



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

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

**11 LaurierSt./ 11, rue Laurier  
Place du Portage, Phase III  
Core 0B2 / Noyau 0B2**

**Gatineau  
Québec  
K1A 0S5**

**Bid Fax: (819) 997-9776**

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

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

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

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

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

**Comments - Commentaires**

<b>Title - Sujet</b> ELEVATOR MAINT. AT HCMS CARLETON	
<b>Solicitation No. - N° de l'invitation</b> EJ196-170836/A	<b>Date</b> 2017-05-18
<b>Client Reference No. - N° de référence du client</b> 20170836	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$FK-302-72892	
<b>File No. - N° de dossier</b> fk302.EJ196-170836	<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 2017-06-28</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT	
<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> Kraya, Jehan	<b>Buyer Id - Id de l'acheteur</b> fk302
<b>Telephone No. - N° de téléphone</b> (819) 420-5351 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  Specified Herein Précisé dans les présentes	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Maintenance & Professional Consulting Services Division  
(FK)

11 Laurier St./ 11, rue Laurier  
3C2, Place du Portage, Phase III  
Gatineau

Québec  
K1A 0S5

<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/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

## **IMPORTANT NOTICE TO BIDDERS**

### **Security**

This notice is to advise ALL interested bidders that in order to be awarded a contract which contains a security requirement, all bidders MUST hold a valid Security Clearance granted or approved by PWGSC Canadian Industrial Security Directorate (CISD) at the level indicated in this solicitation document. Should the bidder not currently hold a valid Security Clearance or require the level to be upgraded, PWGSC will sponsor the bidder. Please submit your written request with the following information to Jeahan Kraya by facsimile 819-956-3600 or by e-mail to Jeahan.kraya@pwgsc.gc.ca.

- Legal Company Name
- Mailing address
- Surname and given name of contact person
- Telephone number of contact person
- Title of contact person
- Facsimile number
- E-mail address of contact person
- Procurement Business Number
- Preferred Language of correspondence
- Level of Security Required

Additional information on PWGSC security can be found on the following website:  
<http://ssi-iss.tpsgc-pwgsc.gc.ca> or by dialing 1-866-368-4646(Toll free).

### **Support the use of apprentices**

Through Canada's Economic Action Plan 2013, the Government of Canada proposes to support the employment of apprentices in federal construction and maintenance projects. To support this initiative, a voluntary certification signaling the Contractor's commitment to hire and train apprentices is available at Annex F.

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

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

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

The Annexes include the Statement of Work, the Security Requirements Checklist, the Voluntary Certification to Support the Use of Apprentices and other annexes.

### **1.2 Summary**

- 1.2.1. To provide Elevating Device maintenance service. The Contractor shall provide all necessary tools, equipment, materials, labours, inspection, testing, software updates and/or upgrades. The elevators to be maintained are stated in Annex A – Statement of Work. The service must be provided in accordance with Annex A - Statement of Work.
- 1.2.2 For *Public Works and Government Services Canada (PWGSC)* for the elevators located at HMCS Carleton, 79 Prince of Wales Drive, Ottawa, Ontario.
- 1.2.3 The period of any resulting contract will be for a period of five (5) years with Canada.
- 1.2.4 *“There is a security requirement associated with this requirement. For additional information, consult Part 6 – Security, Financial and Other Requirements and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the Industrial Security Program (ISP) of Public Works and Government Services Canada(<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website”.*
- 1.2.5 For services requirements, Bidder in receipt of a pension or lump sum payment must provide the required information as detailed in article 3 of Part 2 of the bid solicitation
- 1.2.6 The requirement is subject to the provisions of the World Trade Organization agreement on the Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA) the Agreement on Internal Trade (AIT).
- 1.2.7 *“There is a mandatory site visit associated with this requirement where personnel security screening is required prior to gaining access to Classified information, assets or sites. Consult Part 2 –Bidder Instructions.”*

### **1.3 Debriefings**

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

## **PART 2 - BIDDER INSTRUCTIONS**

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

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-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 (2017-04-27) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

- Delete: sixty (60) days

- Insert: *one hundred twenty (120) days*

### **2.2 Submission of Bids**

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

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

### **2.3 Former Public Servant**

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

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

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

### **Work Force Adjustment Directive**

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

If so, the Bidder must provide the following information:

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

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

## **2.4 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must

be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all Bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

## **2.5 Applicable Laws**

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

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

## **2.6**

### **Mandatory Site Visit**

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at 79 Prince of Wales Drive on June 7, 2017. The site visit will begin at 10:00am, in the front lobby.

Bidders must communicate with the Contracting Authority no later than June 1, 2017 to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders will be required to sign an attendance sheet. Bidders should confirm in their bid that they have attended the site visit. Bidders who do not attend the mandatory site visit or do not send a representative will not be given an alternative appointment and their bid will be declared non-responsive. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation

*It is mandatory that bidders provide and wear safety boots for the site visit. Bidders who do not comply will not be permitted to attend the site visit.*

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

### **3.1 Bid Preparation Instructions**

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

- Section I Technical Bid (1 hard copies) *“and (1 soft copies on CD,)”*;
- Section II Financial Bid (1 hard copies) *“and (1 soft copies on CD,)”*; and
- Section III Certifications (1 hard copies) *“and (1 soft copies on CD,)”*;

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-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 - see Part 4, subsection 4.1.1**

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 *and describe their approach* in a thorough, concise and clear manner for carrying out the work.

Their 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 Pricing Schedule detailed below. The total amount of Applicable Taxes is to be shown separately.

**Basis of Payment**

The Bidder, hereby offers to Canada to furnish all necessary labour, materials, tools and equipment to perform in a careful and workmanlike manner the Services described in the Statement of Work attached hereto for the Total Monthly Amount of \$ \_\_\_\_\_, excluding Applicable Taxes; which consists of

(a) a monthly amount of \$ \_\_\_\_\_ for materials and labour, and

1. The Contractor agrees that:

- (a) The separate prices for materials and labour, as bid above, govern in calculating the Total Monthly Amount of the Bid; any errors in the addition of these prices shall be corrected in order to obtain the actual total Monthly Amount of the Bid; and,
- (b) The Contractor is responsible for the close examination of the equipment and installations for which the Services are to be performed and acknowledges having studied the Statement of Work in light of such examination; the contractor is fully aware of the scope of the Services and of the labour, materials, tools and equipment that are required to perform such Services.

<b>Period</b>	<b>Firm Monthly Rate</b>	<b>Number of Months</b>	<b>Firm Annual Rate</b>
<b>Year 1</b>	<b>\$</b>	<b>x 12</b>	<b>\$</b>
<b>Year 2</b>	<b>\$</b>	<b>x 12</b>	<b>\$</b>
<b>Year 3</b>	<b>\$</b>	<b>x 12</b>	<b>\$</b>
<b>Year 4</b>	<b>\$</b>	<b>x 12</b>	<b>\$</b>
<b>Year 5</b>	<b>\$</b>	<b>x 12</b>	<b>\$</b>
<b>Total</b>			<b>\$</b>

**3.1.2 Electronic Payment of Invoices – Bid**

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

If Annex “C” 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.

**Section III: Certifications**

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

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

### **4.1 Evaluation Procedures**

(a) Bids will be assessed in accordance with the entire requirement of the bid solicitation *including the technical and financial evaluation criteria*.

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

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1 Submission of Evidence**

Submission of Evidence as described at 4.1.1.2 to 4.1.1.4 should be included with the bid at time of solicitation closing. However, if the following is not submitted with the bid by the solicitation closing date, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

**The evidence provided by the bidder may be verified.**

##### **4.1.1.2 Elevator technician**

To carry out the work on this requirement, the Bidder must provide 3 technicians to perform maintenance of a hydraulic passenger elevator.

The Bidder must provide the name of each Technicians:

	<b>First and Last Name</b>
Technician 1	
Technician 2	
Technician 3	

The following certificates/cards must be provided for each **technician** proposed by the Bidder. Each of the certificate/card must be valid (not expired) as of the bid closing date of this RFP.

- EDM certificate
- certificates as per SOW

##### **4.1.1.3 Mandatory Non-Working Service Manager's Expertise and Experience**

The bidder must provide evidence of its non-working Service Manager's recent experience by referencing at least one (1) similar project/contract within the past 5 years. It is mandatory that the non-working Service Manager has 2 years' experience within the past 5 years in a supervisory.

In order to demonstrate the Non-working service manager's experience, the Bidder must provide a minimum of 1 client contact reference. The project reference must include; contact name and information, start and end date of the services. The client contact reference must confirm that the Non-Working Service Manager has experience in the following: (instructions: the TA must provide the experience he will ask the reference to confirm. The CA must make the appropriate adjustments either in a table or a list below).

- Similar is defined as maintenance service of elevator equipment comparable in size, scope to the equipment listed in Annex A, Statement of Work, Equipment Inventory.
- The bidder should provide the information using the form below.

- Past 5 years is defined as from January 2012 up to and including the RFP closing date.

In cases where the performance period of the project or contract overlap with or duplicate in part the performance period of another project or contract, the overlapping or duplicate period will only be considered once when calculating the minimum requirement of 2 years experience.

Bids where **no** client contact references can be contacted and experience cannot be confirmed will be non-responsive.

In the case a client contact cannot be contacted with the contact information provided or in the event where the experience required cannot be confirmed by the client contacts named in the bid, the bid will be considered non-responsive and no further consideration will be given to the bid.

<b>Provide the name of the Non-Working Service Manager</b> _____	
MAIN REFERENCE. This is the principal reference for this mandatory criteria.	
Name of client organization or Company	Name: _____
Name and title of client contact who can confirm the information presented in the bid.	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone No.: _____ Email Address: _____
Performance period of the project or contract (indicate year, month, day)	From: _____ (year/month/day) To: _____ (year/month/day)
ALTERNATE REFERENCE. Only if the main reference above cannot be reached, the alternate reference below will be contacted. A maximum of 1 alternate reference will be contacted. See 4.1.1.5 below for more details.	
Name and title of client contact who can confirm the information presented in the bid.	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone No.: _____ Email Address: _____

#### 4.1.1.4 Mandatory Contractor's Experience and Past Performance

The bidder must provide evidence of its experience by referencing 3 similar projects/contracts within the past 5 years. It is mandatory that the Contractor has 2 years' experience within the past 5 years in the field of elevator maintenance services.

In order to demonstrate the contractor's experience, the Bidder must provide a minimum of 3 client contact reference. The project reference must include contact name and information, start and end date of the services. The client contact reference must confirm that the Bidder has experience in the following: (instructions: the TA must provide the experience he will ask the reference to confirm. The CA must make the appropriate adjustments either in a table or a list below).

- Similar is defined as a maintenance service on elevator systems comparable in size and scope to the equipment listed in Annex A, Statement of Work, Equipment Inventory.
- The bidder should provide the information using the form below.
- Past 5 years is defined as from January 2012 up to and including the RFP closing date.

In cases where the performance period of the project or contract overlap with or duplicate in part the performance period of another project or contract, the overlapping or duplicate period will only be considered once when calculating the minimum requirement of 2 years experience.

Bids where **no** client contact references can be contacted and experience cannot be confirmed will be non-responsive.

In the case a client contact cannot be contacted with the contact information provided or in the event where the experience required cannot be confirmed by the client contacts named in the bid, the bid will be considered non-responsive and no further consideration will be given to the bid.

MAIN REFERENCE #1. This is the principal reference for this mandatory criteria.	
Name of client organization or Company	Name: _____
Name and title of client contact who can confirm the information presented in the bid.	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone No.: _____ Email Address: _____
Performance period of the project or contract (indicate year, month, day)	From: _____ (year/month/day) To: _____ (year/month/day)
ALTERNATE REFERENCE #1. Only if the main reference #1 above cannot be reached, the alternate reference below will be contacted. A maximum of 1 alternate reference will be contacted. See 4.1.1.5 below for more details.	

Name and title of client contact who can confirm the information presented in the bid.	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone No.: _____ Email Address: _____

**MAIN REFERENCE #2. This is the principal reference for this mandatory criteria.**

Name of client organization or Company	Name: _____
Name and title of client contact who can confirm the information presented in the bid.	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone No.: _____ Email Address: _____
Performance period of the project or contract (indicate year, month, day)	From: _____ (year/month/day) To: _____ (year/month/day)

**ALTERNATE REFERENCE #2. Only if the main reference #2 above cannot be reached, the alternate reference below will be contacted. A maximum of 1 alternate reference will be contacted. See 4.1.1.5 below for more details.**

Name and title of client contact who can confirm the information presented in the bid.	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone No.: _____ Email Address: _____

**MAIN REFERENCE #3. This is the principal reference for this mandatory criteria.**

Name of client organization or Company	Name: _____
Name and title of client contact who can confirm the information presented in the bid.	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone No.: _____ Email Address: _____

Performance period of the project or contract (indicate year, month, day)	From: _____ (year/month/day) To: _____ (year/month/day)
ALTERNATE REFERENCE #3. Only if the main reference #3 above cannot be reached, the alternate reference below will be contacted. A maximum of 1 alternate reference will be contacted. See 4.1.1.5 below for more details.	
Name and title of client contact who can confirm the information presented in the bid.	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone No.: _____ Email Address: _____

**4.1.1.5 Reference Check Procedures for Mandatory Contractor's Experience and Past Performance AND Mandatory Non-Working Service Manager's Expertise and Experience**

Canada will contact each "main" reference by email and will allocate a minimum of 3 working days for the contact to provide a response. Within this period of 3 working days, a minimum of 1 phone (if a phone number is provided by the Bidder) or 1 email follow-up will be done before the end of the 3 working days period. In the case that no email address is provided by the Bidder, 2 phone call attempts will be made to contact the reference. The first phone call will provide a time line by which to call back the evaluator and provide the reference, and the 1 follow up phone call will be reminders of that same deadline.

An alternate reference will be contacted ONLY if there is evidence that the main reference is out of the office for an extended period of time or if no answer is received in the time period requested. , If the main contact reference provides a response (regardless of whether the response confirms the bidder`s experience or not), the alternate reference will not be contacted.

If the alternate reference does not provide a response during the time period provided to receive an answer, the reference will be considered non-responsive.

If there is a mistake or typo in the email address and/or phone number of any reference contact information, the Contracting Authority will not contact the Bidder to provide new contact information. It is the responsibility of the Bidder to insure the contact information for the main and the alternate references are accurate, and that they are made aware that Canada will be contacting them for reference checks.

Canada will perform reference checks in accordance with the above-noted procedures and will not contact or follow-up with the bidder for any reason at any point in the process.

**4.1.1.6 Apprentices**

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

#### **4.2 Basis of selection**

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

## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

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

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

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

### **5.1 Certifications Required with the Bid**

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

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

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

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

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

#### **5.2.1 Integrity Provisions – Required Documentation**

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

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

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

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

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

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

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

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

### **5.2.3.2 Education and Experience**

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.



## **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.

#### **7.1.1 Replacement of Specific Individuals**

1. If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
2. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:
  - (a) the name, qualifications and experience of the proposed replacement; and
  - (b) proof that the proposed replacement has the required security clearance granted by Canada, if applicable.
3. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

#### **Names of qualified employees**

The contractor must provide the names of the qualified *Technicians* who will be assigned to work on this Contract. The names provided below must be the same personnel listed in part 3 & part 6 of the proposal.

<b><i>Technician</i></b> <i>(first &amp; last name)</i>	<b><i>Back up Technician</i></b> <i>(first &amp; last name)</i>	<b><i>Field Superintendent</i></b> <i>(first &amp; last name)</i>

### **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>) issued by Public Works and Government Services Canada.

#### **7.2.1 General Conditions**

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

## 7.3 Security Requirement

**7.3.1** The following security requirement (SRCL and related clauses) applies and form part of the Contract.

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

## 7.4 Term of Contract

### 7.4.1 Period of Contract

The period of the Contract is from \_\_\_\_\_ to \_\_\_\_\_ inclusive. *(leave blank until contract award - delete this note before issuing the solicitation)*

## 7.5 Authorities

### 7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Jeahan Kraya  
Title: Supply Specialist  
Public Works and Government Services Canada  
Acquisition Branch  
Direction: Real Property Contracting Directorate  
Portage III-3C2-11 Laurier Street, Gatineau QC K1A  
Telephone: 819-420-5351  
Facsimile: 819-956-3600  
E-mail address: Jeahan.kraya@tpsgc-pwgsc.gc.ca

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

### 7.5.2 Technical Authority

*"TO BE PROVIDED AT CONTRACT AWARD"*

The Technical Authority for the Contract is:

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

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

Organization: \_\_\_\_\_

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

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

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

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

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

### **7.5.3 Contractor's Representative**

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

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

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

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

Cellular: \_\_\_\_\_

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

### **7.6 Proactive Disclosure of Contracts with Former Public Servants**

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

### **7.7 Payment**

#### **7.7.1 Basis of Payment**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor shall be paid the Total Monthly Amount of \$\_\_\_\_\_ Applicable Taxes are extra.

The Total Monthly Amount above is the sum of:  
a monthly amount of \$\_\_\_\_\_ for materials and labour

#### **7.7.2 Method of Payment - Firm Price**

In consideration of the Contractor satisfactorily completing its obligations under this contract, the Contractor will be paid firm prices *in twelve (12) equal monthly payments*, in accordance with General Conditions 2035 16 (2016-04-04) 'Payment Period' and the following table. Applicable Taxes are extra, if applicable.

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.

### 7.7.3 SACC Manual Clauses

A9117C (2007-11-30) T1204 - Direct Request by Customer Department, apply to and form part of the Contract.

### 7.7.4 Electronic Payment of Invoices – Contract

*Insert the following clause, if applicable, where payment of invoices will be made using electronic payment instruments, Refer to Annex “C” Electronic Payment Instruments, where the Bidder indicated which electronic payment instruments are accepted.*

*Contracting officers must reproduce below, the information from Annex “C” Electronic Payment Instruments, in which were identified electronic payment instruments accepted by the Contractor and renumber accordingly.*

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)

## 7.8 Invoicing Instructions - Maintenance Services

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

Invoices cannot be submitted until all work identified in the invoice has been completed and that all maintenance service call reports related to the Work identified in the invoice have been received by the Technical Authority.

2. The Contractor must distribute the invoices and reports as follows:
  - (a) The original and two (2) copies of the invoices and monthly maintenance reports must be forwarded to the following address for certification and payment  
*Public Works and Government Services Canada  
Maintenance and Operational Assurance Services  
180 Kent Street  
18<sup>th</sup> floor  
Ottawa, Ontario, K1A 0S5  
Attention: \_\_\_\_\_ (leave blank until contract award)*

## 7.9 Certifications and Additional Information

### 7.9.1 Compliance

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

## **7.10 Applicable Laws**

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

## **7.11 Priority of Documents**

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2016-04-04)
- (c) Annex A, Statement of Work;
- (d) Annex B, Security Requirements Check List;
- (e) the Contractor's proposal dated \_\_\_\_\_ (*insert date of bid*)

## **7.12 Foreign Nationals (Canadian Contractor)**

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

## **7.13 Insurance**

### **7.13.1 Insurance – Specific Requirements**

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

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

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

### **7.13.2 Commercial General Liability Insurance**

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:

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

#### **7.14 Cellular Phones and/or Pagers**

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

#### **7.15 Pre-Commencement Meeting**

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

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

**7.16 Voluntary Reports for Apprentices Employed during the Contract**

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

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

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

Number of apprentices hired	Trade specialty

(Add lines if needed)

**ANNEX A**

**STATEMENT OF WORK**

*(Insert file number)*

**ANNEX B**

**SECURITY REQUIREMENT CHECK LIST**

*(Insert number if applicable)*

**ANNEX "C" to PART 3 OF THE BID SOLICITATION**

**ELECTRONIC PAYMENT INSTRUMENTS**

*As indicated in Part 3, clause 3.1.2, the Bidder must complete the information requested below, to identify which electronic payment instruments are accepted for the payment of invoices.*

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 D**  
**FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION**

*(insert if applicable)*

**Remark to Contracting Authority:** Insert the following certification for requirements issued on behalf of a Department or Agency subject to the FCP, estimated at \$1,000,000 **and above**, options excluded and Applicable Taxes included: (consult Annex 5.1 of the Supply Manual) (See also Part 5 - Certifications and Additional Information and Part 7 - Resulting Contract Clauses)

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit Employment and Social Development Canada (ESDC) – Labour's website.

Date: \_\_\_\_\_ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- A1. The Bidder certifies having no work force in Canada.
- A2. The Bidder certifies being a public sector employer.
- A3. The Bidder certifies being a federally regulated employer being subject to the Employment Equity Act.
- A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.

A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

- A5.1. The Bidder certifies already having a valid and current Agreement to Implement Employment Equity (AIEE) in place with ESDC-Labour.

**OR**

- A5.2. The Bidder certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

**OR**

- B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)

## ANNEX "E"

### Voluntary Certification to Support the Use of Apprentices

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

*In order to help meet demand for skilled tradespeople, the Contractor agrees to use, and require its subcontractors to use, reasonable commercial efforts to hire and train registered apprentices, to strive to fully utilize allowable apprenticeship ratios<sup>1</sup> and to respect any hiring requirements prescribed by provincial or territorial statutes.*

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

*Name:*

*Signature:*

*Company Name:*

*Company Legal Name:*

*Solicitation Number:*

*Optional information to provide:*

*Number of apprentices planned to be working on this contract:*

*Trades of those apprentices:*

---

<sup>1</sup> The journeyman-apprentice ratio is defined as the number of qualified/certified journeymen that an employer must employ in a designated trade or occupation in order to be eligible to register an apprentice as determined by provincial/territorial (P/T) legislation, regulation, policy directive or by law issued by the responsible authority or agency.

**ANNEX A**

**Specifications**

**for**

**Elevating Devices Maintenance**

**Project Name: HMCS Carleton, 79 Prince of Wales Building, Ottawa, Ontario  
Elevator Maintenance Contract**

**Specification Number:**

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## 1. SCOPE

The Contractor shall furnish all necessary tools, (including but not limited to programming, diagnostic and site specific specialty devices), equipment, materials and labor to maintain, inspect, test, provide software updates and/or upgrades and service the elevating devices described in Section 2, Particular Requirements, of the Specifications.

## 2. PERFORMANCE

The Contractor shall maintain the elevating devices described in Section 2, Particular Requirements, of the Specifications using all reasonable care to maintain the equipment in proper and safe working conditions.

### 2.1 Elevating Devices, Maintenance Log

- .1 The Contractor shall maintain the PWGSC supplied Elevating Devices, Maintenance Log associated with each piece of equipment, in a manner that will identify the Contractor's conformance to 2.2 Maintenance Services below, and the applicable Codes and Standards, as described below in 2.4 Safety Codes. This Log may be used as proof of delivery should there be a discrepancy between services rendered and the services invoiced. The maintenance requirements and intervals provided within the Elevating Devices Log must be adhered to as a minimum. Should the contractor deem the maintenance requirements and intervals be increased, the contractor may do so but shall advise the Departmental Representative and the increased maintenance requirements and intervals must be noted in the Maintenance Log Book.
- .2 Any site specific examination/test frequencies for this contract will be provided in the Particular Requirements of this document.
- .3 The contractor shall provide an equipment specific Maintenance Control Program as per the requirements of the ASME A17.1/CSA B 44 Safety Code for Elevators (requirement 8.6.1.2.1). If any portion of the MCP is deemed more stringent than the Particular Requirements of this document then it shall be incorporated.

### 2.2 Maintenance Services

- .1 The Contractor shall regularly and systematically, at the frequency specified in Section 2, Particular Requirements, of the Specifications, examine, clean, adjust, calibrate and lubricate all components of the equipment. If conditions warrant, the Contractor shall repair or replace all components using only genuine replacement parts.
- .2 For the purposes of the contract "**Genuine Replacement Parts**" means only:
  - .1 parts made by the original manufacturer;
  - .2 parts approved for use by the original manufacturer; or
  - .3 parts approved for proposed application by the Departmental Representative in writing; the Departmental Representative reserves the right to have such replacement parts certified for their proposed application by an independent laboratory of its choice, at the expense of the Contractor, prior to granting approval.
- .3 The Contractor shall:
  - .1 provide lubricants, hydraulic fluids, car cab lighting, car fluorescent ballasts starters and tubes, signal lamps, pit lamps, lamps on car top, lamps in relevant machinery spaces, all hydraulic equipment, cathodic protection and car sub flooring and floor finishing (except carpets);
  - .2 clean hoistways, pits, car tops, car ceilings, ceiling cavities, suspended ceilings and trusses.

### **2.3 Safety Devices and Tests**

- .1 The Contractor shall inspect and adjust all safety devices as often as necessary and perform all tests as required by the applicable Codes and Standards described in paragraph 2.4 below. Where regulations require the enforcing/inspection authority to witness such tests, the Contractor shall conduct the test in their presence.
- .2 The Contractor shall co-ordinate and assist the enforcing/inspection authority in the performance of their annual inspection and tests of equipment.

### **2.4 Safety Codes**

- .1 The Contractor shall conform to, but not limit work to, the edition of Codes and Standards applicable at the time of entering into the Contract as follows:
  - .1 ASME A17.1/CSA B44, Safety Code for Elevators and Escalators (including all Appendices),
  - .2 CSA B44.1/ASME A17.5 Elevator & Escalator Electrical Equipment
  - .3 B44.2-10 Maintenance Requirements and Intervals for Elevators, Dumbwaiters, Escalators, and Moving Walks.
  - .4 CAN/CSA-B355, Standard for Lifts for Persons with Physical Disabilities (including Appendices A and B),
  - .5 National Building Code,
  - .6 National Fire Code,
  - .7 Provincial/Territorial Acts and Regulations and
  - .8 Municipal Bylaws,
  - .9 National Electrical Code.
- .2 Where concurrent regulations exist the most stringent set of regulations shall apply.

### **2.5 Operation**

- .1 The Contractor shall maintain the original performance of the equipment within the limits outlined in the Codes and Standards described in paragraph 2.4 above, including but not limited to:
  - .1 rated speed,
  - .2 acceleration,
  - .3 deceleration,
  - .4 door opening and closing times and
  - .5 safeties and governor operation.

### **2.6 Group Dispatching System**

- .1 The Contractor shall conduct periodic tests of the group dispatching system to ensure all circuits and time settings are properly adjusted to suit building traffic requirements, in accordance with the design capabilities of the system and applicable Codes.
- .2 Upon award of the contract and within the first three (3) months the contractor shall complete a traffic study of all group passenger elevators and provide statistical data to the Departmental Representative. In compliance with requests, by the Departmental Representative, the Contractor shall provide additional traffic studies that include relevant statistical data.

### **2.7 Exclusions**

- .1 The Contractor is not required to make renewals or repairs due to:
  - .1 negligent operation or misuse of equipment by others and
  - .2 causes beyond the Contractor's control except those due to ordinary wear and tear of equipment.

- .2 The Contractor is not responsible for
  - .1 refinishing, protecting, repairing or the replacement of the car enclosure, balustrades, car and hoistway door panels, frames and sills,
  - .2 cleaning, washing, waxing and polishing of car floors and
  - .3 the performance of safety tests additional to those specified in the contract, the installation of additional parts on the equipment nor the substitution of any parts with parts of a design different from those that constituted the equipment at the time the contract was signed, regardless of whether or not these measures are recommended or directed by an insurance company or by an enforcing/inspection authority.
- .3 Further exclusions may be specified in Section 2, Particular Requirements, of the Specifications.

## **2.8 Working Hours**

The Contractor shall perform all work during the regular working hours (07:00 hours to 17:00 hours) of the regular working days (Monday to Friday excluding legal holidays), unless otherwise specified in Section 2, Particular Requirements, of the Specifications.

## **2.9 Answering Service**

The Contractor shall provide a comprehensive answering service 24 hours a day, 7 days a week.

## **2.10 Callback Service**

The Contractor shall provide callback service between regular examinations within the response time specified in Section 2, Particular Requirements, of the Specifications, at no additional cost. .

## **2.11 Stock of Parts for Maintenance Service**

- .1 The Contractor shall maintain, in each building, an adequate stock of frequently replaced parts organized neatly in a cabinet.
- .2 The Contractor shall have available any part requiring replacement. The Contractor shall provide all parts promptly to ensure repair or replacement work is completed in an expeditious manner to minimize equipment outage time. Canada shall not assume responsibility for the safekeeping of parts stored on its premises.

## **2.12 Repairs**

- .1 The Contractor shall immediately inform the Departmental Representative, in writing, of the need for repairs that are excluded from the contract.
- .2 Problem Solving Escalation Procedures: if, within the first four (4) hours of working on the equipment, the technician has not made significant progress in effecting repairs and returning the equipment to normal operation, the contractor shall make arrangements for a technician with the appropriate expertise to be on site without undue delay to facilitate the repair. This escalation process must not result in any additional costs to the Departmental Representative.
- .3 Disputes: in the event of a dispute over equipment operation, repairs, billing, invoices or any other item, work must continue during the dispute to ensure the operation and/or reliability of the equipment is not jeopardized.

## **2.13 Cleaning and Painting**

- .1 The Contractor shall thoroughly clean and paint within one (1) year of the commencement date stipulated in under Article "Period of Contract" of the resultant contract , and every three (3) years thereafter:
  - .1 all elevator machine room equipment and
  - .2 the elevator machine room floors including secondary spaces and pits

## **2.14 Wiring Diagrams, Adjustment Procedures and Operational Descriptions**

- .1 The Contractor shall prove to the satisfaction of the Departmental Representative:
  - .1 possession of complete schematic wiring diagrams,
  - .2 possession of detailed adjustment procedures, and
  - .3 possession of detailed operational descriptions of all equipment included in the contract.

Page 3 of 4

- .2 The Contractor shall conspicuously post in every elevator machine room framed copies of approved laminated schematic wiring diagrams. The Contractor shall keep these diagrams up to date during the entire Term of the contract by indicating any change to circuitry. Engineer approved copy of the original and revised diagrams shall be provided to the Departmental Representative upon request. Where wiring diagrams, adjustments procedures and operational descriptions are available in electronic form, the Contractor shall update the documents in electronic form consistent with PWGSC standards and provide copies to the Departmental Representative upon request.

## **2.15 Reporting Requirements**

- .1 The Contractor shall maintain, as a minimum, records of all maintenance activities, adjustments, verifications, tests, repairs and modifications for the duration of the contract, and provide them to the Departmental Representative upon request.
- .2 When malfunctioning elevating equipment cannot be returned to service within the same day, the Contractor shall provide, by the end of the following working day, a written report to the Departmental Representative describing the nature of the problem and the expected date of the service resumption.
- .3 When it is necessary to take all or part of the system(s) out of service, for inspections, tests and/or maintenance/service repairs etc., arrangements must be made with the Departmental Representative a minimum of seventy two (72) hours in advance. Details must be provided electronically to the Departmental Representative outlining the scope of the work to be done, anticipated time frame and the equipment involved.
- .4 The Contractor shall employ proven information collection and delivery techniques, methodologies and systems to meet PWGSC requirements.
- .5 The Contractor shall ensure that computer systems and information are protected with due regard to security, and ensure information disaster recovery and backup plans and procedures are in place.
- .6 Copies of all maintenance related work tickets and visitation records must be provided with the monthly invoicing for verification that the frequencies as stated in the contract have been met.

## **2.16 Environmental Protection**

- .1 Without restricting the generality of Section 6 Applicable Laws, of the General Conditions - Services, the Contractor shall ensure that;
  - .1 there is no contaminated waste left on site and
  - .2 disposal of all waste or volatile materials such as paints, oils, thinners, cleansers, etc. is completed through proper means and not waterways, storm or sanitary sewers.

**ELEVATING DEVICES MAINTENANCE  
SPECIFICATIONS**

**Building Name and Address: HMCS Carleton, 79 Prince of Wales Drive, Ottawa, Ontario**

**Equipment Inventory:**

One (1) hydraulic passenger elevator TSSA # 64678293 serving two (2) stops and two (2) openings 1588 kg.

1. **SPECIAL EXCLUSIONS:** **None**
  
2. **PRO-RATION:** **None**
  
3. **SPECIAL LABOUR:** **Contractor to provide a cost breakdown for each elevating device, per inspection, based on the EXAMINATION FREQUENCY requirements indicated in item 5 below.**  
  
**Contractor must indicate the dollar value (on a per elevator basis) assigned to the 5 year full load tests, which was part of the overall price submitted.**
  
4. **OTHER SPECIAL CONDITIONS:** **A written Maintenance Control Program (MCP) shall be in place to maintain the equipment in compliance with the requirements of Clause 8.6. of the ASME A17.1-2010/B44-10 Safety Code for Elevators. The MCP shall incorporate as a minimum the examinations and frequencies of the CSA B44.2-10. (for exceptions see 6. Examination Frequency)**  
**This program shall be available on site and, upon request, for review/acceptance by the Departmental Representative.**  
**Note:** Landing and car doors (4.5.1) of CSA B44.2-10 shall be carried out as a *monthly requirement*.
  
5. **EXAMINATION FREQUENCY:** **Shall be Monthly.....a minimum of one (1) hour per visit shall be dedicated for the on-site maintenance of the devices within the inventory of this facility.**

5. EXAMINATION FREQUENCY *cont'd*

Task inspections and frequency intervals as described in the “*CSA B44.2-10 Maintenance Requirements and intervals for elevators, dumbwaiters, escalators, and moving walks*”, shall be adhered to as a minimum.

*Important Note:* Landing and car doors (4.5.1) of CSA B44.2-10 shall be carried out as a monthly requirement.

Governors shall be manually examined monthly to ensure all parts are operating freely as per 8.6.19.3 of the ASME A17.1/CSA B44 Safety Code for Elevators  
(See tables provided on Page 3 & 4 of Particular Requirements, for minimum frequencies).

If the manufacturer or contractor deems that frequencies and intervals be increased they shall be permitted to do so, however there shall be no increase in maintenance costs.

**Escalators and Moving Walks:**

*Important Note:* Escalators and Moving Walks frequencies have been adjusted. All 3 month requirements of the CSA B44.2-10 are to be carried out at monthly intervals.  
(See tables provided on Page 5 of Particular Requirements, for minimum frequencies).

6. CALLBACK SERVICE:

Include twenty four (24) hour per day seven (7) days per week callback service at no additional cost.

7. RESPONSE TIME:

For release of trapped passengers, on-site, response times are: thirty (30) minutes during regular working hour calls and within on (1) hour for after hour calls. All other trouble calls within (2) hours

**ELEVATING DEVICES MAINTENANCE  
SPECIFICATIONS**

**.8 MAINTENANCE TASK & FREQUENCY TABLE ELEVATORS:**

**Table 1**  
**Elevator and dumbwaiter - Minimum maintenance frequencies**  
*(see Clause 4.)*

*Note:* All clause references provided below refer to CSA B44.210 *Maintenance requirements and intervals for elevators, dumbwaiters, escalators, and moving walks.*

<b>Every month</b> clause reference	<b>Every 3 months</b> clause reference	<b>Every 12 months</b> (clause reference)	<b>Every 3 years</b> (clause reference)	<b>Every 5 years</b> (clause reference)
Landing and car doors (4.5.1)  Governors (see 8.6.19.3 of ASME A17.1/CSA B44)	Inspection of record of oil usage (4.30)  Maintenance required by 8.6.1.2. of ASME A17.1/CSA B44 (4.1.3)	Ascending car overspeed protection (4.18)  Auxiliary power lowering (4.20)  Broken rope, tape, or chain switch (4.24)  Car Emergency lighting systems (4.17)  Cylinder and pressure piping (4.9)  Cylinder corrosion protection monitoring means (4.32)  Driving-machine brakes (4.6.1)  Firefighters' emergency operation (4.23)  Flexible hose and fitting assemblies (4.12)  Governors (4.3.1 and 4.3.2.1)  Landing and car doors (4.5.2)  Low oil protection (4.11)  Normal and final terminal stopping device (4.21)  Plunger gripper (4.16)  Pressure switch (4.10)	Pressure vessels (4.14)  Unexposed piston rods (4.13)	Car and counterweight oil buffers (4.7)  Driving -machine brakes (4.6.3 & 4.6.4)  Emergency brake (4.29)  Emergency terminal speed-limiting and stopping device (4.22)  Governors (4.3.2.2)  Inner landing zone (4.28)  Leveling zone and leveling speed (4.27)  Overspeed valves (4.15)  Power opening of doors (4.26)  Wire ropes (coated) (4.4.3(b))

*(continued on page 4)*

**.8 MAINTENANCE TASK & FREQUENCY TABLE ELEVATORS: *cont'd***

**Table 1**

**Elevator and dumbwaiter - Minimum maintenance frequencies**  
(see Clause 4.)

*Note:* All clause references provided below refer to CSA B44.210 *Maintenance requirements and intervals for elevators, dumbwaiters, escalators, and moving walks.*

<b>Every month</b> (clause reference)	<b>Every 3 months</b> (clause reference)	<b>Every 12 months</b> (clause reference)	<b>Every 3 years</b> (clause reference)	<b>Every 5 years</b> (clause reference)
		Relief valve setting (4.8)  Safeties (4.2.1)  Standby or emergency power (4.19)  Two-way communication means (4.33)  Wire ropes (4.4.1, 4.4.3(a), 4.4.4, and 4.4.5)  Written checkout procedure of E/E/PES device (4.25) <i>(definition below)</i>		

Definition of E/E/PES **electrical/electronic/programmable electronic (E/E/PE)**: based on electrical (E), and/or electronic (E), and/or programmable electronic (PE) technology.

NOTE: The term is intended to cover any and all devices or systems operating on electrical principles.

EXAMPLE: Electrical/electronic/programmable electronic devices include

- (a) Electromechanical devices (electrical)
- (b) Solid-state nonprogrammable electronic devices (electronic)
- (c) Electronic devices based on computer technology (programmable electronic)

Remote Monitoring System Maintenance

- 1 The remote monitoring system is considered as part of the elevator system and, as such, maintenance of the system must be included as part of the overall preventative contract for the elevator equipment.
- 2 The maintenance of the computer equipment is based on normal maintenance usually required for personal computers.
- 3 System Maintenance
  - .1 Inspection of modem, hard drive and printer quarterly.
  - .2 Evaluate system operation at reasonable levels based on usage of the system.
  - .3 Back-up data system based on reasonable intervals,
  - .4 Inspect external connections on a monthly basis.
  - .5 Clean the monitor screen at reasonable intervals based on site conditions.
- 4 Interface Panel Maintenance
  - .1 Clean interface panel quarterly.
  - .2 Inspect interface panel monthly.
  - .3 Check all connections annually for integrity.
- 5 Testing
  - .1 Test the UPS system quarterly, minimum.
  - .2 Inspect the data integrity quarterly.
  - .3 Test the interactive security features bi weekly.
  - .4 Review the traffic analysis data at least monthly or sooner as required.
- 6 Comply fully with the equipment manufacture's maintenance procedures and recommendations.
- 7 Reports: provide reports in a form acceptable to the Departmental Representative when requested.



Government of Canada

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JUL 06 2016

Contract Number / Numéro du contrat

R.64595.085

Security Classification / Classification de sécurité  
UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL)

LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine  
Public Works and Government Services Canada

2. Branch or Directorate / Direction générale ou Direction RPB

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  
Preventive Maintenance for one Hydraulic elevator, 79 Prince of Wales

5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées?  No / Non  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?  No / Non  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?  No / Non  Yes / Oui

6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes?  No / Non  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?  No / Non  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

7. b) Release restrictions / Restrictions relatives à la diffusion

7. c) Level of information / Niveau d'information



**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?  Yes / Oui  No / Non

If Yes, indicate the level of sensitivity: / Dans l'affirmative, indiquer le niveau de sensibilité:  Yes / Oui  No / Non

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?  Yes / Oui  No / Non

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

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

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

<input checked="" type="checkbox"/> RELIABILITY STATUS	<input type="checkbox"/> CONFIDENTIAL	<input type="checkbox"/> SECRET	<input type="checkbox"/> TOP SECRET
<input type="checkbox"/> COTE DE FIABILITE	<input type="checkbox"/> CONFIDENTIEL	<input type="checkbox"/> SECRET	<input type="checkbox"/> TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGHT	<input type="checkbox"/> NATO CONFIDENTIAL	<input type="checkbox"/> NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET
<input type="checkbox"/> TRÈS SECRET - SIGHT	<input type="checkbox"/> NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET	<input type="checkbox"/> COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS	<input type="checkbox"/> ACCESS AUX EMBLACEMENTS		

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?  Yes / Oui  No / Non

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

Special comments: \_\_\_\_\_  
Commentaires spéciaux: \_\_\_\_\_

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

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?  Yes / Oui  No / Non

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?  Yes / Oui  No / Non

**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?  Yes / Oui  No / Non

**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?  Yes / Oui  No / Non

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?  Yes / Oui  No / Non



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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

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

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

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

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

Maria Mendoza  
Contract Security Officer, Contract Security Division  
Maria.Mendoza@pws-gc.ca  
Tel/Tel - 613-948-1618 / Fax/Télex - 613-954-4171

13. Organization Project Authority / Chargé de projet de l'organisme		Name (print) - Nom (en lettres moulées)		Title - Titre		Signature		Date	
ayer, Steven		Steven Ayer		Maintenance management specialist				2016/07/05	
14. Organization Security Authority / Responsable de la sécurité de l'organisme		Name (print) - Nom (en lettres moulées)		Title - Titre		Signature		Date	
L'office, Patricia - Patricia L'Office		Patricia L'Office		SO				7/1/2016	
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? / Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?		Yes <input type="checkbox"/> / Oui <input type="checkbox"/>		No <input type="checkbox"/> / Non <input type="checkbox"/>					
16. Procurement Officer / Agent d'approvisionnement		Name (print) - Nom (en lettres moulées)		Title - Titre		Signature		Date	
17. Contracting Security Authority / Autorité contractante en matière de sécurité		Name (print) - Nom (en lettres moulées)		Title - Titre		Signature		Date	
		Maria Mendoza		Contract Security Officer				July 7, 2016	
Telephone No - N° de téléphone		Facsimile No - N° de télécopieur		E-mail address - Adresse courriel		Date			
819-775-4167		819-775-4050		stevan.ayer@pws-gc.ca					
819-775-4167		819-775-4050		patricia.l'office@pws-gc.ca					
998-5021		949-2331							

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