



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

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

**11 Laurier St./ 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**

**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>Title - Sujet</b> Door Maintenance Services	
<b>Solicitation No. - N° de l'invitation</b> EJ196-171670/A	<b>Date</b> 2017-06-07
<b>Client Reference No. - N° de référence du client</b> 20171670	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$FK-280-72963	
<b>File No. - N° de dossier</b> fk280.EJ196-171670	<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 2017-07-19</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 checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Grogan, Lynn	<b>Buyer Id - Id de l'acheteur</b> fk280
<b>Telephone No. - N° de téléphone</b> (873) 469-4903 ( )	<b>FAX No. - N° de FAX</b> (819) 956-3600
<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**

<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**

### **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 E.

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individuals who are currently Directors of the Bidder
- Annex E Voluntary Certification to Support the Use of Apprentices

## **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 Cost Estimate Form for Extra Work, the Reminder to submit a Complete List of names of all individuals who are currently Directors of the Bidder and the Voluntary Certification to Support the Use of Apprentices.

### **1.2 Summary**

1.2.1 To provide preventative maintenance services, the Contractor must furnish all necessary tools, services, materials and labour to execute the work required for the maintenance of the equipment, Automatic Doors and Security Revolvers for Public Works and Government Services Canada located 269 Laurier Avenue, 2455 Don Reid Drive, 2086 Walkley Road, Booth Building 165 Sparks Street, Centre Block Parliament Hill, Library Area Parliament Hill, CIBC Building 119 Sparks Street, Confederation Building 239 Wellington Street, Dover Building 185 Sparks Street, East Block Parliament Hill, Food Production Facility 1170 Algoma Road, Library of Parliament 125 Sparks Street, Rideau Committee Room 1 Rideau Street, Sir John A MacDonald Building 144 Wellington Street, Valour Building 151 Sparks Street, Victoria Building 140 Wellington Street, Wellington Building 180 Wellington Street, and West Block Parliament Hill, in Ottawa, Ontario in accordance with the Statement of Work attached herein as Annex A.

1.2.2 The period of the contract shall be for five (5) years.

- 1.2.3 There are 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.
- 1.2.4 The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).
- 1.2.5 There is a mandatory Site Visit associated with this requirement where personnel security screening is required prior to gaining access to PROTECTED 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-andguidelines/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.

Subsection 5.4 of 2003, Standard Instructions – Goods or Services - Competitive Requirements, 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 nonresponsive.

#### **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 five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the 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.

**The Site Visit will be held over a 2 day period, June 20 and 21, 2017. The Site Visit will commence at 10:00 EDT on June 20, 2017 at the main entrance of 269 Laurier Ave, Ottawa, Ontario and will end at 1170 Algoma Road.**

Bidders must communicate with the Contracting Authority no later than **June 16, 2017 at 14:00 EDT** to confirm attendance and provide the name(s) of the person(s) of who will attend and their date of birth. 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 copy);
- Section II    Financial Bid (1 hard copy); and
- Section III    Certifications (1 hard copy)

Prices must appear in the financial bid only. No 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-policyeng.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*)

**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 must be shown separately.

The following requirement must be strictly adhered to: Failure to do so shall render the bidders' proposal as non-responsive.

It is mandatory that bidders submit firm prices/rates for the five year period of the contract for all items listed hereafter.

**Pricing Schedule 1 - Firm Price**

Firm all inclusive prices including all necessary tools, equipment and services, materials, transportation, labour for all inspections, testing, cleaning, maintenance services as detailed in Statement of Work attached herein as Annex A.

**Table 1 - 269 Laurier, 269 Laurier Avenue, Ottawa**

No. of units	Location Room No.	Make	Model	Details	Year 1	Year 2	Year 3	Year 4	Year 5
6	Elevator Entrance	PNG Optical Portals	380		\$	\$	\$	\$	\$
Total for each Year					\$	\$	\$	\$	\$
Total for Year 1 to 5 (Table 1)					\$				

**Table 2 - 2455 Don Reid Drive, Ottawa**

No. of units	Location Room No.	Make	Model	Details	Year 1	Year 2	Year 3	Year 4	Year 5
10	Washroom	Horton			\$	\$	\$	\$	\$
Total for each Year					\$	\$	\$	\$	\$
Total for Year 1 to 5 (Table 2)					\$				

**Table 3 - 2086 Walkley Road, Ottawa**

No. of units	Location Room No.	Make	Model	Details	Year 1	Year 2	Year 3	Year 4	Year 5
15	Barrier Free	Horton			\$	\$	\$	\$	\$
Total for each Year					\$	\$	\$	\$	\$
Total for Year 1 to 5 (Table 3)					\$				

**Table 4 - Booth Building, 165 Sparks Street, Ottawa**

<b>No. of units</b>	<b>Location Room No.</b>	<b>Make</b>	<b>Model</b>	<b>Details</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
2	Main Entrance	Horton		Double Doors	\$	\$	\$	\$	\$
2	Front Entrance 179B	Nabco		Double Doors	\$	\$	\$	\$	\$
2	Front Entrance 171B	Horton		Double Doors	\$	\$	\$	\$	\$
1	Front Entrance 175	Horton		Double Doors	\$	\$	\$	\$	\$
<b>Total for each Year</b>					\$	\$	\$	\$	\$
<b>Total for Year 1 to 5 (Table 4)</b>					\$				

**Table 5 - Centre Block, Parliament Hill, Ottawa**

No. of units	Location Room No.	Make	Model	Details	Year 1	Year 2	Year 3	Year 4	Year 5
2	6th floor kitchen	Horton		Pressure-plate activated	\$	\$	\$	\$	\$
1	634C LWC	Hydraulic			\$	\$	\$	\$	\$
1	634D MWC	Hydraulic			\$	\$	\$	\$	\$
2	6th floor hallway North of kitchen	Nabco Gyrotech			\$	\$	\$	\$	\$
1	562D MWC	Hydraulic			\$	\$	\$	\$	\$
1	543C LWC	Hydraulic			\$	\$	\$	\$	\$
1	5th floor Cafeteria	Electric		Double door	\$	\$	\$	\$	\$
1	443C LWC	Hydraulic			\$	\$	\$	\$	\$
1	462D LWC	Hydraulic			\$	\$	\$	\$	\$
1	356D MWC	Hydraulic			\$	\$	\$	\$	\$
1	343C LWC	Hydraulic			\$	\$	\$	\$	\$
1	223 M LWC	Hydraulic			\$	\$	\$	\$	\$
1	245 M MWC	Hydraulic			\$	\$	\$	\$	\$
1	223 S (X3)	Hydraulic			\$	\$	\$	\$	\$
1	215 MWC	Hydraulic			\$	\$	\$	\$	\$
1	223 LWC	Hydraulic			\$	\$	\$	\$	\$
1	Emerg Exit West	Horton			\$	\$	\$	\$	\$
1	167 S LWC	Hydraulic			\$	\$	\$	\$	\$
1	169 S MWC	Hydraulic			\$	\$	\$	\$	\$
1	167 East Entrance I005				\$	\$	\$	\$	\$
1	Handicap 1605	Horton			\$	\$	\$	\$	\$
1	Side Entrance 1605	Horton			\$	\$	\$	\$	\$
1	Front Entrance 1605 X3	Horton		3 Units Doors	\$	\$	\$	\$	\$
1	Senate Freight	Gyro Tech		Double doors	\$	\$	\$	\$	\$
1	House Freight			Double doors	\$	\$	\$	\$	\$
1	162 D MWC	Hydraulic			\$	\$	\$	\$	\$
1	143 C LWC	Hydraulic			\$	\$	\$	\$	\$

1	CBUS Bsmt 121	Hydraulic	Auto Equalizer	7982SES	\$	\$	\$	\$	\$
1	CBUS Bsmt 118	Hydraulic			\$	\$	\$	\$	\$
1	CBUS Bsmt 107A	Hydraulic	Auto Equalizer	7982SES	\$	\$	\$	\$	\$
1	CBUS near ramp hallway Bsmt 107A	Stanley	7982SES		\$	\$	\$	\$	\$
1	CBUS SB near 201	Hydraulic	Auto Equalizer	Key Pad operated	\$	\$	\$	\$	\$
1	CBUS Tunnel to Library	Hydraulic	Auto Equalizer	Key Pad operated	\$	\$	\$	\$	\$
1	CBUS Hall SB near 223	Hydraulic	Auto Equalizer	Key Pad operated	\$	\$	\$	\$	\$
4	Peace Tower entrance	Hydraulic		Wooden entrance doors	\$	\$	\$	\$	\$
4	Peace Tower entrance	Hydraulic		Brass entrance doors	\$	\$	\$	\$	\$
4	East entrance	Hydraulic (2) Manual (2)		Wooden entrance doors	\$	\$	\$	\$	\$
2	West entrance	Manual		Wooden entrance doors	\$	\$	\$	\$	\$
Total for each Year					\$	\$	\$	\$	\$
Total for Year 1 to 5 (Table 5)					\$				

**Table 6 - Library Area (Parliament Hill), Ottawa**

No. of units	Location Room No.	Make	Model	Details	Year 1	Year 2	Year 3	Year 4	Year 5
1	SB 002	Horton		Key Pad	\$	\$	\$	\$	\$
1	Main Sliding Door	Sensor Pocket Door			\$	\$	\$	\$	\$
1	Bsmt 1-07	Horton			\$	\$	\$	\$	\$
1	Bsmt 1-01	Horton		Back of 134 N	\$	\$	\$	\$	\$
Total for each Year					\$	\$	\$	\$	\$
Total for Year 1 to 5 (Table 6)					\$				

**Table 7 - CIBC Building, 119 Sparks Street, Ottawa**

No. Of Units	Location Room No.	Make	Model	Details	Year 1	Year 2	Year 3	Year 4	Year 5
1	Front Entrance	Horton		Double doors	\$	\$	\$	\$	\$
Total for each Year					\$	\$	\$	\$	\$
Total for Year 1 to 5 (Table 7)					\$				

**Table 8 - Confederation Building. 239 Wellington Street, Ottawa**

No. of units	Location Room No.	Make	Model	Details	Year 1	Year 2	Year 3	Year 4	Year 5
4	HOC Bus Entrance	Horton	7000	Motion sensor activated	\$	\$	\$	\$	\$
1	8thfloor WC	Stanley			\$	\$	\$	\$	\$
4	Loading Dock	Hunter double	MA-8	Motion sensor activated	\$	\$	\$	\$	\$
	<b>Level 0</b>				\$	\$	\$	\$	\$
4	Loading dock	Gyro Tech	500		\$	\$	\$	\$	\$
2	Level 0	Stanley	Magic Access		\$	\$	\$	\$	\$
3	North entrance	Gyro			\$	\$	\$	\$	\$
2	Men's WC	Gyro	700		\$	\$	\$	\$	\$
2	Women's WC	Gyro	500		\$	\$	\$	\$	\$
	<b>Level 1</b>				\$	\$	\$	\$	\$
2	Men's We	Gyro	700		\$	\$	\$	\$	\$
1	Utility Rm 103	Gyro	500		\$	\$	\$	\$	\$
1	Freight elevator	Gyro			\$	\$	\$	\$	\$
1	Women we	Gyro	700		\$	\$	\$	\$	\$
1	Women We	Horton	7,000		\$	\$	\$	\$	\$
	<b>Level 2</b>				\$	\$	\$	\$	\$
1	Freight elevator	Gyro	500		\$	\$	\$	\$	\$
1	Women's WC	Gyro	700		\$	\$	\$	\$	\$
1	Women's WC	Horton	7000		\$	\$	\$	\$	\$
1	Utility Rm	Gyro	500		\$	\$	\$	\$	\$
2	Men's WC	Gyro	700		\$	\$	\$	\$	\$
	<b>Level 3</b>				\$	\$	\$	\$	\$
1	Utility Rm	Gyro	500		\$	\$	\$	\$	\$
2	Men's WC	Gyro	700		\$	\$	\$	\$	\$
2	Women's WC	Gyro	700		\$	\$	\$	\$	\$
1	Freight elevator	Gyro	500		\$	\$	\$	\$	\$

	<b>Level 4</b>				\$	\$	\$	\$	\$
1	Utility Rm	Gyro	500		\$	\$	\$	\$	\$
1	Men's WC	Gyro	700		\$	\$	\$	\$	\$
2	Women's WC	Gyro	700		\$	\$	\$	\$	\$
1	Freight elevator	Gyro	500		\$	\$	\$	\$	\$
	<b>Level 5</b>				\$	\$	\$	\$	\$
1	Utility Rm	Gyro	500		\$	\$	\$	\$	\$
2	Men's We	Gyro	700		\$	\$	\$	\$	\$
2	Women's We	Gyro	700		\$	\$	\$	\$	\$
1	Freight elevator	Gyro	500		\$	\$	\$	\$	\$
	<b>Level 6</b>				\$	\$	\$	\$	\$
1	Utility Rm	Gyro	500		\$	\$	\$	\$	\$
2	Men's WC	Gyro	700		\$	\$	\$	\$	\$
2	Women's WC	Gyro	700		\$	\$	\$	\$	\$
1	Freight elevator	Gyro	500		\$	\$	\$	\$	\$
	<b>Level 7</b>				\$	\$	\$	\$	\$
1	Utility Rm	Gyro	500		\$	\$	\$	\$	\$
2	Men's WC	Gyro	700		\$	\$	\$	\$	\$
2	Women's WC	Gyro	700		\$	\$	\$	\$	\$
1	Freight elevator	Gyro	500		\$	\$	\$	\$	\$
	<b>Level 8</b>				\$	\$	\$	\$	\$
1	Utility Rm	Gyro	500		\$	\$	\$	\$	\$
1	Men's WC	Horton	7000		\$	\$	\$	\$	\$
2	Women's WC	Gyro	500		\$	\$	\$	\$	\$
1	Freight elevator	Gyro	500		\$	\$	\$	\$	\$
	<b>Level 9</b>				\$	\$	\$	\$	\$
1	Utility Rm	Gyro	500		\$	\$	\$	\$	\$
1	Men's WC	Gyro	700		\$	\$	\$	\$	\$
1	Women's WC	Gyro	700		\$	\$	\$	\$	\$
1	Freight elevator	Gyro	500		\$	\$	\$	\$	\$
	<b>Level 10</b>				\$	\$	\$	\$	\$
1	Handicap WC	Gyro	710		\$	\$	\$	\$	\$
1	Freight elevator	Gyro	500		\$	\$	\$	\$	\$
<b>Total for each Year</b>					\$	\$	\$	\$	\$
<b>Total for Year 1 to 5 (Table 8)</b>					\$				



**Table 9 - Dover Building, 185 Sparks Street, Ottawa**

No. of Units	Location	Make	Model	Details	Year 1	Year 2	Year 3	Year 4	Year 5
3	Main floor			Man doors	\$	\$	\$	\$	\$
Total for each Year					\$	\$	\$	\$	\$
Total for Year 1 to 5 (Table 9)					\$				

**Table 10 - East Block, Parliament Hill, Ottawa**

No. of Units	Location Room No.	Make	Model	Details	Year 1	Year 2	Year 3	Year 4	Year 5
1	314 MWC	Hydraulic		Double doors	\$	\$	\$	\$	\$
1	300 LWC	Hydraulic		Double doors	\$	\$	\$	\$	\$
1	257 Committee Room	Hydraulic		Double doors	\$	\$	\$	\$	\$
1	212A MWC	Hydraulic		Double doors	\$	\$	\$	\$	\$
1	200A MWC	Hydraulic		Double doors	\$	\$	\$	\$	\$
1	Main Entrance	Nabco		West side	\$	\$	\$	\$	\$
1	100 MWC	Hydraulic		Double doors	\$	\$	\$	\$	\$
1	Courtyard across 01 A	Electric			\$	\$	\$	\$	\$
1	044 Bsmt MWC	Hydraulic		Double doors	\$	\$	\$	\$	\$
1	Tunnel to Center Block	Electric		Sliding doors	\$	\$	\$	\$	\$
1	074B MWC	Hydraulic			\$	\$	\$	\$	\$
4	West Exit	Electric		Exterior	\$	\$	\$	\$	\$
Total for each Year					\$	\$	\$	\$	\$
Total for Year 1 to 5 (Table 10)					\$				

**Table 11 - Food Production Facility, 1170 Algoma Road, Ottawa**

No. of units	Location Room No.	Make	Model	Details	Year 1	Year 2	Year 3	Year 4	Year 5
2	Handicap WC				\$	\$	\$	\$	\$
Total for each Year					\$	\$	\$	\$	\$
Total for Year 1 to 5 (Table 11)					\$				

**Table 12 - Library of Parliament, 125 Sparks Street, Ottawa**

No. Of Units	Location Room No.	Make	Model	Details	Year 1	Year 2	Year 3	Year 4	Year 5
1	Front Entrance-Door to valor Building	Horton			\$	\$	\$	\$	\$
2	Woman's WC-First floor	Horton			\$	\$	\$	\$	\$
1	Front Entrance	Gyrotech			\$	\$	\$	\$	\$
Total for each Year					\$	\$	\$	\$	\$
Total for Year 1 to 5 (Table 12)					\$				

**Table 13 - Rideau Committee Room, 1 Rideau Street, Ottawa**

No. of units	Location Room No.	Make	Model	Details	Year 1	Year 2	Year 3	Year 4	Year 5
3	1st Floor entrance	PNG Optical			\$	\$	\$	\$	\$
3	Basement entrance	PNG Optical			\$	\$	\$	\$	\$
14	Through out building	E.R. Lawrence			\$	\$	\$	\$	\$
Total for each Year					\$	\$	\$	\$	\$
Total for Year 1 to 5 (Table 13)					\$				

**Table 14 - Sir John A MacDonald Building, 144 Wellington Street, Ottawa**

No. of units	Door No.	Make/Model No.	Area	Door Swing	SI Number	Details	Year 1	Year 2	Year 3	Year 4	Year 5
1	001B	BFO Operator	Exit vestibule	R/LHR	SI-120-R6		\$	\$	\$	\$	\$
1	14	BFO Operator	Booth Basement	RHR	SI-120-R6		\$	\$	\$	\$	\$
1	13	BFO Operator	Women's WR	LH	SI-120-R6		\$	\$	\$	\$	\$
1	14	BFO Operator	Men's WR	RH	SI-120-R6		\$	\$	\$	\$	\$
1	036a	BFO Operator	MMHS	R/LH	SI-120-R6		\$	\$	\$	\$	\$
1	036b	BFO Operator	MMHS	R/LH	SI-120-R6		\$	\$	\$	\$	\$
1	37	BFO Operator	Food Services	R/LH	SI-120-R6		\$	\$	\$	\$	\$
1	38	BFO Operator	Equip Storage	R/LHR	SI-120-R6		\$	\$	\$	\$	\$
1	41	BFO Operator	MMHS Holding	R/LH	SI-120-R6		\$	\$	\$	\$	\$
1	42	BFO Operator	FS Dish Clean-up	R/LH	SI-120-R6		\$	\$	\$	\$	\$
1	50	BFO Operator	MM-HS	RH	SI-120-R6		\$	\$	\$	\$	\$
1	52	BFO Operator	FS Ice-water	LH	SI-120-R6		\$	\$	\$	\$	\$
1	53	BFO Operator	MM Storage	R/LH	SI-120-R6		\$	\$	\$	\$	\$
1	55	BFO Operator	Refrigerated waste	R/LH	SI-120-R6		\$	\$	\$	\$	\$
1	56	BFO Operator	Recycle Barrel	R/LH	SI-120-R6		\$	\$	\$	\$	\$
1	57	BFO Operator	Bin/Equipment Washing	R/LH	SI-120-R6		\$	\$	\$	\$	\$
1	63	BFO Operator	Crush	LH	SI-120-R6	To back of house	\$	\$	\$	\$	\$
1	64	BFO Operator	Corridor	R/LHR	SI-120-R6		\$	\$	\$	\$	\$
1	101	BFO Operator	Vestibule	R/LHR	SI-120-R2	Main Door	\$	\$	\$	\$	\$
1	101b	BFO Operator	Vestibule	RHR	SI-120-R5	Interior to	\$	\$	\$	\$	\$
1	101b	BFO Operator	Vestibule	LHR	SI-120-R5	To Ceremonial Entrance	\$	\$	\$	\$	\$
1	115a	2 BFO Operators	MPR1	R/LHR	SI-120-R6	Atrium Egress	\$	\$	\$	\$	\$
1	115h	BFO Operator	Crush	LH/RH	SI-120-R6	To back of house	\$	\$	\$	\$	\$

1	115i	BFO Operator	Crush	LH/RH	SI-120-R6	To back of house	\$	\$	\$	\$	\$
1	120a	BFO Operator	X-Ray	LHR	SI-120-R5	Atrium to X-ray-exit door	\$	\$	\$	\$	\$
1	120aa	BFO Operator		RHR	SI-120-R5		\$	\$	\$	\$	\$
1	120b	BFO Operator	X-ray	RHR	SI-120-R5	Entrance to atrium crush space	\$	\$	\$	\$	\$
1	120c	BFO Operator	Entry Vestibule	LHR	SI-120-R5		\$	\$	\$	\$	\$
1	120d	BFO Operator	Entry Vestibule	R/LHR	SI-120-R5		\$	\$	\$	\$	\$
1	120e	BFO Operator	Exit	RHR	SI-120-R6		\$	\$	\$	\$	\$
1	120f	BFO Operator	Exit	R/LHR	SI-120-R5		\$	\$	\$	\$	\$
1	120g	Sliding Door	Entry Vestibule	Slide	SI-120-R6		\$	\$	\$	\$	\$
1	125a		Hand	LHR	SI-120-R6		\$	\$	\$	\$	\$
1	125b	BFO Operator	Hand	RH	SI-120-R2		\$	\$	\$	\$	\$
1	145	BFO Operator	FS-Catering	R/LH	SI-120-R6		\$	\$	\$	\$	\$
1	147	BFO Operator	MMHS Staging	R/LH	SI-120-R6		\$	\$	\$	\$	\$
1	150	BFO Operator	Loading	R/LH	SI-120-R6		\$	\$	\$	\$	\$
1	160d	Man Door	Loading Dock	LH	SI-120-R6	Exterior Man door in loading dock	\$	\$	\$	\$	\$
1	200a	BFO Operator	Vestibule	R/LHR	SI-120-R4		\$	\$	\$	\$	\$
1	200b	BFO Operator	Vestibule	R/LHR	SI-120-R2		\$	\$	\$	\$	\$
1	200d	BFO Operator	Vestibule	R/LHR	SI-120-R3		\$	\$	\$	\$	\$
1	200f	BFO Operator	Crush	R/LHR	SI-120-R4		\$	\$	\$	\$	\$
1	205	BFO Operator	Vest	RHR	SI-120-R4		\$	\$	\$	\$	\$
1	210	BFO Operator	Corridor	R/LH	SI-120-R6		\$	\$	\$	\$	\$
1	223	BFO Operator	Staging	R/LHR	SI-120-R6		\$	\$	\$	\$	\$
1	250b	BFO Operator	Vestibule	R/LH	SI-120-R6	To break out room 2 <sup>nd</sup> floor north	\$	\$	\$	\$	\$
<b>Total for each Year</b>							\$	\$	\$	\$	\$
<b>Total for Year 1 to 5 (Table 14))</b>							\$				

**Table 15 - Valour Building, 151 Sparks Street, Ottawa**

No. Of Units	Location Room No.	Make	Model	Details	Year 1	Year 2	Year 3	Year 4	Year 5
3	Loading Dock Area	Horton			\$	\$	\$	\$	\$
1	Basement freight elevator	Horton			\$	\$	\$	\$	\$
Total for each Year					\$	\$	\$	\$	\$
Total for Year 1 to 5 (Table 15)					\$				

**Table 16 - Victoria Building, 140 Wellington Street, Ottawa**

No. Of Units	Location Room No.	Make	Model	Details	Year 1	Year 2	Year 3	Year 4	Year 5
3	Front Entrance	Horton			\$	\$	\$	\$	\$
1	First basement freight elevator	Horton			\$	\$	\$	\$	\$
Total for each Year					\$	\$	\$	\$	\$
Total for Year 1 to 5 (Table 16)					\$				

**Table 17 - Wellington Building, 180 Wellington Street, Ottawa**

No. Of Units	Hardware Group	Door #	From	To	Opener Type	# Openers	Year 1	Year 2	Year 3	Year 4	Year 5
1	27	0050 B	Corridor 0042	MM Tech Workshop 0050	9131 STD AL 120VAC (Pull) (30 Second H/O)		\$	\$	\$	\$	\$
1	56	0076	Corridor 0060	Men's WR 0076	9131 STD AL 120VAC (Pull) (30 Second H/O)		\$	\$	\$	\$	\$
1	180	100C	North Exterior	Vestibule 100	2614 STD US10 X		\$	\$	\$	\$	\$

					ST1885 X ST LHR						
1	182	100F	Vestibule 100	East Corridor 110	2614 STD US10 X ST1885 X ST LHR		\$	\$	\$	\$	\$
1	184	101-A	Arcade Vestibule 106A	West Corridor 101	ED400-IG 120VAC 626		\$	\$	\$	\$	\$
1	198	113	Security Badging 113	Elev. Lobby 154	HA-8-1/4 OHC-NH 115VAC	2	\$	\$	\$	\$	\$
1	200	120a	Vending Machines 130	Café/Dining Area 120a	2614 STD DRKBRN Z X ST- 2742	2	\$	\$	\$	\$	\$
1	214	134	Elev. Lobby 107	Corridor 134	ED400-IG 120VAC 626	2	\$	\$	\$	\$	\$
1	221	141-A	Lobby 150	Crush Space 141	ED400-IG 120VAC 626		\$	\$	\$	\$	\$
1	226	148-A	Lobby 150	Corridor 148	ED400-IG 120VAC 626		\$	\$	\$	\$	\$
1	227	148-B	X-Ray Inspection 143	Corridor 148	ED400-IG 120VAC 626		\$	\$	\$	\$	\$
1	228	150-A	South Exterior	Vestibule 150	HA-8-1/4 OHC-NH 115VAC	2	\$	\$	\$	\$	\$
1	229	150-B	Lobby 150	Vestibule 150	HA-8-1/4 OHC-NH 115VAC	2	\$	\$	\$	\$	\$
1	231	155-A	Atrium 155	Arcade Lobby 108	HA-8-1/4 OHC-NH 115VAC	2	\$	\$	\$	\$	\$
1	326	203	Elev. Lobby 201	Recept/Ad min 203	2613 STD DRKBRN Z X ST- 1885 LH		\$	\$	\$	\$	\$
1	326	208	Corridor 206	Recept/Ad min 208	2613 STD DRKBRN Z X ST- 1885 LH		\$	\$	\$	\$	\$

1	326	247	Corridor 249	Recept/Ad min 247	2613 STD DRKBRN Z X ST- 1885 LH		\$	\$	\$	\$	\$
1	327	203a	Recept/Ad min 203	Parl. Office 203a	2613 STD DRKBRN Z X ST- 1885 RH		\$	\$	\$	\$	\$
1	327	208a	Recept/Ad min 208	Parl. Office 208a	2613 STD DRKBRN Z X ST- 1885 RH		\$	\$	\$	\$	\$
1	327	247a	Recept/Ad min 247	Parl. Office 247a	2613 STD DRKBRN Z X ST- 1885 RH		\$	\$	\$	\$	\$
1	355	215a- A	Corridor 215	Health Unit Waiting 215a	4811 STD AL		\$	\$	\$	\$	\$
1	368	300-B	Crush Space 380	Elev. Lobby 300	HA-8- 1/4-CH- 5-DBL- FLH x 2800+/- 115VAC CLR		\$	\$	\$	\$	\$
1	368	325a	Crush Space 325a	Vestibule 325b	HA-8- 1/4-CH- 5-DBL- FLH x 2800+/- 115VAC CLR		\$	\$	\$	\$	\$
1	190A	106-B	Arcade 106	East Corridor 110	HA-8-1/4 OHC-NH 115VAC	2	\$	\$	\$	\$	\$
1	378	310-A	Vestibule 310b	MPR 5 310	2614 STD DRKBRN Z LHR X ST-2742	2	\$	\$	\$	\$	\$
1	378	315-A	Vestibule 315c	MPR 4 315	2614 STD DRKBRN Z LHR X ST-2742	2	\$	\$	\$	\$	\$
1	378	315c	Vestibule 315b	Vestibule 315c	2614 STD DRKBRN	2	\$	\$	\$	\$	\$

					Z LHR X ST-2742						
1	378	325-A	Vestibule 325c	MPR 7 325	2614 STD DRKBRN Z LHR X ST-2742	2	\$	\$	\$	\$	\$
1	378	330-A	Vestibule 330c	MPR 6 330	2614 STD DRKBRN Z LHR X ST-2742	2	\$	\$	\$	\$	\$
1	379	320-A	Vestibule 320a	MPR 9 320	2614 STD DRKBRN Z LHR X ST-2742	2	\$	\$	\$	\$	\$
1	383	310b	Crush Space 310a	Vestibule 310b	HA-8-1/4 OHC-NH 115VAC	2	\$	\$	\$	\$	\$
1	383	330b	Crush Space 330a	Vestibule 330b	HA-8-1/4 OHC-NH 115VAC	2	\$	\$	\$	\$	\$
1	384	315b	Vestibule 315b	Crush Space 315a	HA-8-1/4 OHC-NH 115VAC	2	\$	\$	\$	\$	\$
1	385	320a	Crush Space 380	Vestibule 320a	HA-8- 1/4-CH- 5-DBL- FLH x 2800+/- 115VAC CLR		\$	\$	\$	\$	\$
1	417	400-B	Crush Space 480	Elev. Lobby 400	HA-8- 1/4-CH- 5-DBL- FLH x 2800+/- 115VAC CLR		\$	\$	\$	\$	\$
1	417	425b	Crush Space 425a	Vestibule 425b	HA-8- 1/4-CH- 5-DBL- FLH x 2800+/- 115VAC CLR		\$	\$	\$	\$	\$



1	430	410-A	Vestibule 410b	MPR 8 410	2614 STD DRKBRN Z LHR X ST-2742	2	\$	\$	\$	\$	\$
1	430	430-A	Vestibule 430C	MPR 10 430	2614 STD DRKBRN Z LHR X ST-2742	2	\$	\$	\$	\$	\$
1	430	420-A	Vestibule 420b	MPR 3 420	2614 STD DRKBRN Z LHR X ST-2742	2	\$	\$	\$	\$	\$
1	430	425-A	Vestibule 425c	MPR 2 415	2614 STD DRKBRN Z LHR X ST-2742	2	\$	\$	\$	\$	\$
1	430	415-A	Vestibule 415b	Vestibule 415c	2614 STD DRKBRN Z LHR X ST-2742	2	\$	\$	\$	\$	\$
1	430	415c	Vestibule 415c	MPR 1 415	2614 STD DRKBRN Z LHR X ST-2742	2	\$	\$	\$	\$	\$
1	430	425c	Vestibule 425b	Vestibule 425C	2614 STD DRKBRN Z LHR X ST-2742	2	\$	\$	\$	\$	\$
1	435	410b	Crush Space 410a	Vestibule 410b	HA-8-1/4 OHC-NH 115VAC	2	\$	\$	\$	\$	\$
1	435	430b	Crush Space 430a	Vestibule 430b	HA-8-1/4 OHC-NH 115VAC	2	\$	\$	\$	\$	\$
1	436	415b	Vestibule 415b	Crush Space 415a	HA-8-1/4 OHC-NH 115VAC	2	\$	\$	\$	\$	\$
1	437	420b	Crush Space 480	Vestibule 420b	HA-8- 1/4-CH- 5-DBL- FLH x 2800+/- 115VAC CLR		\$	\$	\$	\$	\$
1	448	416	Breakout Room 416	Vestibule 416b	2613 STD DRKBRN	2	\$	\$	\$	\$	\$

					Z X ST-2742						
1	449	416b	Vestibule 415b	Vestibule 416b	2613 STD DRKBRN Z X ST-2742	2	\$	\$	\$	\$	\$
1	453	426	Breakout Room 426	Vestibule 426a	2613 STD DRKBRN Z X ST-2742	2	\$	\$	\$	\$	\$
1	454	426a	Vestibule 425b	Vestibule 426b	2613 STD DRKBRN Z X ST-2742	2	\$	\$	\$	\$	\$
1	543	500	Elev. Lobby 501	Library Vest. 500	2614 STD DRKBRN Z X ST-2742	2	\$	\$	\$	\$	\$
1	550	503	Corridor 501a	Recept/Ad min 503	2613 STD DRKBRN Z X ST-1885		\$	\$	\$	\$	\$
1	550	508	Corridor 506	Recept/Ad min 508	2613 STD DRKBRN Z X ST-1885		\$	\$	\$	\$	\$
1	550	547	Corridor 549	Recept/Ad min 547	2613 STD DRKBRN Z X ST-1885		\$	\$	\$	\$	\$
1	551	503a	Recept/Ad min 503	Parl. Office 503a	2613 STD DRKBRN Z X ST-1885		\$	\$	\$	\$	\$
1	551	508a	Recept/Ad min 508	Parl. Office 508a	2613 STD DRKBRN Z X ST-1885		\$	\$	\$	\$	\$
1	551	547a	Recept/Ad min 547	Parl. Office 547a	2613 STD DRKBRN Z X ST-1885		\$	\$	\$	\$	\$
1	591	609	Corridor 605	Recept/Ad min 609	2613 STD DRKBRN		\$	\$	\$	\$	\$

					Z X ST-1885						
1	591	623	Corridor 626	Recept/Admin 623	2613 STD DRKBRN Z X ST-1885		\$	\$	\$	\$	\$
1	591	655	Corridor 656	Recept/Admin 655	2613 STD DRKBRN Z X ST-1885		\$	\$	\$	\$	\$
1	592	609a	Recept/Admin 609	Parl. Office 609a	2613 STD DRKBRN Z X ST-1885		\$	\$	\$	\$	\$
1	592	623a	Recept/Admin 623	Parl. Office 623a	2613 STD DRKBRN Z X ST-1885		\$	\$	\$	\$	\$
1	592	655a	Recept/Admin 655	Parl. Office 655a	2613 STD DRKBRN Z X ST-1885		\$	\$	\$	\$	\$
Total for each Year							\$	\$	\$	\$	\$
Total for Year 1 to 5 (Table 17)							\$				

**Table 18 - West Block, Parliament Hill, Ottawa**

No. of Units	Location Room No.	Make	Model	Details	Year 1	Year 2	Year 3	Year 4	Year 5
1	Wellington Avenue			Front door	\$	\$	\$	\$	\$
Total for each Year					\$	\$	\$	\$	\$
Total for Year 1 to 5 (Table 18)					\$				

**Note:** The manufacturers may possess Proprietary Rights on some or all of the equipment listed in SW 6. Should a need arise to reconfigure, replace or reprogram such equipment, the Contractor shall be responsible to subcontract the work to the respective manufacturer or their representative at no additional cost to the Crown.

**Summary of Pricing Schedule 1 (Tables 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17 and 18)**

Period	Firm Quarterly Rate	Number of Quarters	Firm Annual Rate
Year 1	\$	x 4	\$
Year 2	\$	x 4	\$
Year 3	\$	x 4	\$
Year 4	\$	x 4	\$
Year 5	\$	x 4	\$
Total			\$

**Pricing Schedule 2: Extra Work - As and When Requested**

Extra work as described in Annex A - PWGSC Statement of Work 8M8-0999-41 (EJ196-171670), "Extra Work" will be conducted on an "As and When Requested" basis where charges shall be made for actual labour, repair and replacement parts. Estimated quantity of hours per year for extra work is for evaluation purposes only.

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

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

**2.1 LABOUR:** Our firm hourly rate per qualified personnel **Technician** shall be:

i) Regular Hours 8:00 to 16:00, Monday to Friday	YEAR 1 RATE	YEAR 2 RATE	YEAR 3 RATE	YEAR 4 RATE	YEAR 5 RATE
Hourly rate	\$_____/HR	\$_____/HR	\$_____/HR	\$_____/HR	\$_____/HR
Estimated quantity of hours per year:	10	10	10	10	10
Extended Price:	\$_____	\$_____	\$_____	\$_____	\$_____
2.1 (i) SUB-TOTAL:					\$_____

ii) Outside regular hours Monday to Saturday	YEAR 1 RATE	YEAR 2 RATE	YEAR 3 RATE	YEAR 4 RATE	YEAR 5 RATE
Hourly rate	\$_____ /HR	\$_____ /HR	\$_____ /HR	\$_____ /HR	\$_____ /HR
Estimated quantity of hours per year:	10	10	10	10	10
<b>Extended Price:</b>	\$_____	\$_____	\$_____	\$_____	\$_____
<b>2.1 (ii) SUB-TOTAL:</b>					\$_____

	YEAR 1 RATE	YEAR 2 RATE	YEAR 3 RATE	YEAR 4 RATE	YEAR 5 RATE
iii) Sunday & Statutory Holidays					
Hourly rate	\$_____ /HR	\$_____ /HR	\$_____ /HR	\$_____ /HR	\$_____ /HR
Estimated quantity of hours per year:	5	5	5	5	5
<b>Extended Price:</b>	\$_____	\$_____	\$_____	\$_____	\$_____
<b>2.1 (iii) SUB-TOTAL:</b>					\$_____

**2.2 MATERIALS:** Materials will be charged at our laid-down cost plus a mark-up of:

	YEAR 1 RATE	YEAR 2 RATE	YEAR 3 RATE	YEAR 4 RATE	YEAR 5 RATE
Mark-up	_____%	_____%	_____%	_____%	_____%
Estimated Expenditure:	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00
<b>* Extended Price:</b>	\$_____	\$_____	\$_____	\$_____	\$_____
<b>2.2 SUBTOTAL:</b>					\$_____

\* The Extended Price for materials is calculated by adding the mark-up quoted to the total estimated expenditure (Example: Year 1, \$500.00 estimated expenditure; 10% mark-up quoted = \$500.00 + (\$500.00 x 10%) = \$550.00). The estimated expenditures is for evaluation purposes only.

Parts will be supplied FOB Destination including all delivery charges. The following definitions have been used to arrive at the figures as noted:

- i) **MARK-UP** - The difference between the Contractor's laid-down cost for product and resale price to the Crown. Mark-up includes applicable internal cost allocation by the Contractor such as material handling and general and administrative (G&A) expenses plus profit.
- ii) **LAID-DOWN COST** - The cost incurred by a vendor to acquire a specific product or service for resale to the government. This includes but is not limited to the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage.

**AUTHORIZATION FOR DELIVERY:** The consignee shall request delivery of goods/services identified in Pricing Schedule 2., 2.1 (i), (ii), (iii); 2.2 on an authorization form provided by the Technical Authority.

#### **TOTAL ASSESSED PROPOSAL PRICE**

##### ***Sum of Basis of Pricing***

<b>Pricing Schedule 1:</b>	<b>Table 1</b>	<b>= Subtotal \$</b>	<b>_____ +</b>
<b>Pricing Schedule 2:</b>	<b>2.1 (i), (ii), (iii)</b>	<b>= Subtotal \$</b>	<b>_____ +</b>
<b>Pricing Schedule 2:</b>	<b>2.2</b>	<b>= Subtotal \$</b>	<b>_____ +</b>

**Total assessed proposal price = \$ \_\_\_\_\_**

IN THE CASE OF ERROR IN THE EXTENSION OF PRICES, THE UNIT PRICE WILL GOVERN. CANADA MAY ENTER INTO CONTRACT WITHOUT NEGOTIATION.

#### **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 4.1.1.3 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 Mandatory Service Technician's Experience and Past Performance**

To carry out the work on this requirement, the Bidder must provide three (3) Service Technicians in the field of maintenance door services.

The Bidder must provide the name of each Service Technician:

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

The bidder must provide evidence of its Service Technician's recent experience by referencing at least two (2) similar project/contract within the past five (5) years. It is mandatory that the Service Technician has three (3) years' experience within the past five (5) years in the field of maintenance services for automatic doors and security revolvers.

In order to demonstrate the Service Technician's experience, the Bidder must provide a maximum of two (2) client contact references. The project reference must include; contact name and information, start and end date of the services. The client contact reference must confirm that the Service Technician has experience in the following:

- A. Experience in maintaining or servicing of automatic doors.
  - B. Experience in maintaining or servicing of security revolvers.
- The bidder should provide the information using the form below.
  - Past five (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 three (3) 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 Service Technician #1</b> _____	
<b>MAIN REFERENCE #1.</b> 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)
<b>ALTERNATE REFERENCE #1.</b> 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 4.1.1.4 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: _____



<b>Provide the name of the Service Technician #1</b> _____	
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 above cannot be reached, the alternate reference below will be contacted. A maximum of 1 alternate reference will be contacted. See 4.1.1.4 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: _____

<b>Provide the name of the Service Technician #2</b> _____	
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 above cannot be reached, the alternate reference below will be contacted. A maximum of 1 alternate reference will be contacted. See 4.1.1.4 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:  _____

<b>Provide the name of the Service Technician #2</b> _____	
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 above cannot be reached, the alternate reference below will be contacted. A maximum of 1 alternate reference will be contacted. See 4.1.1.4 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:  _____

<b>Provide the name of the Service Technician #3</b> _____	
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 above cannot be reached, the alternate reference below will be contacted. A maximum of 1 alternate reference will be contacted. See 4.1.1.4 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: _____

<b>Provide the name of the Service Technician #3</b> _____	
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 above cannot be reached, the alternate reference below will be contacted. A maximum of 1 alternate reference will be contacted. See 4.1.1.4 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: _____

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

- A valid Fall Protection Certificate; and
- A valid Confined Space Awareness Certificate; and
- A valid WHMIS Certificate; and
- A valid Automatic Systems PNG Optical Portals Certificate.

All apprentices employed by the Contractor must work under the direction of a Journeyman Technician.

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

The bidder must provide evidence of its experience by referencing two (2) similar projects/contracts within the past five (5) years. It is mandatory that the Contractor has three (3) years' experience within the past five (5) years in the field of maintenance services for automatic doors and security revolvers.

In order to demonstrate the contractor's experience, the Bidder must provide a maximum of two (2) 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:

- A. Experience in maintaining or servicing of automatic doors.
  - B. Experience in maintaining or servicing of security revolvers.
- The bidder should provide the information using the form below.
  - Past five (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 three (3) 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>MAIN REFERENCE #1. This is the principal reference for this mandatory criteria.</b>	
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)
<b>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 4.1.1.4 below for more details.</b>	
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: _____

<b>MAIN REFERENCE #2. This is the principal reference for this mandatory criteria.</b>	
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 4.1.1.4 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 Reference Check Procedures for Mandatory Service Technician's Experience and Past Performance AND Mandatory Contractor's Experience and Past Performance**

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.

#### **4.1.1.5 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.tpsgc-pwgsc.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.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

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

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

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



## PART 6 - SECURITY REQUIREMENT

## 6.1 Security Requirement

1. At the date of bid closing, the following conditions must be met:
  - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 – Resulting Contract Clauses;
  - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in part 7 – Resulting Contract Clauses;
  - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. For additional information on security requirements, 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.

## 6.2 Employee Information for Security

The Bidder must specify the following information regarding employees proposed in Part 4, Section I (Technical Bid) to provide services against any resulting contract:

[illegible]

## **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.

To provide preventative maintenance services, the Contractor must furnish all necessary tools, services, materials and labour to execute the work required for the maintenance of the equipment, Automatic Doors and Security Revolvers for Public Works and Government Services Canada located 269 Laurier Avenue, 2455 Don Reid Drive, 2086 Walkley Road, Booth Building 165 Sparks Street, Centre Block Parliament Hill, Library Area Parliament Hill, CIBC Building 119 Sparks Street, Confederation Building 239 Wellington Street, Dover Building 185 Sparks Street, East Block Parliament Hill, Food Production Facility 1170 Algoma Road, Library of Parliament 125 Sparks Street, Rideau Committee Room 1 Rideau Street, Sir John A MacDonald Building 144 Wellington Street, Valour Building 151 Sparks Street, Victoria Building 140 Wellington Street, Wellington Building 180 Wellington Street, and West Block Parliament Hill, in Ottawa, Ontario in accordance with the Statement of Work attached herein as 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 4 & part 6 of the proposal.

Technicians	first & last name
Service Technician 1	
Service Technician 2	
Service Technician 3	

## 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/standardacquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

### 7.2.1 General Conditions

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

## 7.3 Security Requirement

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

1. The Contractor/Offeror must, at all times during the performance of the Contract, 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, and all others must have a valid **SITE ACCESS** clearance required, granted or approved by CISD/PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
  - (a) Security Requirements Check List and security guide (if applicable), attached at Annex 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.  
(5 year period – exact dates to be determined at Contract award)

## **7.5 Authorities**

### **7.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Lynn Grogan  
Public Works and Government Services Canada  
Acquisition Branch  
Real Property Contracting Directorate  
3C2, Phase III, Place du Portage  
11 Laurier Street  
Gatineau, Quebec K1A 0S5  
Telephone: 873-469-4903  
Facsimile: 819-956-3600  
E-mail address: lynn.grogan@pwgsc-tpsgc.gc.ca

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

### **7.5.2 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 Limitation of Expenditure

The Contractor will supply the goods and services under the Contract to an estimated total expenditure that must not exceed \$ (to be determined) (Applicable Taxes extra) of which \$ (to be determined) (Applicable Taxes extra) is for goods and/or services enumerated or described in Pricing Schedule 1, and \$ (to be determined) (Applicable Taxes) extra is for additional goods and/or services that may be requested on an "As and When Requested" basis at the prices and/or rates set out in Pricing Schedule 2.

#### 7.7.2 Basis of Payment - Firm Prices and "As and When"

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm prices, in accordance with General Conditions 2035 16 (2014-09-25) 'Payment Period' and the following tables. Applicable Taxes are extra, if applicable.

a) Firm rates will be paid in accordance with Pricing Schedule 1 in four (4) equal quarterly payments.

b) "As and When Requested" Work:

Any costs incurred for Extra Work will be paid, in accordance with Pricing Schedule 2 and the Statement of Work, Annex A, on an "as and when requested" basis, after completion, inspection and acceptance of the work performed.

Canada's total liability to the Contractor under the "as and when requested" portion of the Contract must not exceed (to be determined). Applicable Taxes are extra, if applicable.

The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- (a) when it is 75 percent committed, or
- (b) if the Contractor considers that the said sum may be exceeded, the Contractor must promptly notify the contracting Authority

whichever comes first.

If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

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.

*(At Contract award - insert appropriate pricing table(s) here)*

### **7.7.3 SACC Manual Clauses**

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

### **7.8 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 quarterly 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 quarterly 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:

### **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) Annex C, Cost Estimate Form for Extra Work
- (f) 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 Requirements**

##### **7.13.1 Insurance 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. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- n. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
- o. Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C.



1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

**For the province of Quebec, send to:**

Director Business Law Directorate,  
Quebec Regional Office (Ottawa),  
Department of Justice,  
284 Wellington Street, Room  
SAT-6042, Ottawa, Ontario, K1A  
0H8

**For other provinces and territories, send to:**

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

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

**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 Government Site Regulations**

The Contractor must comply with all regulations, instructions and directives in force on the site where the Work is performed.

**7.16 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.

#### **7.17 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.

<b>Number of apprentices hired</b>	<b>Trade specialty</b>

(Add lines if needed)

## **ANNEX A**

### **STATEMENT OF WORK**

(Please See Attached)

## **ANNEX B**

### **SECURITY REQUIREMENT CHECK LIST**

(Please See Attached)

**Annex C**  
**Cost Estimate Form for Extra Work**

**Contractor:** \_\_\_\_\_

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

**Description of Work:**

(Please attach a separate sheet if required)

	No. of Hours	Hourly Rate as per Contract	Total
<b>I Direct Costs</b>		<b>Rate</b>	
<b>i Direct Labour</b>			
Repair Work Labour			
Emergency Calls Labour			
Other Labour (Specify: _____)			
Total Direct Labour			\$ _____ (i)
<b>ii Direct Material Costs *</b>			
Replacement Parts			
Repair Parts			
Other Material (Specify: _____)			\$ _____ (ii)
Total Direct Material Costs			
<b>iii Other Direct Costs</b>			
Other (Specify: _____)			
Total Other Direct Costs			\$ _____ (iii)
<b>II Total Price</b>			<b>Total</b>
<b>Total Direct Costs (i + ii + iii) (Applicable Taxes extra)</b>			\$ _____

**Note:** \*Materials will be charged at our laid-down cost plus a mark-up in accordance with Pricing Schedule 2.

Name: \_\_\_\_\_  
(Please print)

Signature: \_\_\_\_\_

**ANNEX D**

**REMINDER TO SUBMIT A COMPLETE LIST OF NAMES OF ALL INDIVIDUALS WHO  
ARE CURRENTLY DIRECTORS OF THE BIDDER**

***NOTE TO BIDDERS***  
***WRITE DIRECTOR'S SURNAMES AND GIVEN NAMES IN BLOCK LETTERS***

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## 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.craarc.gc.ca](http://www.craarc.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:*

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<sup>1</sup> The journeyperson-apprentice ratio is defined as the number of qualified/certified journeypersons 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.

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## **SW 1**      **General**

- 1.1 The Contractor shall furnish all necessary travel, tools, labour and materials to carry out the work required under the terms and conditions of this scope of work on the equipment listed in SW 6. Equipment Inventory.
- 1.2 The Contractor shall comply with all Laws and Regulations, Federal, Provincial or Municipal, relative to the servicing of the equipment (listed in SW6), and shall pay for any and all permits and or certificates required.
- 1.3 The Contractor to be registered with Technical Standards and Safety Authority (TSSA).
- 1.4 The Contractor to be registered with the Workman's Compensation Insurance Bureau (WSIB)
- 1.5 The Contractor shall perform all maintenance during regular working hours (Monday through Friday, 08:00 to 17:00 hours).
  - 1.5.1 The Technical Authority must approve any variance from this schedule.
- 1.6 Call Backs/Emergency Calls:
  - 1.6.1 The Contractor shall ensure that all emergency calls be serviced by qualified mechanics on a twenty-four (24) hour, seven (7) day basis at no extra costs.
  - 1.6.2 Service Technicians shall report on site, ready to service the equipment, within two (2) hours of receiving service request or emergency service call.
  - 1.6.3 The Contractor MUST update the Trouble Desk of the status of each request, and contact the Trouble Desk to close out the ticket, once each issue is resolved.
  - 1.6.4 The Contractor shall have, and maintain access at all times, to sufficient direct replacement parts, OEM (original equipment manufacturer) to ensure the immediate repair of component, which may render the doors and revolvers in-operational.
- 1.7 The Contractor shall provide to the Technical Authority, when requested, complete schematic wiring diagrams, detailed adjustment procedures and detailed operational descriptions for the equipment listed in SW 6. Equipment Inventory- at no extra cost to PWGSC.
- 1.8 Mandatory Requirements
  - 1.8.1 The Contractor must have at least three (3) service technicians; one may be used as a backup.
  - 1.8.2 Each service technician must possess the following qualifications:
    - 1.8.2.1 A valid Site Access Clearance issued by CISD
    - 1.8.2.2 Valid Fall Protection Training, Confine Space and WHMIS Certificates.



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1.8.2.3 All apprentices employed by the Contractor must work under the direction of a Journeyman Technician.

## 1.9 Contract Personnel

1.9.1 The Contractor shall, give the Technical Authority, forty-eight (48) hours' notice, in writing, before replacing any technician cleared to work on this contract.

1.9.2 The Contractor must provide proof that the replacement technician meets the technical requirements to work on the equipment listed in SW 6. Equipment Inventory.

## **SW 2 Scope of Work - Preventive Maintenance**

### 2.1 General- Included in Contract

2.1.1 The Contractor shall complete all required maintenance as per manufacturer's recommendations, including but not limited to the items listed below on the equipment listed in SW 6, Equipment Inventory.

### 2.2 Security Revolvers (Manufacturer Recommended Maintenance)

2.2.1 Monthly- inspect and replace relays on the traffic controls

2.2.2 Monthly- assistance with fire alarm tests to ensure point for revolvers is reset properly

2.2.3 Quarterly- inspection- adjustment and lubrication of the security revolvers.

2.2.4 Quarterly inspection of extrusions, glass, door wings, decals and entrance and exit pressure mats.  
a. All pressure mats must be tested during the months of September and August annually.

2.2.5 Quarterly- adjustments of weight sensor and speed control brakes.

2.2.6 Replace the hard and soft disconnect relays every two months.

2.2.7 Annually-overhaul each revolvers:

2.2.7.1 Full tear down of doors-wings and drive-train

2.2.7.2 Remove, dismantle and clean the electronic brake and armature

2.2.7.3 Inspect and replace cone bearing and one-way clutch bearing

2.2.7.4 Re-pack unit- use manufacturer's recommended grease only and readjust

2.2.7.5 Inspect and replace bottom bushing

2.2.7.6 Reinstall doors-wings and drive-train

2.2.7.7 Provide written report and checklist for each revolver

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## 2.3 Horton Revolvers (Manufacturer Recommended Maintenance)

### 2.3.1 Monthly inspection, adjustment and lubrication of the revolvers

- 2.3.1.1 Check and replace weather stripping. Ensure weather stripping does hang off the wing
- 2.3.1.2 Clean area around the door, under wings and enclosure
- 2.3.1.3 Check glass panel
- 2.3.1.4 Check decals
- 2.3.1.5 Check and clean area under mats/floor grid

### 2.3.2 Annual Inspection, adjustments, repairs and lubrication

- 2.3.2.1 Check and adjust speed control assembly and quarter point
- 2.3.2.2 Check drive motor assembly
- 2.3.2.3 Check and adjust brake assembly
- 2.3.2.4 Check, adjust and replace belts and pulleys
- 2.3.2.5 Check and replace optical sensor for speed control
- 2.3.2.6 Check control box and wiring
  - 1) Replace control box if necessary
- 2.3.2.7 Check and replace door sweeps and felt rubber combination weather stripping
- 2.3.2.8 Check and lubricate the panic breakout latches
- 2.3.2.9 Check, and adjust lubrication system (oil, pump)
- 2.3.2.10 Check and lubricate accessible bearings
- 2.3.2.11 Check drive transmission
- 2.3.2.12 Provide written report and checklist for each door

## 2.4 Automatic Doors and Panic Sets

### 2.4.1 Quarterly- inspect lubricate and adjust all doors, hinges and panic sets as per the manufacturer's recommendations

- 2.4.1.1 Check and adjust all safety features - sensors, switches and close speeds - Ensure ANSI compliance.
- 2.4.1.2 Check and adjust all controls
- 2.4.1.3 Check door connection arm system
- 2.4.1.4 Check bottom pivot assembly I hinge
- 2.4.1.5 Check operator stop positions
- 2.4.1.6 Check frames, doors and glazing g. Check operators and headers
- 2.4.1.7 Check locks and detents
- 2.4.1.8 Check decals - ensure ANSI compliance
- 2.4.1.9 Check all guards and cati bars
- 2.4.1.10 Provide written report and checklist for each door

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## 2.5 Security Portals (Manufacturer Recommended Maintenance)

### 2.5.1 Monthly-inspection and cleaning of the optical sensors and reflectors

### 2.5.2 Run Time or Number of Cycles Maintenance

2.5.2.1 Complete Manufacturer's maintenance based on the number of cycles in operation (2000, 4000, 6000, and 8000).

2.5.2.2 The Contractor shall submit a quote for this "Run Time" maintenance -labour and materials (mark-up) shall be based on the Contractor's "As and When" submission.

2.5.2.3 The Manufacturers labour charges shall be not be marked up beyond contracted percentage.

## 2.6 Travel, Labour and Materials for Emergency Service Calls

2.6.1 Travel, and labour for emergency service calls are free of charge; except, when the reason for the call is necessitated by reasons of negligent operation, or misuse of the equipment - listed in SW6 - by others.

2.6.1.1 Replacement parts for emergency calls are billable; except those parts noted above.

## **SW 3** **Extra Work and Exclusions**

### 3.1 Extra Work

3.1.1 The Contractor shall inform the Technical Authority in writing within twenty-four (24) hours of repairs necessitated by a failure.

3.1.2 Provide a detailed cost estimate: identifying parts and labour required and the estimated time for completion. Except in an emergency, the Contractor must obtain prior approval from the Technical Authority before proceeding with the repairs.

### 3.2 Exclusions

3.2.1 The Contractor is not required to make renewals or repairs necessitated by reasons of the negligent operation or misuse of the equipment by others, or by reason of any other cause beyond the Contractor's control.

3.2.2 If responsibility for the repair is contested, the contractor must provide a clear and concise report delineating the cause of the failure.

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## **SW 4      Health and Safety Requirements**

### **4.1          Environment Protection**

- 4.1.1      The Contractor shall adhere with all applicable environmental laws and regulations in effect, including TSSA Regulations.
- 4.1.2      Do not leave waste materials on site unless approved by the Technical Authority.
- 4.1.3      Do not dispose of waste or volatile materials, such as mineral spirits or paints and oil thinners into waterways, storm or sanitary systems.
- 4.1.4      The Contractor shall comply with the requirements of the Workplace Hazardous Materials Information System (WHMIS) regarding use, handling, storage, and disposal of hazardous materials, and regarding labeling and the provision of material safety data sheets acceptable to Human Resources Development Canada, Labour Program.
- 4.1.5      The Contractor shall ensure that all of the technicians have all the applicable safety training to perform the work on this contract.
  - 4.1.5.1    The training shall include but are not limited to safety training required by all applicable Acts, Codes and Regulations for the performing the work required by this contract.
- 4.1.6      Provide a copy their "Safe Work Policy" to the Technical Authority two (2) weeks after the contract is awarded, and provide it again for review at the end of each year.
- 4.1.7      Contractor will ensure that the work area is maintained in a safe condition at all times during performance of their work.

### **4.2          Site-specific Health and Safety Plan**

- 4.2.1      Submit site-specific Health and Safety Plan after date of Notice to Proceed and (3) days prior to commencement of the Work. Include:
  - 4.2.1.1    A site-specific safety hazard assessment.
  - 4.2.1.2    Safety and health risk or hazard analysis for site tasks and operation.
  - 4.2.1.3    The use of personal protective equipment.
  - 4.2.1.4    Procedures to be implemented during emergency situations.
  - 4.2.1.5    Submit a copy of the Contractor's Health and Safety Plan.
  - 4.2.1.6    The Departmental Construction Safety Coordinator will review Contractor's site-specific Health and Safety Plan and provide comments to Contractor within 2 days after receipt of plan. Revise plan as appropriate and resubmit before commencement of the Work.

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#### 4.3 General Conditions

- 4.3.1 Continue to implement, maintain, and enforce plan until final demobilization from site.
- 4.3.2 Relief from or substitution for any portion or provision of reviewed site-specific Health and Safety Plan must be submitted to the Technical Authority in writing, either accepting or requesting improvements.

#### 4.4 Responsibility

- 4.4.1 Contractor shall be responsible for safety of persons and property on site and for protection of persons off site and environment to the extent that they may be affected by conduct of Work.
- 4.4.2 Comply with and enforce compliance by employees with safety requirements of Contract Documents, applicable federal, provincial, and local statutes, regulations, and ordinances, and with site-specific Health and Safety Plan.
- 4.4.3 Should any unforeseen or peculiar safety-related factor, hazard, or condition become evident during performance of Work, immediately stop work and advise Technical Authority verbally and in writing.

#### 4.5 Correction

- 4.5.1 Immediately address health and safety noncompliance issues identified by Technical Authority.
- 4.5.2 Provide Technical Authority with written remedy of action taken to correct noncompliance of health and safety issues identified.
- 4.5.3 Technical Authority may stop work if noncompliance of health and safety regulations is not corrected. d. Give precedence to safety and health of public and site personnel and protection of environment over cost and schedule considerations for Work

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## **SW 5**      **Reporting**

### 5.1      Interim or incident Reporting

5.1.1      The Contractor shall report to the Technical Authority verbally, and follow-up by E-mail within twenty four (24) hours of every visit for other than regular maintenance.

5.1.1.1    The report shall detail the work completed, any work outstanding and reasons, and an estimated time of completion.

5.1.2      Call to the attention of the Technical Authority any improper procedures noted and provide written report.

### 5.2      Equipment report cards

5.2.1      A completed service report card outlining all services performed on the equipment must be enclosed in a clear vinyl envelope and affixed safely to the equipment, inside.

5.2.2      The report cards are to remain with the equipment for the duration of the contract and are to be turned over to the Technical Authority upon contract completion or termination.

### 5.3      Service Reports

5.3.1      Provide all services reports in Electronic format (via E-mail or CD)- in MS Word or PDF.

5.3.2      Provide a checklist for each piece of equipment covered under this contract.

5.3.3      A signed, written service report must be completed at each time service is performed.

5.3.4      Provide to the Technical Authority quarterly: inspection and maintenance reports, completed checklists and invoices.

### 5.4      All reports are to include

5.4.1      Date and time of inspection b. Building name and location.

5.4.2      Mechanic's name and signature.

5.4.3      Equipment identification (model and serial No.).

5.4.4      Description of work performed f. Parts replaced.

5.4.5      Condition of equipment.

### 5.5      Invoices must include

5.5.1      PWGSC contract number.

5.5.2      Period covered by invoice.

5.5.3      Building name & address.

5.6      NOTE: Invoices will be returned unpaid if not accompanied by inspection and service reports for the invoiced period.

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## **SW 6      Equipment Inventory**

### **269 Laurier, 269 Laurier Avenue, Ottawa**

<b>No. of units</b>	<b>Location Room No.</b>	<b>Make</b>	<b>Model</b>	<b>Details</b>
6	Elevator Entrance	PNG Optical Portals	380	

### **2455 Don Reid Drive**

<b>No. of units</b>	<b>Location Room No.</b>	<b>Make</b>	<b>Model</b>	<b>Details</b>
10	Washroom	Horton		

### **2086 Walkley Road**

<b>No. of units</b>	<b>Location Room No.</b>	<b>Make</b>	<b>Model</b>	<b>Details</b>
15	Barrier Free	Horton		

### **Booth Building, 165 Sparks Street, Ottawa**

<b>No. of units</b>	<b>Location Room No.</b>	<b>Make</b>	<b>Model</b>	<b>Details</b>
2	Main Entrance	Horton		Double Doors
2	Front Entrance 179B	Nabco		Double Doors
2	Front Entrance 171B	Horton		Double Doors
1	Front Entrance 175	Horton		Double Doors

### **Centre Block, Parliament Hill, Ottawa**

<b>No. of units</b>	<b>Location Room No.</b>	<b>Make</b>	<b>Model</b>	<b>Details</b>
2	6th floor kitchen	Horton		Pressure-plate activated
1	634C LWC	Hydraulic		

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1	634D MWC	Hydraulic		
2	6th floor hallway North of kitchen	Nabco Gyrotech		
I	562D MWC	Hydraulic		
I	543C LWC	Hydraulic		
I	5th floor Cafeteria	Electric		Double door
I	443C LWC	Hydraulic		
I	462D LWC	Hydraulic		
1	356D MWC	Hydraulic		
1	343C LWC	Hydraulic		
1	223 M LWC	Hydraulic		
1	245 M MWC	Hydraulic		
1	223 S (X3)	Hydraulic		
1	215 MWC	Hydraulic		
1	223 LWC	Hydraulic		
1	Emerg Exit West	Horton		
1	I67 S LWC	Hydraulic		
1	I69 S MWC	Hydraulic		
1	167 East Entrance I005			
1	Handicap 1605	Horton		
1	Side Entrance 1605	Horton		
1	Front Entrance 1605 X3	Horton		3 Units Doors
1	Senate Freight	Gyro Tech		Double doors
1	House Freight			Double doors
1	162 D MWC	Hydraulic		
1	143 C LWC	Hydraulic		
1	CBUS Bsmt 121	Hydraulic	Auto Equalizer	7982SES
1	CBUS Bsmt 118	Hydraulic		
1	CBUS Bsmt I07A	Hydraulic	Auto Equalizer	7982SES
1	CBUS near ramp hallway Bsmt 107A	Stanley	7982SES	



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1	CBUS SB near 201	Hydraulic	Auto Equalizer	Key Pad operated
1	CBUS Tunnel to Library	Hydraulic	Auto Equalizer	Key Pad operated
1	CBUS Hall SB near 223	Hydraulic	Auto Equalizer	Key Pad operated
4	Peace Tower entrance	Hydraulic		Wooden entrance doors
4	Peace Tower entrance	Hydraulic		Brass entrance doors
4	East entrance	Hydraulic (2) Manual (2)		Wooden entrance doors
2	West entrance	Manual		Wooden entrance doors

#### Library Area (Parliament Hill)

No. of units	Location Room No.	Make	Model	Details
1	SB 002	Horton		Key Pad
1	Main Sliding Door	Sensor Pocket Door		
1	Bsmt 1-07	Horton		
1	Bsmt 1-01	Horton		Back of 134 N

#### CIBC Building, 119 Sparks Street, Ottawa

No. Of Units	Location Room No.	Make	Model	Details
1	Front Entrance	Horton		Double doors

#### Confederation Building. 239 Wellington Street, Ottawa

No. of units	Location Room No.	Make	Model	Details
4	HOC Bus Entrance	Horton	7000	Motion sensor activated
1	8thfloor WC	Stanley		
4	Loading Dock	Hunter double doors	MA-8	Motion sensor activated

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	<b>Level 0</b>			
4	Loading dock	Gyro Tech	500	
2	Level 0	Stanley	Magic Access	
3	North entrance	Gyro		
2	Men's WC	Gyro	700	
2	Women's WC	Gyro	500	
	<b>Level 1</b>			
2	Men's We	Gyro	700	
1	Utility Rm 103	Gyro	500	
1	Freight elevator	Gyro		
1	Women we	Gyro	700	
1	Women We	Horton	7,000	
	<b>Level 2</b>			
1	Freight elevator	Gyro	500	
1	Women's WC	Gyro	700	
1	Women's WC	Horton	7000	
1	Utility Rm	Gyro	500	
2	Men's WC	Gyro	700	
	<b>Level 3</b>			
1	Utility Rm	Gyro	500	
2	Men's WC	Gyro	700	
2	Women's WC	Gyro	700	
1	Freight elevator	Gyro	500	
	<b>Level 4</b>			
1	Utility Rm	Gyro	500	
1	Men's WC	Gyro	700	
2	Women's WC	Gyro	700	
1	Freight elevator	Gyro	500	
	<b>Level 5</b>			
1	Utility Rm	Gyro	500	
2	Men's We	Gyro	700	
2	Women's We	Gyro	700	
1	Freight elevator	Gyro	500	
	<b>Level 6</b>			
1	Utility Rm	Gyro	500	
2	Men's WC	Gyro	700	
2	Women's WC	Gyro	700	

Public Works and Service Government Canada	Maintenance Service Automatic Doors and Security Revolvers	Scope of Work 8M8-0999-41 EJ196-171670/A
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1	Freight elevator	Gyro	500	
	<b>Level 7</b>			
1	Utility Rm	Gyro	500	
2	Men's WC	Gyro	700	
2	Women's WC	Gyro	700	
1	Freight elevator	Gyro	500	
	<b>Level 8</b>			
1	Utility Rm	Gyro	500	
1	Men's WC	Horton	7000	
2	Women's WC	Gyro	500	
1	Freight elevator	Gyro	500	
	<b>Level 9</b>			
1	Utility Rm	Gyro	500	
1	Men's WC	Gyro	700	
1	Women's WC	Gyro	700	
1	Freight elevator	Gyro	500	
	<b>Level 10</b>			
1	Handicap WC	Gyro	710	
1	Freight elevator	Gyro	500	

**Dover Building, 185 Sparks Street, Ottawa**

No. of Units	Location	Make	Model	Details
3	Main floor			Man doors

**East Block, Parliament Hill, Ottawa**

No. of Units	Location Room No.	Make	Model	Details
1	314 MWC	Hydraulic		Double doors
1	300 LWC	Hydraulic		Double doors
1	257 Committee Room	Hydraulic		Double doors
1	212A MWC	Hydraulic		Double doors
1	200A MWC	Hydraulic		Double doors
1	Main Entrance	Nabco		West side
1	100 MWC	Hydraulic		Double doors
1	Courtyard across 01 A	Electric		

Public Works and Service Government Canada	Maintenance Service Automatic Doors and Security Revolvers	Scope of Work 8M8-0999-41 EJ196-171670/A
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1	044 Bsmt MWC	Hydraulic		Double doors
1	Tunnel to Center Block	Electric		Sliding doors
1	074B MWC	Hydraulic		
4	West Exit	Electric		Exterior

**Food Production Facility, 1170 Algoma Road, Ottawa**

No. of units	Location Room No.	Make	Model	Details
2	Handicap WC			

**Library of Parliament, 125 Sparks Street, Ottawa**

No. of Units	Location Room No.	Make	Model	Details
1	Front Entrance-Door to valor Building	Horton		
2	Woman's WC-First floor	Horton		
1	Front Entrance	Gyrotech		

**Rideau Committee Room, 1 Rideau Street, Ottawa**

No. of units	Location Room No.	Make	Model	Details
3	1st Floor entrance	PNG Optical		
3	Basement entrance	PNG Optical		
14	Through out building	E.R. Lawrence		

**Sir John A MacDonald Building, 144 Wellington Street, Ottawa**

Door No.	Make/Model No.	Area	Door Swing	SI Number	Details
001B	BFO Operator	Exit vestibule	R/LHR	SI-120-R6	

Public Works and Service Government Canada	Maintenance Service Automatic Doors and Security Revolvers	Scope of Work 8M8-0999-41 EJ196-171670/A
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14	BFO Operator	Booth Basement	RHR	SI-120-R6	
13	BFO Operator	Women's WR	LH	SI-120-R6	
14	BFO Operator	Men's WR	RH	SI-120-R6	
036a	BFO Operator	MMHS	R/LH	SI-120-R6	
036b	BFO Operator	MMHS	R/LH	SI-120-R6	
37	BFO Operator	Food Services	R/LH	SI-120-R6	
38	BFO Operator	Equip Storage	R/LHR	SI-120-R6	
41	BFO Operator	MMHS Holding	R/LH	SI-120-R6	
42	BFO Operator	FS Dish Clean- up	R/LH	SI-120-R6	
50	BFO Operator	MM-HS	RH	SI-120-R6	
52	BFO Operator	FS Ice-water	LH	SI-120-R6	
53	BFO Operator	MM Storage	R/LH	SI-120-R6	
55	BFO Operator	Refrigerated waste	R/LH	SI-120-R6	
56	BFO Operator	Recycle Barrel	R/LH	SI-120-R6	
57	BFO Operator	Bin/Equipment Washing	R/LH	SI-120-R6	
63	BFO Operator	Crush	LH	SI-120-R6	To back of house
64	BFO Operator	Corridor	R/LHR	SI-120-R6	
101	BFO Operator	Vestibule	R/LHR	SI-120-R2	Main Door
101b	BFO Operator	Vestibule	RHR	SI-120-R5	Interior to MPR1
101b	BFO Operator	Vestibule	LHR	SI-120-R5	To Ceremonial Entrance
115a	2 BFO Operators	MPR1	R/LHR	SI-120-R6	Atrium Egress
115h	BFO Operator	Crush	LH/RH	SI-120-R6	To back of house
115i	BFO Operator	Crush	LH/RH	SI-120-R6	To back of house
120a	BFO Operator	X-Ray	LHR	SI-120-R5	Atrium to X-ray-exit door
120aa	BFO Operator		RHR	SI-120-R5	
120b	BFO Operator	X-ray	RHR	SI-120-R5	Entrance to atrium crush space
120c	BFO Operator	Entry Vestibule	LHR	SI-120-R5	
120d	BFO Operator	Entry Vestibule	R/LHR	SI-120-R5	
120e	BFO Operator	Exit	RHR	SI-120-R6	
120f	BFO Operator	Exit	R/LHR	SI-120-R5	
120g	Sliding Door	Entry Vestibule	Slide	SI-120-R6	

Public Works and Service Government Canada	Maintenance Service Automatic Doors and Security Revolvers	Scope of Work 8M8-0999-41 EJ196-171670/A
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125a		Hand	LHR	SI-120-R6	
125b	BFO Operator	Hand	RH	SI-120-R2	
145	BFO Operator	FS-Catering	R/LH	SI-120-R6	
147	BFO Operator	MMHS Staging	R/LH	SI-120-R6	
150	BFO Operator	Loading	R/LH	SI-120-R6	
160d	Man Door	Loading Dock	LH	SI-120-R6	Exterior Man door in loading dock
200a	BFO Operator	Vestibule	R/LHR	SI-120-R4	
200b	BFO Operator	Vestibule	R/LHR	SI-120-R2	
200d	BFO Operator	Vestibule	R/LHR	SI-120-R3	
200f	BFO Operator	Crush	R/LHR	SI-120-R4	
205	BFO Operator	Vest	RHR	SI-120-R4	
210	BFO Operator	Corridor	R/LH	SI-120-R6	
223	BFO Operator	Staging	R/LHR	SI-120-R6	
250b	BFO Operator	Vestibule	R/LH	SI-120-R6	To break out room 2 <sup>nd</sup> floor north

**Valour Building, 151 Sparks Street, Ottawa**

No. Of Units	Location Room No.	Make	Model	Details
3	Loading Dock Area	Horton		
1	Basement freight elevator	Horton		

**Victoria Building, 140 Wellington Street, Ottawa**

No. Of Units	Location Room No.	Make	Model	Details
3	Front Entrance	Horton		
1	First basement freight elevator	Horton		

Public Works and Service Government Canada	Maintenance Service Automatic Doors and Security Revolvers	Scope of Work 8M8-0999-41 EJ196-171670/A
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**Wellington Building, 180 Wellington Street, Ottawa**

Hardware Group	Door #	From	To	Opener Type	# Openers
27	0050B	Corridor 0042	MM Tech Workshop 0050	9131 STD AL 120VAC (Pull) (30 Second H/O)	
56	0076	Corridor 0060	Men's WR 0076	9131 STD AL 120VAC (Pull) (30 Second H/O)	
180	100C	North Exterior	Vestibule 100	2614 STD US10 X ST1885 X ST LHR	
182	100F	Vestibule 100	East Corridor 110	2614 STD US10 X ST1885 X ST LHR	
184	101-A	Arcade Vestibule 106A	West Corridor 101	ED400-IG 120VAC 626	
198	113	Security Badging 113	Elev. Lobby 154	HA-8-1/4 OHC-NH 115VAC	2
200	120a	Vending Machines 130	Café/Dining Area 120a	2614 STD DRKBRNZ X ST-2742	2
214	134	Elev. Lobby 107	Corridor 134	ED400-IG 120VAC 626	2
221	141-A	Lobby 150	Crush Space 141	ED400-IG 120VAC 626	
226	148-A	Lobby 150	Corridor 148	ED400-IG 120VAC 626	
227	148-B	X-Ray Inspection 143	Corridor 148	ED400-IG 120VAC 626	
228	150-A	South Exterior	Vestibule 150	HA-8-1/4 OHC-NH 115VAC	2
229	150-B	Lobby 150	Vestibule 150	HA-8-1/4 OHC-NH 115VAC	2
231	155-A	Atrium 155	Arcade Lobby 108	HA-8-1/4 OHC-NH 115VAC	2
326	203	Elev. Lobby 201	Recept/Admin 203	2613 STD DRKBRNZ X ST-1885 LH	
326	208	Corridor 206	Recept/Admin 208	2613 STD DRKBRNZ X ST-1885 LH	
326	247	Corridor 249	Recept/Admin 247	2613 STD DRKBRNZ X ST-1885 LH	
327	203a	Recept/Admin 203	Parl. Office 203a	2613 STD DRKBRNZ X ST-1885 RH	
327	208a	Recept/Admin 208	Parl. Office 208a	2613 STD DRKBRNZ X ST-1885 RH	
327	247a	Recept/Admin 247	Parl. Office 247a	2613 STD DRKBRNZ X ST-1885 RH	
355	215a-A	Corridor 215	Health Unit Waiting 215a	4811 STD AL	
368	300-B	Crush Space 380	Elev. Lobby 300	HA-8-1/4-CH-5-DBL-FLH x 2800+/- 115VAC CLR	

Public Works and Service Government Canada	Maintenance Service Automatic Doors and Security Revolvers	Scope of Work 8M8-0999-41 EJ196-171670/A
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368	325a	Crush Space 325a	Vestibule 325b	HA-8-1/4-CH-5-DBL- FLH x 2800+/- 115VAC CLR	
190A	106-B	Arcade 106	East Corridor 110	HA-8-1/4 OHC-NH 115VAC	2
378	310-A	Vestibule 310b	MPR 5 310	2614 STD DRKBRNZ LHR X ST-2742	2
378	315-A	Vestibule 315c	MPR 4 315	2614 STD DRKBRNZ LHR X ST-2742	2
378	315c	Vestibule 315b	Vestibule 315c	2614 STD DRKBRNZ LHR X ST-2742	2
378	325-A	Vestibule 325c	MPR 7 325	2614 STD DRKBRNZ LHR X ST-2742	2
378	330-A	Vestibule 330c	MPR 6 330	2614 STD DRKBRNZ LHR X ST-2742	2
379	320-A	Vestibule 320a	MPR 9 320	2614 STD DRKBRNZ LHR X ST-2742	2
383	310b	Crush Space 310a	Vestibule 310b	HA-8-1/4 OHC-NH 115VAC	2
383	330b	Crush Space 330a	Vestibule 330b	HA-8-1/4 OHC-NH 115VAC	2
384	315b	Vestibule 315b	Crush Space 315a	HA-8-1/4 OHC-NH 115VAC	2
385	320a	Crush Space 380	Vestibule 320a	HA-8-1/4-CH-5-DBL- FLH x 2800+/- 115VAC CLR	
417	400-B	Crush Space 480	Elev. Lobby 400	HA-8-1/4-CH-5-DBL- FLH x 2800+/- 115VAC CLR	
417	425b	Crush Space 425a	Vestibule 425b	HA-8-1/4-CH-5-DBL- FLH x 2800+/- 115VAC CLR	
430	410-A	Vestibule 410b	MPR 8 410	2614 STD DRKBRNZ LHR X ST-2742	2
430	430-A	Vestibule 430C	MPR 10 430	2614 STD DRKBRNZ LHR X ST-2742	2
430	420-A	Vestibule 420b	MPR 3 420	2614 STD DRKBRNZ LHR X ST-2742	2
430	425-A	Vestibule 425c	MPR 2 415	2614 STD DRKBRNZ LHR X ST-2742	2
430	415-A	Vestibule 415b	Vestibule 415c	2614 STD DRKBRNZ LHR X ST-2742	2
430	415c	Vestibule 415c	MPR 1 415	2614 STD DRKBRNZ LHR X ST-2742	2
430	425c	Vestibule 425b	Vestibule 425C	2614 STD DRKBRNZ LHR X ST-2742	2



Public Works and Service Government Canada	Maintenance Service Automatic Doors and Security Revolvers	Scope of Work 8M8-0999-41 EJ196-171670/A
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435	410b	Crush Space 410a	Vestibule 410b	HA-8-1/4 OHC-NH 115VAC	2
435	430b	Crush Space 430a	Vestibule 430b	HA-8-1/4 OHC-NH 115VAC	2
436	415b	Vestibule 415b	Crush Space 415a	HA-8-1/4 OHC-NH 115VAC	2
437	420b	Crush Space 480	Vestibule 420b	HA-8-1/4-CH-5-DBL- FLH x 2800+/- 115VAC CLR	
448	416	Breakout Room 416	Vestibule 416b	2613 STD DRKBRNZ X ST-2742	2
449	416b	Vestibule 415b	Vestibule 416b	2613 STD DRKBRNZ X ST-2742	2
453	426	Breakout Room 426	Vestibule 426a	2613 STD DRKBRNZ X ST-2742	2
454	426a	Vestibule 425b	Vestibule 426b	2613 STD DRKBRNZ X ST-2742	2
543	500	Elev. Lobby 501	Library Vest. 500	2614 STD DRKBRNZ X ST-2742	2
550	503	Corridor 501a	Recept/Admin 503	2613 STD DRKBRNZ X ST-1885	
550	508	Corridor 506	Recept/Admin 508	2613 STD DRKBRNZ X ST-1885	
550	547	Corridor 549	Recept/Admin 547	2613 STD DRKBRNZ X ST-1885	
551	503a	Recept/Admin 503	Parl. Office 503a	2613 STD DRKBRNZ X ST-1885	
551	508a	Recept/Admin 508	Parl. Office 508a	2613 STD DRKBRNZ X ST-1885	
551	547a	Recept/Admin 547	Parl. Office 547a	2613 STD DRKBRNZ X ST-1885	
591	609	Corridor 605	Recept/Admin 609	2613 STD DRKBRNZ X ST-1885	
591	623	Corridor 626	Recept/Admin 623	2613 STD DRKBRNZ X ST-1885	
591	655	Corridor 656	Recept/Admin 655	2613 STD DRKBRNZ X ST-1885	
592	609a	Recept/Admin 609	Parl. Office 609a	2613 STD DRKBRNZ X ST-1885	
592	623a	Recept/Admin 623	Parl. Office 623a	2613 STD DRKBRNZ X ST-1885	
592	655a	Recept/Admin 655	Parl. Office 655a	2613 STD DRKBRNZ X ST-1885	

Public Works and	Maintenance Service	Scope of Work
Service Government	Automatic Doors and Security	8M8-0999-41
Canada	Revolvers	EJ196-171670/A

**West Block, Parliament Hill**

No. of Units	Location Room No.	Make	Model	Details
1	Wellington Avenue			Front door

**Note:** The manufacturers may possess Proprietary Rights on some or all of the equipment listed in SW 6. Should a need arise to reconfigure, replace or reprogram such equipment, the Contractor shall be responsible to subcontract the work to the respective manufacturer or their representative at no additional cost to the Crown.



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JUL 13 2016

Contract Number / Numéro du contrat

8M6-0999-41

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



Government of Canada  
Gouvernement du Canada

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8M8-0998-41

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

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes  
Non Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

☒ No ☐ Yes  
Non Oui

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

Document Number / Numéro du document :

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

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

☒ RELIABILITY STATUS  
COTE DE FIABILITÉ

☐ CONFIDENTIAL  
CONFIDENTIEL

☐ SECRET  
SECRET

☐ TOP SECRET  
TRÈS SECRET

☐ TOP SECRET - SIGINT  
TRÈS SECRET - SIGINT

☐ NATO CONFIDENTIAL  
NATO CONFIDENTIEL

☐ NATO SECRET  
NATO SECRET

☐ COSMIC TOP SECRET  
COSMIC TRÈS SECRET

☒ SITE ACCESS  
ACCÈS AUX EMPLACEMENTS

Special comments:

Commentaires spéciaux :

See attached Classification Guide for each building

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

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

10. b) May unscreened personnel be used for portions of the work?

Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?

☒ No ☐ Yes  
Non Oui

If Yes, will unscreened personnel be escorted?

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

☒ No ☐ Yes  
Non Oui

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?

Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes  
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?

Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

☒ No ☐ Yes  
Non Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?

Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

☒ No ☐ Yes  
Non Oui

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?

Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes  
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?

Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

☒ No ☐ Yes  
Non Oui



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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

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

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

☒ No ☐ Yes  
Non Oui

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

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

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

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

☒ No ☐ Yes  
Non Oui

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

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