



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

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

**11 LaurierSt./ 11, rue Laurier
Place du Portage, Phase III
Core 0B2 / Noyau 0B2**

**Gatineau
Québec**

K1A 0S5

Bid Fax: (819) 997-9776

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

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

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

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

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

Comments - Commentaires

THIS DOCUMENT CONTAINS SECURITY
REQUIREMENTS.

Title - Sujet HVAC Maintenance Services	
Solicitation No. - N° de l'invitation EJ196-171466/A	Date 2016-12-15
Client Reference No. - N° de référence du client 20171466	
GETS Reference No. - N° de référence de SEAG PW-\$\$FK-290-72088	
File No. - N° de dossier fk290.EJ196-171466	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-01-25	
Time Zone Fuseau horaire Eastern Standard Time EST	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Ghoulrassi, Hakim	Buyer Id - Id de l'acheteur fk290
Telephone No. - N° de téléphone (873) 469-4910 ()	FAX No. - N° de FAX (819) 956-3600
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA PORTAGE III 11 LAURIER ST National Capital Area (Ottawa) Gatineau Quebec K1A0S5 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

Maintenance & Professional Consulting Services Division
(FK)

11 Laurier St./ 11, rue Laurier
3C2, Place du Portage, Phase III
Gatineau

Québec

K1A 0S5

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

IMPORTANT NOTICE TO BIDDERS

Security

This notice is to advise ALL interested bidders that in order to be awarded a contract which contains a security requirement, all bidders MUST hold a valid Security Clearance granted or approved by PWGSC Canadian Industrial Security Directorate (CISD) at the level indicated in this solicitation document. Should the bidder not currently hold a valid Security Clearance or require the level to be upgraded, PWGSC will sponsor the bidder. Please submit your written request with the following information to Hakim Ghoumrassi by facsimile 819-956-3600 or by e-mail to hakim.ghoumrassi@tpsgc-pwgsc.gc.ca

- Legal Company Name
- Mailing address
- Surname and given name of contact person
- Telephone number of contact person
- Title of contact person
- Facsimile number
- E-mail address of contact person
- Procurement Business Number
- Preferred Language of correspondence
- Level of Security Required

Additional information on PWGSC security can be found on the following website:
<http://ssi-iss.tpsgc-pwgsc.gc.ca> or by dialing 1-866-368-4646(Toll free).

Support the use of apprentices

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

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION

- 1.1 Introduction
- 1.2 Summary
- 1.3 Debriefings

PART 2 - BIDDER INSTRUCTIONS

- 2.1 Standard Instructions, Clauses and Conditions
- 2.2 Submission of Bids
- 2.3 Former Public Servant
- 2.4 Enquiries - Bid Solicitation
- 2.5 Applicable Laws
- 2.6 Bidder's Conference

PART 3 - BID PREPARATION INSTRUCTIONS

- 3.1 Bid Preparation Instructions
 - Section I Technical Bid
 - Section II Financial Bid
 - Section III Certifications

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

- 4.1 Evaluation Procedures
- 4.2 Basis of Selection

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

- 5.1 Certifications Required with the Bid
- 5.2 Certifications Precedent to Contract Award and Additional Information

PART 6 - SECURITY REQUIREMENT

- 6.1 Security Requirement
- 6.2 Employee Information for Security

PART 7 - RESULTING CONTRACT CLAUSES

- 7.1 Statement of Work
- 7.2 Standard Clauses and Conditions
- 7.3 Security Requirement
- 7.4 Term of Contract
- 7.5 Authorities
- 7.6 Proactive Disclosure of Contracts with Former Public Servants *(if applicable)*
- 7.7 Payment
- 7.8 Invoicing Instructions - Maintenance Services
- 7.9 Certifications
- 7.10 Applicable Laws
- 7.11 Priority of Documents
- 7.12 Foreign Nationals (Canadian Contractor) *(if applicable)*

- 7.13 Insurance
- 7.14 Cellular Phones and/or Pagers
- 7.15 Government Site Regulations
- 7.16 Pre-commencement Meeting
- 7.17 Voluntary Reports for Apprentices Employed during the Contract

List of Annexes:

- Annex A Statement of Work
- Annex B Security Requirements Check List (SRCL)
- Annex C Cost Estimate Form for Extra Work
- Annex D Electronic Payment Instruments
- Annex E Voluntary Certification to Support the Use of Apprentices
- Annex F Federal Contractors Program for Employment Equity – Certification
- Annex G Pricing Schedule

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 Security Requirements Checklist, the Cost Estimate Form for Extra Work, Electronic Payment Instruments, the Federal Contractors Program for Employment Equity - Certification and the Voluntary Certification to Support the Use of Apprentices and the pricing schedule.

1.2 Summary

1.2.1 To provide all maintenance services on heating, ventilation, air conditioning (HVAC) and related mechanical equipment at the Embassy of Canada in Port-au-Prince, Haiti, in accordance with the Statement of Work 8M3-6012-5 attached herein as Annex A.

1.2.2 The contract will be for a period of one (1) year with four (4) additional option periods of one year each.

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

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

- 1.2.5 There is a Bidder's Conference associated with this requirement. Consult Part 2 – Bidder Instructions.
- 1.2.6 The Federal Contractors Program (FCP) for employment equity applies to this procurement; see Part 5 – Certifications and Additional Information, Part 7 - Resulting Contract Clauses and the annex titled *Federal Contractors Program for Employment Equity - Certification*.

1.3 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-andguidelines/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.

They are available at the following website address:

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2003/21>

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

Delete: sixty (60) days

Insert: one hundred twenty (120) days

2.2 Submission of Bids

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

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

2.3 Former Public Servant

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

Definitions

For the purposes of this clause,

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

- (a) an individual;
- (b) an individual who has incorporated;
- (c) a partnership made of former public servants; or

- (d) a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

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

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

Former Public Servant in Receipt of a Pension

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

YES () NO ()

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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

2.6 Bidders' Conference

1- A bidders' conference will be held at PWGSC, Portage III, 11 Laurier Street, Gatineau QC K1A 0S5 on 2017-01-11. The conference will begin at 10:00 am EST, in 12C1-101A. The scope of the requirement outlined in the bid solicitation will be reviewed during the conference and questions will be answered.

2- It is recommended that bidders who intend to submit a bid attend or send a representative.

3- Bidders are requested to communicate with the Contracting Authority before the conference to confirm attendance. Bidders should provide, in writing, to the Contracting Authority, the name(s) of the person(s) who will be attending and a list of issues they wish to table no later than 2017-01-06 at 03:00 pm EST.

4- Bidders that are unable to attend in person can join the conference via the Government of Canada Teleconference Service - Webex. Participants joining by means of Webex will be able to view the presentation material on their computer as well as listen to the presenters in either English or French through their telephone line. Bidders are requested to register with the Contracting Authority before the conference to confirm attendance via Webex. The individuals named by the Bidders will receive an email invitation by the Contracting Authority, which will include a link and a password to access the conference as well as the teleconference numbers.

All Webex participants will be required to transcribe any and all of their questions through the chat feature to allow PWGSC to monitor and batch similar questions to be addressed during Question Period, following the presentation.

5- Bidders are requested to specify in their list of participants (in-person and WebEx), the type of assistance PWGSC should provide to accommodate persons with visual, hearing or any other disabilities.

6- Any clarifications or changes to the bid solicitation resulting from the bidders' conference will be included as an amendment to the bid solicitation.

7- Bidders who do not attend will not be precluded from submitting a bid.

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 and 1 soft copy); and
- Section III Certifications (1 hard copy)

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

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

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

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

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

Section I: Technical Bid (*see Part 4, subsection 4.1.1*)

Section II: Financial Bid

3.1.1 Bidders must submit their financial bid in accordance with the Pricing Schedule in Annex "G". Applicable Taxes are excluded.

The following requirement must be strictly adhered to: Failure to do so shall render the bidders' proposal as non-responsive.

It is mandatory that bidders submit firm prices/rates for the five year (one year and four option years) period of the contract for all items listed in Annex G.

The prices and rates included in this pricing schedule exclude the total estimated cost of the authorized travel and living expenses described in clause 7.7.3 Travel and Living Expenses - National Joint Council Travel Directive of Part 7 of the bid solicitation.

When the Contractor wishes to utilize Canada's lodging facilities in the performance of the Work, the Technical Authority will, upon request, provide the Contractor with information concerning the availability of these facilities.

3.1.2 Electronic Payment of Invoices - Bid

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

If Annex "D" 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

Submission of Evidence

Submission of Evidence as described at (4.1.1.1 to 4.1.1.5) should be included with the bid at time of solicitation closing. However, if the following is not submitted with the bid by the solicitation closing date, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

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

4.1.1.1 HVAC technicians

To carry out the work on this requirement, the Bidder must provide three **(3) qualified HVAC technicians** to perform maintenance of Heating, Ventilation and Air Conditioning (HVAC).

Qualified employees	first & last name
Technician 1	
Technician 2	
Technician 3	

4.1.1.2 Mandatory Non-Working Service Manager's Expertise and Experience

The bidder must provide evidence of its non-working Service Manager's recent experience by referencing at least one (1) similar project/contract. It is mandatory that the non-working Service Manager has three (3) recent years' experience in a supervisory role in the field of HVAC equipment services.

In order to demonstrate the Non-working service manager's experience, the Bidder must provide a minimum of 1 client contact reference. The contact client reference must include contact name and information, start and end date of the services, a short description of the project and a short description of the responsibilities of the proposed non-working manager.

- The bidder should provide the information using the form below.
- Past three (3) years is defined as from January 2013 up to and including the RFP closing date.
- Similar is defined as maintenance service of HVAC equipment comparable in size, scope to the equipment listed in Annex A, Statement of Work, SW5, Equipment Inventory.

In cases where experience is acquired concurrently, the time period will be considered only once for the purpose of calculating the minimum requirement of 3 years recent experience.

Canada may contact the client contact in order to validate the information provided.

In the case a client contact cannot be contacted with the contact information provided or in the event where the information cannot be confirmed by the client contacts named in the proposal, the proposal will be considered non-responsive and no further consideration will be given to the proposal.

Provide the name of the Non-Working Service Manager _____	
Name of client organization or Company	Name: _____
Name and title of client contact who can confirm the information presented in the proposal.	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone No.: _____ Fax No.: _____
Performance period of the project or contract (indicate year, month, day)	From: _____ (year/month/day) To: _____ (year/month/day)
Description of Project or contract: _____ _____ _____	
Responsibilities of the individual: _____ _____ _____ _____	

4.1.1.3 Mandatory Contractor's Experience and Past Performance

The bidder must provide evidence of its experience by referencing three (3) similar projects/contracts within the last three (3) years.

In order to demonstrate the contractor's experience, the Bidder must provide a minimum of three (3) client contact reference. The contact client reference must include contact name and information, start and end date of the services, a description of the project/contract.

- The bidder should provide the information using the form below.
- Recent experience is defined as experience gained from January 2013 up to and including the solicitation closing date.
- Similar is defined as a maintenance service on HVAC Systems comparable in size and scope to the equipment listed in Annex A, Statement of Work, Equipment Inventory.

Canada may contact the client contact in order to validate the information provided.

In the case a client contact cannot be contacted with the contact information provided or in the event where the information cannot be confirmed by the client contacts named in the proposal, the proposal will be considered non-responsive and no further consideration will be given to the proposal. If the Bidder submits references in excess of the stated requirement, only the references up to the identified limit of three (3) projects will be assessed. The first three (3) projects listed in the proposal will be considered for evaluation.

	PROJECT/CONTRACT REFERENCE # 1	PROJECT/CONTRACT REFERENCE # 2	PROJECT/CONTRACT REFERENCE # 3
Name of client organization or Company	Project/Contract Reference #1: _____	Project/Contract Reference #1: _____	Project/Contract Reference #1: _____
Name and title of client contact who can confirm the information presented in the proposal	Name: _____ Title: _____	Name: _____ Title: _____	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone Number: _____ E-mail: _____	Phone Number: _____ E-mail: _____	Phone Number: _____ E-mail: _____
Performance period of the project or contract (indicate year, month, day)	From: _____ (yyyy/mm/dd) To: _____ (yyyy/mm/dd)	From: _____ (yyyy/mm/dd) To: _____ (yyyy/mm/dd)	From: _____ (yyyy/mm/dd) To: _____ (yyyy/mm/dd)
Description of Project/Contract	_____ _____ _____ _____	_____ _____ _____ _____	_____ _____ _____ _____

4.1.1.4 Card and Licensing Documentation

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

- A valid **Journey person (JP)** Refrigeration and Air Conditioning Certification License for the Province of Ontario (or approved equivalent per Canadian Provincial Trade Equivalency Assessment); and
- A valid Ozone Depletion Prevention Card for the Province of Ontario (or approved interprovincial equivalent); and
- A valid Working at Heights Training Certificate; and
- A valid Confined Space Entry Certificate; and

-A valid Aerial Manlift Certificate.

4.1.1.5 Apprentices

Apprentices employed by the Contractor must be fully registered in a Tradesman Program related to the services in Annex A, Statement of Work. Apprentices must work, at any time, under the direction of a Journeyman Mechanic. Canada reserves the right to request proof of registration in a Tradesman Program at any time during the term of the contract.

4.2 Basis of selection

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

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Status and Availability of Resources

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

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

5.2.3.2 Education and Experience

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

PART 6 - SECURITY REQUIREMENT

6.1 Security Requirement

1. 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) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

6.2 Employee Information for Security

The Bidder must specify the following information regarding employees proposed in Part 4 (4.1.1 Technical Evaluation) to provide services against any resulting contract:

LEGAL NAME (First and Last)	DATE OF BIRTH	CURRENT CLEARANCE HELD
Technician 1		
Technician 2		
Technician 3		
Non-Working Service Manager		

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 Replacement of Specific Individuals

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

Names of qualified employees

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

Qualified employees	first & last name
Technician 1	
Technician 2	
Technician 3	
Non-Working Service Manager	

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/standardacquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

7.2.1 General Conditions

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

They are available at the following website address:

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/3/2035/16>

7.3 Security Requirement

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

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

7.4 Term of Contract

7.4.1 Period of Contract

The period of the Contract is from _____ to _____ inclusive.

7.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to four (4) additional one(1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Hakim Ghourrassi
Title: Supply Specialist
Public Works and Government Services Canada
Acquisition Branch
Direction: Real Property Contracting Directorate
Portage III-3C2-11 Laurier Street, Gatineau QC K1A
Telephone: 873-469-4910
Facsimile: 819-956-7448
E-mail address: hakim.ghourrassi@tpsgc-pwgsc.gc.ca

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

7.5.2 Technical Authority

"TO BE PROVIDED AT CONTRACT AWARD"

The Technical Authority for the Contract is:

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

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

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

7.5.3 Contractor's Representative

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

Name: _____
Telephone: _____

Facsimile: _____
Cellular: _____
E-mail: _____

7.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

7.7 Payment

7.7.1 Limitation of Expenditure

The Contractor will supply the goods and services under the Contract to an estimated total expenditure that must not exceed \$ (to be determined) (Applicable Taxes extra) of which \$ (to be determined) (Applicable Taxes extra) is for goods and/or services enumerated or described in Pricing Schedule 1, and \$ (to be determined) (Applicable Taxes extra) is for additional goods and/or services that may be requested on an "As and When Requested" basis at the prices and/or rates set out in Pricing Schedule 2.

7.7.2 Basis of Payment - Firm Prices and "As and When"

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm prices, in accordance with General Conditions 2035 16 (2014-09-25) 'Payment Period' and the following tables. Applicable Taxes are extra, if applicable.

- a) Firm rates will be paid in accordance with Pricing Schedule 1 in four (4) equal quarterly payments.
- b) "As and When Requested" Work:

Any costs incurred for Extra Work will be paid, in accordance with Pricing Schedule 2 and the Statement of Work, Annex A, on an "as and when requested" basis, after completion, inspection and acceptance of the work performed.

Canada's total liability to the Contractor under the "as and when requested" portion of the Contract must not exceed (to be determined). Applicable Taxes are extra, if applicable.

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) if the Contractor considers that the said sum may be exceeded, the Contractor must promptly notify the contracting Authority

whichever comes first.

If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

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.

7.7.3 Travel and Living Expenses - National Joint Council Travel Directive

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the National Joint Council Travel Directive and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

All travel must have the prior authorization of the Technical Authority.

All payments are subject to government audit.

Estimated Cost: \$ ____.

7.7.4 Pricing Schedules

Pricing Schedule Table(s) will be attached as Annex G at contract award.

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 SACC Manual Clauses

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

7.8 Invoicing Instructions - Maintenance Services

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions along with the quarterly maintenance report described in the Statement of Work of the Contract.

Invoices cannot be submitted until all work identified in the invoice has been completed and that all maintenance service call reports related to the Work identified in the invoice have been received by the Technical Authority.

2. The Contractor must distribute the invoices and reports as follows:

- (a) The original and two (2) copies of the invoices and quarterly maintenance reports must be forwarded to the following address for certification and payment:

Public Works and Government Services Canada
Maintenance and Operational Assurance Services
Chomley Building, 6th Floor
400 Cooper Street
Ottawa, Ontario, K1A 0S5
Attention:

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 by ESDC will constitute the Contractor in default as per the terms of the Contract.

7.10 Applicable Laws

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

7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2016-04-04)
- (c) Annex A, Statement of Work;
- (d) Annex B, Security Requirements Check List;
- (e) Annex C, Cost Estimate Form for Extra Work
- (f) Annex G, Pricing Schedule
- (g) the Contractor's proposal dated _____ (insert date of bid)

7.12 Foreign Nationals

The Contractor must comply with immigration legislation applicable to foreign nationals entering Haiti to work temporarily in fulfillment of the Contract. If the Contractor wishes to hire a foreign national to work in Haiti to fulfill the Contract, the Contractor should immediately contact the nearest Haitian Embassy, consulate or commission to obtain instructions, information on citizenship and immigration requirements and any required documents. The Contractor is responsible to ensure that foreign nationals have the required information, documents and authorizations before performing any work under the

Contract in Haiti. The Contractor is responsible for all costs incurred as a result of non-compliance with immigration requirements.

7.13 Insurance

7.13.1 Insurance – No Specific Requirements

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

7.14 Cellular Phones and/or Pagers

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

7.15 Government Site Regulations

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

7.16 Pre-Commencement Meeting

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

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

7.17 Voluntary Reports for Apprentices Employed during the Contract

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

The Contractor should provide this data in accordance with the format below. If no apprentices were hired during the contract period, the Contractor should still provide a "nil" report.

The data should be submitted to the Contracting Authority six months after contract award or at the end of the contract, whichever comes first.

Number of apprentices hired	Trade specialty

(Add lines if needed)

ANNEX A

STATEMENT OF WORK

(Please See Attached)

ANNEX B

SECURITY REQUIREMENT CHECK LIST

(Please See Attached)

**Annex C
Cost Estimate Form for Extra Work**

Contractor: _____

Date: _____

Description of Work:

(Please attach a separate sheet if required)

		Hourly Rate as per Contract	
I Direct Costs	No. of Hours	Rate	Total
i Direct Labour			
Repair Work Labour			
Emergency Calls Labour			
Other Labour (Specify: _____)			
Total Direct Labour			\$ _____ (i)
ii Direct Material Costs *			
Replacement Parts			
Repair Parts			
Other Material (Specify: _____)			\$ _____ (ii)
Total Direct Material Costs			
iii Other Direct Costs			
Other (Specify: _____)			
Total Other Direct Costs			\$ _____ (iii)
II Total Price			Total
Total Direct Costs (i + ii + iii) (Applicable Taxes extra)			\$ _____

Note: *Materials will be charged at our laid-down cost plus a mark-up in accordance with Pricing Schedule 2.
Name: _____ Signature: _____

ANNEX "D"

ELECTRONIC PAYMENT INSTRUMENTS

As indicated in Part 3, clause 3.1.2, the Bidder must complete the information requested below, to identify which electronic payment instruments are accepted for the payment of invoices.

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 E

Voluntary Certification to Support the Use of Apprentices

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

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

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

Name:

Signature:

Company Name:

Company Legal Name:

Solicitation Number:

Optional information to provide:

Number of apprentices planned to be working on this contract:

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

Trades of those apprentices:

ANNEX F

FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

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

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

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

Complete both A and B.

A. Check only one of the following:

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

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

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

OR

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

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

OR

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

ANNEX G

Pricing Schedule

SW 1. General

- .1 The Contractor must furnish all necessary tools, services and labour to execute the work required for the maintenance of the equipment contained herein and must execute such work in a careful and workmanlike manner and in accordance with all related Canadian Codes, Standards and Regulations.
- .2 To carry out the work on this requirement, Service personnel employed by the Contractor must be in possession of:
 - .1 ***HVAC equipment - Three (3) service personnel:***
 - A valid **Journeyman (JP)** Refrigeration and Air Conditioning Certification License for the Province of Ontario (or approved equivalent per Canadian Provincial Trade Equivalency Assessment); and
 - A valid Ozone Depletion Prevention Card for the Province of Ontario (or approved interprovincial equivalent); and
 - A valid Working at Heights Training Certificate; and
 - A valid Confined Space Entry Certificate; and
 - A valid Aerial Manlift Certificate.
- .3 Apprentices employed by the Contractor must be fully registered in a Tradesman Program and work under the direction of a Journeyman Mechanic. Canada reserves the right to request proof of registration in a Tradesman Program at any time during the term of the contract.

SW 2.1 Scope of Work - preventive maintenance / inspection

.1 General

The Contractor shall provide all required maintenance as per SW 3 and the manufacturer's recommendations, including but not limited to the items listed below, to maintain the equipment listed in SW 5, Equipment Inventory.

.2 Included in Contract

Labour for all maintenance inspections, leak testing, cleaning, lubrication; all labour and costs associated with the replacement of drive belts and filters.

.3 Performance

The Contractor shall maintain the equipment at its original performance level to provide conditions within the range required by the equipment being served by this system or as otherwise specified by the Technical Authority.

.4 Exclusions

The Contractor is not required as part of this contract to make renewals or repairs necessitated by reason of the negligent operation or misuse of the equipment by others or by reason of any other cause beyond his control except ordinary wear and tear of the equipment.

1. The contractor shall provide clear and concise rationale of the events leading up to the failure.

SW 2.2 Scope of Work (cont'd)

.5 Extra Work

- .1 The Contractor shall immediately inform the Technical Authority in writing *within 24 hours* of necessary repairs not included herein as being part of the work to be performed under the Contract. The Contractor may be called upon to effect these repairs.
- .2 The Contractor shall identify modifications or improvements to the equipment or system(s) that will enhance equipment serviceability, life expectancy and/or efficiency.
- .3 The Contractor will calculate the cost of the repairs (SW2.2.5.1), modifications or improvements (SW2.2.5.2) based on Basis of Pricing "Pricing Schedule 2". The Contractor may be called upon to effect this work.
- .6 Prove to the satisfaction of the Technical Authority when requested, possession of complete schematic wiring diagrams, detailed adjustment procedures and detailed operational descriptions of all equipment included in this Contract.

Operational Descriptions

Prove to the satisfaction of the Technical Authority when requested, possession of complete schematic wiring diagrams, detailed adjustment procedures and detailed operational descriptions of all equipment included in this Contract.

7 Environmental Protection

The Contractor shall conform to all applicable environmental laws and regulations in effect including the Federal Halocarbon Regulations.

- .1 During repair or replacements the Contractor shall use closed-loop refrigerant recovery equipment to minimize Refrigerant emissions. A complete leak test on all refrigeration systems shall be performed twice during the calendar year (6 month intervals), and repairs made as required. Units shall then be tagged as **leak free**.
- .2 The Contractor must ensure that all Federal Halocarbon Regulation log book(s) entries are completed after each service and/or leak test. A copy of each leak test notice must be submitted to the Technical Authority with each respective invoice or upon request.
- .3 The Contractor shall ensure against oil spills or damage to surfaces and roofing system by providing protection such as plywood or plastic under the equipment during service operations. In the event of an accidental spill, the Contractor shall notify the Technical Authority immediately so that remedial action can be taken.
- .4 The Contractor shall not leave waste materials on site unless approved by the Technical Authority.
- .5 The Contractor shall not dispose of waste or volatile materials, such as mineral spirits or paints and oil thinner into waterways, storm or sanitary sewers.
- .6 The Contractor shall control the disposal of the runoff of water containing suspended materials or other harmful substances in accordance with local authority requirements.

SW 3. Service

- .1 All equipment shall be inspected quarterly (every three (3) months) to provide trouble free operation.
- .2 Scheduling

Unless otherwise directed, preventive maintenance shall be performed during regular working hours, Monday through Sunday, 08:00 to 16:00 hours excluding statutory holidays.

SW 3. Service (cont'd)

.3 Maintenance Plan

Contractor shall produce a detailed comprehensive maintenance service plan specific to the equipment inventory which must outline all tasks, procedures, all maintenance routines and frequencies to meet or exceed manufacturers' recommendations identifying the maintenance that will be performed annually, semiannually, quarterly and monthly. This maintenance plan shall contain and reflect the manufacturer's recommended maintenance and all requirements of this agreement. The proposed maintenance plan shall be reviewed by the Technical Authority and may require revision by the Contractor to meet Technical Authority's requirements. Any such changes shall be considered as part of this agreement. This plan must fully list all operating inspections, maintenance schedules and tests necessary to maximize equipment longevity and ensure the optimum level of performance over the full operating range of the equipment. The comprehensive maintenance service plan shall be submitted to the Technical Authority in the Microsoft Office Suite format (including sample inspections sheets for all routines), within 60 calendar days after award of the Contract.

The Maintenance Plan must be viewed and approved by the Technical Authority prior to acceptance and implementation.

.4 Control Systems:

Conduct periodic tests of the Control Systems where applicable, to ensure all circuits and settings are properly adjusted to suit requirements of the design capabilities of the system as originally furnished by the manufacturer. The frequency of testing controls will be according to manufacturer's specifications.

.5 Air Filter Service

The Contractor shall replace filters as required to fit the filter sections provided by the manufacturer. Filter size and efficiency to match original as supplied by the manufacturer and as indicated in SW5 Equipment Inventory.

.6 Emergency calls

All emergency calls between regular inspections must be answered by the Contractor within two (2) hours of receiving the call on a 24 hour, 7 day basis. All named Service personnel per SW1.2 must be able to report on site ready to service the system within five (5) calendar days of receiving the request for emergency service and such work shall proceed continuously until the system is returned to safe operating condition.

.7 Non-working Service Manager

The non-working Service Manager must be in full charge of the operations of the contractor in the performance of the services and shall be authorized to accept any notice, consent, order, direction, decision or other communication on behalf of the contractor that may be given under the contract. The manager must liaise as required with the Technical Authority and must be capable of communicating in English or French.

In the event that there is an emergency the Contractor's non-working Service Manager must be available to respond to the Technical Authority within two (2) hours of receiving the call on a 24 hour, 7 day basis.

SW 4. Reporting

- .1 The Contractor shall report to the Technical Authority verbally **and** by FAX, within twenty-four (24) hours, every visit required other than regular maintenance. The report shall detail all work completed, work outstanding and the reasons therefore and an estimated time frame for completion.

The Contractor shall call to the attention of operating staff verbally followed by a written report to the Technical Authority any improper procedures that may be noted by him and provide written instruction to guide the Technical Authority's staff.

The Contractor shall notify the Technical Authority in writing of any malfunction of equipment or systems related to, but not part of, the contract equipment which could adversely affect the reliability or cause damage to the system components under the maintenance contract

- .2 Equipment report cards:

A completed service report card outlining any and all service performed on the equipment shall be enclosed in a clear vinyl envelope and affixed safely to the equipment. These report cards are to remain with the equipment for the duration of the contract and are to be turned over to the Technical Authority upon contract completion or termination.

- .3 Service Reports:

A signed, written service report shall be completed at each regular maintenance visit, attesting that maintenance was performed as per the Maintenance Plan (SW3.3) and must be left on site in a suitable protective binder.

Copies of regular maintenance reports and monthly check lists shall be forwarded, with the quarterly invoice to the attention of:

Public Works and Government Services Canada
Maintenance & Operational Assurance
400 Cooper, 6th Floor
Ottawa, Ontario
K1A 0S5
Attention of: Technical Authority

Invoices **Must** include:

- (a) PWGSC reference (8M3-6012-5) & contract number (EJ196-171466)
(b) period covered by invoice
(c) building name & address

NOTE: *Invoices will be returned unpaid if attestation of maintenance has not been received for the invoiced period.*

SW 5 Equipment Inventory

Building 1: Canadian Embassy, Route de Delmas #75, Haiti

No. of Units	Location Room No.	Make	Model	Serial Number	Details
1	Room 135	Trane	MCCB03QUA0B0UA	K02F88812	AC-01 Supply Fan 25hp, 480/3/60 Filters: 12-20"x20"x4", 4-25"x20"x4"
1	Room 135	Trane	MCCB03QUA0B0UA	K02F88813	AC-01 Return Fan 10hp, 480/3/60
1	Courtyard	Trane	RAUCC504CV03AOD000000	CO2F05213	Air Cooled Condenser for AC-01, R-22, 50 Tons, 2x10 Ton Compressors, 2x15 Ton Compressors, 6 Fans, 460/3/60
1	Room 132	Trane	MCCB01QUA0D0UB	K02F88912	AC-02 Supply Fan 10hp, 480/3/60 Filters: 4-25"x20"x4"
1	Room 132	Trane	MCCB01QUA0D0UB	K02F88912	AC-02 Return Fan 5hp, 480/3/60
1	Roof	Trane	TTA120C400	2245XFEAD	Air Cooled Condenser "A" for AC-02, R- 22, 10 Ton, Dual Manifolded Compressors
1	Roof	Trane	TTA150B400	2244XFEAD	Air Cooled Condenser "B" for AC-02, R- 22, 12.5 Ton, Dual Compressors
1	Room 135	Venmar	W9305	N/A	Heat Recovery Unit for AC-2
1	Room 132	Grundfos	A96083187-P10 typ CR3-8	744654	Domestic Water Pump c/w Lead Lag System with Plad Control Panel
1	Room 132	Plad	02-85775A typ CR2-60U	AFGJ-AE-HQQE	Domestic Water Pump c/w Lead Lag System with Plad Control Panel
1	Room 208	Mitsubishi Mr Slim	PU-24FK	N/A	Ductless Split A/C Unit R-22 for Room 208 (CA-01)
1	Room 209	Mitsubishi Mr Slim	PU-24FK	N/A	Ductless Split A/C Unit R-22 for Room 209 (CA-02)
1	Room 230	TGM	EUNT-25	250213004	Ductless Split A/C Unit R-22 for Room 230 (CA-03)
1	Rooms 002 & 003	Mitsubishi Mr Slim	MUN18NW	N/A	Dual Evaporator Ductless Split A/C Unit R-22 for Rooms 002 and 003 (CA-04)
1	Room 145	Mitsubishi Mr Slim	MU09TW	N/A	Ductless Split A/C Unit R-22 for Room 145 (CA-05)
1	Hallway Near Garage	Loren Cook	150SQN-B	04 20203071	General Exhaust Fan
1	Hallway Near Garage	Loren Cook	150SQN-B	N/A	General Exhaust Fan
1	Room 127 Electrical	Loren Cook	150SQN-B	N/A	General Exhaust Fan, ¾ hp, 480/3/60, Belt Driven
1	Room 126 Generator	Loren Cook	402 CPS-A	N/A	General Exhaust Fan
1	Room 128	Loren Cook	DBX-8	N/A	Split DX AHU for General Storage Room
1	Room 136a	Loren Cook	GC-140	N/A	VA-04 General Exhaust Fan
1	Room 123a	Loren Cook	GC-140	N/A	General Exhaust Fan
1	Room 256a	Loren Cook	150SQN-B	N/A	General Exhaust Fan
1	Room 233d	Loren Cook	150SQN-B	N/A	General Exhaust Fan
1	Room 125a Oil storage	Gemini	GC-140	N/A	General Exhaust Fan
1	Room 123B	Gemini	GC-140	N/A	General Exhaust Fan
1	Room 135	Loren Cook	135SQN-B	N/A	Main Mechanical Room Exhaust
1	Room 132	Loren Cook	135SQN-B	N/A	Fresh Air for Mechanical Room and Tunnel 133A

1	Room 127	TGM	TFD4-1645A	AHD051011317	Split DX A/C in Electrical Room.
1	46 Unit	Mitsubishi R410A	MSZGE12NA	9002173	Split DX A/C
1	Pool Mechanical Room	Jacuzzi- Hayward	15MAG-F-T		Pool Pump, 1.5 hp, 208/3/60

Building 2: Canadian Embassy, Route de Delmas #75, Haiti (cont'd)

No. of Units	Location Room No.	Make	Model	Serial Number	Details
1	Indoor Fountain	Grundfos	15OS50-2	N/A	Indoor Fountain Pump, 5hp, 8", 440/3/60
1	Exterior Fountain	Grundfos	230S50-2AB	N/A	Exterior Fountain Pump, 5hp, 8", 440/3/60

Building 3: SQ04 (Official Residence), Rue de Lespinasse, Péguy-Ville

No. of Units	Location Room No.	Make	Model	Serial Number	Details
1	South side of SQ	TGM	MRGX36ASNT0	N/A	Ductless Split A/C Unit, 208/230/1/60, R-22
1	South side of SQ	York	H1RA024506D	WBNM035513	Ductless Split A/C Unit, 208/230/1/60, R-22
1	South East side of SQ	Frigidaire	FASC12C6CHLW	55201651	Ductless Split A/C Unit, 208/230/1/60, R-22
1	South East side of SQ	TGM	GS3BA-012KB	GSD06010059	Ductless Split A/C Unit, 208/230/1/60, R-22
1	East side of SQ	TGM	TCV3024A	ASF130130900302	Ductless Split A/C Unit, 208/230/1/60, R-22
1	South East side of SQ	TGM	TCV3036A	ACA070900240	Ductless Split A/C Unit, 208/230/1/60, R-22
1	South East side of SQ	TGM	TCV3024A	ACA080903632	Ductless Split A/C Unit, 208/230/1/60, R-22
1	South East side of SQ	TGM	TCV3036A	ACF120600122	Ductless Split A/C Unit, 208/230/1/60, R-22
1	South side of SQ	TGM	TCV3036A	ACA070900252	Ductless Split A/C Unit, 208/230/1/60, R-22
1	South side of SQ	TGM	MRRT24AS	N/A	Ductless Split A/C Unit, 208/230/1/60, R-22
1	North West corner of upper roof of SQ	TGM	TCV3036A	ACA070800825	Ductless Split A/C Unit, 208/230/1/60, R-22
1	North West side of SQ	TGM	TCV3024A	ACF130500062	Ductless Split A/C Unit, 208/230/1/60, R-22
1	North West side of SQ	TGM	TCV4018A	GSA040505810	Ductless Split A/C Unit, 208/230/1/60, R-22
1	North West side of SQ	TGM	TCV3024A	ACF130500050	Ductless Split A/C Unit, 208/230/1/60, R-22
1	Utility Room	N/A	N/A	N/A	Domestic Non-potable Water Distribution Pump c/w Pressure Tank and Controls

Building 4: SQ16, 2 Impasse Alexandre, Montagne Noire

No. of Units	Location Room No.	Make	Model	Serial Number	Details
1	Rooftop Patio East side	TGM	TCV3018A	ACF120500938	Ductless Split A/C Unit, 208/230/1/60, R-22
1	Rooftop Patio South West side	Classic	MRRNC12AS	D202067200313222120045	Ductless Split A/C Unit, 208/230/1/60, R-410a
1	South East side of house	TGM	MRRT12ASNT0	D201486230112914120036	Ductless Split A/C Unit, 208/230/1/60, R-22
1	South East side of house	TGM	TCV3018A	ACF120500931	Ductless Split A/C Unit, 208/230/1/60, R-22
1	North side pool	TGM	TCV3036A	ACA070101762	Ductless Split A/C Unit, 208/230/1/60, R-22
1	North side pool	TGM	TCV3036A	ACF120100173	Ductless Split A/C Unit, 208/230/1/60, R-22
1	North side near pool	TGM	TCV3036A	ACF131100141	Ductless Split A/C Unit, 208/230/1/60, R-22
1	West by gate	TGM	TCV3036A	ACF140200426	Ductless Split A/C Unit, 208/230/1/60, R-22
1	Utility Room	N/A	N/A	N/A	Domestic Non-potable Water Distribution Pump c/w Pressure Tank and Controls

Building 5: SQ22, 9 Rue Janvier, Musseau

No. of Units	Location Room No.	Make	Model	Serial Number	Details
1	South East side	TGM	MRCGT24ASNT0	N/A	Ductless Split A/C Unit, 208/230/1/60, R-22
1		TGM	MRCGT12AS	N/A	Ductless Split A/C Unit, 208/230/1/60, R-22
1		Classic	MRRNC18AS	D202067710413417150058	Ductless Split A/C Unit, 208/230/1/60, R-22
2	South	TGM	N/A	N/A	Ductless Split A/C Unit, 208/230/1/60, R-22
1	North	TGM	N/A	N/A	Ductless Split A/C Unit, 208/230/1/60, R-22
1	North	TGM	N/A	N/A	Ductless Split A/C Unit, 208/230/1/60, R-22
1	West	TGM	TCV3036A	ACF120100138	Ductless Split A/C Unit, 208/230/1/60, R-22
1		TGM	918918AXL0198-M	ACA090100149	Ductless Split A/C Unit, 208/230/1/60, R-22
1	Utility Room	N/A	N/A	N/A	Domestic Non-potable Water Distribution Pump c/w Pressure Tank and Controls

Building 6: SQ47, 5 Rue de Lespinasse, Péguy-Ville

No. of Units	Location Room No.	Make	Model	Serial Number	Details
1	Roof	TGM	N/A	N/A	Ductless Split A/C Unit, 208/230/1/60, R-22
1	Roof	TGM	N/A	ACF111100255	Ductless Split A/C Unit, 208/230/1/60, R-22
1	Roof	TGM	TCV3036A	ACF110900154	Ductless Split A/C Unit, 208/230/1/60, R-22
1	Roof	TGM	MRRT12AS - Outdoor	D2022420509147013	Ductless Split A/C Unit, 208/230/1/60, R-22
1	Roof	TGM	MWRT12S - Indoor	N/A	Ductless Split A/C Unit, 208/230/1/60, R-22
1	Roof	TGM	MWRT12S - Indoor	D202242050914710130234	Ductless Split A/C Unit, 208/230/1/60, R-22
1	Roof	TGM	MRRT18AS	N/A	Ductless Split A/C Unit, 208/230/1/60, R-22
1	Roof	Classic	MMRNC18AS	D202067710413417150061	Ductless Split A/C Unit, 208/230/1/60, R-22
1	Roof	Classic	N/A	N/A	Ductless Split A/C Unit, 208/230/1/60, R-22
1	Utility Room	N/A	N/A	N/A	Domestic Non-potable Water Distribution Pump c/w Pressure Tank and Controls

Building 7: SQ59, 42 Rue Amiral Killick, Morne Calvaire

No. of Units	Location Room No.	Make	Model	Serial Number	Details
1		TGM	MRLLT12AS	MWLLT123	Ductless Split A/C Unit, 208/230/1/60, R-22
1		Classic	MMRNC24AS	N/A	Ductless Split A/C Unit, 208/230/1/60, R-22
1		TGM	N/A	N/A	Ductless Split A/C Unit, 208/230/1/60, R-22
1		Classic	N/A	N/A	Ductless Split A/C Unit, 208/230/1/60, R-22
1		TGM	N/A	N/A	Ductless Split A/C Unit, 208/230/1/60, R-22
1		TGM	MWRT24S	N/A	Ductless Split A/C Unit, 208/230/1/60, R-22
1		Classic	MRRNC18AS	N/A	Ductless Split A/C Unit, 208/230/1/60, R-22
1		TGM	MWRT24S	N/A	Ductless Split A/C Unit, 208/230/1/60, R-22
1	Balcony	TGM	N/A	N/A	Ductless Split A/C Unit, 208/230/1/60, R-22
1	Utility Room	N/A	N/A	N/A	Domestic Non-potable Water Distribution Pump c/w Pressure Tank and Controls

Building 8: SQ60, 39 Rue Georges, Montagne Noire

No. of Units	Location Room No.	Make	Model	Serial Number	Details
1	Rooftop	Classic	MRRNC24AS	N/A	Ductless Split A/C Unit, 208/230/1/60, R-22
1	Rooftop	Classic	MRRNC12AS	N/A	Ductless Split A/C Unit, 208/230/1/60, R-22
1	Rooftop	TGM	MRRT24AS	N/A	Ductless Split A/C Unit, 208/230/1/60, R-22
1	Rooftop	York	H2RA036506E	WNKM044558	Ductless Split A/C Unit, 208/230/1/60, R-22
1	Rooftop	Classic	MRRNC12AS	N/A	Ductless Split A/C Unit, 208/230/1/60, R-22
1	Rooftop	Classic	MRRNC12AS	N/A	Ductless Split A/C Unit, 208/230/1/60, R-22
1	Rear of House (north)	York	H1RA024506D	WANM010927	Ductless Split A/C Unit, 208/230/1/60, R-22
1	West	TGM	MRRT12AS	D202242050914710130215	Ductless Split A/C Unit, 208/230/1/60, R-22
1	West	TGM	MRRT12AS	D202242050914710130217	Ductless Split A/C Unit, 208/230/1/60, R-22
1	Utility Room	N/A	N/A	N/A	Domestic Non-potable Water Distribution Pump c/w Pressure Tank and Controls

Building 9: SQ61, 62, 63, Juvénat 4

No. of Units	Location Room No.	Make	Model	Serial Number	Details
1	Courtyard	TGM	TCV3024A	ACF120600190	Ductless Split A/C Unit, 208/230/1/60, R-22
1	Courtyard	TGM	TCV3024A	ACF120600185	Ductless Split A/C Unit, 208/230/1/60, R-22
1	Courtyard	TGM	MRRT24AS	N/A	Ductless Split A/C Unit, 208/230/1/60, R-22
1	Courtyard	TGM	MRRT12AS	D202242050914710130057	Ductless Split A/C Unit, 208/230/1/60, R-22
1	Courtyard	TGM	MRRT12AS	D202242050914710130183	Ductless Split A/C Unit, 208/230/1/60, R-22
1	Courtyard	TGM	MRCGT24ASNT0	N/A	Ductless Split A/C Unit, 208/230/1/60, R-22
1	Courtyard	York	YJDA-12FS-ADA	N/A	Ductless Split A/C Unit, 208/230/1/60, R-22
1	Courtyard	TGM	MRRT24AS	N/A	Ductless Split A/C Unit, 208/230/1/60, R-22
1	Courtyard	Classic	MRRNC18AS	D202067710413417150065	Ductless Split A/C Unit, 208/230/1/60, R-410a
1	Courtyard	Classic	MRRNC18AS	D202067710413417150055	Ductless Split A/C Unit, 208/230/1/60, R-22
1	Courtyard	TGM	MRCGT24ASNT0	N/A	Ductless Split A/C Unit, 208/230/1/60, R-22
1	Utility Room	N/A	N/A	N/A	Domestic Non-potable Water Distribution Pump c/w Pressure Tank and Controls

Building 10: SQ67, 19 Route de Lespinasse, Péguy-Ville

No. of Units	Location Room No.	Make	Model	Serial Number	Details
1		Classic	MRRNC12AS	N/A	Ductless Split A/C Unit, 208/230/1/60, R-22
1		Classic	MRRNC12AS	N/A	Ductless Split A/C Unit, 208/230/1/60, R-22
1		TGM	N/A	ACF14020041S	Ductless Split A/C Unit, 208/230/1/60, R-22
1		TGM	N/A	ACF13000082	Ductless Split A/C Unit, 208/230/1/60, R-22
1		TGM	MWRT12S	N/A	Ductless Split A/C Unit, 208/230/1/60, R-22
1		TGM	MRRT12AS	N/A	Ductless Split A/C Unit, 208/230/1/60, R-22
1		TGM	MWRT24S	N/A	Ductless Split A/C Unit, 208/230/1/60, R-22
1		TGM	MRRT24S	N/A	Ductless Split A/C Unit, 208/230/1/60, R-22
1		TGM	N/A	ACF120600123	Ductless Split A/C Unit, 208/230/1/60, R-22
1		TGM	MWRT12S	N/A	Ductless Split A/C Unit, 208/230/1/60, R-22
1		TGM	MRRT12S	N/A	Ductless Split A/C Unit, 208/230/1/60, R-22
1	Utility Room	N/A	N/A	N/A	Domestic Non-potable Water Distribution Pump c/w Pressure Tank and Controls

Building 11: SQ70, 54 Morne Calvaire

No. of Units	Location Room No.	Make	Model	Serial Number	Details
1	South side Roof (terrace)	York	YJDA12FS-ACA	N/A	Ductless Split A/C Unit, 208/230/1/60, R-22
1	South West side house (elevated)	TGM	MRCT18AS	N/A	Ductless Split A/C Unit, 208/230/1/60, R-22
1	South West side house (elevated)	TGM	MRCGT24ASNT0	N/A	Ductless Split A/C Unit, 208/230/1/60, R-22
1	South West side house (elevated)	TGM	MRCGT24ASNT0	N/A	Ductless Split A/C Unit, 208/230/1/60, R-22
1	North East side house (elevated)	TGM	TCV3036A	ACF120100172	Ductless Split A/C Unit, 208/230/1/60, R-22
1	North East side house (elevated)	TGM	N/A	ACF110900156	Ductless Split A/C Unit, 208/230/1/60, R-22
1	North East side house (elevated)	TGM	N/A	ACF110900155	Ductless Split A/C Unit, 208/230/1/60, R-22
1	Utility Room	N/A	N/A	N/A	Domestic Non-potable Water Distribution Pump c/w Pressure Tank and Controls

Building 12: SQ71, 2 Impasse Lex Morne Calvaire

No. of Units	Location Room No.	Make	Model	Serial Number	Details
1	Ground level North	TGM	TCV3024A	ACF120600198	Ductless Split A/C Unit, 208/230/1/60, R-22
1	middle roof	West Point	VFMWFM-4892	N/A	Ductless Split A/C Unit, 208/230/1/60, R-22
1	North rooftop	TGM	TCV3036A	ACF120100181	Ductless Split A/C Unit, 208/230/1/60, R-22
1	North West rooftop	TGM	TCV3024A	ACF1313000092	Ductless Split A/C Unit, 208/230/1/60, R-22
1	2nd level lower roof	TGM	MRR24AS	N/A	Ductless Split A/C Unit, 208/230/1/60, R-22
1	lower roof South East	TGM	TCV3024A	ACF120600194	Ductless Split A/C Unit, 208/230/1/60, R-22
1	lower roof South East	TGM	MRCT18AS	N/A	Ductless Split A/C Unit, 208/230/1/60, R-22
1	Upstairs Patio North	TGM	TCV4018A	GSD030701964	Ductless Split A/C Unit, 208/230/1/60, R-22
1	side of house North patio lower	TGM	MRG36ASNT0	D202012550312020160079	Ductless Split A/C Unit, 208/230/1/60, R-22
1	Utility Room	N/A	N/A	N/A	Domestic Non-potable Water Distribution Pump c/w Pressure Tank and Controls

Building 13: SQ72, 23 Rue de Lespinasse, Péguy-Ville

No. of Units	Location Room No.	Make	Model	Serial Number	Details
1	Left side of house	TGM	TCV3018A	ACF1311000065	Ductless Split A/C Unit, 208/230/1/60, R-22
1	Left side of house	TGM	TCV3018A	ACF120500933	Ductless Split A/C Unit, 208/230/1/60, R-22
1	Left side of house	TGM	TCV3018A	ACF120600196	Ductless Split A/C Unit, 208/230/1/60, R-22
1	Back of house	N/A	N/A	N/A	Ductless Split A/C Unit, 208/230/1/60, R-22
1	Rooftop at back of house	TGM	TCV3036A	ACF120600099	Ductless Split A/C Unit, 208/230/1/60, R-22
1	Rooftop at front of house	TGM	TCV3024A	ACF13100087	Ductless Split A/C Unit, 208/230/1/60, R-22
1	Utility Room	N/A	N/A	N/A	Domestic Non-potable Water Distribution Pump c/w Pressure Tank and Controls

Building 14: SQ74, 123 Juvénat 5

No. of Units	Location Room No.	Make	Model	Serial Number	Details
1	North West unit		GS3BA-018KA	GSA050101711	Ductless Split A/C Unit, 208/230/1/60, R-22
1	South	TGM	MRRT24AS	C101358811011602130023	Ductless Split A/C Unit, 208/230/1/60, R-22
1	South	TGM	TCV3036A	ACA070100830	Ductless Split A/C Unit, 208/230/1/60, R-22
1	South	TGM	MRRT18AS	D20023562050118	Ductless Split A/C Unit, 208/230/1/60, R-22
1	South East	TGM	TCV3036A	ACA110300001	Ductless Split A/C Unit, 208/230/1/60, R-22
1	South East	TGM	MRFR18AS	D20023562061580	Ductless Split A/C Unit, 208/230/1/60, R-22
1	South East	Classic	MRRNC24AS	N/A	Ductless Split A/C Unit, 208/230/1/60, R-22
1	South East	TGM	TCV3036A	ACF140300424	Ductless Split A/C Unit, 208/230/1/60, R-22
1	Utility Room	N/A	N/A	N/A	Domestic Non-potable Water Distribution Pump c/w Pressure Tank and Controls

Building 15: SQ75, 42B Montagne Noire

No. of Units	Location Room No.	Make	Model	Serial Number	Details
1	Court yard East	Galanz	AU-24C63F230G4 (a7)	10548020046 (incomplete)	Ductless Split A/C Unit, 208/230/1/60, R-22
1	Rooftop South East	TGM	MRRT24AS	N/A	Ductless Split A/C Unit, 208/230/1/60, R-22
1	Rooftop North West	TGM	MRRNT18AS	N/A	Ductless Split A/C Unit, 208/230/1/60, R-410a
1	Rooftop South West	TGM	TCV3036A	ACA070101884	Ductless Split A/C Unit, 208/230/1/60, R-22
1	East	TGM	MRGX36ASNTO	D202002410312B11160007	Ductless Split A/C Unit, 208/230/1/60, R-22
1	South corner	TGM	MRRT12AS	D202242050914710130248	Ductless Split A/C Unit, 208/230/1/60, R-22
1	West	TGM	MRRT18AS	N/A	Ductless Split A/C Unit, 208/230/1/60, R-22
1	Utility Room	N/A	N/A	N/A	Domestic Non-potable Water Distribution Pump c/w Pressure Tank and Controls

Building 16: SQ76, 24 Morne Calvaire, Pétion-Ville

No. of Units	Location Room No.	Make	Model	Serial Number	Details
1	Roof	TGM	MRFRT18AS	D20023562061580215 0217	Ductless Split A/C Unit, 208/230/1/60, R-22
1	Roof	York	YIDA24FS-ADA	N/A	Ductless Split A/C Unit, 208/230/1/60, R-22
1	Rooftop	TGM	MRCGT24ASNT0	N/A	Ductless Split A/C Unit, 208/230/1/60, R-22
1	2nd Story South East Balcony	Classic	MRRNC24AS	D01486300212922130 001	Ductless Split A/C Unit, 208/230/1/60, R-22
1	2nd Story South Balcony	TGM	TCV3024A	ACA080100306	Ductless Split A/C Unit, 208/230/1/60, R-22
1	Rear of house south near pool	TGM	N/A	ACA090101661	Ductless Split A/C Unit, 208/230/1/60, R-22
1	Rear of house south near pool	TGM	N/A	ACF110900149	Ductless Split A/C Unit, 208/230/1/60, R-22
1	South adjacent front entrance	TGM	N/A	ACA080800051	Ductless Split A/C Unit, 208/230/1/60, R-22
1	South adjacent front entrance	TGM	N/A	ACA090101664	Ductless Split A/C Unit, 208/230/1/60, R-22
1	South East terrace beside propane	TGM	N/A	ACA090101649	Ductless Split A/C Unit, 208/230/1/60, R-22
1	Utility Room	N/A	N/A	N/A	Domestic Non-potable Water Distribution Pump c/w Pressure Tank and Controls

Building 17: SQ77, 15 Rue Pipo, Juvénat, Pétion-Ville

No. of Units	Location Room No.	Make	Model	Serial Number	Details
1	South	TGM	TCV3036A	ACF120100199	Ductless Split A/C Unit, 208/230/1/60, R-22
1	South	TGM	MRRT12AS	N/A	Ductless Split A/C Unit, 208/230/1/60, R-22
1	East	TGM	MRGX36ASNT0	D2020C2410312B1916806	Ductless Split A/C Unit, 208/230/1/60, R-22
1	North East	TGM	MRRT24AS	D202242050714703150137	Ductless Split A/C Unit, 208/230/1/60, R-22
1	North East	TGM	N/A	ACA090100212	Ductless Split A/C Unit, 208/230/1/60, R-22
1	North East	TGM	MRRT24AS	N/A	Ductless Split A/C Unit, 208/230/1/60, R-22
1	North balcony	Classic	MRRNC24AS	D201486300212922130049	Ductless Split A/C Unit, 208/230/1/60, R-410a
1	North balcony	Mitsubishi Mr. Slim	MUZ-GE12NAH2	4000270T	Ductless Split A/C Unit, 208/230/1/60, R-410a
1	North balcony	Classic	MRRNC18AS	N/A	Ductless Split A/C Unit, 208/230/1/60, R-22
1	Utility Room	N/A	N/A	N/A	Domestic Non-potable Water Distribution Pump c/w Pressure Tank and Controls

Building 18: SQ117, 27A Rue Rosier, Morne Brun.

No. of Units	Location Room No.	Make	Model	Serial Number	Details
1		Classic	MRRNC12AS	N/A	Ductless Split A/C Unit, 208/230/1/60, R-22
1		Classic	MRRNC12AS	N/A	Ductless Split A/C Unit, 208/230/1/60, R-22
1		Classic	CG41A-018PH3ULC	N/A	Ductless Split A/C Unit, 208/230/1/60, R-22
1		Classic	MRRNC12A	N/A	Ductless Split A/C Unit, 208/230/1/60, R-22
1		Classic	N/A	N/A	Ductless Split A/C Unit, 208/230/1/60, R-22
1	Utility Room	N/A	N/A	N/A	Domestic Non-potable Water Distribution Pump c/w Pressure Tank and Controls

Building 19: Military Housing Unit (MHU) #01

No. Of Units	Location Room No.	Make	Model	Serial Number	Details
1	1-4 B	Mitsubishi Mr. Slim	MUZ-GE12NAH2	4000068T	Ductless Split A/C Unit, 208/230/1/60, R-410a
1	1-4 A	Mitsubishi Mr. Slim	MUZ-GE12NAH2	4000065T	Ductless Split A/C Unit, 208/230/1/60, R-410a
1	1-2 B	Mitsubishi Mr. Slim	MUZ-GE12NA	9001516T	Ductless Split A/C Unit, 208/230/1/60, R-410a
1	1-2 A	Mitsubishi Mr. Slim	MUZ-GE12NAH2	9001463T	Ductless Split A/C Unit, 208/230/1/60, R-410a
1	1-3 A	Mitsubishi Mr. Slim	MUZ-GE12NAH2	4000070T	Ductless Split A/C Unit, 208/230/1/60, R-410a
1	1-3 B	Mitsubishi Mr. Slim	MUZ-GE12NAH2	40000360T	Ductless Split A/C Unit, 208/230/1/60, R-410a
1	1-1 A	Mitsubishi Mr. Slim	MUZ-GE12NA	9000382T	Ductless Split A/C Unit, 208/230/1/60, R-410a
1	1-1 B	Mitsubishi Mr. Slim	MUZ-GE12NA	9001511T	Ductless Split A/C Unit, 208/230/1/60, R-410a

Building 20: Military Housing Unit (MHU) Electrical Unit

No. of Units	Location Room No.	Make	Model	Serial Number	Details
1	Electrical Unit	Mitsubishi Mr. Slim	MRGX36ASNT0	N/A	Ductless Split A/C Unit, 208/230/1/60, R-410a

Building 21: Military Housing Unit (MHU) #02

No. of Units	Location Room No.	Make	Model	Serial Number	Details
1	2-3 A	Mitsubishi Mr. Slim	MUZ-G12NAH2	4000063T	Ductless Split A/C Unit, 208/230/1/60, R-410a
1	2-3 B	Mitsubishi Mr. Slim	MUZ-G12NAH2	4000345T	Ductless Split A/C Unit, 208/230/1/60, R-410a
1	2-1 A	Mitsubishi Mr. Slim	MUZ-G12NA	9001527T	Ductless Split A/C Unit, 208/230/1/60, R-410a
1	2-1 B	Mitsubishi Mr. Slim	MUZ-G12NA	9001539T	Ductless Split A/C Unit, 208/230/1/60, R-410a
1	2-4 A	Mitsubishi Mr. Slim	MUZ-G12NA	9001525T	Ductless Split A/C Unit, 208/230/1/60, R-410a
1	2-4 B	Mitsubishi Mr. Slim	MUZ-G12NA	9001536T	Ductless Split A/C Unit, 208/230/1/60, R-410a
1	2-2 A	Mitsubishi Mr. Slim	MUZ-G12NA	9001534T	Ductless Split A/C Unit, 208/230/1/60, R-410a
1	2-2 B	Mitsubishi Mr. Slim	MUZ-G12NA	9001512T	Ductless Split A/C Unit, 208/230/1/60, R-410a

Building 22: Military Housing Unit (MHU) #03

No. of Units	Location Room No.	Make	Model	Serial Number	Details
1	3-2 A	Mitsubishi Mr. Slim	MUZ-GE12NA	9001528T	Ductless Split A/C Unit, 208/230/1/60, R-410a
1	3-2 B	Mitsubishi Mr. Slim	MUZ-GE12NA	9001509T	Ductless Split A/C Unit, 208/230/1/60, R-410a
1	3-1 A	Mitsubishi Mr. Slim	MUZ-GE12NAH2	90001534T	Ductless Split A/C Unit, 208/230/1/60, R-410a
1	3-1 B	Mitsubishi Mr. Slim	MUZ-GE12NAH2	400390T	Ductless Split A/C Unit, 208/230/1/60, R-410a

Building 23: Military Housing Unit (MHU) #04

No. of Units	Location Room No.	Make	Model	Serial Number	Details
1	4-1 A	Mitsubishi Mr. Slim	MUZ-GE12NAH2	4000265T	Ductless Split A/C Unit, 208/230/1/60, R-410a
1	4-1 B	Mitsubishi Mr. Slim	MUZ-GE12NAH2	4000066T	Ductless Split A/C Unit, 208/230/1/60, R-410a
1	4-1 A/B	Mitsubishi Mr. Slim	MXZ-2B20NA	9001410T	Ductless Split A/C Unit, 208/230/1/60, R-410a

Building 24: Military Housing Unit (MHU) Kitchen

No. of Units	Location Room No.	Make	Model	Serial Number	Details
1	Lounge A	Mitsubishi Mr. Slim	MUZ-GE12NA	900034T	Ductless Split A/C Unit, 208/230/1/60, R-410a
1	Lounge B	Mitsubishi Mr. Slim	MUZ-GE12NA	9000392T	Ductless Split A/C Unit, 208/230/1/60, R-410a
1	High B	Mitsubishi Mr. Slim	MUZ-GE12NA	9000367T	Ductless Split A/C Unit, 208/230/1/60, R-410a
1	High A	Mitsubishi Mr. Slim	MUZ-GE12NA	9001548T	Ductless Split A/C Unit, 208/230/1/60, R-410a

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Contract Number / Numéro du contrat

2016/17-PRNCE-001

Security Classification / Classification de sécurité
UNCLASSIFIED

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

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
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Canada



Contract Number / Numéro du contrat 2016/17-PRNCE-001
Security Classification / Classification de sécurité UNCLASSIFIED

PART A (continued) / PARTIE A (suite)

8 Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité: No / Non Yes / Oui

9 Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?
Short Title(s) of material / Titre(s) abrégé(s) du matériel:
Document Number / Numéro du document: No / Non Yes / Oui

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

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

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

Special comments:
Commentaires spéciaux: _____

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

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté?
 No / Non Yes / Oui
 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 A 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 2016/17-PRNCE-001
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 / CLASSIFIÉE			NATO				COMSEC					
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COMSEC TOP SECRET / COMSEC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets / Renseignements / Biens / Production																
IT Meta / Support IT / IT Linc / Lien électronique																

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

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? No / Non Yes / Oui
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (o.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).