



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

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

**1550 D'Estimauville Avenue  
1550, Avenue d'Estimauville  
Québec  
Québec  
G1J 0C7**

**FAX pour soumissions: (418) 648-2209**

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

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

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

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

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

**Comments - Commentaires**

**Vendor/Firm Name and Address**

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

**Issuing Office - Bureau de distribution**

TPSGC/PWGSC  
BFC Bagotville, CP 380  
CFB Bagotville, PO Box 380  
Bâtiment 62, local 112  
Building 62, Room 112  
Alouette  
Québec  
G0V1A0

<b>Title - Sujet</b> In. and Out. Pools Maintenance	
<b>Solicitation No. - N° de l'invitation</b> W0106-16V130/A	<b>Date</b> 2016-10-06
<b>Client Reference No. - N° de référence du client</b> W0106-16V130	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$BAL-001-16886	
<b>File No. - N° de dossier</b> BAP-6-39198 (001)	<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 2016-11-16</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Heure Normale du l'Est HNE
<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> Tremblay, Marial	<b>Buyer Id - Id de l'acheteur</b> bal001
<b>Telephone No. - N° de téléphone</b> (418) 677-4000 (4159)	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  Piscines extérieures et intérieures Centre des Sports de la Base de Valcartier Groupe de soutien de la 2e Division du Canada Courcellette (Québec) G0A 4Z0	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

## INDOOR AND OUTDOOR POOLS MAINTENANCE

### PSP SPORTS CENTRE VALCARTIER GARRISON

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## PART 1 - GENERAL INFORMATION

### 1.1 Security Requirements

1. Before award of a contract, the following conditions must be met:
  - a. the Bidder must hold a valid organization security clearance as indicated in Part 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) 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.

### 1.4 Trade Agreements

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

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## **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.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

- Delete: ~~60~~ days

- Insert: 120 days

### **2.2 Submission of Bids**

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

Your proposal can be transmitted by fax to # 418-648-2209 or by mail to the following address:

Bid Receiving Unit  
Public Works and Government Services Canada (PWGSC)  
1550 D'Estimauville Avenue  
Quebec City, Quebec, Canada, G1J 0C7

## 2.3 Former Public Servant

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

### Definitions

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

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

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

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

### Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes ( ) No ( )**

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

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

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

#### Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes ( ) No ( )**

If so, the Bidder must provide the following information:

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

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



## 2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as 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, Canada.

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

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

### **3.1 Bid Preparation Instructions**

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

Section I:      Technical Bid ( 1 hard copy )

Section II:     Financial Bid ( 1 hard copy )

Section III:    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>). 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. The total amount of Applicable Taxes must be shown separately.

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### **3.1.1 Exchange Rate Fluctuation**

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

### **Section III: Certifications**

Bidders must submit the certifications and additional information required under Part 5.

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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**

Bids must comply with the requirements of the bid solicitation.

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

## PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

### 5.1 Certifications Required with the Bid

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

#### 5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

### 5.2 Certifications Precedent to Contract Award and Additional Information

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

#### 5.2.1 Integrity Provisions – Required Documentation

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

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### **5.2.2 Federal Contractors Program for Employment Equity - Bid Certification**

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the Employment and Social Development Canada (ESDC) - Labour's website ([http://www.esdc.gc.ca/en/jobs/workplace/human\\_rights/employment\\_equity/federal\\_contractor\\_program.page?&\\_ga=1.229006812.1158694905.1413548969](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.

## PART 6 - RESULTING CONTRACT CLAUSES

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

Notice: Numbering will be revised at contract award.

### 6.1 Security Requirement for Canadian Supplier

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

### 6.2 Statement of Work

The Contractor must perform the work, in accordance with the Requirement 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>) 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 December 1, 2016 to November 30, 2019 inclusive.

## 6.5 Authorities

### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Marial Tremblay  
Title: Supply specialist  
Telephone: 418-677-4000, ext.: 4159  
E-mail address: [Marial.Tremblay@pwgsc.gc.ca](mailto:Marial.Tremblay@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 DND Representative

The Technical Authority for the Contract is:

(to be completed at contract award by PWGSC)

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Telephone No.: \_\_\_\_\_  
Facsimile No.: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

The DND Representative 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 DND Representative, however the DND Representative 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 Representatives

Name and telephone number of the person responsible for :

(a) Contract Manager:

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Telephone No.: \_\_\_\_\_  
 Facsimile No.: \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_

(b) Service Follow up:

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Telephone No.: \_\_\_\_\_  
 Facsimile No.: \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_

## 6.6 Payment

### 6.6.1 Basis of Payment - Firm Monthly Prices

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid the firm monthly prices, as specified in Annex B for a cost of \$\_\_\_\_\_ (to be completed at contract award by PWGSC). Customs duties are included, and Applicable Taxes are extra.

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

### 6.6.2 SACC Manual Clauses

Number	Date	Title
A9117C	2007-11-30	T1204 - Direct Request by Customer Department
C2000C	2007-11-30	Taxes - Foreign-based Contractor
H1008C	2008-05-12	Monthly Payments

## 6.7 Invoicing Instructions

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

2. Invoices must be distributed as follows:

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

## 6.8 Certifications and Additional Information

### 6.8.1 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.

## 6.9 Applicable Laws

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

## 6.10 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010C (2016-04-04), General Conditions - Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List (SRCL); and
- (f) the Contractor's bid dated \_\_\_\_\_ (to be completed at contract award by PWGSC).

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#### 6.11 SACC Manual Clauses

Number	Date	Title
A9006C	2012-07-16	Defence Contract
A9062C	2011-05-16	Canadian Forces Site Regulations
C0711C	2008-05-12	Time Verification
D3015C	2014-09-25	Dangerous Goods / Hazardous Products - Labelling and Packaging Compliance
G1005C	2016-01-28	Insurance - No Specific Requirement

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Buyer ID - Id de l'acheteur

bal001

CCC No./N° CCC - FMS No./N° VME

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## **ANNEX A - STATEMENT OF WORK**

### **A.1 Annex A**

Annex A must be inserted at this point and form part of this document.

**ANNEX B - BASIS OF PAYMENT****B.1 Pricing**

- (a) Before submitting your prices, please refer to clause **6.6 Payment** where it is mentioned, inter alia, that applicable taxes are not included in the prices.
- (b) Please also refer to **Annex A - Statement of Work** to see the details and estimated number of time of the work.
- (c) Please complete the last two columns of the following table with firm monthly prices per year for maintaining the indoor and outdoor pools, the wading pools and the spiral slide of the Valcartier Garrison Sports Centre :

Year 1 : Period from 2016-12-01 to 2017-11-30						
	Location of Work and Facilities Description		Quantity	Unit	Firm Monthly Price	Total Price per Year
1	Building VC-516 - Indoor Facilities Pool, Wading Pool, and Spiral Slide		12	month	\$	\$
2	Édifice VC-173 - Outdoor Facilities Pool and Wading Pool		3	month	\$	\$
Year 2 : Period from 2017-12-01 to 2018-11-30						
	Location of Work and Facilities Description		Quantity	Unit	Firm Monthly Price	Total Price per Year
1	Building VC-516 - Indoor Facilities Pool, Wading Pool, and Spiral Slide		12	month	\$	\$
2	Édifice VC-173 - Outdoor Facilities Pool and Wading Pool		3	month	\$	\$
Year 3 : Period from 2018-12-01 to 2019-11-30						
	Location of Work and Facilities Description		Quantity	Unit	Firm Monthly Price	Total Price per Year
1	Building VC-516 - Indoor Facilities Pool, Wading Pool, and Spiral Slide		12	month	\$	\$
2	Édifice VC-173 - Outdoor Facilities Pool and Wading Pool		3	month	\$	\$
Total Value of the Contract on 3 years:						\$

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

W0106-16V130/A

bal001

Client Ref. No. - N° de réf. du client

File No. - N° du dossier

CCC No./N° CCC - FMS No./N° VME

W0106-16V130

BAP-6-39198

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

### **C.1 Annex C**

Annex C must be inserted at this point and form part of this document.

## ANNEX D - PRESENTATION OF YOUR BID

### D.1 Check List

Below is a checklist of the contents of your bid. This list is not an exhaustive list; it remains the Bidder's responsibility to prepare its bid in accordance with the instructions contained in the Request For Proposal (RFP) and provide a comprehensible and sufficiently detailed bid, including all requested pricing details that will permit a complete evaluation in accordance with the criteria set out in the RFP.

Pagination of <u>Document 1 of 2</u> (document of only one page)	
Page 1 of 1 ↓	Bidders should include with their bid, <b>the first sheet</b> of this RFP properly completed and signed. Refer to 2003 Standard Instructions mentioned in clause <b>2.1 Standard Instructions, Clauses and Conditions</b> .
Pagination of <u>Document 2 of 2</u> (document of 22 pages)	
Page 5 ↓	Bidders must submit their bid only to the address indicated in clause <b>2.2 Submission of Bids</b> .
Pages 6 and 7	Bidders should submit with their bid, clause <b>2.3 Former Public Servant</b> properly completed.
Page 12	<u>Applicable only if an offence has been committed</u> Bidders must provide with their bid the required documentation as indicated Clause <b>5.1.1 Integrity Provisions - Declaration of Convicted Offences</b> .
Page 12	Bidders must provide with their bid or promptly thereafter a <b>list of names</b> as indicated in clause <b>5.2.1 Integrity Provisions - Required Documentation</b> . ➤ Please refer to section " <b>17. Information to be provided when bidding, contracting or entering into a real property agreement</b> " of the following Web site: <a href="http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html">http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html</a>
Page 16	Bidders should submit with their bid, clause <b>6.5.3 Contractor's Representatives</b> properly completed.
Page 20	Bidders must include with their bid, <b>Annex B - Basis of Payment</b> duly completed.

**Annex A – Statement of Work  
W0106-16V130**

**Indoor and Outdoor Pool Maintenance  
PSP Sports Centre  
Valcartier Garrison**

**PURPOSE**

SW-1 The purpose of this document is to set out the general and specific requirements for maintaining the indoor and outdoor pools of the Valcartier Garrison Sports Centre, on behalf of the Assistant Manager, PSP, Department of National Defence (DND).

**LOCATION OF WORK**

SW-2 The work covered by this document will be carried out on Department of National Defence (DND) property, at the following locations:

- Building VC-516, Valcartier Garrison, Quebec
- Building VC-173, Valcartier Garrison, Quebec

SW-3 The facilities included under the terms of this contract for indoor pool maintenance are:

- a. Open indoor pool (main pool), Building 516: 25 metres long by 13 metres wide, rectangular, 325 m<sup>2</sup>
- b. Wading pool, non-standard shape, 85 m<sup>2</sup>
- c. Spiral slide, 5 metres high by 27.4 metres long, with stairs 1 metre wide by 7.6 m long

SW-4 The facilities included under the terms of this contract for outdoor pool maintenance are:

- a. Outdoor pool (main pool), Building 173: 25 metres long by 10 metres wide, rectangular, 250 m<sup>2</sup>
- b. Outdoor wading pool, Building 173: 12 metres long by 11 metres wide, round

**DESCRIPTION OF WORK**

General

SW-5 The contractor shall be responsible for supplying all labour needed to fully and satisfactorily complete the work described herein in accordance with the established schedule for the duration of the contract. DND shall supply all maintenance products required to maintain the main pool and the wading pool.

SW-6 The work covered by this document consists primarily of the following:

INDOOR POOL (main pool)

- Cleaning the tile walls and bottom of the main pool and the wading pool, as well as the skimmers, poles and ladders
- Vacuuming the main pool and the wading pool
- Cleaning and polishing the slide
- Cleaning the 49×3 chrome fence separating the wading pool from the main pool, the 36×3 chrome fence in the shallow end, the Miradors (lifeguard's seats), the 4 chrome flagpoles, the 2 chrome starting poles, and the 6 lexans (30" × 8') installed on the 49×3 fence separating the wading pool from the main pool
- Clean the chair lift

OUTDOOR POOL (main pool) and OUTDOOR WADING POOL

- Cleaning the concrete walls and bottom of the two pools, the skimmers, the poles, and the ladders; and polishing the slide
- Vacuuming both pools



**Annex A – Statement of Work  
W0106-16V130**

**Indoor and Outdoor Pool Maintenance  
PSP Sports Centre  
Valcartier Garrison**

**Qualifications**

SW-7 The contractor shall provide qualified, competent personnel who satisfy the contract requirements and local ordinances. Upon request by the DND representative, the contractor shall provide the names and contact information of the personnel assigned to perform the work. Furthermore, the contractor's personnel must be registered on the list of individuals authorized to sign out keys for buildings VC-516 and VC-173, and will receive from the facilities coordinator a set of keys that give access to each site.

**Equipment and products**

SW-8 The DND representative undertakes to provide the contractor with the following: life jacket, long-handled brush, vacuum brush, robot pool cleaner and replacement bag, maintenance product for cleaning ring marks on the walls, product for cleaning stainless steel, and Turtle Wax for the slide and polisher.

SW-9 DND shall provide the contractor with all products necessary for maintaining the main pool, the wading pool and the slide.

**Kick-off meeting and familiarization session**

SW-10 As needed, a kick-off meeting shall be held as soon as possible following the awarding of the service contract. The DND representative will contact the contractor to set the date and location of the meeting.

SW-11 As needed, a two-hour (2-hour) familiarization session on DND facilities and equipment for buildings 516 and 173 shall be given to the contractor's personnel by the DND representative. All personnel likely to perform the work shall be expected to attend.

**Availability and time frames**

SW-12 The facilities covered under this contract are used between 0700 and 2200 daily.

SW-13 A four-hour (4-hour) waiting period is required between the end of the use of the facilities and the start of the maintenance work.

SW-14 The maintenance work covered under this contract shall be carried out from Monday to Sunday, in accordance with the maintenance schedule below:

**Annex A – Statement of Work  
W0106-16V130**

**Indoor and Outdoor Pool Maintenance  
PSP Sports Centre  
Valcartier Garrison**

**INDOOR POOL BUILDING 516**

**From 01 December 2016 to 30 November 2019**

- The time/duration of the work **is provided for reference purposes only**. The contractor shall ensure that the main pool, the wading pool and the slide are cleaned:
  - Monday to Friday: starting at 0200 and completed before 0600
  - Saturday and Sunday: starting at 0600 and completed before 0800

DAY	TASKS	APPROX. DURATION (hours / week)	APPROX. DURATION (hours / 2 weeks)
MONDAY	Remove the robot from the pool + change bag	15 min	
	Clean and scrub the tile walls of the wading pool		30 min
	Clean the chairlift		10 min
	Vacuum the main pool	60 min	
	Vacuum the wading pool	30 min	
	Clean and scrub the starting blocks (5)	30 min	
	Empty and clean the 13 skimmers of both pools	30 min	
	Clean and polish the slide		2 h
	<b>Total</b>	<b>2 h 45 min</b>	<b>2 h 40 min</b>
TUESDAY	Remove the robot from the pool + change bag	15 min	
	Clean and scrub the tile walls and floor of the wading pool		60 min
	Clean the 49×3 chrome fence separating the wading pool from the main pool and the 36×3 chrome fence in the shallow end		60 min
	Clean the 6 lexans (30" × 8') installed on the 49×3 fence separating the wading pool from the main pool	45 min	
	Vacuum the main pool	60 min	
	Vacuum the wading pool	30 min	
	Empty and clean the 13 skimmers of both pools	30 min	
	Remove and clean the ladders (2) in the shallow end of the main pool, and apply a protective coating	60 min	
	<b>Total</b>	<b>4 h</b>	<b>2 h</b>
WEDNESDAY	Remove the robot from the pool + change the bag	15 min	
	Clean and scrub the tile walls of the main pool		90 min
	Clean the Miradors (lifeguard's seat), the 4 chrome flagpoles, and the 2 chrome starting poles		45 min
	Vacuum the main pool	60 min	
	Vacuum the wading pool	30 min	
	Empty and clean the 13 skimmers of both pools	30 min	
	Clean and scrub the starting blocks (5)	30 min	
	Remove and clean the ladders (2) in the shallow end of the main pool, and apply a protective coating	60 min	
	<b>Total</b>	<b>3 h 45 min</b>	<b>2 h 15 min</b>

**Annex A – Statement of Work  
W0106-16V130**

**Indoor and Outdoor Pool Maintenance  
PSP Sports Centre  
Valcartier Garrison**

<b>DAY</b>	<b>TASKS</b>	<b>APPROX. DURATION (hours / week)</b>	<b>APPROX. DURATION (hours / 2 weeks)</b>
THURSDAY	Remove the robot from the pool + change the bag	15 min	
	Clean and scrub the tile floor of the main pool		90 min
	Clean the 49×3 chrome fence separating the wading pool from the main pool and the 36×3 chrome fence in the shallow end	45 min	
	Vacuum the main pool	60 min	
	Vacuum the wading pool	30 min	
	Empty and clean the 13 skimmers of both pools	30 min	
	Remove and clean the ladders (2) in the wading pool, and apply a protective coating	60 min	
	Clean and/or remove ring marks on the tile of the main pool		90 min
	<b>Total</b>	<b>4 h</b>	<b>3 h</b>
FRIDAY	Remove the robot from the pool and change bag	15 min	
	Vacuum the main pool	60 min	
	Clean and scrub the starting blocks (5)	30 min	
	Vacuum the wading pool	30 min	
	Empty and clean the 13 skimmers of both pools	30 min	
	Clean ring marks on the tile of the wading pool		60 min
	<b>Total</b>	<b>2 h 45 min</b>	<b>1 h</b>
SATURDAY	Remove the robot from the pool and change bag	15 min	
	Vacuum the main pool	60 min	
	Vacuum the wading pool	30 min	
	Empty and clean the 10 skimmers of the main pool	30 min	
	<b>Total</b>	<b>2 h 15 min</b>	
SUNDAY	Remove the robot from the pool + change bag	15 min	
	Vacuum the main pool	60 min	
	Vacuum the wading pool	30 min	
	Empty and clean the 10 skimmers of the main pool	30 min	
	<b>Total</b>	<b>2 h 15 min</b>	
<b>GRAND TOTAL</b>		<b>21 h 45 min</b>	<b>10 h 55 min</b>

**Annex A – Statement of Work  
W0106-16V130**

**Indoor and Outdoor Pool Maintenance  
PSP Sports Centre  
Valcartier Garrison**

**OUTDOOR POOL AND WADING POOL 173**

**From 12 June to 10 September 2017, from 11 June to 09 September 2018, and from 10 June to 08 September 2019**

- The time/duration of the work is provided for reference purposes only. The contractor shall ensure that the pools are cleaned:
  - Monday to Friday: starting at 0200 and completed before 0700
  - Saturday and Sunday: starting at 0200 and completed before 0800

DAY	TASKS	APPROX. DURATION (hours / week)	APPROX. DURATION (hours / 2 weeks)
MONDAY	Remove the robot from the pool and change the bag	15 min	
	Clean and scrub the concrete walls of the wading pool		30 min
	Vacuum the main pool	60 min	
	Vacuum the wading pool	30 min	
	Clean and wash the diving board of the main pool	30 min	
	Empty and clean the skimmers of the two pools	30 min	
	Clean and wax the slide of the main pool		30 min
	<b>Total</b>	<b>2 h 45 min</b>	<b>1 h</b>
TUESDAY	Remove the robot from the pool and change the bag	15 min	
	Clean and scrub the concrete floor of the wading pool		60 min
	Vacuum the main pool	60 min	
	Vacuum the wading pool	30 min	
	Clean and wash the diving board of the main pool	30 min	
	Empty and clean the skimmers of the two pools	30 min	
	Remove and clean the ladders (2) in the shallow end of the main pool, and apply a protective coating	60 min	
	<b>Total</b>	<b>3 h 45 min</b>	<b>1 h</b>
WEDNESDAY	Remove the robot from the pool and change the bag	15 min	
	Clean and scrub the concrete walls of the main pool		90 min
	Vacuum the main pool	60 min	
	Vacuum the wading pool	30 min	
	Empty and clean the skimmers of the two pools	30 min	
	Clean and wash the diving board of the main pool	30 min	
	Remove and clean the ladders (2) in the deep end of the main pool, and apply a protective coating	60 min	
	<b>Total</b>	<b>3 h 45 min</b>	<b>1 h 30 min</b>
THURSDAY	Remove the robot from the pool and change the bag	15 min	
	Clean and scrub the concrete floor of the main pool		90 min
	Vacuum the main pool	60 min	
	Vacuum the wading pool	30 min	
	Empty and clean the skimmers of the two pools	30 min	
	Clean and wash the diving board of the main pool	30 min	
	Clean and/or remove the ring marks on the walls of the main pool		90 min
	<b>Total</b>	<b>2 h 45 min</b>	<b>3 h</b>
FRIDAY	Remove the robot from the pool and change the bag	15 min	
	Vacuum the main pool	60 min	
	Vacuum the wading pool	30 min	
	Empty the skimmers of the two pools	30 min	
	Clean and/or remove the ring marks on the walls of the wading pool		60 min
	Clean and wash the diving board of the main pool	30 min	
	<b>Total</b>	<b>2 h 45 min</b>	<b>1 h</b>

**Annex A – Statement of Work  
W0106-16V130**

**Indoor and Outdoor Pool Maintenance  
PSP Sports Centre  
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<b>DAY</b>	<b>TASKS</b>	<b>APPROX. DURATION (hours / week)</b>	<b>APPROX. DURATION (hours / 2 weeks)</b>
SATURDAY	Remove the robot from the pool and change the bag	15 min	
	Vacuum the main pool	60 min	
	Vacuum the wading pool	30 min	
	Clean and wash the diving board of the main pool	30 min	
	Empty and clean the skimmers of the two pools	30 min	
	<b>Total</b>	<b>2 h 45 min</b>	
SUNDAY	Remove the robot from the pool + change the bag	15 min	
	Vacuum the main pool	60 min	
	Vacuum the wading pool	30 min	
	Clean and wash the diving board of the main pool	30 min	
	Empty and clean the skimmers of the two pools	30 min	
	<b>Total</b>	<b>2 h 45 min</b>	
<b>WEEKLY GRAND TOTAL</b>		<b>21 h 45 min</b>	<b>7 h 30 min</b>

**PROCEDURES AND QUALITY STANDARDS**

SW-15 The work covered under this contract will be performed in accordance with the cleaning product manufacturers' requirements and with the quality standards set out below (not an exhaustive list).

SW-16 The contractor shall comply with and ensure that its personnel meet all contract requirements.

**Removing the robot and changing the bag**

SW-17 Turn off the robot either by unplugging it or setting the power switch to the OFF position. Pull the cord to remove the robot from the water. Open the bag housing and change the bag. Place the old bag in the bag boiler.

**Cleaning the concrete walls of the pool (main pool)**

SW-18 While wearing a life jacket (supplied by DND), spray the edge of the wall with the product supplied by the DND representative, and scrub from one skimmer to another to completely remove the ring marks on the wall. Use the same procedure to clean the skimmer openings and behind the ladder rungs.

**Cleaning the walls of the wading pool**

SW-19 While wearing a life jacket (supplied by DND), spray the edge of the concrete wall with the product supplied by the DND representative, and scrub from one skimmer to another to completely remove the ring marks on the wall. Use the same procedure to clean the skimmer openings and behind the steps of the ladders.

**Vacuuming the main pool**

SW-20 Using the vacuum and its extension pole, clean the entire bottom surface of the pool, vacuuming up all residue.

**Vacuuming the wading pool**

SW-21 Using the vacuum and its extension pole, clean the entire bottom surface of the wading pool, vacuuming up all residue.

**Annex A – Statement of Work  
W0106-16V130**

**Indoor and Outdoor Pool Maintenance  
PSP Sports Centre  
Valcartier Garrison**

**Emptying and cleaning the skimmers**

SW-22 Using the appropriate screwdriver (supplied by DND), remove the skimmer covers to access the basket. Remove the debris and deposit it in a bucket (supplied by DND). Remove the sieve and clean it with a brush, using the product supplied by DND. This task is important in order to reduce the amount of chloramine in the water.

**Cleaning and waxing the slide**

SW-23 The slides on the indoor and outdoor pools must be rinsed with clean water and cleaned with a small quantity of product supplied by DND. The slides must be waxed once a week with liquid wax (Turtle Wax) provided by DND, following the manufacturer's directions, and then polished (product supplied by contractor) using a very soft puff.

**Removing, cleaning and applying a protective coating to the ladders**

SW-24 Remove the ladders from the water, and clean and lubricate (protect) all stainless steel materials. Using a scouring pad (supplied by DND), rub the stainless steel to remove calcium and other types of build-up. Wipe with a dry cloth and protect the finish by rubbing with a cloth moistened with 3M Stainless Steel Cleaner and Polish (supplied by DND), but without making it slippery.

**Cleaning and washing the diving board in the outdoor pool**

SW-25 Scrub the diving board with a brush and floor soap/detergent (supplied by DND).

**Cleaning and removing ring marks on the walls of the main pool and wading pool**

SW-26 Using a brush and product supplied by DND, scrub the concrete walls to remove ring marks.



# ANNEXE C - LVERS / ANNEX C - SRCL

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JUL 19 2016



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

W0106-16V130

Security Classification / Classification de sécurité

## SECURITY REQUIREMENTS CHECK LIST (SRCL)

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

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

Canada

# ANNEXE C - LVERS / ANNEX C - SRCL

 Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat W0106-16V130
Security Classification / Classification de sécurité

<b>PART A (continued) / PARTIE A (suite)</b>	
8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? If Yes, indicate the level of sensitivity. Dans l'affirmative, indiquer le niveau de sensibilité :	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
9. Will the supplier require access to extremely sensitive INFOSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
Short Title(s) of material / Titre(s) abrégé(s) du matériel : Document Number / Numéro du document :	
<b>PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)</b>	
10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis	
<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS	<input type="checkbox"/> SECRET SECRET
	<input type="checkbox"/> NATO SECRET NATO SECRET
	<input type="checkbox"/> TOP SECRET TRÈS SECRET
	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
Special comments: Commentaires spéciaux :	
NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided. REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.	
10. b) May unscreened personnel be used for portions of the work? Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? If Yes, will unscreened personnel be escorted? Dans l'affirmative le personnel en question sera-t-il escorté? <i>Unscreened pers. may only access public/reception zone</i>	
	<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
<b>PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)</b>	
<b>INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS</b>	
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?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
11. b) Will the supplier be required to safeguard COMSEC information or assets? Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
<b>PRODUCTION</b>	
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?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
<b>INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)</b>	
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?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency? Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité





# ANNEXE C - LVERS / ANNEX C - SRCL



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat

W0106-16V130

Security Classification / Classification de sécurité

## 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 / PROTÉGÉE			CLASSIFIED / CLASSIFIÉE		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 / PROTÉGÉE		
											A	B	C
Information / Assets / Renseignements / Biens / Production													
IT Media / Support TI													
IT Link / Lien informatique													

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

☒ No / Non ☐ Yes / Oui

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

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

☒ No / Non ☐ Yes / Oui

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

# ANNEXE C - LVERS / ANNEX C - SRCL

 **Gouvernement du Canada** / **Government of Canada**

Contract Number / Numéro du contrat <b>W0106-116V130</b>
Security Classification / Classification de sécurité

PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moldées) <b>Cimon Martine</b>	Title - Titre <b>Gestionnaire supérieur PSP</b>	Signature 	
Telephone No. - N° de téléphone <b>418-844-5000 ext 7724</b>	Facsimile No. - N° de télécopieur <b>418-844- 6020</b>	E-mail address - Adresse courriel <b>MARTINE.CIMON@forces.gc.ca</b>	Date <b>11. 7. 2016</b>
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moldées) <b>Sasa Medjovic - DDSO - Industrial Security Senior Security Analyst</b>	Title - Titre <b>Senior Security Analyst</b>	Signature 	
Telephone No. - N° de téléphone <b>Tel: 813-990-0788</b>	Facsimile No. - N° de télécopieur <b>E-mail: sasa.medjovic@forces.gc.ca</b>	E-mail address - Adresse courriel	Date <b>2016 - July 19</b>
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 / <input checked="" type="checkbox"/> Yes / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moldées)	Title - Titre	Signature	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moldées) <b>Maria Mendoza</b>	Title - Titre <b>Contract Security Officer, Contract Security Division</b>	Signature 	
Telephone No. - N° de téléphone <b>Tel: 613-944-1618 / Fax: 613-954-4171</b>	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date <b>Sept. 5, 2016</b>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

**Canada**