



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

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

11 LaurierSt./ 11, rue Laurier

Place du Portage, Phase III

Core 0B2 / Noyau 0B2

Gatineau

Québec

K1A 0S5

Bid Fax: (819) 997-9776

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

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

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

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

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

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du

fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Maintenance & Professional Consulting Services Division
(FK)

11 Laurier St./ 11, rue Laurier

3C2, Place du Portage, Phase III

Gatineau

Québec

K1A 0S5

Title - Sujet BACS MAINT CURTIS/SAMPSON	
Solicitation No. - N° de l'invitation EJ196-170402/A	Date 2017-03-02
Client Reference No. - N° de référence du client 20170402	
GETS Reference No. - N° de référence de SEAG PW-\$\$FK-280-72618	
File No. - N° de dossier fk280.EJ196-170402	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-04-12	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Jeahan Kraya	Buyer Id - Id de l'acheteur fk280
Telephone No. - N° de téléphone (819) 420-5351 ()	FAX No. - N° de FAX (819) 956-3600
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA PORTAGE III 11 LAURIER ST Gatineau Quebec K1A0S5 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

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 annexes as follows:

Part 1 General Information: provides a general description of the requirement;

Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;

Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;

Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, if applicable, and the basis of selection;

Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;

Part 6 Security, Financial and Other Requirements; includes specific requirements that must be addressed by Bidders; and

Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Security Requirements Checklist, the Cost Estimate Form for Extra Work, the Reminder to submit a Complete List of names of all individuals who are currently Directors of the Bidder and the Voluntary Certification to Support the Use of Apprentices.

1.2 Summary

1.2.1 The Contractor must provide all tools, replacement or repair parts, materials, Personal Protective Equipment, services and labour to execute the work required for the maintenance and service of the equipment, Sampson and Curtis Lift Stations for Public Works and Government Services Canada located 48 Sampson Private in Ottawa, Ontario in accordance with the Statement of Work attached herein as Annex A.

1.2.2 The period of the contract shall be for 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.

1.3 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

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

Delete: sixty (60) days

Insert: one hundred twenty (120) days

2.2 Submission of Bids

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

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

2.3 Former Public Servant

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

Definitions

For the purposes of this clause,

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

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

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

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

Former Public Servant in Receipt of a Pension

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

YES () NO ()

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five 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 48 Sampson Private in Ottawa, Ontario on March 22, 2017. The site visit will begin at 10:00 am EDT in front of 48 Sampson Private.

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
- Section III Certifications (1 hard copy)

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

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

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

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

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

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

Section II: Financial Bid

3.1.1 Bidders must submit their financial bid in accordance with the Pricing Schedule detailed below. The total amount of Applicable Taxes is to be shown separately.

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 hereafter.

Pricing Schedule 1 - Firm Price

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

Table 1.1 - Sampson Lift Station					
Equipment	Make	Model #	Number of	Detail	Type of work
Blower #1	Gardner Denver	GABMDRA 3MR	1	Main sewage Blower # 1	Mechanical
Blower #2	Gardner Denver	GABMDRA 3MR	1	Main sewage Blower # 2	Mechanical
Level transmitter	Endress & Hauser	FMX21-CE221CGD11A	1	Hydrostatic Level Transmitter, 1mH2O, 20m cables, CSA CL1, DIV1	Controls
Gas Transmitter	AMC Gas Transmitter	AMC-DTR-CAT	1	Gaz detection	Controls
Exhaust Blower	Delio Exhaust Blower	PW-08S	1	Main exhaust Fan	Mechanical
Pump	Bell & Gossett	2MK3011BD	1	3HP 230VAC Submersible pump	Mechanical
UPS	Phoenix Contact	2866611	1	Power Supply, 24VDC, 5A, Uninterrupted w/Battery Module	Controls
Float Switch	CentriPro	AD2	1	alarms system	Controls
Controls System	Semaphore	LT-200-GE	1	T-Box GSM	Controls
Controls System	Semaphore	ACC-GSM-ANT	1	GSM Base Station Antenna	Controls
Controls System	Semaphore	ACC-GSM-EXT5	1	GSM Extension cable 500CM	Controls
Controls System	Semaphore	ACC-ANT-ARREST	1	ACC-ANT-Arrest-G, lightning GSM modem and T-Box	Controls
Heater	CCI Thermal Technologies	PXFT600	1	Baseboard Heater c/w Thermostat, 240VAC	Controls
Transfer Switch	Eaton	1DT323	1	Transfer Switch, 3P 100A, FUSED	Controls
Disconnect	Eaton	CDG323UGB	1	Main Disconnect, 230VAC, 100A	Controls
Touch Screen	LS Industrial Systems	XP30-TTE/DC	1	5.7" Color Panel HMI	Controls
Firm Lot Price – Year 1					\$
Firm Lot Price – Year 2					\$
Firm Lot Price – Year 3					\$
Firm Lot Price – Year 4					\$
Firm Lot Price – Year 5					\$
Firm Lot Price – Total Table 1.1					\$

Table 1.2 - Curtis Lift Station					
Equipment	Make	Model #	Number of	Detail	Type of Work
Pump #1	Bell & Gossett	2MK3011BD	1	3HP 230VAC Submersible pump	Mechanical
Pump #2	Bell & Gossett	2MK3011BD	1	3HP 230VAC Submersible pump	Mechanical
Level Transmitter	Endress & Hauser	FMX21-CE221CGD11A	1	Hydrostatic Level Transmitter, 1mH2O, 20m cables, CSA CL1, DIV1	Controls
Digital 4 level floats	CentriPro	AD2 Series	1	Float Switch	Controls
UPS	Phoenix Contact	2866611	1	Power Supply, 24VDC, 5A, Uninterrupted w/Battery Module	Controls
Controls System	Semaphore	LT-200-GE	1	T-Box GSM	Controls
Controls System	Semaphore	ACC-GSM-ANT	1	GSM Base Station Antenna	Controls
Controls System	Semaphore	ACC-GSM-EXT5	1	GSM Extension cable 500CM	Controls
Controls System	Semaphore	ACC-ANT-ARREST	1	ACC-ANT-Arrest-G, lightning GSM modem and T-Box	Controls
Heater	CCI Thermal Technologies	PXFT600	1	Baseboard Heater c/w Thermostat, 240VAC	Controls
Transfer Switch	Eaton	1DT323	1	Transfer Switch, 3P 100A, FUSED	Controls
Disconnect	Eaton	CDG323UGB	1	Main Disconnect, 230VAC, 100A	Controls
Touch Screen	LS Industrial Systems	XP30-TTE/DC	1	5.7" Color Panel HMI	Controls
Firm Lot Price – Year 1					\$
Firm Lot Price – Year 2					\$
Firm Lot Price – Year 3					\$
Firm Lot Price – Year 4					\$
Firm Lot Price – Year 5					\$
Firm Lot Price – Total Table 1.2					\$

Summary of Pricing Schedule 1 (Table 1.1 and 1.2)

Period	Firm Quarterly Rate	Number of Quarters	Firm Annual Rate
Year 1	\$	x 4	\$
Year 2	\$	x 4	\$
Year 3	\$	x 4	\$
Year 4	\$	x 4	\$
Year 5	\$	x 4	\$
Total			\$

Pricing Schedule 2: Extra Work - As and When Requested

Extra work as described in Annex A - PWGSC Statement of Work EJ196-170402, "Extra Work" will be conducted on an "As and When Requested" basis where charges shall be made for actual labour, repair and replacement parts. Estimated quantity of hours per year for extra work is for evaluation purposes only.

When "As and When Requested" work is requested during the contract period, the contractor must complete and submit the Annex C "Cost Estimate Form for Extra Work". Written authorization must be obtained from the Technical Authority prior to conducting any extra work.

Submit a Firm All-inclusive Labour Rate (including Overhead, Profit, and all related Costs) and material in Canadian funds.

2.1 LABOUR: Our firm hourly rate per qualified personnel BACS Technician shall be:

i) Regular Hours 8:00 to 16:00, Monday to Friday	YEAR 1 RATE	YEAR 2 RATE	YEAR 3 RATE	YEAR 4 RATE	YEAR 5 RATE
Hourly rate	\$_____ /HR	\$_____ /HR	\$_____ /HR	\$_____ /HR	\$_____ /HR
Estimated quantity of hours per year:	100	100	100	100	100
Extended Price:	\$_____	\$_____	\$_____	\$_____	\$_____
2.1 (i) SUB-TOTAL:					\$_____

ii) Outside regular hours Monday to Saturday	YEAR 1 RATE	YEAR 2 RATE	YEAR 3 RATE	YEAR 4 RATE	YEAR 5 RATE
Hourly rate	\$_____ /HR	\$_____ /HR	\$_____ /HR	\$_____ /HR	\$_____ /HR
Estimated quantity of hours per year:	50	50	50	50	50
Extended Price:	\$_____	\$_____	\$_____	\$_____	\$_____
2.1 (ii) SUB-TOTAL:					\$_____

	YEAR 1 RATE	YEAR 2 RATE	YEAR 3 RATE	YEAR 4 RATE	YEAR 5 RATE
iii) Sunday & Statutory Holidays					
Hourly rate	\$_____ /HR	\$_____ /HR	\$_____ /HR	\$_____ /HR	\$_____ /HR
Estimated quantity of hours per year:	30	30	30	30	30
Extended Price:	\$_____	\$_____	\$_____	\$_____	\$_____
2.1 (iii) SUB-TOTAL:					\$_____

2.2 LABOUR: Our firm hourly rate per qualified Mechanical Technician shall be:

i) Regular Hours 8:00 to 16:00, Monday to Friday	YEAR 1 RATE	YEAR 2 RATE	YEAR 3 RATE	YEAR 4 RATE	YEAR 5 RATE
Hourly rate	\$_____/HR	\$_____/HR	\$_____/HR	\$_____/HR	\$_____/HR
Estimated quantity of hours per year:	100	100	100	100	100
Extended Price:	\$_____	\$_____	\$_____	\$_____	\$_____
2.2 (i) SUB-TOTAL:					\$_____

ii) Outside regular hours Monday to Saturday	YEAR 1 RATE	YEAR 2 RATE	YEAR 3 RATE	YEAR 4 RATE	YEAR 5 RATE
Hourly rate	\$_____/HR	\$_____/HR	\$_____/HR	\$_____/HR	\$_____/HR
Estimated quantity of hours per year:	50	50	50	50	50
Extended Price:	\$_____	\$_____	\$_____	\$_____	\$_____
2.2 (ii) SUB-TOTAL:					\$_____

	YEAR 1 RATE	YEAR 2 RATE	YEAR 3 RATE	YEAR 4 RATE	YEAR 5 RATE
iii) Sunday & Statutory Holidays					
Hourly rate	\$_____ /HR	\$_____ /HR	\$_____ /HR	\$_____ /HR	\$_____ /HR
Estimated quantity of hours per year:	30	30	30	30	30
Extended Price:	\$_____	\$_____	\$_____	\$_____	\$_____
2.2 (iii) SUB-TOTAL:					\$_____

2.3 MATERIALS: Materials will be charged at our laid-down cost plus a mark-up of:

	YEAR 1 RATE	YEAR 2 RATE	YEAR 3 RATE	YEAR 4 RATE	YEAR 5 RATE
Mark-up	_____ %	_____ %	_____ %	_____ %	_____ %
Estimated Expenditure:	\$10,000.	\$10,000.	\$10,000.	\$10,000.	\$10,000.
* Extended Price:	\$_____	\$_____	\$_____	\$_____	\$_____
2. SUBTOTAL:					\$_____

* The Extended Price for materials is calculated by adding the mark-up quoted to the total estimated expenditure (Example: Year 1, \$500.00 estimated expenditure; 10% mark-up quoted = \$500.00 + (\$500.00 x 10%) = \$550.00). The estimated expenditures is for evaluation purposes only.

Parts will be supplied FOB Destination including all delivery charges. The following definitions have been used to arrive at the figures as noted:

i) **MARK-UP** - The difference between the Contractor's laid-down cost for product and resale price to the Crown. Mark-up includes applicable internal cost allocation by the Contractor such as material handling and general and administrative (G&A) expenses plus profit.

ii) LAID-DOWN COST - The cost incurred by a vendor to acquire a specific product or service for resale to the government. This includes but is not limited to the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage.

AUTHORIZATION FOR DELIVERY: The consignee shall request delivery of goods/services identified in Pricing Schedule 2., 2.1 (i), (ii), (iii); 2.2 (i), (ii), (iii); 2.2 (i), (ii), (iii) on an authorization form provided by the Technical Authority.

TOTAL ASSESSED PROPOSAL PRICE

Sum of Basis of Pricing

Pricing Schedule 1:	Table 1	= Subtotal \$	_____	+
Pricing Schedule 2:	2.1 (i) to (iii)	= Subtotal \$	_____	+
Pricing Schedule 2:	2.2 (i) to (iii)	= Subtotal \$	_____	+
Pricing Schedule 2:	2.3	= Subtotal \$	_____	+

Total assessed proposal price = \$ _____

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

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 4.1.1.3 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.

Technician

To carry out the work on this requirement, the contractor must provide the following four (4) qualified service personnel as follows:

Two (2) Qualified BACS Technician

Qualified Technicians	First & last name
Technician 1	
Technician 2	

Two (2) Qualified Mechanical Technician

Qualified Technicians	First & last name
Technician 1	
Technician 2	

4.1.1.2 Mandatory Contractor's Experience and Past Performance

The bidder must provide evidence of its experience and past performance by referencing 2 similar projects/contracts within the last 5 years whereby the organization has performed satisfactorily. The bidder must complete the following form in order to demonstrate that it has the required experience.

- Recent experience is defined as experience gained from April 2012 up to and including the solicitation closing date.
- Similar is defined as a maintenance service on BACS Systems comparable in size, scope and complexity to the equipment listed in Annex A, Statement of Work, Equipment Inventory.

In the event where the information for any of the projects 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 two (2) projects will be assessed. The first two (2) projects listed in the proposal will be considered for evaluation.

	PROJECT/CONTRACT REFERENCE # 1	PROJECT/CONTRACT REFERENCE # 2
Name of client organization or Company	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: _____
Telephone and email address of client contact	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)
Description of Project/Contract	_____ _____ _____ _____	_____ _____ _____ _____

4.1.1.3 Card and Licensing Documentation

The Bidder and all applicable employees performing the Statement of Work under the conditions of this contract must be qualified and/or certified under the governing regulations for carrying out this work.

Two (2) Qualified BACS Technician in a possession of:

A valid Fall Protection Certificate;
A valid Confined Space Awareness Certificate / wallet card; and
A valid WHMIS Certificate.

Two (2) Qualified Mechanical Technician in a possession of:

A valid Fall Protection Certificate;
A valid Confined Space Entry Certificate / wallet card; and
A valid WHMIS Certificate;

4.1.1.5 Apprentices

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

4.2 Basis of selection

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

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a

Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP

Limited Eligibility to Bid" list available at the bottom of the page of the Employment and Social Development Canada (ESDC) - Labour's website

(http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contract_or_program).

[page?&_ga=1.229006812.1158694905.1413548969#afed\).](#)

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

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Status and Availability of Resources

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

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

5.2.3.2 Education and Experience

SACC Manual clause A3010T (2010-08-16) Education and Experience

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 3, Section I (Technical Bid) to provide services against any resulting contract:

[illegible]

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.

The Contractor must provide all tools, replacement or repair parts, materials, Personal Protective Equipment, services and labour to execute the work required for the maintenance and service of the equipment, Sampson and Curtis Lift Stations for Public Works and Government Services Canada located 48 Sampson Private in Ottawa, Ontario in accordance with the Statement of Work attached herein as 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 3 & part 6 of the proposal.

Technicians	first & last name
BACS Technician 1	
BACS Technician 2	
Mechanical Technician 1	
Mechanical Technician 2	

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

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

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:

Lynn Grogan
Public Works and Government Services Canada
Acquisition Branch
Real Property Contracting Directorate
3C2, Phase III, Place du Portage
11 Laurier Street
Gatineau, Quebec K1A 0S5
Telephone: 873-469-4903
Facsimile: 819-956-3600
E-mail address: lynn.grogan@pwgsc-tpsgc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The

Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

7.5.2 Technical Authority

"TO BE PROVIDED AT CONTRACT AWARD"

The Technical Authority for the Contract is:

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

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

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

7.5.3 Contractor's Representative

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

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

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Payment

7.7.1 Limitation of Expenditure

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

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

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

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

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

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

The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- (a) when it is 75 percent committed, or
- (b) if the Contractor considers that the said sum may be exceeded, the Contractor must promptly notify the contracting Authority

whichever comes first.

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

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

(At Contract award - *insert appropriate pricing table(s) here*)

7.7.3 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.

7.10 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) the Contractor's proposal dated _____ (insert date of bid)

7.12 Foreign Nationals (Canadian Contractor)

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

7.13 Insurance

7.13.1 Insurance – Specific Requirements

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

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

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

7.13.2 Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.

- d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
- e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of

coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.

- f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
- g. Employees and, if applicable, Volunteers must be included as Additional Insured.
- h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
- i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- n. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
- o. Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

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

For other provinces and territories, send to:

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

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

7.14 Cellular Phones and/or Pagers

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

7.15 Government Site Regulations

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

7.16 Pre-Commencement Meeting

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

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

7.17 Voluntary Reports for Apprentices Employed during the Contract

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

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

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

Number of apprentices hired	Trade specialty

(Add lines if needed)

ANNEX A

STATEMENT OF WORK

ANNEX B

SECURITY REQUIREMENT CHECK LIST

Annex C
Cost Estimate Form For Extra Work

Contractor: _____

Date: _____

Description of Work:

(Please attach a separate sheet if required)

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

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

Name: _____
(Please print)

Signature: _____

ANNEX D

**REMINDER TO SUBMIT A COMPLETE LIST OF NAMES OF ALL INDIVIDUALS WHO
ARE CURRENTLY DIRECTORS OF THE BIDDER**

NOTE TO BIDDERS
WRITE DIRECTOR'S SURNAMES AND GIVEN NAMES IN BLOCK LETTERS

ANNEX E

Voluntary Certification to Support the Use of Apprentices

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

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

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

Name:

Signature:

Company Name:

Company Legal Name:

Solicitation Number:

Optional information to provide:

Number of apprentices planned to be working on this contract:

Trades of those apprentices:

¹ 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.

Public Works and Service Government Canada	Maintenance Service Curtis & Sampson Lift Stations	Scope of Work
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SW 1 **General Requirements**

- 1.1 The Contractor must comply with all Laws and Regulations: Federal, Provincial or Municipal, relative to servicing the equipment, listed on the attached inventory listing, and must pay for any and all permits and certificates required.
- 1.2 The Contractor must provide all tools, replacement or repair parts, materials, Personal Protective Equipment, services and labour to execute the work required for the maintenance and service of the equipment referred to in these documents on the terms and conditions contained herein and must execute such work in a careful and workmanlike manner
- 1.3 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) and agreed to by the Departmental Representative.
- 1.4 Within seven (7) days after contract award the Contractor must supply the Departmental Representative with a copy of its safety policy plan as required by the applicable Provincial Occupational Safety and Health Regulations.

SW 2 **Scope of Work – Maintenance Only**

- 2.1 The work covered in this specification must include maintenance of the installed system including all hardware, firmware and software, mechanical as well as all equipment listed in SW7, Equipment Inventory.
- 2.2 Included in the contract:
 - 2.2.1 Labour for all inspections, cleaning, lubrication and maintenance;
 - 2.2.2 All testing and cleaning of the equipment;
 - 2.2.3 Provide maintenance on all related piping, valve, strainers and associated electrical and controls (including motor starters, transfer switch, UPS and all electrical component include in the controls panel).
- 2.3 The Contractor must maintain the equipment at its original performance level to ensure it operates within the range specified at the time of manufacture, installation or as otherwise specified by the Departmental representative.
- 2.4 The Contractor must obtain, at the contractor's own expense, the engineering data required to ensure the proper operation and adjustment of the equipment listed in SW7, Equipment Inventory. Possession of the wiring diagrams alone will not suffice. The contractor must obtain from the manufacturer a copy of detailed adjustment procedures and complete detailed operational descriptions of all equipment included in the Contract.

Public Works and Service Government Canada	Maintenance Service Curtis & Sampson Lift Stations	Scope of Work
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- 2.5 The Contractor must not be required to make repairs or renewals necessitated by negligent operation or misuse of the equipment by others or by any other cause beyond their control, except ordinary wear and tear of the equipment. However, upon identification of such repairs or renewals or of necessary repairs not included as part of this contract, the Contractor must immediately inform the Departmental Representative in writing within twenty-four (24) hours.
- 2.6 The Contractor must maintain all system software and firmware to the most current revision within the functional capabilities of the installed system, at no extra cost. Also supply devices or mean of communication necessary for the performance of this work be the responsibility or the contractor. This must be accomplished, as required, in full co-ordination with the Departmental Representative.
- 2.7 When it is necessary to take all or part of the system out of service for inspection, service and/or maintenance, arrangements must be made with the Departmental Representative at least twenty-four (24) hours in advance. Details must be provided as to what portion of the system will be out of service and the duration. If, in the opinion of the Departmental Representative, this loss of service would jeopardize the operation of the facility the Contractor must be instructed to reschedule to a more suitable time. Should this rescheduled time be other than normal working hours, this must be considered as being included in the terms and conditions of this agreement.
- 2.8 Environmental Protection;
- 2.8.1 The contractor must conform to all applicable environmental laws and regulation in effect.
- 2.8.2 In the event of an accidental spill, the Contractor must notify the Departmental representative immediately so that remedial action can be taken.
- 2.9 During inspections, the Contractor must provide information as requested by the Departmental Representative as to proper utilization of the systems.
- 2.10 The contractor will be on call 24/7 to receive all service alarms sent to them form the lift stations automation alarm system.
- 2.11 Extra Work
- 2.11.1 The Contractor must 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.
- 2.11.2 The Contractor must identify modifications or improvements to the equipment or system(s) that will enhance equipment serviceability, life expectancy and/or efficiency.
- 2.11.3 The Contractor will calculate the cost of the repairs (SW 2.11.1), modifications or improvements (SW 2.11.2) based on Basis of Pricing "Pricing Schedule 2". The Contractor may be called upon to effect this work.

Public Works and Service Government Canada	Maintenance Service Curtis & Sampson Lift Stations	Scope of Work
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2.12 Equipment report cards

- 2.12.1 A complete service report card outlining any and all service performed on the equipment must be enclosed in a clear vinyl envelope and affixed safely inside the controls panel.

2.13 Controls System.

- 2.13.1 Conduct periodical tests of the controls system where applicable, to ensure all circuit and settings are properly adjusted to suit requirements of the design capabilities of the system as originally supplied by the manufacturer. The frequency of testing controls will be according to manufacturer specifications.

- 2.13.2 All alarms will be sent by the controls system, through a cellular connection, from each site, this cellular connection will need to be supplied, managed, and configured by the contractor. The cellular contract will be at the contractors name and cost for both Curtis and Sampson Lift Station.

- 2.13.3 Alarms will need to be set up in a manner that a test page will be send to a PWGSC dispatch email account every day for the duration of the contract, this email account will be given at the contract award. This is part of the testing procedure.

- 2.13.4 Contractors need to be able to add, modify, and change any program point, graphics, alarms, trend and password.

- 2.13.5 Also capable of back-up, download and any modification that might be requested.

2.14 Problem Solving Escalation Procedures

- 2.14.1 If, within the first four (4) hours of working on the equipment, the Contractor's service technician has not made significant progress in effecting repairs and returning the equipment to service, the technician must contact the Contractor's technical support manager, service manager or engineering manager for direction as to further action.

- 2.14.2 If, within a further four (4) hours, the problem has not been corrected the Contractor must make arrangements for someone with the appropriate expertise to be on site without undue delay.

2.15 Codes and Standards

- 2.15.1 The Contractor must follow all applicable codes, guidelines and standards, such as, but not limited to the Canadian Electrical Code, National Building Code, Ontario Building Code, National Fire Code, as well as all Provincial and Territorial Acts and Regulations, Municipal By-laws, and any other relevant legislation from all levels of the Canadian Government which is applicable to the performance of the Work.

Public Works and Service Government Canada	Maintenance Service Curtis & Sampson Lift Stations	Scope of Work
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SW 3 **Maintenance Personnel**

- 3.1 The Contractor must provide sufficient qualified Personnel maintenance personnel (as defined in SW3.3 and SW3.4) to accomplish promptly and satisfactorily all work included in this agreement. Prior to commencement, the Contractor must provide the Departmental Representative a list of the maintenance personnel assigned and must give written notice of changes in this personnel.
- 3.2 The Contractor must ensure that all work is performed under the competent supervision of a Supervisor having full authority to act for the Contractor. Such supervision must be provided for all work done by the Contractor's employees or any Sub-Contractor's employees to ensure performance in strict accordance with the provisions in this agreement. The Supervisor does not have to be on site to perform these functions.
- 3.3 All maintenance personnel (controls) must provide proof of minimum 2 year experience with Internet Telecontrol System (Semaphore T-Box) of similar size with cellular connections.
- 3.4 All maintenance personnel (mechanical) must provide proof of minimum 2 year experience with hydraulic, mechanical and related equipment as defined in SW7, Equipment Inventory.
- 3.5 All the Contractor's personnel must have all the applicable safety training to perform the work. This must include but not be limited to: WHIMS, fall arrest, confine spaces and any other training required by all applicable acts and codes for the performance of the work.
- 3.6 Canada reserves the right to request proofs of registration, training, certification, experience and reference at any time during the term of the contract.

SW 4 **Schedule of Maintenance**

- 4.1 All equipment must be inspected monthly or more frequently if found necessary, to provide trouble free operation. There must be no additional costs to the contract resulting from the contractor increasing the inspection frequencies.
- 4.2 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).
- 4.3 Regular service calls must be performed during regular working hours, 8:00 am to 4:00 p.m., Monday through Friday, excluding legal holidays.
- 4.4 Within seven (7) days after contract award the Contractor must provide a detailed schedule of maintenance to be applied for the term of this contract. This schedule must contain and reflect the manufacturer's recommended maintenance and all requirements of this agreement.

Public Works and Service Government Canada	Maintenance Service Curtis & Sampson Lift Stations	Scope of Work
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- 4.5 The proposed schedule must be reviewed by the Departmental Representative and may require revision by the Contractor to meet the Departmental Representatives requirements. Any such changes must be considered as part of this agreement

SW 5 **Emergency Calls**

- 5.1 All emergency calls must be answered by a qualified service technician (as defined in SW3) within one (1) hour of receiving the call on a twenty-four (24) hour, seven (7) day basis.
- 5.2 The Contractor must supply the Departmental Representative with a telephone number where service personnel may be contacted at all times. Service personnel must report on site ready to service the system within one (1) hour of receiving the request for emergency service and such work must proceed continuously until the system is returned to safe operating condition. In event of any failure that will prevent the system to work properly the contractor must provide alternate solution in the next hours to prevent any spill, by either pumping, or any other acceptable solution. Those cost will be cover under section 2.11 (extra work).

SW 6 **Contacting and Reporting**

- 6.1 Reporting:
- 6.1.1 The Contractor must forward a signed, written report to the Departmental Representative after every maintenance, repair and/or inspections. The report must detail all work completed, work outstanding, abnormal situations not corrected, the reasons therefore and an estimated time frame for completion. Any defects which cannot be corrected immediately must be reported verbally as soon as possible within twenty-four (24) hours to the Departmental Representative.
- 6.1.2 Forward copies of service reports and invoices to the attention of:
- Roger Blais
Public Works and Government Services Canada
Property Management Services
180 Kent Street, 18th floor
Ottawa, ON
K1A 0S5
- 6.1.3 Reports are to include:
- | | |
|---------------------------------|------------------------------|
| a) date and time of inspection | b) building name and address |
| c) reference & contract numbers | d) name of service personnel |
| e) operators signature | f) work performed |
| g) hours spent on site | h) parts replaced |
| i) rescheduled work | |

Public Works and Service Government Canada	Maintenance Service Curtis & Sampson Lift Stations	Scope of Work
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- 6.1.4 Invoices must include:
 - 6.1.4.1 PWGSC reference & contract numbers
 - 6.1.4.2 Period covered by the invoice
 - 6.1.4.3 Building name and address
 - 6.1.4.4 Invoices will not be processed for payment until inspection/service reports have been received for the invoiced period.
- 6.1.5 Records and logs must be kept of each maintenance task. Cumulative records for each major component and for the complete system must be organized chronologically, and available to the Departmental Representative on request.
- 6.1.6 The Contractor must provide amended documentation, in quantities as originally provided, to reflect all changes made to the system either through the Departmental Representative's authorization or manufacturer's recommendation.

SW 7 **Equipment Inventory**

- 7.1 The maintenance contract must include all the components that form part of each lift station. This includes, but is not limited to, all sensors and end devices, controllers, touch screen, Uninterruptable Power Supplies (UPS), input/output devices, network communication devices, wiring, relays, software, firmware and hardware, pump, exhaust fan, blowers, blowers motors, pumps, gas detection, transfer switch.

Public Works and Service Government Canada	Maintenance Service Curtis & Sampson Lift Station	Scope of Work
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SW 7 **Equipment Inventory (continued)**

Sampson Lift Station				
Equipment	Make	Model #	Number of	Type of work
Blower #1	Gardner Denver	GABMDRA 3MR	1	Main sewage Blower # 1 Mechanical
Blower #2	Gardner Denver	GABMDRA 3MR	1	Main sewage Blower # 2 Mechanical
Level transmitter	Endress & Hauser	FMX21-CE221CGD11A	1	Hydrostatic Level Transmitter, 1mH2O, 20m cables, CSA CL1, DIV1 Controls
Gas Transmitter	AMC Gas Transmitter	AMC-DTR-CAT	1	Gaz detection Controls
Exhaust Blower	Delio Exhaust Blower	PW-08S	1	Main exhaust Fan Mechanical
Pump	Bell & Gossett	2MK3011BD	1	3HP 230VAC Submersible pump Mechanical
UPS	Phoenix Contact	2866611	1	Power Supply, 24VDC, 5A, Uninterrupted w/Battery Module Controls
Float Switch	CentriPro	AD2	1	alarms system Controls
Controls System	Semaphore	LT-200-GE	1	T-Box GSM Controls
Controls System	Semaphore	ACC-GSM-ANT	1	GSM Base Station Antenna Controls
Controls System	Semaphore	ACC-GSM-EXT5	1	GSM Extension cable 500CM Controls
Controls System	Semaphore	ACC-ANT-ARREST	1	ACC-ANT-Arrest-G, lightning GSM modem and T-Box Controls
Heater	CCI Thermal Technologies	PXFT600	1	Baseboard Heater c/w Thermostat, 240VAC Controls
Transfer Switch	Eaton	1DT323	1	Transfer Switch, 3P 100A, FUSED Controls
Disconnect	Eaton	CDG323UGB	1	Main Disconnect, 230VAC, 100A Controls
Touch Screen	LS Industrial Systems	XP30-TTE/DC	1	5.7" Color Panel HMI Controls

Public Works and Service Government Canada	Maintenance Service Curtis & Sampson Lift Station	Scope of Work
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SW 7 **Equipment Inventory (continued)**

Curtis Lift Station					
Equipment	Make	Model #	Number of	Detail	Type of Work
Pump #1	Bell & Gossett	2MK3011BD	1	3HP 230VAC Submersible pump	Mechanical
Pump #2	Bell & Gossett	2MK3011BD	1	3HP 230VAC Submersible pump	Mechanical
Level Transmitter	Endress & Hauser	FMX21-CE221CGD11A	1	Hydrostatic Level Transmitter, 1mH2O, 20m cables, CSA CL1, DIV1	Controls
Digital 4 level floats	CentriPro	AD2 Series	1	Float Switch	Controls
UPS	Phoenix Contact	2866611	1	Power Supply, 24VDC, 5A, Uninterrupted w/Battery Module	Controls
Controls System	Semaphore	LT-200-GE	1	T-Box GSM	Controls
Controls System	Semaphore	ACC-GSM-ANT	1	GSM Base Station Antenna	Controls
Controls System	Semaphore	ACC-GSM-EXT5	1	GSM Extension cable 500CM	Controls
Controls System	Semaphore	ACC-ANT-ARREST	1	ACC-ANT-Arrest-G, lightning GSM modem and T-Box	Controls
Heater	CCI Thermal Technologies	PXFT600	1	Baseboard Heater c/w Thermostat, 240VAC	Controls
Transfer Switch	Eaton	1DT323	1	Transfer Switch, 3P 100A, FUSED	Controls
Disconnect	Eaton	CDG323UGB	1	Main Disconnect, 230VAC, 100A	Controls
Touch Screen	LS Industrial Systems	XP30-TTE/DC	1	5.7" Color Panel HMI	Controls



Government
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MAY 19 2016

Contract Number / Numéro du contrat

8M13-2515-1

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



PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ 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
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input type="checkbox"/> SECRET
SECRET | <input type="checkbox"/> TOP SECRET
TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET - SIGINT
TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL
NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET
NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET
COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS
ACCÈS AUX EMPLACEMENTS | | | |

ONLY SCREENED PERSONEL TO BE UTILIZED

Special comments:

Commentaires spéciaux :

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

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

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



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

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

☒ No
Non ☐ Yes
Oui

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

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

☒ No
Non ☐ Yes
Oui

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



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

8M13-2515-1

Security Classification / Classification de sécurité
UNCLASSIFIED

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Roy, Jean-Philippe		Maintenance Management Specialist	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
819-775-7040	819-775-4050	Jean-Philippe.Roy@tpsgc-pwgsc.gc.ca	2016/05/19

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Williams, Julie		SO	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
613-998-5120	613-949-2331	julie.williams@tpsgc-pwgsc.gc.ca	201605-19

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes? ☐ No / Non ☐ Yes / Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)		Signature
Karin Mahoney		
Address - Adresse courriel		Date
Karin.Mahoney@tpsgc-pwgsc.gc.ca		May 24/16
Telephone : 613 954-3248		