Canada

Or

Other location identified by the Technical Authority within the Medicine Hat/Redcliff area.

**Duration:** 1-5 days per visit

**Frequency:** as scheduled by the Technical Authority, approximately 6-8 times per year

Costing will be based on fixed service call rate – lump sum price for all travel expenses and travel time to and from the job site. Travel costs will not exceed Treasury Board Travel and Living Guidelines

## 8. MEETINGS

Not required

## 9. GOVERNMENT SUPPLIED MATERIAL (GSM)

None

## 10. GOVERNMENT FURNISHED EQUIPMENT (GFE)

None

Access will be granted to equipment for servicing. All tools and equipment required for service will be the responsibility of the Contractor.

## 11. SPECIAL CONSIDERATIONS

Contractor will be granted on site access only during normal working hours Monday to Friday 0800hrs to 1630 hrs.

The Contractor, their employees and subcontractors must comply with all DND/DRDC Suffield regulations in force at the worksite, including the observance of all safety, health and environmental standards and those in place to preserve and protect DND property from loss or damage from all causes including fire.

See attached Appendix A – List of Equipment

APPENDIX A - LIST OF EQUIPMENT

Description	Location	Section	Manufacturer	Model	S/N	E #	Comments
BSL-3 supply HEPA filters	B1 Rm 110	RP	CamFil Farr	M/P 1-1 2x2	65059-152 94-06		Bank of 4 filters: 2-24" x 24" x 11.5"; and 2-12" x 24" x 11.5"
BSL-3 exhaust HEPA filters, 99.99%	B1 Room 205	RP					Bank of 12 filters: 24" x 24" x 24" Test requires 2 pers.
BSL-3 exhaust HEPA filters, 99.999%	B1 Room 205	RP					Bank of 8 filters: 24" x 24" x 24" Test requires 2 pers.
BSL-3 CO2 line HEPA	B1 Room 108	RP	Pall Emflon MDA4463G	MCY4463PF RPH4			In-line cartridge filter in housing
BSL-3 CO2 line HEPA	B1 Room 207	RP	Pall Emflon MDA4463G	MCY4463PF RPH4			In-line cartridge filter in housing
BSL-3 sewer vent HEPA	B1 Room 205	RP	Filter Factory	9FP-A-Y2-DS OS	1001748-001		Single filter, 8" x 8" x 6"
BSL-3 sewer vent HEPA	B1 Room 200A	RP	Pall	CFP92SP? Or CFF925P?			Cartridge Filter
BSL-3 animal Micro-isolator	B1 Room 105	BTDS	Lab Products	59015HD & 59015	86170-9554 and 78310-9404		Supply and exhaust filters
BSL-3 animal Micro-isolator	B1 Room 105	BTDS	Lab Products	59015HD & 59015NHD	M179890-9921 and M180990-9910		Supply and exhaust filters
BSL-3 animal Micro-isolator	B1 Room 206A	BTDS	Thoren Caging	9-63-9-7-1-4-5WMSP	DRDC 206A-C1		Supply and exhaust filters
BSL-3 BSC, Class I	B1 Room 105	BTDS	Nu-Aire	Nu-813-300	84154AGU	E26141	
BSC, Class II Type A2	B1 Room 106	BTDS	Thermo	1387	113314-2799		Sash alarm adjusted Nov 2014
BSL-3 BSC, Class II Type B2	B1 Room 106	BTDS	Forma	1148	14441-192	E21523	
BSL-3 BSC, Class II Type A2	B1 Room 206	BTDS	Nuaire	Nu-475-500	159419100913_	E1732	

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BSL-3 BSC, Class II Type A1	B1 Room 206A	BTDS	Nuaire	Nu-475-500	159420100913_	E1733	
BSL-3 PAPR HEPA	B1 Room 110	BTDS	3M	GVP 445	81380	N/A	Test installed filter
BSL-3 PAPR HEPA	B1 Room 110	BTDS	3M	GVP 445	81149	N/A	Test installed filter
BSL-3 PAPR HEPA	B1 Room 110	BTDS	3M	GVP 445	81193	N/A	Test installed filter
BSL-3 PAPR HEPA	B1 Room 110	BTDS	3M	GVP 445	81294	N/A	Test installed filter
BSL-3 PAPR HEPA	B1 Room 110	BTDS	3M	GVP 445	81147	N/A	Test installed filter
BSL-3 PAPR HEPA	B1 Room 110	BTDS	3M	GVP 445	43151	N/A	Test installed filter
BSL-3 PAPR HEPA	B1 Room 110	BTDS	3M	GVP 445	No S/N - OLD!	N/A	Test installed filter
BSL-3 PAPR HEPA	B1 Room 110	BTDS	3M	GVP 445	No S/N - OLD 2	N/A	Test installed filter
BSL-3 PAPR HEPA	B1 Room 110	BTDS	3M	GVP 445	106319	N/A	Test installed filter
BSL-3 PAPR HEPA	B1 Room 110	BTDS	3M	GVP 445	106658	N/A	Test installed filter
BSL-3 PAPR HEPA	B1 Room 110	BTDS	3M	GVP 445	106652	N/A	Test installed filter
BSL-3 PAPR HEPA	B1 Room 110	BTDS	3M	GVP 445	66460	N/A	Test installed filter
BSC, Class II Type A2	B1 Room 103	BTDS	Thermo	1387	17532-1364	E29886	
BSC, Class II Type A2	B1 Room 108	CBAPS	Thermo	1377	103277-857	E1737	
BSC, Class II Type A2	B1 Room 112A	BTDS	Thermo	1387	149400-3154		Inflow alarm setpoint adjusted Aug 2015
Animal Micro-isolator	B1 Room 114	BTDS	Thoren Caging			E25133	Supply and exhaust filters
Laminar Flow Cage Rack	B1 Room 114	BTDS	Nu-Aire	NU-124-600	15079	E14580	Quote as an Animal Micro-Isolator

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BSC, Class II Type A/B3	B1 Room 114A	BTDS	Thermo	1186	16841-1129		Motor/HEPA filters replaced Jan 2015
BSC, Class II Type A2	B1 Room 115	BTDS	Thermo	1286	102376-2543	E29398	Motor/ HEPA filters replaced Nov 2014
Animal Micro-isolator	B1 Room 115A	BTDS	Lab Products	59015N and 59015	81680-9243 and M076170-9420		New supply and exhaust filters Jan 2015
BSC, Class II Type A2	B1 Room 129	BTDS	ESCO	LA2-4A2	2009-43796	E1126	
Animal Micro-isolator	B1 Room 200A	BTDS	Thoren Caging	9-63-9-7-1-4-5MW	AC200A	E29766	Supply and exhaust filters
BSC, Class II Type A2	B1 Room 203	BTDS	Thermo	1375	115324-732		
BSC, Class II Type A1	B1 Room 203	BTDS	Forma	1100	14927-1032	E889	
BSC, Class II Type A1	B1 Room 207	BTDS	Forma	1110	13811-273	E21125	
BSC, Class II Type A1	B1 Room 209	BTDS	Forma	1110	13811-271	E21124	
BSC, Class I	B1 Room 209	BTDS	Design Filtration	EXT-06-C	32467-121	E29467	
BSC, Class II Type A2	B1 Room 223	BTDS	Thermo	1387	112551-2763		
BSL-3 BSC, Class II Type A2	B1 Room 225W	CBAPS	ESCO	LR2 6S2	2010-50179		Wiring harness replaced May 2015
BSC, Class I	B1 Room 301	BTDS	Nu-Aire	NU-813-400	12857111401	E27224	
BSC, Class II Type B2	B1 Room 403	BTDS	Labconco	3621404	41128498	E28908	Sash alarm adjusted Aug 2015
Horizontal Laminar Flow Clean Bench	B1 Room 407	CBAPS	Microzone	H4-MW-99T	804-2929	E26633	
BSC, Class II Type A2	B1 Room 415	BTDS	Thermo	1387	153990-789	E29795	
BSC, Class II Type 2A	B10 Room 11	CMS	ESCO	LR2-4S2	2010-44727		
BSC, Class II Type B2	B10 Room 17	CMS	Baker	4-TX	53283	E24095	
BSC, Class II Type A2	B10 Room 17	CMS	Thermo	1448	103614-6	E29527	
Horizontal Laminar	B10 Room 17	CMS	Canadian Cabinets	H4-MW-917	8203	E3950/24	New HEPA Sep 2013; new 12" x



Flow Clean Bench							24" x2" prefilter Nov 2014
BSC, Class I	B10, Room 32	CMS	Labconco	394000	70367826		New HEPA Filter 2014; also needs freq. carbon filter repl.
Horizontal Laminar Flow Clean Bench	B10 Room 45	CMS	ESCO	ASH-3B2	2007-25059		Pre-filters: two 16" x 20" x 1"
BSC, Class II Type A2	B10 Room 45	CMS	Labconco	3800001	050233371G	E29210	not NSF 49 - 12" sash opening
BSC, Class II Type A1	B10 Room 27	CMS	Baker	B60-112	52262		
Animal Micro-isolator	B10 Room 27	CMS	Thoren Caging	9408147TM	DRDC 206A-C1		
Return Air HEPA Filters	B10 Penthouse	RP	Filtration Group	50584	see test report		Bank of 16 filters: 24" x 24" x 12"
Animal Micro-isolator	B19	CMS	Techniplast SPA	98V424P	1100947		Carbon filters only; no std test method avail.
Horizontal Laminar Flow Clean Bench	B148 (Blast Tube)	CMS	Labconco	3612500	110237413P		
BSC, Class II Type A2	B600 Room 135	CTTC	Thermo	1286	102476-2625		
BSC, Class II Type A2	B600 Room 135	CTTC	Thermo	1286	102475-2619		
PCR Enclosure Clean Bench	B601 Vestibule	BTDS	Labconco	3970302	060656494B		Quote as Laminar Flow Clean Bench
BSC, Class II Type A2	B601 Lab	BTDS	Forma Thermo	1387	130980-119		
BSC, Class II Type A/B3	B601 Lab	BTDS	Baker	SG603	75725		
Supply HEPA filter	B601 Mech Rm	RP			SF1-MOD		
Exhaust HEPA filter	B601 Mech Rm	RP			EF1-MOD		2 Filters in series
Plumbing vent HEPA	B601 Mech Rm	RP			EF2-MOD		
Exhaust HEPA Filters	B603 Mech Room	RP	CamFil Farr	5210170 99.97%			2 – 24" x 24" x 11.5"

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Exhaust HEPA Filters	B603 Mech Room	RP	CamFil Farr	5210467 99.97%			2 – 24" x 24" x 11.5"
HEPA filter, supply	Bioaerosol Chmber	RP			42516118 (filter)		24" x 24" x 12"
HEPA filter, exhaust	Bioaerosol Chmber	RP			42590868 (filter)		24" x 24" x 12"
BSC, Class II Type A2	Red-Tec	CMS	ESCO	LR2 4S2	2011-55497		Located offsite
BSC, Class II Type A2	Red-Tec	CMS	ESCO	LR2 4S2	2011-55492		Located offsite
BSC, Class II Type B2	B9 Storage		Baker		75779		Not installed
BSC, Class III	B9 Storage		Baker		75787		Not installed

## ANNEX "B"

### BASIS OF PAYMENT

It is MANDATORY that Bidders submit firm, all inclusive prices/rates for the period of the contract and for all option periods for all items listed in the following pricing schedules. This section, when completed, will be considered as the Bidder's Financial Bid.

Should there be an error in the extended pricing of the Bidder's proposal, the unit pricing shall prevail and the extended pricing shall be corrected in the evaluation.

Rates MUST include ALL costs associated with providing the service in accordance with the Statement of Work, Annex A, attached herein. No additional charges will be allowed for travel. GST, if applicable is not included and is to be shown as a separate item on any resulting invoice. Payment will be made in accordance with the following pricing.

#### Pricing Schedule: date of contract award – March 31, 2019

A. Provide all inclusive, lump sum rate for all travel, labour, and equipment to perform testing, and Recertification (if applicable) of each unit as per the specifications and standards indicated in the SOW

B. as requested/required VIA Task Authorization

	Type of Equipment/Filter /Description	Comments	Unit	Estimated Qty per one year	Price per Unit
A	Class I BSC		Each	5	
A	Class II BSC		Each	32	
A	Class III BSC		each	1	
A	Animal micro isolator		each	9	
A	Horizontal Laminar Flow Clean Bench		each	5	
A	Single HEPA filter		each	7	
A	Small in-line HEPA filter	Requires specialized equipment to deliver extremely low pressure emery (2 psi) for filter testing	each	6	
A	Powered Air Purifying Respirator	Requires specialized equipment to deliver extremely low pressure emery (2 psi) for filter testing	each	12	
A	Bank of 2 filters (2 - 24" x 24" x 12")		each	2	
A	Bank of 4 filters (2 - 24" x 24" x 12") (2 - 12" x 24" x 12")	Requires a ladder to reach obstructed filter housing	each	1	

A	Bank of 8 filters (8 - 24" x 24" x 12")	Requires 2 personnel to test and requires testing from within the filter housing	each	1	
A	Bank of 12 filters (12 - 24" x 24" x 12")	Requires 2 personnel to test and requires testing from within the filter housing	each	1	
A	Bank of 16 filters (16 - 24" x 24" x 12")		each	1	
B	Material and Replacement Parts: (except free issue) must be charged at laid down costs, which includes invoice cost, transportation costs, exchange, customs and brokerage charges plus a percentage markup which includes purchasing expenses, profit, excluding sales tax.		Markup		_____ %
B	Service Call - all inclusive, lump sum price for all travel expenses and travel time (nonproductive labour) to and from the job site and including all kilometer/mileage charges during regular working hours		8 call outs		_____/call-out
B	On Site Productive labour for NSF Certified Service Technician, labour rate during normal working hours		20 hours per call out		_____/hour
B	On Site Productive labour for NSF Certified Labour Helper, labour rate during normal working hours		20 hours per call out		_____/hour

**Pricing Schedule: Option Year #1 April 1, 2019 – March 31, 2020**

A. Provide all inclusive, lump sum rate for all travel, labour, and equipment to perform testing, and  
Recertification (if applicable) of each unit as per the specifications and standards indicated in the SOW

B. as requested/required VIA Task Authorization

	Type of Equipment/Filter /Description	Comments	Unit	Estimated Qty per one year	Price per Unit
A	Class I BSC		each	5	
A	Class II BSC		each	32	
A	Class III BSC		each	1	
A	Animal micro isolator		each	9	
A	Horizontal Laminar Flow Clean Bench		each	5	
A	Single HEPA filter		each	7	
A	Small in-line HEPA filter	Requires specialized equipment to deliver extremely low pressure emery (2 psi) for filter testing	each	6	

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A	Powered Air Purifying Respirator	Requires specialized equipment to deliver extremely low pressure emery (2 psi) for filter testing	each	12	
A	Bank of 2 filters (2 - 24" x 24" x 12")		each	2	
A	Bank of 4 filters (2 - 24" x 24" x 12") (2 - 12" x 24" x 12")	Requires a ladder to reach obstructed filter housing	each	1	
A	Bank of 8 filters (8 - 24" x 24" x 12")	Requires 2 personnel to test and requires testing from within the filter housing	each	1	
A	Bank of 12 filters (12 - 24" x 24" x 12")	Requires 2 personnel to test and requires testing from within the filter housing	each	1	
A	Bank of 16 filters (16 - 24" x 24" x 12")		each	1	
B	Material and Replacement Parts: (except free issue) must be charged at laid down costs, which includes invoice cost, transportation costs, exchange, customs and brokerage charges plus a percentage mark up which includes purchasing expenses, profit, excluding sales tax.		Markup		_____ %
B	Service Call - all inclusive, lump sum price for all travel expenses and travel time (non productive labour) to and from the job site and including all kilometer/mileage charges during regular working hours		8 call outs		_____/call-out
B	On Site Productive labour for NSF Certified Service Technician, labour rate during normal working hours		20 hours per call out		_____/hour
B	On Site Productive labour for NSF Certified Labour Helper, labour rate during normal working hours		20 hours per call out		_____/hour

**Pricing Schedule: Option Year #2 April 1, 2020 – March 31, 2021**

- A. Provide all inclusive, lump sum rate for all travel, labour, and equipment to perform testing, and recertification (if applicable) of each unit as per the specifications and standards indicated in the SOW
- B. as requested/required VIA Task Authorization

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	Type of Equipment/Filter /Description	Comments	Unit	Estimated Qty per one year	Price per Unit
A	Class I BSC		each	5	
A	Class II BSC		each	32	
A	Class III BSC		each	1	
A	Animal micro isolator		each	9	
A	Horizontal Laminar Flow Clean Bench		each	5	
A	Single HEPA filter		each	7	
A	Small in-line HEPA filter	Requires specialized equipment to deliver extremely low pressure emery (2 psi) for filter testing	each	6	
A	Powered Air Purifying Respirator	Requires specialized equipment to deliver extremely low pressure emery (2 psi) for filter testing	each	12	
A	Bank of 2 filters (2 - 24" x 24" x 12")		each	2	
A	Bank of 4 filters (2 - 24" x 24" x 12") (2 - 12" x 24" x 12")	Requires a ladder to reach obstructed filter housing	each	1	
A	Bank of 8 filters (8 - 24" x 24" x 12")	Requires 2 personnel to test and requires testing from within the filter housing	each	1	
A	Bank of 12 filters (12 - 24" x 24" x 12")	Requires 2 personnel to test and requires testing from within the filter housing	each	1	
A	Bank of 16 filters (16 - 24" x 24" x 12")		each	1	
B	Material and Replacement Parts: (except free issue) must be charged at laid down costs, which includes invoice cost, transportation costs, exchange, customs and brokerage charges plus a percentage mark up which includes purchasing expenses, profit, excluding sales tax.			Markup	_____ %
B	Service Call - all inclusive, lump sum price for all travel expenses and travel time (non productive labour) to and from the job site and including all kilometer/mileage charges during regular working hours			8 call outs	_____/call-out
B	On Site Productive labour for NSF Certified Service Technician, labour rate during normal working hours			20 hours per call out	_____/hour
B	On Site Productive labour for NSF Certified Labour Helper, labour rate during normal working hours			20 hours per call out	_____/hour

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**ANNEX "C"**

**SECURITY REQUIREMENTS CHECK LIST**

**(attached)**

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## **ANNEX "D"**

### **INSURANCE REQUIREMENTS**

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.



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**ANNEX “E”**

**DND 626 TASK AUTHORIZATION FORM**

***(see attached document)***

**TASK AUTHORIZATION**  
**AUTORISATION DES TÂCHES**

All invoices/progress claims must show the reference Contract and Task numbers. Toutes les factures doivent indiquer les numéros du contrat et de la tâche.		Contract no. - N° du contrat  Task no. - N° de la tâche
Amendment no. - N° de la modification	Increase/Decrease - Augmentation/Réduction	Previous value - Valeur précédente
To - À  Delivery location - Expédié à  Delivery/Completion date - Date de livraison/d'achèvement	<p><b>TO THE CONTRACTOR</b></p> <p>You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task.</p> <p>Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract.</p> <p><b>À L'ENTREPRENEUR</b></p> <p>Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande.</p> <p>Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.</p> <p style="text-align: right;">         _____          Date _____ for the Department of National Defence          pour le ministère de la Défense nationale       </p>	
Contract item no. N° d'article du contrat	Services	Cost Prix
	<b>GST/HST TPS/TVH</b>	
	<b>Total</b>	
<p><b>APPLICABLE ONLY TO PWGSC CONTRACTS:</b> The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract.</p> <p><b>NE S'APPLIQUE QU' AUX CONTRATS DE TPSCG :</b> La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.</p> <p style="text-align: center;">         _____          for the Department of Public Works and Government Services          pour le ministère des Travaux publics et services gouvernementaux       </p>		



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SECURITY REQUIREMENTS CHECK LIST (SRCL)

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	2. Branch or Directorate / Direction générale ou Direction DND Defence R&D Canada, Suffield Research Centre	
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 Maintenance services, on site access required		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui		
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui		
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui		
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Non Oui		
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui		
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/> Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	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"/>





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**PART A (continued) / PARTIE A (suite)**

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

☒ No ☐ Yes  
Non Oui

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

☒ No ☐ Yes  
Non Oui

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

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

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

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

Special comments:  
Commentaires spéciaux

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

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

☒ No ☐ Yes  
Non Oui

**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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
Unclassified

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

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

☒ No  
Non

☐ Yes  
Oui

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

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

☒ No  
Non

☐ Yes  
Oui

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