



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

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

11 Laurier St./ 11, rue Laurier

Place du Portage, Phase III

Core 0B2 / Noyau 0B2

Gatineau

Québec

K1A 0S5

Bid Fax: (819) 997-9776

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

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

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

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

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

Comments - Commentaires

**THIS DOCUMENT CONTAINS SECURITY
REQUIREMENTS.**

Vendor/Firm Name and Address

Raison sociale et adresse du

fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

**Maintenance & Professional Consulting Services Division
(FK)**

11 Laurier St./ 11, rue Laurier

3C2, Place du Portage, Phase III

Gatineau

Québec

K1A 0S5

Title - Sujet ELEVATOR INSPECTION.	
Solicitation No. - N° de l'invitation EJ196-171576/A	Date 2016-10-06
Client Reference No. - N° de référence du client 20171576	
GETS Reference No. - N° de référence de SEAG PW-\$\$FK-290-71676	
File No. - N° de dossier fk290.EJ196-171576	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-11-16	Time Zone Fuseau horaire Eastern Standard Time EST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Ghoumrassi, Hakim	Buyer Id - Id de l'acheteur fk290
Telephone No. - N° de téléphone (873) 469-4910 ()	FAX No. - N° de FAX (819) 956-3600
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	

Instructions: See Herein

Instructions: Voir aux présentes

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

Support the use of apprentices

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

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PART 1 - GENERAL INFORMATION

1.1 Introduction

The bid solicitation is divided into seven parts plus annexes as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, if applicable, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, Financial and Other Requirements; includes specific requirements that must be addressed by Bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Elevating Device Inventory, the Security Requirements Checklist, the Task Authorization Form 572, the Record of Inspection template, the Voluntary Certification to Support the Use of Apprentices and the Electronic Payment Instruments.

1.2 Summary

- 1.2.1. Services are required for the inspection and testing of elevating device and safety device in operation to determine that the applicable occupational safety and health requirements are met, as described in Annex A.
- 1.2.2. There is a security requirement associated with this requirement. For additional information, consult Part 6 – Security, Financial and Other Requirements and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, bidders should refer to the Industrial Security Program (ISP) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.
- 1.2.3 The period of any resulting Contract will be for a period of five (5) years.
- 1.2.4 The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

1.3 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

- The text under Subsection 4 of Section 05 - Submission of Bids of 2003 referenced above is amended as follows:

Delete: sixty (60) days

Insert: *one hundred twenty (120) days*

2.2 Submission of Bids

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

2.3 Former Public Servant

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

Definitions

For the purposes of this clause,

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

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

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

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

Former Public Servant in Receipt of a Pension

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

YES () NO ()

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

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

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

Work Force Adjustment Directive

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

YES () NO ()

If so, the Bidder must provide the following information:

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

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

2.4 Enquiries - Bid Solicitation

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

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to

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

2.5 Applicable Laws

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

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

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 copies);
- Section II Financial Bid (1 hard copies);
- Section III Certifications (1 hard copies)

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

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

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

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

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

Section I: Technical Bid (see Part 4)

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Pricing Schedule detailed below. Applicable Taxes are excluded.

Pricing Schedule 1 - Firm Price

Firm all inclusive prices including all necessary tools, equipment and services, materials, transportation, labour for all inspections, testing services as detailed in Statement of Work attached herein as Annex A.

1. Periodic inspection as per Annex A.

i) Regular Hours 8:00 to 17:00, Monday to Friday Price per inspection	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
	\$_____	\$_____	\$_____	\$_____	\$_____
Estimated quantity	115	115	115	115	115
Extended Price:	<u>\$_____</u>	<u>\$_____</u>	<u>\$_____</u>	<u>\$_____</u>	<u>\$_____</u>
1(i) SUB-TOTAL:					<u>\$_____</u>

ii) Outside Regular Hours	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Price per inspection	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Estimated quantity	1	1	1	1	1
Extended Price:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
1(ii) SUB-TOTAL:					\$ _____

2. Follow-up inspection as per Annex A.

i) Regular Hours 8:00 to 17:00, Monday to Friday	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Price per inspection	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Estimated quantity	1	1	1	1	1
Extended Price:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2(i) SUB-TOTAL:					\$ _____

ii) Outside Regular Hours	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Price per inspection	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Estimated quantity	1	1	1	1	1
Extended Price:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2(ii) SUB-TOTAL:					\$ _____

Total assessed proposal price 1(i) +1(ii) +2(i) +2 (ii) = \$ _____

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

3.1.2 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex “G” Electronic Payment Instruments, to identify which ones are accepted.

If Annex “G” Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

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

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

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

4.1.1 Technical Evaluation

Submission of Evidence

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

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

4.1.1.1 Mandatory Technical Criteria

1. The Bidder must not contract with any department or agency of the Government of Canada for the operation, repair or maintenance of elevating devices.

2. **Card and Licensing Documentation**

The following certificates/cards must be provided for each person proposed by the Bidder. Each of the certificate/card must be valid (not expired) as of the bid closing date of this RFP.

To carry out the work on this requirement, Service personnel employed by the Contractor must be in possession of:

- A valid QEI Qualified *Elevator Inspectors certification*, certified by an organization accredited by the American Society of Engineers (ASME) in accordance with the requirements of ASME QEI-1;
OR
- A valid Certified *Elevator Inspector (CEI)* license as per ASME A17.1-2010/CSA B44-10 Safety Code for Elevators and Escalators.

4.2 Basis of selection

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

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Status and Availability of Resources

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

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

5.2.3.2 Education and Experience

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

PART 6 - SECURITY REQUIREMENT

6.1 Security Requirement

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

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

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

6.2 Employee Information for Security

The Bidder **MUST** specify the following information regarding employees proposed in Part 4, Section 4.1.1.1 to provide services against any resulting contract:

LEGAL NAME (First and Last)	DATE OF BIRTH	CURRENT CLEARANCE HELD

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.1.2 Task Authorization

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

7.1.2.1 Task Authorization Process

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

7.1.2.2 Task Authorization Limit

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

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

7.1.2.3 Minimum Work Guarantee - All the Work - Task Authorizations

1. In this clause,
"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and
"Minimum Contract Value" means 10% of the Maximum Contract Value.
2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

7.1.2.4 Periodic Usage Reports - Contracts with Task Authorizations

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

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

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

The quarterly periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31; and

4th quarter: January 1 to March 31.

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

Reporting Requirement- Details

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

For each authorized task:

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

For all authorized tasks:

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

7.1.3 Replacement of Specific Individuals

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

replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

Names of qualified employees

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

LEGAL NAME (First and Last)

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

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

7.3 Security Requirement

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

1. The Contractor must, at all times during the performance of the Contract/Standing Offer, hold a valid Facility Security Clearance (FSC) at the level of **SECRET** 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 personnel security screening at the level of **SECRET** granted or approved by CISD/ PWGSC.
3. Subcontracts, which contain security requirements, are **NOT** to be awarded without the prior written permission of the 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).

7.4 Term of Contract

7.4.1 Period of Contract

The period of the Contract is from to inclusive.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Hakim Ghourrassi
Public Works and Government Services Canada
Acquisition Branch
Real Property Contracting Directorate
3C2, Phase III, Place du Portage
11 Laurier Street
Gatineau, Quebec K1A 0S5
Telephone : 873-469-4910
Facsimile : 819-956-3600
E-mail address: hakim.ghourrassi@tpsgc-pwgsc.gc.ca

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

7.5.2 Technical Authority

"TO BE PROVIDED AT CONTRACT AWARD"

The Technical Authority for the Contract is:

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

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

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

7.5.3 Contractor's Representative

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

Name: _____
Telephone: _____
Facsimile: _____
Cellular: _____
E-mail: _____

7.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be

reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

7.7 Payment

7.7.1 Limitation of Expenditure

7.7.1.1 Limitation of Expenditure - Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ _____. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. 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 sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.7.2 Basis of Payment

7.7.2.1 Firm Unit Price(s) - Task Authorizations

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

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

Services Description	Price per inspection				
	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Periodic inspection during regular hours, as per Annex A.	\$ TBD	\$ TBD	\$ TBD	\$ TBD	\$ TBD
Periodic inspection outside regular hours, as per Annex A.	\$ TBD	\$ TBD	\$ TBD	\$ TBD	\$ TBD
Follow-up inspection during regular hours, as per Annex A.	\$ TBD	\$ TBD	\$ TBD	\$ TBD	\$ TBD
Follow-up inspection outside regular hours, as per Annex A.	\$ TBD	\$ TBD	\$ TBD	\$ TBD	\$ TBD

7.7.3 Method of Payment

The following method of payment will form part of the authorized TA:

7.7.3.1 Single payment

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada.

7.7.4 SACC Manual Clauses

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

7.7.5 Electronic Payment of Invoices – Contract

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

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

7.8 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 has been completed and that all maintenance service call reports related to the Work identified in the invoice have been received by the Technical Authority.

The Contractor must distribute the invoices and reports as follows:

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

7.9 Certifications and Additional Information

7.9.1 Compliance

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

7.10 Applicable Laws

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

7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2016-04-04)
- (c) Annex A, Statement of Work;
- (d) Annex B Elevating Device Inventory
- (e) Annex C, Security Requirements Check List;
- (f) the signed Task Authorizations (including all of its annexes, if any);
- (g) Record of Inspection template; and
- (h) the Contractor's proposal dated _____ (*insert date of bid*)

7.12 Foreign Nationals (Canadian Contractor)

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

7.13 Insurance

7.13.1 Insurance – Specific Requirements

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

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

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

7.13.2 Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.

- k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- n. Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

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

For other provinces and territories, send to:

Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8

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

7.14 Cellular Phones and/or Pagers

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

7.15 Government Site Regulations

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

7.16 Pre-Commencement Meeting

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

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

7.17 Voluntary Reports for Apprentices Employed during the Contract

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

The Contractor should provide this data in accordance with the format below. If no apprentices were hired during the contract period, the Contractor should still provide a "nil" report.
The data should be submitted to the Contracting Authority six months after contract award or at the end of the contract, whichever comes first.

Number of apprentices hired	Trade specialty

(Add lines if needed)

ANNEX A

STATEMENT OF WORK

Project Title Annual inspection of elevating/conveying devices and associated safety devices attached thereto, installed in federally owned facilities.

1.1 Objective

This Annex A prescribes the minimum requirements to provide inspection services of elevating devices and associated safety devices attached thereto in accordance with the requirements of the Canada Occupational Health and Safety Regulations (COHSR) as pursuant to the Canada Labour Code Part II (CLC II)

1.2 Background

The Government of Canada occupational safety and health laws and legislation as it pertains to the Public Service of Canada, requires that every elevating device and safety device attached thereto in operation must be inspected and tested at the prescribed frequencies by a “Qualified Inspector” to determine that the applicable occupational safety and health requirements are met.

1.3 Terminology

active means the operational status of an elevating device after inspection, and in the opinion of the inspector is deemed to be safe to operate;

alteration means an alteration or replacement, removal or addition of any component or part of an elevating device that results in, or may result in, a change in the original design, inherent safety or operational characteristics of the elevating device;

appropriate standard means a standard or standards, as amended from time to time, to the extent that the most recent standard provides the highest level of safety. If more than one standard meets this criterion, the standard or standards must be selected using the following order of precedence:

1. standard prescribed by the CLC II and its pursuant applicable regulations;
2. standard prescribed by provincial and territorial occupational health and safety acts and regulations;
3. any standard that has been accepted, developed, approved, prepared, published, and/or maintained by an accredited organization that assumes such responsibility, i.e. the Standards Council of Canada (SCC) (and the standards development organization for the Canadian Standards Association (CSA) of the SCC) and the International Organization for Standardization (ISO);
4. standard developed by a government organization with regard to a subject area within their jurisdiction (e.g., Health Canada, Transport Canada and Environment Canada);

5. standard developed by an association recognized by a majority of qualified practitioners in the field to which the standard is addressed (e.g., American Society of Heating, Refrigerating and Air-Conditioning Engineers [ASHRAE]);

authorized inspection agency (hereinafter referred to as "Contractor") means the provincial or territorial or other inspection agency which:

1. employs qualified inspectors recognized under the laws of the province or territory in which the elevating device is located; and
2. all qualified inspectors must at a minimum have issued by the Director as defined in the requirements of Ontario Regulation 222/01 Certification and Training of Elevating Device Mechanics (O.Reg. 222/01) as amended by Ontario Regulation 250/08 (O.Reg. 250/08) pursuant to the Technical Standards and Safety Act, 2000, EDM-F Certificate of Qualification.
3. does not contract with any department or agency of the Public Service for the operation, repair or maintenance of elevating devices;

certificate of qualification means a certificate issued under O.Reg. 222/01 as amended by O.Reg. 250/08 pursuant to the Technical Standards and Safety Act, 2000; certifying that the holder thereof has the necessary documented experience and qualifications for the class of elevating device for which the certificate is issued;

code means:

1. for elevators, dumbwaiters, escalators and moving walks is CSA Standard CAN3-B44-M85, *Safety Code for Elevators*, other than clause 9.1.4 thereof, the English version of which is dated November 1985 and the French version of which is dated March 1986; and
2. for manlifts is CSA Standard B311-M1979, *Safety Code for Manlifts*, the English version of which is dated October, 1979 and the French version of which is dated July, 1984 and Supplement No. 1-1984 to B311-M1979, the English version of which is dated June, 1984 and the French version of which is dated August, 1984; and
3. for elevating devices for the handicapped is CSA Standard CAN3-B355-M81, *Safety Code for Elevating Devices for the Handicapped*, the English version of which is dated April, 1981 and the French version of which is dated December, 1981;

construction hoist means a temporarily installed elevating device equipped with a car or platform that moves vertically in guides, and that is used for hoisting and lowering materials or workers or both, in connection with the construction, alteration, maintenance or demolition of a building or structure;

decommissioned means permanent disconnection and isolation from all mechanical and electrical services and incapable of operation;

dumbwaiter means an elevating device that is equipped with a car too small to be accessible to persons, that moves vertically in guides and that is used exclusively for lifting or lowering freight between two or more levels of a building or structure;

elevating device means a non-portable device for hoisting, lowering or otherwise moving persons or freight and includes any machine room, hoistway and hoistway enclosure, supporting structure, terminals and runway associated with the device;

elevator means an elevating device that is equipped with a car that moves vertically in guides and that serves two or more floors of a building or structure;

escalator means an elevating device in the form of a power-driven, inclined continuous stairway that is used for raising or lowering persons;

freight elevator means an elevator that is designed and constructed to carry freight and on which an attendant and freight handlers are permitted ride;

freight platform lift means an elevating device that is not intended to carry passengers, is equipped with a platform that moves vertically and is restricted as to use, location, access, speed, travel and type of operating device and is either:

1. a Type A lift that carries only freight, or
2. a Type B lift that, in addition to freight, may carry an attendant or freight handler;

funicular railway means an incline lift in the form of a railway where the ascending car and the descending car, connected by a driven rope, counter-balance each other;

hand-power dumbwaiter means a dumbwaiter car moved by manual energy or gravity;

hand-power freight elevator means an elevator that utilizes manual energy or gravity to move the car and that is used for carrying freight only;

incline lift means an elevating device that is equipped with a car or platform that moves at an angle other than vertical and serves two or more permanent levels but does not include a stair platform lift;

inspection (initial) means an inspection by an inspector under Provincial Jurisdiction of a newly installed elevating device, or an elevating device to which a major alteration has been made;

inspection (subsequent) means an inspection by an inspector that is made subsequent to an initial inspection where the initial inspection reveals that the elevating device does not conform to the requirements of the applicable code;

inspection (periodic) means an inspection by an inspector carried out at intervals determined by Canada Occupational Health and Safety Regulations, Part IV, Elevating Devices;

inspection (follow-up) means an inspection that is carried out by an inspector following a *periodic inspection* as a result of directives/directions being issued for the purpose of ensuring the safe operation of the device;

lift for persons with physical disabilities means an elevating device, whether portable or fixed, that travels between fixed points of a building or structure, that is restricted as to access, speed, travel and type of operating device, and that is specifically designed for use by persons with physical disabilities;

limited use/limited application elevator means a power passenger elevator in which the use and application are limited by size, capacity, speed and rise;

major alteration means an alteration that results in a substantial change to the original design, inherent safety or operational characteristics of an elevating device or that is defined as a major alteration in the code adoption document;

material lift means an elevating device that is not intended to carry passengers, is equipped with a platform that moves vertically, is restricted as to use, location and access, and is either:

1. a Type A lift that carries only freight and is restricted as to width, or

2. a Type B lift that, in addition to freight, may carry an attendant or freight handler and is restricted as to speed, travel and type of operating device;

maximum capacity means the weight or other measure of capacity that an elevating device is designed and constructed to carry safely as set out in a licence;

Minister means the Minister of Public Works and Government Services Canada (PWGSC);

minor alteration means an alteration that results in a minor change to the original design, inherent safety or operational characteristics of an elevating device or that is defined as a minor alteration in the code adoption document;

moving walk means an elevating device that moves passengers on an uninterrupted load-carrying surface that remains substantially parallel to its direction of motion;

observation elevator means a passenger elevator that has a transparent car or hoistway enclosure or both;

Operating Authority means a Public Service Department, Agency, or its designated representative responsible for the operation and/or maintenance of a building and elevating device contained within;

passenger elevator means an elevator that is designed and constructed primarily to carry persons;

previously unknown/undiscovered means an operational elevating device that is not identified in *Annex B Elevating Device Inventory*, and the Operating Authority cannot provide sufficient evidence of inspection documentation;

Provincial Authority means the provincial or territorial body authorized to inspect elevating devices;

qualified inspector means a person recognized under the laws of the provincial or territory in which the elevating device is located as qualified to inspect elevating devices;

qualified person means, in respect of a specific duty, a person who because of his/her knowledge, documented training, experience and certification is qualified to perform that duty safely and properly;

record of inspection means a record or report prepared by an inspector after each inspection of an elevating device, declaring the status of the device with respect to operational safety;

Regional Director means an official public administrator designated accountable by the Minister to administer the safety code inspection program in the area in which a Public Service occupancy or establishment is located;

Safety Code Inspection Program (SCIP), means a program whereby PWGSC establishes and manages contracts for inspection services on behalf of all custodial departments to ensure inspections required by COHSR are carried out. Through a national data management system PWGSC captures and monitors data demonstrating that inspections required by the CLC II have taken place;

seal means to take any measures necessary by a qualified person to prevent the unauthorized operation or use of an elevating device;

shut-down means the elevating device is connected to a mechanical and/or electrical service and is normally capable of operation, but is shut down due to unforeseen failure, repairs, or inspectors orders;

stair chair lift means a lift for persons with physical disabilities that is equipped with a passenger carrying unit in the form of one or two attached chairs that moves substantially in the direction of a flight of stairs or ramp at a mean angle of not more than 45°;

stair platform lift means a lift for persons who have physical disabilities that is equipped with a platform that moves substantially in the direction of a flight of stairs or ramp at a mean angle of not more than 45° and is either:

1. enclosed stair platform lift, or
2. unenclosed stair platform lift;

vertical platform lift means a lift for persons who have physical disabilities, that is equipped with a platform that moves vertically, and is either:

1. enclosed vertical platform lift, or
2. unenclosed vertical platform lift;

voluntary compliance means a process whereby the Operating Authority voluntarily corrects any and or all issued directives by the last compliance date appearing on the inspection report. Once repairs/ correction have been made, the report is signed off by the Operating Authority and or Maintenance Contractor and returned to the Contractor copied to the Technical Authority.

2.1 Contractor's Responsibilities – (General)

The Contractor must:

1. Collect record and report all client contact information including name, full mailing address and email address for distribution of Inspection Records and other correspondences to the Operating Authorities, Technical Authority and or other technical review person(s).
2. Provide inspection services for each elevating device and safety devices attached thereto identified in *Annex B Elevating Device Inventory*; and be responsible for the execution of all the requirements and/or directions stated within this *Annex A*.
3. Make the necessary arrangements and execute the requirements of this *Annex A* so as to work with the least possible interference or disturbance to the owner's use of the facilities.
4. Be responsible for compliance with all aspects of the security requirements for his/her personnel, which include obtaining security clearances for all or any employee who requires access to the work site for the life of the contract and or any contract extensions.
5. Comply with all instructions and/or directions when issued by the Operating Authority concerning safety and security issues on each work site.

2.2 Project Safety

1. Notwithstanding any other safety requirement specified in this section or in any other section of *Annex A* and/or other related documents, the Contractor must prepare a written Project Safety Plan outlining the procedures and safe work practices, which all personnel working on or accessing a project site must follow.

2. The Project Safety Plan must address and conform to the applicable Provincial Safety Act, Codes and Regulations, except where a requirement to conform to a more stringent Act or Regulation has been specified elsewhere in the contract documents. All known or potential hazards must be identified, and it is the Contractors responsibility to be familiar with all applicable safety acts, regulations, codes and contract requirements.
3. The requirements of *Annex A* must be identified and addressed in the Project Safety Plan, by identifying standard operating procedures and safe work practices which incorporate clear and specific control measures, applicable safety rules, procedures and practices, all of which must become mandatory.
4. A Project Safety Plan must be submitted to the Technical Authority. A Revised Project Safety Plan must be submitted no more than 5 business days after any potential or new hazard is identified, or when requested by the Technical Authority in accordance herein this section for the duration of the contract and/or any subsequent extensions or amendments.
5. Submission of the Project Safety Plan does not imply approval and must not relieve the Contractor of any legal obligations for the provision of Occupational Health and Safety requirements as specified by Provincial Legislation.
6. The Contractor must ensure all workers and authorized persons under their control entering a work site are notified and provided written copies of the Project Safety Plan. The Contractor must ensure safety requirements; procedures, safe work practices and all applicable safety legislation are identified and adhered to. Any person not complying with the applicable safety legislation, regulations, directives, and/or the requirements of this contract must not be permitted on the work site.

2.3 Security

1. Employees of the Contractor may be required to have their photograph taken by the Environmental Safety & Health, Corporate Security, Emergency Preparedness branch of the Department of Public Works and Government Services prior to commencing any service.
2. Employees of the Contractor will be required to carry their identification with them at all times while performing services on Government of Canada premises and to produce for review upon request by the operating authority.
3. If the result of an applicant's security clearance prove inconclusive, and/or is not granted clearance, the person will not be permitted access to any Government of Canada building for the purpose of this contract.
4. Passes and keys for personnel requiring access to (restricted or otherwise) areas of Government of Canada facilities may be made available on request to each building security or building manager.
5. Passes and keys when issued and controlled by site security or building manager are the responsibility of the Contractor and must not be removed from the work site without written permission by the Operating Authority.
6. The Contractor must surrender all Government-issued identification documents at the completion of this contract, or at the end of any contract extension or amendment.

7. The Government of Canada must not be responsible for any cost to the Contractor of any kind or nature, which may arise from this section, 2.3 Security.

2.4 Inventory

1. All known elevating devices and associated safety devices attached thereto which requires inspection are identified in *Annex B Elevating Device Inventory*, and are subject to this Annex.
2. The Technical Authority reserves the right to add or remove any inventory item identified in *Annex B Elevating Device Inventory* at any time during the life of the contract.
3. When an operational elevating device is found and is not listed in *Annex B Elevating Device Inventory*, the Contractor must notify the Operating Authority, and request approval to conduct the required inspection(s). If approval is granted, the Contractor must perform the required inspection of the equipment and provide a record of inspection in accordance with Section 2.10 Record of Inspection. If approval is not granted, the Contractor must notify the Technical Authority in writing within 24 hours indicating the location of the device, the provincial installation number of the device, the Operating Authority contact person and the reason why approval was not granted to inspect the device if given.
4. Reimbursement for a periodic inspection(s) on a previously unknown/undiscovered elevating device not listed in *Annex B Elevating Device Inventory* must be made at the set unit cost stated in *the Basis of Payment* and only on completion of inspection and submission of the Record of Inspection in accordance with this section.
5. When equipment listed in *Annex B Elevating Device Inventory* has been decommissioned, shut down, or permanently removed from the building, the Contractor must notify the Technical Authority in writing by completing a record of inspection indicating the status of the said device(s).
6. The Contractor must not knowingly inspect elevating devices that have a condition described below. Claim for reimbursement will not be granted if inspection is performed while the operational status or any condition described below continues to be unchanged.
 - i. the operating authority does not fall under the jurisdiction of the Treasury Board Secretariat and does not want to participate in the Safety Code Inspection Program with PWGSC;
 - ii. the building containing the device(s) has been sold to a non-Federal Government entity;
 - iii. the elevating device no longer falls under the Operating Authorities responsibility, such as leased space in a non-Federally owned building/facility.
7. Where elevating devices have been shut down as defined in Section 1 Terminology, and returned to service, the Contractor must notify the Technical Authority within 24 hours of inspection identifying the location of the device, the provincial installation number, the Operating Authority contact person and the date it was inspected and returned to full operational condition

2.5 Periodic Inspections

Periodic inspections must be performed on all devices identified in *Annex B Elevating Device Inventory* on an annual basis, or more frequently if necessary in an effort to protect the safety and health of employees, contractors, and/or persons which have been granted access to Government of Canada facilities. The Technical Authority shall be notified of any departures from the scheduled inspections frequency provided.

2.6 Follow-up Inspection

Follow-up inspections must be carried out by an inspector following a periodic inspection as a result of directives/directions being issued for the purpose of ensuring the safe operation of the device. Follow-up inspections may be required at the discretion of the inspector and approval from the Technical Authority until the directives/directions have been corrected.

2.8 Work not Included

1. The requirements and directions specified herein at Annex A and solicitation do not apply to new installations or major alterations, all of which require an initial inspection by the Provincial Jurisdictional Authority. The Operating Authority is responsible for registering any and or all new elevating device(s) or major alterations with the Provincial Authority.
2. Emergency operation and Fire Fighters Service operations are not to be included as part of the regular inspection as this requires coordination with building fire alarm systems and emergency electrical power supply systems. This "Test" must be the responsibility of the Operating Authority.

2.9 Coordination and Scheduling

1. The Technical Authority or the Contracting Authority will be issuing a Task Authorization to the Contractor, as per the Task Authorization Process. After acceptance of the work by the Contractor, the Technical Authority will coordinate the scheduling of the work between the Operating Authority and the Contractor.
2. Where inspections have been coordinated and scheduled in accordance with this section, and where access to the building is prevented or otherwise denied without 24 hours notice to the Contractor, the Contractor must immediately take action to notify the Technical Authority.
3. The Contractor, upon written notice to the Technical Authority of such denied access, will be reimbursed for the attempted inspection at 25% of the set cost stated in the Basis of Payment for the approved inspection type, and schedule a second visit for the purpose of inspection at the same set rate as the initial attempted inspection.

2.10 Record of Inspection

1. Upon completion of an inspection the inspector must issue a separate hard copy, record of inspection for each provided inspection being performed.
2. The Contractor must use the departmental supplied Record of Inspection template (attached as *Annex E*) for each inspection being performed and it must include, but not limited to the following:
 - i. date of inspection;
 - ii. type of inspection, (Periodic, Follow-up);
 - iii. location of device, including building name and full municipal address
 - iv. licensee name; including full municipal address;
 - v. a full description of the device including but not limited to the following:
 - the provincial installation number;

- the device type, capacity, speed, and number of stops;
 - manufactured by;
 - maintained by;
 - maintenance type;
- vi. operational status of device as defined in section 1.3 Terminology:
- active
 - shut-down
 - decommissioned
- vii. directions that must be complied to, with time frames for completion.
- viii. date of re-inspection if required, and or voluntary compliance eligibility with instructions to exercise this option;
- ix. the name, fax number, and signature of the Inspector who carried out the inspection;
- x. the name and signature of the Operating Authority acknowledging receipt of the completed Record of Inspection.
- xi. a static statement on the Record of Inspection indicating the following:

This elevating device is inspected under the authority of Public Works and Government Services Canada and in accordance with the Canada Labour Code and applicable regulations issued pursuant to that legislation, including the Treasury Board Secretariat Occupational Safety and Health Directives IV Elevating Devices.

Time limits for compliance reflect the severity of the violation and serve to avoid disruption of service. Non-compliance with a direction may result in shutdown of the device, and/or Enforcement Orders issued by a Health and Safety Officer/ Inspector under the Canada Labour Code, and/or charges laid under said legislation.

4. The Contractor must provide an original signed copy of the Record of Inspection to the Operating Authority upon completion of the inspection.

2.11 Non-Compliant Equipment

1. Where the Contractor finds upon inspection that an elevating device is not safe to operate to the extent essential for the safety and health of employees, the Contractor must immediately:
 - a. issue a written shut down order describing the noncompliance or rational for this action, identify the directive or directions, the code or act infraction(s) requiring correction/repair before the elevating device can be returned to an active operating condition. The Contractor must leave a copy of this written notice with the Operating Authority and immediately forward an electronic copy to the Technical Authority;
2. Any elevating device which has been issued a written shut-down order, must not be granted a voluntary compliance option, and must not be returned to service until in the opinion of an inspector it is safe to due so.
3. When an elevating device has been inspected and is safe to operate to the extent essential for the safety and health of employees, however, minor directives and/or non-compliance(s) are present, the Contractor must issue a Record of Inspection to the Operating Authority in accordance with this Annex. The Record of Inspection must identify any directives/directions where the device was found to be noncompliant with code requirements, and or any recommendations which would result in improved operating conditions, complete with a time

frame for completion. Devices may be allowed to operate providing minor non-compliances and/or recommendations would not jeopardize the user's safety.

4. After any and or all noncompliances or directives have been corrected, the Contractor must provide inspections when requested in accordance with section 2.6 of this Annex. The Contractor must be reimbursed for a Follow-up Inspection in accordance with *the Basis of Payment* for inspections subsequent to a Periodic Inspection.
5. If in the opinion of the Inspector, the directives/directions or non-compliances are eligible for a Voluntary Compliance Option, the Contractor must identify of such on the Record of Inspection and provide the Operating Authority with instructions on how to comply with this option.
6. If the Operating Authority corrects all issued directives and chooses to exercise the Voluntary Compliance Option, the Contractor must accept and acknowledge receipt of the corrected inspection report.
7. The Contractor must acknowledge receipt of the voluntary compliance by returning the inspection report to the Operating Authority, signed off accepting the compliance option, thereby offsetting the requirement for a follow-up inspection.
8. In addition to the requirements of point7 above, the Contractor must provide electronic copies of every voluntary compliance report to the Technical Authority when the Operating Authority exercises the voluntary compliance option.
9. When the Contractor performs the next Periodic Inspection as required, and discovers that the Operating Authority did not correct the issued directives as indicated by exercising the voluntary compliance option, the Contractor may at their discretion, direct the Operating Authority to shut-down and seal the elevating device in a manner which will render it inoperable.
10. As per point 2 above, any elevating device which has been issued a written shut-down order, must not be granted a voluntary compliance option, and must not be returned to service until a Follow-up Inspection is performed and in the opinion of an inspector it is safe to due so.
11. Where an Operating Authority has been found to fraudulently or make false claims of voluntary compliance, the Contractor may at their discretion withhold or refuse any future voluntary compliance options to the person whom completing the voluntary compliance option.

ANNEX B

Elevating Device Inventory

ANNEX C

SECURITY REQUIREMENT CHECK LIST

ANNEX D

TASK AUTHORIZATION FORM PWGSC-TPSGC 572

ANNEX E

Record of Inspection Template

ANNEX F

Voluntary Certification to Support the Use of Apprentices

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

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

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

Name:

Signature:

Company Name:

Company Legal Name:

Solicitation Number:

Optional information to provide:

Number of apprentices planned to be working on this contract:

Trades of those apprentices:

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

ANNEX “G” to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

The Bidder accepts to be paid by any of the following Electronic Payment Instrument(s):

- ☐ () VISA Acquisition Card;
- ☐ () MasterCard Acquisition Card;
- ☐ () Direct Deposit (Domestic and International);
- ☐ () Electronic Data Interchange (EDI);
- ☐ () Wire Transfer (International Only);
- ☐ () Large Value Transfer System (LVTS) (Over \$25M)

Bldg. NAME	ADDRESS	PROV. ID #	DESCRIPTION	CITY	MFG	MAINTAINED BY	CAP.	# of PASS.	SPEED	# OF FLRS	BUFFER TYPE
CHCP Cliff	1 Fleet St.	010081	Pass. Elev. Electric	Ottawa	OTIS CANADA	THYSSENKRUPP	907	8	0.50	4	
Birks Bldg.	107 Sparks #1	003996	Pass. Elev. Electric	Ottawa	BECKETT	OTIS CANADA	907		1.78	8	
Birks Bldg.	107 Sparks St. #2	016536	Pass. Elev. Electric	Ottawa	OTIS CANADA	OTIS CANADA	907		1.78	7	
Centre Block #10	111 Wellington St.	010088	Pass. Elev. Electric	Ottawa	OTIS CANADA	OTIS CANADA	1361		2.54	7	
Centre Block #9	111 Wellington St.	010089	Pass. Elev. Electric	Ottawa	OTIS CANADA	OTIS CANADA	1134		2.54	6	
Centre Block #8	111 Wellington St.	010090	Pass. Elev. Electric	Ottawa	OTIS CANADA	OTIS CANADA	1134	12	2.54	6	
Centre Block #2	111 Wellington St.	010091	Pass. Elev. Electric	Ottawa	OTIS CANADA	OTIS CANADA	1134	16	2.54	6	
Centre Block #7	111 Wellington St.	010092	Pass. Elev. Electric	Ottawa	OTIS CANADA	OTIS CANADA	1134	10	2.54	6	
Centre Block #6	111 Wellington St.	010093	Pass. Elev. Electric	Ottawa	OTIS CANADA	OTIS CANADA	1134	16	2.54	6	
Centre Block #4	111 Wellington St.	010094	Pass. Elev. Electric	Ottawa	OTIS CANADA	OTIS CANADA	1134	16	2.54	6	
CB Senate Tunnel #5	111 Wellington St.	010165	Freight Elev. Electric	Ottawa	OTIS CANADA	OTIS CANADA	2041	28	1.25		
CB (Peace Tower) #3	111 Wellington St.	033387	Observ. Elev. Electric	Ottawa	OTIS CANADA	THYSSENKRUPP	907	12	1.52	8	
Centre Block #15	111 Wellington St.	035580	Lift, Phys. Dis.	Ottawa	OTIS CANADA	OTIS CANADA	180				
Centre Block #11(CBUS)	111 Wellington St.	073574	Pass. Elev. Hyd.	Ottawa	OTIS CANADA	OTIS CANADA	1361		0.64	3	
Centre Block	Parliament Hill	082418	Lift, Phys. Dis.	Ottawa	OTIS CANADA	OTIS CANADA	180				
CB Parl. Library #12	Parliament Hill	082963	Pass. Elev.	Ottawa	OTIS CANADA	OTIS CANADA					
CB Parl. Library	Parliament Hill		Lift Phys. Dis.								
East Block #1 South	111 Wellington St.	031550	Pass. Elev. Electric	Ottawa	OTIS CANADA	OTIS CANADA	907	12	1.02	4	
East Block #2 West	111 Wellington St.	031551	Pass. Elev. Electric	Ottawa	OTIS CANADA	OTIS CANADA	907	12	1.02	4	
East Block #4	111 Wellington St.	072079	Pass. Hyd. Electric	Ottawa	OTIS CANADA	OTIS CANADA	1361	18	0.64	4	
East Block #5	111 Wellington St.	072207	Freight Lift Hyd.	Ottawa	THYSSENKRUPP	THYSSENKRUPP	1814	24	0.63	3	
East Block #3	111 Wellington St.	072550	Pass. Elev. Electric	Ottawa	THYSSENKRUPP	THYSSENKRUPP	1814		0.64	5	
CIBC	119 Sparks St.	002448	Floor Dumbwaiter	Ottawa		OTIS CANADA	454				
CIBC	119 Sparks St.	002449	Pass. Elev. Electric	Ottawa		OTIS CANADA	454				
ScotiaBank (LoP) West	121 -125 Sparks St.	076748	Pass. Hyd. Elev.	Ottawa	OTIS CANADA	OTIS CANADA	2045	20			
ScotiaBank (LoP) Ctr.	121 - 125 Sparks St.	076754	Pass. Hyd. Elev.	Ottawa	OTIS CANADA	OTIS CANADA	1136	15	0.76	6	
L'Esplanade East Up	140 O'Connor St.	028172	Escalator (Up)	Ottawa	OTIS CANADA	OTIS CANADA	N/A	8K P/H.		2	N/A
L'Esplanade East Dn	140 O'Connor St.	028171	Escalator (Dn)	Ottawa	OTIS CANADA	OTIS CANADA	N/A	8K P/H.		2	N/A
L'Esplanade East S1	140 O'Connor St.	027847	Pass. Elev. Electric	Ottawa	OTIS CANADA	THYSSENKRUPP	1360	19	1		
L'Esplanade East S2	140 O'Connor St.	027846	Pass. Elev. Electric	Ottawa	OTIS CANADA	THYSSENKRUPP	1360	19	1		
L'Esplanade East 3	140 O'Connor St.	027373	Pass. Elev. Electric	Ottawa	OTIS CANADA	OTIS CANADA	1588	22	2.54		Hyd/Spr
L'Esplanade East 4	140 O'Connor St.	027374	Pass. Elev. Electric	Ottawa	OTIS CANADA	OTIS CANADA	1588	22	2.54		Hyd/Spr

Bldg. NAME	ADDRESS	PROV. ID #	DESCRIPTION	CITY	MFG	MAINTAINED BY	CAP.	# of PASS.	SPEED	# OF FLRS	BUFFER TYPE
L'Esplanade East 5	140 O'Connor St.	027375	Pass. Elev. Electric	Ottawa	OTIS CANADA	OTIS CANADA	1588	22	2.54		Hyd/Spr
L'Esplanade East 6	140 O'Connor St.	027907	Pass. Elev. Electric	Ottawa	OTIS CANADA	OTIS CANADA	1588	22	3.56		Hyd/Spr
L'Esplanade East 7	140 O'Connor St.	027908	Pass. Elev. Electric	Ottawa	OTIS CANADA	OTIS CANADA	1588	22	3.56		Hyd/Spr
L'Esplanade East 8	140 O'Connor St.	027909	Pass. Elev. Electric	Ottawa	OTIS CANADA	OTIS CANADA	1588	22	3.56		Hyd/Spr
L'Esplanade East 9	140 O'Connor St.	027910	Pass. Elev. Electric	Ottawa	OTIS CANADA	OTIS CANADA	1588	22	3.56		Hyd/Spr
L'Esplanade East 10	140 O'Connor St.	027911	Pass. Elev. Electric	Ottawa	OTIS CANADA	OTIS CANADA	1588	22	3.56		Hyd/Spr
L'Esplanade East 11	140 O'Connor St.	027912	Pass. Elev. Electric	Ottawa	OTIS CANADA	OTIS CANADA	1588	22	3.56		Hyd/Spr
L'Esplanade East S12	140 O'Connor St.	027913	Pass. Elev. Electric	Ottawa	OTIS CANADA	OTIS CANADA	1814	25	2.54		Hyd/Spr
L'Esplanade East 27W	140 O'Connor St.	029552	Pass. Elev. Electric	Ottawa	OTIS CANADA	OTIS CANADA	1134	16	0.64	21-23	
L'Esplanade East S13	300 Laurier West	028238	Pass. Elev. Electric	Ottawa	OTIS CANADA	THYSSENKRUPP	1360	19	1		
L'Esplanade East S14	300 Laurier West	028239	Pass. Elev. Electric	Ottawa	OTIS CANADA	THYSSENKRUPP	1360	19	1		
L'Esplanade West 25	300 Laurier West	027829	Freight Elev. Electric	Ottawa	OTIS CANADA	THYSSENKRUPP	3629	4	0.5		
L'Esplanade West 15	300 Laurier West	028407	Pass. Elev. Electric	Ottawa	OTIS CANADA	OTIS CANADA	1588	22	2.54		Hyd/Spr
L'Esplanade West 16	300 Laurier West	028408	Pass. Elev. Electric	Ottawa	OTIS CANADA	OTIS CANADA	1588	22	2.54		Hyd/Spr
L'Esplanade West 17	300 Laurier West	028409	Pass. Elev. Electric	Ottawa	OTIS CANADA	OTIS CANADA	1588	22	3.56		Hyd/Spr
L'Esplanade West 18	300 Laurier West	028415	Pass. Elev. Electric	Ottawa	OTIS CANADA	OTIS CANADA	1588	22	3.56		Hyd/Spr
L'Esplanade West 19	300 Laurier West	028416	Pass. Elev. Electric	Ottawa	OTIS CANADA	OTIS CANADA	1588	22	3.56		Hyd/Spr
L'Esplanade West 20	300 Laurier West	028417	Pass. Elev. Electric	Ottawa	OTIS CANADA	OTIS CANADA	1588	22	3.56		Hyd/Spr
L'Esplanade West 21	300 Laurier West	028418	Pass. Elev. Electric	Ottawa	OTIS CANADA	OTIS CANADA	1588	22	3.56		Hyd/Spr
L'Esplanade West 22	300 Laurier West	028419	Pass. Elev. Electric	Ottawa	OTIS CANADA	OTIS CANADA	1588	22	3.56		Hyd/Spr
L'Esplanade West 23	300 Laurier West	028420	Pass. Elev. Electric	Ottawa	OTIS CANADA	OTIS CANADA	1588	22	3.56		Hyd/Spr
L'Esplanade West S24	300 Laurier West	028421	Pass. Elev. Electric	Ottawa	OTIS CANADA	OTIS CANADA	1814	25	2.54		Hyd/Spr
L'Esplanade West 26	300 Laurier West	029551	Pass. Elev. Electric	Ottawa	OTIS CANADA	OTIS CANADA	1134	16	0.64	21-23	
Victoria Bldg.	140 Wellington St.	005702	Pass. Elev. Electric	Ottawa	OTIS CANADA	OTIS CANADA	1134		2.54	11	Hyd/Spr
Victoria Bldg.	140 Wellington St.	005703	Pass. Elev. Electric	Ottawa	OTIS CANADA	OTIS CANADA	1134		2.54	11	Hyd/Spr
Victoria Bldg.	140 Wellington St.	005704	Pass. Elev. Electric	Ottawa	OTIS CANADA	OTIS CANADA	1134		2.54	11	Hyd/Spr
National Press Bldg.	150 Wellington St.	010071	Pass. Elev. Electric	Ottawa	OTIS CANADA	OTIS CANADA	907		2.54		
National Press Bldg.	150 Wellington St.	010072	Pass. Elev. Electric	Ottawa	OTIS CANADA	OTIS CANADA	907		2.54	10	
National Press Bldg.	150 Wellington St.	071611	Lift, Phys. Dis.	Ottawa	GARAVANTA	OTIS CANADA	205		0.15	2	
Edward Drake Bldg. #3	1500 Bronson Ave.	015051	Pass. Elev. Electric	Ottawa	DOVER	THYSSENKRUPP	1134		2.54	6	Spr / Hyd
Edward Drake Bldg. #2	1500 Bronson Ave.	015052	Pass. Elev. Electric	Ottawa	DOVER	THYSSENKRUPP	1134		2.5	6	Spr / Hyd
Edward Drake Bldg. #1	1500 Bronson Ave.	015053	Pass. Elev. Electric	Ottawa	DOVER	THYSSENKRUPP	1134		2.5	6	Spr / Hyd

Bldg. NAME	ADDRESS	PROV. ID #	DESCRIPTION	CITY	MFG	MAINTAINED BY	CAP.	# of PASS.	SPEED	# OF FLRS	BUFFER TYPE
Edward Drake Bldg.	1500 Bronson Ave.	083222	Vert. Platform Lift	Ottawa	Concord	THYSSENKRUPP	454	2			
Valour Bldg.	151 Sparks St.	020602	Pass. Elev. Electric	Ottawa	OTIS CANADA	OTIS CANADA	1361		2.54	12	
Valour Bldg.	151 Sparks St.	020603	Pass. Elev. Electric	Ottawa	OTIS CANADA	OTIS CANADA	1361		2.54	12	
Valour Bldg.	151 Sparks St.	020604	Pass. Elev. Electric	Ottawa	OTIS CANADA	OTIS CANADA	1361		2.54	13	
Valour Bldg.	151 Sparks St.	079432	Phys. Dis. LIFT C	Ottawa	Global Smartlift		341	1			
Booth Bldg.	165 Sparks St.	007217	Pass. Elev. Electric	Ottawa	OTIS CANADA	THYSSENKRUPP	1134	15	2.54	8	
Booth Bldg.	165 Sparks St.	008170	Pass. Elev. Electric	Ottawa	OTIS CANADA	THYSSENKRUPP	1134	15	2.54	8	
C.A.F. (NDMC)	1745 Alta Vista Dr.	010478	Pass. Elev. Electric	Ottawa	OTIS CANADA	CAPITAL Elev.	1814		2.54	8	
C.A.F. (NDMC)	1745 Alta Vista Dr.	010480	Pass. Elev.	Ottawa	OTIS CANADA	CAPITAL Elev.					
C.A.F. (NDMC)	1745 Alta Vista Dr.	010481	Pass. Elev.	Ottawa	OTIS CANADA	CAPITAL Elev.	1588		.38	7	
C.A.F. (NDMC)	1745 Alta Vista Dr.	010483	Pass. Elev. Electric	Ottawa	OTIS CANADA	CAPITAL Elev.	1814		0.75	2	
C.A.F. (NDMC)	1745 Alta Vista Dr.	010484	Freight Elev. Electric	Ottawa	OTIS CANADA	CAPITAL Elev.	1588		0.5	2	
Wellington Bldg.	180 Wellington St.	000428	Pass. Elev. Electric	Ottawa	OTIS CANADA	OTIS CANADA	1361		2.54	7	TBD
Wellington Bldg.	180 Wellington St.	000429	Pass. Elev. Electric	Ottawa	OTIS CANADA	OTIS CANADA	1361		2.54	7	TBD
Wellington Bldg.	180 Wellington St.	000430	Pass. Elev. Electric	Ottawa	OTIS CANADA	OTIS CANADA	1590		2.54	8	TBD
Wellington Bldg.	180 Wellington St.		Escalator								
Wellington Bldg.	180 Wellington St.		Escalator								
Wellington Bldg.	180 Wellington St.		Escalator								
Wellington Bldg.	180 Wellington St.		Escalator								
Wellington Bldg.	180 Wellington St.	009747	Dumbwaiter	Ottawa	OTIS CANADA	OTIS CANADA	113		0.5	2	TBD
Wellington Bldg.	180 Wellington St.	070007	Lift, Phys. Dis.	Ottawa	CORNCORD	OTIS CANADA	159		0.076	2	TBD
Sir JAMacD Bldg.	144 Wellington St.		Pass. Elev. Electric								
Sir JAMacD Bldg.	144 Wellington St.		Pass. Elev. Electric								
Sir JAMacD Bldg.	144 Wellington St.		Pass. Elev. Electric								
Sir JAMacD Bldg.	144 Wellington St.		Pass. Elev. Electric								
ASD Bldg.	200 Comet Private	062842	Pass. Elev. Electric	Ottawa	THYSSENKRUPP	CAPITAL	1160		0.51	2	
ASD Bldg.	200 Comet Private	069440	Pass. Elev. Electric	Ottawa	DOVER	CAPITAL	900		0.51	2	
ASD Bldg.	200 Comet Private	070063	Lift, Phys. Dis.	Ottawa	GARAVANTA	CAPITAL	200		0.05	2	
Confederation Bldg.	229 Wellington St.	010036	Freight Elev. Electric	Ottawa	OTIS CANADA	OTIS CANADA				11	
Confederation Bldg.	229 Wellington St.	010051	Pass. Elev. Electric	Ottawa	OTIS CANADA	OTIS CANADA	1134		3.05	10	
Confederation Bldg.	229 Wellington St.	010052	Pass. Elev. Electric	Ottawa	OTIS CANADA	OTIS CANADA	1134		3.05	10	
Confederation Bldg.	229 Wellington St.	010053	Pass. Elev. Electric	Ottawa	OTIS CANADA	OTIS CANADA	1134		3.05	10	

Bldg. NAME	ADDRESS	PROV. ID #	DESCRIPTION	CITY	MFG	MAINTAINED BY	CAP.	# of PASS.	SPEED	# OF FLRS	BUFFER TYPE
Confederation Bldg.	229 Wellington St.	010055	Pass. Elev. Electric	Ottawa	OTIS CANADA	OTIS CANADA	1134		3.05	10	
Confederation Bldg.	229 Wellington St.	010056	Pass. Elev. Electric	Ottawa	OTIS CANADA	OTIS CANADA	1134		3.05	10	
Confederation Bldg.	229 Wellington St.	010057	Pass. Elev. Electric	Ottawa	OTIS CANADA	OTIS CANADA	1134		3.05	10	
Confederation Bldg.	229 Wellington St.	010058	Pass. Elev. Electric	Ottawa	OTIS CANADA	OTIS CANADA	1134		3.05	10	
Justice Bldg.	249 Wellington St.	010039	Freight Hyd. Electric	Ottawa	OTIS CANADA	OTIS CANADA	1588		1.78	11	
Justice Bldg.	249 Wellington St.	010040	Pass. Elev. Electric	Ottawa	OTIS CANADA	OTIS CANADA	1134		2.54	11	
Justice Bldg.	249 Wellington St.	010041	Pass. Elev. Electric	Ottawa	OTIS CANADA	OTIS CANADA	1134		2.54	11	
Justice Bldg.	249 Wellington St.	010042	Pass. Elev. Electric	Ottawa	OTIS CANADA	OTIS CANADA	1134		2.54	11	
Sup. Court #2	301 Wellington St.	010049	Pass. Elev.	Ottawa	OTIS CANADA	Regional Elev.	680		1.02	6	
Sup. Court #1	301 Wellington St.	010050	Pass. Elev.	Ottawa	OTIS CANADA	Regional Elev.	907		2.54	6	
Sup. Court #3 (New)	301 Wellington St.	64519729	Pass. Elev.	Ottawa		Regional Elev.					
Sup. Court #E- (West)	301 Wellington St.	069957	Dumbwaiter	Ottawa	GLOBAL TARDIF	Regional Elev.	113	0	0.5	2	
Sup. Court #E-8 (East)	301 Wellington St.	069958	Dumbwaiter	Ottawa	GLOBAL TARDIF	Regional Elev.	113	0	0.5	2	
Sup. Court Stack-E4	301 Wellington St.	071672	Pass. Elev.	Ottawa	Northen Elev.	Regional Elev.	1160		1.02	6	
Constitution Bldg.	305 Rideau St.	015588	Pass. Elev. Electric	Ottawa	Turnbull / Kone	KONE	1814	25	2.54	15	
Constitution Bldg.	305 Rideau St.	015589	Pass. Elev. Electric	Ottawa	Turnbull / Kone	KONE	1814	25	2.54	15	
Constitution Bldg.	305 Rideau St.	015590	Pass. Elev. Electric	Ottawa	Turnbull / Kone	KONE	1814	25	2.54	15	
Constitution Bldg.	305 Rideau St.	015591	Pass. Elev. Electric	Ottawa	Turnbull / Kone	KONE	1814	25	2.54	15	
West Memorial	344 Wellington St.	010212	Pass. Elev.	Ottawa	J&E Hall (MCE Mod	CNIM	2040	28	1.75	8	
West Memorial	344 Wellington St.	010213	Pass. Elev.	Ottawa	J&E HALL	CNIM	1588	18	2.54	7	
West Memorial	344 Wellington St.	010214	Pass. Elev.	Ottawa	J&E HALL	CNIM	1588	18	2.54	7	
West Memorial	344 Wellington St.	010215	Pass. Elev.	Ottawa	J&E HALL	CNIM	1588	18	2.54	7	
West Memorial	344 Wellington St.	010216	Pass. Elev.	Ottawa	J&E HALL	CNIM	1588	18	2.54	7	
West Memorial	344 Wellington St.	010217	Pass. Elev.	Ottawa	J&E HALL	CNIM	1588	18	2.54	7	
West Memorial	344 Wellington St.	010218	Pass. Elev.	Ottawa	J&E Hall (MCE Mod	CNIM	1588	18	2.54	8	
West Memorial	344 Wellington St.	010219	Pass. Elev.	Ottawa	J&E Hall (MCE Mod	CNIM	1588	18	2.54	7	
West Memorial	344 Wellington St.	010220	Pass. Elev.	Ottawa	J&E HALL	CNIM	1588	18	2.54	7	
West Memorial	344 Wellington St.	010221	Pass. Elev.	Ottawa	J&E HALL	CNIM	1588	18	2.54	7	
Mil. Stores Mess	4 Queen Eliz. Dr.	066838	Pass. Hyd. Elev.	Ottawa	MONTGOMERY	Regional Elev.	1633	22	0.63	6	
Mil. Stores Mess	4 Queen Eliz. Dr.	066863	Pass. Elev. Electric	Ottawa	MONTGOMERY	Regional Elev.	1134	15	0.63	2	
Mil. Stores Drill	2 Queen Eliz. Dr.	071259	Dumbwaiter	Ottawa	D. A. MATOT	Regional Elev.	136	N/A	0.25	2	
Mil. Stores Mess	4 Queen Eliz. Dr.	085578	Lift Phys. Dis.	Ottawa	Garaventa	Regional Elev.	225	1	0.07	2	

Bldg. NAME	ADDRESS	PROV. ID #	DESCRIPTION	CITY	MFG	MAINTAINED BY	CAP.	# of PASS.	SPEED	# OF FLRS	BUFFER TYPE
Mil. Stores Mess	4 Queen Eliz. Dr.	086768	Lift Phys. Dis.	Ottawa	Garaventa	Regional Elev.	340	2	0.09	2	
Uplands Hangar 14			Freight Lift / Elev.	Ottawa							
Uplands B346			Freight Lift / Elev.	Ottawa							
Postal Station B	59 Sparks St.	010105	Pass. Elev. Electric	Ottawa	OTIS CANADA	OTIS CANADA	1136		2.5	9	
Postal Station B	59 Sparks St.	010106	Pass. Elev. Electric	Ottawa	OTIS CANADA	OTIS CANADA	1136		2.54	9	
Postal Station B	59 Sparks St.	010107	Freight Elev. Electric	Ottawa	OTIS CANADA	OTIS CANADA	2041		1.27	8	
Hope Chambers	63 Sparks St.	005701	Pass. Elev. Electric	Ottawa	OTIS CANADA	SCHINDLER	794		1.5	9	
Sir Leonard Tilley Bldg.	719 Heron Road	010295	Pass. Elev. Electric	Ottawa	THYSSENKRUPP	THYSSENKRUPP	1361		1.52	6	
Sir Leonard Tilley Bldg.	719 Heron Road	010296	Pass. Elev. Electric	Ottawa	ROELOFSON	THYSSENKRUPP			1.52	6	
Sir Leonard Tilley Bldg.	719 Heron Road	065623	Freight Elev. Electric	Ottawa	THYSSENKRUPP	THYSSENKRUPP	3000		0.5	6	
Sir Leonard Tilley Bldg.	719 Heron Road	065819	Pass. Elev. Electric	Ottawa	THYSSENKRUPP	THYSSENKRUPP	1160		1.52	6	
Sir Leonard Tilley Bldg.	719 Heron Road	065820	Pass. Elev. Electric	Ottawa	THYSSENKRUPP	THYSSENKRUPP	1160		1.52	6	
Sir Leonard Tilley Bldg.	719 Heron Road	080115	Freight Elev. Electric	Ottawa	THYSSENKRUPP	THYSSENKRUPP	2727		1	5	
Insurance Bldg.	770 Heron Road	033283	Freight Elev.	Ottawa	MONTGOMERY	SCHINDLER	907		0.25	3	
Langevin Bldg.	80 Wellington St.	010590	Freight Elev. Electric	Ottawa	MONTGOMERY	KONE	1134		1.09	5	
Langevin Bldg. #1	80 Wellington St.	029293	Pass. Elev. Electric	Ottawa	MONTGOMERY	KONE	1134		1.09	6	
Langevin Bldg. #2	80 Wellington St.	029302	Pass. Elev. Electric	Ottawa	MONTGOMERY	KONE	907		1.09	5	
Langevin Bldg. #3	80 Wellington St.	029335	Pass. Elev. Electric	Ottawa	MONTGOMERY	KONE	907		1.09	5	
Blackburn Bldg. #4	85 Sparks St.	003169	Pass. Elev. Electric	Ottawa	OTIS CANADA	OTIS CANADA	909		1.5	5	
Blackburn Bldg. #1	85 Sparks St.	008804	Pass. Elev. Electric	Ottawa	OTIS CANADA	OTIS CANADA	907		2.54	10	
Blackburn Bldg. #2	85 Sparks St.	008805	Pass. Elev. Electric	Ottawa	OTIS CANADA	OTIS CANADA	907		2.54	10	
Blackburn Bldg. #3 Service	85 Sparks St.	033159	Pass. Elev. Electric	Ottawa	OTIS CANADA	OTIS CANADA	1134		2.54	10	
Blackburn Bldg. #5	85 Sparks St.	073587	Freight Elev. Electric	Ottawa	THYSSENKRUPP	OTIS CANADA	1160		0.38	2	
Marshall Bldg.	93 Sparks St.	071743	Pass. Elev. Hyd.	Ottawa	OTIS CANADA	OTIS CANADA	1134		0.63	4	N/A
Canada Four Corners	93 Sparks St.	071744	Pass. Elev. Hyd.	Ottawa	OTIS CANADA	OTIS CANADA	1134		0.63	7	
Food Preparation Facility	1170 Algoma St	88513	Pass. Elev. Hyd.	Ottawa	THYSSENKRUPP	THYSSENKRUPP				2	Spring
Rideau Committee Room	1 Wellington St	66517	Pass. Elev. Hyd.	Ottawa	THYSSENKRUPP	Regional Elev.	900	12	0.68	3	
Rideau Committee Room	1 Wellington St	66518	Pass. Elev. Hyd.	Ottawa	THYSSENKRUPP	Regional Elev.	900	12	0.68	3	



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SECURITY REQUIREMENTS CHECK LIST (SRCL)

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

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



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PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non ☐ Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? ☒ No ☐ Yes
Non ☐ Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

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

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

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

Special comments:

Commentaires spéciaux :

Only security-screened personnel may be used. Various locations, periodic inspections of crown-owned regulated elevating devices in the NCR.

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

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

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☒ No ☐ Yes
Non ☐ Oui
- If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? ☒ No ☐ Yes
Non ☐ Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non ☐ Oui
11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? ☒ No ☐ Yes
Non ☐ Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? ☒ No ☐ Yes
Non ☐ Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non ☐ Oui
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☒ No ☐ Yes
Non ☐ Oui



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

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

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

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

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

☒ No ☐ Yes
Non 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 ☐ Yes
Non 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).



Task Authorization Autorisation de tâche

Contract Number - Numéro du contrat

Contractor's Name and Address - Nom et l'adresse de l'entrepreneur	Task Authorization (TA) No. - N° de l'autorisation de tâche (AT)
	Title of the task, if applicable - Titre de la tâche, s'il y a lieu
	Total Estimated Cost of Task (Applicable taxes extra) Coût total estimatif de la tâche (Taxes applicables en sus) \$
Security Requirements: This task includes security requirements Exigences relatives à la sécurité : Cette tâche comprend des exigences relatives à la sécurité <input type="checkbox"/> No - Non <input type="checkbox"/> Yes - Oui If YES, refer to the Security Requirements Checklist (SRCL) included in the Contract Si OUI, voir la Liste de vérification des exigences relative à la sécurité (LVERS) dans le contrat ▶	

For Revision only - Aux fins de révision seulement

TA Revision Number, if applicable Numéro de révision de l'AT, s'il y a lieu	Total Estimated Cost of Task (Applicable taxes extra) before the revision Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision \$	Increase or Decrease (Applicable taxes extra), as applicable Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu \$
--	--	---

Start of the Work for a TA : Work cannot commence until a TA has been authorized in accordance with the conditions of the contract.

Début des travaux pour l'AT : Les travaux ne peuvent pas commencer avant que l'AT soit autorisée conformément au contrat.

1. Required Work: - Travaux requis :

A. Task Description of the Work required - Description de tâche des travaux requis	See Attached - Ci-joint <input type="checkbox"/>
B. Basis of Payment - Base de paiement	See Attached - Ci-joint <input type="checkbox"/>
C. Cost of Task - Coût de la tâche	See Attached - Ci-joint <input type="checkbox"/>
D. Method of Payment - Méthode de paiement	See Attached - Ci-joint <input type="checkbox"/>

Contract Number - Numéro du contrat

2. Authorization(s) - Autorisation(s)

By signing this TA, the authorized client and (or) the PWGSC Contracting Authority certify(ies) that the content of this TA is in accordance with the conditions of the contract.

The client's authorization limit is identified in the contract. When the value of a TA and its revisions is in excess of this limit, the TA must be forwarded to the PWGSC Contracting Authority for authorization.

En apposant sa signature sur l'AT, le client autorisé et (ou) l'autorité contractante de TPSGC atteste(nt) que le contenu de cette AT respecte les conditions du contrat.

La limite d'autorisation du client est précisée dans le contrat. Lorsque la valeur de l'AT et ses révisions dépasse cette limite, l'AT doit être transmise à l'autorité contractante de TPSGC pour autorisation.

Name and title of authorized client - Nom et titre du client autorisé à signer

Signature

Date

PWGSC Contracting Authority - Autorité contractante de TPSGC

Signature

Date

3. Contractor's Signature - Signature de l'entrepreneur

Name and title of individual authorized - to sign for the Contractor
Nom et titre de la personne autorisée à signer au nom de l'entrepreneur

Signature

Date

Record of Inspection Template - Elevating Device

[illegible]

Title _____ Date: _____