



**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

Travaux publics et Services gouvernementaux  
Canada

Place Bonaventure, portail Sud-Est  
800, rue de La Gauchetière Ouest  
7<sup>ème</sup> étage

Montréal

Québec

H5A 1L6

FAX pour soumissions: (514) 496-3822

**INVITATION TO TENDER**

**APPEL D'OFFRES**

**Tender 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.

**Soumission 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 et sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Comments - Commentaires**

Document contient des exigences relatives à la  
sécurité

**Vendor/Firm Name and Address**

Raison sociale et adresse du  
fournisseur/de l'entrepreneur

**Issuing Office - Bureau de distribution**

Travaux publics et Services gouvernementaux Canada  
Place Bonaventure, portail Sud-Est

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7<sup>ème</sup> étage

Montréal

Québec

H5A 1L6

<b>Title - Sujet</b> Entretien Gigueurs 715 Peel	
<b>Solicitation No. - N° de l'invitation</b> EFA66-162822/A	<b>Date</b> 2016-07-27
<b>Client Reference No. - N° de référence du client</b> EFA66-16-2822	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$MTC-035-13971
<b>File No. - N° de dossier</b> MTC-6-39035 (035)	<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 2016-09-19</b>	
<b>Time Zone</b> Fuseau horaire Heure Avancée de l'Est HAE	
<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> Lussier, Joël	<b>Buyer Id - Id de l'acheteur</b> mtc035
<b>Telephone No. - N° de téléphone</b> (514) 496-3862 ( )	<b>FAX No. - N° de FAX</b> (514) 496-3822
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> MINISTERE DES TRAVAUX PUBLICS ET SERVICES GOUVERNEMENTAUX CANADA 715, RUE PEEL MONTREAL Québec H3C 4H6 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Delivery Required - Livraison exigée</b>	<b>Delivery Offered - Livraison proposée</b>
.	
<b>Vendor/Firm Name and Address</b> Raison sociale et adresse du fournisseur/de l'entrepreneur	
<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/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirements**

1. At the bid deposit, the following conditions must be met:
  - (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
  - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
  - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. 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.
  - (d) the Bidder's proposed location of work performance and document safeguarding must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
  - (e) the Bidder must provide the addresses of proposed sites or premises of work performance and document safeguarding as indicated in Part 3 - Section IV Additional Information.

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.

### **1.2 Statement of Work**

The Work to be performed is detailed under Article 6.2 of the resulting contract clauses

### **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.

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## 1.4 Trade Agreements

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

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

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

### 2.2 Submission of Bids

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

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

### 2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to 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;

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- 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;

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- 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 (ten) 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 Quebec.

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 Optional site visit

An optional site visit will be held in order for the Bidder or a representative of the Bidder, can visit the work site. Arrangements have been made for the site visit to be held at 2020 St-Antoine West, Montréal, Qué. on **August 17th 2016** The site visit will begin at 10h00AM

Bidders must communicate with the Contracting Authority no later than **August 12<sup>th</sup> 2016** to confirm attendance and provide the name(s) of the person(s) who will attend otherwise access will be denied. Bidders will be required to sign an attendance sheet and provide an identification card with picture. Bidders who do not attend the optional site visit or do not send a representative will not be given an alternative appointment. However, bidders that did not attend the optional site visit will still be able to present a bid. Any clarifications or changes to the

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bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation

## **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 (2 hard copies)

Section II: Financial Bid (1 hard copy)

Section III: 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 explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

#### **Section II: Financial Bid**

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

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## **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**

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

- 1- Bidders must demonstrate that the proposed resource must hold an RBQ license under subcategory 13.4 Contractor fire extinguishing systems
- 2- Bidders must demonstrate that the experience of the nominee meets at least 2 years of continuous experience in the last 10 ten years, in the maintenance of similar contracts is a surface of at least 60000 m2. Similar contracts by means: maintenance of fire protection equipment (sprinklers and other related equipments)

#### **4.1.2 Financial Evaluation**

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

### **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.

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## 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 – 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.

### 5.1.2 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) website ([http://www.esdc.gc.ca/en/jobs/workplace/human\\_rights/employment\\_equity/federal\\_contractor\\_program.page?&\\_ga=1.229006812.1158694905.1413548969](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969)).

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.

### 5.1.3 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. Failure to comply with the request may result in the bid being declared non-responsive.

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## PART 6 - RESULTING CONTRACT CLAUSES

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

### 6.1 Security Requirements

- 6.1.1** The 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 \_\_\_\_\_;
  - b) Industrial Security Manual (Latest Edition).
5. The Bidder, its employees and/or subcontractors must continuously hold the necessary security requirement while work is being carried out at the various locations identified in the building which require a different level of security. The bidder will be advised by the project authority whenever a different security requirement is necessary.

### 6.2 Statement of Work

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

### 6.3 Standard Clauses and Conditions

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

#### 6.3.1 General Conditions

**2010C** (2016-04-04), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

### 6.4 Term of Contract

#### 6.4.1 Period of the Contract

The period of the Contract is from October 1st 2016 to September 30th 2018 inclusive.

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## 6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) 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.

## 6.5 Authorities

### 6.5.1 Contracting Authority

Joel Lussier  
Procurement specialist  
Public works and government services Canada  
Acquisition branch  
800 de la Gauchetière Ouest

514-496-3862  
[joel.lussier@tpsgc-pwgsc.gc.ca](mailto:joel.lussier@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.

### 6.5.2 Project Authority

TBD.....

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.

### 6.5.3 Contractor's Representative

TBD.....

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## 6.6 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

## 6.7 Payment

### 6.7.1 Basis of Payment

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work as determined in accordance with the Basis of Payment in Annex B , to a limitation of expenditure of \$ \_\_\_\_\_. Customs duties are included and Applicable Taxes are extra.

### 6.7.2 Limitation of Expenditure

Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_. Customs duties and Applicable Taxes are extra.

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.

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.

## 6.8 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Each invoice must be supported by:
  - a. a copy of time sheets to support the time claimed;

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- b. a copy of the release document and any other documents as specified in the Contract;
  - c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
  - d. a copy of the monthly progress report.
2. Invoices must be distributed as follows:
    - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

## **6.9 Certifications and Additional Information**

### **6.9.1 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.

### **6.10 Applicable Laws**

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

### **6.11 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 2010C, (2016-04-04)
- (c) Annex A, Statement of Work
- (d) Annex B Basis of payment
- (e) Annex C, Security Requirements Check List
- (f) Annex D, Federal contractors program for employment equity – certification
- (g) Annex E, Complete List of names of all individuals who are currently directors of the Bidder
- (h) Annex F, The Contractor's bid dated \_\_\_\_\_

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## **ANNEX "A" STATEMENT OF WORK**

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**Annex "B" Basis of payment**

**PART "A" MAINTENANCE**

Lump sum :

Lump sum based on Section 2 API of Specifications for **year 1** \_\_\_\_\_ \$

Lump sum based on Section 2 API of Specifications for **year 2** \_\_\_\_\_ \$

Lump sum based on Section 2 API of Specifications for **year 3(option)** \_\_\_\_\_ \$

Lump sum based on Section 2 API of Specifications for **year 4(option)** \_\_\_\_\_ \$

Lump sum based on Section 2 API of Specifications for **year 5(option)** \_\_\_\_\_ \$

(a1) \_\_\_\_\_ \$

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**REPAIRS** (see note 2)

**PART 'B'**

Materials : Provisional amount for repairs only (b1) \_\_\_\_\_ \$

Labor : Labor charge for repairs for full term of contract. (see note 3)

<u>Unit Price</u>	<u>Number of hours</u> <u>(approximate)</u>	<b>Hourly Rate</b>	
1 Technician (regular hours)	50	X _____ \$	= _____ \$
1 Technician (5:00pm- 8:00am)	25	X _____ \$	= _____ \$
1 Technician (weekends and holidays)	25	X _____ \$	= _____ \$

Total Labor: (b2) \_\_\_\_\_ \$

\*Total (b1 + b2) : \_\_\_\_\_ \$

Add amounts (a1), (b1) and (b2)

TOTAL : \_\_\_\_\_ \$

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**NOTES :**

1. The total amount of the bid will be used for evaluation purposes only, and only the amount shown in Part "A" is covered by this contract. The Department undertakes to pay the Part "A" amount only, subject to approval of the work and other conditions in the specifications.
2. The Department does not undertake to give the Contractor the amounts shown in Part "B" for materials and labour. The Department will, however, pay to the Contractor the amounts negotiated for each repair authorized by the departmental representative. The Contractor will be paid for work at an hourly rate plus materials based on the general provisions of section IAPI and will not be entitled to any other compensation for any difference between the hours negotiated for each repair and the hours actually worked. The Contractor will be paid only for the materials authorized and used in performing the work and shall obtain prior approval from the Department's authorized representative before starting any work under Part "B".
3. **The above hourly rates shall include all labour costs related to work done by employees, including all benefits, travel, overhead and Contractor profit.**

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## **ANNEX "C" SECURITY REQUIREMENTS CHECK LIST**

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## ANNEX "D" FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\)-Labour's](#) website.

Date: \_\_\_\_\_(YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- A1. The Bidder certifies having no work force in Canada.
- A2. The Bidder certifies being a public sector employer.
- A3. The Bidder certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
- A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.

A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

- A5.1. The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.

**OR**

- A5.2. The Bidder certifies having submitted the [Agreement to Implement Employment Equity](#) (LAB1168) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

**OR**

- B2. The Bidder is a Joint Venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)

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## Annex E, Complete List of names of all individuals who are currently directors of the Bidder

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## ANNEX "F" Supplier's bid dated

## ANNEX "G" Evaluation criteria

Bids submitted in writing must demonstrate that they meet all mandatory evaluation criteria in order to be considered receivable.

Mandatory criteria	Instructions
<p>1- Bidders must demonstrate that the proposed resource must hold an RBQ license under subcategory 13.4 Contractor fire extinguishing systems</p> <hr/> <p>3- Bidders must demonstrate that the experience of the nominee meets at least 2 years of continuous experience in the last 10 years, in the maintenance of similar contracts is a surface of at least 60000 m2.. Similar contracts by means: maintenance of fire protection equipment (sprinklers and other related equipment)</p> <p>2-</p>	<p>Bidders must clearly present all required certifications/attestations.</p> <hr/> <p>Bidders must complete part 2 in annex « G ».</p>

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Part 2

**Reference questions**

<b>Reference No. 1</b>	Year and period of contract _____  Organisation/company _____  Contact person _____  Project description/equipment _____ _____ _____ _____
<b>Reference No. 2</b>	Year amd period of contract _____  Organisation/company _____  Contact Person _____  Project description/equipment _____ _____ _____ _____

Technical Services and Maintenance

# Specifications

Annex "A" Statement of work

## FEDERAL BUILDING

715 PEEL STREET  
MONTREAL, QC H3C 4L7

## Inspection and Maintenance of Fire Protection Systems

April 2016

Project R.004228.036

Prepared by:

Jacques Leblanc  
Operations and Electrical Maintenance Specialist  
**Technical and Maintenance Services**  
Professional and Technical Services Centre of Expertise  
**PSPC | Quebec Region**

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– Sprinkler System (SS) Module	3
– Pre-Action and/or Deluge Systems (FF) Module	5
– FM-200 Fire Suppression Systems (FM) Module	5

**END OF SECTION**

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### **SECTION 1 PI - GENERAL REQUIREMENTS**

1. Drawings
2. Conditions
3. Hourly-rate work
4. Defects and anomalies
5. Parts and tools
6. Labour
7. Work period
8. Powering off
9. Security
10. Department requirements
11. Start of work
12. Knowledge of premises and systems
13. Protection of persons and property
14. Fire protection
15. Tidiness premises
16. Instructions
17. Communication
18. Reports, certificates and worksheet
19. Manufacturer's instructions
20. Additions/changes
21. General safety

### **SECTION 2 PI**

#### **SCOPE OF WORK**

1. General
2. Reports

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### **SPRINKLER SYSTEM (SS) MODULE**

1. General
2. Planning
3. Inspection log
4. Weekly inspections
5. Monthly inspections
6. Bi-monthly inspections
7. Semi-annual inspections
8. Annual Inspections
9. Equipment list

### **PRE-ACTION AND/OR DELUGE SYSTEMS (FF) MODULE**

1. General
2. Planning
3. Inspection log
4. Daily checks
5. Weekly inspections
6. Monthly inspections
7. Semi-annual inspections
8. Annual inspections
9. Equipment list

### **FM-200 EXTINGUISHING SYSTEM (FM) MODULE**

1. General
2. Planning
3. Inspection log
4. Daily checks
5. Monthly inspections
6. Semi-annual inspections Bi-annual inspections
7. Five-year years
8. Twelve-year inspections
9. Equipment list

END OF SECTION

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## **SECTION 1 PI - GENERAL REQUIREMENTS**

### **1 DRAWINGS**

.1 No drawings are appended to these Specifications.

### **2 CONDITIONS**

.1 All of the clauses and general conditions apply to and govern the performance of the work described herein.

.2 Section 2 PI of these Specifications will be performed for the lump set out in Part A of the price schedule to be completed.

.3 Any repairs required and authorized by the Department will be done at the hourly rate set out in Part B of the price table to be completed.

.4 The Contractor shall provide round-the-clock emergency service to cover possible system breakdowns. The Contractor shall ensure that the necessary staff are on site within three (3) hours. Only the building technical authority or the representative thereof is permitted to authorize service calls and work orders.

.5 The Contractor shall supply all necessary parts needed to perform the maintenance or repair work for which the Contractor is responsible.

.6 This offer covers a period of five (5) years for the preventive maintenance of the equipment or system(s) listed in section 2 PI and in the various modules of these Specifications, at the frequencies indicated.

### **3 HOURLY-RATE WORK (REPAIRS AND SERVICE CALLS)**

.1 Repairs paid for at an hourly rate and service calls must in all cases be authorized in advance by the Building Technical Authority and confirmed by a duly completed "Call-Up Against a Standing Offer" form.

.2 The applicable hourly rates must be the rates set out in Part B for work done at straight time and must include benefits, travel, overhead and profit.

.3 For emergency calls only, a total of one (1) hour will be allowed for travel to and from the work site, i.e. half an hour each way.

### **4 DEFECTS AND ANOMALIES**

1. Defects or anomalies in systems, devices or equipment discovered during an inspection must be promptly reported to the Department, which shall then be responsible for correcting them. If the services of a licensed electrician are needed to install wiring or conduits, for example, the Department may choose to hire the Contractor holding this contract or any other Contractor to carry out the work. In either case, the Contractor shall provide technical advice to the Department or the Departmental Representative in order to help correct the defects or anomalies.

2. The Contractor is responsible for all maintenance, repairs and equipment or system adjustments carried out by a sub-Contractor. The Contractor shall not, however, be liable for work done by another

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Contractor selected by the Department unless the Contractor subsequently inspects the repaired or adjusted equipment or systems.

3. 3. Where repairs are carried out by the Contractor, the Contractor shall leave on site for verification any defective parts that were replaced and shall make a note to that effect in the report.

### 5 PARTS AND TOOLS

.1 The Contractor shall repair worn parts or, where necessary, replace them with new parts.

.2 The Contractor shall supply all instruments, tools, and materials (or parts) required for the maintenance, repair and replacement of the parts covered by the contract.

.3 Replacement parts must be genuine and come from the equipment manufacturers. Where it is impossible to obtain genuine replacement parts or materials, the Contractor shall use equivalents of a quality equal to or greater than that of the original parts or materials; the equivalents must be approved by the Department or the Departmental Representative.

.4 The Department reserves the right to determine the quality of replacement parts; this decision will be final and cannot be appealed.

.5 Any parts installed without approval or determined by the Department to be non-compliant shall be replaced within eight (8) days, failing which the Contractor shall be deemed to be in default.

.6 Any substitution of parts must be authorized in advance by the Departmental Representative.

### 6 LABOUR

.1 Labour shall be supplied by the Contractor and must be fully qualified.

.2 The Department reserves the right to reject and request the replacement of any person it deems to be unacceptable.

.3 The Contractor shall supervise its employees to ensure that their conduct and attire are appropriate and that their movement within the buildings is limited to the specific requirements of the work to be performed.

.4 The Department shall make available to the Contractor a person to provide guidance as needed during the work period.

### 7 WORK PERIOD

.1 The work period and schedule shall be established and coordinated with the schedule previously agreed to by the Contractor and the Building Technical Authority and/or the latter's authorized representative.

### 8 POWERING OFF

.1 None of the owner's devices and/or equipment must be powered off unless the Contractor is given official notice by the Building Manager and/or the latter's authorized representative.

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### 9 SITE SECURITY

.1 The Contractor and the Contractor's representatives shall comply with building security rules.

.2 Only those employees who have obtained security clearance and whose names appear on the Contractor's payroll are to be allowed access to the working site.

.3 All staff employed by the Contractor, regardless of working hours, must sign in and out according to the registration mode specified by the Minister. For instance, the Minister may request that employees punch in or that they simply enter their arrival and departure times in registers or on available sheets kept for that purpose at the security guard control desks or at any other designated area.

.4 The Contractor shall ensure that the majority of his employees, on all shifts, submit to an additional security investigation done by our client, Public Safety Canada (PSC) and obtain a valid security clearance before gaining access to their premises. Upon contract award, the Contractor will have 30 days to submit all required forms (3318, 330-23 and 330-60), duly completed by his employees. Should one of the Contractor's employees who has obtained a valid security clearance leave the Contractor's employ, the Contractor will have 30 days to submit the required forms (3318, 330-23 and 330-60), duly completed by his new employee. The Contractor shall make sure to submit the required forms for a sufficient number of employees enabling him to perform services in our client's premises according to present specifications.

.5 The Contractor shall provide the directives, notices and signage necessary to inform the Building Manager and building occupants about any work in progress.

.6 Materials must be delivered to the place designated by the Building Manager. The Contractor's representatives shall clear that place upon receipt of materials unless otherwise authorized by the Building Manager.

.7 The Contractor or the Contractor's representatives shall sign in and out at the place designated by the Building Manager. They shall indicate the time in and time out, as well as the purpose of the visit.

### 10 DEPARTMENT REQUIREMENTS

.1 The Contractor must have sufficient staff and be able to demonstrate that every person other than apprentices has at least five (5) years of experience in his or her field.

.2 Only qualified personnel with the appropriate credentials will be allowed to work on electrical, electronic and pneumatic systems, as the case may be.

.3 The Contractor is fully responsible for any omissions, breakage or incompetence and the consequences of the actions of its personnel.

### 11 START OF WORK

.1 The Contractor shall start system maintenance work immediately following notification of contract award.

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### 12 KNOWLEDGE OF PREMISES AND SYSTEMS

- .1 Before submitting a bid, the Contractor shall gather information on the systems, the existing site conditions and working conditions in the building where the work is to be performed.
- .2 No additional claims for special equipment will be considered by the Department because of any failure to gather information.
- .3 Any technical information the Contractor needs before submitting a bid can be obtained from the Contracting Authority.

### 13 PROTECTION OF PERSONS AND PROPERTY

- .1 All necessary safety measures and precautions must be taken to protect persons and property from accidents or damage while maintenance or repair work is performed.
- .2 The Contractor will be held expressly and fully liable for any accidents or damage to persons or property as a result of its activities on the premises.
- .3 Special care must be taken to avoid soiling, scratching, damaging or hitting finished surfaces with ladders, scaffolding or any other equipment that may be used in the course of the work.

### 14 FIRE PROTECTION

- .1 The Contractor shall at all times comply with the latest version of the National Fire Code of Canada.

### 15 TIDINESS OF PREMISES

- .1 Debris must not be allowed to accumulate. After each work period, the Contractor shall remove from the premises any waste generated by its work. The Contractor shall leave the premises clean to the satisfaction of the Departmental Representative.

### 16 INSTRUCTIONS

- .1 The Contractor shall comply with any instructions or directives it receives from the Building Technical Authority of:

Public Services and Procurement Canada  
Federal Building – 715 Peel Street  
Montreal, Quebec  
H3C 4L7

- .2 The Contractor shall send its reports and other communications related to performance of the contract to the Building Technical Authority in typed form.

### 17 COMMUNICATION

- .1 The addresses and telephone numbers where the Contractor, or its superintendent or manager, can be reached at any time of the day or night must be recorded on a list prepared and updated as needed by the Contractor and submitted to the Building Manager prior to the start of work.

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### **18 REPORTS, CERTIFICATES AND WORKSHEET**

.1 After each repair or service call, the Contractor shall produce three (3) copies of a worksheet, along with detailed certificates for replacement parts. The worksheet must identify the work performed, the parts replaced and/or repaired and the number of hours each employee spent on the job. The Contractor shall submit separate worksheets for maintenance work and repairs. Worksheets for emergency calls shall identify not only the information indicated above, but also the date and exact time of the call, the name of the person making the call, and the Contractor's arrival time at and departure time from the premises.

.2 The Building Technical Authority or the latter's authorized representative shall keep a copy signed by the Contractor and promptly send a copy to the client department. The third copy will remain the property of the Contractor.

.3 Where there is no authorized representative on site, the Contractor must forward, to the Building Manager, two (2) copies of the worksheet duly signed by the security guard on duty.

### **19 MANUFACTURER'S INSTRUCTIONS**

.1 Servicing of systems, devices and equipment will be performed by the Contractor in strict compliance with the instructions and directives of the manufacturers and suppliers concerned.

### **20 ADDITIONS/CHANGES**

.1 The Department reserves the right to move, change or add devices and connected equipment. The Contractor shall maintain such devices and equipment at no additional cost, provided the amount of equipment added does not exceed 3% of the existing amount.

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### 21 GENERAL SAFETY

#### .1 GENERAL CLAUSES

- .1 In accepting this contract, the Contractor agrees to assume all of the responsibilities normally assigned to the Principal Contractor and the employer under the *Act respecting occupational health and safety* and to supervise the work.
- .2 The Contractor shall manage its activities to ensure that the health and safety of its employees, the occupants of the building or facility and the public, as well as and protection of the environment, always take precedence over cost and scheduling concerns. Further, the Contractor shall meet all of the requirements of these Specifications.
- .3 The Contractor shall comply at all times with the provisions of the *Act respecting occupational health and safety*, the *Safety Code for the construction industry* and the *Regulation respecting occupational health and safety* where they apply.
- .4 The Contractor must perform all work in accordance with the latest editions of the *National Fire Code of Canada*, the *National Building Code of Canada*, the *Canadian Electrical Code* and any other applicable codes or standards.
- .5 The Contractor shall submit to the Building Technical Authority a prevention program specific to any activities the Contractor is likely to carry out in the building at least ten (10) days prior to the start of work. The Contractor shall thereafter update the prevention program if the work proceeds differently than initially planned. The Building Technical Authority may, after receiving the program and at any time during the work, demand that the program be amended or complemented to better reflect actual worksite conditions. The Contractor shall then make the necessary changes prior to the start of work.

The program must be based on the risks identified and must take into account the information and requirements contained in these Specifications. The program shall remain in force throughout the term of the contract and must satisfy the following requirements:

- Include the company's policy on health and safety;
  - Include an organization chart of health and safety responsibilities;
  - Identify the hazards specific to each category of tasks to be performed under the contract and the corresponding preventive measures based on regulatory requirements.
  - Identify the person responsible for applying the preventive measures.
  - Take into account risks that may affect the health and safety of workers, occupants of the building or facility and the public;
  - Include first aid and primary care standards;
  - Include an accident response procedure;
  - Include a worksite inspection sheet based on risks identified;
  - Include any repair jobs that may be assigned to the Contractor under this contract;
  - Include a written undertaking from all stakeholders to adhere to the prevention program.
- .6 In addition to the program specified in the previous paragraph, for all cases in which the work to be completed involves a construction site as defined in the *Act respecting occupational health and safety*, R.S.Q., c. S-2.1, the Contractor shall develop a

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prevention program specific to the work to be completed and submit it to the Building Technical Authority, and shall also submit it to the Commission de la santé et de la sécurité du travail (CSST) and the Association paritaire pour la santé et la sécurité du travail, in compliance with section 198 of this Act. The requirements for that program are the same as the requirements listed in the preceding clause.

- .7 For all cases in which the work constitutes a construction site as defined in the *Act respecting occupational health and safety*, R.S.Q., c. S-2.1, a notice of opening of a construction site must be submitted to the CSST before the start of work and a copy must be submitted to the Building Technical Authority. A copy of his notice must be posted in plain view on the site. When the site is disassembled, a notice of closing of a construction site must be submitted to the CSST with a copy to the Building Technical Authority for the building.
- .8 The Contractor shall submit the following documents to the Building Technical Authority:
- A copy of the training certificates required for the application of these Specifications and safe planning of the work, such as: general health and safety for construction sites, asbestos, lock-out and first aid);
  - A copy of the safety data sheet for every controlled product used on the worksite, at least three days before the product is used on site;
  - Confirmation of the medical examinations for its supervisory staff and all employees, where a medical examination is required under a statute, regulations, a directive, specifications or a prevention program. The Contractor shall also thereafter promptly submit confirmations of medical exams for all persons new to the worksite;
  - A copy, signed and sealed by an engineer, of all plans and compliance certificates required under the *Safety code for the construction industry* (S-2.1, r. 4), any other statute or regulation, or any other clause of the Specifications or the contract. A copy of these documents must also be sent to the CSST and must be available on the site at all times;
  - A mechanical inspection certificate for the machinery used to perform the work (e.g. elevating platforms);
  - an investigation report within 24 hours following any accident that results in an injury or any incident that brings to light a potential hazard; and
  - A copy, within 24 hours, of any inspection report, notice of correction or recommendation issued federal or provincial inspectors.
- .9 The Contractor shall ensure that the material, equipment, tools and protective equipment used to carry out the work are maintained and kept in good condition. Equipment, tools or protective equipment that cannot be installed or used without compromising the health and safety of workers or the public are deemed to be inadequate for the work to be performed. The Building Technical Authority reserves the right to prohibit the use of equipment or tools deemed to be dangerous, defective or inappropriate.
- .10 The Contractor shall ensure that its employees have received the training and information needed to perform their tasks safely and that all necessary tools and protective equipment are available, comply with the applicable standards, statutes and regulations, and are used.
- .11 The Contractor shall take such measures as are needed to enforce and ensure compliance with the health and safety requirements set out in the contract documents, federal and provincial regulations, applicable standards and the prevention program

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specific to the work, and to comply promptly with any order or notice of correction issued by the CSST.

Regardless of the number of workers assigned to the work, the Contractor shall designate a person to act as workplace health and safety officer and give that person the authority to order work stopped or resumed when he/she deems such action to be necessary for health and safety reasons.

- .12 Without limiting the scope of the preceding clause, the Building Technical Authority may at any time order that work be stopped if he/she believes there is a hazard or risk to the health and safety of employees assigned to the work, the public or the environment.

The Contractor shall take such measures as are needed to ensure effective communication of health and safety information. As soon as they arrive on the worksite, all workers must be informed of the details of the prevention program and of their obligations and rights. The Contractor shall maintain a log of information provided and obtain the signature of every worker who is given the information.

The Contractor shall inform its workers that they have the right to refuse any work that entails a risk to their health or safety.

- .13 The Contractor shall inspect the work sites and submit to the Building Technical Authority a duly completed work site inspection sheet every working day or at an interval determined with the Building Technical Authority on the call-up form.

- .14 The Contractor shall promptly take such measures as are needed to correct instances of non-compliance with statutes and regulations and hazardous situations identified by a government inspector, the Building Technical Authority or the PSPC health and safety coordinator, or in the course of a periodic inspection. Submit to the Building Technical Authority written confirmation of all measures taken to correct non-compliances or hazardous situations.

- .15 The Contractor agrees to comply with first-aid and emergency response standards in accordance with the applicable policies and regulations and any other clause of the Specifications.

- .16 The Contractor shall review the building and facility evacuation procedure and provide its employees with the training and information they need to apply the procedure.

- .17 For all cases in which the work constitutes a construction site as defined in the *Act respecting occupational health and safety*, R.S.Q., c. S-2.1, a decision-making representative for the Contractor must attend all meetings where health and safety on the site is considered. The Contractor must set up a worksite committee and hold meetings in compliance with the requirements of the *Safety Code for the Construction Industry*, S-2.1, r.4.

- .18 For all cases in which the work constitutes a construction site as defined in the *Act respecting occupational health and safety*, R.S.Q., c. S-2.1, the following information and documents must be posted in a location that workers can access easily:

- notice of opening of work site;
- identification of Principal Contractor;
- company policy on occupational health and safety;
- prevention program specific to the worksite;
- emergency plan;
- safety data sheets for all controlled products used on the worksite;

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- minutes of worksite committee meetings;
  - names of the worksite committee members;
  - Names of first-aid attendants;
  - CSST intervention and correction reports.
- .19 The Contractor shall identify and control access to the work area and install barricades as needed.
- .20 The Contractor must take all necessary measures to keep the workplace clean and orderly throughout the work and must ensure that, at the end of each work day, the workplace is free of any hazards.
- .21 Where a worker works alone in an isolated place where it is impossible to ask for assistance, the Contractor shall identify the risks related to the situation and provide the Building Technical Authority with a procedure for preventing those risks and quickly getting help in an emergency.
- .22 Where a hazard not identified in the Specifications arises as a result of or in the course of the work, the Contractor shall stop work immediately, implement temporary protective measures for workers and the public, and notify the Building Technical Authority orally and in writing. The Contractor shall then submit the necessary changes for approval before proceeding with the prevention program to ensure that work can resume safely.
- .23 In the event of an incident, the Contractor shall take such measures as are needed, including stoppage of work, to ensure the health and safety of workers and the public and shall contact the Building Technical Authority promptly.
- .24 Sub-contracting is not permitted without special authorization from the Building Technical Authority. In making a decision, the Building Technical Authority will consider the subcontractor's ability to meet these requirements.
- .25 Sealing guns and other cartridge devices shall not be used without authorization from the Building Technical Authority.
- The above notwithstanding,
- Every person who uses a sealing gun shall have a training certificate and shall meet all of the requirements set out in section 7 of the *Safety Code for the construction industry* (S-2.1, r. 4);
  - Every explosive-actuated tool shall be used in accordance with the manufacturer's instructions and applicable standards and regulations.
- .26 On the work site, the Contractor shall consider the following conditions in developing a safe work plan:
- If the Contractor is asked to carry out work where asbestos dust is likely to be released, the Contractor shall comply with the requirements of section 3.23 of the *Safety code for*

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*the construction industry and the Act respecting occupational health and safety (R.S.Q., c. S-2.1).*

If the Contractor is asked to do roofing work, the Contractor shall indicate in its prevention program the measures to be taken to prevent falls.

If the Contractor is asked to do work near a body of water or holding pond, the Contractor shall indicate in its prevention program the measures to be taken to prevent the risk of drowning, electric shock and electrocution.

If the Contractor is asked to do work at heights in/on the building, the Contractor shall indicate in its prevention program the measures to be taken for work at heights.

If the Contractor is asked to inspect or check electrical rooms, the Contractor shall indicate in its prevention program the measures it plans to take to protect people in those areas.

If the Contractor is asked to do work in confined spaces, the Contractor shall include in its prevention program the measures it intends to take when working in these areas, and take into account the requirements of section 2.4 of the *Safety code for the construction industry and the Act respecting occupational health and safety (R.S.Q., c. S-2.1).*

If the Contractor is asked to do work in laboratories, the Contractor shall contact the Building Technical Authority to determine whether special procedures need to be taken.

### .2 SPECIFIC CLAUSES

#### .1 Lock-out

- .1 Whenever work is being done on electrically powered equipment or equipment powered by any other source of energy, the Contractor shall submit a lock-out procedure to the Departmental Representative and implement it.
- .2 Supervisory staff and all workers involved in or affected by the work for which the lock-out is required must have received training on lock-out provided by a recognized entity; the Contractor must send the certificates for this training to the Departmental Representative.
- .3 Before undertaking a lock-out operation on equipment in an occupied site, the Contractor shall coordinate its work with the site representative if the power cut-off could have an effect on site operations or on the occupants.
- .4 Before locking out equipment, the Contractor shall obtain from the site representative all information necessary to identify the isolation points for the equipment to be locked out, validate this information, perform the lock-out and then conduct "zero-energy" tests before doing the work.
- .5 The Contractor must complete the lock-out form supplied by the site representative, where applicable.

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### 2. Electrical work

- .1 The Contractor shall ensure that all electrical work is performed by qualified licensed workers or apprentices in accordance with Provincial *Act respecting manpower vocational training and qualification*.
- .2 Any electrical equipment on which work is being done must be de-energized, except where complete disconnection is not feasible.
- .3 The Contractor must comply with of all the requirements in the "Lock-out" paragraph in this section.
- .4 The Contractor shall notify the Departmental Representative in writing regarding any work that must be done on live equipment. The Contractor shall demonstrate to the Departmental Representative that de-energizing is not feasible, and supply all the information needed to complete and obtain a live-line work permit (method of work, assessment of arc flash level, flash protection boundary, protection equipment, etc.) before starting the work.
- .5 The live-line work permit must contain at least the following:
  - Description of the circuit and of the apparatus and location;
  - Justification of the need to carry out live-line work;
  - Description of the safe work practices to be employed;
  - Conclusions of the shock hazard analysis:
  - Determination of shock protection perimeter:
  - Conclusions of the arc flash hazard analysis:
  - Determination of arc flash hazard perimeter:
  - Description of personal protection equipment required;
  - Description of the ways to restrict access to unauthorized persons;
  - Proof that a briefing session has taken place;
  - Signature of approval for live-line work (by an authorized person or by the Owner).
- .6 If operational needs of the site occupants are such that the Contractor has to do live-line work, it shall obtain all information necessary to complete a live-line work permit (method of work, assessment of arc flash level, flash protection boundary, protection equipment, etc.) and have it signed by the site representative designated by the Departmental Representative before the start of the work.
- .7 In addition to the requirements indicated in the paragraphs above, the Contractor shall comply with the requirements of standard CSA Z462, *Workplace Electrical Safety Standard*.

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### .3 Fall risk prevention

- .1 The Contractor shall supply the equipment needed to work at heights (e.g. ladders, stepladders, elevating platforms, scaffolding).
- .2 All persons who use an elevating platform (scissor lift, or telescoping, articulated or rotating elevating platform. etc.) shall have received training to do so.
- .3 Workers shall wear a safety harness on all elevating, telescoping, articulated or rotating platforms.
- .4 A danger zone must be identified around any elevating platform.
- .5 Any opening in a platform or in a roof must be surrounded by a guardrail or blocked with a cover attached to the platform and strong enough to withstand the loads to which it will be subjected, regardless of the dimensions of this opening or the fall height it represents.
- .6 Anyone working less than two metres of a location from which a fall of three (3) or more metres could occur must use a safety harness, in accordance with regulatory requirements, unless there is a guardrail or other element to ensure an equivalent level of safety.
- .7 Notwithstanding regulatory requirements, the Departmental Representative may order the installation of guardrails or the use of safety harnesses for certain specific situations where there is a risk of a fall of less than three (3) metres.  
  
The Departmental Representative may also order the installation of a guardrail or the use of safety harnesses for certain temporary installations where there is a risk of a fall of less than three (3) metres.

### .4 Asbestos

Before starting work likely to generate asbestos dust, the Contractor shall:

- .1 Provide a written procedure covering all of the items listed in section 3.23 of the *Safety code for the construction industry S-2.1, r-4*.
- .2 Show that all workers concerned have been trained in asbestos hazards and the procedure described above (ASP Construction) (s. 3.23.7).
- .3 Show that it has in hand all the equipment needed to comply with the procedure and safely perform the work.

### .5 Special conditions for confined spaces

- .1 For each confined space to which the Contractor must have access, the Contractor shall include in its prevention program a written procedure identifying the following:
  - The tools needed to perform the work;
  - The equipment installed or to be installed in the confined space and the measures to be taken to install, use, maintain, protect or move the equipment;
  - Pipes and conduit entering the enclosed space.

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- Risks and the safety measures to be taken depending on the work to be performed;
  - Contaminants that may be found in the enclosed space.
  - Appropriate rescue measures and equipment and emergency measures.
- .2 The Contractor shall complete an access permit for any entry into a confined space. The Contractor shall submit a copy of its initially filled-out permit beforehand to the building representative; the latter may request that it be amended if content is not complete. The permit is valid for one shift and shall take into account the information contained in the evaluation report and the specific conditions related to the work to be performed.
- .3 The Contractor shall complete a hot work permit issued by the building representative where the work to be performed includes welding, cutting or any other activity that produces a flame or sparks.
- .4 All persons who have access to a confined space, including the custodian, shall hold the following training certificates:
- PSPC safety for work in confined spaces (ASP Construction or an equivalent course)
  - Occupational first aid and CPR (organization recognized by the CSST)
  - Use of ventilation devices (ASP Construction or equivalent course)
  - Use of safety harnesses (ASP Construction or equivalent course)
  - Use and maintenance of breathing apparatus (ASP Construction or equivalent course)
  - Gas detection devices (ASP Construction or equivalent course)
  - Where the use of air-supplied devices or stand-alone respirators is anticipated, full training in the preparation, maintenance and use of the devices (manufacturer, supplier or a recognized organization).
  - In remote areas where there is no local emergency response unit, the Contractor shall designate persons to carry out rescue operations in confined spaces. The rescuers designated by the Contractor shall complete relevant training in the use of rescue equipment.
- .5 Anyone who has to use a supplied air respirator must present a medical certificate which confirms their ability to use this sort of device. Such certificates are valid for two (2) years.
- .6 Employees required to work in sewer collection systems or other similar systems shall be immunized against infectious diseases in accordance with the immunization program prescribed by Health Canada, that is, diphtheria and tetanus; immunization against hepatitis B is an additional requirement where work is to be performed for the Correctional Service of Canada (CSC).
- .7 Vaccination against diphtheria and tetanus is strongly recommended for work in confined spaces.

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- .8 The Contractor shall establish an emergency and rescue procedure with municipal and ambulance services. The procedure, telephone numbers and location of the nearest telephone shall be clearly posted near the work location.
- .9 Before entering the confined space and continuously thereafter, the Contractor shall take readings of the concentration of oxygen, flammable gases and any toxic gases likely to be present, in particular carbon monoxide and hydrogen sulphide, and make sure that no one enters the confined spaces if the gas concentrations are not within regulatory limits. The readings must be recorded in the entry permit. The detection devices used must be calibrated and adjusted by a qualified person according to the manufacturer's instructions so that the alarms comply with the limits set out on the permit.
- .10 The Contractor shall supply its own gas detection devices and keep them in good condition. The Departmental Representative may have the Contractor's devices checked for accuracy by a qualified person at any time. If a detection device fails to comply, work must be stopped immediately, and all workers must exit the enclosed space. Where that occurs, no claim for lost time will be accepted.
- .11 If the alarm on a detection device sounds, all workers shall leave the confined space. The Contractor shall then determine the source of the contamination, neutralize it and ventilate the confined space in order to eliminate any remaining contaminant and shall keep individuals out of the confined space until the oxygen and gas levels have returned to normal.
- .12 Compressed gas cylinders and welding machines shall not be taken into confined spaces. Such equipment shall remain outside and shall not block any entrance or exit. All cylinders must be properly secured.
- .13 Electric tools and devices used to access confined spaces must be grounded and, if necessary, designed to be explosion-proof. All equipment must be connected to a ground fault interrupter or step-down transformer. The Contractor shall, at its own expense, have a qualified electrician modify any power outlets and/or breakers it plans to use that do not meet these criteria.
- .14 The Contractor shall provide a ventilation system to keep contaminant levels below the allowable limits.
- .15 The Contractor shall post signs to prevent unauthorized persons from entering an enclosed space.
- .16 Where it is impossible to keep the noise level below 85 dB, the Contractor shall supply all workers with ear protectors adapted to the desired level of noise reduction and the work to be performed.
- .17 The Contractor shall ensure that all workers wear the required personal protective equipment.
- .18 The Contractor shall assign a qualified person to assume the duties of custodian. This person shall:
  - Be familiar with the procedure for working in enclosed spaces.
  - Ensure constant communication with all workers in an enclosed space. The directives applied must be adapted to confined spaces. The Contractor shall select means of communication taking into account the identified hazards and

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- other pertinent factors, that is, the protective equipment workers are required to wear, noise levels in and near confined spaces, remoteness, lighting conditions, etc.;
- Be familiar with the gas detection devices and ensure that they are functioning properly throughout the work period.
  - Be familiar with the back-up ventilation systems and ensure that they are in working order throughout the work.
  - Be familiar with the emergency procedure.
  - Ensure that:
    - All workers who enter the enclosed space follow the Contractor's work procedure.
    - The working conditions and environment inside the enclosed space do not adversely affect the health and safety of the workers.
- .19 The custodian shall remain at the entrance to the confined space as long as there is a worker in the space.
- .20 The Contractor shall designate a person to be in charge of safety in confined spaces. This person shall be on site at all times.
- .21 The same person may serve as both custodian and confined spaces safety officer, provided that person is able to meet the requirements of both positions.

### .6 Hot work

- .1 Hot work means any work that involves the use of an open flame or which may produce heat or sparks, such as the following work: riveting, welding, cutting, grinding, milling, burning and heating, etc.
- .2 At the start of each work shift and for each sector, the Contractor shall obtain a "Hot work permit" issued by the Building Technical Authority.
- .3 A working handheld extinguisher appropriate to the fire hazard must be available and readily accessible within a 5-metre radius of any flame or source of sparks or intense heat.
- .4 The Contractor shall designate a person to continuously monitor fire risks for a minimum period of one hour after the end of any hot work. This person must sign the section of the permit designated for this purpose and give it to the Building Technical Authority at the end of that hour.

### .7 Welding and cutting

In addition to the conditions set out in the preceding paragraphs, the Contractor shall comply with the following requirements:

- Welding and cutting must be performed in accordance with the requirements set out in the *Safety Code for the construction industry*, S-2.1, r.4. and standard CSA W117.2, *Safety in Welding, Cutting and Allied Processes*.
- Pause any activity that produces gases, vapors or flammable or combustible dust if in proximity to welding or cutting work.

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- Store compressed gas cylinders on a flame-retardant surface and ensure that the room is well ventilated.
- Store oxygen cylinders at least 6 metres from flammable gas cylinders (e.g., acetylene) or combustible materials such as oil or grease unless they are separated by a partition made of non-combustible material as specified in section 3.13.4. of the *Safety Code for the Construction Industry*, S-2.1, r.4.
- Store cylinders far from sources of heat.
- Do not store cylinders near stairs, exits, corridors or elevators;
- To prevent the risk of an explosive reaction, do not allow acetylene to come into contact with such metals as silver, mercury, copper and brass alloys containing more than 65% copper.
- Make sure that the electric arc welding equipment has the required voltage rating and is grounded.
- Make sure that the lead wires of the electric welding equipment are not damaged;
- Place the welding equipment on a flat surface protected from the weather.
- Install flame-retardant sheet metal where welding is being done overhead or there is a risk of falling sparks.
- Remove or protect flammable or combustible materials located 15 metres or closer to the welding work.
- Never weld or cut on closed containers.
- Do not cut, weld or carry out open-flame work on a tank, pipe or other container that may contain a flammable or explosive substance or residue unless:
  - Air samples have been taken, indicating that the work can be done safely, or
  - Measures have been taken to ensure worker safety.

END OF SECTION

## **1 GENERAL**

.1 The Contractor shall provide the labour, materials, tools and equipment needed to perform the maintenance work described in this section on all of the equipment comprising the systems described in the various modules, including all components thereof and inspections as described in the checklists and logs. The Contractor shall follow the description of work and omit irrelevant items.

.2 The purpose of the Specifications is to ensure that the equipment is kept in excellent operating condition. The Specifications shall be considered a minimum standard under which the Contractor shall work and in no way represents the full extent of the Contractor's responsibilities and obligations.

.3 All work must be performed in accordance with the manufacturer's instructions, the latest editions of the National Building Code of Canada and the National Fire Code of Canada and any other applicable standards (NFPA, ULC, CSA, etc.)

.4 The Contractor shall coordinate the work among the specialties of the various modules so as to ensure that the components undergo maintenance at the same time at the intervals and according to the requirements set out in the standards and the manufacturers' instructions.

## **2 REPORTS**

.1 At the end of the periodic inspections and tests prescribed in each module, the Contractor shall submit to the Building Technical Authority a complete typed report including a list of equipment and certification that the equipment is functioning properly.

.2 Each report must be verified and countersigned by the Building Technical Authority or a person he/she designates.

END OF SECTION

## 1. GENERAL

- .1 All tests and inspections of the sprinkler systems shall conform to the latest editions of the *National Fire Code of Canada* and the NFPA-13 and 25.
- .2 The Contractor shall visually monitor the fire alarm system at all times while tests are being conducted. If a real fire is detected and indicated on the panel, the Contractor shall notify building security officials and/or call the fire department.
- .3 The Contractor shall not sound the bells when the building is occupied. Maintenance work, tests or inspections that could accidentally set off the bells while the building is occupied are prohibited unless authorized in writing by the Building Technical Authority.

## 2. PLANNING

- .1 Whenever maintenance is to be performed, the Contractor shall notify the Building Technical Authority, in the prescribed manner, that the fire protection systems have to be inspected, tested, checked, repaired or otherwise worked on (ref.: CNPI 6.1.1.3.1 and NFPA 25, s. 11-5)

## 3. INSPECTION LOG

- .1 The Contractor shall establish a log of all testing of the water sprinkler system and retain the log for consultation by the competent authority.  

These logs must be available for consultation during the time required between two inspections, maintenance operations or tests, but for no less than two (2) years. (ref: NFPA-10)
- .2 The date on which the inspection was conducted and the initials of the person conducting the inspection must be recorded in the log every month.

## 4. WEEKLY INSPECTIONS

- .1 Valves that have no locks and/or are not electrically monitored must be inspected at intervals not exceeding seven (7) days.
- .2 Valves that are locked in the open position must be inspected at intervals not exceeding one (1) month.
- .3 Weekly inspections will be done **by PSPC staff**, and are therefore not included in the Contractor's contract.

## 5. MONTHLY INSPECTIONS

- .1 Valves that are locked in the open position must be inspected at intervals not exceeding one (1) month.
- .2 Except where there is a risk of the test faucet freezing, tests must be conducted at intervals of not more than one (1) month on the flow sensors in the sprinkler systems using the test faucet beside the sprinkler valve.

## **6. BI-MONTHLY INSPECTIONS**

- .1 Transmitters and devices activated by water flow must be tested at intervals of not more than two (2) months.

## **7. SEMI-ANNUAL INSPECTIONS**

- .1 Control switches on faucets/valves, water tank gauges, water tank temperature monitors, building temperature monitors and other sprinkler system monitoring devices must be tested at intervals of not more than six (6) months.

## **8. ANNUAL INSPECTIONS**

- .1 Check the system water supply valves (including valves outside the building, such as PIVs) to ensure that they are fully open.
- .2 Check to ensure that the automatic water extinguisher control valves are open, accessible at all times and in proper working condition.

After manipulating a control valve, the Contractor shall conduct a drain faucet flow test to ensure that the control valve is in the fully open position.

- .3 Check the troughs housing the automatic sprinkler control valves to make sure they do not contain any water and are protected from freezing.

In unheated spaces, the Contractor shall ensure that the temperature is maintained above 4 °C.

- .4 Inspect the differential valve and its components. Inspect the seals, the alarms, the flow indicator, the reaction time, the supply, the drain faucet, the check valve, the water level, the air supply, the pressure gauge, etc. Check the warning signals on the central panel.
- .5 Check the air pressure and the water pressure to ensure that the required pressure is maintained in the system.
- .6 Check the automatic extinguisher alarms (electrical warning bells) using the system's test hose.
- .7 Check the control valve position switches to make sure they are working properly.
- .8 Check the alarm signals and any other signals from the building fire alarm system to ensure that they are transmitted properly.
- .9 Conduct a drain test using the 50-mm main drain hose to ensure that the main control valve and the water intake system are able to deliver the required rate of flow.

- .10 Activate the differential valves using the system's test pipes to ensure that they and the quick-opening devices are working properly.
- .11 If necessary, make sure the booster pump (water system) or the air compressor and automatic air pressure retention device (air system) are working properly.
- .12 For systems that use antifreeze, the Contractor shall check to make sure that the solution is sufficiently dense not to freeze if the temperature drops at least 8 °C below the minimum outdoor air temperature. Check the solutions and replace them if they are diluted. Record the action in the typed report.
- .13 Check the condition and operation of all components of the automatic extinguisher system, whether or not they are specifically described, and report any deficiencies or instances of non-compliance with the installation and inspection standards.
- .14 Check the fire department connections to ensure that the connection valves are working, are not obstructed and are protected by an appropriate threaded plug.
- .15 Weekly inspections will be done **by PSPC staff**, and are therefore not included in the Contractor's contract.

**9. EQUIPMENT LIST**

<b>Automatic Sprinkler Systems</b>		
<b>Quantity</b>	<b>Equipment</b>	<b>Details</b>
2	Viking System	Wet Pipe (North / South)
26	Flow Switches	Supervised
6	Main valves	Supervised
29	Valves	Supervised
6	Pressure switches	Supervised
1	Jockey Pump	Myers (0.5 HP)
+/- 6100	Sprinkler Heads	
Batch	-----	Various controls and valves

**PRE-ACTION AND/OR  
DELUGE SYSTEMS  
MODULE (FF)**

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**1. GENERAL**

- .1 All tests and inspections on pre-action and/or deluge systems must conform to the latest editions of the *National Fire Code of Canada* (NFCC), NFPA-13 and 25, and the manufacturer's requirements and recommendations.
- .2 The Contractor shall visually monitor the fire alarm system at all times while tests are being conducted. If a real fire is detected and indicated on the panel, the Contractor shall notify building security officials and/or call the fire department.
- .3 The Contractor shall not sound the bells when the building is occupied. Maintenance work, tests or inspections that could accidentally set off the bells while the building is occupied are prohibited unless authorized in writing by the Building Technical Authority.
- .4 Inspections and checks of pre-action and/or deluge systems shall be executed at the same time as the inspections of the fire alarm systems are carried out. The Contractor bears full responsibility for coordinating such checks and inspections.
- .5 A label or card bearing the names of the person and the organization that carried out the inspection must be attached to every valve in the wet and dry systems.

**2. PLANNING**

- .1 Whenever maintenance is to be performed, the Contractor shall notify the Building Technical Authority, in the prescribed manner, that the fire protection systems have to be inspected, tested, checked, repaired or otherwise worked on (ref.: CNPI 6.1.1.3.1 and NFPA 25 sect. 11-5)

**3. INSPECTION LOG**

- .1 The Contractor shall establish a log of all the tests carried out on the pre-action and/or deluge systems and conserve them for consultation by the competent authority. These logs must be available for consultation during the time required between two inspections, maintenance operations or tests, but for no less than two years. (ref: NFPA-10)
- .2 The log must indicate the date and time of the trip test and the names of the person and firm conducting the test. The initial air and water pressure, the trip pressure and the operating conditions of the dry and wet systems shall also be recorded for comparison with previous or subsequent inspections. The log must also indicate the trip time in full-flow tests.

**4. DAILY CHECKS  
(WINTER ONLY)**

- .1 Inspect the heating equipment used to maintain the temperature in rooms or boxes in which pre-action valves and dry system valves are located to ensure that the temperature is kept at no less than 4 °C, with the exception of boxes equipped with low temperature alarms, which must be inspected monthly.

**PRE-ACTION AND/OR  
DELUGE SYSTEMS  
MODULE (FF)**

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.2 Weekly inspections will be done **by PSPC staff**, and are therefore not included in the Contractor's contract.

**5. WEEKLY CHECKS**

- .1 Open the door of the cabinet. Turn the alarm line test valve to the "TEST" position. The electric and hydraulic bells will sound. The red water flow and common alarm lights will be illuminated.
- .2 Turn the alarm line test valve to the "ALARM" position. The water motor gong must be deactivated. Close the door of the box.
- .3 Open the door of the electric compartment. Press and hold down on the reset switch. The electric bell must be deactivated. The audible fault signal must sound. All the panel lights must illuminate to verify that they are functioning correctly. Release the reset button. Close the door of the electric compartment.
- .4 Check the FireFlex system under normal conditions.

**6. MONTHLY INSPECTIONS**

- .1 Conduct the weekly test.
- .2 Record the static water pressure on the pressure gauge.
- .3 Open the door of the cabinet. Fully open the drain test valve. When maximum flow is observed, record the residual water pressure (flow) of the pressure gauge during the flow.
- .4 Fully open the drain test valve. Close the door of the box.
- .5 Compare the residual pressure obtained in step 3 and compare it to previous tests. A significant drop in residual pressure in comparison with previous tests may indicate that a valve is partially closed or that there is an obstruction in the water supply conduit. If such is the case, take the necessary steps to correct the situation.

**7. SEMI-ANNUAL INSPECTIONS**

- .1 Once the low air pressure alarm has been installed, check and test it according to the manufacturer's recommendations.
- .2 Check the dry system valves by tripping the system with the control valve fully open and the quick-open valve, where one has been installed, in operation. This step must also be done whenever a change is made to the system.
- .3 Check the quick-open valves.

**PRE-ACTION AND/OR  
DELUGE SYSTEMS  
MODULE (FF)**

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- .4 Once the low air pressure alarm has been installed, check it according to the manufacturer's recommendations.
- .5 Check the intake water level.

**8. ANNUAL INSPECTIONS**

- .1 During the annual trip test, inspect the inside of the pre-action valves, the dry system valves and the condition of the sensors.
- .2 Check the pre-action valves at full flow to make sure they trip. Make sure that any equipment that could be damaged during these tests is properly protected. These tests must be done during the summer according to the manufacturer's recommendations.
- .3 Check the spray pattern from the sprinklers to ensure that the sprinklers are not plugged and are in the proper position. Clean any plugged sprinklers and sprinkler pipes, then test the system again.
- .4 Take pressure readings at the sprinkler farthest along the water line to ensure that the pipes are not blocked or none of the valves is partly closed. These readings must be compared with the original design pressures.
- .5 Test the maximum number of systems that must operate at the same time in the event of a fire to ensure that the water supply is adequate.
- .6 Check any devices that have to be activated manually.
- .7 When the full-flow test is complete, turn the system back on according to the manufacturer's directions.
- .8 No grease or other lubricant must be applied to the surface of the pre-action valve seats or the dry system valves.
- .9 At the start of the heating season, check the low temperature alarm in the valve housing if one has been installed.
- .10 If automatic air pressure sensors have been installed, check them in accordance with the manufacturer's recommendations at the same time the trip test of the pre-action system and/or the dry system valves is carried out.
- .11 Locate and repair any leaks in the system that are big enough to produce dripping that could trigger an alarm or cause electrical components to malfunction.
- .12 During the annual trip test, clean the interior parts of the pre-action and dry system valves thoroughly and repair or replace parts as needed.

**PRE-ACTION AND/OR  
DELUGE SYSTEMS  
MODULE (FF)**

- .13 After each operation and before each winter, drain the lowest points of the air and water lines in the pre-action systems.
- .14 Repair any dry system air leaks resulting in pressure losses of more than 10 psi per week.
- .15 Trip test each dry system valve.

**9. EQUIPMENT LIST**

**1) D.R.H.C. H.R.D.C. (4th floor / Computer rooms)**

#	Quantity	GRINNELL
1	1	Pre-Action System
2	1	GEM Deluge valve (Model F-470 / 6")
3	1	Check Valve (Model F-5201 / 6")
4	1	Flow switch (Supervised)
5	1	Valve (Supervised)
6	2	Pressure switches (Supervised)
7	1	Compressor (0.75 Hp)
8	1	Solenoid
9	Batch	Various controls and valves

**2) SOLICITOR GENERAL (6th floor / 6.225 - 6.334)**

#	Quantity	VIKING
1	2	Total PAC2 Cabinet
2	2	Deluge valve (Model E-1 / 3")
3	2	Check Valve (Model F-1 / 3" EZR)
4	2	Flow switches (Supervised)
5	4	Valves (Supervised)
6	2	Pressure switches (Supervised)
7	2	Solenoid
8	Batch	Various controls and valves

**FM-200**  
**EXTINGUISHING**  
**SYSTEMS (FM)**  
**MODULE**

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## **1. GENERAL**

- .1 All tests and inspections of the FM-200 extinguishing systems must conform to the latest editions of the *National Fire Code of Canada* (NFCC) and NFPA-2001.
- .2 All handling, installations, inspections and audits of the FM- 200 extinguishing systems must be carried out by trained and qualified staff in accordance with the requirements of the latest NFPA 2001 standard.
- .3 The Contractor shall visually monitor the fire alarm system at all times while tests are being conducted. If a real fire is detected and indicated on the panel, the Contractor shall notify building security officials and/or call the fire department.
- .4 The Contractor shall not sound the bells when the building is occupied. Maintenance work, tests or inspections that could accidentally set off the bells while the building is occupied are prohibited unless authorized in writing by the Building Technical Authority.
- .5 Before testing and checking the FM-200 extinguishing systems, the Contractor shall:
  1. Ensure that there are no ambient or operating conditions, such as a short-circuit or grounding of components, that could cause a malfunction or an accidental discharge of the system's extinguishing agent.
  2. Ensure that the system protection is disarmed by powering off all the AC or CC current from the control unit.
  3. Wait at least 40 seconds after disarming the system to allow the capacitor to discharge itself.
  4. Ensure that the exterior wiring or the system components are checked only with a ballistic galvanometer with an output current of no more than 50 mA.
  5. Ensure that the safety cap protecting the discharge valve is securely in place before handling or moving a cylinder.
  6. Ensure that cylinders are handled carefully in order to prevent damage to the gauge and other attached accessories.
  7. Ensure that the ambient temperature is not above 54 °C.
6. If the inspection reveals traces of rust on one of the system's surfaces, immediately clean and repaint the surface. Then conduct a pressure test as described below and an inspection as described in 5.1 to 5.7 above.

## **2. PLANNING**

- .1 Whenever maintenance is to be performed, the Contractor shall notify the Building Technical Authority, in the prescribed manner, that the fire protection systems have to be inspected, tested, checked, repaired or otherwise worked on (ref.: CNPI 6.1.1.3.1 and NFPA 25, s. 11-5)

**FM-200**  
**EXTINGUISHING**  
**SYSTEMS (FM)**  
**MODULE**

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**3. INSPECTION LOG**

- .1 The Contractor shall establish a log of all testing of the FM 200 systems and retain the log for consultation by the competent authority. These logs must be available for consultation during the time required between two inspections, maintenance operations or tests, but for no less than two years. (ref: NFPA-10)

The log must indicate the date and time of the trip test and the names of the person and firm conducting the test. The pressure, trip pressure, operating conditions of the system valves must be recorded for comparison with previous or subsequent inspections. The log must also indicate the trip time in full-flow tests.

**4. DAILY CHECKS**

- .1 Check the cylinder's pressure gauge to ensure proper operating pressure.
- .2 Check the pressure gauge of the cylinder's nitrogen regulator to ensure proper operating pressure.
- .3 Weekly inspections will be done **by PSPC staff**, and are therefore not included in the Contractor's contract.

**5. MONTHLY INSPECTIONS**

- .1 Conduct a general inspection of the cylinders and other equipment to detect any damage or missing pieces.
- .2 Ensure that access to high-risk areas, manual stations, sprinklers and cylinders is not obstructed and that nothing is blocking the proper functioning of the equipment and distribution of the inhibitory gas.
- .3 Inspect the pressurized operating control heads of the cylinders to ensure that there is no physical damage, deterioration, corrosion, deformity, cracks, dirt or poorly fixed attachments. Tighten any poorly fixed attachments. Replace the damaged caps. Replace the pressurized operating control head if it is damaged. Clean the cylinder's pressurized operating control head.
- .4 Inspect the electric control head of the cylinders to ensure that there is no damage, corrosion or dirt. Check the damage and wear of the control head's flexible electrical cable. Check the control head attachment and tighten it if required. Check that the indicator is in the "SET" position, that the removable pin is firmly installed on the manual operating lever and that the seal on the cable is intact. Replace the electric control head if damaged. Clean the cylinder's electric control head.

**FM-200**  
**EXTINGUISHING**  
**SYSTEMS (FM)**  
**MODULE**

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- .5 Inspect the cylinders and the valve assembly to ensure that there are no leaks or physical damage such as cracks, gashes, deformity, or worn-out parts. Check the burst disk and the pressure gauge to detect any damage and replace them if need be. If the pressure gauge indicates abnormal pressure, remove and recharge the cylinder according to the manufacturer's instructions. Replace all damaged components. Clean the cylinder and its components.
- .6 Inspect the clamps, ties and other fastening accessories of the system and ensure that they are appropriately tight and that no component is damaged, broken, corroded, or covered in oil, grease or grime. Clean thoroughly as needed. Retighten all poorly fastened components and replace those that are damaged.
- .7 Inspect the inhibitory gas activator line (if required) to ensure that the support clamps are properly fixed, that there is no physical damage or poorly fixed accessories or deformity, cracks or cuts. Clean thoroughly as needed. Retighten all poorly fastened components and replace those that are damaged.
- .8 Inspect the sprinklers to ensure that they are not bent or clogged with dirt. Clean the clogged sprinklers and their piping and test the system again afterwards.
- .9 Inspect the manual stations and ensure that they are not damaged and that there are no cracks, broken or cracked panes, dirt or deformity. Clean thoroughly as needed. Replace the damaged panes and/or manual stations.
- .10 Inspect the pressure switches and ensure that they are not damaged and that there are no cracks, dirt or other damage. Clean thoroughly as needed. Replace damaged switches.
- .11 Weigh the cylinders according to the manufacturer's instructions. Remove and replace the cylinders carefully. Record the weight and weigh-date on a card to be attached to the cylinder for inspection. If the net weight of the extinguishing agent is less than 95% of the original net weight, replace the cylinder with a new, fully charged cylinder.
- .12 If the cylinder is equipped with a flexible band indicating the level of inhibitory gas, the weighing procedure may be done without moving the cylinders; however, the Contractor shall follow all the steps recommended by the systems manufacturer.

**6. SEMI-ANNUAL INSPECTIONS**

1. The electric control heads in the systems must be checked every six (6) months to ensure that they are functioning properly.
2. Remove all the electric control heads serving the high-risk area before doing the check to avoid accidentally discharging the extinguishing agent. Let the electric control heads of the connections of the flexible electrical conduit hang freely. Leave all the operating pressure control heads and the indicator's activating air hoses attached to the cylinders.

**FM-200**  
**EXTINGUISHING**  
**SYSTEMS (FM)**  
**MODULE**

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3. Operate the systems electrically from the control panel or by tripping a manual electrical station.
4. Ensure that all the electric control heads were tested, that the indicator of each electric control head is in the "release" position, or in the case of a (P/N 486500-01) control head, that the activation pin is moved to the full trip position. If no control heads functioned, check the electrical circuit continuity for that particular head system and repeat the test. Replace the damaged heads. Repeat the test each time that a control head is replaced.
5. Follow the instructions on the tag attached to the electric control head. Replace all the damaged heads that failed to reinitialize before connecting them to the cylinders. The control heads must be reinitialized manually before they are connected to the cylinder valves. Re-attach all the electric control heads on the threaded connection of the cylinder valve or on the pressurized operating control head. Tighten the nut securely. Ensure that each electric control head is in the "SET" position before connecting them to the cylinders in order to avoid accidentally discharging the extinguishing agent.

**4. BI-ANNUAL INSPECTIONS**

1. Purge the system according to the manufacturer's recommendations.
2. Remove all the piping system sprinklers in order to allow foreign matter to be blown out of the system.
3. Remove all of the cylinders' pressurized control heads.
4. Do not disconnect the flexible hose from the pressurized control head during the purge as this could cause the system to accidentally discharge, causing severe damage to equipment and people.
5. Open the distribution valves and leave them open for as long as a thorough cleaning takes.
6. Using air or nitrogen, blow into all the piping to ensure that it is not obstructed. Do not use water or oxygen to purge the system.
7. Reconnect all the control heads.

**5. FIVE-YEAR INSPECTIONS**

1. Inspect and conduct a hydrostatic pressure test of the cylinders according to the manufacturer's recommendations.
2. Inspect and conduct a hydrostatic pressure test on the flexible hose.

**FM-200**  
**EXTINGUISHING**  
**SYSTEMS (FM)**  
**MODULE**

3. Carry out a complete visual check of the cylinder is continuous operation that has never been discharged. If the visual check reveals damage or corrosion, the cylinder must be emptied, re-tested and re-stamped as per the NFPA 2001 standard.
4. Verify that no more than five years have passed since the date of the last test stamped on the cylinders before the cylinders are recharged and transported.

**9. TWELVE-YEAR INSPECTIONS**

1. Carry out a hydrostatic pressure test of the cylinders according to the manufacturer's recommendations.
2. The Contractor shall provide a unit price including pieces and labour for 12-year inspections.

**10. EQUIPMENT LIST**

<b>#</b>	<b>Quantity</b>	<b>Description</b>
1	1	Gaz Novec system
2	1	Solenoid
3	1	Cylinder

RECEIVED

MAR 17 2016



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat

EFA86-162822

Security Classification / Classification de sécurité UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL) / LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

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		Élén Immobiliers
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 Vérification et entretien des systèmes de protection incendie au 715 Peel					
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
5. 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 <i>C.P.</i>
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 <i>C.P.</i>
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"/> <i>MM</i>		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"/> <i>MM</i>		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"/>	
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"/> <i>MM</i>	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?  No  Yes

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

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

Special comments:  
Commentaires spéciaux :

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

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

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

**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

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

**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

**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

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



**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	COMSEC TOP SECRET / COMSEC 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 indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



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Security Classification / Classification de sécurité UNCLASSIFIED

PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
<b>13. Organization Project Authority / Chargé de projet de l'organisme</b>			
Name (print) - Nom (en lettres moulées) Paré, Céline		Title - Titre Agent des Immeubles et des Installations	Signature <i>Céline Paré</i>
Telephone No. - N° de téléphone 514-283-5095	Facsimile No. - N° de télécopieur 514-283-4477	E-mail address - Adresse courriel celine.pare@tpsgc-pwgsc.gc.ca	Date 2016/03/17
<b>14. Organization Security Authority / Responsable de la sécurité de l'organisme</b>			
Name (print) - Nom (en lettres moulées) Melinte, Blanca		Title - Titre SO ASU 41	Signature <i>Blanca Melinte</i>
Telephone No. - N° de téléphone 514-496-3372	Facsimile No. - N° de télécopieur 514-496-3372	E-mail address - Adresse courriel blanca.melinte@tpsgc-pwgsc.gc.ca	Date 2016-03-17
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
<b>16. Procurement Officer / Agent d'approvisionnement</b>			
Name (print) - Nom (en lettres moulées) JOEL LUSSIER		Title - Titre SPECIALISTE APPROVISION.	Signature <i>Joel Lussier</i>
Telephone No. - N° de téléphone 514-496-3862	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date 2016-07-11
<b>17. Contracting Security Authority / Autorité contractante en matière de sécurité</b>			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature <i>Maria Mendoza</i>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date April 5, 2016

Maria Mendoza  
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