



## RETURN BIDS TO:

## RETOURNER LES SOUMISSIONS À:

Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada  
Room 100,  
167 Lombard Ave.  
Winnipeg  
Manitoba  
R3B 0T6  
Bid Fax: (204) 983-0338

## REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

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

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

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

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

### Comments - Commentaires

### Vendor/Firm Name and Address

Raison sociale et adresse du  
fournisseur/de l'entrepreneur

### Issuing Office - Bureau de distribution

Public Works and Government Services Canada - Western  
Region  
Room 100  
167 Lombard Ave.  
Winnipeg  
Manitoba  
R3B 0T6

<b>Title - Sujet</b> Chiller Water System Services	
<b>Solicitation No. - N° de l'invitation</b> 6D063-151342/A	<b>Date</b> 2017-05-03
<b>Client Reference No. - N° de référence du client</b> 6D063-151342	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$WPG-005-10209	
<b>File No. - N° de dossier</b> WPG-6-39330 (005)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2017-06-13</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Central Daylight Saving Time CDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Guilford, Alison	<b>Buyer Id - Id de l'acheteur</b> wpg005
<b>Telephone No. - N° de téléphone</b> (204) 228-7215 ( )	<b>FAX No. - N° de FAX</b> (204) 983-7796
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> PUBLIC HEALTH AGENCY OF CANADA 1015 ARLINGTON ST WINNIPEG Manitoba R3E3P6 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

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6D063-151342/A  
Client Ref. No. - N° de réf. du client  
6D063-151342

Amd. No. - N° de la modif.  
File No. - N° du dossier  
WPG-6-39330

Buyer ID - Id de l'acheteur  
wpg005  
CCC No./N° CCC - FMS No./N° VME

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**THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT / DOCUMENT CONTIENT DES  
EXIGENCES RELATIVES À LA SÉCURITÉ**

## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security: includes specific requirements that must be addressed by Bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, Security Requirements, the Security Requirements Checklist, the Electronic Payment Instruments, the Insurance Requirements, the Task Authorization Form 572 and any other annexes.

### **1.2 Summary**

The National Microbiology Laboratory (NML) at Canadian Science Centre for Human and Animal Health (CSCAH) has a requirement for repair, maintenance, troubleshooting, programming, calibration and installation of components related to chilled water systems greater than 1800 ton.

The Scope of Work detailed herein includes, but shall not be limited to, the provision, by the Contractor, of all labour, supervision, material and equipment necessary to complete the work and provide the services as detailed herein.

The contract will have scheduled services and on an as and when requested basis, for a two (2) year period with Canada retaining an irrevocable option to extend the contract for three (3) additional one (1) year periods in accordance with the terms and conditions.

There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the [Industrial Security Program \(ISP\)](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.

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).

There is an optional site visit associated with this requirement. Consult Part 2 – Bidder Instructions.

### 1.3 Debriefings

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

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

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

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

Delete: 60 days  
Insert: 120 days

### 2.2 Submission of Bids

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

### 2.3 Former Public Servant

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

### Definitions

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

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

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

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

#### **Former Public Servant in Receipt of a Pension**

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

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

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

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

#### **Work Force Adjustment Directive**

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

If so, the Bidder must provide the following information:

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

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

## **2.4 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) 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.

## **2.5 Applicable Laws**

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

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

## **2.6 Optional Site Visit**

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at **1015 Arlington Street, Winnipeg, Manitoba** on **May 17, 2017**. The site visit will begin at **10:00 CDT**.

Bidders are requested to communicate with the Contracting Authority no later than **May 12, 2017** to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders may be requested to sign an attendance sheet. Bidders who do not attend or do not send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

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

Section I: Technical Bid (2 hard copies)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard copy)

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

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

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

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

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

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

In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

### **Section II: Financial Bid**

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

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

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

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

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

#### **3.1.3 Exchange Rate Fluctuation**

[C3011T](#) (2013-11-06), Exchange Rate Fluctuation

### **Section III: Certifications**

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



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## 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.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### 4.1.1 Technical Evaluation

##### 4.1.1.1. Mandatory Technical Criteria

Refer to Annex H.

#### 4.1.2 Financial Evaluation

##### 4.1.2.1 Mandatory Financial Criteria

SACC Manual Clause [A0222T](#) (2014-06-26), Evaluation of Price - Canadian / Foreign Bidders

### 4.2 Basis of Selection

#### 4.2.1 Mandatory Technical Criteria

SACC Manual Clause [A0031T](#) (2010-08-16), Basis of Selection – Mandatory Technical Criteria

## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

### 5.1 Certifications Required with the Bid

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

#### 5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

## 5.2 Certifications Precedent to Contract Award and Additional Information

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

### 5.2.1 Integrity Provisions – Required Documentation

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

### 5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

## PART 6 - SECURITY

### 6.1 Security Requirements

1. Before award of a contract, the following conditions must be met:

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
- (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
- (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

2. 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.

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## PART 7 - RESULTING CONTRACT CLAUSES

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

### 7.1 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex A and the Contractor's technical bid.

#### 7.1.1 Task Authorization

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

##### 7.1.1.1 Task Authorization Process

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

##### 7.1.1.2 Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of **\$(to be determined)**, Applicable Taxes included, inclusive of any revisions.

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

##### 7.1.1.3 Canada's Obligation - Portion of the Work - Task Authorizations

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

##### 7.1.1.4 Periodic Usage Reports - Contracts with Task Authorizations

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below or in Annex F. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

The data must be submitted on a quarterly basis to the Contracting Authority.

The quarterly periods are defined as follows:

1st quarter: January 1 to March 31;

2nd quarter: April 1 to June 30;

3rd quarter: July 1 to September 30; and

4th quarter: October 1 to December 31;

The data must be submitted to the Contracting Authority no later than fifteen (15) calendar days after the end of the reporting period.

### **Reporting Requirement – Details**

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

#### **For each authorized task:**

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and
- vi. the active status of each authorized task, as applicable.

#### **For all authorized tasks:**

- i. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

## **7.2 Standard Clauses and Conditions**

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/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.

### **7.2.1 General Conditions**

[2035](#) (2016-04-04), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

### **7.2.2 Supplemental General Conditions**

[4004](#) (2013-04-25), Maintenance and Support Services for Licensed Software, apply to and form part of the Contract.

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### 7.3 Security Requirements

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

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

### 7.4 Term of Contract

#### 7.4.1 Period of the Contract

The period of the Contract is from **(to be determined)** to **(to be determined)** inclusive.

#### 7.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional one (1) year periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

#### 7.4.4 Delivery Points

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

## 7.5 Authorities

### 7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Alison Guilford  
A/Procurement Specialist  
Public Works and Government Services Canada  
Procurement and Compensation Services  
Western Region  
100-167 Lombard Avenue  
Winnipeg, MB  
R3B 0T6

Telephone: 204-228-7215  
Facsimile: 204-983-7796  
E-mail address: alison.guilford@pwgsc-tpsgc.gc.ca

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

### 7.5.2 Project Authority

The Project Authority for the Contract is: **(to be determined)**

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.

### 7.5.3 Contractor's Representative

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
E-mail address: \_\_\_\_\_

## 7.6 Proactive Disclosure of Contracts with Former Public Servants

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

## **7.7 Payment**

### **7.7.1 Basis of Payment - Firm Unit Price**

For the work described in Pricing Schedule 1 and 2 in Annex B:

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price of **\$(to be determined)**. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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

#### **7.7.1.1 Limitation of Price**

*SACC Manual* clause C6000C (2011-05-16) Limitation of Price

### **7.7.2 Basis of Payment - Limitation of Expenditure - Task Authorizations**

For the Work described in Pricing Schedule 3 of Annex B:

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization (TA), as determined in accordance with the Basis of Payment in Annex B to the limitation of expenditure specified in the authorized TA.

Canada's liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are included and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized TA 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 authorized, in writing, by the Contracting Authority before their incorporation into the Work.

#### **7.7.2.1 Limitation of Expenditure**

1. Canada's total liability to the Contractor under the Contract must not exceed **\$(to be determined)**. Customs duties are included and Applicable Taxes are extra.
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 provided 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.

#### **7.7.3 Multiple Payments**

*SACC Manual* clause [H1001C](#) (2008-05-12) Multiple Payments

#### **7.7.4 SACC Manual clauses**

*SACC Manual* clause [A9117C](#) (2007-11-30) T1204 - Direct Request by Customer Department

*SACC Manual* clause [C0710C](#) (2007-11-30) Time and Contract Price Verification

*SACC Manual* clause [C2000C](#) (2007-11-30) Taxes - Foreign-based Contractor

#### **7.7.5 Electronic Payment of Invoices – Contract**

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

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

#### **7.7.6 Discretionary Audit**

*SACC Manual* clause [C0705C](#) (2010-01-11) Discretionary Audit

#### **7.8 Invoicing Instructions**

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
  - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

#### **7.9 Certifications and Additional Information**

##### **7.9.1 Compliance**

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

#### **7.10 Applicable Laws**

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



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### 7.11 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the supplemental general conditions [4004](#) (2013-04-25), Maintenance and Support Services for Licensed Software;
- (c) the general conditions [2035](#) (2016-04-04), General Conditions - Higher Complexity – Services;
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (g) Annex D, Insurance Requirements;
- (h) the signed Task Authorizations (including all of its annexes, if any);
- (i) the Contractor's bid dated \_\_\_\_\_, (*insert date of bid*).

### 7.12 Insurance 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.

### 7.13 SACC Manual Clauses

SACC Manual clause [A9019C](#) (2011-05-16) Hazardous Waste Disposal  
SACC Manual clause [A9039C](#) (2008-05-12) Salvage  
SACC Manual clause [A9068C](#) (2010-01-11) Government Site Regulations

## **ANNEX A**

### **STATEMENT OF WORK**

#### **1. Scope of Work**

##### **1.1. Title**

Chilled Water System Services

##### **1.2. Objectives of the Requirement**

The National Microbiology Laboratory (NML) at Canadian Science Centre for Human and Animal Health (CSCHAH) has a requirement for repair, maintenance, troubleshooting, programming, calibration and installation of components related to chilled water systems greater than 1800 ton.

The Scope of Work detailed herein includes, but shall not be limited to, the provision, by the Contractor, of all labour, supervision, material and equipment necessary to complete the work and provide the services as detailed herein.

The contract will have scheduled services and on an as and when requested basis, for a two (2) year period with Canada retaining an irrevocable option to extend the contract for three (3) additional one (1) year periods in accordance with the terms and conditions.

##### **1.3. Background**

As Canada's leading public health infectious disease laboratory, the National Microbiology Laboratory (NML) and the National Centre for Foreign Animal Diseases are responsible for the identification, control and prevention of infectious human and animal diseases. The CSCHAH is the only facility to have high containment laboratories for human and animal health in one facility. It is recognized as a leading facility in an elite group of 15 centres around the world, equipped with laboratories ranging from biosafety level 2 to level 4 designed to accommodate the most basic to the most deadly infectious organisms.

The NML's activities include reference microbiology, support to epidemiology programs, surveillance, emergency response, applied and discover research, and management of intellectual assets to improve public health in Canada and internationally.

##### **1.4. Location of Work, Work Site and Delivery Point**

For the purposes of this Contract, work is to be performed at the CSCHAH located at 1015 Arlington Street Winnipeg, Manitoba, Canada.

#### **2. Requirements**

##### **2.1. Tasks, Activities, Deliverables and Milestones**

- 2.1.1. It is the intent of this Contract to provide skilled and licensed personnel to provide maintenance, repair and/or installation services for chilled water systems including but not limited to two (2) Trane Model CVHF 910 Centravac Water Chillers, cooling towers and circulating pumps. These activities will follow industry accepted procedures and all legislative and regulatory provisions applicable to the performance of the work.

- 2.1.2. The Contractor is to maintain the equipment operating at a level of high efficiency in accordance with manufacturer's specifications.

The work is to include:

- **Spring Start-up** - Start up service on chillers
- **Mid-Season** - Routine service which includes oil sample testing and reports.
- **Annual Service (Shutdown)** - includes leak test. To be performed when units are off line.
- Maintenance and servicing to include services identified in work schedule (Appendix 1) and/or Contractor supplied log sheet.
- Document work by completing as appropriate reports, log sheets and work schedules.
- Emergency or Urgent Repair and/or specific tasks identified and/or requested by CSCHAH. Failure of equipment or systems to perform their basic functions is considered an "emergency".

- 2.1.3. Following completion of work at each visit to the site, prepare a written report on the work performed and reading taken. Submit copy to the Project Authority on-site within ten (10) working days of completion of work.

- 2.1.4. The Contractor must, upon notice from the Project Authority, rectify at Contractor's expense, any defect which appears in the work within twelve (12) months of the date of completion of the work.

- 2.1.5. The Contractor must instruct the Project Authority and Program Operation personnel on site of any new operating procedures when installing or modifying new or existing equipment.

- 2.1.6. The Contractor must maintain sufficient supply of common replacement parts to prevent extended down time. Defective parts must be replaced within twenty four (24) hours and removed from the site.

- 2.1.7. The Contractor will use installation procedures and methods of product modification and reconstruction that match the existing facility specification, product specification and to the satisfaction of the Project Authority or designate.

- 2.1.8. Unless otherwise specified, comply with manufacturer's latest printed instructions for materials and installation methods.

- 2.1.9. The Contractor's Resources will be able to read blueprints and specification documents to determine size, extent of project and requirements, compliance with codes and safety regulations.

- 2.1.10. The Contractor is responsible for the assembly, erection and/or installation of material and personnel handling devices, scaffolds, ropes, slings and hoists when required, in order to perform the work.

- 2.1.11. The Contractor will identify to the Project Authority any product defect or damage the Contractor may come across or cause in the performance of the work. The Contractor will describe the condition of all equipment, maintenance performed, and recommendations for remedial maintenance and upgrades.

- 2.1.12. A work order number will be provided by the Project Authority for each request for service. Should the request for service occur after regular business hours and/or on weekends, the Contractor is to contact the Project Authority on the first working day following the request, to obtain a work order number.

- 2.1.13. Regular business hours are 0800 to 1800 hours, Monday through Friday inclusive, excluding Statutory Holidays (New Year's Day, Louis Riel Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Civic Holiday Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day and Boxing Day).
- 2.1.14. When requested by the Project Authority, the Contractor will submit a written plan of operation for approval. This is to ensure all work is being performed in a safe manner and will not cause damage to property or equipment, nor impact on critical laboratory programs.
- 2.1.15. The Contractor will:
- Perform work with minimum disturbance to occupants, public and normal use of premises.
  - Protect existing equipment from damage.
  - Where necessary, cover furniture and fittings in work areas prior to commencement of work; remove covers on completion of work.
  - Any work that may disrupt the operations of the occupying clients will be carried out after regular building operational hours and in consultation with the Project Authority.

## **2.2. Response Times**

- 2.2.1. **"Routine"** - non-urgent service call which is to be performed during regular working hours and on normal working days. The Contractor must respond to request for services within one (1) working day of being notified by the Project Authority.
- 2.2.2. **"Emergency or Urgent"** – Contractor availability is 24 hours a day, 365 days a year and is to respond via telephone within two (2) hours and if required, to proceed to the site within four (4) hours (or as mutually agreed upon during the initial telephone contract) fully equipped with all necessary tools and parts required to facilitate general maintenance repairs. The Contractor is to repair or protect the system and/or equipment from further damage. Once the system has been made safe, provide within one (1) working day, a detailed estimate of time to complete repairs and put the equipment in proper working order.
- 2.2.3. The Contractor must be able to receive and respond to calls during regular business hours and to emergency calls outside regular business hours.
- 2.2.4. The Contractor must provide telephone numbers for regular service calls and the contract names and telephone numbers for emergency calls. The Contractor is responsible for advising the Project Authority in writing any changes to after-hour personnel schedule changes (weekend / holiday coverage) with a minimum of seven (7) calendar days' notice.

## **2.3. Contractor's Obligation**

- 2.3.1. Contractor's Resources will endeavour to contact the Project Authority a minimum of ten (10) days in advance of scheduled maintenance date.
- 2.3.2. The Contractor must have the ability to provide a minimum of two (2) factory trained Refrigeration Journeymen licensed in the Province of Manitoba available at all times throughout the duration of the contract to perform preventative maintenance and repair on the Chillers. Contractor's Resources must have a minimum of one (1) year experience working in the trade, each with a valid Manitoba Ozone Protection Industry Association (MOPIA) Certification.
- 2.3.3. The Project Authority may, at any time during the Contract request to inspect or obtain a copy of each tradesperson's license / certificate.

## **2.4. Drawings and Maintenance Manuals**

- 2.4.1. Maintenance manuals, specifications and plans are available for viewing from the Project Authority. Copies of the service manuals will not be issued by CSCHAH.
- 2.4.2. Additions, relocation and removal of equipment must be recorded, dated and initialed by the Contractor or the Project Authority on the "as-built" prints where applicable.
- 2.4.3. As-built drawings are to be marked up accordingly to indicate any deviations to the originals.
- 2.4.4. Contractor is to update equipment service manuals and/or equipment logs to reflect any changes and/or modifications to equipment for future repairs.
- 2.4.5. Copies of test results and / or records are to be kept with each unit serviced.

## **2.5. Materials**

- 2.5.1. Leave packing or delivery slips for materials or replacement parts, at the time of delivery, with the person or persons appointed by the Project Authority. All materials delivered to the facilities must be received at CSCHAH shipping and receiving.
- 2.5.2. Material costs in excess of \$500.00 must be approved for use by the Project Authority prior to installation.
- 2.5.3. Where the Contractor supplies equipment purchased from a supplier or manufacturer, obtain from the supplier or manufacturer, a warranty for the manufacturer's normal warranty period and such warranty shall be made out to Her Majesty the Queen in Right of Canada and included in the O&M Manuals for the Project Authority.
- 2.5.4. Deliver, store and maintain materials with manufacturer's seals and labels intact.
- 2.5.5. Parts and materials are to be stored in accordance with manufacturer's and supplier's instructions.
- 2.5.6. Do not store materials on site without Project Authority's authorization.
- 2.5.7. CSCHAH does not accept responsibility for materials or equipment stored on site.
- 2.5.8. When an equipment inventory numbering system exists, identify to the Project Authority, all pertinent data relative to the new piece of equipment.

## **2.6. Products**

- 2.6.1. Materials and replacement parts that match existing building standard and code requirements are to be used. Alternative materials must have prior authorization of the Project Authority. Any changes are to be approved by the Project Authority.
- 2.6.2. Products of same type as existing, including classifications, are to be used unless otherwise approved by the Project Authority. For new products approved, use products from one manufacturer only.
- 2.6.3. Use new materials that conform to, or exceed the minimum applicable standards of the Canadian Government Standards Board (CSA) and / or the National Building Code of Canada.

- 2.6.4. Where there is no alternative to supplying equipment which is not CSA certified, obtain special authorization from Provincial Department of Labour.
- 2.6.5. The Contractor shall ensure that all materials used in the workplace are classified and labeled according to the Workplace Hazardous Materials Information Systems (WHMIS).
- 2.6.6. The Contractor shall provide copies of the Material Safety Data Sheets (MSDS) for products used on the premises to the Project Authority.

### **3. General Requirements**

#### **3.1. Specifications and Standards**

- 3.1.1. The Contractor shall pay all fees, obtain certificates and permits as required by code and provide the appropriate authorities having jurisdiction with all required information.
- 3.1.2. Furnish these certificates and permits for work to the Project Authority.
- 3.1.3. All required licenses, certifications and permits must be kept current throughout the entire term of this contract.
- 3.1.4. The Contractor must comply with all legislative and regulatory provisions whether federal, provincial or municipal applicable to the performance of the work. The Work is to be executed to meet or exceed the requirements of:
  - a. Applicable Federal, Provincial and Municipal statutes, codes, regulations and acts;
  - b. American Society of Mechanical Engineers Codes;
  - c. National Building Code of Canada;
  - d. Canadian Biosafety Standards and Guidelines (CBSG);
  - e. National Fire Protection Association Standards;
  - f. National Fire Code of Canada;
  - g. Canada Labour Code, Part II;
  - h. Fire Commission of Canada #301 Standard for building Construction Operations 1981;
  - i. Laboratory Biosafety Guidelines;
  - j. Canadian Construction Safety Code, Provincial Government, Worker's Compensation Board and Municipal statutes and authorities;
  - k. Materials and workmanship must conform to or exceed applicable standards of Canada Government Specifications Board (CGSB), Canadian Standards Association (CSA), and American Society for Testing Materials (ASTM) and reference organizations;
  - l. Equipment or system manufacturer's specifications and calibration settings, instruction manuals and / or leaflets;
  - m. Federal Halocarbons Regulations;
  - n. Building specifications; and
  - o. Workplace Hazardous Materials Information System (WHMIS)
  - p. In the event of a conflict between any of the codes, regulations, acts or standards outlined in herein, the most stringent shall apply.
- 3.1.5. All of the above codes and standards in effect at the time of award are subject to change / revision. The latest editions of each shall be enforced during the term of the contract.

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### **3.2. Existing Services**

- 3.2.1. Protect and maintain existing active services.
- 3.2.2. Connect to existing services, with minimum disturbance to occupants and building operation.
- 3.2.3. Use existing services at no cost.
- 3.2.4. Any equipment required to be shut down to execute service or repair must be done by the Project Authority or his/her designate or, at the discretion of CSCHAH, by the Contractor under the supervision of the Project Authority.
- 3.2.5. Inform the Project Authority immediately of any code violation or required repairs which could pose a hazard to occupants, public, and normal use of building.

### **3.3. Cleaning & Waste**

- 3.3.1. Maintain work area free of accumulated waste and rubbish.
- 3.3.2. Remove and properly dispose of debris, used and obsolete material on a daily basis. Reuse and recycle wherever possible, onsite or offsite.
- 3.3.3. Remove grease, dust, dirt, stains, finger-prints and other foreign materials from sight-exposed interior and exterior finished surfaces affected by the Contract work.

### **3.4. Cutting, Fitting and Patching**

- 3.4.1. Cut, fit and patch where required for work under this Contract. Make good all disturbed surfaces to original condition.

### **3.5. Co-ordination and Protection**

- 3.5.1. Execute work with minimum disturbance to occupants, public, and normal use of building. Make arrangements with the Project Authority to facilitate execution of work. Maintain access and exits as work area could be occupied during execution of work.
- 3.5.2. Movement of office furniture is the Contractor's responsibility. Laboratory equipment and furniture will require prior authorization from the Project Authority prior to moving.
- 3.5.3. Obtain Project Authority's authorization before cutting, boring or sleeving load bearing members. If engineering service are required to provide design and inspection of site, the Contractor will be responsible to obtain the service.
- 3.5.4. Maintain an as-built drawing showing the exact location of any changes made to the building, systems and equipment as per Section 2.4.
- 3.5.5. Ensure Hot Works procedures are adhered to at all times.
- 3.5.6. The Contractor must be prepared to liaise with CSCHAH personnel to carry out verifications.
- 3.5.7. Protect existing work from damage.
- 3.5.8. All possible safety precautions are to be taken to ensure the protection of Contractor's Resources, occupants or public during the course of the work.

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### **3.6. Technical, Operational and Organization Environment**

- 3.6.1. The Contractor's work will be coordinated by the Contractor's Resources who will liaise with the CSCHAH personnel responsible for this system.

### **3.7. Method and Source of Acceptance**

- 3.7.1. Each requested task will be considered complete when verified by the Project Authority Reporting Requirements
- 3.7.2. The Contractor will report to the Project Authority when the system servicing is completed in addition to any issues or problems encountered during the servicing.

## **4. Special Requirements**

### **4.1. Site Safety**

- 4.1.1. Comply with the Canadian Code for Construction safety, The Provincial Safety Act and the requirements of the Fire Commissioner of Canada relating to the safety of persons on the worksite or the protection of the property against loss or damage from any cause including fire.
- 4.1.2. All persons including Contractor's Resources must wear Grade 1 or 2 CSA approved Safety Footwear and other safety equipment necessary when working in or moving through the facility. On occasion CSCHAH may have requirements above minimum safety requirements.
- 4.1.3. The Contractor and the Contractor's Resources are to comply with Laboratory Bio-Safety procedures and protocol which will be reviewed during the CSCHAH orientation session on building policies.

### **4.2. Site Security**

- 4.2.1. Site security is the responsibility of the Contractor who shall erect temporary site or dust enclosures to prevent dust or other contaminants from escaping into other areas; barricades or fencing to prevent unauthorized entry.
- 4.2.2. Any work that may disrupt the operations of the occupying clients will be carried out after regular building operational hours. For all work carried out after regular building operational hours, the Manager, Security Operations will determine acceptable building security.

### **4.3. Facility Access**

- 4.3.1. Only the Contractor's Resources whose names appear on the Contractor's approval list will be allowed access to the site under this Contract.
- 4.3.2. The Contractor and the Contractor's Resources must provide valid photo identification and register with CSCHAH Security on-site when entering and leaving the facility to obtain and return a facility access pass.
- 4.3.3. All keys and/or proximity cards entrusted to the Contractor and the Contractor's Resources for the fulfilment of this Contract must be returned to the security desk before departure from the building at the end of each working day. All lost keys or cards must be immediately reported to the security desk or the Project Authority.
- 4.3.4. The Contractor's Resources shall be subject to questioning and search of tools and supplies in relation to security matters by designated security personnel.



#### **4.4. Building Policies**

- 4.4.1. The Contractor and the Contractor's Resources shall follow building policies and regulations including fire evacuation procedures, laboratory protocol, security requirements, and any directive issued from time to time by the Project Authority.
- 4.4.2. All approved Contractor's Resources must attend an orientation session on CSCHAH building policies. This session is paid for by PHAC and subsequent orientation sessions will be made available for any new Contractor's Resources of the Contractor during the duration of this Contract.
- 4.4.3. The CSCHAH is a LATEX GLOVE FREE facility. No latex gloves are permitted in the facility.
- 4.4.4. Fastening devices – Explosive actuated – Powder activated devices using explosive shells are not permitted in the facility.
- 4.4.5. CSCHAH will supply tools and Personal Protective Equipment ("PPE" inside of the containment level 3 and 4 areas of the laboratory. These tools are the property of CSCHAH and will not be allowed to leave these areas. The Contractor shall contact the Project Authority if insufficient and/or specialty tools are not available within the containment area.
- 4.4.6. Provisions of tools and PPE by CSCHAH for work performed in containment areas are in accordance with building policies and applicable regulatory directives. Accordingly, no employee-employer relationship is to be implied or construed by this provision.
- 4.4.7. All materials coming to the facility must be delivered to CSCHAH shipping and receiving. At the time of delivery, leave packing or delivery slips for materials or replacement parts with the person or persons appointed by the Project Authority.
- 4.4.8. Work areas are to be free of accumulated waste and rubbish. Contractor is to remove and dispose of debris, used and obsolete material off-site on a daily basis.
- 4.4.9. Attend meetings on site when requested by the Project Authority.
- 4.4.10. Conserve energy and non-renewable resources with due regard for property protection, safety of Contractor's Resources, occupants and public, and override by-laws and regulations.
- 4.4.11. Do not list, publicize or use for business promotion purposes, the address of the work of this Contract, the name of the facility, Agency or the Government of Canada.
- 4.4.12. Respect the Government of Canada's No Smoking policy on these premises.
- 4.4.13. The use of AM/FM radios and other similar devices (boom boxes included) will not be allowed in mechanical spaces, corridors and related areas.
- 4.4.14. All personnel shall refrain from wearing / listening to any personal entertainment device, or any other device that might limit hearing and vision in all laboratory and mechanical spaces. This includes, but is not limited to iPods or MP3 players.
- 4.4.15. All personnel/visitors are prohibited from using personal or business related portable electronic devices to take photos/videos or personnel or government assets. This applies to all areas of the facility.

- 4.4.16. Wherever possible, the use of scented products is to be minimized. Contractor's Resources working on-site at the CSCHAH are to be advised to limit the use of scented personal products (perfumes, aftershaves, etc.).

#### **4.5. Laboratory Bio Safety Guidelines**

- 4.5.1. The Canadian Biosafety Standards and Guidelines (CBSG) provide information regarding the controls and restrictions when working in containment laboratories. The CBSG is online and the link is <http://canadianbiosafetystandards.collaboration.gc.ca/cbsg-nldcb/index-eng.php>. Chapter 4 – Operational Practice Requirements, in particular describes the operational practice requirements designed to mitigate risks.
- 4.5.2. **Note:** Maintenance personnel and service contractors are not required and/or permitted to enter a CL4 space to perform repairs or installations unless the laboratory is shut down and decontaminated.

#### **4.6. Parking**

- 4.6.1. Parking will be made available at 1015 Arlington Street to Contractor's holding contracts with the CSCHAH. Only vehicles with proper signage, operated by a Contractor who is on-site for facility related business will be given parking. Contractors must park their vehicles on the gravel lot located at the North East corner of the parking lot. (If no spaces are left on the gravel lot, the vehicle owner will be required to find alternative parking offsite of the CSCHAH parking lot).
- 4.6.2. Each vehicle must be parked front end in first. Backing into the parking spot is not allowed in order to protect the electrical posts.
- 4.6.3. Contractors must register their vehicle at the security reception desk. Failure to do so may result in the vehicle being towed.
- 4.6.4. There will be no parking in the fire lane, which is clearly marked with "No Parking" signs. Any vehicles parking in the fire lane will be subject to being towed at the owner's expense.
- 4.6.5. There will be no overnight parking or storage of a vehicle allowed.
- 4.6.6. CSCHAH does not take any responsibility for vehicles parked on the lot. Parking on the lot is at the owner's risk.
- 4.6.7. Unauthorized vehicles will be subject to tow at the owner's expense.

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## OPTION TO PURCHASE – MAJOR OVERHAUL

Provide "Major Overhaul" of Chiller meeting manufacturer's specifications for parts and meeting or exceeding all regulations (for example, not limited to - The Federal Halocarbon Regulations). Work to be performed by certified refrigeration technicians with experience doing this type of work on low pressure (R123) centrifugal chillers.

### 1. Disassembly

- 1.1. The chiller shall be shut down using lockout and tagout procedure. Refrigerant shall be removed utilizing approved refrigerant recovery equipment. Refrigerant vapour and liquid recovery shall conform to regulations and refrigerant shall be measured (recorded) and stored in approved containers. (It is the owner's responsibility to communicate any reportable shortage found after recovery of the refrigerant).
- 1.2. Refrigerant sample shall be taken and submitted to manufacturer's approved laboratory for testing.
- 1.3. Oil sump shall be drained and oil charge shall be disposed of in accordance with regulations.
- 1.4. Chiller discharge, suction, and economizer lines shall be removed and inspected for corrosion.
- 1.5. Compressor shall be dismantled for renewal.

### 2. Inspection and Reassembly

The following inspection steps shall be done. Where additional repairs are required not covered under the details of this specification, the Chiller Maintenance Contractor shall get approval for additional charges before proceeding with the repairs.

- 2.1. Inspect and verify to manufacturer's specifications the inlet guide vane assembly, motor shaft, labyrinth seals, and the impellers.
- 2.2. Motor inspection including a rotor bar and resistance analysis of the motor to manufacturer's specifications.
- 2.3. Verification and adjustment of the controls and measuring devices.
- 2.4. Inspection of the overload controls, contactors, wiring, and other starter components.
- 2.5. Cleaning and inspection of the lubrication system including the oil pump, regulator, filters, heating elements, and sump.
- 2.6. Cleaning and inspection of economizer and liquid line flanges.
- 2.7. The compressor motor shall be reassembled with new manufacturer approved compressor motor bearings.
- 2.8. The compressor rotor and impellers shall be speed balanced as one operating assembly prior to reassembly of the compressor.
- 2.9. The centrifugal compressor, auxiliary vapour and liquid lines, and sight glasses shall be reassembled with all new manufacturer approved gaskets.

- 2.10. The motor terminal board shall be installed using new manufacturer approved gaskets and terminal O-rings.
- 2.11. The pressure relief "rupture guard" shall be inspected and gaskets shall be replaced.
- 2.12. After reassembly, the chiller shall be evacuated and leak tested to manufacturer's specifications.
- 2.13. The unit shall be charged with refrigerant with cleanliness conforming to manufacturer's requirements. The charge quantity shall be adjusted as necessary. (Any additional refrigerant required shall be purchased, as an additional item, by the Owner. Owner's approval will be required if refrigerant cleaning or additional refrigerant is needed.)
- 2.14. Replace the compressor oil pump and motor with new.
- 2.15. Clean, inspect, and bake the chiller motor at manufacturer's approved facility. Install upgraded chiller bearing set.

### **3. Startup**

- 3.1. A certified refrigeration technician shall start up the chiller, check its operation, and verify that operating parameters and chiller adjustment are per the chiller's original specifications.

### **4. Warranty**

- 4.1. The Chiller Maintenance Contractor will issue a 2 year Parts and Labour warranty certificate covering compressor motor failure, compressor motor bearing failure, and compressor lubrication system failure. The terms of the warranty may include verbiage indicating conditions of chiller operating under normal use and also the manufacturer's recommended service intervals and tasks.

## ANNEX A

### Appendix 1: Inspection Tasks

SERVICE ITEM OR COMPONENT	COMPLETED	SERVICE ITEM OR COMPONENT	COMPLETED
<b>INSPECT:</b>			
"O" Ring Leakage		Purge Solenoid Leakage	
Oil Level		Refrigerant Level	
Unusual Noise		Unusual Vibration	
<b>ADD AS REQUIRED:</b>			
Oil Charge		Refrigerant	
<b>PROVE:</b>			
Purge Unit		Starter	
Indicating Lights		Load Limit Relay	
Low Chilled Water Cut Out		High Condenser Control	
Motor Amperage Setting		Low Refrigerant Control	
Chiller Water Flow Switch		Chilled Water Pump Auxiliary	
Contacts		Oil Pump Time Delay Relay	
Starter Anti-Recycle Timer		Oil Pump Auxiliary Contacts	
Oil Pre-Lube Timer, before starting compressor			
<b>ADJUST – AS REQUIRED:</b>			
Low Chilled Water Cut-Out		Low Refrigerant Control	
High Condenser Control		Low Oil Failure Control	
Motor Overload Signal		Motor Amperage Setting	
Chilled Water Flow Switch		Oil Pump Time Delay Relay	
Load Limit Relay		Starter Anti-Recycle	
Oil Pump Auxiliary Contacts		Oil Pre-Lube Timer, before Starting Compressor	

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SERVICE ITEM OR COMPONENT	COMPLETED	SERVICE ITEM OR COMPONENT	COMPLETED
<b>MEASURE:</b>			
Oil System pressure		Oil System Temperature	
Cooling System Pressure		Cooling System Temperature	
Condenser System Pressure		Condenser System Temperature	
<b>INSTRUCT:</b>			
Operational Changes (if any)			
<b>REPORT:</b>			
Oil Level		Refrigerant Level	
Oil System Pressure		Oil System Temperature	
Leakage			
<b>START UP:</b>			
Chiller			

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SERVICE ITEM OR COMPONENT	COMPLETED	SERVICE ITEM OR COMPONENT	COMPLETED
<b>ADD AS REQUIRED:</b>			
Dash Pot Oil			
<b>INSPECT:</b>			
Oil Heater for Continuity		Controls	
Oil Demister		Dash Pot Oil	
Contacts		Motor Ground	
Overload Heater V.S		Motor Running Load	
Condenser Tubes			
<b>CLEAN:</b>			
Contacts		Refrigerant Filter	
Purge Sight Glass		Purge Float Chamber	
Magnetic Plug		Controls	
Oil Demister			
<b>MEASURE:</b>			
Motor Continuity		Motor Ground	
Megger each Phase of Chiller		Megger each Phase of Oil	
Pump Motor			
<b>REPORT:</b>			
Continuity of Motor		Grounding of Motor	
Megger at Oil Pump Motor Phases		Oiling System Pressure	
Oiling System Temperature		Oil Heater Continuity	
Oil Laboratory Analysis Results		Refrigerant Laboratory Analysis Result	
Condenser Tube Condition			
<b>RETURN:</b>			
Overload			

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SERVICE ITEM OR COMPONENT	COMPLETED	SERVICE ITEM OR COMPONENT	COMPLETED
<b>TIGHTEN:</b>			
Terminals			
<b>REPLACE:</b>			
Purge Compressor Oil		Oil Pump Reservoir Oil	
Filter Cooling Section Oil		Oil Filters	
Volute Filter and Gasket		Purge Sight Glass Gasket	
Purge Drum Gaskets			



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## ANNEX A

### Appendix 2: Maintenance Service Report

**TITLE:** Chilled Water System Services

Project No.: \_\_\_\_ Project Date: \_\_\_\_

Chiller Model #1: \_\_\_\_ Serial No.: \_\_\_\_

Chiller Model #2: \_\_\_\_ Serial No.: \_\_\_\_

Condenser Design Capacity: \_\_\_\_ (g/m) (L/s) \_\_\_\_ ° (F) (C)  
to \_\_\_\_ ° (F) (C) at \_\_\_\_ (Pw) (kPa)

Evaporator Design Capacity: \_\_\_\_ (g/m) (L/s) \_\_\_\_ ° (F) (C)  
to \_\_\_\_ ° (F) (C) at \_\_\_\_ (Pw) (kPa)

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OBTAIN	SOURCE	READING (as applicable)
1.1 Oil Pressure	Gauge	(psig) (kPa)
1.2 Purge Pressure (Operating)	Gauge	(psig) (kPa)
1.3 Oil Sump Temperature	Thermometer	<sup>0</sup> (F) (C)
1.4 Bearing Oil	Thermometer	<sup>0</sup> (F) (C)
1.5 Sump Oil Level	Sight Glass	(psig) (kPa)
1.6 Condenser Pressure	Gauge	<sup>0</sup> (F) (C)
1.7 Evaporator Condenser Temperature	Chart	<sup>0</sup> (F) (C)
1.8 Condenser Drop Leg Temperature	Thermometer	<sup>0</sup> (F) (C)
1.9 Equivalent Non-Condensable Temperature	Thermometer	<sup>0</sup> (F) (C)
1.10 Condenser Water Temperature Leaving	Thermometer	<sup>0</sup> (F) (C)
1.11 Condenser Water Temperature Entering	Thermometer	<sup>0</sup> (F) (C)
1.12 Condenser Water Pressure Drop	Meter	
1.13 Evaporator Water Temperature Leaving	Thermometer	<sup>0</sup> (F) (C)
1.14 Evaporator Water Temperature Entering	Thermometer	<sup>0</sup> (F) (C)
1.15 Refrigerant Temperature	Thermometer	<sup>0</sup> (F) (C)
1.16 Evaporator Water Pressure Drop	Meter	(psig) (kPa)
1.17 Starter Amperage:		
a. Phase 1	Ammeter	A
b. Phase 2	Ammeter	A
c. Phase 3	Ammeter	A
1.18 Starter Voltage:		
a. Phase 1	Voltmeter	V
b. Phase 2	Voltmeter	V
c. Phase 3	Voltmeter	V
1.19 Purge Operation Frequency	Operator	times/d

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CALCULATE	FORMULA	RESULT (as applicable)
2.1 Condenser Temperature Range	$(1.10) - (1.11) =$	$^{\circ} (F) (C)$
2.2 Condenser Spread	$(1.8) - (1.10) =$	$^{\circ} (F) (C)$
2.3 Evaporator Water Temperature Range	$(1.14) - (1.15) =$	$^{\circ} (F) (C)$
2.4 Evaporator Spread	$(1.16) - (1.14) =$	$^{\circ} (F) (C)$
2.5 Condenser Capacity Used (Full Load)	_____ (2.1) x 100 =	%
2.6 Evaporator Capacity Used (Full Load)	_____ x 100 = Design Full Load Range	%
2.7 Average Capacity Used (Full Load)	$\frac{((2.5) + (2.6)) \times 100}{(2)} =$	%
2.8 Equivalent Capacity Spread (Full Load)	$\frac{100 \times (2.2) \times 100}{(2.7)} =$	%
2.9 Excess Spread Due to Condenser (Full Load)	$(2.8) - (7^{\circ} (F) 4^{\circ} (C)) =$	$^{\circ} (F) (C)$

## ANNEX B

### BASIS OF PAYMENT

### INSTRUCTIONS

This section, when completed, will be considered as the bidder's Financial Offer.

Rates MUST include ALL costs associated with providing the service in accordance with the Annex A - Statement of Work, attached herein. Applicable Taxes are extra. Payment will be made in accordance with the pricing identified in the Basis of Payment.

### CONTRACT – YEAR 1:

**Pricing Schedule 1 – January 1, 2018 to December 31, 2018: Orientation Session – The Contractor will be paid the following firm all-inclusive hourly rate for each designated Contractor's Resources to attend the Orientation Session on CSCHAH building policies.**

Estimated Number of Technicians	2
Hourly Rate / Technician	\$
Estimated Duration per Technician	1 hour
<b>Extended Total</b> (Hourly Rate x 2):	<b>\$</b>

**Pricing Schedule 2 – Firm Unit Prices:** The Contractor will be paid the following firm unit prices for work performed, inclusive of all materials, commodities, articles, services and things required for incorporation into the Work, in accordance with the Statement of Work at Annex A.

#### 2.1 Scheduled Services:

Line	Description	Qty	Unit of Issue	Firm Unit Price	Extended Price
1.	Spring Start-Up for one (1) chiller	2	EACH	\$	\$
2.	Mid-Season Maintenance & Inspection for one (1) chiller	2	EACH	\$	\$
3.	Annual Service (Shutdown) Maintenance & Inspection for one (1) Chiller	2	EACH	\$	\$

#### 2.2 Materials/Replacement Parts (except free issue):

1.	<p><b>Materials/Replacement Parts:</b> (except free issue) may be charged at the Contractor's laid down cost plus a mark-up of <span style="border: 1px solid black; padding: 0 10px;"> </span> % not to exceed the Manufacturer's suggested retail price. Cost must be supported by copies of the contractor's paid invoices being submitted with invoice to CSCHAH. (Estimated Usage \$5,000.00).</p> <p><b>Note:</b> Free Issue is defined as the material/replacement parts supplied without charge to the Contractor, up to the Contractor's plant, in order that it be incorporated into the Work, including all materials, commodities, articles, services and things required for incorporation into the Work.</p>	<p>[Estimated Usage x % of Mark-up]</p> <p>\$5,000.00 x _____ % =</p> <p>\$</p>
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	<p><b>Laid Down Cost</b> is defined as the cost incurred by a vendor to acquire a specified product or service for resale to the government. This includes the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage, but excludes sales taxes. Mark-Up is defined as the difference between the vendor's laid-down cost for a product or service and the resale price to the government (exclusive of sales taxes) consisting of the cost of necessary services, applicable overhead and profit.</p>	
<b>Pricing Table 2 (2.1 + 2.2) Total:</b>		<b>\$</b>

**Pricing Schedule 3 – Task Authorizations – “As and When Requested”:** The Contractor will be paid the following firm rates, for work performed pursuant to this Contract, in accordance with the Statement of Work at Annex A.

Line	Description	Est'd Qty	Unit of Issue	Unit Price	Extended Price
<b>3.1 Task Authorizations – “As and When Requested”</b>					
1.	<b>Regular Business Hours (Monday to Friday):</b>				
i.	<b>Service Call-out - Refrigeration Journeymen</b> (Includes all related expenses and the first hour of on-site labour)	15	HOUR	\$	\$
ii.	<b>Service Call-out - Refrigeration Assistant</b> (Includes all related expenses and the first hour of on-site labour)	15	HOUR	\$	\$
iii.	<b>Subsequent Hours of On-site labour - Refrigeration Journeymen</b>	120	HOUR	\$	\$
iv.	<b>Subsequent Hours of On-site labour - Refrigeration Assistant</b>	120	HOUR	\$	\$
2.	<b>Outside Regular Business Hours (Monday to Friday):</b>				
i.	<b>Service Call-out - Refrigeration Journeymen</b> (Includes all related expenses and the first hour of on-site labour)	2	HOUR	\$	\$
ii.	<b>Service Call-out - Refrigeration Assistant</b> (Includes all related expenses and the first hour of on-site labour)	2	HOUR	\$	\$
iii.	<b>Subsequent Hours of On-site labour - Refrigeration Journeymen</b>	10	HOUR	\$	\$
iv.	<b>Subsequent Hours of On-site labour - Refrigeration Assistant</b>	10	HOUR	\$	\$
3.	<b>Outside Regular Business Hours (Saturday, Sunday and Statutory Holidays):</b>				
i.	<b>Service Call-out - Refrigeration Journeymen</b> (Includes all related expenses and the first hour of on-site labour)	2	HOUR	\$	\$

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ii.	<b>Service Call-out - Refrigeration Assistant</b> (Includes all related expenses and the first hour of on-site labour)	2	HOUR	\$	\$
iii.	<b>Subsequent Hours of On-site labour - Refrigeration Journeymen</b>	16	HOUR	\$	\$
iv.	<b>Subsequent Hours of On-site labour - Refrigeration Assistant</b>	16	HOUR	\$	\$
<b>3.2 Materials/Replacement Parts (except free issue):</b>					
1.	<p><b>Materials/Replacement Parts:</b> (except free issue) may be charged at the Contractor's laid down cost plus a mark-up of <span style="border: 1px solid black; padding: 0 10px;"> </span> % not to exceed the Manufacturer's suggested retail price. Cost must be supported by copies of the contractor's paid invoices being submitted with invoice to CSCHAH. (Estimated Usage \$10,000.00).</p> <p><b>Note: Free Issue</b> is defined as the material/replacement parts supplied without charge to the Contractor, up to the Contractor's plant, in order that it be incorporated into the Work, including all materials, commodities, articles, services and things required for incorporation into the Work.</p> <p><b>Laid Down Cost</b> is defined as the cost incurred by a vendor to acquire a specified product or service for resale to the government. This includes the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage, but excludes sales taxes. Mark-Up is defined as the difference between the vendor's laid-down cost for a product or service and the resale price to the government (exclusive of sales taxes) consisting of the cost of necessary services, applicable overhead and profit.</p>				<p>[Estimated Usage x % of Mark-up]</p> <p>\$10,000.00 x _____ % =</p> <p>\$</p>
<b>Pricing Table 3 (3.1 + 3.2) Total:</b>					<b>\$</b>

**CONTRACT – YEAR 2:**

**Pricing Schedule 1 – January 1, 2019 to December 31, 2019: Orientation Session – The Contractor will be paid the following firm all-inclusive hourly rate for each designated Contractor's Resources to attend the Orientation Session on CSCHAH building policies.**

Estimated Number of Technicians	2
Hourly Rate / Technician	\$
Estimated Duration per Technician	1 hour
<b>Extended Total (Hourly Rate x 2):</b>	<b>\$</b>

**Pricing Schedule 2 – Firm Unit Prices:** The Contractor will be paid the following firm unit prices for work performed, inclusive of all materials, commodities, articles, services and things required for incorporation into the Work, in accordance with the Statement of Work at Annex A.

**2.1 Scheduled Services:**

Line	Description	Qty	Unit of Issue	Firm Unit Price	Extended Price
1.	Spring Start-Up for one (1) chiller	2	EACH	\$	\$
2.	Mid-Season Maintenance & Inspection for one (1) chiller	2	EACH	\$	\$
3.	Annual Service (Shutdown) Maintenance & Inspection for one (1) Chiller	2	EACH	\$	\$

**2.2 Materials/Replacement Parts (except free issue):**

1.	<p><b>Materials/Replacement Parts:</b> (except free issue) may be charged at the Contractor's laid down cost plus a mark-up of <span style="border: 1px solid black; padding: 0 10px;"> </span> % not to exceed the Manufacturer's suggested retail price. Cost must be supported by copies of the contractor's paid invoices being submitted with invoice to CSCHAH. (Estimated Usage \$5,000.00).</p> <p><b>Note:</b> <b>Free Issue</b> is defined as the material/replacement parts supplied without charge to the Contractor, up to the Contractor's plant, in order that it be incorporated into the Work, including all materials, commodities, articles, services and things required for incorporation into the Work.</p> <p><b>Laid Down Cost</b> is defined as the cost incurred by a vendor to acquire a specified product or service for resale to the government. This includes the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage, but excludes sales taxes. Mark-Up is defined as the difference between the vendor's laid-down cost for a product or service and the resale price to the government (exclusive of sales taxes) consisting of the cost of necessary services, applicable overhead and profit.</p>	<p>[Estimated Usage x % of Mark-up]</p> <p>\$5,000.00 x _____ % =</p> <p>\$</p>
<b>Pricing Table 2 (2.1 + 2.2) Total:</b>		<b>\$</b>

**Pricing Schedule 3 – Task Authorizations – “As and When Requested”:** The Contractor will be paid the following firm rates, for work performed pursuant to this Contract, in accordance with the Statement of Work at Annex A.

Line	Description	Est'd Qty	Unit of Issue	Unit Price	Extended Price
<b>3.1 Task Authorizations – “As and When Requested”</b>					
1.	<b>Regular Business Hours (Monday to Friday):</b>				
i.	<b>Service Call-out - Refrigeration Journeymen</b> (Includes all related expenses and the first hour of on-site labour)	15	HOUR	\$	\$
ii.	<b>Service Call-out - Refrigeration Assistant</b> (Includes all related expenses and the first hour of on-site labour)	15	HOUR	\$	\$
iii.	<b>Subsequent Hours of On-site labour - Refrigeration Journeymen</b>	120	HOUR	\$	\$
iv.	<b>Subsequent Hours of On-site labour - Refrigeration Assistant</b>	120	HOUR	\$	\$
2.	<b>Outside Regular Business Hours (Monday to Friday):</b>				
i.	<b>Service Call-out - Refrigeration Journeymen</b> (Includes all related expenses and the first hour of on-site labour)	2	HOUR	\$	\$
ii.	<b>Service Call-out - Refrigeration Assistant</b> (Includes all related expenses and the first hour of on-site labour)	2	HOUR	\$	\$
iii.	<b>Subsequent Hours of On-site labour - Refrigeration Journeymen</b>	10	HOUR	\$	\$
iv.	<b>Subsequent Hours of On-site labour - Refrigeration Assistant</b>	10	HOUR	\$	\$
3.	<b>Outside Regular Business Hours (Saturday, Sunday and Statutory Holidays):</b>				
i.	<b>Service Call-out - Refrigeration Journeymen</b> (Includes all related expenses and the first hour of on-site labour)	2	HOUR	\$	\$
ii.	<b>Service Call-out - Refrigeration Assistant</b> (Includes all related expenses and the first hour of on-site labour)	2	HOUR	\$	\$
iii.	<b>Subsequent Hours of On-site labour - Refrigeration Journeymen</b>	16	HOUR	\$	\$
iv.	<b>Subsequent Hours of On-site labour - Refrigeration Assistant</b>	16	HOUR	\$	\$



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### 3.2 Materials/Replacement Parts (except free issue):

1.	<p><b>Materials/Replacement Parts:</b> (except free issue) may be charged at the Contractor's laid down cost plus a mark-up of <span style="border: 1px solid black; padding: 0 10px;"> </span> % not to exceed the Manufacturer's suggested retail price. Cost must be supported by copies of the contractor's paid invoices being submitted with invoice to CSCHAH. (Estimated Usage \$10,000.00).</p> <p><b>Note:</b> <b>Free Issue</b> is defined as the material/replacement parts supplied without charge to the Contractor, up to the Contractor's plant, in order that it be incorporated into the Work, including all materials, commodities, articles, services and things required for incorporation into the Work.</p> <p><b>Laid Down Cost</b> is defined as the cost incurred by a vendor to acquire a specified product or service for resale to the government. This includes the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage, but excludes sales taxes. Mark-Up is defined as the difference between the vendor's laid-down cost for a product or service and the resale price to the government (exclusive of sales taxes) consisting of the cost of necessary services, applicable overhead and profit.</p>	<p>[Estimated Usage x % of Mark-up]</p> <p>\$10,000.00 x _____ % =</p> <p>\$</p>
<b>Pricing Table 3 (3.1 + 3.2) Total:</b>		<b>\$</b>

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## CONTRACT – OPTION YEAR 1:

**Pricing Schedule 1 – January 1, 2020 to December 31, 2020: Orientation Session – The Contractor will be paid the following firm all-inclusive hourly rate for each designated Contractor's Resources to attend the Orientation Session on CSCHAH building policies.**

Estimated Number of Technicians	2
Hourly Rate / Technician	\$
Estimated Duration per Technician	1 hour
<b>Extended Total (Hourly Rate x 2):</b>	<b>\$</b>

**Pricing Schedule 2 – Firm Unit Prices:** The Contractor will be paid the following firm unit prices for work performed, inclusive of all materials, commodities, articles, services and things required for incorporation into the Work, in accordance with the Statement of Work at Annex A.

### 2.1 Scheduled Services:

Line	Description	Qty	Unit of Issue	Firm Unit Price	Extended Price
1.	Spring Start-Up for one (1) chiller	2	EACH	\$	\$
2.	Mid-Season Maintenance & Inspection for one (1) chiller	2	EACH	\$	\$
3.	Annual Service (Shutdown) Maintenance & Inspection for one (1) Chiller	2	EACH	\$	\$

### 2.2 Materials/Replacement Parts (except free issue):

1.	<p><b>Materials/Replacement Parts:</b> (except free issue) may be charged at the Contractor's laid down cost plus a mark-up of <span style="border: 1px solid black; padding: 0 10px;"> </span> % not to exceed the Manufacturer's suggested retail price. Cost must be supported by copies of the contractor's paid invoices being submitted with invoice to CSCHAH. (Estimated Usage \$5,000.00).</p> <p><b>Note: Free Issue</b> is defined as the material/replacement parts supplied without charge to the Contractor, up to the Contractor's plant, in order that it be incorporated into the Work, including all materials, commodities, articles, services and things required for incorporation into the Work.</p> <p><b>Laid Down Cost</b> is defined as the cost incurred by a vendor to acquire a specified product or service for resale to the government. This includes the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage, but excludes sales taxes. Mark-Up is defined as the difference between the vendor's laid-down cost for a product or service and the resale price to the government (exclusive of sales taxes) consisting of the cost of necessary services, applicable overhead and profit.</p>	<p>[Estimated Usage x % of Mark-up]</p> <p>\$5,000.00 x _____ % =</p> <p>\$</p>
<b>Pricing Table 2 (2.1 + 2.2) Total:</b>		<b>\$</b>

**Pricing Schedule 3 – Task Authorizations – “As and When Requested”:** The Contractor will be paid the following firm rates, for work performed pursuant to this Contract, in accordance with the Statement of Work at Annex A.

Line	Description	Est'd Qty	Unit of Issue	Unit Price	Extended Price
<b>3.1 Task Authorizations – “As and When Requested”</b>					
1.	<b>Regular Business Hours (Monday to Friday):</b>				
i.	<b>Service Call-out - Refrigeration Journeymen</b> (Includes all related expenses and the first hour of on-site labour)	15	HOUR	\$	\$
ii.	<b>Service Call-out - Refrigeration Assistant</b> (Includes all related expenses and the first hour of on-site labour)	15	HOUR	\$	\$
iii.	<b>Subsequent Hours of On-site labour - Refrigeration Journeymen</b>	120	HOUR	\$	\$
iv.	<b>Subsequent Hours of On-site labour - Refrigeration Assistant</b>	120	HOUR	\$	\$
2.	<b>Outside Regular Business Hours (Monday to Friday):</b>				
i.	<b>Service Call-out - Refrigeration Journeymen</b> (Includes all related expenses and the first hour of on-site labour)	2	HOUR	\$	\$
ii.	<b>Service Call-out - Refrigeration Assistant</b> (Includes all related expenses and the first hour of on-site labour)	2	HOUR	\$	\$
iii.	<b>Subsequent Hours of On-site labour - Refrigeration Journeymen</b>	10	HOUR	\$	\$
iv.	<b>Subsequent Hours of On-site labour - Refrigeration Assistant</b>	10	HOUR	\$	\$
3.	<b>Outside Regular Business Hours (Saturday, Sunday and Statutory Holidays):</b>				
i.	<b>Service Call-out - Refrigeration Journeymen</b> (Includes all related expenses and the first hour of on-site labour)	2	HOUR	\$	\$
ii.	<b>Service Call-out - Refrigeration Assistant</b> (Includes all related expenses and the first hour of on-site labour)	2	HOUR	\$	\$
iii.	<b>Subsequent Hours of On-site labour - Refrigeration Journeymen</b>	16	HOUR	\$	\$
iv.	<b>Subsequent Hours of On-site labour - Refrigeration Assistant</b>	16	HOUR	\$	\$

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### 3.2 Materials/Replacement Parts (except free issue):

1.	<p><b>Materials/Replacement Parts:</b> (except free issue) may be charged at the Contractor's laid down cost plus a mark-up of <span style="border: 1px solid black; padding: 0 10px;"> </span> % not to exceed the Manufacturer's suggested retail price. Cost must be supported by copies of the contractor's paid invoices being submitted with invoice to CSCHAH. (Estimated Usage \$10,000.00).</p> <p><b>Note:</b> <b>Free Issue</b> is defined as the material/replacement parts supplied without charge to the Contractor, up to the Contractor's plant, in order that it be incorporated into the Work, including all materials, commodities, articles, services and things required for incorporation into the Work.</p> <p><b>Laid Down Cost</b> is defined as the cost incurred by a vendor to acquire a specified product or service for resale to the government. This includes the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage, but excludes sales taxes. Mark-Up is defined as the difference between the vendor's laid-down cost for a product or service and the resale price to the government (exclusive of sales taxes) consisting of the cost of necessary services, applicable overhead and profit.</p>	<p>[Estimated Usage x % of Mark-up]</p> <p>\$10,000.00 x _____ % =</p> <p>\$</p>
<b>Pricing Table 3 (3.1 + 3.2) Total:</b>		<b>\$</b>

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## CONTRACT – OPTION YEAR 2:

**Pricing Schedule 1 – January 1, 2021 to December 31, 2021: Orientation Session –** The Contractor will be paid the following firm all-inclusive hourly rate for each designated Contractor's Resources to attend the Orientation Session on CSCHAH building policies.

Estimated Number of Technicians	2
Hourly Rate / Technician	\$
Estimated Duration per Technician	1 hour
<b>Extended Total</b> (Hourly Rate x 2):	\$

**Pricing Schedule 2 – Firm Unit Prices:** The Contractor will be paid the following firm unit prices for work performed, inclusive of all materials, commodities, articles, services and things required for incorporation into the Work, in accordance with the Statement of Work at Annex A.

### 2.1 Scheduled Services:

Line	Description	Qty	Unit of Issue	Firm Unit Price	Extended Price
1.	Spring Start-Up for one (1) chiller	2	EACH	\$	\$
2.	Mid-Season Maintenance & Inspection for one (1) chiller	2	EACH	\$	\$
3.	Annual Service (Shutdown) Maintenance & Inspection for one (1) Chiller	2	EACH	\$	\$

### 2.2 Materials/Replacement Parts (except free issue):

1.	<p><b>Materials/Replacement Parts:</b> (except free issue) may be charged at the Contractor's laid down cost plus a mark-up of <span style="border: 1px solid black; padding: 0 10px;"> </span> % not to exceed the Manufacturer's suggested retail price. Cost must be supported by copies of the contractor's paid invoices being submitted with invoice to CSCHAH. (Estimated Usage \$5,000.00).</p> <p><b>Note:</b> <b>Free Issue</b> is defined as the material/replacement parts supplied without charge to the Contractor, up to the Contractor's plant, in order that it be incorporated into the Work, including all materials, commodities, articles, services and things required for incorporation into the Work.</p> <p><b>Laid Down Cost</b> is defined as the cost incurred by a vendor to acquire a specified product or service for resale to the government. This includes the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage, but excludes sales taxes. Mark-Up is defined as the difference between the vendor's laid-down cost for a product or service and the resale price to the government (exclusive of sales taxes) consisting of the cost of necessary services, applicable overhead and profit.</p>	<p>[Estimated Usage x % of Mark-up]</p> <p>\$5,000.00 x _____ % =</p> <p>\$</p>
<b>Pricing Table 2 (2.1 + 2.2) Total:</b>		\$

**Pricing Schedule 3 – Task Authorizations – “As and When Requested”:** The Contractor will be paid the following firm rates, for work performed pursuant to this Contract, in accordance with the Statement of Work at Annex A.

Line	Description	Est'd Qty	Unit of Issue	Unit Price	Extended Price
<b>3.1 Task Authorizations – “As and When Requested”</b>					
1.	<b>Regular Business Hours (Monday to Friday):</b>				
i.	<b>Service Call-out - Refrigeration Journeymen</b> (Includes all related expenses and the first hour of on-site labour)	15	HOUR	\$	\$
ii.	<b>Service Call-out - Refrigeration Assistant</b> (Includes all related expenses and the first hour of on-site labour)	15	HOUR	\$	\$
iii.	<b>Subsequent Hours of On-site labour - Refrigeration Journeymen</b>	120	HOUR	\$	\$
iv.	<b>Subsequent Hours of On-site labour - Refrigeration Assistant</b>	120	HOUR	\$	\$
2.	<b>Outside Regular Business Hours (Monday to Friday):</b>				
i.	<b>Service Call-out - Refrigeration Journeymen</b> (Includes all related expenses and the first hour of on-site labour)	2	HOUR	\$	\$
ii.	<b>Service Call-out - Refrigeration Assistant</b> (Includes all related expenses and the first hour of on-site labour)	2	HOUR	\$	\$
iii.	<b>Subsequent Hours of On-site labour - Refrigeration Journeymen</b>	10	HOUR	\$	\$
iv.	<b>Subsequent Hours of On-site labour - Refrigeration Assistant</b>	10	HOUR	\$	\$
3.	<b>Outside Regular Business Hours (Saturday, Sunday and Statutory Holidays):</b>				
i.	<b>Service Call-out - Refrigeration Journeymen</b> (Includes all related expenses and the first hour of on-site labour)	2	HOUR	\$	\$
ii.	<b>Service Call-out - Refrigeration Assistant</b> (Includes all related expenses and the first hour of on-site labour)	2	HOUR	\$	\$
iii.	<b>Subsequent Hours of On-site labour - Refrigeration Journeymen</b>	16	HOUR	\$	\$
iv.	<b>Subsequent Hours of On-site labour - Refrigeration Assistant</b>	16	HOUR	\$	\$

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### 3.2 Materials/Replacement Parts (except free issue):

1.	<p><b>Materials/Replacement Parts:</b> (except free issue) may be charged at the Contractor's laid down cost plus a mark-up of <input type="text"/> % not to exceed the Manufacturer's suggested retail price. Cost must be supported by copies of the contractor's paid invoices being submitted with invoice to CSCHAH. (Estimated Usage \$10,000.00).</p> <p><b>Note:</b> <b>Free Issue</b> is defined as the material/replacement parts supplied without charge to the Contractor, up to the Contractor's plant, in order that it be incorporated into the Work, including all materials, commodities, articles, services and things required for incorporation into the Work.</p> <p><b>Laid Down Cost</b> is defined as the cost incurred by a vendor to acquire a specified product or service for resale to the government. This includes the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage, but excludes sales taxes. Mark-Up is defined as the difference between the vendor's laid-down cost for a product or service and the resale price to the government (exclusive of sales taxes) consisting of the cost of necessary services, applicable overhead and profit.</p>	<p>[Estimated Usage x % of Mark-up]</p> <p>\$10,000.00 x _____ % =</p> <p>\$</p>
<b>Pricing Table 3 (3.1 + 3.2) Total:</b>		<b>\$</b>

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### CONTRACT – OPTION YEAR 3:

**Pricing Schedule 1 – January 1, 2022 to December 31, 2022: Orientation Session – The Contractor will be paid the following firm all-inclusive hourly rate for each designated Contractor's Resources to attend the Orientation Session on CSCHAH building policies.**

Estimated Number of Technicians	2
Hourly Rate / Technician	\$
Estimated Duration per Technician	1 hour
<b>Extended Total (Hourly Rate x 2):</b>	<b>\$</b>

**Pricing Schedule 2 – Firm Unit Prices:** The Contractor will be paid the following firm unit prices for work performed, inclusive of all materials, commodities, articles, services and things required for incorporation into the Work, in accordance with the Statement of Work at Annex A.

#### 2.1 Scheduled Services:

Line	Description	Qty	Unit of Issue	Firm Unit Price	Extended Price
1.	Spring Start-Up for one (1) chiller	2	EACH	\$	\$
2.	Mid-Season Maintenance & Inspection for one (1) chiller	2	EACH	\$	\$
3.	Annual Service (Shutdown) Maintenance & Inspection for one (1) Chiller	2	EACH	\$	\$

#### 2.2 Materials/Replacement Parts (except free issue):

1.	<p><b>Materials/Replacement Parts:</b> (except free issue) may be charged at the Contractor's laid down cost plus a mark-up of <span style="border: 1px solid black; padding: 0 10px;"> </span> % not to exceed the Manufacturer's suggested retail price. Cost must be supported by copies of the contractor's paid invoices being submitted with invoice to CSCHAH. (Estimated Usage \$5,000.00).</p> <p><b>Note:</b> <b>Free Issue</b> is defined as the material/replacement parts supplied without charge to the Contractor, up to the Contractor's plant, in order that it be incorporated into the Work, including all materials, commodities, articles, services and things required for incorporation into the Work.</p> <p><b>Laid Down Cost</b> is defined as the cost incurred by a vendor to acquire a specified product or service for resale to the government. This includes the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage, but excludes sales taxes. Mark-Up is defined as the difference between the vendor's laid-down cost for a product or service and the resale price to the government (exclusive of sales taxes) consisting of the cost of necessary services, applicable overhead and profit.</p>	<p>[Estimated Usage x % of Mark-up]</p> <p>\$5,000.00 x _____ % =</p> <p>\$</p>
<b>Pricing Table 2 (2.1 + 2.2) Total:</b>		<b>\$</b>



**Pricing Schedule 3 – Task Authorizations – “As and When Requested”:** The Contractor will be paid the following firm rates, for work performed pursuant to this Contract, in accordance with the Statement of Work at Annex A.

Line	Description	Est'd Qty	Unit of Issue	Unit Price	Extended Price
<b>3.1 Task Authorizations – “As and When Requested”</b>					
1.	<b>Regular Business Hours (Monday to Friday):</b>				
i.	<b>Service Call-out - Refrigeration Journeymen</b> (Includes all related expenses and the first hour of on-site labour)	15	HOUR	\$	\$
ii.	<b>Service Call-out - Refrigeration Assistant</b> (Includes all related expenses and the first hour of on-site labour)	15	HOUR	\$	\$
iii.	<b>Subsequent Hours of On-site labour - Refrigeration Journeymen</b>	120	HOUR	\$	\$
iv.	<b>Subsequent Hours of On-site labour - Refrigeration Assistant</b>	120	HOUR	\$	\$
2.	<b>Outside Regular Business Hours (Monday to Friday):</b>				
i.	<b>Service Call-out - Refrigeration Journeymen</b> (Includes all related expenses and the first hour of on-site labour)	2	HOUR	\$	\$
ii.	<b>Service Call-out - Refrigeration Assistant</b> (Includes all related expenses and the first hour of on-site labour)	2	HOUR	\$	\$
iii.	<b>Subsequent Hours of On-site labour - Refrigeration Journeymen</b>	10	HOUR	\$	\$
iv.	<b>Subsequent Hours of On-site labour - Refrigeration Assistant</b>	10	HOUR	\$	\$
3.	<b>Outside Regular Business Hours (Saturday, Sunday and Statutory Holidays):</b>				
i.	<b>Service Call-out - Refrigeration Journeymen</b> (Includes all related expenses and the first hour of on-site labour)	2	HOUR	\$	\$
ii.	<b>Service Call-out - Refrigeration Assistant</b> (Includes all related expenses and the first hour of on-site labour)	2	HOUR	\$	\$
iii.	<b>Subsequent Hours of On-site labour - Refrigeration Journeymen</b>	16	HOUR	\$	\$
iv.	<b>Subsequent Hours of On-site labour - Refrigeration Assistant</b>	16	HOUR	\$	\$

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### 3.2 Materials/Replacement Parts (except free issue):

1.	<p><b>Materials/Replacement Parts:</b> (except free issue) may be charged at the Contractor's laid down cost plus a mark-up of <span style="border: 1px solid black; padding: 0 10px;"> </span> % not to exceed the Manufacturer's suggested retail price. Cost must be supported by copies of the contractor's paid invoices being submitted with invoice to CSCHAH. (Estimated Usage \$10,000.00).</p> <p><b>Note:</b> <b>Free Issue</b> is defined as the material/replacement parts supplied without charge to the Contractor, up to the Contractor's plant, in order that it be incorporated into the Work, including all materials, commodities, articles, services and things required for incorporation into the Work.</p> <p><b>Laid Down Cost</b> is defined as the cost incurred by a vendor to acquire a specified product or service for resale to the government. This includes the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage, but excludes sales taxes. Mark-Up is defined as the difference between the vendor's laid-down cost for a product or service and the resale price to the government (exclusive of sales taxes) consisting of the cost of necessary services, applicable overhead and profit.</p>	<p>[Estimated Usage x % of Mark-up]</p> <p>\$10,000.00 x _____ % =</p> <p>\$</p>
<b>Pricing Table 3 (3.1 + 3.2) Total:</b>		<b>\$</b>

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## OPTION TO PURCHASE – MAJOR OVERHAUL

*The Contractor grants to Canada the irrevocable option to acquire the services described below under the same conditions and at the firm unit price indicated below. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.*

*The Contracting Authority may exercise the option at any time prior to the expiry date of the Contract as last amended in 7.4.1 Period of the Contract by sending a written notice to the Contractor.*

Option to Purchase – Major Overhaul – The Contractor will be paid the following firm unit prices for work performed, inclusive of all materials, commodities, articles, services and things required for incorporation into the Work, in accordance with the Statement of Work at Annex A.					
Line	Description	Qty	Unit of Issue	Firm Unit Price	Extended Price
1.	Major Overhaul of Trane Model CVHF 910 Centravac Water Chiller Serial No.: L94E05475	1	EACH	\$	\$
2.	Major Overhaul of Trane Model CVHF 910 Centravac Water Chiller Serial No.: L94F05694	1	EACH	\$	\$
Total					\$


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## ANNEX C

### SECURITY REQUIREMENTS CHECK LIST

 Government of Canada / Gouvernement du Canada		Contract Number / Numéro du contrat 20151342	
		Security Classification / Classification de sécurité UNCLASSIFIED	
<b>SECURITY REQUIREMENTS CHECK LIST (SRCL)</b> <b>LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)</b>			
<b>PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE</b>			
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction National Microbiology Lab	
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 Contractors required to access facility with no access to sensitive information or assets			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No Non <input checked="" type="checkbox"/> Yes Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input type="checkbox"/>		NATO / OTAN <input type="checkbox"/>	
Foreign / Étranger <input type="checkbox"/>			
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>		All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>		No release restrictions Aucune restriction relative à la diffusion <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 :	
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input type="checkbox"/>		NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input type="checkbox"/>		NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>		NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>		NATO SECRET NATO SECRET <input type="checkbox"/>	
SECRET SECRET <input type="checkbox"/>		COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>			
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>			
		PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
		PROTECTED B PROTÉGÉ B <input type="checkbox"/>	
		PROTECTED C PROTÉGÉ C <input type="checkbox"/>	
		CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	
		SECRET SECRET <input type="checkbox"/>	
		TOP SECRET TRÈS SECRET <input type="checkbox"/>	
		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
UNCLASSIFIED

Canada

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Gouvernement du Canada

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

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

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

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

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

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté? ☒ No ☐ Yes  
Non Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

**PRODUCTION**

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

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

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

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

UNCLASSIFIED

Canada

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WPG-6-39330

Buyer ID - Id de l'acheteur  
wpg005  
CCC No./N° CCC - FMS No./N° VME



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Security Classification / Classification de sécurité  
UNCLASSIFIED

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

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

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

☒ No ☐ Yes  
Non Oui

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

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

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

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

☒ No ☐ Yes  
Non Oui

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

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
UNCLASSIFIED

Canada

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## ANNEX D

### 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.
  - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

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## ANNEX E

### TASK AUTHORIZATION FORM

Task Authorization Order No.:		Date:			
Services For:		Supplier Information:			
<b>Contact Information</b>					
Contracting Authority: Alison Guilford		Contractor:			
Telephone: 204-228-7215		Telephone:			
Project Authority:					
Telephone:					
Contract No.: 6D063-151342/xxx/WPG		Delivery Date:		FOB:	
Terms: Please refer to the Contract for complete Terms and Conditions.					
<b>1.0 Description of Tasks to be Performed:</b>					
<b>2.0 Period of Services:</b>					
Start Date:		End Date:			
<b>3.0 Location:</b>					
<b>4.0 Costs:</b>					
Item No.	Category of Personnel / Item Description	Unit of Issue	No. of Days / Quantity	Per Diem Rate / Unit Price	Extended Price
				Subtotal	
				GST/HST	
				TOTAL	
<b>5.0 Authorities:</b>					
Authorization: This form must contain the signature of both the Contractor and the appropriate Project Authority in order for this Task Authorization to be valid. The services detailed under this Task Authorization <b>must</b> be identified on the supporting Contract. Services are not to be provided prior to the completion and signature of this form. Contact the Contracting Officer for more information.					
Supplier: _____ Signature			_____ Date		
<b>Project Authority:</b> ____ I approve this Task Authorization. ____ I do not approve this Task Authorization for the following reasons: _____ _____ <i>Pursuant to subsection 32(1) of the Financial Administration Act, funds are available.</i> _____ Signature Date					





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## **ANNEX G to PART 3 OF THE BID SOLICITATION**

### **ELECTRONIC PAYMENT INSTRUMENTS**

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

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

## ANNEX H

### MANDATORY REQUIREMENTS

Proposals will be evaluated in accordance with the mandatory criteria as detailed herein.

Canada will not evaluate information such as references to Web site addresses where additional information can be found. Proposals not meeting the mandatory criteria will be excluded from further consideration.

It is requested that supporting documentation be provided with the bid at solicitation close and be cross-referenced to indicate where in the documentation it demonstrates compliance. It is the Bidders responsibility to ensure that the submitted documentation provides detail to prove that the proposed Contractor's Resources meet the mandatory criteria.

If the supporting documentation referenced above has not been provided at bid closing, the Contracting Authority will notify the Bidder that they must provide supporting documentation within two (2) business days following notification. Failure to comply with the request of the Contracting Authority within that time period, will deem the bid non-responsive and the bid will be given no further consideration.

ITEM	MANDATORY CRITERIA
<b>M1</b>	The Bidder must confirm they can meet the requirements and perform the work as detailed in Annex A - Statement of Work.
<b>M2</b>	Provision of firm prices, as specified in Annex B.

ITEM	MANDATORY CRITERIA	MET	NOT MET
<b>M1</b>	<b>CONTRACTOR'S RESOURCES</b> The Bidder must confirm the following requirements <b><u>for each individual proposed</u></b> to perform the work. Bidders should provide the certificate/document name, the page number, and item/section number that contains information to verify that the criteria has been met.		
<b>M1.1</b>	Contractor's Resources must include a minimum of two (2) factory trained Refrigeration Journeymen licensed in the Province of Manitoba.		
<b>M1.2</b>	Contractor's Resources must have a minimum of one (1) year experience working in the trade.		
<b>M1.3</b>	Contractor's Resources must have a valid Manitoba Ozone Protection Industry Association (MOPIA) Certification.		