



# Service proposal for the expert Laboratory directory Correctional Service of Canada

The Correctional Service of Canada (CSC) would like to know your interest in being part of the CSC Directory of Expert Laboratories for a maximum period of three (3) years, depending on the desired category (see reverse). This directory would allow the identified laboratories to receive, on a rotating basis, an open agreement or contract for laboratory services in various domains for a maximum period of two years or up to \$ 34 790.17 (applicable taxes excluded).

This open agreement will allow CSC project managers to obtain services such as plans, specifications, field review and several other services as defined on page 2. Firms will be selected by discipline and location. For further information on CSC's expectations, please contact Karine Clément, Regional Officer int., Contracts and Procurement at the following e-mail address: [Karine.Clement@csc-scc.gc.ca](mailto:Karine.Clement@csc-scc.gc.ca).

**The directory is effective since October 1<sup>st</sup>, 2017 :**

- Provide the Procurement Business Number: PBN ([www.buyandsell.gc.ca](http://www.buyandsell.gc.ca))
- Detain a civil liability insurance policy of at least \$2 million;
- Your application must be signed by an associate from your firm who will serve as a contact person for all business dealings with the CSC.

If you are interested in being part of "CSC's Directory of Expert Laboratories," please send this completed form with the above documents to the following address:

Correctional Service of Canada  
C/O Correctional Service of Canada (CSC) Directory of Consulting Laboratory  
250 Montée St-François  
Laval, QC., H7C 1S5  
a/s Karine Clément

**Please take note that the mandate awards will be based upon the first offers received within the respective commodity and city.**

Firm's name: \_\_\_\_\_

Family name, given name of the resource person (associate) : \_\_\_\_\_

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

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

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

PBN: \_\_\_\_\_

**Description of required services:**

In anticipation of various construction and/or consultancy projects, the Expert Laboratory must provide the Correctional Service of Canada (CSC) one or more of the following professional services:

- Meet with the departmental representatives and prepare a need analysis;
- Conduct inspections, drilling, materials sampling;
- Control the worksite materials while the work is being done;
- Conduct tests on materials in the laboratory;
- Verify material data sheets and make recommendations;
- Write specialized reports;
- Participate in worksite meetings;
- Prepare reports;
- Participate in acceptance testing.

**Please indicate the unit(s), complex(es) and/or institution(s) you are interested in serving:**

See the Web site for each institution's address: <http://www.csc-scc.gc.ca/institutions/001002-0001-eng.shtml>

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- Laval Complex: Regional Services Centre, Correctional Learning and Development Centre and Federal Training Centre (site 600 and 6099)

**Experience or expertise in the following areas:**

- Soil and materials  Geo-environmental  Roofing and waterproofing
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- Community Correctional Centres (CCC): Ogilvy CCC, Sherbrooke CCC, Martineau CCC, Hochelaga CCC and Laferrière CCC

**Experience or expertise in the following areas:**

- Soil and materials  Geo-environmental  Roofing and waterproofing
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- Ste-Anne-des-Plaines Complex: Regional Reception Centre, Archambault Medium and Minimum.

**Experience or expertise in the following areas:**

- Soil and materials  Geo-environmental  Roofing and waterproofing
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- Donnacona Institution and Marcel Caron CCC (Québec)

**Experience or expertise in the following areas:**

- Soil and materials  Geo-environmental  Roofing and waterproofing
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- Joliette Institution

**Experience or expertise in the following areas:**

- Soil and materials  Geo-environmental  Roofing and waterproofing
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La Macaza Institution

**Experience or expertise in the following areas:**

Soil and materials  Geo-environmental  Roofing and waterproofing

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Cowansville Institution

**Experience or expertise in the following areas:**

Soil and materials  Geo-environmental  Roofing and waterproofing

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Drummond Institution

**Experience or expertise in the following areas:**

Soil and materials  Geo-environmental  Roofing and waterproofing

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Port-Cartier Institution

**Experience or expertise in the following areas:**

Soil and materials  Geo-environmental  Roofing and waterproofing

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**Note:** **Neither the travel time and costs nor living expenses will be reimbursed for the locations selected above.**

The Correctional Service of Canada reserves the right to request proposals in which travel costs would be reimbursed when there are no firms offering service in a particular location. In such cases, travel costs will be determined based on the National Joint Council's Travel Directive.

**Security Assessment:**

A security assessment will be required for every person who is assigned to the project.

Security conditions may also be required of the company, depending on the nature of the project.

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Associate's signature:

\_\_\_\_\_  
Date