



**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

Travaux publics et Services gouvernementaux  
Canada

Place Bonaventure, portail Sud-Est  
800, rue de La Gauchetière Ouest  
7<sup>ème</sup> étage

Montréal  
Québec

H5A 1L6

FAX pour soumissions: (514) 496-3822

**INVITATION TO TENDER**

**APPEL D'OFFRES**

**Tender 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.

**Soumission 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 et 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**

Travaux publics et Services gouvernementaux Canada  
Place Bonaventure, portail Sud-Est  
800, rue de La Gauchetière Ouest  
7<sup>ème</sup> étage  
Montréal  
Québec  
H5A 1L6

<b>Title - Sujet</b> Surveillance chaudières CDR AAC	
<b>Solicitation No. - N° de l'invitation</b> EF944-172492/A	<b>Date</b> 2017-03-17
<b>Client Reference No. - N° de référence du client</b> R.004242.001	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$MTC-030-14279
<b>File No. - N° de dossier</b> MTC-6-39385 (030)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2017-03-30</b>	
<b>Time Zone</b> Fuseau horaire Heure Avancée de l'Est HAE	
<b>F.O.B. - F.A.B.</b>	
<b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Clément, Angelica	<b>Buyer Id - Id de l'acheteur</b> mtc030
<b>Telephone No. - N° de téléphone</b> (514) 496-3798 ( )	<b>FAX No. - N° de FAX</b> (514) 496-3822
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> MINISTERE DES TRAVAUX PUBLICS ET SERVICES GOUVERNEMENTAUX CANADA PL.BONAVENTURE,PORTAIL S-E,BUR.7300 800 RUE DE LA GAUCHETIERE O. MONTREAL Québec H5A1L6 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirements**

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 6 - Resulting Contract Clauses;
  - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 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. For additional information on security requirements, Bidders should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

### **1.2 Statement of Work**

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

### **1.3 Debriefings**

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

## **PART 2 - BIDDER INSTRUCTIONS**

### **2.1 Standard Instructions, Clauses and Conditions**

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

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

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

### **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 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) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

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## **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 Québec.

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 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 St-Hyacinthe Research and Development Centre, 3600 Boulevard Casavant West on 22 March 2017. The site visit will begin at 8:00 AM EDT.

Bidders are requested to communicate with the Contracting Authority no later than 21 March 2017, 3:00 PM 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.

## **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 (2 hard copies)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard copy)

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

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

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

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

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

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

In their technical bid, Bidders should 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.

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

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

If Annex "D" Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

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### **3.1.2 Exchange Rate Fluctuation**

C3011T (2013-11-06, Exchange Rate Fluctuation)

#### **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**

- 1- Bidders must demonstrate that the nominated supervisor has the following fixed machine qualification certificates as issued by the *Société québécoise de développement de la main-d'œuvre*:
  - a. "Vapeur, classe 4";
  - b. "Appareils frigorifiques, classe A".
- 2- Bidders must demonstrate that the nominated supervisor has at least 5 years of experience in the trade.

#### **4.1.2 Financial Evaluation**

*SACC Manual* Clause [A0220T](#) (2014-06-26), Evaluation of Price

### **4.2 Basis of Selection**

A bid must comply with all requirements of the bid solicitation 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/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](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969) website ([http://www.esdc.gc.ca/en/jobs/workplace/human\\_rights/employment\\_equity/federal\\_contractor\\_program.page?&\\_ga=1.229006812.1158694905.1413548969](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.

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## **5.2.3 Additional Certifications Precedent to Contract Award**

### **5.2.3.1 Status and Availability of Resources**

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

### **5.2.3.2 Education and Experience**

*SACC Manual* clause [A3010T](#) (2010-08-16) Education and Experience

## **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**

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

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

### **6.2 Statement of Work**

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

### **6.3 Standard Clauses and Conditions**

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

#### **6.3.1 General Conditions**

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

### **6.4 Term of Contract**

#### **6.4.1 Period of the Contract**

The period of the Contract is from April 1<sup>st</sup>, 2017 to March 31<sup>st</sup>, 2017 inclusive.

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## 6.5 Authorities

### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Angelica Clément  
Title: Supply Officer  
Public Works and Government Services Canada  
Supply and Compensation Directorate, Quebec Region

Address: Place Bonaventure, South-East Portal, 800 de la Gauchetière West, Office 7300,  
Montréal (Québec), H5A 1L6

Telephone: 514-496-3798  
E-mail address: [angelica.clement@tpsgc-pwgsc.gc.ca](mailto:angelica.clement@tpsgc-pwgsc.gc.ca)

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

### 6.5.2 Project Authority

The Project Authority for the Contract is:

Name: Céline Périard  
Title: Property and Facilities Agent  
Public Works and Government Services Canada  
Address: Place Bonaventure, South-East Portal, 800 de la Gauchetière West, Office 7300,  
Montréal (Québec), H5A 1L6

Telephone: 514-496-3694  
Facsimile: 514-496-3522  
E-mail address: [celine.periard@tpsgc-pwgsc.gc.ca](mailto:celine.periard@tpsgc-pwgsc.gc.ca)

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.

### 6.5.3 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: \_\_\_\_\_

## 6.6 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.

## 6.7 Payment

### 6.7.1 Basis of Payment

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B , to a limitation of expenditure of \$\_\_\_\_\_. Customs duties are included and Applicable Taxes are extra.

### 6.7.2 Limitation of Price

SACC Manual clause [C6000C](#) (2011-05-16) Limitation of Price

### 6.7.3 Monthly Payment

SACC Manual clause [H1008C](#) (2008-05-12) Monthly Payment

### 6.7.4 Electronic Payment of Invoices – Contract

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

## 6.8 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.

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
  - b. a copy of the release document and any other documents as specified in the Contract;
  - c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
  - d. a copy of the monthly progress report.
2. Invoices must be distributed as follows: the original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

## **6.9 Certifications and Additional Information**

### **6.9.1 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.

### **6.10 Applicable Laws**

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

### **6.11 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 [2010C](#) (2016-04-04) General Conditions - Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) the Contractor's bid dated \_\_\_\_\_

N° de l'invitation - Solicitation No.  
EF944-172492/A  
N° de réf. du client - Client Ref. No.  
R.004242.001

N° de la modif - Amd. No.  
File No. - N° du dossier  
MTC-6-39385

Id de l'acheteur - Buyer ID  
MTC-030  
N° CCC / CCC No./ N° VME - FMS

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## **ANNEX "A"**

### **STATEMENT OF WORK**

(20 extra pages)



## SAINT-HYACINTHE RESEARCH AND DEVELOPMENT CENTRE

Agriculture and Agri-Food Canada

3600 CASAVANT, SAINT-HYACINTHE

# SPECIFICATIONS FOR THE SERVICES OF A CONTRACTOR FOR PERIODIC BOILER MONITORING



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## Montréal Region

### Specifications for the services of a contractor for periodic boiler monitoring

<b>SPECIFICATIONS</b>	<b>SECTIONS</b>	<b>NUMBER OF PAGES</b>
	– Index of specifications	1
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## Section: Specifications

1. General
2. Scope of work
3. Hours of work, security
4. Working conditions
5. Building manager
6. Fire protection
7. Register
8. Cleaning
9. Defects
10. Security requirements

## Section: General safety

1. General clauses
2. Specific clauses

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## 1. GENERAL

The contract documents (conditions, standing offer, general safety) shall be read in conjunction with these specifications and the general clauses.

## 2. SCOPE OF WORK

### 2.1 General

2.1.1 The scope of work described in 2.2 below shall be performed at the lump-sum rate set out in Part A of the Price Table in Appendix A to this contract.

2.1.2 No drawings are attached to these specifications. If necessary, drawings may be consulted on site.

2.1.3 The main equipment that may be running simultaneously, depending on the season, is as follows:

**Winter:** two steam boilers;

**Summer:** one steam boiler and three coolers (2 centrifugal and 1 screw).

### 2.2 ACTIVITIES REQUIRED DURING VISITS (non-exhaustive list)

Periodic monitoring shall be conducted daily on the days listed in item 3 of this section at a rate of one (1) hour per 24 hours as set out in the Regulation respecting stationary enginemen, M-6, R.I.

Visits shall begin at 8:00 a.m., and the maximum interval between two (2) consecutive visits shall not exceed 24 hours.

The tasks to be completed during the site visit include but are not limited to:

- Keeping a register indicating the identification for the installation, the location, the date, the time, the identification of systems and/or components in operation at the time of the visit, the readings of measuring instruments installed on apparatus and systems, the use of the reading slip used by operating staff on site, a description of abnormal conditions, the steps taken and a signature;
- Draining water columns;
- Checking the function of low water controls;
- Checking the water levels of the various equipment in operation where necessary;
- Conducting water tests (boilers and cooling tower water system);
- Adding chemical products;
- Conducting manual emptying;
- Checking the general function of equipment;
- Conducting a visual check of mechanical rooms, boiler rooms and mechanical penthouses;
- Reading the natural gas meter.
- The Contractor shall keep the premises clean at all times.

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- If any abnormality is found during the site visit, the stationary engineer shall contact the Departmental Representative.

(The Contractor shall, on request, provide the required licences and competency certificates.)

### **3. HOURS OF WORK**

The work performed will be invoiced by the Contractor in accordance with the Price Table for unit price services in Appendix A:

This scope of work consists of the periodic monitoring of stationary machines on weekends (Saturday and Sunday) and on holidays.

When a holiday coincides with a weekend, the Contractor shall consult the Departmental Representative regarding the day to which the holiday is carried over.

Designated holidays are as follows:

New Year's Day

Good Friday

Easter Monday

Victoria Day

Saint-Jean-Baptiste Day

Canada Day

Labour Day

Thanksgiving

Remembrance Day

Christmas Day

Boxing Day

### **4. WORKING CONDITIONS**

The working conditions are the working conditions prescribed by the Department of Labour of Canada.

### **5. BUILDING MANAGER**

The building manager and building technical officer are the only persons authorized to sign invoices.

### **6. FIRE PROTECTION**

The fire protection standards are the standards prescribed by the Fire Commissioner of Canada.

### **7. REGISTER**

The Contractor shall keep a daily register permanently in the building, in which it shall record the visits performed. The register shall remain the exclusive property of the Department.

### **8. CLEANING**

The Contractor shall remove from the site and dispose of away from the building any debris generated by the work performed under this contract and shall clean up the work area at the end of every shift.

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**9. DEFECTS**

Defects or adverse conditions discovered during inspections will be indicated in writing to the Department, which will then be responsible for rectifying them. The Department may hire a contractor of its choice to perform the work.

The Contractor shall not, however, be liable for work done by another contractor selected by the Department unless the Contractor subsequently inspects the repaired or adjusted equipment or systems.

The Contractor is responsible for the adjustment of the equipment or systems where such work is done by a subcontractor.

**10. SECURITY REQUIREMENTS**

Work will be done primarily during the day. A pass will be required at all times in order to gain access to the sites.

The Contractor and representatives of the Contractor's firm shall comply with the building security rules.

The parking area shall be accessible to the Contractor, but only to vehicles bearing the company name.

The Contractor and the Contractor's representatives shall limit their movements to the areas in which their services are needed to execute the contract, the washrooms and the corridors used to move from area to area.

The Contractor and the Contractor's representatives shall sign the attendance register at the place designated by the building manager, indicating the times of arrival and departure, together with the reasons for the visits.

Public Works and Government Services Canada shall provide the Contractor's employees with identification cards that meet prevailing security standards. These are to be affixed to uniforms and worn in full view whenever in the building.

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## 1. GENERAL CLAUSES

### NOTE:

The general and or/specific clauses below may apply to the contract only in part or not at all. Before undertaking any work, the Contractor must confirm with the building manager whether he or she is required to comply with the below conditions and must comply in full if required.

- 1.1 In accepting this contract, the Contractor agrees to assume all of the responsibilities normally assigned to the principal contractor and the Employer under the *Act respecting occupational health and safety* and to supervise the work.
- 1.2 The Contractor shall manage its activities so as to ensure that the health and safety of its employees and the occupants of the building or facility and the public and protection of the environment always take precedence over cost and scheduling concerns. Further, the Contractor shall meet all of the requirements of these specifications.
- 1.3 The Contractor shall comply at all times with the provisions of the *Act respecting occupational health and safety*, the *Safety Code for the Construction Industry* and the *Regulation respecting occupational health and safety* where they apply.
- 1.4 The Contractor shall perform all work in accordance with the latest editions of the *National Fire Code of Canada*, the *National Building Code* and the *Canadian Electrical Code* and any other applicable codes or standards.
- 1.5 The Contractor shall submit to the technical officer a prevention program specific to any activities the Contractor is likely to carry out in the building at least ten (10) days prior to the start of work. The Contractor shall thereafter update the prevention program if the work proceeds differently than initially planned. The building technical officer may, after receiving the program and at any time during the work, demand that the program be amended or complemented to better reflect actual worksite conditions. The Contractor shall then make the necessary changes prior to the start of work.

The prevention program shall be based on identification of risks and shall take into account the information and requirements set out in these specifications. The program shall be applied for the entire term of the contract and shall meet the following requirements:

- include the company's policy on health and safety;
- include an organization chart of health and safety responsibilities;
- identify risks specific to each category of tasks that will be performed in order to execute the contract and the corresponding preventive measures based on the regulatory requirements;
- identify the person responsible for implementing preventive measures;
- take into account risks that may affect the health and safety of workers, occupants of the building or facility and the public;
- include first aid and primary care standards;
- include an accident response procedure;

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- include a workplace inspection sheet based on the identification of risks;
  - include repair jobs that may be assigned to the Contractor under this contract;
  - include a written undertaking from all stakeholders to comply with the prevention program.
- 1.6 In addition to the program specified in the previous paragraph, for all cases in which the work to be completed involves a construction site as defined in the *Act Respecting Occupational Health and Safety*, R.S.Q., c. S-2.1, the Contractor shall develop a prevention program specific to the work to be completed and submit it to the building technical officer, and must also submit it to the Commission de la santé et de la sécurité du travail (CSST) and the Association paritaire pour la santé et la sécurité du travail, in compliance with section 198 of this Act. The requirements related to that program are the same as the requirements listed in 1.5.
- 1.7 For all cases in which the work constitutes a construction site as defined in the *Act Respecting Occupational Health and Safety*, R.S.Q., c. S-2.1, a notice of opening of a construction site must be submitted to the CSST before the start of work and a copy must be submitted to the building technical officer. A copy of this notice must be posted in plain view on the site. When the site is disassembled, the notice of closing of a construction site must be submitted to the CSST with a copy to the building technical officer.
- 1.8 The Contractor shall submit the following documents to the building technical officer:
- a copy of the training certificates required for application of these specifications and safe planning of the work (for example, general health and safety for construction sites, asbestos, lock-out, first aid);
  - a copy of the safety data sheet for every controlled product used on the worksite, at least three (3) days before the product is used on site;
  - confirmation of medical exams for supervisory staff and all employees where medical exams are required by a statute, a regulation, a directive, a specification or a prevention program. The Contractor shall thereafter submit promptly confirmations of medical exams for all persons new to the worksite;
  - a copy, signed and sealed by an engineer, of all plans and compliance certificates required under the *Safety Code for the Construction Industry* (S-2.1, r. 6), any other statute or regulation, or any other clause of the specifications or the contract. A copy of these documents shall also be sent to the CSST and be available on the worksite at all times;
  - a mechanical inspection certificate for the machinery used to perform the work (e.g., elevating platforms);
  - an investigation report within 24 hours following any accident that results in an injury or any incident that brings to light a potential hazard;
  - a copy, within 24 hours, of any inspection report, notice of correction or recommendation issued by federal or provincial inspectors.
- 1.9 The Contractor shall ensure that the materials, equipment, tools and protective equipment used to carry out the work are maintained and kept in good condition. Equipment, tools or protective equipment that cannot be installed or used without compromising the health and safety of workers or the public are deemed to be inadequate for the work to be performed. The technical officer reserves the right to prohibit the use of equipment or tools deemed to be dangerous, defective or inappropriate.

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- 1.10 The Contractor shall ensure that its employees have received the training and information needed to perform their tasks safely and that all necessary tools and protective equipment are available, comply with the applicable standards, statutes and regulations, and are used.
  - 1.11 The Contractor shall take such measures as are needed to enforce and ensure compliance with the health and safety requirements set out in the contract documents, federal and provincial regulations, applicable standards and the prevention program specific to the work, and to comply promptly with any order or notice of correction issued by the CSST.

Regardless of the number of workers assigned to the work, the Contractor shall designate a person to act as workplace health and safety officer and give that person the authority to order work stopped or resumed when the person deems such action to be necessary for health and safety reasons.

- 1.12 Without limiting the scope of the preceding clause, the building technical officer may at any time order that work be stopped if he or she believes there is a hazard or risk to the health and safety of employees assigned to the work, the public or the environment.

The Contractor shall take such measures as are needed to ensure effective communication of health and safety information. As soon as they arrive on the worksite, all workers shall be informed of the details of the prevention program and their obligations and rights. The Contractor shall maintain a log of information provided and obtain the signature of every worker who is given the information.

The Contractor shall inform its workers that they have the right to refuse any work that entails a risk to their health or safety.

- 1.13 The Contractor shall inspect the worksites and submit to the building technical officer a duly completed worksite inspection sheet once a week or at an interval determined with the building technical officer on the call-up against a standing offer form.
- 1.14 The Contractor shall promptly take such measures as are needed to correct instances of non-compliance with statutes and regulations and hazardous situations identified by a government inspector, the building technical officer or the PWGSC health and safety coordinator or in the course of a periodic inspection. Submit to the building technical officer written confirmation of all measures taken to correct non-compliance or hazardous situations.
- 1.15 The Contractor agrees to comply with first aid and emergency response standards in accordance with the applicable policies and regulations and any other clause of the specifications.
- 1.16 The Contractor shall review the building and facility evacuation procedure and provide its employees with the training and information they need to apply the procedure.
- 1.17 For all cases in which the work constitutes a construction site as defined in the *Act Respecting Occupational Health and Safety*, R.S.Q., c. S-2.1, a decision-making representative for the Contractor must attend all meetings where health and safety on the site is considered. The Contractor must set up a worksite committee and hold meetings in compliance with the requirements of the *Safety Code for the Construction Industry*, S-2.1, r.4.

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- 1.18 For all cases in which the work constitutes a construction site as defined in the *Act Respecting Occupational Health and Safety*, R.S.Q., c. S-2.1, the following information and documents must be posted in an area that workers can access easily:
- notice of opening of worksite;
  - identification of principal contractor;
  - company policy on occupational health and safety;
  - prevention program specific to the worksite;
  - contingency plan;
  - safety data sheets for controlled products used on the worksite;
  - minutes of worksite committee meetings;
  - names of worksite committee representatives;
  - names of first aid attendants;
  - action and correction reports issued by the CSST.
- 1.19 The Contractor shall mark off and control access to the work area and install barricades as needed.
- 1.20 The Contractor shall take such measures as are necessary to keep the workplace clean and orderly throughout the work and shall ensure that at the end of each work day, the workplace is free of any hazards.
- 1.21 When a worker works alone in an isolated place where it is impossible to ask for assistance, the Contractor shall identify the risks related to the situation and provide the technical officer with a procedure for preventing those risks and quickly getting help in an emergency.
- 1.22 Where a hazard not identified in the specifications arises as a result of or in the course of the work, the Contractor shall stop work immediately, implement temporary protective measures for workers and the public, and notify the building technical officer orally and in writing. The Contractor shall then submit for approval the necessary changes to the prevention program to ensure that work can resume safely.
- 1.23 In the event of an incident, the Contractor shall take such measures as are needed, including stoppage of work, to ensure the health and safety of workers and the public and shall contact the technical officer promptly.
- 1.24 Subcontracting is not permitted without special authorization from the building technical officer. In making a decision, the building technical officer will consider the subcontractor's ability to meet these requirements.

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1.25 Sealing guns and other cartridge devices shall not be used without authorization from the building technical officer.

The above notwithstanding;

- every person who uses a sealing gun shall have a training certificate and shall meet all the requirements set out in section 7 of the *Safety Code for the Construction Industry* (S-2.1, r. 4);
- every cartridge device shall be used in accordance with the manufacturer's instructions and the applicable standards and regulations.

1.26 On the worksite, the Contractor shall consider the following conditions in developing a safe work plan:

- If the Contractor is asked to carry out work where asbestos dust is likely to be released, the Contractor must comply with the requirements of section 3.23 of the *Safety Code for the Construction Industry*, the *Act Respecting Occupational Health and Safety*, (R.S.Q., c. S-2.1).
- The Contractor may be asked to do roofing work. The Contractor shall indicate in its prevention program the measures to be taken to prevent falls.
- The Contractor may be asked to do work near a body of water or holding pond. The Contractor shall indicate in its prevention program the measures to be taken to prevent the risk of drowning, electric shock and electrocution.
- The Contractor may be asked to do work at heights. The Contractor shall indicate in its prevention program the measures to be taken for work at heights.
- The Contractor may be asked to inspect or check electrical rooms. The Contractor shall indicate in its prevention program the measures it plans to take to protect people in those areas.
- Work in confined spaces may be required. The Contractor shall include in its prevention program the measures it intends to take when working in these areas, and take into account the requirements of section 3.21 of the *Safety Code for the Construction Industry*, the *Act Respecting Occupational Health and Safety* (R.S.Q., c. S-2.1).
- The Contractor may be asked to do work in laboratories. The Contractor shall contact the building technical officer to determine whether special procedures need to be taken.

## 2. SPECIFIC CLAUSES

### 2.1 LOCK-OUT

- 2.1.1 Whenever work is being done on electrically powered equipment or equipment powered by any other source of energy, the Contractor shall convey a lock-out procedure to the Departmental Representative and implement it.

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- 2.1.2 The supervisory personnel and all the workers involved or affected by the work for which the lock-out is required must have received training on the lock-out provided by a recognized entity; the Contractor must send the certificates for this training to the Departmental Representative.
- 2.1.3 Before undertaking a lock-out operation on equipment in an occupied site, the Contractor shall coordinate its work with the site representative if the power cut-off could have an effect on site operations or on the occupants.
- 2.1.4 Before undertaking a lock-out operation on equipment, the Contractor shall obtain from the site representative all the information necessary to identify the closure points for the equipment to be subjected to lock-out, check this information, perform the lock-out and then conduct "Zero-Energy" testing before doing the work.
- 2.1.5 The Contractor must complete the Lock-out form supplied by the site representative, where applicable.

#### ELECTRICAL WORK

- 2.1.6 The Contractor shall ensure that all work of an electrical nature is performed by qualified employees under provincial regulations on professional training and qualification.
- 2.1.7 Any work on electrical equipment must be done with the power turned off, unless it is not possible to completely disconnect this equipment.
- 2.1.8 The Contractor must comply with all the requirements in the "Lock-out" paragraph in this section.
- 2.1.9 The Contractor shall notify the Departmental Representative in writing regarding any work that is impossible to perform with the power turned off. It must demonstrate to the Departmental Representative that the work would be impossible to do with the power turned off and supply all the information needed to complete and obtain a live-line work permit (method of work, assessment of the electrical arc level, flash protection boundary, protection equipment, etc.) before starting the work.
- 2.1.10 The live-line work permit must, at a minimum, contain the following:
- Description of the circuit, the equipment and location;
  - Justification for the need to do live-line work;
  - Description of the work safety practices to be used;
  - Conclusions of the shock hazard analysis;
  - Definition of the shock protection boundary;
  - Conclusions of the flash hazard analysis;
  - Description of the flash protection boundary;
  - Description of the personal protection equipment required;
  - Description of the methods to be used for restricting access to unqualified persons;
  - Proof that an information session has been held;

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- Approval signature for the live-line work (by a person in authority or the owner).

2.1.11 If due to the operational needs of the site occupants, the Contractor has to do live-line work, it must obtain all the information necessary to complete a live-line work permit (method of work, assessment of the electrical arc level, flash protection boundary, protection equipment, etc.) and have it signed by the site representative designated by the Departmental Representative before the start of the work.

2.1.12 In addition to the requirements indicated in the paragraphs above, the Contractor must comply with the requirements of standard CSA Z462 Workplace Electrical Safety Standard.

## 2.2 PREVENTING RISKS OF FALLS

2.2.1 The Contractor shall provide the equipment needed to work at heights (e.g. ladders, stepladders, elevating platforms, scaffolding).

2.2.2 Anyone who uses an elevating platform (scissor lift, or telescoping, articulated or rotating elevating platform, etc.) must have received training to do so.

2.2.3 Workers must wear a safety harness on all elevating, telescoping, articulated or rotating platforms.

2.2.4 Identify a danger zone around any elevating platform.

2.2.5 Any opening in a platform or in a roof must be surrounded by a guardrail or blocked with a cover attached to the platform and strong enough to withstand the loads to which it will be subjected, regardless of the dimensions of this opening and the height of the fall that would ensue from it.

2.2.6 Anyone working less than two metres from a location presenting the risk of a fall three metres or over must use a safety harness in compliance with the regulatory requirements, unless there is a guardrail or some other element offering an equivalent level of safety.

2.2.7 Notwithstanding regulatory requirements, the Departmental Representative may order the installation of guardrails or the use of safety harnesses for certain particular situations presenting the risk of a fall of less than three metres.

The Departmental Representative may also order the installation of a guardrail or the use of safety harnesses for certain temporary installations presenting the risk of a fall of less than three metres.

## 2.3 ASBESTOS

Before starting work likely to generate asbestos dust, the Contractor shall:

2.3.1 Provide a written procedure covering all of the items listed in section 3.23 of the *Safety Code for the Construction Industry*, S-2.1, r-4.

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- 2.3.2 Show that all workers concerned have been trained in asbestos hazards and the procedure described above (ASP Construction) (s. 3.23.7).
- 2.3.3 Show that it has in hand all the equipment needed to comply with the procedure and safely perform the work.

## 2.4 SPECIAL CONDITIONS FOR CONFINED SPACES

- 2.4.1 For each confined space to which the Contractor must have access, the Contractor must include in its prevention program a written procedure identifying the following:
- the tools needed to perform the work;
  - the equipment installed or to be installed in the confined space and the measures to be taken to install, use, maintain, protect or move the equipment;
  - pipes and conduits entering the confined space;
  - the hazards and safety measures to be taken depending on the work to be performed;
  - contaminants that might be encountered in the confined space;
  - appropriate rescue measures and equipment and emergency measures.
- 2.4.2 The Contractor must complete an access permit for any entry into a confined space. It must convey a copy of its initially filled-out permit beforehand to the building representative; the latter may request that it be changed if the contents are not complete. The permit will be valid for a period covering one work shift and must include information contained in the evaluation report and any special conditions relating to the work to be performed.
- 2.4.3 The Contractor must complete a Hot Work permit issued by the building representative where the work to be performed includes welding, cutting or any other activity that produces a flame or sparks.
- 2.4.4 All persons who have access to a confined space, including the custodian, shall hold the following training certificates:
- PWGSC safe work in confined spaces (ASP Construction or equivalent course)
  - workplace first aid and CPR (organization recognized by the CSST)
  - use of ventilation devices (ASP Construction or equivalent course)
  - use of safety harnesses (ASP Construction or equivalent course)
  - use and maintenance of respiratory protection devices (ASP Construction or equivalent course)
  - gas detection devices (ASP Construction or equivalent course)

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- Where the use of supplied-air or self-contained respirators is planned, full training in the preparation, maintenance and use of the devices (manufacturer, supplier or recognized organization) is required.
  - In remote areas where there is no local emergency response unit, the Contractor shall designate persons to carry out rescue operations in confined spaces. The rescuers designated by the Contractor shall complete relevant training in the use of rescue equipment.
- 2.4.5 Anyone who has to use a supplied air respirator must present a medical certificate which confirms their ability to use this sort of device. This certificate will be valid for a term of two (2) years.
- 2.4.6 Employees required to work in sewage collection systems or similar systems shall be vaccinated against infectious diseases, that is, against diphtheria and tetanus, in accordance with the immunization program prescribed by Health Canada, and for work at the Correctional Service Canada, against hepatitis "B."
- 2.4.7 Vaccination against diphtheria and tetanus is strongly recommended for work in confined spaces.
- 2.4.8 The Contractor shall establish an emergency and rescue procedure with municipal and ambulance services. The procedure, telephone numbers and location of the nearest telephone shall be clearly posted near the work location.
- 2.4.9 Before entering the confined space and continuously thereafter, the Contractor shall take readings of the concentration of oxygen, flammable gases and any toxic gases likely to be present, in particular carbon monoxide and hydrogen sulphide, and make sure that no one enters the confined spaces if the gas concentrations are not within regulatory limits. The readings must be recorded in the entry permit. The detection devices used shall be calibrated and adjusted by a qualified person according to the manufacturer's instructions so that the alarms comply with the limits set out in the permit.
- 2.4.10 The Contractor shall supply its own gas detection devices and keep them in good condition. The Departmental representative must at all times be able to have the accuracy of the Contractor's devices checked by a qualified person. If a detection device fails, work shall be suspended immediately, and all workers shall leave the confined space. No claim for lost time will be accepted under such circumstances.
- 2.4.11 If the alarm on a detection device sounds, all workers shall leave the confined space. The Contractor shall then determine the source of the contamination, neutralize it and ventilate the confined space in order to eliminate any remaining contaminant and shall keep individuals out of the confined space until the oxygen and gas levels have returned to normal.
- 2.4.12 Compressed gas cylinders and welding machines shall not be taken into confined spaces. Such equipment shall remain outside and shall not block any entrance or exit. All cylinders shall be properly secured.
- 2.4.13 Electric tools and devices used to access confined spaces shall be grounded and, if necessary, designed to be explosion-proof. All equipment shall be connected to a ground fault interrupter or step-down transformer. The Contractor shall, at its own expense, have

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a qualified electrician modify any power outlets and/or circuit breakers it plans to use which do not meet these criteria.

- 2.4.14 The Contractor shall provide a ventilation system in order to keep the contaminant levels below the allowable limits.
- 2.4.15 The Contractor shall post signs to stop unauthorized persons from entering the confined space.
- 2.4.16 Where it is impossible to keep the noise level below 85 dB, the Contractor shall provide all workers with ear protectors appropriate to the desired level of attenuation and the work to be performed.
- 2.4.17 The Contractor shall ensure that all workers wear the required personal protective equipment.
- 2.4.18 The Contractor shall assign a qualified person to assume the duties of custodian. The custodian shall:
- Be familiar with the procedure for working in a confined space.
  - Ensure constant communication with all workers in the confined space. The directives applied shall be adapted to confined spaces. The Contractor shall select means of communication taking into account the identified hazards and other pertinent factors, that is, the protective equipment workers are required to wear, noise levels in and near confined spaces, remoteness, lighting conditions, etc.
  - Be familiar with the gas detection devices and ensure that they are in working order throughout the work.
  - Be familiar with the back-up ventilation systems and ensure that they are in working order throughout the work.
  - Be familiar with emergency procedures.
  - Ensure that:
    - All workers entering the confined space observe the Contractor's work procedure.
    - Working conditions and the work environment inside the confined space are not detrimental to the workers' health and safety.
- 2.4.19 The custodian shall remain at the entrance to the confined space as long as there is a worker in the space.
- 2.4.20 The Contractor shall designate a person to be in charge of safety in confined spaces. This person must be present on the worksite at all times.
- 2.4.21 The same person may serve as custodian and confined spaces safety officer, as long as he or she is able to meet the requirements of both positions.

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## 2.5 HOT WORK

- 2.5.1 Hot work means any work that involves the use of an open flame or which may produce heat or sparks, such as the following work: riveting, welding, cutting, grinding, milling, burning and heating, etc.
- 2.5.2 At the start of each work shift and for each sector, the Contractor must obtain a Hot Work permit issued by the site representative.
- 2.5.3 A working handheld extinguisher appropriate to the fire hazard shall be available and readily accessible within a 5-metre radius of any flame or source of sparks or intense heat.
- 2.5.4 The Contractor shall designate a person to continuously monitor fire risks for a minimum period of one hour after the end of any hot work. This person must sign the section of the permit designated for this purpose and give it to the site representative after that hour has gone by.
- 2.5.5 Welding and cutting

In addition to the conditions set out in the preceding paragraphs, the Contractor must comply with the following requirements:

- Welding and cutting must be performed in accordance with the requirements set out in the *Safety Code for the Construction Industry*, S-2.1, r.4. and the standard CSA W117.2 *Safety in Welding, Cutting & Allied Processes*.
- Pause any activity that produces gases, vapors or flammable or combustible dust if in proximity to welding or cutting work.
- Store compressed gas cylinders on a fireproof surface and ensure that the room is well ventilated.
- Store oxygen cylinders at least six (6) metres away from cylinders containing flammable gas (e.g. acetylene) or such combustible materials as oil and grease unless they are separated by a wall made of non-combustible material as specified in section 3.13.4 of the *Safety Code for the Construction Industry*, c. S-2.1, r.4.
- Store cylinders away from heat sources.
- Do not store cylinders near stairs, exits, corridors or elevators.
- Do not allow acetylene to come into contact with such metals as silver, mercury, copper and brass with a copper content of more than 65%, to avoid the risk of explosion.
- Make sure that the electric arc welding equipment has the required voltage rating and is grounded.
- Make sure that the lead wires of the electric welding equipment are not damaged.
- Place the welding equipment on a flat surface protected from the weather.
- Put fireproof tarps in place when overhead welding is being done and there is a risk of falling sparks.

- 
- Remove or protect flammable or combustible materials located 15 metres or closer to the welding work.
  - Never weld or cut on closed containers.
  - Do not cut, weld or carry out open-flame work on a tank, pipe or other container that may contain a flammable or explosive substance or residue unless:
  - air samples have been taken, indicating that the work can be done safely, or
  - measures have been taken to ensure worker safety.

## 2.6 SCAFFOLDING

Over and above the requirements of the *Safety Code for the Construction Industry*, any Contractor who uses scaffolding must meet the following conditions:

### 2.6.1 Footings:

- Scaffolding shall be placed on solid footings so as to prevent it from sliding or tipping.
- If the Contractor wishes to place scaffolding on a roof, an eave, a canopy or a garret, the Contractor shall submit its load calculations and its plans, signed and sealed by an engineer, to the Departmental Representative and obtain the latter's authorization before beginning installation.

### 2.6.2 Assembly, bracing and anchoring

- All scaffolding shall be assembled, braced and anchored in accordance with the manufacturer's instructions and the provisions of the *Safety Code for the Construction Industry*.
- In situations where it is necessary to remove some scaffolding components (e.g. cross pieces), the Contractor, before assembling the scaffold, shall submit to the Departmental Representative an assembly procedure, signed and sealed by an engineer, certifying that the scaffolding will allow work to be carried out safely, taking into account the loads that will be applied.
- For any scaffolding structure where the span between two scaffolding supports is greater than three metres, the Contractor shall provide the Departmental Representative with an assembly plan signed and sealed by an engineer, before the scaffolding is assembled.

### 2.6.3 Fall protection during assembly

- Throughout the assembly process, workers shall be protected against falls if they are exposed to a risk of falling farther than three metres.

### 2.6.4 Platforms

- 
- Scaffold platforms shall be designed and installed in accordance with the provisions of the *Safety Code for the Construction Industry*.
  - If planks are used, they shall be approved and stamped in accordance with section 3.9.8 of the *Safety Code for the Construction Industry*.
  - Scaffolding four sections (or six metres) high or higher shall have a full platform covering the entire surface of the putlogs every 3 m or portion thereof, and at no time shall the components of such platforms be moved to create intermediate landings.

#### 2.6.5 Guardrails

- A guardrail shall be installed on every platform.
- Cross-bracing shall not be considered guardrails.
- If the platforms are not full ones, the guardrails must be installed just above the edge of the platform in such a way that there is no empty horizontal space between the platform and the guardrail.
- On scaffolding four (4) sections (or 6 metres) high or higher that require full platforms, the guardrails shall be installed on every platform at the start of work and shall remain in place until the work is finished.

#### 2.6.6 Access

- The Contractor shall ensure that access to scaffolding does not compromise worker safety.
- Where the scaffolding platforms are made up of planks, ladders shall be installed so as to ensure that any planks that extend past the edge do not prevent the workers from moving up or down.
- Notwithstanding the provisions of the *Safety Code for the Construction Industry*, stairs shall be installed on all scaffolding with six or more sets of uprights and six sections (or nine metres) high or higher.

#### 2.6.7 Protection of the public and occupants

- Where the scaffolding is installed in an area accessible to the public, the Contractor must take measures to prevent the public from accessing the scaffolding, and if need be, any work area or storage area located near this scaffolding.
- The Contractor shall install covered walkways, nets or other similar devices to protect the public and occupants from falling objects. The protection measures used must be approved by the Departmental Representative.

#### 2.6.8 Engineer's plans

- 
- In addition to those required by the *Safety Code for the Construction Industry*, the Departmental Representative reserves the right to demand engineer's plans for other scaffolding types or configurations.
  - A plan signed and sealed by an engineer is required for any scaffolding to which tarpaulins, canvases or other contrivances susceptible to wind uplift are attached.

A certificate of compliance must be signed by an engineer for all cases where an engineer's plan is required, before anyone uses the facility for which the plan was created. A copy of these documents should at all times be available at the site.

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File No. - N° du dossier  
MTC-6-39385

Id de l'acheteur - Buyer ID  
MTC-030  
N° CCC / CCC No./ N° VME - FMS

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**ANNEX "B"**

**BASIS OF PAYMENT**

PART A

Periodic monitoring on weekends and holidays from April 1, 2017, to March 31, 2022.

Annual lump sum established in relation to the scope of work for five years

YEAR 1	\$	_____
YEAR 2	\$	_____
YEAR 3	\$	_____
YEAR 4	\$	_____
YEAR 5	\$	_____
TOTAL FOR 5 YEARS	\$	_____

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## **ANNEX "C"**

### **SECURITY REQUIREMENTS CHECK LIST**

(4 extra pages)

**RECEIVED**  
DEC 22 2016



Government of Canada

Gouvernement du Canada

Contract Number / Numéro du contrat

EF 944172492

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
UNCLASSIFIED

**Canada**



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

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

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

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

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

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

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

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

Special comments: Salle mécanique (bouilloires)  
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



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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

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

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

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

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



Government of Canada / Gouvernement du Canada

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PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Périard, Céline		Title - Titre Agente des Immeubles et Infrastructures	Signature <i>Céline Périard</i>
Telephone No. - N° de téléphone 514-496-3694	Facsimile No. - N° de télécopieur 514-496-3522	E-mail address - Adresse courriel celine.periard@tpsgc.gc.ca	Date 2016/12/22
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Passemard, Mirelle		Title - Titre SC- ASU # 41	Signature <i>Mirelle Passemard</i>
Telephone No. - N° de téléphone 514-496-3531	Facsimile No. - N° de télécopieur 514-496-3327	E-mail address - Adresse courriel mirelle.passemard@pwgsc-tpsgc.gc.ca	Date 2016-12-22
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 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) Maria Mendoza Contract Security Officer, Contract Security Division Maria.Mendoza@tpsgc-pwgsc.gc.ca		Title - Titre	Signature <i>Maria Mendoza</i>
Telephone No. - N° de téléphone 514-954-4118	Facsimile No. - N° de télécopieur 514-954-4474	E-mail address - Adresse courriel	Date Dec. 22, 2016

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R.004242.001

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File No. - N° du dossier  
MTC-6-39385

Id de l'acheteur - Buyer ID  
MTC-030  
N° CCC / CCC No./ N° VME - FMS

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## **ANNEX "D" to PART 3 OF THE BID SOLICITATION**

### **ELECTRONIC PAYMENT INSTRUMENTS**

The Bidder accepts any of the following Electronic Payment Instrument(s):

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);
- Wire Transfer (International Only);
- Large Value Transfer System (LVTS) (Over \$25M)