



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

**Parks Canada Agency
Bid Receiving Unit
111 Water Street East
Cornwall ON K6H 6S3**

BID FAX : 1-877-558-2349

**REQUEST FOR QUOTE
DEMANDE DE PRIX**

Proposal to: Parks Canada Agency
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 or attached hereto, the supplies and services listed herein or on any attached sheets at the price(s) set out therefore.

Proposition à : l'Agence Parcs 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 appendice ci-joints, les articles et les services énumérés ici et sur toute feuille ci-annexée, au(x) prix indiqué(s).

THIS RFQ HAS SECURITY REQUIREMENTS

**Vendor/Firm Name and Address
Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Title-Sujet	
Cleaning and Special Events Support Services Fort Chambly National Historic Site	
Solicitation No. - N° de l'invitation 5P300-17-5066	Date March 10, 2017
GETS Reference No. - N° de référence de SEAG	
Client Reference No. - N° de référence du client	
Solicitation Closes L'invitation prend fin -	Time Zone Fuseau horaire -
at - à 14 h on - le April 18, 2017	Eastern Daylight Time (EDT)
Address Inquiries to: - Adresser toute demande de renseignements à :	
Céline Morin (celine.morin@pc.gc.ca)	
Telephone No. - No de téléphone 613-938-5940	Fax No. - N° de FAX:
Destination of Goods, Services, and Construction: Destinations des biens, services et construction :	
Fort Chambly NHS 2, rue De Richelieu Chambly QC J3L 2B9	
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur :	
Telephone No. - N° de téléphone :	
Facsimile No. - N° de télécopieur :	
Courriel :	
Name and title of person authorized to sign on behalf of the 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)	
_____	_____
Name/Nom	Title/Titre
_____	_____
Signature	Date

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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

1. Before award of a contract, the following conditions must be met:
 - (a) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, Bidders should refer to the Industrial Security Program (ISP) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

1.2 Statement of Work

The Work to be performed is detailed under Article 6.2 of the resulting contract clauses.

1.3 Optional Site Visit

It is recommended 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 the Fort Chambly NHS on March 31, 2017. The site visit will begin at 9:00 a.m. EDT). Bidders may park in the P1 of the national historic site (access via Bourgogne Avenue at Chambly) and present themselves at the site's main door.

Bidders are requested to communicate with the Contracting Authority no later than March 30, 2017 at 4:00 p.m. EDT to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders may be requested to sign an attendance sheet. Bidders who do not attend or do not send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

1.4 Debriefings

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

1.5 Trade Agreements

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 120 days

2.2 Submission of Bids

Bids must be submitted only to Parks Canada Agency (PCA) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

Bids must be transmitted by facsimile to PCA (Parks Canada Agency) at 1-877-558-2349.

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 FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;

-
- e. rate of pay on which lump sum payment is based;
 - f. period of lump sum payment including start date, end date and number of weeks;
 - g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

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

2.4 Enquiries - Bid Solicitation

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

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

2.5 Applicable Laws

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

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

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

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

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

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

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

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

Section I: Technical Bid

In their technical bid, Bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Bid

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

Section III: Certifications

Bidders must submit the certifications and additional information required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Bidders must provide ALL of the information indicated below in their bid. Failure to do so will render their bid non responsive.

01	<p>EXPÉRIENCES ET QUALITÉ DES SERVICES</p> <p>Le soumissionnaire doit démontrer de manière précise, détaillée et sans équivoque qu'il détient l'expérience de contrats de même complexité et de même envergure depuis une durée minimum de cinq (5) ans et sur un minimum de cinq (5) projets différents (ne peut pas être le même contrat renouvelé plusieurs fois).</p> <p>L'information que l'entrepreneur <u>doit</u> fournir avec sa soumission :</p> <ul style="list-style-type: none"> - Le nom et les coordonnées des organismes, compagnies ou clients - Les noms, titre, numéro de téléphone et adresse courriel de la personne référente chez le client - Le lieu du projet ou contrat - Une description détaillée du projet et contrat - Le nombre approximatif de mètres carrés compris au contrat - La valeur en dollars du projet ou contrat - La durée du projet ou contrat ainsi que la période d'exécution <p><i>Note : Les informations fournies par l'entrepreneur pourraient être validées et utilisées pour s'assurer de la qualité des services offerts par l'entrepreneur.</i></p>
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4.1.1.2 Point Rated Technical Criteria

Bids will be evaluated according to the Rated Technical criteria below. Bidders must obtain a minimum mark of 9 points for their bid to be considered compliant. Bids that do not meet this minimum requirement will be rejected.

No.	Rated Technical Criteria	Points Available	Minimum Required
1	<p>The Bidder must show that they have the experience and expertise required in cleaning services.</p> <p>(a) Number of years of experience in the housekeeping / cleaning business.</p> <p>(b) Details on the bidder's experience in the delivery of housekeeping / cleaning services in facilities of a similar size.</p> <p>(c) Details on the bidder's experience in the delivery of housekeeping / cleaning services in facilities having similar daily activities (ex., conference center, cultural centre, performance venue, retirement home)</p>	20 points	9 points

	<p>Scale</p> <p>0 points: The information provided is unsuitable or insufficient</p> <p>1 – 8 points: Incomplete details, limited experience (4 years or less) in housekeeping /cleaning experience with similar size, scope and complexity</p> <p>9 – 14 points: Mostly complete details provided (5-7 years' experience), of a similar size, scope and complexity</p> <p>15 – 18 points: Mostly complete details provided 8-10 years' experience) in housekeeping/cleaning of a similar size, scope and complexity</p> <p>19 - 20 points: Complete details provided (more than 10 years' experience) in housekeeping /cleaning of a similar size, scope and complexity</p>		
		20 points	9 points

4.1.2 Financial Evaluation

SACC Manual Clause A0220T (2014-06-20) Evaluation of Price

4.2 Basis of Selection

4.2.1 Highest Combined Rating of Technical Merit and Price

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria; and
 - c. obtain the required minimum of **9 points** overall for the rated technical evaluation criteria.

The rating is on 20 points.
2. Bids not meeting (a), (b) and (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be **60 %** for the technical merit and **40 %** for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of **60 %**.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of **40 %**.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equals 125 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)

		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/125	89/125	92/125
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/135 \times 60 = 55.20$	$89/135 \times 60 = 42.72$	$92/135 \times 60 = 44.16$
	Pricing Score	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
Combined Rating		87.93	78.72	84.16
Overall Rating		1st	3rd	2nd

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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.

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

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

1. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by PCASD.
2. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of PCASD.
3. The Contractor/Offeror must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex E;
 - (b) Industrial Security Manual (Latest Edition).

6.2 Statement of Work

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

6.3 Task Authorization Process

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

Task Authorization Process:

1. The Project Authority will provide the Contractor with a description of the task using the "Task Authorization Form for non-DND clients" or "DND 626, Task Authorization Form" or "Task Authorization" form specified in APPENDIX F.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within 3 business days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

6.4 Canada's Obligation – Portion of the Work – Task Authorizations

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

6.5 Standard Clauses and Conditions

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

6.5.1 General Conditions

2010C (2016-04-04), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

6.6 Term of Contract

6.6.1 Period of the Contract

The period of the Contract is from May 1, 2017 to March 31, 2018 inclusive.

6.6.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional one year periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

6.7 Authorities

6.7.1 Contracting Authority

The Contracting Authority for the Contract is:

Céline Morin
Advisor
National Contracting Services
Parks Canada Agency
111 Water Street East
Cornwall ON K6H 6S3

Telephone 613-938-5940
Facsimile 866-246-6893
celine.morin@pc.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.

6.7.2 Project Authority

The Project Authority for the Contract is: *(will be provided at contract award)*

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: _____

Facsimile: _____

E-mail address: _____

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

6.7.3 Contractor's Representative *(bidders please fill in)*

Contact Name:

Address:

Telephone:

Facsimile:

E-mail address:

Procurement Business Number (PBN): _____

Or HST Number: _____

Instruction on how to obtain a Procurement Business Number (PBN)

Canadian Bidders are required to have a Procurement Business Number (PBN) before Contract award. Bidders may register for a PBN in the Supplier Registration Information service on line at the Business Access Canada Website at: <https://buyandsell.gc.ca>. For non- Internet registration, Bidders may contact the Business Access Canada InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.

6.8 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

6.9 Payment

6.9.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices as specified in Appendix B for a cost of \$ _____ (will be inserted at Contract award). Customs duties are included and Applicable Taxes are extra.

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

6.9.2 Basis of Payment – Firm Unit Prices – Task Authorizations

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid firm unit prices as detailed in the Basis of Payment in Appendix B, as specified in the authorized TA. Customs duties are included and Applicable Taxes are extra.

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

6.9.3 Canada's Obligation – Portion of the Work – Task Authorizations

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

6.9.4 Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of \$5,000.00, applicable taxes included, inclusive of any revisions.

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

6.9.5 Monthly Payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

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

6.10 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

2. Invoices must be distributed as follows:

The original and one (1) copy must be forwarded to the following address for certification and payment:

Email address : pc.ugmoq-finances.pc@pc.gc.ca

Postal address:
Parks Canada
702, 5e Rue
Shawinigan QC G9N 1E9

6.11 Certifications and Additional Information

6.11.1 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.

6.12 Applicable Laws

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

6.13 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 2010C (2016-04-04), General Conditions - Services (Medium Complexity);
- (c) Appendix A, Statement of Work;
- (d) Appendix B, Basis of Payment;
- (e) Appendix E, Security Requirements Check List;
- (f) Appendix F, Task Authorization;
- (g) the Contractor's bid dated _____ (date will be insert upon Contract award).

6.14 Insurance – No Specific Requirement

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.

6.15 Government Site Regulations

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

APPENDIX "A"
STATEMENT OF WORK



STATEMENT OF WORK

Cleaning and special event support services

1. Description of the Fort-Chambly national historic site and its services

The Fort-Chambly national historic site is part of the vast network of heritage sites managed by Parks Canada. It is located on the edge of the Chambly Basin and rapids. It has been open to the public since 1983. The historic site attracts some 25,000 visitors every year (May to October), but over 130,000 users benefit from the magnificent park. Since 2016, Fort-Chambly rents out its facilities, including a reception hall accommodating up to 130 people and a professional kitchen, for private events. The Fort-Chambly park also hosts a number of large-scale events organized by third parties, the most famous being the Beer and Flavours Fest.

2. Description of the services sought

- Clean the public and administrative spaces of the Fort-Chambly national historic site.
- Install and dismantle the reception hall during special events
- Monitor the premises and ensure respect of the use policy during special events

3. Contract duration

From the date the contract is awarded until **March 31, 2018** inclusive

With the option of extending the contract for another three one-year periods by sending written notice to the contractor at least sixty days before the start of the optional period. Optional years:

From **April 1, 2018** to **March 31, 2019** inclusive

From **April 1, 2019** to **March 31, 2020** inclusive

From **April 1, 2020** to **March 31, 2021** inclusive



4. Periods, calendars and times

- a. The contractor will provide the requested services according to the following calendar estimate

Periods	Calendars and times	Services required
Opening season	Mid-June until Labour Day, every day from 8 am to 6 pm	Level 1 – Fort-Chambly + Guardhouse + reception kiosk 1 cleaning round per day before or after the opening hours (7 days/week)
	April to mid-June and September-October, from Monday to Friday, 8 am to 5 pm	Level 2 – Fort-Chambly 1 cleaning round per day before or after the opening hours (5 days/week)
Planning season	November to March, Monday to Friday, 8 am to 5 pm	Level 3 – Fort-Chambly 1 cleaning round per week before or after the employees' working hours (1 day/week)
Special events	Upon request 10 to 20 events per year	Events – Fort-Chambly or Guardhouse Pre- and post-event cleaning at Fort-Chambly or the Guardhouse Installation and dismantling of the Jacques-de-Chambly Hall Monitoring of the premises during the event
Clean-up	End of March Beginning of May	1 annual clean-up session 1 major window cleaning session

- b. Parks Canada will provide the contractor with a precise calendar of each period and the working hours at the start of each contract period. Parks Canada will reserve the services required for the special events as soon as they have been entered on the calendar. At the start of every month, a Parks Canada representative will provide the latest version of the event calendar.



5. Sites and period of services

- a. The cleaning services will be provided according to the Fort-Chambly opening hours (see 3.2).
- b. The cleaning services will be provided in the sites visited by the public and in the spaces occupied by the Parks Canada employees.
- c. The event support services will be provided according to the Fort-Chambly annual special event program and the booking calendar. At the start of each contract period, Parks Canada will provide an estimate of the year's requirements. At the start of each month or as required, Parks Canada will specify the requirements added to the calendar as the bookings are confirmed.
- d. All Parks Canada facilities, rooms, structures or services are hereinafter designated as the "premises".
- e. At the start of each contract, the manager and the contractor will revise the lists of tasks to be carried out (Annexes 1, 2, 3, 4) depending on the season and level of services required.
- f. The contractor agrees to declare any breakage it causes to the facilities and pay for the associated repairs.

6. Clean-up

- a. The manager and the contractor will agree on the dates when the tasks will be carried out, generally in March.

7. Cleaning

- a. The contractor will clean the site according to the tasks described in Annexes 1, 2 and 3.
- b. The contractor agrees to complete the follow-up sheet after each of its visits.
- c. Parks Canada will provide the cleaning products (soap, detergent, paper) to the contractor.
- d. Parks Canada will provide the equipment required for daily cleaning.



- e. The contractor will inform Parks Canada if more cleaning products are required.
- f. The contractor will remove the refuse and recycling bags from the historic site and dispose of them responsibly and in compliance with applicable laws.

8. Special event support

- a. Parks Canada will provide the contractor and its employees with the guidelines of the Policy for the use of rental spaces.
- b. The contractor will perform the tasks described in Annex 5 under the supervision of Parks Canada employees.
- c. The contractor accepts that, when its employees are present on the premises, they will receive and obey the instructions given by the Parks Canada employees in order to meet the requirements of the customers.

9. Personnel

- a. The contractor provides sufficient personnel to perform the tasks described in these instructions.
- b. The contractor will ensure that its employees are always clean and tidy when at work.
- c. The manager reserves the right to refuse the choice of an employee proposed by the contractor if such employee does not meet the job requirements described herein.
- d. The contractor must ensure that its personnel cooperates with Parks Canada personnel as regards correctly providing the service to customers.

10. Application of regulations

- a. The contractor and its personnel must comply with all legal regulations concerning the Parks Canada Agency and all other laws, regulations and procedures which may apply to the service provided under the terms herein.



11. Miscellaneous

- a. Any request concerning new services and activities, other than those provided in this contract, must be submitted for approval to the site manager, fifteen (15) days before they start.
- b. The contractor may not, under any circumstances, exercise any form of solicitation or promotion on the premises.

APPENDIX "B"

BASIS OF PAYMENT

1. Bidders must provide pricing, in their financial bid, in the format specified in this Appendix B – Basis of Payment. Failure to provide prices in the format specified **will render the quotation non-responsive.**
2. Bidders must provide their price as per the requirement detailed in Annex A – Statement of Work. The unit or global prices as well as the hourly rate must include labour, equipment, materials, permits, transportation as well as general costs such as administration fees, insurance and other incidentals.

***The inclusion of volumetric data in this document does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.**

TABLE A – YEAR 1 – May 1, 2017 – March 31, 2018

	Description	Unit Price A	*Estimated Number per Year B	Total Price A X B
1	Opening Season Daily cleaning <i>Level 1</i>	/day or cleaning	85 days	
2	Operation Season Daily cleaning <i>Level 2</i>	/day or cleaning	91 days	
3	Planning Season Weekly cleaning <i>Level 3</i>	/day or cleaning	22 days	
4	Special Events Pre-event cleaning and installation	/event	10 events	
5	Special Events Post-event cleaning and dismantling	/event	10 events	
6	Special Events Monitoring of premises during the event (average duration of one event is between 4 and 8 hours)	/event	10 events	
7	Annual Clean-up	/clean-up	1	
8	Major Window Cleaning	/cleaning	1	
SUB-TOTAL TABLE A (before taxes)				

Name of Company

Signature

Date

APPENDIX B – BASIS OF PAYMENT (CONT'D)

TABLE B – YEAR 1 – May 1, 2017 – March 31, 2018

Special Events beyond the 10 expected – Task Authorizations

	Description	Unit Price A	* Estimated Nbr per year B	Total Price A X B
1	Special Events Pre-event cleaning and installation (Task Authorization)	/event	10 events	
2	Special Events Post-event cleaning and dismantling (Task Authorization)	/event	10 events	
3	Special Events Monitoring of premises during the event (average duration of one event is between 4 and 8 hours) (Task Authorization)	/event	10 events	
SUB-TOTAL TABLE B (before taxes)				

SUMMARY TABLE – YEAR 1 (May 1, 2017 – March 31, 2018)

	Description	
1	SUB-TOTAL TABLE A	
2	SUB-TOTAL TABLE B	
GRAND TOTAL YEAR 1 (before taxes)		

Please provide the following rate ::

Services if and when required

Cleaning Services	\$	/ hour
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Name of Bidder

Signature

Date

APPENDIX B – BASIS OF PAYMENT (CONT'D)

TABLE C – 1ST OPTION YEAR (APRIL 1, 2018 – MARCH 31, 2019)

	Description	Unit Price A	*Estimated Number per Year B	Total Price A X B
1	Opening Season Daily cleaning <i>Level 1</i>	/day or cleaning	85 days	
2	Operation Season Daily cleaning <i>Level 2</i>	/day or cleaning	91 days	
3	Planning Season Weekly cleaning <i>Level 3</i>	/day or cleaning	22 days	
4	Special Events Pre-event cleaning and installation	/event	10 events	
5	Special Events Post-event cleaning and dismantling	/event	10 events	
6	Special Events Monitoring of premises during the event (average duration of one event is between 4 and 8 hours)	/event	10 events	
7	Annual Clean-up	/clean-up	1	
8	Major Window Cleaning	/cleaning	1	
SUB-TOTAL TABLE C (before taxes)				

 Name of Bidder

 Signature

 Date

TABLEAU D – 1ST OPTION YEAR – APRIL 1, 2018 – MARCH 31, 2019

Special Events beyond the 10 expected – Task Authorization

	Description	Unit Price A	* Estimated Nbr per year B	Total Price A X B
1	Special Events Pre-event cleaning and installation (Task Authorization)	/event	10 events	
2	Special Events Post-event cleaning and dismantling (Task Authorization)	/event	10 events	
3	Special Events Monitoring of premises during the event (average duration of one event is between 4 and 8 hours) (Task Authorization)	/event	10 events	
SUB-TOTAL TABLE D (before taxes)				

SUMMARY TABLE – 1ST OPTION YEAR (April 1, 2018 – March 31, 2019)

	Description	
1	SUB-TOTAL TABLE C	
2	SUB-TOTAL TABLE D	
GRAND TOTAL – 1ST OPTION YEAR (before taxes)		

Please provide the following hourly rate ::

Services if and when required

Cleaning Services	\$	/ hour
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Name of Bidder

Signature

Date

TABLE E – 2^{ne} OPTION YEAR (APRIL 1, 2019 – MARCH 31, 2020)

	Description	Unit Price A	*Estimated Number per Year B	Total Price A X B
1	Opening Season Daily cleaning <i>Level 1</i>	/day or cleaning	85 days	
2	Operation Season Daily cleaning <i>Level 2</i>	/day or cleaning	91 days	
3	Planning Season Weekly cleaning <i>Level 3</i>	/day or cleaning	22 days	
4	Special Events Pre-event cleaning and installation	/event	10 events	
5	Special Events Post-event cleaning and dismantling	/event	10 events	
6	Special Events Monitoring of premises during the event (average duration of one event is between 4 and 8 hours)	/event	10 events	
7	Annual Clean-up	/clean-up	1	
8	Major Window Cleaning	/cleaning	1	
SUB-TOTAL TABLE E (before taxes)				

Nom de l'entreprise

Signature

Date

APPENDIX B – BASIS OF PAYMENT (CONT'D)

TABLE F – 2ND OPTION YEAR – APRIL 1, 2019 – MARCH 31, 2020

Special Events beyond the 10 expected – Task Authorization

	Description	Unit Price A	* Estimated Nbr per year B	Total Price A X B
1	Special Events Pre-event cleaning and installation (Task Authorization)	/event	10 events	
2	Special Events Post-event cleaning and dismantling (Task Authorization)	/event	10 events	
3	Special Events Monitoring of premises during the event (average duration of one event is between 4 and 8 hours) (Task Authorization)	/event	10 events	
SUB-TOTAL TABLE F (before taxes)				

SUMMARY TABLE – 2ND OPTION YEAR (APRIL 1, 2019 – MARCH 31, 2020)

	Description	
1	SUB-TOTAL TABLE A	
2	SUB-TOTAL TABLE B	
GRAND TOTAL 2ND OPTION YEAR (before taxes)		

Please provide the following hourly rate ::

Services if and when required

Cleaning Services	\$	/ hour
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Name of Bidder

Signature

Date

APPENDIX B – BASIS OF PAYMENT (CONT'D)

TABLE G – 3RD OPTION YEAR (APRIL 1, 2020 – MARCH 31, 2021)

	Description	Unit Price A	*Estimated Number per Year B	Total Price A X B
1	Opening Season Daily cleaning <i>Level 1</i>	/day or cleaning	85 days	
2	Operation Season Daily cleaning <i>Level 2</i>	/day or cleaning	91 days	
3	Planning Season Weekly cleaning <i>Level 3</i>	/day or cleaning	22 days	
4	Special Events Pre-event cleaning and installation	/event	10 events	
5	Special Events Post-event cleaning and dismantling	/event	10 events	
6	Special Events Monitoring of premises during the event (average duration of one event is between 4 and 8 hours)	/event	10 events	
7	Annual Clean-up	/clean-up	1	
8	Major Window Cleaning	/cleaning	1	
SUB-TOTAL TABLE G (before taxes)				

 Nom de l'entreprise

 Signature

 Date

APPENDIX B – BASIS OF PAYMENT (CONT'D)

TABLE H – 3RD OPTION YEAR – APRIL 1, 2020 – MARCH 31, 2021

Special Events beyond the 10 expected – Task Authorization

	Description	Unit Price A	* Estimated Nbr per year B	Total Price A X B
1	Special Events Pre-event cleaning and installation (Task Authorization)	/event	10 events	
2	Special Events Post-event cleaning and dismantling (Task Authorization)	/event	10 events	
3	Special Events Monitoring of premises during the event (average duration of one event is between 4 and 8 hours) (Task Authorization)	/event	10 events	
SUB-TOTAL TABLE H (before taxes)				

SUMMARY TABLE – 3RD OPTION YEAR (April 1, 2020 - March 31, 2021)

	Description	
1	SUB-TOTAL TABLE G	
2	SUB-TOTAL TABLE H	
GRAND TOTAL 3RD OPTION YEAR (before taxes)		

Please provide the following hourly rate:

Services if and when required

Cleaning Services	\$	/ hour
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Name of Bidder

Signature

Date

APPENDIX B – BASIS OF PAYMENT (CONT'D)

SUMMARY

Periods : YEAR 1 + 3 OPTION YEARS

	Period	Total
1	GRAND TOTAL – YEAR 1 (April 1, 2017 – March 31, 2018)	
2	GRAND TOTAL – 1 st OPTION YEAR	
3	GRAND TOTAL – 2 ND OPTION YEAR	
4	GRAND TOTAL – 3 RD OPTION YEAR	
GRAND TOTAL OF BID (before taxes)		

Name: _____ Signature : _____

Title: _____

Organization: _____

Address: _____

City: _____ Province/ Territory: _____ Postal Code: _____

Telephone No.: _____ Fax No.: _____

Email : _____

Procurement Business Number (PBN) or GST account number: _____

APPENDIX "C" – Attestation and Proof of Compliance – Health and Safety

The following form must be completed and signed prior to commencing work on Parks Canada Sites.

Attestation and Proof of Compliance with Occupational Health and Safety (OHS)

Submission of this completed form, satisfactory to Parks Canada, is a condition of gaining access to the work place.

Parks Canada recognizes that federal OHS legislation places certain specific responsibilities upon Parks Canada as owner of the work place. In order to meet those responsibilities, Parks Canada is implementing a contractor safety regime that will ensure that roles and responsibilities assigned under Part II of the *Canada Labour Code* and the *Canada Occupational Health and Safety Regulations* are implemented and observed when involving contractor(s) to undertake works in Parks Canada work places.

Parks Canada Responsible Authority/Project Lead	Address	Contact Information
Project Manager/Contracting Authority (delete as required)		
Prime Contractor		
Subcontractor(s) (add additional fields as required)		

Location of Work

General Description of Work to be Completed

Mark "Yes" where applicable.

	A meeting has been held to discuss hazards and access to the work place and all known and foreseeable hazards have been identified to the contractor and/or subcontractor(s)
	The contractor and/or its subcontractor(s) will comply with all federal and provincial/territorial legislation and Parks Canada's policies and procedures, regarding occupational health and safety.
	The contractor and/or its subcontractor(s) will provide all prescribed safety materials, equipment, devices and clothing.
	The contractor and/or its subcontractor(s) will ensure that its employees are familiar with and use all prescribed safety materials, equipment, devices and clothing at all times.
	The contractor and/or its subcontractor(s) will ensure that its activities do not endanger the health and safety of Parks Canada employees.
	The contractor and/or its subcontractor(s) has inspected the site and has carried out a hazard assessment and has put in place a health and safety plan and informed its employees accordingly, prior to the commencement of the work.
	Where a contractor and/or its subcontractor(s) will be storing, handling or using hazardous substances in the work place, it will place warning signs at access points warning persons of the presence of the substances and any precautions to be taken to prevent or reduce any hazard of injury or death.
	The contractor and/or its subcontractor(s) will ensure that its employees are instructed in respect of any emergency procedures applicable to the site.

I, _____ (contractor), certify that I have read, understood and attest that my firm, employees and all sub-contractors will comply with the requirements set out in this document and the terms and conditions of the contract.

Name _____ Signature _____

Date _____

APPENDIX "D"

INTEGRITY PROVISIONS

List of names: All suppliers, regardless of their status under the policy, must submit the following information when participating in a procurement processor real property transaction:

- i. suppliers that are corporate entities, including those bidding as joint ventures, must provide a complete list of the names of all current directors or, for a privately owned corporation, the names of the owners of the corporation;
- ii. suppliers bidding as sole proprietors, including sole proprietors bidding as joint ventures, must provide a complete list of the names of all owners;
or
- iii. suppliers that are a partnership do not need to provide a list of names.

If the list of names has not been received in a procurement process or real property transaction by the time the evaluation of bids or offers is completed, or has not been received in a procurement process or real property transaction where no bid/offer will be submitted, the contracting authority will inform the supplier of a time within which to provide the information. Providing the required names is a mandatory requirement for award of a contract or real property agreement. Failure to provide the list of names within the time specified will render a bid or offer non-responsive, or the supplier otherwise disqualified for award of a contract or real property agreement.

For more information or additional forms concerning Canada's Integrity Regime consult <http://www.tpsgc-pwgsc.gc.ca/ci-if/ci-if-eng.html>.

Company Information

Legal Business Name (required) :	
Alternative name (optional) :	
Operating as (optional) :	
PBN (optional):	

Board of directors (required) (add additional lines as required)

Director full name	Position (optional)

APPENDIX « E »

Security Requirements Check List



Contract Number / Numéro du contrat 5P300-17-5066
Security Classification / Classification de sécurité

PART A (Continued) / PARTIE A (suite)

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

If Yes, indicate the level of sensitivity.
Dans l'affirmative, indiquer le niveau de sensibilité :

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

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

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

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

<input checked="" type="checkbox"/> RELIABILITY STATUS 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			

Special comments:
Commentaires spéciaux : _____

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

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

If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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

Security Classification / Classification de sécurité
--



Contract Number / Numéro du contrat 5P300-17-5086
Security Classification / Classification de sécurité

**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 Agence Parcs Canada	2. Branch or Directorate / Direction générale ou Direction Unité de gestion de la Mauricie et Ouest du Québec	
3. a) Subcontract Number / Numéro du contrat de sous-traitance 5P300-17-5086	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail <ul style="list-style-type: none"> Assurer l'entretien ménager des lieux publics et administratifs du lieu historique national du Fort-Chambly Assurer le montage et le démontage de la salle de réception lors d'événements spéciaux Assurer la surveillance des lieux et le respect de la politique d'utilisation lors d'événements spéciaux 		
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 type="checkbox"/> No / Non <input checked="" 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 checked="" 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 checked="" 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 checked="" 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"/>



Contract Number / Numéro du contrat 5P300-17-5086
Security Classification / Classification de sécurité

PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres mouillées) Isabelle Chalfoux	Title - Titre Gestionnaire, lieux historiques	Signature 	
Telephone No. - N° de téléphone 450-658-1585	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel isabelle.chalfoux@pc.gc.ca	Date 27 février 2017
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres mouillées) GABRIEL FATHOUCHÉ	Title - Titre A.D.S.	Signature 	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date 28 fev '17
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?			<input type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres mouillées)	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 mouillées)	Title - Titre	Signature	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date



Government of Canada

Gouvernement du Canada

Contract Number / Numéro du contrat

5P300-17-5066

Security Classification / Classification de sécurité

PART C - (continued) / PARTIL 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 RESTRICTION	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COMSEC TOP SECRET COMSEC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens	✓															
Production	✓															
IT Media / Support TI	✓															
IT Link / Lien électronique	✓															

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

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

No
Non

Yes
Oui

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

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

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

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

No
Non

Yes
Oui

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

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

APPENDIX « F »

TASK AUTHORIZATION

Task Authorization Autorisation de tâche

Contract Number - Numéro du contrat

Contractor's Name and Address - Nom et l'adresse de l'entrepreneur	Task Authorization (TA) No. - N° de l'autorisation de tâche (AT)
	Title of the task, if applicable - Titre de la tâche, s'il y a lieu
	Total Estimated Cost of Task (GST/HST extra) Coût total estimatif de la tâche (TPS/TVH en sus) \$

Security Requirements: This task includes security requirements
Exigences relatives à la sécurité : Cette tâche comprend des exigences relatives à la sécurité

No - Non Yes - Oui If YES, refer to the Security Requirements Checklist (SCRL) included in the Contract
Si OUI, voir la Liste de vérification des exigences relative à la sécurité (LVERS) dans le contrat

For Revision only - Aux fins de révision seulement

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

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

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

1. Required Work: - Travaux requis :

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

Contract Number - Numéro du contrat

2. Authorization(s) - Autorisation(s)

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

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

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

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

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

Signature

Date

PC Contracting Authority - Autorité contractante de PC

Signature

Date

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

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

Signature

Date

Task Authorization Autorisation de tâche

Instruction for completing the form PC - TA - Task Authorization

Instruction pour compléter le formulaire PC - TA - Autorisation de tâche

Contract Number

Enter the PC contract number.

Numéro du contrat

Inscrire le numéro du contrat de PC.

Contractor's Name and Address

Enter the applicable information

Nom et adresse de l'entrepreneur

Inscrire les informations pertinentes

Security Requirements

Enter the applicable requirements

Exigences relatives à la sécurité

Inscrire les exigences pertinentes

Total estimated cost of Task (GST/HST extra)

Enter the amount

Coût total estimatif de la tâche (TPS/TVH en sus)

Inscrire le montant

For revision only**Aux fins de révision seulement****TA Revision Number**

Enter the revision number to the task, if applicable.

Numéro de la révision de l'AT

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

**Total Estimated Cost of Task (GST/HST Extra)
before the revision**

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

**Coût total estimatif de la tâche (TPS/TVH en sus)
avant la révision**

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

**Increase or Decrease (GST/HST Extra), as
applicable**

As applicable, enter the amount of the increase or decrease to the Total Estimated Cost of Task (GST/HST Extra) before the revision.

**Augmentation ou réduction (TPS/TVH en sus), s'il
y a lieu**

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

**1. Required Work: Complete sections A, B, C, and
D, as required.****1. Travaux requis : Remplir les sections A, B, C et
D, au besoin.****A. Task Description of the Work required:**

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

A. Description de tâche des travaux requis :

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

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

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

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

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

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

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

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

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

B. Basis of Payment:

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

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

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

Option 2:

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

(b) Insert GST/HST as a separate item under the Basis of Payment**D. Method of Payment**

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

B. Base de paiement :

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

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

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

Option 2 :

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

(b) Insérer la TPS/TVH comme élément distinct sous la Base de paiement**D. Méthode de paiement**

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

2. Authorization(s):

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

3. Contractor's Signature

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

2. Autorisation(s) :

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

3. Signature de l'entrepreneur

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