



Royal Canadian Mounted Police Gendarmerie royale du Canada

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

Bid Receiving/Réception des soumissions  
Procurement & Contracting Services  
c/o Commissionaires, F Division  
6101 Dewdney Ave  
Regina, SK S4P 3K7

**Fax No. - N° de FAX:**  
(306) 780-5232

**INVITATION TO TENDER**

**APPEL D'OFFRES**

Proposal to: Royal Canadian Mounted Police

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

Proposition aux : Gendarmerie royale du 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 appendices ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments: - Commentaries :

THIS DOCUMENT CONTAINS A SECURITY  
REQUIREMENT

LE PRÉSENT DOCUMENT COMPORTE UNE  
EXIGENCE EN MATIÈRE DE

<b>Title – Sujet:</b> Mechanical Maintenance – Yorkton, SK		<b>Date :</b> March 24, 2017
<b>Solicitation No. – N° de l'invitation</b> M5000-17-2958/B – PW-17-00773989		
<b>Client Reference No. - No. De Référence du Client</b> 201702958		
<b>Solicitation Closes – L'invitation prend fin</b>		
<b>At / à :</b>	2 :00 pm	CST (Central Standard Time) HNC (Heure Normale du Centre)
<b>On / le :</b>	May 3, 2017	
<b>Delivery - Livraison</b> See herein — Voir aux présentes	<b>Taxes - Taxes</b> See herein — Voir aux présentes	<b>Duty – Droits</b> See herein — Voir aux présentes
<b>Destination of Goods and Services – Destinations des biens et services</b> Royal Canadian Mounted Police Yorkton Rural Detachment 15 Palliser Way Yorkton, SK S4P 2W2		
<b>Instructions</b> See herein — Voir aux présentes		
<b>Address Inquiries to – Adresser toute demande de renseignements à</b> Tania Sentes, Procurement Officer		
<b>Telephone No. – No. de téléphone</b> 639-625-3463		<b>Facsimile No. – No. de télécopieur</b> 306-780-5232
<b>Delivery Required – Livraison exigée</b> See herein — Voir aux présentes		<b>Delivery Offered – Livraison proposée</b>
<b>Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l'entrepreneur:</b>		
<b>Telephone No. – No. de téléphone</b>		<b>Facsimile No. – No. de télécopieur</b>
<b>Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>		
<b>Signature</b>		<b>Date</b>



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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 must hold a valid 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 site(s) 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; fingerprinting may be required. This information must be provided within three business days of request.
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 \(ISP\)](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 Annex A 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.

### **1.4 Procurement Ombudsman**

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the award of contracts under \$25,000 for goods and under \$100,000 for services. You have the option of raising issues or concerns regarding the solicitation, or the award resulting from it, with the OPO by contacting them by telephone at 1-866-734-5169 or by e-mail at [boa-opo@boa-opo.gc.ca](mailto:boa-opo@boa-opo.gc.ca). You can also obtain more information on the OPO services available to you at their website at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca).

### **1.5 Trade Agreements**

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



## 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.

Revision to Departmental Name: As this solicitation is issued by Royal Canadian Mounted Police (RCMP), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this solicitation, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

**This bid solicitation cancels and supersedes previous bid solicitation number M5000-17-2958/A dated 21 October 2016 with a closing of 10 November 2016 at 2:00 pm Central Standard Time. A debriefing or feedback session will be provided upon request to bidders/offerors/suppliers who bid on the previous solicitation. Solicitation M5000-17-2958/A was tendered as an Invitation to Tender (ITT) using a source list, it was not posted on Buy and Sell.**

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: sixty (60) days

Insert: one hundred and eighty (180) days

### 2.2 Submission of Bids

Bids must be submitted only to RCMP 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 RCMP will be accepted.

### 2.3 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.



## 2.4 Applicable Laws

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

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.

## 2.5 Optional Site Visit

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for a tour of the work site. The site visit will be held on **April 9, 2017 at 9:00 am at the Yorkton Rural Detachment located at 15 Palliser Way**. Bidders need to report to the front desk of the Detachment and may be requested to sign an attendance form. Bidders who do not attend or 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.

## 2.6 Promotion of Direct Deposit Initiative

The following information is not related to the solicitation process:

An initiative within the Government of Canada called the Cheque Standardization Project has been established whereby eventually for all payments, cheque stubs will no longer be printed and, with few exceptions, will be processed via direct deposit. This option is only available when payment is made in Canadian dollars for deposit into a Canadian bank account. In an attempt to be proactive, RCMP Corporate Accounting is promoting the registration of RCMP suppliers for the upcoming change in the payment process.

If you are the successful bidder on this or any other RCMP requirement, you are encouraged to register with the RCMP for direct deposit. Please contact RCMP Corporate Accounting by email to receive a form entitled *Recipient Electronic Payment Registration Request* along with instructions for completion of the form.

Should you have any questions regarding the Cheque Standardization Project or if you want to register, please contact the following email: [corporate\\_accounting@rcmp-grc.gc.ca](mailto:corporate_accounting@rcmp-grc.gc.ca)



## 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 (one hard copy)  
**Section II:** Financial Bid (one hard copy)  
**Section III:** Certifications (one 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.

#### **Section III: Certifications**

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



## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

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

#### **4.1.1 Technical Evaluation**

Submission of Evidence as described below **MUST** be included with the bidder's proposal at time of bid closing. Failure by the bidder to provide the required evidence will result in the bidder being disqualified and no further consideration will be given to the bidder and the proposal will be deemed non responsive.

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

##### **4.1.1.1. Mandatory Employee Experience and Past Performance**

To carry out the work on this requirement, the contractor must provide:

**Two (2)** qualified personnel: one to work on the heating system and one to work on the cooling system,  
**OR**

**One (1)** qualified individual who can work on both the heating and cooling systems

The bidder must provide evidence to demonstrate that the service personnel proposed to perform equipment maintenance have three (3) recent years' experience and past performance by referencing two (2) similar projects/contracts the service personnel have performed. The bidder must complete Annex B for each technician who will be performing work on this requirement in order to demonstrate that each proposed technician has the required experience.

- Recent experience is defined as experience gained from January 2012 up to and including the solicitation closing date.
- Similar is defined as maintenance service of systems comparable in size, scope and complexity to the equipment listed in Annex A, Statement of Work.





#### **4.1.1.2. Mandatory Card and Licensing Documentation**

To carry out the work on this requirement, Service Personnel proposed by the Contractor must be in possession of the required cards and/or licenses required to perform that duty, such as:

- 1) Mechanical/HVAC Journeyman Certification
- 2) Valid "Ozone Depletion Prevention (ODP)" Card
- 3) Plumber/Gas Fitter Journeyman Certification
- 4) Electrician Journeyman Certification
- 5) WHIMIS Training
- 6) Knowledge of appropriate lock-out procedures.
- 7) Training and knowledge of confined workplace procedures.
- 8) Other related certifications or job safety related training

#### **4.1.1.3. Mandatory Contractor's Experience and Past Performance**

The bidder must provide evidence of its recent years' experience and past performance by referencing three (3) similar projects/contracts. The bidder must complete Annex B in order to demonstrate that it has the required experience.

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

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

#### **4.1.2 Financial Evaluation**

**Blank Prices:** Bidders are requested to insert "\$0.00" for any item for which it does not intend to charge or for items that are already included in other prices set out in the tables. If the Bidder leaves any price blank, Canada will treat the price as "\$0.00" for evaluation purposes and may request that the Bidder confirm that the price is, in fact, \$0.00. No Bidder will be permitted to add or change a price as part of this confirmation. Any Bidder who does not confirm that the price for a blank item is \$0.00 will be declared non-responsive.

##### **4.1.2.1 Pricing Schedule 1: Firm Price**

Bidders must submit firm all inclusive prices/rates in Annex E, including all necessary tools, services, replacement or repair parts, material, labour and all related costs as detailed in Annex A, Statement of Work.

##### **4.1.2.2. Pricing Schedule 2: Extra Work – As and When Requested**

"Extra Work" will be conducted on an as and when requested basis where charges shall be made for actual labour and repair and replacement parts. Estimated quantity of hours per year for extra work is for evaluation purposes only.



When "As and When" work is requested during the contract period, the contractor must complete and submit the Appendix A - "Cost Estimate Form for Extra Work". Written authorization must be obtained from the Departmental Representative prior to conducting any extra work.

Bidders must submit a firm all inclusive Hourly Rates in Annex E (including Overhead, Profit, and all related Costs) and material cost in Canadian funds.

## **4.2 Basis of Selection**

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



## PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and associated 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 may render the bid non-responsive or constitute a default under the Contract.

### 5.1 Certifications Precedent to Contract Award and Additional Information

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

#### 5.1.1 Integrity Provisions

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 (Refer to Annex H), as applicable, to be given further consideration in the procurement process:

- Declaration of Convicted Offences (as applicable)
- Required Documentation

#### 5.1.2 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#afed) website ([http://www.esdc.gc.ca/en/jobs/workplace/human\\_rights/employment\\_equity/federal\\_contractor\\_program.page?&\\_ga=1.229006812.1158694905.1413548969#afed](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969#afed)).

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



### 5.1.3 Additional Certifications Precedent to Contract Award

#### 5.1.3.1 Former Public Servant

Refer to Annex "C"

#### 5.1.3.2 Education and Experience

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

#### 5.1.3.3. Insurance Requirements

Upon request of the Contracting Authority, the Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Annex D.

If the information is not provided in the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

## 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) apply and form part of the Contract.

All contractor personnel working on site must hold a valid "**Reliability Status Security Clearance**" issued by RCMP Departmental Security.

Only those employees whose names appear on the Contractor's payroll and have met the security clearance requirements will be allowed access to the site of the work.

### 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.

Revision to Departmental Name: As this contract is issued by Royal Canadian Mounted Police (RCMP), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this contract, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.



### **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 date of award for a **twenty-four (24) month period**.

### **6.4.2 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional twelve (12) month period under the same terms and 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 Annex E 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 Contract expiry date. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

### **6.4.3 Delivery Points**

Delivery of the requirement will be made to delivery point(s) specified at Annex "A" of the Contract.

## **6.5 Authorities**

### **6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Tania Sentes  
Procurement Officer  
Royal Canadian Mounted Police  
Corporate Management Branch  
5600 - 11th Ave  
Regina, SK S4P 3J7  
Telephone: 639-625-3463  
Facsimile: 306-780-5232

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: *(To be completed 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.

### 6.5.3 Site Authority

The Site Authority for the Contract is: *(to be completed at contract award.)*

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

E-mail address: \_\_\_\_\_

The Site Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for providing building and site information. Site 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.

## 6.6 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 - Firm Prices and "As and When"

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 E, to a limitation of expenditure of \$ \_\_\_\_\_ (to be determined at contract award). Customs duties are included and Applicable Taxes are extra, if applicable.

- a) Firm rates will be paid in accordance with Annex E, Basis of Payment, Price Schedule 1, in monthly payments



b) "As and When Requested" Work:

Any costs incurred for Extra Work will be paid, in accordance with Annex E, Basis of Payment, Price Schedule 2, and the Statement of Work, on an "As and When Requested" basis, after completion, inspection and acceptance of the work performed.

### 6.7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ (to be determined at contract award). Customs duties are included and Applicable Taxes are extra, if applicable.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum.
  - a. when it is 75 percent committed, or
  - b. four (4) months before the contract expiry date, or
  - c. as soon as the Contractor considers that the contract funds are inadequate for the completion of the Work, whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

### 6.7.3 SACC Manual Clauses

H1008C (2008-05-12) Monthly Payment  
C0705C (2010-01-11) Discretionary Audit  
A9117C (2007-11-30) T1204 – Direct Request by Customer Department

## 6.8 Invoicing Instructions

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

Invoices cannot be submitted until all work identified in the invoice has been completed.

The Contractor must distribute the invoices and reports as follows:

The original invoice and two copies monthly maintenance reports 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 Saskatchewan.

### **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 D Insurance Requirements
- (e) Annex E Basis of Payment;
- (f) Annex F, Contractor's Halocarbon Responsibilities
- (g) Annex G, Security Requirements Check List;
- (h) the Contractor's bid dated \_\_\_\_\_

### **6.12. Procurement Ombudsman**

#### **6.12.1 Dispute Resolution Services**

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will, on request, and consent of the parties, to participate in an alternative dispute resolution process to resolve any dispute between the parties respecting the interpretation or application of a term or condition of this contract and their consent to bear the cost of such process, provide to the parties a proposal for an alternative dispute resolution process to resolve their dispute.

The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at [boa-opo@boa-opo.gc.ca](mailto:boa-opo@boa-opo.gc.ca).

#### **6.12.2 Contract Administration**

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by [*the supplier or the contractor or the name of the entity awarded this contract*] respecting administration of this contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met, and the interpretation and application of the terms and conditions and the scope of the work of this contract are not in dispute.

The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at [boa-opo@boa-opo.gc.ca](mailto:boa-opo@boa-opo.gc.ca).





### **6.13 SACC Manual Clauses**

A9068C (2010-01-11), Government Site Regulations

### **6.14 Insurance – Specific Requirements**

The Contractor must comply with the insurance requirements specified in Annex D. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

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

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

### **6.15 Environmental Considerations**

Where applicable, suppliers are encouraged to consider the following environment considerations:

Deliverables:

- Provide and transmit draft reports, final reports and bids in electronic format. Should printed material be required, the use of double sided printing in black and white format is required unless otherwise specified by the Project Authority.
- When printed material is requested, the minimum recycled content of 30% is required and/or certified as originating from a sustainably managed forest.
- Recycle unneeded printed documents (in accordance with Security Requirements).

Travel Requirements/Meetings:

- Conducting meetings via telephone, teleconference, and/or video conferencing in order to minimize travel requirements is preferred;
- Contractors are encouraged to access the PWGSC Accommodation directory, which includes Eco-Rated properties. When searching for accommodation, contractors can go to that link and search for properties with Environmental Ratings, identified by Green Keys or Green Leafs that will honour the pricing for contractors.
- Contractors are encouraged to use of public/green transit where feasible.

Shipping Requirements: Where applicable, suppliers are encouraged to:

- Minimize packaging
- Include recycled content in packaging;
- Re-use packaging;
- Include a provision for a take-back program for packaging;
- Reduce/eliminate toxics in packaging.



## **ANNEX "A"**

### **Statement of Work**

#### **Maintenance of all Temperature Control Systems and Environmental Mechanical Systems**

##### **A. Description of Work**

1. Contractor to furnish "All Inclusive" Planned Preventative Maintenance Service to all Temperature Control Systems and Environmental Mechanical Systems at the RCMP Yorkton Rural Detachment located at 15 Palliser Way, Yorkton, SK in accordance with the specifications during the period of the Service Contract.
2. Monthly site visits for inspections are required and the Contractor must deal with issues brought forward by the Occupant of the building not deemed an emergency in nature.

**Note:**

- a) The Contractor will complete all inspections required by Federal, Provincial and Municipal Governments and submit the proper documentation as required.
  - b) Copies of all documentation will be retained in a Log Book on site, and will become the property of the RCMP.
3. A semi-annual meeting must be held between the RCMP and the Contractor to discuss future planning (equipment upgrades), outstanding building, occupant issues and review past building records.
  4. The repair and replacement of non-maintainable system components such as ductwork, boiler shell and tubes, unit cabinets, electrical wiring (where wiring does not form part of the equipment, i.e. motors), hydraulic and pneumatic piping, or structural supports is not included.
  5. The Contractor will provide the labour and material necessary to replace or repair worn, failed or doubtful equipment, components and parts except for the replacement of major equipment specifically named and identified in Section A.7. In which case the RCMP will pay in addition to the contract amount, the Contractor's wholesale cost and labour for the supply of equipment named in Section A.7. The Contractor will be required to obtain approval prior to replacing any equipment and may be required to provide back-up and install the following at no extra cost to the contract.
    - i) water treatment chemicals
    - ii) grease, oil and all other lubricants
    - iii) filters (all types)
    - iv) paint
    - v) belts, sheaves
    - vi) refrigerant
    - vii) anti-freeze
    - viii) pulleys
    - ix) bearings
    - x) motor mounts and vibration pads
    - xi) miscellaneous shop supplies



6. Where statistical data on equipment indicates that the failure point is approaching, for any component, the contractor shall replace or repair that component in advance to prevent a system failure.
7. Major Equipment to be serviced:

Unit #	Description	Model	Serial #
1.	SLANT/FLN LTD. BOILER	GGT374E	240199
2.	SLANT/FLN LTD. BOILER	GGT375E	240196
3.	SLANT/FLN LTD. BOILER	GGT375E	240197
4.	HWS PUMP 1	Series 80	45500L3
5.	HWS PUMP 3	Series 80	45501L3
6.	GLYCOL PUMP P 2	Series 80	45579M3
7.	GLYCOL PUMP P 8	Series 80	45580M38
8.	HWR CIR. P 5	HV1B-L38	3J275EX9
9.	HWR CIR. P 6	HV1B-L38	3J275EX9
10.	HWR CIR. P 7	HV1B-L38	3J275EX9
11.	DHW CIR. P 4	Series 100	MO9181
12.	SUMP PUMP P 9	310134	
13.	DUNHAM BUSH AHU #1	HAH -80	83M004
14.	DUNHAM BUSH RF #1	HAH -80	83M003
15.	DUNHAM BUSH AHU #2	HAH -22	83M00
16.	DUNHAM BUSH AHU #3	BMA – 140X	118359
17.	ARMSTRONG HUMIDIFIER H-1	EHU-401	7106
18.	ARMSTRONG HUMIDIFIER H-2	EHU-401	7105
19.	HEAT EXCHANGER : ARMSTRONG	W-127-44-1	
20.	AIR COMPRESSOR	JUBL-5554	8959
21.	AIR DRYER	A-4210-1	
22.	DOMESTIC HOTWATER HEATER	JWA-70-250-02	003444
23.	DUNHAM BUSH UNIT HTR PH-1	V250G	83D11
24.	DUNHAM BUSH UNIT HTR PH-2	C540F	83C139
25.	DUNHAM BUSH UNIT HTR PH-3	C540F	83C15
26.	DUNHAM BUSH UNIT HTR PH-4	C540F	83C17
27.	DUNHAM BUSH UNIT HTR PH-5	C400F	83CU97
28.	SUPPLY FAN – PENN SF-1	Z-14	



29.	DUNHAM BUSH FLOW FF-1	M11A03	
30.	DUNHAM BUSH FLOW FF-2	M-HA04	
31.	DUNHAM BUSH FLOW FF-3	M11A04	
32.	DUNHAM BUSH A/C UNIT	RCU-020TS	70733201A83LL
34.	PENN EXHAUST FAN EF-1	Z-12	
35.	PENN EXHAUST FAN EF-14	Z-10	
36.	THROUGH #53 - PENN EXHAUST FAN EF-13, 16, 19,26, 27, 29	Z-10	
54.	THROUGH #56 - PENN EXHAUST FAN EF-17, 22, 23	Z-10	
57.	PENN EXHAUST FAN SF - 18	Z-12	
58.	PENN EXHAUST FAN EF – 24	Z-8	
59.	PENN EXHAUST FAN SF - 18	Z-145	
60.	PENN EXHAUST FAN EF – 20	AT-10	
61.	RANTE EXHAUST FAN EF-15	FMX-36B	
62.	BOILER B-B4; SLANTF / FIN	99374HXP230600	
63.	BOILER CIRC, PUMP; MYERS	HJ33B	
64.	CIRC. PUMP; ARMSTRONGSSC	100	
65.	CONDENSING UNIT; NCARRIER	38AK007	
66.	COOLING COIL; ENGINEERED AIR		
67.	FUME HOOD EXH FAN; TWIN CITY	BVC-122	
68.	FUME CANOPY EXH. FAN; TWIN CITY	BVC-122	
69.	FUME CABINET EXH. FAN; TWIN CITY	CSP-108A	
70.	DARKROOM EXH. FAN ; TWIN CITY	CSP127A	
71.	HUMIDIFIER; NOTREC N HMC	020301089321001	
72.	CELL-COND. COIL; TEMSTARTC	Z5018	
73.	CELL-COOLING COIL; TEMPSTARBH	3048 SKB	
74.	EXT MANHOLE SUMP PUMP; BEATTY	5607949	
75.	WATER SOFTNER		



## **B. General Conditions**

1. The Contractor must view the requirements of the contract and make their own computations of materials and equipment required to properly perform this contract prior to visiting the site.
2. The premises will be occupied during the performance of the contract and the Contractor shall cooperate and coordinate any interruptions of the existing service with the RCMP Site Authority. The Contractor shall abide by all applicable ground rules, regulations. Work shall be carried out in a complete and satisfactory manner to the RCMP.
3. All work to be performed must be conducted during regular working hours. Where services may involve disruption of office work, prior notification must be given to the RCMP Site Authority no less than fourteen (14) days in advance.
4. The RCMP must provide the Contractor with reasonable access to all equipment covered in this contract, however, whenever possible, the maintenance service is to be performed during normal working hours.
5. The RCMP agrees to permit the Contractor to start and stop all primary equipment as require to perform the required services, with prior arrangement with the RCMP Site Authority.
6. For each preventative maintenance scheduled visit, the Contractor must:
  - i) provide the RCMP Site Authority with a detailed service plan, outlining tasks to be performed for that visit. This can be one annual submission covering all service calls;
  - ii) upon completion of a scheduled service call provide the RCMP Site Authority with a detailed service report listing work performed;
  - iii) no interruption or stoppage of work will be allowed after the start of a scheduled maintenance service.
7. The Contractor must use on this contract only qualified Tradesmen. Apprentices will be allowed, and must be under the supervision of a qualified Tradesman.
8. Where annual leak tests are performed on refrigeration equipment; they are to be indicated separately in the Halocarbon Log book from any other maintenance performed at the same time. Leak test notices are to be posted on equipment. See site log book for requirements.
9. If equipment has had a loss of refrigerant, a leak test must be completed before system is made operational and a leak test notice has to be posted on the piece of equipment.
10. In the event that the RCMP alters, modified, changed or moves the system covered by this contract, notice will be given to the Contractor and any price changes, as a result of this action, is to be mutually agreeable.
11. The Contractor will not be held responsible for costs, including labour for damage cause by:
  - i) power surges, brown outs or other acts of God;
  - ii) delays caused by the unavailability of materials or equipment IF the Contractor can prove the delay is for reasons beyond their control;
  - iii) or to the building resulting from equipment failure, IF the Contractor can prove they made every reasonable effort to effect immediate repairs to the equipment and to minimize damage to the building.



**NOTE:**

1. Inspection of cooling system must be carried out by qualified personnel who are in possession of a valid "Ozone Depletion Prevention (ODP)" Card. Personnel performing work on the Natural gas system or safety controls must be in possession of a valid gas license that reflects the input of the appliance.
2. Ensure that all applicable health and safety procedures are followed. These include the electrical lock and tag procedures, and any other procedures that are deemed necessary given location or on-site protocols. (A qualified electrician may be required to carry out the work within this checklist).
3. All refrigerant leaks from the unit must be reported and recorded on Leak Test Tag Sheets (Appendix B) as per the protocol laid out in the Federal Halocarbon Regulations.
4. All information pertaining to the maintenance of the refrigeration machine must be followed as per Schedule 2 of the Federal Halocarbon Regulations (Contractor Halocarbon Responsibilities – Annex F).
5. The refrigeration system where all components must be leak tested a minimum of annually on all systems greater than 19Kw (5.4 tons). (This is as rated by the manufacturer).
6. The protocols for service should be in place and followed as they relate to the Federal Halocarbon Regulations.

**C. Work Schedule**

1. Maintenance Service must include the prescribed number of service inspections to the following equipment as indicated:

**a) Boilers**

- i) one pre-season inspection during the cooling season.
- ii) monthly preventative maintenance inspections during the heating season to include a seasonal start-up inspection.
- iii) monthly water treatment inspections and log reports to be forwarded to the RCMP Site Authority.

**b) Water Treatment**

- i) perform monthly inspections and test on chemical feed and bleed equipment operations and treatment levels.

**c) Pumps**

- i) one inspection of all pumps.
- ii) monthly inspections of pumps in operation (total of 12/year).



**d) Air Conditioning and Condensing Units**

- i) perform a season shutdown of systems.
- ii) perform five (5) operational inspections monthly during summer operation.
- ii) perform two (2) inspections to systems during winter shut down period.
- iv) perform a seasonal startup of all systems.
- v) perform two (2) equipment leak tests as per FHR 2003 regulations (April, October).

**e) Central Fan Systems**

- i) perform an extensive inspection of the systems motors, coils, and all related components.
- ii) perform monthly operational inspections of the systems.
- iii) perform regular monthly filter inspections.
- iv) provide no less than nine (9) filter changes a year - Six (6) throughout May to October and three (3) throughout November to April.

**f) Unitary Fan System**

- i) perform annually a major inspection of all unitary fan systems.
- ii) perform semi-annually a minor inspection of all fan systems.

**g) Terminal Units**

Unit ventilator, heaters, fans, coils, radiation, induction units, reheat coils, dual and variable air boxes.

- i) perform annually, an inspection on all terminal units.

**h) Automatic Temperature Controls**

- i) perform two (2) complete calibration and operational checks of all control systems prior to heating and cooling season (April, October).

**i) Emergency Electrical Generator**

- i) perform monthly inspections on engine, generator and related components .
- ii) perform annual servicing including 2 hour load test as per CAN/CSA 282-15.

**D. Emergency Service Calls**

1. Emergency service shall be available 24 hours a day, 365 days per year.
2. The Contractor shall provide to the RCMP Site Authority, a name and telephone number of a local representative to be contacted in the event of an emergency.
3. The Contractor will guarantee to respond to an emergency call within four (4) hours. Failure to do so will constitute approval for the RCMP to make other arrangements for emergency service. The Contractor will be responsible for all costs incurred by this action.
4. Emergency calls not related to equipment failures are extra to the contract.



## **E. Performance Records**

1. The Contractor must provide to the RCMP Site Authority a "Service Program Log" identifying scheduled inspections for the required services to be performed upon the individual pieces of equipment as described within Annex "A" with fourteen (14) days after contract award.
2. All inspections and services performed shall be logged by service report upon completion of each service or inspection rendered. A copy of such services or inspection reports must be left with the RCMP Site Authority immediately upon completion of work performed.

## **F. Components Repair/Replacement**

1. The Contractor shall be solely responsible for the installation costs and the costs of replacement parts, components and equipment as may be required except as provided for in Part F2.
2. All replacement costs for major equipment specifically named and identified in Section A.7 shall be wholesale costs and will be the responsibility of the RCMP. The Contractor will be responsible for all related labour costs necessary to complete the installation. Parts identified in Section A.5 which are required to maintain the major components are the responsibility of the Contractor.
3. All replacement parts used are to be of like or of the current design to minimize system depreciation or obsolescence.
4. The Contractor must provide the RCMP Site Authority with make/model and serial number whenever any of the major equipment listed in A.7 is replaced.

## **G. Inspections**

1. Work to be performed upon each inspection related to specific components of the system shall be no less than as listed below per inspection as identified in Part C "Work Scheduled".

### **Boilers**

- i) Pre-season Inspection
  - a) Inspect fireside of boiler and record condition.
  - b) Brush and vacuum soot from flues and combustion chamber.
  - c) Inspect firebrick and refractory for defects.
  - d) Visually inspect boiler pressure vessel for possible leaks and record condition.
  - e) Disassemble, inspect and clean low water cut off.
  - f) Check hand valves and automatic feed equipment. Repack and adjust as required.
  - g) Inspect, clean and lubricate the burner and combustion control equipment.
  - h) Reassemble boiler.
  - i) Check burner sequence of operation and combustion air equipment.
  - j) Check fuel piping for leaks and proper support.
  - k) Clean and paint external surfaces as required.
  - l) Clean boiler room.





- ii) Seasonal Start-Up
  - a) Review manufacturer's recommendations for boiler and burner start-up.
  - b) Check fuel supply.
  - c) Check auxiliary equipment operation.
  - d) Inspect burner, boiler and controls prior to start-up.
  - e) Start burner, check operating controls. Test safety controls and pressure relief valve.
  - f) Perform combustion tests and adjust burner for maximum efficiency.
  - g) Log all operating conditions.
  - h) Review operating procedures and owner's log with boiler operator.
- iii) Monthly Preventative Maintenance
  - a) Review owner's log. Log all operating conditions.
  - b) Inspect boiler and burner and make adjustments as required.
  - c) Test low water cut-off and pressure relief valve.
  - d) Check operating and safety controls.
  - e) Review boiler operation with boiler operator.
- iv) Seasonal Shut Down
  - a) Review owner's log. Log all operating conditions.
  - b) Shut off burner and open electrical disconnect.
  - c) Close fuel supply valves.
  - d) Review boiler operations with boiler operator.

## Pumps

- i) Annual Inspections
  - a) Lubricate pump bearings per manufacturer's recommendations.
  - b) Lubricate motor bearings per manufacturer's recommendations.
  - c) Tighten all nuts and bolts. Check motor mounts and vibration pads. Replace and adjust as required.
  - d) Visually check pump alignment and coupling.
  - e) Check motor operating conditions.
  - f) Inspect electrical connections and contactors.
  - g) Check and clean strainers and check hand valves.
  - h) Inspect mechanical seals. Replace as required.
  - i) Inspect pump packing. Replace and adjust as required.
  - j) Verify gauges for accuracy.
  - k) Clean and paint external surfaces as required
- ii) Monthly Inspections
  - a) Lubricate pump bearings per manufacturer's recommendations.
  - b) Lubricate motor bearings per manufacturer's recommendations.
  - c) Check suction and discharge pressures.
  - d) Check packing or mechanical seal.



## Water Treatment

- i) Monthly Inspections
  - a) Chemically test the system water for proper treatment levels.
  - b) Adjust the treatment level for proper operation.
  - c) Furnish to the customer a written report of the test and inspection results including recommendations.
  - d) Inventory the remaining water treatment chemicals supply and re-order as required.

## Air Conditioning and Condensing Units

### 1. Air Conditioning Unit

Documentation of service and repair work must adhere to FHR 2003 guidelines. Perform equipment leak tests as per FHR 2003 Regulation twice a year, pre and post season (April, October)

- i) Pre-Season Inspection
  - a) Check belts, sheaves and coupling alignment. Replace and adjust as required.
  - b) Check compressor oil level, acid test oil and meg hermetic motor. Change oil and refrigerant filter dryer as required.
  - c) Check compressor crankcase heater operation.
  - d) Check vibration eliminators. Replace or adjust as required.
  - e) Inspect electrical connections, contactors, relays and operating safety controls.
  - f) Clean and paint external surfaces as required.
  - g) Check freeze protection.
- ii) Season Start-Up
  - a) Review manufacturer's recommendations for start-up.
  - b) Check auxiliary equipment operation.
  - c) Energize crankcase heater per manufacture's recommendations for crankcase warm-up.
  - d) Check and test all operating and safety controls.
  - e) Start chilled water pump, condenser water pump and cooling tower.
  - f) Start water chiller.
  - g) Check refrigerant charge, oil level and oil pressure.
  - h) Log all operating conditions after unit stabilizes.
  - i) Review operating procedures and owner's log with chiller operator.
- iii) Monthly Preventative Maintenance
  - a) Review owner's log. Log all operating conditions.
  - b) Inspect chiller and make adjustments as required.
  - c) Cycle operating controls and check unloaders.
  - d) Review chiller operation with chiller operator.
  - e) Check freeze protection.



## 2. Condensing Units

- i) Air Cooled - Start Up Inspection
  - a) Review manufacturer's recommendations for startup.
  - b) Energize crankcase heater per manufacturer's recommendations for warm-up.
  - c) Remove all debris from within and around unit.
  - d) Visually inspect for leaks.
  - e) Check belts, pulleys and mounts. Replace and adjust as required.
  - f) Lubricate fan and motor bearings per manufacturer's recommendations.
  - g) Inspect electrical connections, containers, relays and operating/safety controls.
  - h) Check motor operating conditions.
  - i) Check and clean fan blades as required.
  - j) Check and clean coil. Straighten fins as required.
  - k) Check vibration eliminators. Replace or adjust as required.
- ii) Condensing Units.
  - a) Check compressor oil level, acid test oil and meg hermetic motor.
  - b) Check oil and refrigerant filter dryer as required.
  - b) Check and test all operating and safety controls.
  - c) Check operating conditions. Adjust as required.
  - d) Clean and paint external surfaces as required.
- iii) Monthly Inspections
  - a) Visually inspect for leaks.
  - b) Lubricate fan bearings per manufacturer's recommendations.
  - c) Lubricate motor bearings per manufacturer's recommendations.
  - d) Check belts and sheaves. Replace and adjust as required.
  - e) Clean and straighten fins as required.
  - f) Check operating conditions. Adjust as required.
  - g) Clean coil monthly.
- iv) Water Cooled - Start-Up Inspection
  - a) Review manufacturer's recommendations for start-up.
  - b) Energize crankcase heater per manufacturer's recommendations for warm-up.
  - c) Visually inspect for leaks.
  - d) Vent system of trapped air.
  - e) Inspect electrical connections, contactors, relays and operating/safety controls.
  - f) Check vibration eliminators. Replace or adjust as required.
  - g) Check compressor oil level, acid test oil and meg hermetic motor.
  - h) Change oil and refrigerant filter dryer as required.
  - i) Check and test all operating and safety controls.
  - j) Check operating conditions. Adjust as required.
  - k) Clean and paint external surfaces as required.



### **3. Central Fan Systems**

- i) Annual Inspection
  - a) Check and clean fan assembly.
  - b) Lubricate fan bearings per manufacturer's recommendations.
  - c) Lubricate motor bearings per manufacturer's recommendations.
  - d) Check belts and sheaves. Replace and adjust as required.
  - e) Tighten all nuts and bolts.
  - f) Check motor mounts and vibration pads. Replace and adjust as required.
  - g) Check motor operating conditions.
  - h) Inspect electrical connections and contractors.
  - i) Lubricate and adjust associated dampers and linkage.
  - j) Check fan operation.
  - k) Clean outside air intake screen.
  - l) Check and clean drains and drain pans.
  - m) Check filter advancing mechanism. Lubricate and adjust as required.
  - n) Inspect filters. Change as required.
  - o) Check heating and cooling coils.
  - p) Inspect humidifier.
  - q) Clean and paint external surfaces as required.
- ii) Monthly Inspection
  - a) Lubricate fan bearings per manufacturer's recommendations.
  - b) Lubricate motor bearings per manufacturer's recommendations.
  - c) Check belts and sheaves. Replace and adjust as required.
  - d) Clean outside air intake screen.
  - e) Check filter advancing mechanism. Lubricate and adjust as required.
  - f) Inspect filters. Change as required.
  - g) Check heating and cooling coils.
  - h) Check humidifier.

### **4. Unitary Fan Systems**

- i) Fan - Annual Inspection
  - a) Check and clean fan assembly.
  - b) Lubricate fan bearings per manufacturer's recommendations.
  - c) Lubricate motor bearings per manufacturer's recommendations.
  - d) Check belts and sheaves. Replace and adjust as required.
  - e) Tighten all nuts and bolts.
  - f) Check motor mounts and vibration pads. Replace and adjust as required.
  - g) Check motor operating conditions.
  - h) Inspect electrical connections and contactors.
  - i) Lubricate and adjust associated dampers and linkage.
  - j) Check fan operation.
  - k) Clean and paint external surfaces as required.



ii) Monthly Inspections

- a) Lubricate fan bearings per manufacturer's recommendations.
- b) Lubricate motor bearings per manufacturer's recommendations.
- c) Check belts and sheaves. Replace and adjust as required.
- d) Check for operation.

**5. Terminal Units**

i) Unit Ventilator - Annual Inspection

- a) Brush and vacuum grills, coils, fan and unit interior.
- b) Lubricate fan and motor bearings as per manufacturer's recommendations.
- c) Check belts and sheaves. Replace and adjust as required.
- d) Check and clean drains and drain pans.
- e) Check and clean strainers. Check steam traps and hand valves. Inspect filters.
- f) Check unit operating conditions.
- g) Lubricate and adjust dampers and linkage.
- h) Clean and paint exterior surfaces as required.

ii) Unit Heaters - Annual Inspection

- a) Brush and vacuum coil, fan and housing as required.
- b) Lubricate fan and motor bearings per manufacturer's recommendations.
- c) Check belt and sheaves. Replace and adjust as required.
- d) Check and clean strainers. Check steam traps and hand valves.
- e) Inspect electrical connections, contactors, relays and operating/safety controls.
- f) Check unit operations. Adjust as required.
- g) Clean and paint exterior surfaces as required.

iii) Fan Coils - Annual Inspection

- a) Brush and vacuum coil, grills, fan and unit interior.
- b) Lubricate fan and motor bearings per manufacturer's recommendations.
- c) Check belt and sheaves. Replace and adjust as required.
- d) Check and clean drains and drain pans.
- e) Check and clean strainers.
- f) Check steam traps and hand valves.
- g) Check operating conditions.
- h) Clean and paint exterior surfaces as required.

iv) Radiation - Annual Inspection

- a) Visually inspect fins/cast iron. Clean as required.
- b) Check and clean strainers.
- c) Check steam traps and hand valves.



- v) Induction Units - Annual Inspection
  - a) Visually inspect coil. Clean as required.
  - b) Check and clean drains and drain pans.
  - c) Clean discharge grill.
  - d) Check and clean strainers. Check steam traps and hand valves.
  - e) Clean and paint exterior surfaces as required.
- vi) Reheat Coils - Annual Inspection
  - a) Visually inspect coil. Clean as required.
  - b) Check and clean strainers. Check steam traps and hand valves.
  - c) Inspect electrical connections, relays, contactors and operating/safety controls.
- vii) Boxes: Dual & Variable Air Volume - Annual Inspection
  - a) Inspect box for duct work connection.
  - b) Lubricate and adjust dampers and linkage.

## **6. Automatic Temperature Controls**

- i) Air Compressor - Monthly
  - a) Drain tank and check traps.
  - b) Check oil and check oil level and change oil bi-annually.
  - c) Check belt and sheaves and change as required.
  - d) Change suction filter as required and clean semi-annually.
  - e) Check unloader and check valve.
  - f) Check high pressure safety valve.
  - g) Check motor operating conditions and lubricate.
  - h) Check PE switch, starter and alternator.
  - i) Clean and paint as required.
  - j) Record compressor run time.
- ii) Refrigerated Air Dryer - Monthly
  - a) Check and record refrigerant pressure (33).
  - b) Check and record refrigerant temperature (35).
  - c) Clean condenser and cover grills.
  - d) Check drain tap and bypass valves.
  - e) Clean and paint as required.
- iii) Filter & Pressure Reducing Station - Monthly
  - a) Check particle filters (change every 6 months)
  - b) Check oil filter (change as required)
  - c) Check and record pressure reducing valve settings.
  - d) Check low pressure safety valve.
- iv) Time Clocks
  - a) Check and record operation and settings.
  - b) Check solenoid air valve and clock bypass switch.



- v) Boiler, Chiller, Convertor, Pump & Zone Control
  - a) Calibrate all controllers. Change filters as required.
  - b) Calibrate all transmitter and receiver gauges.
  - c) Check all PE Switches.
  - d) Check all control valves and change diaphragm as required.
  - e) Check all pilot positioners.
  - f) Check all auxiliary control devices.
- vi) Fan System & HVAC Unit Controls
  - a) Review sequence of operation.
  - b) Check all dampers and lubricate.
  - c) Check pilot positioners.
  - d) Check all control valves and change diaphragm as required.
  - e) Calibrate all controllers. Change filters as required.
  - f) Calibrate all transmitters and receiver gauges.
  - g) Check all solenoid air valves. PE switches and air valves.
  - h) Check all auxiliary control devices.
  - i) Clean/wipe down panel face.
  - j) Check operation of all freeze protection equipment.
  - k) Check, clean and calibrate all humidity controls and devices.

#### **7. Room - Terminal Unit Controls**

- a) Check and calibrate all room stats.
- b) Check all control valves, diaphragm as required.
- c) Check operation of unit coil steam traps.
- d) Check operation of all dampers and lubricate as required.
- e) Check all PE switches. (solenoid air valves) and limit controls.
- f) Check operations of all auxiliary devices.

#### **8. Emergency Electrical Generator**

- i) Monthly Inspection
  - a) Inspect complete unit for leaks etc.
  - b) Check engine oil level.
  - c) Check radiator coolant level.
  - d) Check electrolyte level of battery.
  - e) Start engine for 30 minutes (ensure engine reaches operating temp of 180F/82.2C).
  - f) Check fuel level, fill if required.
  - g) Record engine hours in log.



## ANNEX B MANDATORY TECHNICAL CRITERIA

### Mandatory Employee Experience and Past Performance -

To carry out the work on this requirement, the contractor must provide:

Two (2) qualified personnel: one to work on the heating system and one to work on the cooling system,

OR

One (1) qualified individual who can work on both the heating and cooling systems

In the event where the information for any of the service personnel cannot be confirmed by the client contacts named in the proposal, the proposal will be considered non-responsive and no further consideration will be given to the proposal.

A copy of the Mandatory Card and Licencing Documentation listed in Section 4.1.1.2 must be included with the bid for each service personnel listed below.

Refer to PART 3 & 4 - BID PREPARATION INSTRUCTIONS & EVALUATION PROCEDURES

HEATING SYSTEM		
Name of Service Personnel: _____		
Name of client organization or Company:	Project/Contract Reference #1: _____	Project/Contract Reference #2: _____
Name and title of client contact who can confirm the information presented in the proposal:	Name: _____ Title: _____	Name: _____ Title: _____
Telephone and e-mail address of client contact:	Phone #: _____ E-mail: _____	Phone #: _____ E-mail: _____
Performance period of the project or contract (indicate year, month , day):	From: _____ (year/month/day) To: _____ (year/month/day)	From: _____ (year/month/day) To: _____ (year/month/day)





**COOLING SYSTEM**

Name of Service Personnel: \_\_\_\_\_

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



### Contractor's Experience and Past Performance

The bidder must provide evidence of its recent experience and past performance by referencing three (3) similar projects/contracts. The bidder must complete the following form in order to demonstrate that it has the required experience.

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

Refer to PART 3 & 4 - BID PREPARATION INSTRUCTIONS & EVALUATION PROCEDURES

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

(Please attach a separate sheet if required)



## ANNEX C

### CERTIFICATIONS PRECEDENT TO CONTRACT AWARD

The certifications listed below should be completed and submitted with the bid, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

#### C.1 Former Public Servant Certification

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.

### Certification

The Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.



## **ANNEX D INSURANCE REQUIREMENTS**

### **COMMERCIAL GENERAL LIABILITY INSURANCE REQUIREMENTS**

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
  - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.



- I. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
- m. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

Send to:

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

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



## ANNEX E BASIS OF PAYMENT

### Please Note:

- Annex E must be completed in its entirety, including the option years and rate per hour pricing. Bidders are requested to insert "\$0.00" for any item for which it does not intend to charge or for items that are already included in other prices set out in the tables. If the Bidder leaves any price blank, Canada will treat the price as "\$0.00" for evaluation purposes and may request that the Bidder confirm that the price is, in fact, \$0.00. No Bidder will be permitted to add or change a price as part of this confirmation. Any Bidder who does not confirm that the price for a blank item is \$0.00 will be declared non-responsive.
- Prices are firm.
- Firm Prices are to be in Canadian Dollars.
- Prices do not include GST, however GST will be added as a separate item, if applicable, on any invoice issued as a result of a Contract.

### **BIDDER'S PRICING:**

#### **Pricing Schedule 1: Mechanical Maintenance Services**

Including all necessary tools, services, replacement or repair parts, materials, labour and related costs as detailed in Annex A.

**Table 1.1**

Item	Mechanical Maintenance Services	Monthly Rate	Term	Extended Price
1	Initial twenty-four (24) month term.	\$_____/mth	X 24 months =	\$_____
EXTENDED PRICE SUB-TOTAL Table 1.1:				\$_____(1)

**Table 1.2**

Item	Mechanical Maintenance Services	Monthly Rate	Term	Extended Price
1	First twelve month option period	\$_____/mth	X 12 months =	\$_____
2	Second twelve month option period	\$_____/mth	X 12 months =	\$_____
EXTENDED PRICE SUB-TOTAL Table 1.2:				\$_____(2)

Pricing Schedule 1: Mechanical Maintenance Services				Total Price
TOTAL PRICE Table 1.1 & Table 1.2 = (1) + (2) :				\$_____(3)



## Pricing Schedule 2: Extra Work – As and When Requested

"Extra Work" will be conducted on an as and when required basis. Estimated quantity of hours per year for extra work is for evaluation purposes only.

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

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

**Table 2.1 – Pricing to cover initial twenty-four (24) month term  
DURING REGULAR WORKING HOURS (0800-1700 Monday through Friday)**

Extra Work – As and When Requested	Price per Hour (a)	*Estimated Hours (b)	Extended Price (a) x (b)
<b>Certified Journeyman:</b>			
Mechanical/HVAC	\$_____/hr	10	\$_____
Plumber/gas fitter	\$_____/hr	10	\$_____
Electrician	\$_____/hr	10	\$_____
EXTENDED PRICE SUB-TOTAL Table 2.1 :			\$_____(1)

**Table 2.2 – Pricing to cover initial twenty-four (24) month term  
OUTSIDE REGULAR WORKING HOURS (including all day Saturday)**

Extra Work – As and When Requested	Price per Hour (a)	*Estimated Hours (b)	Extended Price (a) x (b)
<b>Certified Journeyman:</b>			
Mechanical/HVAC	\$_____/hr	10	\$_____
Plumber/gas fitter	\$_____/hr	10	\$_____
Electrician	\$_____/hr	10	\$_____
EXTENDED PRICE SUB-TOTAL Table 2.2 :			\$_____(2)





**Table 2.3 – Pricing to cover initial twenty-four (24) month term  
SUNDAYS & STAUTORY HOLIDAYS**

Extra Work – As and When Requested		Price per Hour (a)	*Estimated Hours (b)	Extended Price (a) x (b)
<b>Certified Journeyman:</b>				
	Mechanical/HVAC	\$_____/hr	10	\$_____
	Plumber/gas fitter	\$_____/hr	10	\$_____
	Electrician	\$_____/hr	10	\$_____
EXTENDED PRICE SUB-TOTAL Table 2.3 :				\$_____(3)

**Table 2.4 – Pricing to cover first twelve (12) month option period  
DURING REGULAR WORKING HOURS (0800-1700 Monday through Friday)**

Extra Work – As and When Requested		Price per Hour (a)	*Estimated Hours (b)	Extended Price (a) x (b)
<b>Certified Journeyman:</b>				
	Mechanical/HVAC	\$_____/hr	10	\$_____
	Plumber/gas fitter	\$_____/hr	10	\$_____
	Electrician	\$_____/hr	10	\$_____
EXTENDED PRICE SUB-TOTAL Table 2.4 :				\$_____(4)

**Table 2.5 – Pricing to cover first twelve (12) month option period  
OUTSIDE REGULAR WORKING HOURS (including all day Saturday)**

Extra Work – As and When Requested		Price per Hour (a)	*Estimated Hours (b)	Extended Price (a) x (b)
<b>Certified Journeyman:</b>				
	Mechanical/HVAC	\$_____/hr	10	\$_____
	Plumber/gas fitter	\$_____/hr	10	\$_____
	Electrician	\$_____/hr	10	\$_____
EXTENDED PRICE SUB-TOTAL Table 2.5 :				\$_____(5)



**Table 2.6 – Pricing to cover first twelve (12) month option period  
SUNDAYS & STAUTORY HOLIDAYS**

Extra Work – As and When Requested		Price per Hour (a)	*Estimated Hours (b)	Extended Price (a) x (b)
<b>Certified Journeyman:</b>				
	Mechanical/HVAC	\$_____/hr	10	\$_____
	Plumber/gas fitter	\$_____/hr	10	\$_____
	Electrician	\$_____/hr	10	\$_____
EXTENDED PRICE SUB-TOTAL Table 2.6 :				\$_____(6)

**Table 2.7 – Pricing to cover the 2<sup>nd</sup> twelve (12) month option period  
DURING REGULAR WORKING HOURS (0800-1700 Monday through Friday)**

Extra Work – As and When Requested		Price per Hour (a)	*Estimated Hours (b)	Extended Price (a) x (b)
<b>Certified Journeyman:</b>				
	Mechanical/HVAC	\$_____/hr	10	\$_____
	Plumber/gas fitter	\$_____/hr	10	\$_____
	Electrician	\$_____/hr	10	\$_____
EXTENDED PRICE SUB-TOTAL Table 2.7 :				\$_____(7)



**Table 2.8 – Pricing to cover the 2<sup>nd</sup> twelve (12) month option period  
OUTSIDE REGULAR WORKING HOURS (including all day Saturday)**

Extra Work – As and When Requested	Price per Hour (a)	*Estimated Hours (b)	Extended Price (a) x (b)
<b>Certified Journeyman:</b>			
Mechanical/HVAC	\$_____/hr	10	\$_____
Plumber/gas fitter	\$_____/hr	10	\$_____
Electrician	\$_____/hr	10	\$_____
EXTENDED PRICE SUB-TOTAL Table 2.8 :			\$_____(8)

**Table 2.9 – Pricing to cover the 2<sup>nd</sup> twelve (12) month option period  
SUNDAYS & STAUTORY HOLIDAYS**

Extra Work – As and When Requested	Price per Hour (a)	*Estimated Hours (b)	Extended Price (a) x (b)
<b>Certified Journeyman:</b>			
Mechanical/HVAC	\$_____/hr	10	\$_____
Plumber/gas fitter	\$_____/hr	10	\$_____
Electrician	\$_____/hr	10	\$_____
EXTENDED PRICE SUB-TOTAL Table 2.9 :			\$_____(9)



**Table 2.10**

<b>Pricing Schedule 2: Extra Work – As and When Requested</b>	<b>Total Price</b>
<b>TOTAL PRICE Table 2.1 to Table 2.9 = (1) + (2) + (3) + (4) + (5) + (6) + (7)+ (8) + (9):</b>	<b>\$_____ (10)</b>

**Table 3**

<b><u>TOTAL ASSESSED PROPOSAL PRICE:</u></b>		<b>Sum of Bidder's Pricing:</b>
<b>1</b>	<b>Pricing Schedule 1: Table 1.3 Total Price (3)</b> Mechanical Maintenance:	<b>\$_____ (3)</b>
<b>2</b>	<b>Pricing Schedule 2: Table 2.10 Total Price (10)</b> Extra Work "As and When Required" :	<b>\$_____ (10)</b>
<b>Subtotal</b>		<b>\$_____ (11)</b>
<b>Total Assessed Proposal Price</b>		<b>\$_____ (11)</b>



**Appendix A**  
**COST ESTIMATE FORM FOR EXTRA WORK**

**Contractor:** \_\_\_\_\_ **Contract #** \_\_\_\_\_  
**Date:** \_\_\_\_\_

<b>Description of Work:</b>					
(Please attach a separate sheet if required)					
<b>Direct Costs</b>		<b>Hourly Rate(s) as per Contract</b>			
<b>(i) Direct Labour</b>	<b># of Hours</b>	Mechanical/ HVAC	Plumber/ gas fitter	Electrician	<b>Total</b>
Repair Work Labour					
Emergency Calls Labour					
Other Labour (Specify: _____)					
<b>Total Direct Labour</b>					<b>\$ _____ (i)</b>
<b>(ii) Direct Material Costs*</b>	<b>Contractor's Wholesale Cost</b>			<b>Total</b>	
Replacement Parts					
Repair Parts					
Other Material (Specify: _____)					
<b>Total Direct Material Costs</b>					<b>\$ _____ (ii)</b>
<b>(iii) Other Direct Costs</b>					<b>Total</b>
Other (Specify: _____)					
<b>Total Other Direct Costs</b>					<b>\$ _____ (iii)</b>
<b>Sum of Total Direct Costs (i + ii + iii) (GST/HST extra)</b>					<b>= TOTAL PRICE \$ _____</b>

Contractor signature: \_\_\_\_\_ RCMP Approval: \_\_\_\_\_

Print Name: \_\_\_\_\_ Print Name: \_\_\_\_\_



## Annex F

### Contractors Halocarbon Responsibilities

This information sheet is a non-exhaustive list of contractor responsibilities under the Federal Halocarbon Regulations 2003, pursuant to the Canadian Environmental Protection Act 1999. By signing this agreement, the contractor acknowledges and understands these responsibilities when work is carried out on PWGSC owned and/or managed halocarbon-containing equipment. Deviation from these responsibilities should be brought to the attention of PWGSC contract authority immediately, and may result in termination of the contract.

- Only a certified and licensed technician may install, service, leak test or charge a halocarbon containing equipment that is owned and/or managed by PWGSC
- Any work done on a halocarbon air conditioning or refrigeration system that is owned and/or managed by PWGSC must be done in accordance with the *Environmental Code of Practice for Elimination of Fluorocarbon Emissions from Refrigeration and Air Conditioning Systems, 1996*.
- If a leak test is conducted on a piece of air conditioning or refrigeration equipment, the contractor will affix a notice containing ALL of the information as required in Schedule 2, item 2 of the FHR 2003: a) name and address of owner of the system, b) name of operator of the system, c) specific location of the system d) description of the system e) name of certified person, f) certificate number g) name of employer of certified person h) type of halocarbon in the system i) charging capacity of the system j) date of last two leak tests.
- No halocarbon shall be knowingly released from a refrigeration or air conditioning system, or from a fire extinguishing system (unless to fight a fire).
- Any work done on an air conditioning, refrigeration, or fire extinguishing system that may result in a release of a halocarbon, the halocarbon shall first be recovered into a container designed for that purpose
- In the event that a halocarbon containing system must be charged, a leak test will first be performed
- If a leak is detected for a halocarbon containing system, the owner of the equipment (and contract authority) must be informed of the leak as soon as possible.
  - o In the case of a leak resulting in a release of greater than 100kg, or of unknown weight from a unit with a capacity equal to or greater than 100kg, and where the PWGSC contact cannot be reached within 2 hours of identifying such a release, the **contractor** must report the release to local Environment Canada authorities within 24 hrs.
- Upon servicing a halocarbon-containing system, the service log book for the unit shall be completed by the contractor.
- Before dismantling, decommissioning or destroying any halocarbon containing system; the halocarbon(s) will be recovered and a notice shall be affixed to the system. The notice will meet the requirements listed in Schedule 2, Item 3 of the FHR 2003. Copy of notice to be provided to PWGSC Representative.
- The contractor is familiar with the definitions, and prohibitions outlined in the Federal Halocarbon Regulations, 2003



Signature of contractor: \_\_\_\_\_

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

Web address: *2003 Federal Halocarbon Regulations:*

<http://laws-lois.justice.gc.ca/eng/regulations/SOR-2003-289/index.html>

*Environmental Code of Practice for Elimination of Fluorocarbon Emissions  
from Refrigeration and Air Conditioning Systems:*

<http://ec.gc.ca/ozone/default.asp?lang=En&n=127A4F77-1>



**Annex H**  
**INTEGRITY FORM - BIDDER'S INFORMATION**

As per the new Integrity Regime within the Federal Government the following information is required from all vendors prior to contract award.

***Certifications Precedent to Contract Award and Additional Information***

*The certifications and additional information listed below should be submitted with the quote 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 vendor of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame specified will render the quote to be non-responsive.*

***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 Vendor must provide the required documentation, as applicable, to be given further consideration in the procurement process.*

☐ Individual

☐ Corporation

☐ Joint Venture

Legal Business Name: \_\_\_\_\_

Alternate Name: \_\_\_\_\_  
(Name that your company is operating under if different from Legal Business Name.)

Telephone Number: \_\_\_\_\_

Address: \_\_\_\_\_

City/Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

GST or Business # \_\_\_\_\_

The entire Business Number or GST has 15 characters. (ex: 123456789 RT0001)

If no GST or Business #, provide your SIN # \_\_\_\_\_

Complete list of name(s) of Board of Directors or Owners, as applicable:

Complete Name	Please indicate if they are a Board of Director or Owner:



Government  
of CanadaGouvernement  
du Canada

2014/1116555

Contract Number / Numéro du contrat

Security Classification / Classification de sécurité

Reliability

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction
RCMP		Asset Management
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		
Blanket SRCL for the 2014/2015 fiscal year for mechanical work for various buildings in Saskatchewan. 1) RCMP Reliability Status for all contractors with keys to Detachments and offices / access to restricted areas 2) FA2 (Facility Access with escort) for administrative buildings (HQ, Lab, Central and North Districts for example) for cleaning activities not done on a daily basis.		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No Non <input checked="" type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input 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"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>



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PART A - INFORMATION (FURNISSEUR) / PARTIE A - RENSEIGNEMENTS (FOURNISSEUR)

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

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

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

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

Document Number / Numéro du document :

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

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



RELIABILITY STATUS  
COTE DE FIABILITÉ



CONFIDENTIAL  
CONFIDENTIEL



SECRET  
SECRET



TOP SECRET  
TRÈS SECRET



TOP SECRET - SIGINT  
TRÈS SECRET - SIGINT



NATO CONFIDENTIAL  
NATO CONFIDENTIEL



NATO SECRET  
NATO SECRET



COSMIC TOP SECRET  
COSMIC TRÈS SECRET



SITE ACCESS  
ACCÈS AUX EMPLACEMENTS

Special comments:

Commentaires spéciaux : Multi-level SRCL (RRS and FA2) as noted in Part A, Section 4 on page 1

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

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

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

If Yes, will unscreened personnel be escorted?

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



No  
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'enregistrer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes  
Non Oui

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

PRODUCTION

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

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

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

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



*Reliability*

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	COMSEC TOP SECRET  COMSEC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET  TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens Production																
IT Media / Support TI																
IT Link / Lien Electronique																

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 B

## Leak Test Equipment Tag

Unit #

Name/Address of Owner of System

RCMP Yorkton Rural Detachment  
15 Palliser Way  
Yorkton, SK  
S3N 4C5

### Operator of System

Same as Above

### Specific Location of System

### Description of System

Type of Halocarbon Contained in System

### Charging Capacity of System

**DO NOT REMOVE**

[illegible][illegible]

# APPENDIX C

## HALOCARBON SERVICE RECORD – ROYAL CANADIAN MOUNTED POLICE, NORTH WEST REGION

Technician to Complete Items in the Following Sections

Activity Description	Section A	Section B	Section C
<input type="checkbox"/> Commissioning	All Items	Items 1-3, 6	Items 1 - 5, 11, 13, 14
<input type="checkbox"/> Leak Test / Release Report	All Items	All Items	Items 1 - 6, 11 - 14
<input type="checkbox"/> Other Service	All Items	All Items	Items 1 – 8, 11, 13, 14
<input type="checkbox"/> Dismantling, Decommissioning or Destruction	All Items	Item 4	Items 1, 4, 6 - 14



\*When Decommissioning one completed form must remain in the service log and one shall be affixed to the unit throughout disposal.

### Section A

Equipment Owner/Operator	RCMP Yorkton Rural Detachment 15 Palliser Way, Yorkton, SK S3N 4C5
Site Address	
Equipment Location	
Equipment Make and Model	
Equipment Serial #	
Work Order #	
Service Date	
Technician Name	
Technician Certificate #	
Company/Employer of Technician	

### Section B

Activity	Yes	No	Comments
1. Leak test performed			*Ensure Leak Test Tag is affixed to the unit.
2. Leak(s) detected/quantity released			
3. Leak(s) repaired			
4. Halocarbon recovered from system			
5. Halocarbon isolated in system			
6. System charged with halocarbon			

### Section C

1. Type of halocarbon	
2. Amount of halocarbon charged	(kg) (lb) (oz)
3. Charged by	<input type="checkbox"/> Contractor <input type="checkbox"/> Factory
4. Refrigeration capacity of system	(tonnes) (BTU/hr) (kW)
5. Halocarbon charged per circuit (kg, lb, oz)	1. 2. 3. 4.
6. Type of halocarbon recovered	
7. Amount of halocarbon recovered	(kg) (lb) (oz)
8. Recovered into cylinder owned by	<input type="checkbox"/> Contractor <input type="checkbox"/> Owner/Operator
9. Final destination of equipment	
10. Final destination of halocarbon	
11. If system is leaking, owner/operator notified of leaks	<input type="checkbox"/> Yes <input type="checkbox"/> No
12. Circumstances leading to the release, corrective action, and actions taken to prevent subsequent releases	
13. Technician's signature	
14. Owner/Operator signature	Title

Additional Comments