



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

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

**11 Laurier St./ 11, rue Laurier**

**Place du Portage, Phase III**

**Core 0B2 / Noyau 0B2**

**Gatineau**

**Québec**

**K1A 0S5**

**Bid Fax: (819) 997-9776**

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

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

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

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

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

**Comments - Commentaires**

**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

<b>Title - Sujet</b> HVAC CONTRACT	
<b>Solicitation No. - N° de l'invitation</b> EJ196-150923/A	<b>Date</b> 2016-12-22
<b>Client Reference No. - N° de référence du client</b> 20151923	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$FK-280-72150	
<b>File No. - N° de dossier</b> fk280.EJ196-150923	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2017-01-31</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Grogan, Lynn	<b>Buyer Id - Id de l'acheteur</b> fk280
<b>Telephone No. - N° de téléphone</b> (873) 469-4903 ( )	<b>FAX No. - N° de FAX</b> (819) 956-3600
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA PORTAGE III 11 LAURIER ST Gatineau Quebec K1A0S5 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

## **IMPORTANT NOTICE TO BIDDERS**

### **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.

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## **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 The Contractor must furnish all necessary tools, services and labour to execute the work required for the maintenance of the heating, ventilation, air conditioning (HVAC) equipment for Public Works and Government Services Canada located Walkley Armouries, 2100 Walkley Road, M-23, 1200 Montreal Road and National Defence Medical Centre (NDMC), 1745 Alta Vista Drive, Ottawa, Ontario in accordance with the Statement of Work 8M3-1584-6, attached herein as Annex A.

1.2.2 The contract will be for a period of five (5) years.

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 mandatory Site Visit associated with this requirement where personnel security screening is required prior to gaining access to PROTECTED sites. 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-andconditions-manual>) issued by Public Works and Government Services Canada.

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

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

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

Delete: sixty (60) days

Insert: one hundred twenty (120) days

### **2.2 Submission of Bids**

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

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. R10, 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 Mandatory Site Visit**

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the Site Visit to be held at **Walkley Armouries, 2100 Walkley Road, M-23, 1200 Montreal Road and National Defence Medical Centre (NDMC), 1745 Alta Vista Drive, Ottawa, Ontario on January 12, 2017. The site visit will begin at 10:00 EST, in the main entrance of Walkley Armouries.**

Personnel security screening is required prior to gaining authorized *access to* PROTECTED sites. Bidders must communicate with the Contracting Authority no later than **January 5, 2017 at 16:00 EST** to confirm attendance and provide the name(s) of the person(s) who will attend. The Bidder's Company Security Officer (CSO) must ensure that their representatives hold a valid security clearance at the required level for the Site Visit. Failure to comply with the security requirements will result in the representative(s) being denied access to the site.

Bidders will be required to sign an attendance sheet. Bidders should confirm in their bid that they have attended the Site Visit. Bidders who do not attend the mandatory Site Visit or do not send a representative will not be given an alternative appointment and their bid will be declared non-responsive. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

It is mandatory that bidders provide and wear safety boots for the Site Visit. Bidders who do not comply will not be permitted to attend the Site Visit.

## **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/ecologisationgreening/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 period of the contract for all items listed in Annex G.

### **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).

<b>Qualified Technicians</b>	<b>First &amp; last name</b>
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 one (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.

<b>Provide the name of the Non-Working Service Manager</b> _____	
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 email 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.

##### **HVAC equipment - Three (3) service personnel with:**

- A valid Ozone Depletion Prevention Card for the Province of Ontario (or approved interprovincial equivalent); and
- A valid **Journeyman (JP)** Refrigeration and Air Conditioning Certification Licence (or approved interprovincial equivalent); and
- A valid Fall Protection Certificate; and
- A valid Confined Space Entry Certificate; and
- A valid Aerial Manlift Certificate.

##### **Gas fired appliances - Three (3) service personnel with:**

- A valid permanent Province of Ontario Certificate G1 (Gas Technician 1) (or approved interprovincial equivalent); and
- A valid Fall Protection Certificate; and
- A valid Confined Space Entry Certificate; and
- A valid Aerial Manlift Certificate.

***The personnel named in 'HVAC equipment' above may also be named in items 'Gas fired appliances' and provided they hold the required certifications of each category.***

#### **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.tpsgcpwgsc.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.tpsgcpwgsc.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](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. At the date of bid closing, the following conditions must be met:
  - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 – Resulting Contract Clauses;
  - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in part 7 – Resulting Contract Clauses;
  - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. For additional information on security requirements, bidders should refer to the Canadian Industrial Security Directorate (CISD), Industrial Security Program (<http://ssi-iss.tpsgcpgwsc.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:

<b>LEGAL NAME (First and Last)</b>	<b>DATE OF BIRTH</b>	<b>CURRENT CLEARANCE HELD</b>
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.

<b>Qualified employees</b>	<b>First &amp; last name</b>
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/policyand-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.

## **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.  
(5 year period – exact dates to be determine at Contract award)

## **7.5 Authorities**

### **7.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Lynn Grogan  
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: 873-469-4903  
Facsimile: 819-956-3600  
E-mail address: lynn.grogan@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 followup purposes:

Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
Cellular: \_\_\_\_\_  
E-mail: \_\_\_\_\_

### 7.6 Proactive Disclosure of Contracts with Former Public Servants (if applicable)

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 Pricing Schedules**

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

#### **7.7.4 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)

#### **7.7.5 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 (Canadian Contractor)**

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

### **7.13 Insurance**

#### **7.13.1 Insurance – 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**

(Please See Attached)

## 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](http://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 ratios<sup>1</sup> 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.

<sup>1</sup> The journeyperson-apprentice ratio is defined as the number of qualified/certified journeypersons 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.

*Name:*

*Signature:*

*Company Name:*

*Company Legal Name:*

*Solicitation Number:*

*Optional information to provide:*

*Number of apprentices planned to be working on this contract:*

*Trades of those apprentices:*

## 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 fulltime 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**

(Please See Attached)

## 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 Codes, Standards and Regulations from all levels of Government (Provincial/Territorial, Municipal and Federal).
- .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 with:
    - A valid Ozone Depletion Prevention Card for the Province of Ontario (or approved interprovincial equivalent); and
    - A valid **Journeyman (JP)** Refrigeration and Air Conditioning Certification Licence (or approved interprovincial equivalent); and
    - A valid Fall Protection Certificate; and
    - A valid Confined Space Entry Certificate; and
    - A valid Aerial Manlift Certificate.
  - .2 **Gas fired appliances** - Three (3) service personnel with:
    - A valid permanent Province of Ontario Certificate G1 (Gas Technician 1) (or approved interprovincial equivalent); and
    - A valid Fall Protection Certificate; and
    - A valid Confined Space Entry Certificate; and
    - A valid Aerial Manlift Certificate.

*The personnel named in 'HVAC equipment' above may also be named in items 'Gas fired appliances' and provided they hold the required certifications of each category.*
- .3 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 under the direction of a Journeyman Mechanic. Canada reserves the right to request proof of registration in a Tradesman Program related to the services in Annex A, Statement of Work 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, filters and fuses.

### .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 rational 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 Departmental Representative 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 quarterly, and repairs made as required. Units shall then be tagged as **leak free**.
- .2 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.
- .3 The Contractor shall not leave waste materials on site unless approved by the Technical Authority.
- .4 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.
- .5 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 Unless otherwise specified, all equipment shall be inspected monthly or more frequently if found necessary, to provide trouble free operation.

**.1 Gas fired appliances (Walkley Armouries)**

Shall be inspected monthly during the operating season or more frequently if found necessary, to provide trouble free operation of the equipment. Seasonal start-up and shutdown of the equipment shall be coordinated with the Technical Authority. The performance of the work required shall provide for operation of the complete system(s) based on original design or subsequent approved design modifications, and shall be as recommended by the manufacturer(s).

- .1) A thorough inspection and cleaning of the boiler(s) waterside and fireside shall be performed on an annual basis and must be coordinated with the Technical Authority;
- .2) An annual combustion test is to be performed on each appliance during the operating season. A copy of the combustion test report(s) shall be submitted to the Technical Authority upon completion.

Public Works and Government Services Canada	Maintenance Service HVAC Equipment	Scope of work Page 3 of 11 8M3-1584-6
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**SW 3. Service (cont'd)**

**.2 Chillers (NDMC & M-23):**

The chillers must be inspected monthly or more frequently if found necessary during the operation season (May to October), to provide trouble free operation of the equipment. Winterize chiller(s) as applicable to guard against low ambient freeze-up in winter months. The performance of the work required must provide for operation of the complete system(s) based on original design or subsequent approved design modifications, and must be as recommended by the manufacturer(s).

- .1) The contractor shall provide a full oil analysis report for the chiller(s), from a sample taken prior to an oil change or at the end of each cooling season within the last month of chiller operation. The reports shall include recommendations based on analysis data and manufacturer's guidelines. They are to be submitted no later than December 15th of each year, to permit any required corrective work to be performed during this off season. The contractor is responsible for disposing of used oil and oil contaminated materials.
- .2) Evaporator tubes are to be inspected biannually (every second year). The tubes are to be cleaned as often as necessary to maintain proper heat transfer as per chiller's capacity. While the evaporators are open for cleaning and inspection, any leaking tubes are to be identified and repairs made accordingly. The Technical Authority shall be informed whenever tube maintenance is done and allowed to inspect the unit prior to re-closing.
- .3) In the first and third year of the contract, a refrigerant sample from each chiller shall be submitted to a full chemical analysis and a detailed report submitted. A complete report shall be submitted to the Technical Authority.

**.2 Scheduling**

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

**.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 Service calls**

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

**SW 3. Service (cont'd)**

**.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 on-site 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.

**.4 Analysis reports:**

- Gas fired appliance(s) combustion analysis reports are to be submitted, as stipulated in SW3.1.1.2). They are to be submitted no later than December 15th of each year;
- Chiller oil analysis reports are to be submitted, as stipulated in SW3.1.2.1). They are to be submitted no later than December 15th of each year;
- Chiller refrigerant analysis reports are to be submitted as per SW3.1.2.3). They are to be submitted no later than December 15th of each year.

***Attestation of maintenance as per Maintenance Plan (SW3.3) including any recommendations and/or comments shall be submitted with the quarterly invoice to the attention of:***

Public Works and Government Services Canada  
Maintenance & Operational Assurance  
400 Cooper, 6th Floor  
Ottawa, Ontario  
Mailing address: Ottawa, Ontario, K1A 0S5  
Attention of: **DEPARTMENTAL REPRESENTATIVE**

**Invoices Must include:**

- (a) PWGSC reference (8M3-1584-6) & contract number (EJ196-150923)
- (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 (HVAC)**

Building: Walkley Armouries, 2100 Walkley Road

No. of Units	Location/Room Number	Make	Model	Serial Number	Details
1	Main Floor Mechanical Room M.R. #1	Mark Hot	CSA5E15FCL	N/A	AHU # 4 DX Cooling, Hot Water Heating. Includes Return Fan
1	Main Floor Mechanical Room M.R. #1	Dristeem	VM-12	1039074-02-01	Steam Humidifier for AHU # 4
1	Main Floor Mechanical Room M.R. #1	Mark Hot	CSA5E15FCR	N/A	AHU # 7 DX Cooling, Hot Water Heating. Includes Return Fan
1	Main Floor Mechanical Room M.R. #1	Armstrong Humidiclean Series HC-4000	HC-4100	238467-10-1-03	Packaged Electric Steam Humidifier, 15KW c/w Controller for AHU # 7
1	Main Floor Mechanical Room M.R. #1	Mark Hot	CSAH10J30AF	N/A	Firing Range Supply Fan #14 H.W. Heating & Glycol Reclaim Coil
1	Main Floor Mechanical Room M.R. #1	Mark Hot	CSAH5C12FCL	N/A	AHU # 3 Hot Water Heating. Includes Return Fan
1	Main Floor Mechanical Room M.R. #1	Mark Hot	CSAH5C12FCR	N/A	AHU # 2 Hot Water Heating. Includes Return Fan
1	Main Floor Mechanical Room M.R. #1	Mark Hot	CSAH5E15FCL	N/A	Firing Point Exhaust #15 c/w Glycol Reclaim Coil
1	Main Floor Mechanical Room M.R. #1	Mark Hot	CSAH8E15FCL	N/A	Bullet Catcher Exhaust #16 c/w Glycol Reclaim Coil
1	Main Floor Mechanical Room M.R. #1	Mark Hot	CSAH5E15FCR	N/A	AHU # 1 DX Cooling, Hot Water Heating. Includes Return Fan
1	Main Floor Mechanical Room M.R. #1	Dristeem	VM-12	1039074-02-02	Steam Humidifier for AHU # 1
1	Main Floor Mechanical Room M.R. #1	Mark Hot	CSAH5A10FCL	N/A	AHU # 5 DX Cooling, Hot Water Heating. Includes Return Fan
1	Main Floor Mechanical Room M.R. #1	Armstrong Humidiclean Series HC-4000	HC-4100	238467-50-2-03	Packaged Electric Steam Humidifier, 15KW c/w Controller for AHU # 5
1	Main Floor Mechanical Room M.R. #1	Mark Hot	CSAH3A10FCL	N/A	AHU # 6 Hot Water Heating. Includes Return Fan
1	Main Floor Mechanical Room M.R. #1	Carnes	HCAD	73938-05-9	Steam Humidifier for AHU #6
2	Main Floor Mechanical Room M.R. #1	Bell & Gossett	4X4X9.5	703569A 703569B	Hot Water Heating Circulating Pumps P1 & P2 c/w 7.5 H.P. Motors and Suction Diffusers
2	Main Floor Mechanical Room M.R. #1	Armstrong	4380	100144 100145	Glycol Circulating Pumps P3 & P4 c/w 2 H.P. Motors and Suction Diffusers

No. of Units	Location/Room Number	Make	Model	Serial Number	Details
1	Main Floor Mechanical Room M.R. #1	Bell & Gossett	3x3x7B	703570	Glycol Reclaim Pump P5 c/w 3 H.P. Motor and Suction Diffuser
1	Main Floor Mechanical Room M.R. #2	Mark Hot	CSAH5E15FCR	N/A	AHU # 8 DX Cooling, Hot Water Heating. Includes Return Fan
1	Main Floor Mechanical Room M.R. #2	Carnes	HCDD	73938-05-6	Steam Humidifier for AHU # 8
1	Main Floor Mechanical Room M.R. #2	Mark Hot	CSAH4C12FCR	N/A	AHU # 9 Hot Water Heating, Includes Return Fan
1	Main Floor Mechanical Room M.R. #2	Armstrong Humidiclean Series HC-4000	HC-4100	238467-30-1-03	Packaged Electric Steam Humidifier, 15KW c/w Controller for AHU # 9
1	Main Floor Mechanical Room M.R. #2	Mark Hot	CSAH3A10FCR	N/A	AHU # 10 DX Cooling, Hot Water Heating. Includes Return Fan
1	Main Floor Mechanical Room M.R. #2	Carnes	HCAD	73938-05-7	Steam Humidifier for AHU # 10
1	Main Floor Mechanical Room M.R. #3	Mark Hot	CSAH4C12FCL	N/A	AHU # 11 Hot Water Heating, Includes Return Fan
1	Main Floor Mechanical Room M.R. #3	Armstrong Humidiclean Series HC-4000	HC-4100	238467-50-1-03	Packaged Electric Steam Humidifier, 15KW c/w Controller for AHU # 11
1	Main Floor Mechanical Room M.R. #3	Mark Hot	CSAH5C12FCR	N/A	AHU # 12 Hot Water Heating. Includes Return Fan
1	Main Floor Mechanical Room M.R. #3	Mark Hot	CSAH5E15FCL	N/A	AHU # 13 DX Cooling, Hot Water Heating. Includes Return Fan
1	Main Floor Mechanical Room M.R. #3	Armstrong Humidiclean Series HC-4000	HC-4100	238467-70-1-03	Packaged Electric Steam Humidifier, 9KW c/w Controller for AHU #13
1	Outside East Side of Building Beside Roof Access Ladder	Goodman	HDC18-1AB	9610134705	Ductless Split DX AC Unit for I.T. Room SB18 (R-22)
1	Outside North-West End of Building	Samsung	N/A	N/A	Ductless Split Unit
1	Outside North-East End of Building	Samsung	N/A	N/A	Ductless Split Unit
5	Various Roof Locations	Various	N/A	N/A	Exhaust Fans, EF#1, EF#2, EF#9, EF#11, EF#21

No. of Units	Location/Room Number	Make	Model	Serial Number	Details
1	Outside East Side of Building Near Laneway	Goodman	HDC12-1AT	103400130	Ductless Split Unit for I.T. Room NB5 (R-22)
3	Service Bays	Reznor	REZ-UADP100	N/A	Ceiling Mounted Gas Fired Unit Heaters
1	Stores Area (south side of building)	Reznor	REZ-UADP100	N/A	Ceiling Mounted Gas Fired Unit Heater
2	Storage Area (north side of building)	Reznor	REZ-UADP200	N/A	Ceiling Mounted Gas Fired Unit Heaters
2	Mechanical Room #1	Cleaver Brooks	M5W-2500 Series 700	S-18244M5 (#1) S-18243M5 (#2)	2000MBH (2,000,000 BTUH) Gas Fired, Forced Draft, Water Tube Hot Water Heating Boilers c/w all Associated Controls
1	Centre Basement Electrical Room	Raypak	Raytherm WH1-0182A	1406381362 (#1) 1406381363 (#2)	Gas Fired Domestic Hot Water Heaters (181MBH), c/w Boiler Circulating Pumps and A.O. Smith Storage Tanks (2)
1	Roof Top	Trane	TTA240BW00BC	K445R1AAH	Condensing Unit for AHU # 1, 2 Circuits (R-22)
1	Roof Top	Trane	N/A	N/A	Condensing Unit for AHU # 4, 2 Circuits (R-22)
1	Roof Top	McQuay	C080G6W	B924413587	Condensing Unit for AHU # 5, 1 Circuit (R-22)
1	Roof Top	McQuay	ALP016C	5XK050802	Condensing Unit for AHU # 7, 1 Circuit (R-22)
1	Roof Top	McQuay	ACZ025AC37-ER11	STNU040100190	Condensing Unit for AHU # 8, 2 Circuits (R-22)
1	Roof Top	McQuay	C080G6W	B924413586	Condensing Unit for AHU # 10, 1 Circuit (R-22)
1	Roof Top	McQuay	ALP016C	5XK050902	Condensing Unit for AHU # 13, 1 Circuit (R-22)

Building: M-23, 1200 Montreal Road, Ottawa

No. of Units	Location Room No.	Make	Model	Serial Number	Details
1	Room 101	Climate Master	70214B5A0A0000A	86KU2361	DX Heat/Cool Incremental Unit (R-22)
1	Lower Roof	Fujitsu	AOU18C1	004369	Ductless Split Unit (R-22) c/w Condensate Pump & Remote Stat., Serves Room 101
1	Lower Roof	Fujitsu	AOU18C1	004368	Ductless Split Unit (R-22) c/w Condensate Pump & Remote Stat., Serves Room 100
1	Room 102	Climate Master	70214B5A0A0000A	86K42362	Ductless Split Unit (R-22) c/w Condensate Pump & Remote Stat.
1	Room 103	Energy Knight	EKTC150B	0404741412	Ductless Split Unit (R-22) c/w Condensate Pump & Remote Stat.
1	Upper Roof	York	NC090C00B5AA2A	N1K4091821	DX AHU c/w Condensate Pump and Roof Top Condenser (R-410A), Serves Room 106H
1	Upper Roof	Liebert Challenger	DCSL083LY	106C44564	AC-1 c/w Condensate Pump and Roof Top Condenser (R-22), Serves Room 106F Filters: 2X24X18X2
1	Mid-roof	Liebert Challenger 300	MMC040A-Y00	85427	AC-4, DX A/C Unit 2 Circuits (R-22) c/w Humidifier, Electric Re-heat, Condensate Pump and Roof Top Condenser, Serves Room 108B
1	Mid-roof	Liebert System 3	CDL165-B	0623C87413	AC-10, DX A/C Unit 2 Circuits (R-22) c/w Roof Top Condenser, Serves Printing Room 120
2	Mid-roof	N/A	N/A	N/A	Washroom Exhaust
1	Lower Roof	N/A	N/A	N/A	Exhaust Fan F5 for Printed Circuit Room 117A
1	Outdoors (Speaker's Corner)	Sanyo	KS1812W	92604	Ductless Split Unit (R-22) c/w Condensate Pump & Remote Stat., Serves Telecom Room 112A
1	Mid-roof	Mitsubishi	A36NHA2	71U0031913	Ductless Split Unit c/w Condensate Pump & Remote Stat.
1	Upper Roof	York	YCJD24541S1A	W1G4984279	AH-9, Packaged DX A/C Unit (R-410A) c/w Roof Top Condenser, Serves Room 209A (off gym)
1	Mechanical Penthouse	Trane	17MPHFBU	759251	AH-1 Air Handling Unit With Glycol Heating and Chilled Water Cooling Filters: 10X16X25X2 Belts: 2XB-55
1	Mechanical Penthouse	Trane	240B-9-1HC	L86H40075	F-3 Return Fan for Air Handling System 3 Belts: 1XA-59
1	Mechanical Penthouse	Trane	24B-9-1HF	L86D37564	RF-9B Return Fan for AHU- 1 Belts: 1XA-69
1	Mechanical Penthouse	Trane	10MPHFTH	759253	AH-3 Air Handling Unit With Glycol Heating and Chilled Water Cooling Filters: 6X16X25X2 Belts: 1XB-62
1	Mechanical Penthouse	Trane	10MPHFTH	759252	AH-2 Air Handling Unit With Glycol Heating and Chilled Water Cooling Filters: 6X16X25X2 Belts: 1XB-62

No. of Units	Location Room No.	Make	Model	Serial Number	Details
2	Mechanical Penthouse	Leitch	N/A	N/A	Chilled Water Circulating Pumps P-1 & P-2 (3HP)
1	Mechanical Penthouse	Trane	1H-9-1HC	1861375	RF-2 Return Fan for Air Handling System 2 Belts: 1XA-51
1	Mechanical Penthouse	Armstrong	H51F	8609	Secondary Heating Loop Circulating Pump P5 for AHU-1
1	Mechanical Penthouse	Armstrong	816032-000	0911	Secondary Heating Circulating Pump P6 for AHU-2
1	Mechanical Penthouse	Armstrong	H533F	8902	Secondary Heating Circulating Pump P7 for A/H-3
2	Mechanical Penthouse	Leitch	N/A	167886-1 167886-2	Primary Loop Glycol Heating Pumps 3 & 3A
1	Basement Condensate Room	Delta-T	CU3	N/A	Duplex Condensate Pumping System c/w Alternating and Float Controls
1	Basement Room 013	Trane	CRHR600D-4RAO	N2LLOU2622	CR-4 Air Cooled, R-22 Reciprocating Chiller
1	Basement Room 013	Liebert	UD75A	48566C	AC-8, DX A/C Unit (R-22), 2 Circuits c/w Roof Top Condenser (Lower Roof)
1	Basement Room 014	Liebert	UD114A	48566B	AC-7, DX A/C Unit (R-22), 2 Circuits c/w Roof Top Condenser (Lower Roof)
1	Basement Room 014 A/C Area	Trane	10LPHCTH	718984	AH-8 With Steam Heating
1	Basement Room 011	Barnes	3SE1054L	N/A	Sump Pump
1	Basement Condensate Room	N/A	N/A	N/A	F23 Condensate Room Exhaust Fan
1	Mid-roof	Trane	CAUBC6052A121	J86F81478	Roof Top Air Cooled Condenser for Chiller CR-4
1	Outdoor Mezzanine	York	ZH120C00B2AAA6A	N1L4202489	Packaged DX (R-410A) Air Handling Unit
10	Various Locations	N/A	N/A	N/A	Steam Unit Heaters

Building: National Defence Medical Centre (NDMC), 1745 Alta Vista Dr., Ottawa

No. of Units	Location Room No.	Make	Model	Serial Number	Details
1	B-Wing, M153	Trane	SUW753A	689183	Packaged Water Cooled DX, A/C Unit, R-22, 6 Tons Serving Old Pharmacy Belts: 1XA55 Filters: 4X15X20X1
1	D-Wing, 1 <sup>st</sup> Floor Hall Closet	Carrier	50BT-008-130	0495V91574	Packaged Water Cooled DX, A/C Unit, R-22, 7.5 Tons Belts: 1XA33 Filters: 4X16X25X1
1	B-Wing Roof	Trane	CGAA-5002-EA-LA	L6A715678	Air Cooled Liquid Chiller, 50 Tons, R-22
1	B-Wing Roof	Trane	CGAA-5002-EA-LA	L6A715677	Air Cooled Liquid Chiller, 50 Tons, R-22
1	A-Wing Ground Floor, G123B	Liebert	CF046WGCOO	206281-002	Packaged Water Cooled DX, A/C Unit, R-22, 4 Tons Belts: 1XA36 Filters: 2X18X25X2
1	A-Wing Ground Floor, G129	Climate Master	QT66-3	D9015417	Packaged Water Cooled DX, A/C Unit, R-22, 3 Tons Serving Pharmacy Belts: Filters: 2X25.5X29.5X2
1	B-Wing Loading Dock Roof	I.C.P.	ACS024A2C1	FBA024GC1	Split DX, A/C for Fan #71 (Mech. Rm #7, Room #134), R-22, 2 Tons Belts: 1X4L440 Filters: 1X20X20X1
1	B-Wing Loading Dock Roof	Friedrich	MR30C3E	AKGT02699	Split DX, A/C for Room #352, R-410A, 2.5 Tons
1	B-Wing Loading Dock Roof	Friedrich	MR30C3E	LCBT00483	Split DX, A/C for Room #352, R-22, 2.5 Tons
1	D-Wing, Ground Floor, G136	Trane	SUW303A	496587	Water Cooled DX, A/C, R-22, 2.5 Tons, Serving Snack Bar Kitchen Belts: 1XA129 Filters: 1X20X25X1
1	D-Wing, Ground Floor, Outside	Sanyo	C1211	0150804	Ductless Split Unit, Serving Room G138, R- 22, 1 Ton
1	F-Wing, Ground Floor, G102	Liebert MiniMate	MME020WGFHO	3002R22	Water Cooled DX A/C Unit, R-22, 1.5 Tons
1	A-Wing Main Floor, M143	Canair	CP21WH	MTB868227	Water Cooled DX A/C Unit, R-22, 2 Tons
1	A-Wing Beside North Entrance	Mitsubishi	MU224WN	5003314	Ductless Split DX, A/C, R-22, 2 Tons Serving Room M146
1	F-Wing Main Floor, M104	Canair	CU-30	MTC90 9065	Water Cooled DX A/C Unit, R-22, 2.5 Tons, Serving Room M101
1	H-Wing Main Floor, M127	Chillcon	HW12	81-J-TAK-15654	Water Cooled DX, A/C, R-22, 1 Ton, Serving Front Desk Filters: 1X11X20X1
1	K-Wing Outside Main Entrance	Panasonic	CUC12BKP6	0581100841	Ductless Split Unit, R-22, 1 Ton, Serving Room M130
1	K-Wing Outside Main Entrance	Panasonic	CUC12BKP6	0581100883	Ductless Split Unit, R-22, 1 Ton, Serving Room M134
1	A-Wing Roof	Sanyo	SAP361C	0060504	Ductless Split Unit, R-22, 3 Tons, Serving Room 107C
1	A-Wing Roof North Ambulance Entrance	I.C.P.	AG060GB2	L981152181	Split DX, A/C, R-22, 5 Tons, Serving Room 108 Filters: 1X20X25X1
1	A-Wing Roof North Ambulance Entrance	Tadiran	GXL-2040-HDE	51302675168	Ductless Split Unit, R-22, 2.5 Tons, Serving Room 261

No. of Units	Location Room No.	Make	Model	Serial Number	Details
1	B-Wing, 129	Liebert	CF046WGCOO	206281-001	Packaged DX, A/C Unit, R-22, 4 Tons Belts: 1XA36 Filters: 2X18X25X2
1	E-Wing, 130D	Trane	SUW-303A	408126	Packaged Water Cooled DX, A/C Unit, R-22
1	A-Wing Sunroom Roof Over Ambulance Bay	Sanyo	C1211	0151304	Ductless Split Unit, R-22, 1 Ton, Serving Room 214A
1	A-Wing Sunroom Roof West Side	Mitsubishi	MS-A12WA-1	3000370	Ductless Split Unit, R-22, 1 Ton, Serving 2A Sunroom
1	E-Wing, 317	Trane	SUW303A	433400	Packaged Water Cooled DX, A/C Unit, R-22, 2.5 Tons Belts: 1XA38 Filters: 1X20X25X1
1	D-Wing, 629	Liebert Challenger	CU70W	N/A	Packaged Water Cooled DX, A/C Unit, R-22, 4 Tons Filters: 1X20X25X2
1	E-Wing, 701	Keeprite	KSSE30GA2	L981824137	Packaged DX, A/C Unit, R-22, 6 Tons Belts: 1XA46 Filters: 1X15X25X1



Government  
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NOV 25 2014

Contract Number / Numéro du contrat

EJ196150923

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 RPTCMA
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
4. Brief Description of Work / Brève description du travail 5 yr preventive maintenance for HVAC systems: Walkley Armouries, 2100 Walkley Rd., Ottawa Building M-23, 1200 Montreal Rd., Ottawa National Defence Medical Centre (NDMC), 1745 Alta Vista Dr., Ottawa		
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 <input type="checkbox"/> Yes Non 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 <input type="checkbox"/> Yes Non 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 <input type="checkbox"/> Yes Non 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 <input checked="" type="checkbox"/> Yes Non 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 <input type="checkbox"/> Yes Non 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  
UNCLASSIFIED

Canada



Government  
of Canada

Gouvernement  
du Canada

Contract Number / Numéro du contrat

EJ196150923

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**PART A (continued) / PARTIE A (suite)**

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

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

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

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

Document Number / Numéro du document :

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

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

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

Special comments:

Commentaires spéciaux :

If the maintenance personnel require access to restricted areas they would be escorted

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

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

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

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté?

☒ No ☐ Yes  
Non Oui

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes  
Non Oui

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
UNCLASSIFIED

Canada



Government  
of Canada

Gouvernement  
du Canada

Contract Number / Numéro du contrat

EJ196150923

Security Classification / Classification de sécurité  
UNCLASSIFIED

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

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

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

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

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

☒ No ☐ Yes  
Non Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No ☐ Yes  
Non Oui

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

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

## Cost Estimate Form For Extra Work

**Contractor:** \_\_\_\_\_

Date: \_\_\_\_\_

<b>Description of Work:</b>	
	(Please attach a separate sheet if required)

		Hourly Rate as per Contract		
I Direct Costs	No. of Hours	AC Technician	G1 Technician	Total
<b>i Direct Labour</b>				
Repair Work Labour				
Emergency Calls Labour				
Other Labour (Specify:_____)				
Total Direct Labour				\$ _____ (i)
<b>ii Direct Material Costs *</b>				
Replacement Parts				
Repair Parts				
Other Material (Specify:_____)				\$ _____ (ii)
Total Direct Material Costs				
<b>iii Other Direct Costs</b>				
Other (Specify:_____)				
Total Other Direct Costs				\$ _____ (iii)
<b>II Total Price</b>				<b>Total</b>
<b>Total Direct Costs (i + ii + iii) (GST/HST extra)</b>				\$ _____

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

**Name:** \_\_\_\_\_  
(Please print)

**Signature:** \_\_\_\_\_