



**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
Public Works and Government Services Canada  
ATB Place North Tower  
10025 Jasper Ave./10025 ave. Jasper  
5th floor/5e étage  
Edmonton  
Alberta  
T5J 1S6  
Bid Fax: (780) 497-3510

**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**

<b>Title - Sujet</b> Fire Alarm Service	
<b>Solicitation No. - N° de l'invitation</b> EW076-170132/B	<b>Date</b> 2016-10-24
<b>Client Reference No. - N° de référence du client</b> PWGSC EW076-170132	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$EDM-014-10886	
<b>File No. - N° de dossier</b> EDM-6-39021 (014)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2016-12-05</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Mountain Daylight Saving Time MDT	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Lau (EDM), Chris	<b>Buyer Id - Id de l'acheteur</b> edm014
<b>Telephone No. - N° de téléphone</b> (780) 566-2195 ( )	<b>FAX No. - N° de FAX</b> (780) 497-3510
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA BOX 518 YELLOWKNIFE Northwest Territories X1A2N4 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

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

**Issuing Office - Bureau de distribution**

Public Works and Government Services Canada  
ATB Place North Tower  
10025 Jasper Ave./10025 ave Jasper  
5th floor/5e étage  
Edmonton  
Alberta  
T5J 1S6

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

This bid solicitation cancels and supersedes previous bid solicitation number EW076-170132/A dated 2016-08-18 with a closing of 2016-09-28 at 02:00 PM MDT. A debriefing or feedback session will be provided upon request to bidders/offerors/suppliers who bid on the previous solicitation.

## TABLE OF CONTENTS

<b>PART 1 - GENERAL INFORMATION .....</b>	<b>3</b>
1.1 INTRODUCTION.....	3
1.2 SUMMARY .....	3
1.3 DEBRIEFINGS .....	4
<b>PART 2 - BIDDER INSTRUCTIONS .....</b>	<b>4</b>
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS .....	4
2.2 SUBMISSION OF BIDS .....	4
2.3 FORMER PUBLIC SERVANT ( <i>TO BE FILLED IN BY BIDDER</i> ) .....	4
2.4 ENQUIRIES - BID SOLICITATION.....	6
2.5 APPLICABLE LAWS.....	6
<b>PART 3 - BID PREPARATION INSTRUCTIONS .....</b>	<b>6</b>
3.1 BID PREPARATION INSTRUCTIONS .....	6
<b>PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION .....</b>	<b>8</b>
4.1 EVALUATION PROCEDURES.....	8
4.2 BASIS OF SELECTION .....	11
<b>PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION .....</b>	<b>12</b>
5.1 CERTIFICATIONS REQUIRED WITH THE BID .....	12
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION .....	13
<b>PART 6 – SECURITY AND OTHER REQUIREMENTS .....</b>	<b>13</b>
6.1 SECURITY REQUIREMENTS .....	13
6.2 INSURANCE REQUIREMENTS .....	14
<b>PART 7 - RESULTING CONTRACT CLAUSES .....</b>	<b>14</b>
7.1 STATEMENT OF WORK.....	14
7.2 STANDARD CLAUSES AND CONDITIONS.....	16
7.3 SECURITY REQUIREMENTS .....	16
7.4 TERM OF CONTRACT .....	16
7.5 AUTHORITIES .....	17
7.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS .....	18
7.7 PAYMENT .....	18
7.8 INVOICING INSTRUCTIONS .....	19
7.9 CERTIFICATIONS AND ADDITIONAL INFORMATION.....	20
7.10 APPLICABLE LAWS.....	20
7.11 PRIORITY OF DOCUMENTS .....	20
7.12 FOREIGN NATIONALS (CANADIAN CONTRACTOR OR FOREIGN CONTRACTOR).....	20
7.13 INSURANCE- SPECIFIC REQUIREMENTS.....	21
<b>ANNEX "A" .....</b>	<b>22</b>

Solicitation No. - N° de l'invitation  
EW076-170132/B  
Client Ref. No. - N° de réf. du client  
EW076-170132

Amd. No. - N° de la modif.  
File No. - N° du dossier  
EDM-5-38271

Buyer ID - Id de l'acheteur  
edm014  
CCC No./N° CCC - FMS No./N° VME

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STATEMENT OF WORK .....	22
<b>ANNEX "B" .....</b>	<b>23</b>
BASIS OF PAYMENT .....	23
<b>ANNEX "C" .....</b>	<b>34</b>
SECURITY REQUIREMENTS CHECK LIST .....	34
<b>ANNEX "D" .....</b>	<b>35</b>
INSURANCE REQUIREMENTS .....	35
<b>ANNEX "E" .....</b>	<b>37</b>
TASK AUTHORIZATION FORM PWGSC-TPSGC .....	37
<b>ANNEX "F" TO PART 3 OF THE BID SOLICITATION .....</b>	<b>38</b>
ELECTRONIC PAYMENT INSTRUMENTS .....	38
<b>ANNEX "G" .....</b>	<b>39</b>
ABORIGINAL BENEFITS PLAN (ABP).....	39

## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

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

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

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist, the Insurance Requirements, the Task Authorization Form 572, the Electronic Payment Instruments and the Aboriginal Benefits Plan.

### **1.2 Summary**

**1.2.1** For the supply of all labour, material, tools, equipment, transportation and supervision necessary to provide Fire System Inspection Services, for the various federal buildings, on behalf of Public Works and Government Services located in Yellowknife and Inuvik, Northwest Territories. Services are to include scheduled inspections, maintenance, repair, and testing of fire suppression equipment, extinguishing systems, fire alarms and smoke detectors.

The period of the Contract is for three (3) years from contract award.

**1.2.2** There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

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

**1.2.4** This procurement is subject to the following Comprehensive Land Claims Agreement(s): Inuvialuit Final Agreement, Gwich'in Comprehensive Land Claim Agreement and Tlicho Land Claims Agreement.

This bid solicitation is to establish a contract with task authorizations (TA) for the delivery of the requirement detailed in the bid solicitation, to the Identified Users across Canada, including areas subject to Comprehensive Land Claims Agreements.

### 1.3 Debriefings

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

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

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

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days  
Insert: 120 days

### 2.2 Submission of Bids

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

### 2.3 Former Public Servant (*To be filled in by bidder*)

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

## Definitions

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

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

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

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

#### **Former Public Servant in Receipt of a Pension**

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

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

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

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

#### **Work Force Adjustment Directive**

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

If so, the Bidder must provide the following information:

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

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

## **2.4 Enquiries - Bid Solicitation**

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

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

## **2.5 Applicable Laws**

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

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

## **2.6. Improvement of Requirement During Solicitation Period**

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least ten (10) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

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

### **3.1 Bid Preparation Instructions**

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

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

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

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

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

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

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

### **Section I: Technical Bid**

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

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

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

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

#### **3.1.2 Exchange Rate Fluctuation**

[C3011T](#) (2013-11-03), Exchange Rate Fluctuation

#### **3.1.3 Electronic Payment of Invoices – Bid**

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

If Annex "F" 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 and additional information required under Part 5.

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### 4.1.1 Technical Evaluation

##### 4.1.1.1. Mandatory Technical Criteria

Failure to meet any of the following mandatory criteria at solicitation closing will render your submission non-compliant and given no further consideration.

Ability to perform the full scope of the work, as described in Annex "A".

##### 4.1.1.2. Tlicho Land Claims Agreement

In this requirement, it is not mandatory for Bidders to include the Aboriginal Benefit Plan (ABP) as part of their proposal.

The requirements of the **Tlicho Land Claims Agreement** (TLCA) apply to this procurement.

Bidders are requested to maximize Tlicho employment, subcontracting and on-the-job training opportunities, and involve local, regional and Tlicho citizens and businesses, in carrying out the work under this project.

The CLCA contains a provision requiring the inclusion of socio-economic bid criteria in the solicitation document, when practicable and consistent with sound procurement management principles, and subject to Canada's international trade agreement obligations. These socio-economic bid criteria are often referred to as Aboriginal Benefits Criteria, and bidders propose Aboriginal benefits in their bid submission via an Aboriginal Benefits Plan.

The proposed requirement is subject to the Tlicho Land Claims Agreement and Self-Government Agreement. The requirements of the Tlicho Land Claim and Self Government Agreement will apply to this procurement. The provisions that apply are contained in: Chapter 26 – Economic Measures, of the Tlicho Land Claim and Self Government Agreement, clauses 26.3, 26.3.1 (a). [http://www.aadnc-aandc.gc.ca/DAM/DAM-INTER-HQ/STAGING/texte-text/ccl\\_fagr\\_nwts\\_tliagr\\_tliagr\\_1302089608774\\_eng.pdf](http://www.aadnc-aandc.gc.ca/DAM/DAM-INTER-HQ/STAGING/texte-text/ccl_fagr_nwts_tliagr_tliagr_1302089608774_eng.pdf)

#### 26.3 GOVERNMENT EMPLOYMENT AND CONTRACTS

26.3.1 Where government carries out public activities wholly or partly in Mòwhì Gogha Dè Nìtãàè (NWT) which give rise to employment or other economic opportunities and government elects to enter into contracts with respect to those activities, (a) the Government of Canada shall follow its contracting procedures and approaches intended to maximize local, regional and Tlicho employment and business opportunities, including the provision of opportunities for potential contractors to become familiar with bidding systems

For purposes of interpretation:

“deliveries to” means “goods delivered to, and services performed in”.

26.3.5, "Tlicho entity" means an entity which complies with the legal requirements to carry on business in the Northwest Territories and which is

- (a) a corporation with more than 50 percent of the corporation's voting shares beneficially owned by Tlicho Citizens or the Tlicho Government;
- (b) a co-operative controlled by Tlicho Citizens or the Tlicho Government;
- (c) a sole proprietorship operated by a Tlicho Citizen; or
- (d) a partnership in which at least 50 percent of the partners are Tlicho Citizens or the Tlicho Government

For more information, please contact:

**Tlicho Government**

P.O. Box 412  
Behchoko, NT X0E 0Y0  
Telephone: 867-392-6381  
Facsimile: 867-392-6389

**4.1.1.3. Inuvialuit Final Agreement**

In this requirement, it is not mandatory for Bidders to include the Aboriginal Benefit Plan (ABP) as part of their proposal.

The requirements of the **Inuvialuit Final Agreement (IFA)** apply to this procurement.

Bidders are requested to maximize Aboriginal employment, subcontracting and on-the-job training opportunities, and involve local, regional and Aboriginal citizens and businesses, in carrying out the work under this project.

The CLCA contains a provision requiring the inclusion of socio-economic bid criteria in the solicitation document, when practicable and consistent with sound procurement management principles, and subject to Canada's international trade agreement obligations. These socio-economic bid criteria are often referred to as Aboriginal Benefits Criteria, and bidders propose aboriginal benefits in their bid submission via an Aboriginal Benefits Plan.

The proposed requirement is subject to the Inuvialuit Final Agreement (IFA). The requirements of the Inuvialuit Final Agreement (IFA) will apply to this procurement. The provisions that apply are contained in: Section 16 - Economic Measures, of the Inuvialuit Final Agreement (IFA).  
[http://www.inuvialuitland.com/resources/Inuvialuit\\_Final\\_Agreement.pdf](http://www.inuvialuitland.com/resources/Inuvialuit_Final_Agreement.pdf)

For purposes of interpretation:

“**Inuvialuit**” includes individual Inuvialuit, partnerships of Inuvialuit, any corporation or entity the majority of which is owned by Inuvialuit and ventures in which the Inuvialuit have an interest greater than 50%.

\* “deliveries to” means “goods delivered to, and services performed in”.

For more information, please contact:

**Communications Department**  
Inuvialuit Regional Corporation  
P.O. Box 2120, Inuvik, NT X0E 0T0  
Tel: (867) 777-2737  
Fax: (867) 777-2135  
E-mail: [info@irc.inuvialuit.com](mailto:info@irc.inuvialuit.com)

#### 4.1.1.4 Gwich'in Comprehensive Land Claim Agreement

In this requirement, it is not mandatory for Bidders to include the Aboriginal Benefit Plan (ABP) as part of their proposal.

The requirements of the **Gwich'in Comprehensive Land Claim Agreement** apply to this procurement.

Bidders are requested to maximize Aboriginal employment, subcontracting and on-the-job training opportunities, and involve local, regional and Aboriginal citizens and businesses, in carrying out the work under this project.

The CLCA contains a provision requiring the inclusion of socio-economic bid criteria in the solicitation document, when practicable and consistent with sound procurement management principles, and subject to Canada's international trade agreement obligations. These socio-economic bid criteria are often referred to as Aboriginal Benefits Criteria, and bidders propose aboriginal benefits in their bid submission via an Aboriginal Benefits Plan.

The proposed requirement is subject to the Gwich'in Comprehensive Land Claim Agreement. The requirements of the Gwich'in Comprehensive Land Claim Agreement will apply to this procurement. The provisions that apply are contained in: Section 10 - Economic Measures, of the Gwich'in Comprehensive Land Claim Agreement. [http://www.tbs-sct.gc.ca/pubs\\_pol/dcgpubs/contpolnotices/97-803-eng.asp](http://www.tbs-sct.gc.ca/pubs_pol/dcgpubs/contpolnotices/97-803-eng.asp)

For purposes of interpretation:

"Gwich'in" means, except in chapters 3 and 4, participants and Gwich'in organizations designated pursuant to chapter 7, as the context requires;

"Gwich'in community" means the community of Inuvik, Aklavik, Arctic Red River or Fort McPherson;

"Gwich'in lands" means Gwich'in municipal lands and settlement lands;

"Gwich'in" means a person of Gwich'in (also referred to as Loucheux) ancestry who resided in, or used and occupied the settlement area on or before December 31, 1921, or is a descendant of such person.

\*\*Aboriginal Sub-Contractor/Business is defined, for audit purposes, as a corporation, partnership, proprietorship and/or joint venture; where controlling interest of the Aboriginal Business is established by a status Aboriginal, a group of status Aboriginals, and/or an Aboriginal Business/Corporation.

“deliveries to” means “goods delivered to, and services performed in”.

For more information, please contact:

**Gwich'in Tribal Council**  
PO Box 1509  
Inuvik, NT  
X0E 0T0      Tel: 867-777-7900  
Canada      Fax: 867-777-7919

#### 4.1.2 Financial Evaluation

The Total Assessed Bid Price will be calculated in accordance with the Basis of Payment at Annex "B". The Basis of Payment is divided into two areas:

##### **PART 1: FOR YELLOWKNIFE ONLY:**

**The Total Assessed Bid Price for Part 1 will be calculated in the following method:**

- 1) For Line Items 1.1 - 4.2 in the Basis of Payment, the Unit Price will be multiplied by the Estimate Usage to achieve an extended price.
- 2) For Line Item 5.1 in the Basis of Payment, the percentage mark-up offered will be applied to the Estimated Usage to achieve an extended price.
- 3) The sum of the extended prices for all Line Items for all three years will equal the Total Assessed Bid Price.

##### **PART 2: FOR INUVIK ONLY:**

**The Total Assessed Bid Price for Part 2 will be calculated in the following method:**

- 1) For Line Items 1.1 - 4.2 in the Basis of Payment, the Unit Price will be multiplied by the Estimate Usage to achieve an extended price.
- 2) For Line Item 5.1 in the Basis of Payment, the percentage mark-up offered will be applied to the Estimated Usage to achieve an extended price.
- 3) The sum of the extended prices for all Line Items for all three years will equal the Assessed Bid Price.

#### 4.2 Basis of Selection

##### **4.2.1 Basis of Selection - Highest Combined Rating of Technical Merit and Price**

1. To be declared responsive, a bid must:
  - a. comply with all the requirements of the bid solicitation; and
  - b. meet all mandatory criteria; and
  - c. obtain the required minimum of 0 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 100 points.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 10% for the technical merit and 90 % for the price.

4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 10 %.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 90 %.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)					
		Bidder 1	Bidder 2	Bidder 3	
<b>Overall Technical Score</b>		115/135	89/135	92/135	
<b>Bid Evaluated Price</b>		\$55,000.00	\$50,000.00	\$45,000.00	
<b>Calculations</b>	<b>Technical Merit Score</b>	115/135 x 60 = 51.11	89/135 x 60 = 39.56	92/135 x 60 = 40.89	
	<b>Pricing Score</b>	45/55 x 40 = 32.73	45/50 x 40 = 36.00	45/45 x 40 = 40.00	
<b>Combined Rating</b>		83.84	75.56	80.89	
<b>Overall Rating</b>		1st	3rd	2nd	

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

## 5.2 Certifications Precedent to Contract Award and Additional Information

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

### 5.2.1 Integrity Provisions – Required Documentation

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

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

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

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

### 5.2.3 Additional Certifications Precedent to Contract Award

#### 5.2.3.1 Status and Availability of Resources

5.2.3.1.1 *SACC Manual* clause [A3005T](#) (2010-08-16), Status and Availability of Resources

## PART 6 – SECURITY AND OTHER REQUIREMENTS

### 6.1 Security Requirements

1. Before award of a contract, the following conditions must be met:
  - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
  - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
  - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, Bidders should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

## 6.2 Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex "D" The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

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

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

## PART 7 - RESULTING CONTRACT CLAUSES

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

### 7.1 Statement of Work

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

#### 7.1.1 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 Task Authorization Process

1. The Project Authority will provide the Contractor with a description of the task using the Task Authorization Form specified in Annex "E".
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.

3. The Contractor must provide the Project Authority, within five (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 Project 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.

### **7.1.3 Task Authorization Limit**

The Project Authority may authorize individual task authorizations up to a limit of **\$15,000.00**, 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.

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

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

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

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

The Contractor must provide this data in accordance with the reporting requirements detailed below. 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;
- v. the start and completion date for each authorized task; and
- vi. the active status of each authorized task, as applicable.

**For all authorized tasks:**

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

## 7.2 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) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

### 7.2.1 General Conditions

[2035](#) (2016-04-04) General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

## 7.3 Security Requirements

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

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

## 7.4 Term of Contract

### 7.4.1 Period of the Contract

The period of the Contract is from \_\_\_\_\_ to \_\_\_\_\_ inclusive.

#### 7.4.2 Comprehensive Land Claims Agreements (CLCAs)

The Contract is subject to the following Comprehensive Land Claims Agreement(s): Claims Agreement(s): Inuvialuit Final Agreement, Gwich'in Comprehensive Land Claim Agreement and Tlicho Land Claims Agreement.

The Contract with Task Authorizations is to establish the delivery of the requirement detailed under the Contract, to the Identified Users across Canada, including areas subject to Comprehensive Land Claims Agreements.

#### 7.5 Authorities

##### 7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Christopher Lau  
Title: Procurement Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: Western Region  
Address: 5<sup>th</sup> Floor, ATB Place North Tower  
  
Telephone: 780-566-2195  
Facsimile: 780-497-3510  
E-mail address: christopher.lau@pwgsc-tpsgc.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 Project Authority (*To be released at contract award*)

The Project Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
E-mail address: \_\_\_\_\_

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

### 7.5.3 Contractor's Representative (*To be filled in by bidder*)

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
E-mail address: \_\_\_\_\_

### 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 Basis of Payment

For the Work described in Items 1.1 -1.4 in Annex "B", "Firm Requirements":

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid a firm price for a cost of \$\_\_\_\_\_ (*insert the amount at contract award*). Customs duties are excluded and Applicable Taxes are extra.

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

For the Work described in Items 2.1 - 5.1 in Annex "B", "As and When Requested" requirements:

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex "B", to a limitation of expenditure of \$\_\_\_\_\_ (*insert the amount at contract award*). Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

#### 7.7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$\_\_\_\_\_ (*insert the amount at contract award*). Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being

exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a. when it is 75 percent committed, or
  - b. four (4) months before the contract expiry date, or
  - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

#### **7.7.3 Single Payment**

*SACC Manual* clause [H1000C](#) (2008-05-12), Single Payment

#### **7.7.4 SACC Manual Clauses**

*SACC Manual* clause [A9117C](#) (2004-11-30), T1204 - Direct Request by Customer Department  
*SACC Manual* Clause [C2000C](#) (2007-11-30), Taxes - Foreign-based Contractor

#### **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. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

#### **7.7.6 Discretionary Audit**

*SACC Manual* Clause [C0705C](#) (2010-01-11), Discretionary Audit

#### **7.7.7 Time Verification**

*SACC Manual* Clause [C0710C](#) (2007-11-30), Time and Contract Price Verification

#### **7.8 Invoicing Instructions**

- 7.8.1** The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
- 7.8.2** Invoices must be distributed as follows:

- a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
- b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

## 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.

### 7.9.2 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction

### 7.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_. (*Insert the name of the province or territory as specified by the Bidder in its bid, if applicable.*)

### 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) General Conditions - Higher Complexity - Services, apply to and form part of the Contract.
- (c) Annex "A", Statement of Work;
- (d) Annex "B", Basis of Payment;
- (e) Annex "C", Security Requirements Check List;
- (f) Annex "D", Insurance Requirements;
- (g) Annex "E", Form PWGSC-TPSGC 572 Task Authorization;
- (h) the signed Task Authorizations (including all of its annexes, if any);
- (i) the Contractor's bid dated \_\_\_\_\_, (*insert date of bid*).

### 7.12 Foreign Nationals (Canadian Contractor **OR** Foreign Contractor)

SACC *Manual* clause [A2000C](#) (2006-06-16) Foreign Nationals (Canadian Contractor)

**OR**

Solicitation No. - N° de l'invitation  
EW076-170132/B  
Client Ref. No. - N° de réf. du client  
EW076-170132

Amd. No. - N° de la modif.  
File No. - N° du dossier  
EDM-5-38271

Buyer ID - Id de l'acheteur  
edm014  
CCC No./N° CCC - FMS No./N° VME

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SACC *Manual* clause [A2001C](#) (2006-06-16) Foreign Nationals (Foreign Contractor)

### **7.13 Insurance- Specific Requirements**

The Contractor must comply with the insurance requirements specified in Annex "D". The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

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

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

Solicitation No. - N° de l'invitation  
EW076-170132/B  
Client Ref. No. - N° de réf. du client  
EW076-170132

Amd. No. - N° de la modif.  
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EDM-5-38271

Buyer ID - Id de l'acheteur  
edm014  
CCC No./N° CCC - FMS No./N° VME

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**ANNEX "A"**

**STATEMENT OF WORK**

*(Attached)*

Solicitation No. - N° de l'invitation  
EW076-170132/B  
Client Ref. No. - N° de réf. du client  
EW076-170132

Amd. No. - N° de la modif.  
File No. - N° du dossier  
EDM-5-38271

Buyer ID - Id de l'acheteur  
edm014  
CCC No./N° CCC - FMS No./N° VME

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## **ANNEX "B"**

### **BASIS OF PAYMENT**

- Unit Prices are to include ALL applicable expenses, including all labour, materials, tools, equipment, transportation, personnel expenses and supervision necessary to provide fire alarm inspection and maintenance services and are to remain firm for the period of the Contract.
- Service call rates will be paid only on the initial call-out. Should the work carry over to subsequent days, the labour rates only will apply.
- Overtime must be authorized in advance by the Project Authority
- GST is not to be included in the prices but will be added as a separate item to any invoice issued against the Contract.
- A percentage mark-up on parts and materials must be provided otherwise it will be taken as zero.
- Estimated usages are for evaluation purposes only, actual usages may vary from these amounts.

**PART 1: FOR YELLOWKNIFE ONLY WITHIN THE SAHTU DENE AND METIS COMPREHENSIVE LAND CLAIM AGREEMENT AREA:**

**YEAR ONE**

Item	Description	Estimated Usage	Unit Pricing
<b>1. Routine Inspections - As per Annex "A", Statement of Work</b>			
1.1	<b>Annual Testing / Inspections / Maintenance (as per Statement of Work - 3.3.1) for all sites</b> 1.1.1 Fire Extinguishers 1.1.2 Smoke Detectors 1.1.3 Fire Sprinkler System 1.1.4 Fire Alarm system	Inspection per site 1 ea.	\$ _____ / Inspection
1.2	<b>Quarterly Testing / Inspections / Maintenance (as per Statement of Work - 3.3.2)</b> 1.2.1 Fire Sprinkler System	Inspections per site 4 ea.	\$ _____ /Inspection
1.3	<b>Monthly Testing / Inspections / Maintenance (as per Statement of Work - 3.3.3)</b> 1.3.1 Fire Alarm System	Inspections per site 12 ea.	\$ _____ /Inspection
1.4	<b>Monthly Testing /Inspections / Maintenance (as per Statement of Work – 3.3.4)</b>	Inspections per site 12 ea	\$ _____ /Inspection
<b>2. Fire Extinguisher Maintenance (as per Statement of Work - 3.3.4)</b>			
2.1	<b>Fire Extinguisher Recharge - Stored Pressure</b>		
2.1.1	5 lb.	20 Units	\$ _____ / Unit
2.1.2	20 lb.	1 Units	\$ _____ / Unit
	<b>Fire Extinguisher Recharge - Cartridge Operated Exchange</b>		
2.1.3	5 lb.	2 Units	\$ _____ / Unit
2.1.4	20 lb.	5 Unit	\$ _____ / Unit
2.2	<b>Fire Extinguisher 6 year Servicing - Stored Pressure</b>		
2.2.1	5 lb.	20 Units	\$ _____ / Unit
2.2.2	20 lb.	1 Units	\$ _____ / Unit
	<b>Fire Extinguisher 6 year Servicing - Cartridge Operated Exchange</b>		

2.2.3	5 lb.	2 Units	\$ _____ / Unit
2.2.4	20 lb.	5 Unit	\$ _____ / Unit
2.3	<b>Fire Extinguisher 12 year Hydrostatic Testing - Stored Pressure</b>		
2.3.1	5 lb.	20 Units	\$ _____ / Unit
2.3.2	20 lb.	1 Units	
	<b>Fire Extinguisher 12 year Hydrostatic Testing - Cartridge Operated Exchange</b>		
2.3.3	5 lb.	2 Units	\$ _____ / Unit
2.3.4	20 lb.	5 Unit	\$ _____ / Unit
<b>3. Service call - (As per Section 1.3 - Statement of Work - Annex A)</b> <i>Initial service calls will be inclusive of the first hour of on-site productive labour. In addition, service call rates include all travel time, vehicle mileage, and all personnel necessary for the completion of the service.</i>			
3.1	Normal Hours (07:00 - 16:30 Local Time) Monday to Friday	5 Calls	\$ _____ /Call
3.2	Weekends / Evenings / Stat Holidays	5 Calls	\$ _____ /Call
<b>4. Labour in addition to the initial service call</b>			
4.1	Normal Hours (07:00 - 16:30 Local Time) Monday to Friday	5 Hours	\$ _____ / Hour
4.2	Weekends / Evenings / Stat Holidays	5 Hours	\$ _____ / Hour
<b>5. Materials</b>			
5.1	<b>Parts and Materials to be charged at the Contractor's Laid Down</b> Cost plus a mark up of _____ %	\$5,000.00	_____ %

**YEAR TWO**

Item	Description	Estimated Usage	Unit Pricing
<b>1. Routine Inspections - As per Annex "A", Statement of Work</b>			
1.1	<b>Annual Testing / Inspections / Maintenance (as per Statement of Work - 3.3.1) for all sites</b>		
	1.1.1 Fire Extinguishers	Inspection per site 1 ea.	\$ _____ / Inspection
	1.1.2 Smoke Detectors		
	1.1.3 Fire Sprinkler System		
	1.1.4 Fire Alarm system		

<b>1.2</b>	<b>Quarterly Testing / Inspections / Maintenance (as per Statement of Work - 3.3.2)</b>  1.2.1 Fire Sprinkler System	Inspections per site 4 ea.	\$ _____ _/Inspection
<b>1.3</b>	<b>Monthly Testing / Inspections / Maintenance (as per Statement of Work - 3.3.3)</b>  1.3.1 Fire Alarm System	Inspections per site 12 ea.	\$ _____ _/Inspection
<b>1.4</b>	<b>Monthly Testing / Inspections / Maintenance (as per Statement of Work - 3.3.4)</b>	Inspections per site 12 ea	\$ _____ _/Inspection
<b>2. Fire Extinguisher Maintenance (as per Statement of Work - 3.3.4)</b>			
<b>2.1</b>	<b>Fire Extinguisher Recharge - Stored Pressure</b>		
<b>2.1.1</b>	5 lb.	20 Units	\$ _____ / Unit
<b>2.1.2</b>	20 lb.	1 Units	\$ _____ / Unit
	<b>Fire Extinguisher Recharge - Cartridge Operated Exchange</b>		
<b>2.1.3</b>	5 lb.	2 Units	\$ _____ / Unit
<b>2.1.4</b>	20 lb.	5 Unit	\$ _____ / Unit
<b>2.2</b>	<b>Fire Extinguisher 6 year Servicing - Stored Pressure</b>		
<b>2.2.1</b>	5 lb.	20 Units	\$ _____ / Unit
<b>2.2.2</b>	20 lb.	1 Units	\$ _____ / Unit
	<b>Fire Extinguisher 6 year Servicing - Cartridge Operated Exchange</b>		
<b>2.2.3</b>	5 lb.	2 Units	\$ _____ / Unit
<b>2.2.4</b>	20 lb.	5 Unit	\$ _____ / Unit
<b>2.3</b>	<b>Fire Extinguisher 12 year Hydrostatic Testing - Stored Pressure</b>		
<b>2.3.1</b>	5 lb.	20 Units	\$ _____ / Unit
<b>2.3.2</b>	20 lb.	1 Units	
	<b>Fire Extinguisher 12 year Hydrostatic Testing - Cartridge Operated Exchange</b>		

Solicitation No. - N° de l'invitation  
 EW076-170132/B  
 Client Ref. No. - N° de réf. du client  
 EW076-170132

Amd. No. - N° de la modif.  
 File No. - N° du dossier  
 EDM-5-38271

Buyer ID - Id de l'acheteur  
 edm014  
 CCC No./N° CCC - FMS No./N° VME

<b>2.3.3</b>	5 lb.	2 Units	\$ _____ / Unit
<b>2.3.4</b>	20 lb.	5 Unit	\$ _____ / Unit

**3. Service call - (As per Section 1.3 - Statement of Work - Annex A)**  
*Initial service calls will be inclusive of the first hour of on-site productive labour. In addition, service call rates include all travel time, vehicle mileage, and all personnel necessary for the completion of the service.*

<b>3.1</b>	Normal Hours (07:00 - 16:30 Local Time) Monday to Friday	5 Calls	\$ _____ /Call
<b>3.2</b>	Weekends / Evenings / Stat Holidays	5 Calls	\$ _____ /Call

**4. Labour in addition to the initial service call**

<b>4.1</b>	Normal Hours (07:00 - 16:30 Local Time) Monday to Friday	5 Hours	\$ _____ / Hour
<b>4.2</b>	Weekends / Evenings / Stat Holidays	5 Hours	\$ _____ / Hour

**5. Materials**

<b>5.1</b>	<b>Parts and Materials to be charged at the Contractor's Laid Down</b> Cost plus a mark up of _____ %	\$5,000.00	_____ %
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**YEAR THREE**

Item	Description	Estimated Usage	Unit Pricing
<b>1. Routine Inspections - As per Annex "A", Statement of Work</b>			
1.1	<b>Annual Testing / Inspections / Maintenance (as per Statement of Work - 3.3.1) for all sites</b>  1.1.1 Fire Extinguishers 1.1.2 Smoke Detectors 1.1.3 Fire Sprinkler System 1.1.4 Fire Alarm system	Inspection per site 1 ea.	\$ _____ / Inspection
1.2	<b>Quarterly Testing / Inspections / Maintenance (as per Statement of Work - 3.3.2)</b>  1.2.1 Fire Sprinkler System	Inspections per site 4 ea.	\$ _____ /Inspection n
1.3	<b>Monthly Testing / Inspections / Maintenance (as per Statement of Work - 3.3.3)</b>  1.3.1 Fire Alarm System	Inspections per site 12 ea.	\$ _____ /Inspection n
1.4	<b>Monthly Testing /Inspections / Maintenance (as per Statement of Work – 3.3.4)</b>	Inspections per site 12 ea	\$ _____ /Inspection n
<b>2. Fire Extinguisher Maintenance (as per Statement of Work - 3.3.4)</b>			
2.1	<b>Fire Extinguisher Recharge - Stored Pressure</b>		
2.1.1	5 lb.	20 Units	\$ _____ / Unit
2.1.2	20 lb.	1 Units	\$ _____ / Unit
	<b>Fire Extinguisher Recharge - Cartridge Operated Exchange</b>		
2.1.3	5 lb.	2 Units	\$ _____ / Unit
2.1.4	20 lb.	5 Unit	\$ _____ / Unit
2.2	<b>Fire Extinguisher 6 year Servicing - Stored Pressure</b>		
2.2.1	5 lb.	20 Units	\$ _____ / Unit
2.2.2	20 lb.	1 Units	\$ _____ / Unit
	<b>Fire Extinguisher 6 year Servicing - Cartridge Operated Exchange</b>		
2.2.3	5 lb.	2 Units	\$ _____ / Unit
2.2.4	20 lb.	5 Unit	\$ _____ / Unit
2.3	<b>Fire Extinguisher 12 year Hydrostatic Testing - Stored Pressure</b>		
2.3.1	5 lb.	20 Units	\$ _____ / Unit
2.3.2	20 lb.	1 Units	

Solicitation No. - N° de l'invitation  
 EW076-170132/B  
 Client Ref. No. - N° de réf. du client  
 EW076-170132

Amd. No. - N° de la modif.  
 File No. - N° du dossier  
 EDM-5-38271

Buyer ID - Id de l'acheteur  
 edm014  
 CCC No./N° CCC - FMS No./N° VME

	<b>Fire Extinguisher 12 year Hydrostatic Testing - Cartridge Operated Exchange</b>		
2.3.3	5 lb.	2 Units	\$ _____ / Unit
2.3.4	20 lb.	5 Unit	\$ _____ / Unit
<b>3. Service call - (As per Section 1.3 - Statement of Work - Annex A)</b>			
<i>Initial service calls will be inclusive of the first hour of on-site productive labour. In addition, service call rates include all travel time, vehicle mileage, and all personnel necessary for the completion of the service.</i>			
3.1	Normal Hours (07:00 - 16:30 Local Time) Monday to Friday	5 Calls	\$ _____ / Call
3.2	Weekends / Evenings / Stat Holidays	5 Calls	\$ _____ / Call
<b>4. Labour in addition to the initial service call</b>			
4.1	Normal Hours (07:00 - 16:30 Local Time) Monday to Friday	5 Hours	\$ _____ / Hour
4.2	Weekends / Evenings / Stat Holidays	5 Hours	\$ _____ / Hour
<b>5. Materials</b>			
5.1	Parts and Materials to be charged at the Contractor's Laid Down Cost plus a mark up of _____%	\$5,000.00	_____ %

**PART 2: FOR INUVIK ONLY WITHIN THE GWICH'IN COMPREHENSIVE LAND CLAIM AGREEMENT AREA:**

**YEAR ONE**

Item	Description	Estimated Usage	Unit Pricing
<b>1. Routine Inspections - As per Annex "A", Statement of Work</b>			
1.1	<b>Annual Testing / Inspections / Maintenance (as per Statement of Work - 3.3.1) for all sites</b>		
	1.1.1 Fire Extinguishers	Inspection per site 1 ea.	\$ _____ / Inspection
	1.1.2 Smoke Detectors		
	1.1.3 Fire Sprinkler System		
	1.1.4 Fire Alarm system		
1.2	<b>Quarterly Testing / Inspections / Maintenance (as per Statement of Work - 3.3.2)</b>	Inspections per site 4 ea.	\$ _____ / Inspection
	1.2.1 Fire Sprinkler System		
1.3	<b>Monthly Testing / Inspections / Maintenance (as per Statement of Work - 3.3.3)</b>	Inspections per site 12 ea.	\$ _____ / Inspection
	1.3.1 Fire Alarm System		
<b>2. Fire Extinguisher Maintenance (as per Statement of Work - 3.3.4)</b>			

<b>2.1</b>	<b>Fire Extinguisher Recharge - Stored Pressure</b>		
2.1.1	5 lb.	5 Units	\$ _____ / Unit
2.1.2	10 lb.	2 Units	\$ _____ / Unit
2.1.3	20 lb.	2 Units	\$ _____ / Unit
	<b>Fire Extinguisher Recharge - Cartridge Operated Exchange</b>		
2.1.4	10 lb.	5 Unit	\$ _____ / Unit
<b>2.2</b>	<b>Fire Extinguisher 6 year Servicing - Stored Pressure</b>		
2.2.1	5 lb.	5 Units	\$ _____ / Unit
2.2.2	10 lb.	2 Units	\$ _____ / Unit
2.2.3	20 lb.	2 Units	\$ _____ / Unit
	<b>Fire Extinguisher 6 year Servicing - Cartridge Operated Exchange</b>		
2.2.4	5 lbs	5 Unit	\$ _____ / Unit
<b>2.3</b>	<b>Fire Extinguisher 12 year Hydrostatic Testing - Stored Pressure</b>		
2.3.1	2.5 lb.	5 Units	\$ _____ / Unit
2.3.2	5 lb.	2 Units	
2.3.3	10 lb.	2 Units	\$ _____ / Unit
	<b>Fire Extinguisher 12 year Hydrostatic Testing - Cartridge Operated Exchange</b>		
2.3.4	5 lbs	5 Unit	\$ _____ / Unit
<b>3. Service call - (As per Section 1.3 - Statement of Work - Annex A)</b>			
<i>Initial service calls will be inclusive of the first hour of on-site productive labour. In addition, service call rates include all travel time, vehicle mileage, and all personnel necessary for the completion of the service.</i>			
3.1	Normal Hours (07:00 - 16:30 Local Time) Monday to Friday	2 Calls	\$ _____ /Call
3.2	Weekends / Evenings / Stat Holidays	2 Calls	\$ _____ /Call
<b>4. Labour in addition to the initial service call</b>			
4.1	Normal Hours (07:00 - 16:30 Local Time) Monday to Friday	5 Hours	\$ _____ / Hour

Solicitation No. - N° de l'invitation  
 EW076-170132/B  
 Client Ref. No. - N° de réf. du client  
 EW076-170132

Amd. No. - N° de la modif.  
 File No. - N° du dossier  
 EDM-5-38271

Buyer ID - Id de l'acheteur  
 edm014  
 CCC No./N° CCC - FMS No./N° VME

4.2	Weekends / Evenings / Stat Holidays	5 Hours	\$ _____ / Hour
<b>5. Materials</b>			
5.1	Parts and Materials to be charged at the Contractor's Laid Down Cost plus a mark up of _____ %	\$5,000.00	_____ %

**YEAR TWO**

Item	Description	Estimated Usage	Unit Pricing
<b>1. Routine Inspections - As per Annex "A", Statement of Work</b>			
1.1	<b>Annual Testing / Inspections / Maintenance (as per Statement of Work - 3.3.1) for all sites</b>  1.1.1 Fire Extinguishers 1.1.2 Smoke Detectors 1.1.3 Fire Sprinkler System 1.1.4 Fire Alarm system	Inspection per site 1 ea.	\$ _____ / Inspection
1.2	<b>Quarterly Testing / Inspections / Maintenance (as per Statement of Work - 3.3.2)</b>  1.2.1 Fire Sprinkler System	Inspections per site 4 ea.	\$ _____ / Inspection
1.3	<b>Monthly Testing / Inspections / Maintenance (as per Statement of Work - 3.3.3)</b>  1.3.1 Fire Alarm System	Inspections per site 12 ea.	\$ _____ / Inspection
<b>2. Fire Extinguisher Maintenance (as per Statement of Work - 3.3.4)</b>			
2.1	<b>Fire Extinguisher Recharge - Stored Pressure</b>		
2.1.1	5 lb.	5 Units	\$ _____ / Unit
2.1.2	10 lb.	2 Units	\$ _____ / Unit
2.1.3	20 lb.	2 Units	\$ _____ / Unit
	<b>Fire Extinguisher Recharge - Cartridge Operated Exchange</b>		
2.1.4	10 lb.	5 Unit	\$ _____ / Unit
2.2	<b>Fire Extinguisher 6 year Servicing - Stored Pressure</b>		
2.2.1	5 lb.	5 Units	\$ _____ / Unit

2.2.2	10 lb.	2 Units	\$ _____ / Unit
2.2.3	20 lb.	2 Units	\$ _____ / Unit
<b>Fire Extinguisher 6 year Servicing - Cartridge Operated Exchange</b>			
2.2.4	5 lbs	5 Unit	\$ _____ / Unit
<b>2.3 Fire Extinguisher 12 year Hydrostatic Testing - Stored Pressure</b>			
2.3.1	2.5 lb.	5 Units	\$ _____ / Unit
2.3.2	5 lb.	2 Units	
2.3.3	10 lb.	2 Units	\$ _____ / Unit
<b>Fire Extinguisher 12 year Hydrostatic Testing - Cartridge Operated Exchange</b>			
2.3.4	5 lbs	5 Unit	\$ _____ / Unit
<b>3. Service call - (As per Section 1.3 - Statement of Work - Annex A)</b> <i>Initial service calls will be inclusive of the first hour of on-site productive labour. In addition, service call rates include all travel time, vehicle mileage, and all personnel necessary for the completion of the service.</i>			
3.1	Normal Hours (07:00 - 16:30 Local Time) Monday to Friday	2 Calls	\$ _____ /Call
3.2	Weekends / Evenings / Stat Holidays	2 Calls	\$ _____ /Call

<b>4. Labour in addition to the initial service call</b>			
4.1	Normal Hours (07:00 - 16:30 Local Time) Monday to Friday	5 Hours	\$ _____ / Hour
4.2	Weekends / Evenings / Stat Holidays	5 Hours	\$ _____ / Hour

<b>5. Materials</b>			
5.1	Parts and Materials to be charged at the Contractor's Laid Down Cost plus a mark up of _____ %	\$5,000.00	_____ %

**YEAR THREE**

Item	Description	Estimated Usage	Unit Pricing
<b>1. Routine Inspections - As per Annex "A", Statement of Work</b>			

<b>1.1</b>	<b>Annual Testing / Inspections / Maintenance (as per Statement of Work - 3.3.1) for all sites</b>  1.1.1 Fire Extinguishers 1.1.2 Smoke Detectors 1.1.3 Fire Sprinkler System 1.1.4 Fire Alarm system	Inspection per site 1 ea.	\$ _____ / Inspection
<b>1.2</b>	<b>Quarterly Testing / Inspections / Maintenance (as per Statement of Work - 3.3.2)</b>  1.2.1 Fire Sprinkler System	Inspections per site 4 ea.	\$ _____ / Inspection
<b>1.3</b>	<b>Monthly Testing / Inspections / Maintenance (as per Statement of Work - 3.3.3)</b>  1.3.1 Fire Alarm System	Inspections per site 12 ea.	\$ _____ / Inspection
<b>2. Fire Extinguisher Maintenance (as per Statement of Work - 3.3.4)</b>			
<b>2.1</b>	<b>Fire Extinguisher Recharge - Stored Pressure</b>		
<b>2.1.1</b>	5 lb.	5 Units	\$ _____ / Unit
<b>2.1.2</b>	10 lb.	2 Units	\$ _____ / Unit
<b>2.1.3</b>	20 lb.	2 Units	\$ _____ / Unit
	<b>Fire Extinguisher Recharge - Cartridge Operated Exchange</b>		
<b>2.1.4</b>	10 lb.	5 Unit	\$ _____ / Unit
<b>2.2</b>	<b>Fire Extinguisher 6 year Servicing - Stored Pressure</b>		
<b>2.2.1</b>	5 lb.	5 Units	\$ _____ / Unit
<b>2.2.2</b>	10 lb.	2 Units	\$ _____ / Unit
<b>2.2.3</b>	20 lb.	2 Units	\$ _____ / Unit
	<b>Fire Extinguisher 6 year Servicing - Cartridge Operated Exchange</b>		
<b>2.2.4</b>	5 lbs	5 Unit	\$ _____ / Unit
<b>2.3</b>	<b>Fire Extinguisher 12 year Hydrostatic Testing - Stored Pressure</b>		
<b>2.3.1</b>	2.5 lb.	5 Units	\$ _____ / Unit

Solicitation No. - N° de l'invitation  
 EW076-170132/B  
 Client Ref. No. - N° de réf. du client  
 EW076-170132

Amd. No. - N° de la modif.  
 File No. - N° du dossier  
 EDM-5-38271

Buyer ID - Id de l'acheteur  
 edm014  
 CCC No./N° CCC - FMS No./N° VME

<b>2.3.2</b>	5 lb.	2 Units	
<b>2.3.3</b>	10 lb.	2 Units	\$ _____ / Unit
	<b>Fire Extinguisher 12 year Hydrostatic Testing - Cartridge Operated Exchange</b>		
<b>2.3.4</b>	5 lbs	5 Unit	\$ _____ / Unit
<b>3. Service call - (As per Section 1.3 - Statement of Work - Annex A)</b>			
<i>Initial service calls will be inclusive of the first hour of on-site productive labour. In addition, service call rates include all travel time, vehicle mileage, and all personnel necessary for the completion of the service.</i>			
<b>3.1</b>	Normal Hours (07:00 - 16:30 Local Time) Monday to Friday	2 Calls	\$ _____ /Call
<b>3.2</b>	Weekends / Evenings / Stat Holidays	2 Calls	\$ _____ /Call
<b>4. Labour in addition to the initial service call</b>			
<b>4.1</b>	Normal Hours (07:00 - 16:30 Local Time) Monday to Friday	5 Hours	\$ _____ / Hour
<b>4.2</b>	Weekends / Evenings / Stat Holidays	5 Hours	\$ _____ / Hour
<b>5. Materials</b>			
<b>5.1</b>	<b>Parts and Materials to be charged at the Contractor's Laid Down</b> Cost plus a mark up of _____%	\$5,000.00	_____ %

**ANNEX "C"**

**SECURITY REQUIREMENTS CHECK LIST**

(Attached)

## **ANNEX "D"**

### **INSURANCE REQUIREMENTS**

#### **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.

**Automobile Liability Insurance**

1. The Contractor must obtain Automobile 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.
2. The policy must include the following:
  - a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
  - b. Accident Benefits - all jurisdictional statutes
  - c. Uninsured Motorist Protection
  - d. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

Solicitation No. - N° de l'invitation  
EW076-170132/B  
Client Ref. No. - N° de réf. du client  
EW076-170132

Amd. No. - N° de la modif.  
File No. - N° du dossier  
EDM-5-38271

Buyer ID - Id de l'acheteur  
edm014  
CCC No./N° CCC - FMS No./N° VME

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**ANNEX "E"**

**TASK AUTHORIZATION FORM PWGSC-TPSGC**

*(Attached)*

Solicitation No. - N° de l'invitation  
EW076-170132/B  
Client Ref. No. - N° de réf. du client  
EW076-170132

Amd. No. - N° de la modif.  
File No. - N° du dossier  
EDM-5-38271

Buyer ID - Id de l'acheteur  
edm014  
CCC No./N° CCC - FMS No./N° VME

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## **ANNEX "F" 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)

## ANNEX "G"

### ABORIGINAL BENEFITS PLAN (ABP)

#### Evaluation and Assessment of Benefits Plan Guarantee

For a bid to be assigned points for representations made in respect of any ABP bid criteria, the Bidder must provide proof with their bid to demonstrate how they will meet the objective of each criterion. Bidders may use the attached REPORTING TABLES to supplement the Benefits Plan submission provided in their bid.

Proof of efforts and/or guarantees made by Bidders should include, but not be limited to, the names of persons or companies contacted and the nature of the undertakings at the time of the submission as applicable. Bidders must ensure their ABP documentation demonstrates sufficient evidence to assess the compliance of their bid against the criteria listed herein. It is the Bidders' responsibility to provide sufficient information in its bid to enable the Evaluation Committee to complete its evaluation. Bidders must include all reference material to be considered, material and/or documents outside the proposal will not be considered. URL links to website will not be considered. No prior knowledge or experience will be taken into consideration.

Canada reserves the right to verify any information provided in the Aboriginal Benefit Plan and that untrue statements may result in the tender being declared non-responsive.

#### Bidder Selection:

The selection will be based on the highest responsive combined rating of ABP and price. The ratio will be 10% for the Aboriginal Benefits Plan and 90% for the price.

$$\text{ABP Score} = \frac{\text{Bidders' Points}}{\text{Maximum Points}} \times 10\%$$

$$\text{Cost Score} = \frac{\text{Lowest Bid}}{\text{Bidders' Cost}} \times 90\%$$

#### ABP Bid Criteria:

BID CRITERIA	TOTAL AVAILABLE POINTS
1. <b>HEAD OFFICE:</b> The existence of head offices, staffed administrative offices or other staffed facilities in the CLCA Settlement Area.	10 Points
2. <b>TRAINING:</b> Bidder will be evaluated on their undertaking of a commitment with respect to delivery of on-the-job training and apprenticeship programs for Aboriginal people from the area of the contract at no additional cost under this project.	10 points

<p>3. <b>LABOR:</b> The employment of Aboriginal in carrying out the work of the contracts.</p> <p>Bidder will be evaluated on their firm guarantee to use Aboriginal employment from the area of the contract in carrying out the work. The percentages identified below relate specifically to on-site labour hours regardless of whether they are Prime Contractor staff and/or Sub-contractor staff. Percentages should be supported by list of specific positions that may or will be staffed by Aboriginal personnel.</p> <p>0 - 25% - of total labour hours    0 - 10 points 26 - 50% - of total labour hours    11 - 20 points 51 - 75% - of total labour hours    21 - 30 points 76 - 100% - of total labour hours    31 - 40 points</p> <p><u>Guarantee of Aboriginal Employee Content:</u> Bidders complete this section if a guarantee is being provided.</p> <p><u>Total No. Of Aboriginal Labour Hours For This Contract: (A)</u>    A/B = _____ % <u>Total No. Of Labour Hours For This Contract: (B)</u></p>	<p>40 Points</p>
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<p>4. <b>SUB-CONTRACTORS / SUPPLIERS:</b> The use of sub-contractors or suppliers that are Aboriginal, or Aboriginal firms, in carrying out the contract.</p> <p>Bidder will be evaluated on their firm guarantee to use Aboriginal Sub-Contractors for services or the procurement of supplies and equipment from the area of the contract associated with the project. Ranges are based on expenditures for equipment associated, supplies and/or services as a <b>percentage of the total estimated cost for the contract</b> not the number of businesses used.</p> <p>0 - 25% - of total cost 0 - 10 points      26 - 50% - of total cost 11 - 20 points      51 - 75% - of total cost 21 - 30 points      76 - 100% - of total cost 31 - 40 points</p> <p>Note: If the Prime Contractor is an Aboriginal owned business from the area of the contract, the total dollar value of the Aboriginal contracting shall also include the contractor's share of the contract.</p> <p><u>Guarantee of Aboriginal Sub-Contracting / Supplier Costs:</u>      Bidders complete this section if a guarantee is being provided.</p> <p>Total Est. Cost for Supplies/Materials/Equipment/Services  <u>from Aboriginal companies For This Contract (A)</u>      Total Est. Cost of for Supplies/Materials/Equipment/Services For This Contract (B)</p> <p>A/B = _____ %</p> <p>*** Penalties and Incentives Conditions will apply to this criterion.</p>	<p>40 Points</p>
<p><b>TOTAL POSSIBLE POINTS</b></p>	<p>100 Points</p>

**BIDDER GUARANTEE AND CERTIFICATION**

1. At time of bid submission - The tables below may be used by bidders to submit their proposals.
2. Information provided may be subject to verification.

**TABLE 1 – Head Office**

Provide Current Business address
Bidders are requested to demonstrate the existence of head offices, staffed administrative offices or other staffed facilities in the CLCA.

**TABLE 2 – Guarantee of Aboriginal Training**

Name & Position Title (Provide name(s) where possible)	Aboriginal Employee	Non Aboriginal Employee
Bidders to include type of training and hours of training.		

**TABLE 3 – Guarantee of Aboriginal Labour Content**

Total No. Of Aboriginal Person Hours for This Project  
Total No. Of Person Hours for This Project

= \_\_\_\_\_%

Name & Position Title (Provide name(s) where possible)	Aboriginal Employee Hours	Non – Aboriginal Employee Hours
Bidders to include the # of hours to be worked.		

**TABLE 4 – Guarantee of Aboriginal Content for Sub-Contracting/Suppliers Content:**

Total Estimated Cost For Supplies/Materials, Equip And Services Procured From Aboriginal Companies for This Project  
Total Value of the contract

= \_\_\_\_\_%

Company Name	Aboriginal Company	Non- Aboriginal Company

Solicitation No. - N° de l'invitation  
EW076-170132/B  
Client Ref. No. - N° de réf. du client  
EW076-170132

Amd. No. - N° de la modif.  
File No. - N° du dossier  
EDM-5-38271

Buyer ID - Id de l'acheteur  
edm014  
CCC No./N° CCC - FMS No./N° VME

Bidder to include the value of work to be Sub-Contracted.		
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**Bidder Certification**

The Bidder must submit the following certification if a guarantee of Aboriginal Benefit Plan is being provided, either at time of bid submission, or prior to contract award.

**ABORIGINAL BENEFIT PLAN CERTIFICATION:**

\_\_\_\_\_  
**PRINT NAME**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

**The bidder certifies its Benefits Plan guarantee for contracting submitted with its bid is accurate and complete.**

Solicitation No. - N° de l'invitation  
EW076-170132/B  
Client Ref. No. - N° de réf. du client  
EW076-170132

Amd. No. - N° de la modif.  
File No. - N° du dossier  
EDM-5-38271

Buyer ID - Id de l'acheteur  
edm014  
CCC No./N° CCC - FMS No./N° VME

### **CONTRACTOR ACHIEVEMENT REPORTING AND CERTIFICATION**

1. For successful Contractor only - If an ABP guarantee is provided as part of the bid, the successful Contractor must provide a summary of activities undertaken to meet the guarantees made as part of the ABP portion of their bid. The following table must be completed with supporting information (such as invoices, work logs, payroll receipts, etc.) by the contractor on a quarterly basis.
2. Information provided may be subject to verification.
3. The ABP Certification and ABP Achievement Reports must be submitted prior to final payment with details how the Contractors met its' ABP guarantee.
4. Failure to comply with the request to submit the certification and report within a 15 day time period may result in a full 1% penalty.

**Return Reports to:**

Contracting Authority Name: Christopher Lau  
Email: christopher.lau@pwgsc.gc.ca

**TABLE 1 – Head Office**

<b>Provide Current Business address</b>
Contractors must confirm the existence of head offices, staffed administrative offices or other staffed facilities in the CLCA area. .

**TABLE 2 – Achievement of Aboriginal Training**

<b>Name &amp; Position Title (Provide name(s) where possible)</b>	<b><u>Aboriginal</u> Employee</b>	<b>Non <u>Aboriginal</u> Employee</b>
Contractor must include type training, hours, and % complete		

Solicitation No. - N° de l'invitation  
 EW076-170132/B  
 Client Ref. No. - N° de réf. du client  
 EW076-170132

Amd. No. - N° de la modif.  
 File No. - N° du dossier  
 EDM-5-38271

Buyer ID - Id de l'acheteur  
 edm014  
 CCC No./N° CCC - FMS No./N° VME

**TABLE 3 – Achievement of Aboriginal Labour Content**

Total Person Hours for This Project: \_\_\_\_\_ Hours  
 Total Aboriginal Person Hours for This Project: \_\_\_\_\_ Hours

Total No. Of Aboriginal Person Hours for This Project  
 Total No. Of Person Hours for This Project

= \_\_\_\_\_%

Name & Position Title (Provide name(s) where possible)	Aboriginal Employee Hours	Non – Aboriginal Employee Hours
Contractor must include the # of hours worked		

**TABLE 4 – Achievement of Aboriginal Content for Sub-Contracting/Suppliers Content:**

Total value of procured goods or services for this project: \$ \_\_\_\_\_  
 Total value of Aboriginal procured goods or services for this project: \$ \_\_\_\_\_

Total Cost For Supplies/Materials, Equip And Services Procured From Aboriginal Companies for This Project  
 Total Value of the contract  
 = \_\_\_\_\_%

Company Name	Aboriginal Company	Non- Aboriginal Company
Contractor to include the value of Sub-Contracted work		

**CONTRACTOR CERTIFICATION**

<b>ABORIGINAL BENEFIT PLAN ACHIEVEMENT CERTIFICATION:</b>		
<b>PRINT NAME</b>	<b>SIGNATURE</b>	<b>DATE</b>
<p>The Contractor certifies the information contained in the ACHIEVEMENT TABLES is accurate and complete.</p>		

#### **ABORIGINAL BENEFITS PLAN PENALTY CONDITIONS**

1. Under the provisions of the proposed contract, where the contractor meets the ABP guarantees specified and certified in his bid, the contractor will be paid the agreed contract price.
2. If the contractor fails to demonstrate they made diligent efforts to fulfill their certified training guarantee, an amount of up to 1% of the final contract value may be deducted from the final payment. The Contractor will not be evaluated on their training achievements. (Table 2A)
3. If the contractor does not meet the certified percentage of Aboriginal employee hours worked on the project and fails to demonstrate they have made diligent efforts to fulfill their Aboriginal employment guarantees, an amount of up to 1% of the final contract value may be deducted from the final payment. (Table 2B)
4. If the contractor does not meet the certified percentage of Aboriginal Sub-contractors/Suppliers, and fails to demonstrate they have made diligent efforts to fulfill their Aboriginal sub-contractors/suppliers guarantees, an amount of up to 1% of the final contract value may be deducted from the final payment. (Table 2C)
5. Canada will have the right to hold back, drawback, deduct or set off from and against the amounts of any monies owing at any time by Canada to the Contractor, any penalties owing and unpaid under this section.
6. Nothing in this section must be interpreted as limiting the rights and remedies which Canada may otherwise have under the Contract.
7. Canada reserves the right, at their sole discretion, to reduce or eliminate damages if it can be clearly demonstrated that significant efforts were made to meet the ABP guarantee and the minimum requirements could not be met due to circumstances out of the Contractor's control.

NOTE: "FINAL CONTRACT VALUE" for the purposes of the penalty calculation the final contract value includes all amendments to the original award amount unless identified as being excluded from the ABP calculation at the time of change order or amendment negotiation.

<b>TABLE 2A - ASSESSMENT OF ABORIGINAL TRAINING PENALTY</b>			
ITEM#	REQUIREMENT	WEIGHT	SCORE
1	<p><b>CONTRACTOR DUE DILIGENCE:</b></p> <p>Case-by-case-consideration is given to contractor's ability to demonstrate diligent efforts to achieve their <b>Aboriginal Training</b> guarantees.</p> <p><b>Points awarded for contractor due diligence based on the following scale:</b></p> <p>0-13 points - Contractor demonstrated little to no effort and made no attempt to meet the ABP training guarantee.</p> <p>14-27 points - Contractor demonstrated moderate effort while attempting to meet the ABP training guarantee.</p> <p>28-40 points - Contractor demonstrated outstanding effort while attempting to meet the ABP training guarantee.</p>	40	
3	<b>TOTAL ASSESSED SCORE</b>	40	
4	<b>TOTAL CALCULATED PENALTY:</b> (40 - total assessed score)% x (Final contract value) x 1%	\$	
5	<b>COMMENTS/JUSTIFICATIONS:</b>		
6	<p><b>SIGNATURE OF EVALUATION PANEL:</b></p> <p>Departmental Representative: _____</p> <p>Technical Authority: _____</p> <p>Contracting Officer: _____</p>		

<b>TABLE 2B - ASSESSMENT OF ONSITE ABORIGINAL LABOUR PENALTY</b>			
ITEM#	REQUIREMENT	WEIGHT	SCORE
1	<p><b>Calculate the percentage of guarantee achieved for Onsite Aboriginal content based on the following formula, where:</b></p> <p>Guarantee percentage = <math>\frac{\text{Achieved}}{\text{Proposed}} = \frac{\quad}{\quad} \%</math></p> <p>51% - 100% = 30 - 60 points</p> <p><b>Notes:</b> percentage of 50% or less receives zero points</p>	60	
2	<p><b>CONTRACTOR DUE DILIGENCE:</b></p> <p>Case-by-case-consideration is given to contractor's ability to demonstrate diligent efforts to achieve Onsite <b>Aboriginal</b> employment guarantees.</p> <p><b>Points awarded for contractor due diligence based on the following scale:</b></p> <p>0-13 points - Contractor demonstrated little to no effort and made no attempt to meet the ABP employment guarantee.</p> <p>14-27 points - Contractor demonstrated moderate effort while attempting to meet the ABP employment guarantee.</p> <p>28-40 points - Contractor demonstrated outstanding effort while attempting to meet the ABP employment guarantee.</p>	40	
3	<b>TOTAL ASSESSED SCORE</b>	100	
4	<p><b>TOTAL CALCULATED PENALTY:</b>            (100 - total assessed score)% x (Final contract value) x 1%</p>	\$	
5	<b>COMMENTS/JUSTIFICATIONS:</b>		

<b>6</b>	<b>SIGNATURE OF EVALUATION PANEL:</b>	
	<b>Departmental Representative:</b>	_____
	<b>Technical Authority:</b>	_____
	<b>Contracting Officer (PWGSC):</b>	_____

<b>TABLE 2C - ASSESSMENT OF ABORIGINAL SUB-CONTRACTING/SUPPLIER PENALTY</b>			
ITEM#	REQUIREMENT	WEIGHT	SCORE
1	<p><b>Calculate the percentage of guarantee achieved for Aboriginal content based on the following formula, where:</b>            Guarantee percentage = <math>\frac{\text{Achieved}}{\text{Proposed}} = \frac{\quad}{\quad} \%</math>            51% - 100% = 30 - 60 points</p> <p><b>Note:</b> Guarantee percentage of 50% or less receives zero points.</p>	60	
2	<p><b>CONTRACTOR DUE DILIGENCE:</b></p> <p>Case-by-case-consideration is given to contractor's ability to demonstrate diligent efforts to achieve Aboriginal sub-contracting / supplier guarantees.</p> <p><b>Points awarded for contractor due diligence based on the following scale:</b>            0-13 points - Contractor demonstrated little to no effort and made no attempt to meet the ABP sub-contracting/supplier guarantees.            14-27 points - Contractor demonstrated moderate effort while attempting to meet the ABP sub-contracting/supplier guarantees.            28-40 points - Contractor demonstrated outstanding effort while attempting to meet the ABP sub-contracting/supplier guarantees.</p>	40	
3	<b>TOTAL ASSESSED SCORE</b>	100	
4	<b>TOTAL CALCULATED PENALTY:</b> (100 - total assessed score)% x (Final contract value) x 1%	\$	
5	<b>COMMENTS/JUSTIFICATIONS:</b>		

Solicitation No. - N° de l'invitation  
EW076-170132/B  
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File No. - N° du dossier  
EDM-5-38271

Buyer ID - Id de l'acheteur  
edm014  
CCC No./N° CCC - FMS No./N° VME

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6	<b>SIGNATURE OF EVALUATION PANEL:</b>
	<b>Departmental Representative:</b> _____
	<b>Technical Authority:</b> _____
	<b>Contracting Officer (PWGSC):</b> _____



ANNEX A STATEMENT  
OF WORK

## Table of Contents

<b>PART 1 GENERAL</b> .....	<b>3</b>
1.1 DEFINITIONS .....	3
1.1.1 Actions.....	3
1.1.2 Individuals.....	3
1.2 CODES, STANDARDS, REGULATIONS AND REQUIREMENTS .....	4
1.2.1 General .....	4
1.2.2 National and/or Territorial Codes.....	4
1.2.3 Standards .....	5
1.2.4 Health and Safety.....	6
1.2.5 Environmental Codes, Standards, Regulations and Requirements .....	6
1.2.6 Authority Having Jurisdiction (AHJ).....	6
1.3 SUBMITTALS .....	7
1.3.1 Required Permits.....	7
1.3.2 Site/ Work Specific Implementation Plan.....	8
1.3.3 Site-Specific Inspection schedule .....	9
1.3.4 Work Plan and Sequence of Operation for the Annual inspection.....	9
1.3.5 Health and Safety.....	10
1.3.6 Inspection Checklists.....	11
1.3.7 Building Life Safety Compliance Testing Manual.....	11
1.3.8 Material Removal Records.....	11
1.3.9 Reports for Tests, Checks, Maintenance and Service.....	12
1.4 GENERAL REQUIREMENTS .....	12
1.4.1 Purpose .....	12
1.4.2 Objective .....	13
1.4.3 Emergency Calls.....	13
1.4.4 Problem escalation .....	13
1.4.5 Notification .....	14
1.4.6 Operational Requirements .....	14
1.4.7 Extra Work.....	15
1.4.8 Building Access Hours.....	15
1.5 RESPONSIBILITIES .....	16
1.5.1 Completion of the Statement of Work.....	16
1.5.2 Negligence on the Part of Canada and Other Parties .....	16
1.5.3 Documentation.....	17
1.5.4 Health and Safety.....	17
1.5.5 Work Alone Policy .....	18
1.6 SUMMARY OF WORK.....	18
1.6.1 Inclusions of the Statement of Work .....	18
1.6.2 Schedule.....	19
1.6.3 Hazardous Waste Management Plan .....	19
1.6.4 Disposal of Waste.....	21
1.7 WORK RESTRICTIONS .....	23
1.7.1 Use of site and facilities.....	23
1.7.2 Maintenance of existing Services.....	23
1.7.3 Interruption of Building Services .....	23

---

<b>PART 2 EXECUTION .....</b>	<b>24</b>
2.1 GENERAL .....	24
2.1.1 Performance .....	24
2.1.2 Scheduling and Planning .....	24
2.1.3 Inspection Closeout Tasks .....	25
2.1.4 Personnel on site .....	26
2.2 FIRE ALARM SYSTEMS- WITH OR WITHOUT EMERGENCY VOICE COMMUNICATION CAPABILITIES ...	27
2.2.1 Performance .....	27
2.2.2 Additional requirements .....	27
2.3 WATER BASE FIRE PROTECTION SYSTEM .....	28
2.3.1 Performance .....	28
2.3.2 Additional Annual requirements .....	28
2.4 BATTERY POWERED EMERGENCY LIGHTING .....	29
2.4.1 Performance .....	29
2.4.2 Additional requirements .....	29
2.5 PORTABLE FIRE EXTINGUISHERS .....	29
2.5.1 Performance .....	30
2.6 Domestic Smoke Detector Alarm .....	30
2.6.1 Performance .....	30
2.6.2 Additional requirements .....	30
<b>PART 3 EQUIPMENT INVENTORY .....</b>	<b>31</b>
3.1 GENERAL .....	31
3.1.1 Inventory .....	31

## **PART 1 GENERAL**

### **1.1 Definitions**

#### 1.1.1 Actions

- 1.1.1.1 Checking/check: visual observation to ensure the device or system is in place and is not obviously damaged or obstructed.
- 1.1.1.2 Inspect/inspection: physical examination to determine that the device or system will perform in accordance with its intended function.
- 1.1.1.3 Testing/test: full operation of a device or system to ensure that it will perform in accordance with its intended operation or function.
- 1.1.1.4 Maintenance/Maintaining: routine recurring work; checking, inspecting, testing & service required to keep the components, sub-systems, system and integrated systems as identified in Part 3 – Equipment Inventory, in such condition that they may be continuously utilized, at their original or designed capacity and efficiency for their intended purpose.
- 1.1.1.5 Service: to make fit for use, adjust, repair, or maintain in order to keep the equipment identified in Part 3 – Equipment Inventory, in an operational condition as per their original design intent.
- 1.1.1.6 Emergency call: onsite diagnosis and correction made by a qualified person(s) as outlined in 1.4.3 -Emergency Call.

#### 1.1.2 Individuals

##### 1.1.2.1 Qualified Person

- 1) Someone who is in possession of a valid and recognized Canadian university or college degree, certificate, license, manufacturer-specific training/certification or professional standing. The university or college must have a provincial or territorial degree-granting status.
- 2) Someone having the appropriate minimum of five years of experience in the related field.

- 1, 1.2.2 Qualified Electrician: someone who is in possession of a valid Certificate of Qualification for a Qualified Electrical Worker in accordance with the Territorial Government Safety Services. Qualified Electrical Workers shall be registered with the Territorial Government Safety Services before doing any work under this contract.
- 1.1.2.3 Sprinkler and fire protection installer: someone who is certified in the trade regulated by the Trades Qualification and Apprenticeship Act. Persons undertaking the work of the sprinkler and fire protection installer have successfully completed the apprenticeship program and are in possession of a valid Certificate of Qualification in accordance with the provincial or territorial law in which the work is to be performed.
- 1.1.2.4 Fire Alarm Technician: someone who is in possession of a valid Canadian Fire Alarm Association (CFAA) certificate.
- 1.1.2.5 Extinguisher Technician: someone who is in possession of a valid training certificate in portable extinguishers that meets NFPA 10.

## **1.2 Codes, Standards, Regulations and Requirements**

### 1.2.1 General

- 1.2.1.1 The Contractor must comply with all Codes, Standards, Regulations and Requirements listed in this section.
- 1.2.1.2 The Contractor must keep within his possession a copy of the most current edition of the applicable Codes, Standards, Regulations and Requirements in force at the time of entering into the Statement of Work for the duration of the Contract.
- 1.2.1.3 In the event that concurrent documents exist, the most stringent set of Codes, Standards, Regulations and Requirements must apply.

### 1.2.2 National and/or Territorial Codes

- 1.2.2.1 National and Territorial Building Codes - As they pertain to the installation, verification and maintenance of Fire Alarm and Fire Protection Systems.
- 1.2.2.2 National and Territorial Fire Codes - As they pertain to the installation, verification and maintenance of Fire Alarm and Fire Protection Systems.

1.2.2.3 National and Territorial Electrical Safety Codes - As they pertain to the installation, verification and maintenance of Fire Alarm and Fire Protection Systems.

1.2.2.4 National and Territorial Health & Safety Codes - As they pertain to the works undertaken on site.

### 1.2.3 Standards

#### 1.2.3.1 Canadian Underwriters Laboratories of Canada (CANIULC) Standards

- 1) CAN/ULC - S508 - Standard for the Rating and Fire Testing of Fire Extinguishers
- 2) CAN/ULC - S524 - Standard for the Installation of Fire Alarm Systems
- 3) CAN/ULC- S536- Inspection and Testing of Fire Alarm Systems
- 4) CAN/ULC- S537- Verification of Fire Alarm Systems
- 5) CAN/ULC- S552- Standard for the Maintenance and Testing of Smoke-Alarms.

#### 1.2.3.2 Canadian Standards Association (CSA) Standards

- 1) CSA Z460- Control of hazardous energy- Lockout and other methods
- 2) CSA Z462- Workplace Electrical Safety (Arch Flash Protection)

#### 1.2.3.3 National Fire Protection Association (NFPA) Standard

- 1) NFPA 10- Standard for Portable Fire Extinguishers
- 2) NFPA 13 – Standard for the Installation of Sprinkler Systems
- 3) NFPA 14 – Standard for the Installation of Standpipes and Hose Systems
- 4) NFPA 20 – Standard for the Installation of Stationary Pumps for Fire Protection
- 5) NFPA 25 – Standard for the Inspection, Testing, and Maintenance of Water -Based Fire Protection Systems
- 6) NFPA 1962- Standard for the Inspection, Care, and Use of Fire Hose, Couplings, and Nozzles and the Service Testing of Fire Hose

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- 1.2.3.4 National Building Code
- 1.2.3.5 National Fire Code of Canada
- 1.2.3.6 National Plumbing Code of Canada
- 1.2.3.7 Canadian Electrical Code Part 1
- 1.2.4 Health and Safety
  - 1.2.4.1 *Canada Labour Code Part II*, Canada Occupational Safety and Health Regulations
  - 1.2.4.2 Health Canada / Workplace Hazardous Materials Information System (WHMIS)
  - 1.2.4.3 Material Safety Data Sheets (MSDS)
  - 1.2.4.4 Safety Act, Revised Statutes of the Northwest Territories (RSNWT) 1988, c S-1.
- 1.2.5 Environmental Codes, Standards, Regulations and Requirements
  - 1.2.5.1 Canadian Environmental Protection Act (CEPA) 1999 – Hazardous Waste Regulation
  - 1.2.5.2 Fisheries Act (R.S.C., 1985, c. F-14)
  - 1.2.5.3 Transportation of Dangerous Goods Regulations (TDGR)
  - 1.2.5.4 Waste Management
    - 1) Territorial requirements on Waste Management
    - 2) Municipal By-Law on the Disposal of Fire Protection Water, as per Subsection 1.6.4- Disposal of Waste
    - 3) Local jurisdiction requirements on Waste Management
  - 1.2.5.5 Guidelines related to the Discharge of Fire Protection Water
    - 1) Canadian Council of Ministers of the Environment. (1999) Canadian Water Quality Guidelines for the Protection of Aquatic Life, Reactive Chlorine Species.
- 1.2.6 Authority Having Jurisdiction (AHJ)
  - 1.2.6.1 PWGSC's Fire Protection Program is responsible for the provision of fire-protection services. PWGSC's Fire Protection Program is also responsible for the administration and enforcement of Treasury Board policy, standards, codes and regulations that cover fire protection under the Canada Labour Code.

- 1.2.6.2 The Departmental Fire Protection Coordinator, which is a senior official designated by the Deputy Head for the purpose of overseeing the implementation of the Fire Protection Standard.
- 1.2.6.3 At the invitation of the Crown, recommendations may be accepted by the Territorial Government Office of the Fire Marshall.
- 1.2.6.4 Territorial Government Good Building Practices
- 1.2.6.5 Territorial and Consolidations Acts
- 1) Environmental Rights Act
  - 2) Environmental Protection Act
  - 3) Workers' Compensation Act
  - 4) Fire Prevention Act
  - 5) Labour Standards Act
  - 6) Technical Standards and Safety Act
  - 7) Safety Act

### **1.3 Submittals**

#### 1.3.1 Required Permits

##### 1.3, 1.1 Electrical Inspection Permits

- 1) The Contractor is responsible to provide electrical inspection permits for all electrical work prior to electrical work taking place. Refer to the National, Provincial or Territorial electrical codes as mentioned in Section 1.2-Codes, Standards, Regulations and Requirements.

- 2) If an electrical inspection permit is not required, it is the Contractor's responsibility to provide a letter from the Electrical Safety Authority (ESA) confirming that the contractor is not required to provide electrical inspection permits for that specific work.

#### 1.3.1.2 Fire Protection Water Discharge Permit

- 1) The Contractor must provide a Municipal Permit, approval letter, or acknowledgement to proceed prior to discharging Fire Protection Water to a municipal non-sanitary sewer as per Article 1.6.4. – Disposal of Waste.

#### 1.3.2 Site/Work Specific Implementation Plan

1.3.2.1 The Contractor must submit a detailed, site/work specific, implementation plan to the Technical Authority twenty working days prior to the commencement of work as identified in the Contract.

- 1) The site/work specific, implementation plan must include:
  - a) A detailed site specific, inspection schedule.
  - b) A detailed work plan and sequence of operation for the annual inspection.
  - c) The site-Specific Health and Safety Plan.
  - d) Hazardous Waste Management Plan
  - e) Samples of relevant inspection checklists.
- 2) As part of the site/work specific, implementation plan the Contractor must perform:
  - a) A site-specific safety hazard assessment;
  - b) A health and safety risk/hazard analysis for site tasks and operations found within the implementation plan.
  - c) A hazardous Waste Audit

1.3.2.2 The Technical Authority will review the Contractor's site/work specific implementation plan and provide comments to the Contractor within ten working days after the receipt of plan.

- 1.3.2.3 The Contractor must revise the site/work specific implementation plan as appropriate and resubmit the plan to the Technical Authority within ten working days after receipt of comments.
- 1.3.2.4 The Technical Authority's review of the Contractor's detailed site/work specific implementation plan should not be construed as final and does not reduce the Contractors overall responsibility for providing the personnel required in the implementation plan.
- 1.3.2.5 The Technical Authority reserves the right to amend the site/work specific implementation plan at any time due to operational requirements and must sign off on all amendments to the plan, in consultation with the Contractor.

### 1.3.3 Site-Specific Inspection schedule

- 1.3.3.1 As part of the site/work specific, implementation plan, and every subsequent year after, the Contractor must submit to the Technical Authority a detailed site specific, inspection schedule.
  - 1) The schedule must include the additional monthly, semi-annual and annual requirements as defined in Part 2 -Additional Requirements.
- 1.3.3.2 The Technical Authority's review of Contractor's annual detailed inspections schedule should not be construed as final and does not reduce the Contractors' overall responsibility for providing the required personnel on the scheduled inspection dates.
- 1.3.3.3 The Technical Authority reserves the right to amend the inspection schedule at any time due to operational requirements and must sign off on all amendments to the plan, in consultation with the Contractor.

### 1.3.4 Work Plan and Sequence of Operation for the Annual inspection

- 1.3.4.1 As part of the site/work specific, implementation plan the Contractor must submit to the Technical Authority, a detailed work plan including a sequence of operation for all of the events covered under the annual inspection. This work plan must include but is not limited to;
  - a) Lockout-Tag out procedures
  - b) Site-Specific Electrical Inspection Procedures
  - c) Spill Containment Procedures

- d) Dechlorination of Fire Protection Water Procedures
- e) Quantities of Hazardous Waste Products to be produced during the annual inspection.

1.3.4.2 The Technical Authority reserves the right to amend the Work Plan at any time due to operational requirements and must sign off on all amendments to the plan, in consultation with the Contractor.

### 1.3.5 Health and Safety

#### 1.3.5.1 Site-Specific Health and Safety Plan

- 1) As part of the site/work specific implementation plan, the Contractor must submit to the Technical Authority their site-specific Health and Safety Plan.
- 2) The Health and Safety Plan must include:
  - a) Results of site-specific safety hazard assessment;
  - b) Results of health and safety risk or hazard analysis for site tasks and operations found in work plan.
- 3) The Technical Authority's review of Contractor's final Health and Safety plan should not be construed as approved and does not reduce the Contractor's overall responsibility for Health and Safety.

#### 1.3.5.2 Accident Report

- 1) The Contractor must submit to the Technical Authority within twenty-four hours of incident and/or accident reports of incidents and/or accidents that occur during the term of the Contract.

#### 1.3.5.3 Correction-Health and Safety Issues

- 1) The Contractor must provide the Technical Authority within two working days with written report of action taken to correct non-compliance of Health and Safety issues.

#### 1.3.5.4 Hazardous Material (WHMIS-MSDS)

- 1) The Contractor must submit any and all Workplace Hazardous Materials System (WHMIS) Material Safety Data Sheets (MSDS) for Hazardous Materials used on site to the Technical Authority five working days before such materials are brought to site.

#### 1.3.6 Inspection Checklists

1.3.6.1 Sample inspection checklists are available from the Technical Authority upon request.

1.3.6.2 The Contractor is responsible for providing and completing the inspection checklists required by this Contract. These inspection checklists must be in conformance with the minimum requirements defined by the applicable Codes, Standards, Regulations and Requirements as per section 1.2.

1.3.6.3 Additional inspections, checks and tests, as identified in part 2 – Execution, must also be recorded on the Contractor's checklists.

1.3.6.4 The inspection checklists must be submitted to and approved by the Technical Authority as part of the site/work specific, implementation plan.

1.3.6.5 The inspection checklists must be used to record the work performed at each inspection and must identify the specific tasks undertaken.

1.3.6.6 The completed original inspection checklists must be submitted to the Technical Authority and become the property of Canada.

#### 1.3.7 Building Life Safety Compliance Testing Manual

1.3.7.1 Signature of personnel performing any of the identified checks, inspections or tests as outlined in this Statement of Work must be entered into the Building Life Safety Compliance Testing Manual.

#### 1.3.8 Material Removal Records

1.3.8.1 The Contractor must submit to the Technical Authority within five working days records for all removals from site, for both materials designated for alternative disposal and general waste as defined by the Canadian Environmental Protection Act (CEPA) 1999, Hazardous Waste Regulation and other applicable provincial, municipal or territorial legislation.

### 1.3.9 Reports for Tests, Checks, Maintenance and Service

#### 1.3.9.1 Monthly and Semi-Annual Reports

- 1) A detailed and comprehensive signed inspection report must be submitted to the Technical Authority five working days following the completion of the monthly and semi-annual tests, checks, maintenance and service defined within this Statement of Work.
- 2) A detailed and comprehensive signed computerized or hard copy report of the monthly and semi-annual test procedures carried out must be submitted to the Technical Authority within ten working days following the completion of the inspections, tests, checks, maintenance and service defined within this Statement of Work.
- 3) The report must include the major and minor deficiencies noted during the inspections, tests, checks, maintenance and service defined within this Statement of Work.

#### 1.3.9.2 Annual Report

- 1) A detailed and comprehensive signed computerized or hard copy of the annual inspection report must be submitted to the Technical Authority no later than fifteen working days following the completion of the annual inspection, tests, checks, maintenance and service.
- 2) The Annual Report must also include major and minor deficiencies noted during the inspections, tests, checks, maintenance and service.

## **1.4 General Requirements**

### 1.4.1 Purpose

- 1.4.1.1 The maintenance and service of building components, sub-systems, systems and integrated systems is of utmost importance to ensure the successful operation of the installed services and utilities.
- 1.4.1.2 The maintenance shall not be considered completed until it can be demonstrated to the Technical Authority that the work defined within this Statement of Work has been satisfactorily performed by the Contractor.

#### 1.4.2 Objective

1.4.2.1 The objective of this Statement of Work is to engage a Contractor to provide maintenance services on the Fire Alarm/Fire Protection/Life Safety Systems, to ensure the integrity and uninterrupted performance of the systems as indicated in Part 3 Equipment Inventory.

#### 1.4.3 Emergency Calls

1.4.3.1 Request for service shall only be accepted from the National Service Call Centre, local PWGSC representative in the Territories or Technical Authority in Edmonton Alberta.

1.4.3.2 The Contractor must provide a qualified person(s) as defined by Section 1.1 - Definitions, to respond, on site, on a twenty-four hour, seven day a week basis at no extra cost to Canada for up to 20 incidents during the period of this contract including extensions if qualified person(s) are located or en route to Specific site in the Territories. Once the qualified person(s) determine the problem, labour and material expenses to make the systems 100% operational will be paid for by Canada once approved by the Technical Authority. In the event that a qualified person(s) is not located or en route to Specific site in the Territories the following will apply:

- 1) At the time of an Emergency Call request requiring a flight from a Specific site in the Territories to another, this must be approved by the Technical Authority, with the approval of the Regional Director General (RDG) of the Western Region, Canada will pay for a commercial airline return ticket in economy class, meals, labour during travel period, accommodations and cargo shipment (where applicable). Once contractor employee(s) arrives in Specific site in the Territories, 1.4.3.2 will apply.
- 2) If contractor employee(s) is required to modify an existing flight, when approved by the Technical Authority, Canada will pay for the difference in transportation charges, accommodation charges and meals. Once contractor employee(s) arrives in Specific site in the Territories, 1.4.3.2 will apply.

#### 1.4.4 Problem escalation

1.4.4.1 If within the first four hours of working on the equipment, the Contractor's service technician has not been able to make significant progress of repairing the equipment, they shall then contact their technical support manager, service manager or engineering manager for advice on a further course of action.

1.4.4.2 If the problem is not corrected within a total of eight hours, the service technician shall contact their technical support manager, service manager or engineering manager, who shall arrange to have the manufacturer engineer provide technical support onsite which at that point 1.4.3.2(1) will apply.

1.4.4.3 The Contractor shall provide clear and concise rationale of the events leading up to the failure of any component, sub-system, system or integrated system.

#### 1.4.5 Notification

1.4.5.1 An annually approved schedule is required before the start of the first test and every subsequent year thereafter.

1.4.5.2 The Technical Authority must be notified a minimum of fifteen working days prior to tentative tests to allow time to make necessary arrangements.

1.4.5.3 The Contractor must ensure that proper notification procedures are in place to avoid false alarms during service, repairs and testing of the equipment identified in Part 3 – Equipment Inventory.

1.4.5.4 The Contractor must ensure that proper notification procedures are in place to avoid any miscommunication. The list of minimum contacts includes but is not limited to: the Technical Authority, the monitoring service, the fire department and the site security.

1.4.5.5 When service or repairs are required, the Technical Authority must be notified and the Fire Alarm/Fire Protection/Life Safety Systems must be temporarily bypassed to prevent possible false alarms.

1.4.5.6 The Technical Authority and the local Fire Department must be notified, in writing, of any actions taken to disable the Fire Alarm/Fire Protection/Life Safety Systems.

#### 1.4.6 Operational Requirements

1.4.6.1 The Contractor must provide required maintenance as per Contractual requirements and at the indicated frequency, inclusive of the manufacturer's recommendations to maintain the equipment at its original performance level to provide trouble-free operations.

#### 1.4.7 Extra Work

- 1.4.7.1 The Equipment Inventory identified in Part 3 – Equipment Inventory must be inspected and maintained as described herein, All additional parts and labour required to effect repairs to this equipment will be at extra cost to Canada.
- 1.4.7.2 For any repairs associated with the Equipment Inventory, the Contractor must submit to the Technical Authority for review, within twenty-four hours, a comprehensive part & labour cost summary and the reason for repair(s). If the request is deemed fair and reasonable by the Technical Authority, compensation will be provided to the Contractor as per the as and When Requested Work Pricing Schedule 2 in the Contract. The proposed repairs must not proceed without prior consent in writing from the Technical Authority.
- 1.4.7.3 While the Contractor is on site, deficiencies discovered that can be repaired with available material from the Contractor's stock must be billed as per the As and When Requested Work Pricing Schedule 2 in the Contract. The approval to proceed with this corrective work can only be authorized by the Technical Authority.
- 1.4.7.4 Components used to repair or replace existing system components must be new, compatible with the existing inventory, Canadian Underwriters Laboratories of Canada (ULC) and/or Canadian Standards Association (CSA) listed and must comply with the applicable provisions of the codes, standards, regulations and requirements identified in Section 1.2 – Required Codes, Standards, Regulations and Requirements.
- 1.4.7.5 The Contractor is to identify modifications or improvements to the equipment or system(s) that will enhance equipment serviceability, life expectancy and/or efficiency. The Contractor must submit an estimated cost of the repairs based on the 'As and When Requested Work' Pricing Schedule 2 in the Contract.

#### 1.4.8 Building Access Hours

##### 1.4.8.1 Regular, Silent and Weekend Building Working Hours

- 1) Regular working building hours are from
  - a. Inuvik - 7:30 am until 5:30 pm Monday to Friday.
  - b. Yellowknife - 8:00 am until 5:00 pm Monday to Friday.
- 2) Silent building hours are from
  - a. Inuvik – 5:30 pm until 7:30 am, Monday to Friday.
  - b. Yellowknife – 5:00 pm until 8: am Monday to Friday.
- 3) Weekend building working hours are from
  - a. Inuvik – 5:30 pm Friday until 7:30 am, Monday
  - b. Yellowknife – 5:00 pm until 8: am Monday

#### 1.4.8.2 Inspections, Maintenance, Testing and Service

- 1) The maintenance as defined by this Statement of Work must be carried out at such a time as to not inadvertently interfere with the operation of any equipment within the building (e.g. cause the shutdown of the computers or any other integrated building systems).
- 2) The inspections, maintenance, testing and service to the Fire Alarm/Fire Protection/Life Safety Systems which may cause disruption to the building occupants and/or systems and may interfere with the operation of any equipment within the building cannot be carried out during regular working hours as defined in article 1.4.8.1 Regular, Silent and Weekend Working Hours.
- 3) Disruptive tasks include audible signals, testing of ancillary functions, or other tests and services identified by the Technical Authority.

#### 1.4.8.3 Testing

- 1) Testing required by this Contract must only take place on silent or weekend working hours at an approved time by the Technical Authority.

#### 1.4.8.4 Service

- 1) Service required by this contract must take place on silent or weekend working hours at an approved time by the Technical Authority.

### **1.5 Responsibilities**

#### 1.5.1 Completion of the Statement of Work

- 1.5.1.1 The Contractor must have the complete operational and adjustment procedures of the manufacturer for the equipment concerned, including direct access to the manufacturer's technical support services and service bulletins.

#### 1.5.2 Negligence on the Part of Canada and Other Parties

- 1.5.2.1 The Contractor is not required, as part of his Statement of work, to make renewals or repairs necessitated by reason of the negligent operation or misuse of the

Equipment by Canada or other parties or by reason of any other cause beyond the Contractor's control.

- 1.5.2.2 The Contractor must notify the Technical Authority by phone within an hour and subsequently to follow up with a written report by fax or e-mail within twenty-four hours of any negligent operation or misuse of the equipment by Canada and other parties. The Contractor may be required to make repair or replace components necessitated by such occurrence at extra cost.

1,5.3 Documentation

- 1.5.3.1 It is the responsibility of the Contractor to document the tasks and activities associated with maintenance, service and repairs as identified within this Statement of Work.
- 1.5.3.2 The documentation as a result of the above is to be provided to the Technical Authority in accordance to the procedures identified within Section 1.3 – Submittals.
- 1.5.3.3 Checks, tests, maintenance and service must be documented as identified within this Statement of Work and must be demonstrated as being correct and complete to the satisfaction of the Technical Authority.

1.5.4 Health and Safety

- 1.5.4.1 Site Specific Health and Safety Plan: See Section 1.3-Submittals.
- 1.5.4.2 It is the responsibility of the Contractor to ensure the health and safety of persons on site, safety of property on site and protection of persons adjacent to site and environment to the extent that they may be affected by conduct of work.
- 1.5.4.3 It is the responsibility of the Contractor to comply with and enforce compliance by employees with safety requirements of the Statement of Work documents, applicable Federal, Provincial, Territorial and local statutes, regulations, ordinances, and with site-specific Health and Safety Plan.
- 1.5.4.4 It is the responsibility of the Contractor to comply with the *Canada Labour Code Part II*, and the associated Canada Occupational Health and Safety Regulations.
- 1.5.4.5 It is the responsibility of the Contractor to comply with Territorial and Consolidations Acts (Safety).

1.5.4.6 It is the responsibility of the Contractor to remove from the site any person employed on the site by the Contractor that, in the opinion of the Technical Authority, is a security risk, has been conducting himself improperly or has violated the requirements of the site specific Health and Safety Plan. The Contractor must replace the removed individual with another individual with the same mandatory qualifications within twenty-four hours.

1.5.5 Work Alone Policy

1.5.5.1 It is the responsibility of the contractor to ensure that an escort is to be provided by Canada during any job function. The contractor must coordinate with the Technical Authority for arrangements of an escort for each visit. If no escort is available, work must not proceed.

**1.6 Summary of Work**

1.6.1 Inclusions of the Statement of Work

1.6.1.1 Labour

- 1) The labour for all inspections, testing, cleaning, maintenance, service, and contract administration expenses must be provided by the Contractor at no extra cost to Canada.
- 2) The labour for emergency calls must be provided by the Contractor as per Sub-Section 1.4.3 -Emergency Calls on a 7 days a week /24 hours a day basis.

1.6.1.2 Tools, equipment and services

- 1) The Contractor must furnish all necessary Personal Protective Equipment (PPE), tools, equipment, and services necessary to execute the tasks and activities required for the maintenance, service and repair of the equipment identified in Part 3 – Equipment Inventory.

1.6.1.3 Consumable Materials

- 1) The Contractor must provide all necessary consumable materials required for the maintenance and service of the equipment as identified

In Part 2 - Execution. This includes but is not limited to: distilled water, pilot lights, fuses, cleaning materials and light bulbs.

## 1.6.2 Schedule

1.6.2.1 The first inspection and test must be carried out fifteen working days following the work start date as identified in this Statement of Work, with each successive test following at:

- a) Weekly;
- b) Monthly;
- c) Quarterly;
- d) Semi-Annually; and
- e) Annually, as applicable, to be first quarterly.

## 1.6.3 Hazardous Waste Management Plan

### 1.6.3.1 General

- 1) The Contractor must comply with the Canadian Environmental Protection Act and applicable Provincial and Territorial Codes, Standards and Requirements as per Section 1.2 - Required Codes, Standards, Regulations and Requirements, including local hazardous waste management programs.
- 2) The Contractor must conduct a hazardous waste audit to determine the hazardous waste generated during maintenance, service or repair activities over the duration of the Contract, and prepare a written hazardous waste management plan as part of the Site/Work Specific Implementation Plan under Section 1.3 - Submittals. The hazardous waste audit must include steps regarding the discharge of dechlorinated fire protection water as included in sub-sections 1.2.5- Environmental Codes, Standards, Regulations and Requirements and 1.3.4 - Work plan and Sequence of Operations.
- 3) All maintenance personnel must be fully briefed on the hazardous waste management work plan and must be required to conform to it for all aspects of the work. The Contractor shall be responsible for the enforcement of this requirement. The Technical Authority reserves the right to require the dismissal from the site of personnel who fail to with the requirements of the hazardous waste management plan.

#### 1.6.3.2 Scheduling

- 1) The Contractor must coordinate the work involving hazardous waste with other activities at site to ensure timely and orderly progress of the work.

#### 1.6.3.3 Execution of Work

- 1) Hazardous waste includes but is not limited to;
  - a) Batteries
  - b) Smoke detectors
- 2) Hazardous waste materials must be handled in accordance with the appropriate Codes, Standards, Regulations and Requirements as identified within section 1.2 -Codes, Standards, Regulations and Requirements.
- 3) The Contractor must clean up work area as work progresses.
- 4) The Contractor must remove tools on completion of work, and leave work areas in clean and orderly condition.
- 5) Mechanical and electrical equipment, sub-systems and systems must be protected from damage and blockage.

#### 1.6.3.4 Health and Safety

- 1) Unforeseen Hazard
  - a) When an unforeseen safety-related factor, hazard, or condition occurs during performance of the work, the Contractor has the right to follow procedures in place for Employee's Right to Refuse Work, in accordance with Acts and regulations of the province having jurisdiction. The Contractor must immediately advise the Technical Authority verbally and in writing within twenty-four hours.
- 2) Correction of Non-Compliance by the Contractor

- a) Immediately address Health and Safety non-compliance issues identified by authority having jurisdiction or by the Technical Authority.
  - b) Provide the Technical Authority with written report of action Taken to correct non-compliance of Health and Safety issues as identified in Section 1.3 - Submittals.
  - c) The Technical Authority may stop work if non-compliance of Health and Safety regulations are not corrected.
- 3) On-site Contingency and Emergency response plan
- a) The Contractor must comply with the standing emergency plan for the site where the work is being performed.

#### 1.6.4 Disposal of Waste

- 1.6.4.1 Burying of rubbish and waste materials by the Contractor is prohibited.
- 1.6.4.2 Disposal of waste, volatile materials, mineral spirits, paint thinners or petroleum products into waterways, storm or sanitary sewers is prohibited as outlined in 1.2.5 -Environmental Codes, Standards, Regulations and Requirements.
- 1.6.4.3 Water generated from the back flush of the sprinkler system must be disposed of in accordance with municipal, provincial and federal requirements, as per Sub Sections 1.2.5. - Environmental Codes, Standards, Regulations and Requirements.
- 1.6.4.4 Disposal of the water generated from the back flush of the sprinkler system into waterways, storm or sanitary sewers is prohibited, unless specific approval to discharge into the sanitary sewer is provided by the municipality. Transportation of this liquid waste by a licensed hauler and disposal to an approved wastewater treatment facility may be required.
- 1.6.4.5 Fire Protection Water Dechlorination
- 1) Discharge of fire protection water, including potable water being utilized for fire pump testing, must be in accordance with the Territorial and Consolidations Acts..
  - 2) Quality Requirements

- a) Analytical test results of a sample of the raw fire protection water from the building will be provided to the Contractor by Canada. If the results exceed **0.005 milligrams per litre (mg/L)** Reactive Chlorine Species (or Total Residual Chlorine), the Contractor must dechlorinate the fire protection water prior to discharging.
  - b) Fire protection water, including potable water being utilized for fire pump testing, must be dechlorinated via dechlorination equipment, such that water released to storm sewers or ground during the Annual tests does not exceed **0.005 milligrams per litre (mg/L)** Reactive Chlorine Species (or Total Residual Chlorine).
- 3) Measurement and Dechlorination Material
- a) Discharged fire protection water must be tested using a colorimetric kit or meter capable of measuring Total Residual Chlorine at concentrations of 0 to 3.0 mg/L as a minimum. An acceptable Total Residual Chlorine reading for the discharge would be less than 0.005 mg/L, or 0 mg/L (depending on instrument sensitivity).
  - b) The dechlorinating agents used to dechlorinate the fire protection water shall be free of any ingredients that are harmful or toxic to the aquatic environment.
- 4) Dechlorination Reports
- a) The dechlorination process must form part of the Contractor's Hazardous Waste Audit and must be included in the Site/Work Specific Implementation Plan as per Sub-Section 1.3.2. - Site Specific Implementation plan.
  - b) Annual discharged fire protection water test results must be incorporated into the Annual Report as per Article 1.3.9.2. - Annual Report.

1.6.4.6 Unless specified otherwise, materials for removal become the Contractor's property.

## **1.7 Work Restrictions**

### 1.7.1 Use of site and facilities

1.7.1.1 Work must be done with the least possible interference or disturbance to normal use of premises. Arrangements with Technical Authority must be made to facilitate work.

1.7.1.2 The Contractor must maintain security measures established by the existing facility and as approved by the Technical Authority.

### 1.7.2 Maintenance of existing services

1.7.2.1 The Contractor must provide the following in order to maintain existing building services:

- 1) Safety barricades, signage and all precautionary measures required to assure the continued use to building access and services.
- 2) Where building security is reduced by the work, temporary means of maintaining security must be provided i.e. posting a person or persons to monitor entry to the building.

### 1.7.3 Interruption of Building Services

1.7.3.1 The Contractor must notify the Technical Authority fifteen working days prior to intended interruptions of services and obtain written permission before beginning the work.

## PART 2 EXECUTION

### 2.1 General

#### 2.1.1 Performance

- 2.1.1.1 All work must be performed in accordance with the applicable Federal, Provincial or Territorial building, fire and electrical codes as identified in Section 1.2 - Codes, Standards, Regulations and Requirements.
- 2.1.1.2 The Contractor must execute such work in a careful and workmanlike manner.
- 2.1.1.3 Each component, sub-system, system and integrated system associated with the Emergency Electrical Power Supply Systems as identified within Part 3 - Equipment Inventory, must be checked, inspected and tested as per the Section 1.2 applicable Codes, Standards, Regulations and Requirements.

#### 2.1.2 Scheduling and Planning

##### 2.1.2.1 Maintenance Implementation Strategy

- 1) The Contractor must review the maintenance implementation strategy and planning carefully with the Technical Authority. The Contractor must provide the Technical Authority with a detailed maintenance implementation strategy schedule as per Section 1.3 -Submittals.

##### 2.1.2.2 Inspections, checks and tests

- 1) Daily and weekly inspections, checks and tests to be performed by others, unless they coincide with a scheduled monthly, quarterly, semi- annual or annual inspection, check or test.
- 2) The monthly inspections, checks and tests shall include the daily and weekly inspection, check or test.
- 3) The quarterly inspections, checks and tests shall include the daily, weekly and monthly inspection, check or test.
- 4) The semi-annual inspections, checks and tests shall include the daily, weekly, monthly and quarterly inspection, check or test.

- 5) The annual inspections, checks and tests shall include the daily, weekly, monthly, quarterly and semi-annual inspection, check or test.
- 6) The two year inspection, test and maintenance shall be performed in conjunction with the yearly test.
- 7) The three year inspection, test and maintenance shall be performed in conjunction with the yearly test.
- 8) The five year inspection, test and maintenance shall be performed in conjunction with the yearly test.
- 9) The six year inspection, test and maintenance shall be performed in conjunction with the yearly test.
- 10) The ten year inspection, test and maintenance shall be performed in conjunction with the yearly test.
- 11) The twelve year inspection, test and maintenance
  - a) The twelve year inspection, test and maintenance shall be performed in conjunction with the yearly test.
- 12) The fifteen year inspection, test and
  - a) The fifteen year inspection, test and maintenance shall be Performed in conjunction with the yearly test.
- 13) The twenty year inspection, test and maintenance
  - a) The twenty year inspection, test and maintenance shall be Performed in conjunction with the yearly test.

### 2.1.3 Inspection Closeout Tasks

2.1.3.1 The Contractor must restore the systems as identified in Part 3 - Equipment Inventory to the operational state as recorded prior to the commencement of the scheduled checks, inspections and tests included in this Statement of Work.

#### 2.1.3.2 Normal situations

- 1) At the conclusion of a test, the following shall be ensured:
  - a) Primary power indication lamp is on;
  - b) System trouble signal and indicator is off;
  - c) Control panel is locked;

- d) AC power switch enclosure (where applicable) is locked;
- e) All components of the system, including ancillary and auxiliary devices, are reset or returned to the normal standby mode;
- f) The appropriate Fire Department and remote monitoring station are notified that the work undertaken as part of this Contract is completed.

#### 2.1.3.3 Abnormal situations

- 1) The Contractor shall restore the systems as identified in Part 3 - Equipment Inventory to the operational state as recorded prior to the commencement of the scheduled checks, inspections and tests included in this Contract.

#### 2.1.4 Personnel on site

##### 2.1.4.1 Electrical Work

- 1) Electrical work must be performed by qualified electrician(s), as per Section 1.1 -Definitions.

##### 2.1.4.2 Monthly, Bi-monthly, Quarterly and Semi-Annual required personnel

- 1) The following is the minimum number of qualified personnel as identified in Section 1.1 - Definitions, required on site during inspections, checks, and testing:
  - a) One Canadian Fire Alarm Association (CFAA) certified fire alarm technician must be present for fire alarm related work.
  - b) Sprinkler and fire protection installer must be present for sprinklers and standpipe related work **when required by the various codes and standards.**
  - c) One fire extinguisher technician for portable extinguishers.
  - d) If the contractor has employees who are trained on more than one system, the contractor can reduce the number of employees required to attend each monthly up to a minimum of one employee.

#### 2.1.4.3 Annual inspection required personnel

- 1) Personnel required for the annual, five, ten, twelve, fifteen and twenty year:
  - a) One qualified person must have a valid CFAA certificate.
  - b) One qualified person must have a valid Sprinkler and fire protection installer certificate.
  - c) One fire extinguisher technician for portable extinguishers.
  - d) Provide any other additional qualified persons to complete the work required.
  - e) If the contractor has employees who are trained on more than one system, the contractor can reduce the number of employees required to attend the annual up to a minimum of one employee.

#### 2.1.4.4 Additional requirements

- 1) The checks, inspections, tests, maintenance and service must include but must not be limited to the additional requirements listed in the sections following and must involve all of the verification and test procedures recommended by the Manufacturer.

### 2.2 Fire Alarm Systems - with or without Emergency Voice Communication Capabilities

#### 2.2.1 Performance

- 2.2.1.1 Each component, sub-system, system and integrated system associated with the Fire Alarm, Fire Protection and Life Safety Systems as identified within Part 2 - Execution, must be checked, inspected and tested as per the applicable Codes, Standards, Regulations and Requirements in Section 1.2.

#### 2.2.2 Additional requirements

##### 2.2.2.1 Monthly requirements

- 1) Battery and battery charging system

- a) The operating parameters of the battery test of the system must include:
  - i) Rated voltage of battery must be measured before start of the test and also at the conclusion of the test. Indicated readings must indicate full nameplate voltage prior to the test, and the indicated voltage at conclusion of the test must not fall below 85% of rated battery voltage, record the results on the report;
  - ii) At no time during this test must the system be left unattended, if the system is not monitored.

#### 2.2.2.2 Annual requirements

- 1) Control Unit or Transponder and Display and Control Center (DCC)
  - a) The Control Unit(s) or Transponder(s) and DCC(s) must be inspected, tested, and verified to ensure that all audio amplifiers and associated supervisory circuits have their output wattages measured and recorded to ensure they are operating within the manufacturer's specifications for that system.
- 2) Circuits Using Fire Alarm System Power
  - a) The tests must be conducted to determine that the field devices at the electrically furthest point from the power source in every circuit receives rated operating power as per rated electrical characteristics in accordance with the manufacturer's specification.

### **2.3 Water Base Fire Protection System**

#### 2.3.1 Performance

- 2.3.1.1 Each component, sub-system, system and integrated system associated with the Fire Alarm, Fire Protection and Life Safety Systems as identified within Part 2 - Execution, must be checked, inspected and tested as per the applicable Codes, Standards, Regulations and Requirements in Section 1.2.

#### 2.3.2 Additional Annual requirements

#### 2.3.2.1 Dechlorination of Fire Protection Water

- 1) Potable water being utilized for fire pump testing must be discharged via dechlorination equipment prior to discharge to storm sewers, in accordance with Article 1.6.4.

### 2.4 Battery Powered Emergency Lighting

#### 2.4.1 Performance

- 2.4.1.1 The components, sub-systems, systems and integrated systems that make up the Battery Powered Emergency Lighting identified within Part 2 - Execution must be checked, inspected and tested once during each Contract year.

#### 2.4.2 Additional requirements

##### 2.4.2.1 Annual requirement

- 1) Emergency lighting units and exit lights are to be disconnected from normal AC-power and tested for a period of time as defined in the relevant Codes, Standards, Regulations and Requirements identified in Section 1.2.
- 2) The Contractor must ensure the following:
  - a) Verify battery voltage prior to 120 volt AC disconnection.
  - b) Verify battery voltage when to 120 volt AC is disconnected, and ensure changeover to VDC (as applicable).
  - c) Verify proper changeover from normal to battery power and Ensure that all heads are operating and aligned as to provide adequate light in intended area.
  - d) Verify battery terminal voltage at the end of the test, before restoring normal power. Record the results in the report.
  - e) Verify that voltage 120 volts AC is restored to unit and changeover to VDC has occurred.
  - f) If it is discovered that the battery voltage drops to below 85% of its rated capacity, the Contractor is to notify the Technical Authority immediately in writing.

### 2.5 Portable Fire Extinguishers

## 2.5.1 Performance

2.5.1.1 The portable fire extinguishers are to be maintained as per NFPA 10.

## 2.5.2 Additional requirements

1) The contractor is responsible for the disposal on fire extinguishers that are not serviceable.

## 2.6 Domestic Smoke Alarm

### 2.6.1 Performance

2.6.1.1 The components, sub-systems, systems and integrated systems that make up the Domestic Smoke Detector Alarm identified within Part 2 - Execution, must be checked, inspected and tested as per the applicable Codes, Standards, Regulations and Requirements in Section 1.2.

### 2.6.2 Additional requirements

#### 2.6.2.1 Annual requirement

- 1) The maintenance procedure below shall be followed in conjunction as defined in the relevant Codes, Standards, Regulations, Requirements identified in Section 1.2. and the manufacturer's instruction manual and recommendations. Ensure all safety precautions are followed as directed by the manufacturer.
- 2) The Contractor must ensure the following:
  - a) Visually inspect the smoke-alarm to ensure it is securely fastened, it is not obstructed in a manner that would prevent smoke from reaching the alarm and that the ventilation holes of the smoke-alarm are clean and dust free.
  - b) Each automatic smoke alarm shall be tested for its intended function.
  - c) Each smoke alarm to have battery replaced semi-annually. Only use batteries approved by the manufacturer.
  - d) If smoke-alarms are interconnected with carbon monoxide detectors, the carbon monoxide detectors shall be tested in accordance with the manufacturer's instructions.
  - e) The inspector is to record the inspection date, equipment location, discrepancies found, corrective action required and the inspector's signature.
  - f) Retain a copy of the record in the building and forward copies to the Asset Manager or Property Manager as per Technical Authority direction.

**3.4 Estimated Site Fire System Inventory**

**3.4.1 Yellowknife, North West Territories - PWGSC**

	<b>Residential Units</b>	<b>Aspen Apartment</b>	<b>Trade Shop</b>
<b>Fire Extinguishers</b>			
5 lb stored pressure	209	36	6
10 lb stored pressure	0	6	0
20 lb stored pressure	0	0	1
5lb cartridge operated	0	2	0
20 lb cartridge operated	24	1	5
<b>Smoke detectors</b>	209	36	0
<b>Sprinkler systems</b>	NO	YES -1	NO
<b>Alarm systems</b>	NO	YES -1	NO
<b>Battery Powered Emergency Lighting</b>	0	8	0
<b>Emergency Exit Lighting</b>	0	2	0

**3.4.2 Inuvik, North West Territories - PWGSC**

	<b>Residential Units</b>	<b>GOCB</b>	<b>Other</b>
<b>Fire Extinguishers</b>			
5 lb stored pressure	49	4	25
10 lb stored pressure	0	0	0
20 lb stored pressure	0	0	1
5lb cartridge operated	0	0	0
20 lb cartridge operated	0	0	5
<b>Smoke detectors</b>	97	2	16
<b>Sprinkler systems</b>	NO	YES - 1	YES - 3
<b>Alarm systems</b>	NO	YES - 1	YES - 3
<b>Battery Powered Emergency Lighting</b>	14	13	7
<b>Emergency Exit Lighting</b>	4	4	0

**3.5 Warranty and Guarantee**

- 3.5.1** Where the Contractor supplies equipment purchased from a supplier or manufacturer, the Contractor must obtain from the manufacturer the normal warranty period and such warranty must be made out to Her Majesty the Queen in Right of Canada.

The Contractor must provide a written warranty against defects in workmanship and materials for a period of one (1) year. Such guarantee must be made out to Her Majesty the Queen in Right of Canada. Guarantee to be dated from date of acceptance of work performed.



Contract Number / Numéro du contrat EW076-170132
Security Classification / Classification de sécurité UNCLASSIFIED

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

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



**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 / Non  Yes / 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 / Non  Yes / Oui

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

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

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

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

Special comments:

Commentaires spéciaux : \_\_\_\_\_

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

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

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

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?  No / Non  Yes / 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 / Non  Yes / 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 / Non  Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?  No / Non  Yes / Oui



Contract Number / Numéro du contrat EW076-170132
Security Classification / Classification de sécurité UNCLASSIFIED

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

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.  
Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.  
Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

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

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

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

## Task Authorization Autorisation de tâche

**Instruction for completing the form PWGSC - TPSGC 572 - Task Authorization**  
*(Use form DND 626 for contracts for the Department of National Defence)*

**Instruction pour compléter le formulaire PWGSC - TPSGC 572 - Autorisation de tâche**  
*(Utiliser le formulaire DND 626 pour les contrats pour le ministère de la Défense)*

**Contract Number**

Enter the PWGSC contract number.

**Numéro du contrat**

Inscrire le numéro du contrat de TPSGC.

**Contractor's Name and Address**

Enter the applicable information

**Nom et adresse de l'entrepreneur**

Inscrire les informations pertinentes

**Security Requirements**

Enter the applicable requirements

**Exigences relatives à la sécurité**

Inscrire les exigences pertinentes

**Total estimated cost of Task (Applicable taxes extra)**

Enter the amount

**Coût total estimatif de la tâche (Taxes applicables en sus)**

Inscrire le montant

**For revision only**

**Aux fins de révision seulement**

**TA Revision Number**

Enter the revision number to the task, if applicable.

**Numéro de la révision de l'AT**

Inscrire le numéro de révision de la tâche, s'il y a lieu.

**Total Estimated Cost of Task (Applicable taxes extra) before the revision**

Enter the amount of the task indicated in the authorized TA or, if the task was previously revised, in the last TA revision.

**Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision**

Inscrire le montant de la tâche indiquée dans l'AT autorisée ou, si la tâche a été révisée précédemment, dans la dernière révision de l'AT.

**Increase or Decrease (Applicable taxes extra), as applicable**

As applicable, enter the amount of the increase or decrease to the Total Estimated Cost of Task (Applicable taxes extra) before the revision.

**Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu**

S'il y a lieu, inscrire le montant de l'augmentation ou de la réduction du Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision.

**1. Required Work: Complete sections A, B, C, and D, as required.**

**1. Travaux requis : Remplir les sections A, B, C et D, au besoin.**

**A. Task Description of the Work required:**

Complete the following paragraphs, if applicable. Paragraph (a) applies only if there is a revision to an authorized task.

**A. Description de tâche des travaux requis :**

Remplir les alinéas suivants, s'il y a lieu : L'alinéa (a) s'applique seulement s'il y a révision à une tâche autorisée.

(a) Reason for revision of TA, if applicable: Include the reason for the revision; i.e. revised activities; delivery/completion dates; revised costs. Revisions to TAs must be in accordance with the conditions of the contract. See Supply Manual 3.35.1.50 or paragraph 6 of the Guide to Preparing and Administering Task Authorizations.

(a) Motif de la révision de l'AT, s'il y a lieu : Inclure le motif de la révision c.-à.-d., les activités révisées, les dates de livraison ou d'achèvement, les coûts révisés. Les révisions apportées aux AT doivent respecter les conditions du contrat. Voir l'article 3.35.1.50 du Guide des approvisionnements ou l'alinéa 6 du Guide sur la préparation et l'administration des autorisations de tâches.

(b) Details of the activities to be performed (include as an attachment, if applicable)

(b) Détails des activités à exécuter (joindre comme annexe, s'il y a lieu).

(c) Description of the deliverables to be submitted (include as an attachment, if applicable).

(c) Description des produits à livrer (joindre comme annexe, s'il y a lieu).

(d) Completion dates for the major activities and/or submission dates for the deliverables (include as an attachment, if applicable).

(d) Les dates d'achèvement des activités principales et (ou) les dates de livraison des produits (joindre comme annexe, s'il y a lieu).

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**B. Basis of Payment:**

Insert the basis of payment or bases of payment that form part of the contract that are applicable to the task description of the work; e.g. firm lot price, limitation of expenditure, firm unit price

**C. Cost of Task:****Insert Option 1 or 2:****Option 1:**

Total estimated cost of Task (GST/HST extra): Insert the applicable cost elements for the task determined in accordance with the contract basis of payment; e.g. Labour categories and rates, level of effort, Travel and living expenses, and other direct costs.

**Option 2:**

Total cost of Task (GST/HST extra): Insert the firm unit price in accordance with the contract basis of payment and the total estimated cost of the task.

**D. Method of Payment**

Insert the method(s) of payment determined in accordance with the contract that are applicable to the task; i.e. single payment, multiple payments, progress payments or milestone payments. For milestone payments, include a schedule of milestones.

**B. Base de paiement :**

Insérer la base ou les bases de paiement qui font partie du contrat qui sont applicables à la description du travail à exécuter : p. ex., prix de lot ferme, limitation des dépenses et prix unitaire ferme.

**C. Coût de la tâche :****Insérer l'option 1 ou 2****Option 1 :**

Coût total estimatif de la tâche (TPS/TVH en sus) Insérer les éléments applicables du coût de la tâche établies conformément à la base de paiement du contrat. p. ex., les catégories de main d'œuvre, le niveau d'effort, les frais de déplacement et de séjour et autres coûts directs.

**Option 2 :**

Coût total de la tâche (TPS/TVH en sus) : Insérer le prix unitaire ferme conformément à la base de paiement du contrat et le coût estimatif de la tâche.

**D. Méthode de paiement**

Insérer la ou les méthode(s) de paiement établit conformément au contrat et qui sont applicable(s) à la tâche; c.-à.-d., paiement unique, paiements multiples, paiements progressifs ou paiements d'étape. Pour ces derniers, joindre un calendrier des étapes.

---

**2. Authorization(s):**

The client and/or PWGSC must authorize the task by signing the Task Authorization in accordance with the conditions of the contract. The applicable signatures and the date of the signatures is subject to the TA limits set in the contract. When the estimate of cost exceeds the client Task Authorization's limits, the task must be referred to PWGSC.

**3. Contractor's Signature**

The individual authorized to sign on behalf of the Contractor must sign and date the TA authorized by the client and/or PWGSC and provide the signed original and a copy as detailed in the contract.

**2. Autorisation(s) :**

Le client et (ou) TPSGC doivent autoriser la tâche en signant l'autorisation de tâche conformément aux conditions du contrat. Les signatures et la date des signatures appropriées sont assujetties aux limites d'autorisation de tâche établies dans le contrat . Lorsque l'estimation du coût dépasse les limites d'autorisation de tâches du client, la tâche doit être renvoyée à TPSGC.

**3. Signature de l'entrepreneur**

La personne autorisée à signer au nom de l'entrepreneur doit signer et dater l'AT, autorisée par le client et (ou) TPSGC et soumettre l'original signé de l'autorisation et une copie tel que décrit au contrat.

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## 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

No - Non

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.

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.

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.

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