

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:

**Bid Receiving Public Works & Government
Services Canada/Réception des soumissions Travaux
publics et Services gouvernementaux Canada
1713 Bedford Row
Halifax, N.S./Halifax,(N.E.)
B3J 1T3
Halifax
Bid Fax: (902) 496-5016**

Request For a Standing Offer Demande d'offre à commandes

Regional Individual Standing Offer (RISO)
Offre à commandes individuelle régionale (OCIR)

Canada, as represented by the Minister of Public Works and Government Services Canada, hereby requests a Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et Services Gouvernementaux Canada, autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

Comments - Commentaires

Vendor/Firm Name and Address
Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution
Atlantic Region Acquisitions/Région de l'Atlantique
Acquisitions
1713 Bedford Row
Halifax, N.S./Halifax, (N.E.)
B3J 3C9
Halifax
Nova Scot

Title - Sujet RISO Electrical Sys Repair & Maint.	
Solicitation No. - N° de l'invitation E0225-171724/A	Date 2017-09-13
Client Reference No. - N° de référence du client E0225-17-1724	GETS Ref. No. - N° de réf. de SEAG PW-\$PWA-220-5651
File No. - N° de dossier PWA-7-78063 (220)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-10-25	Time Zone Fuseau horaire Atlantic Daylight Saving Time ADT
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Dunphy (PWA), Nancy	Buyer Id - Id de l'acheteur pwa220
Telephone No. - N° de téléphone (902)496-5481 ()	FAX No. - N° de FAX (902)496-5016
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA SEE HEREIN HALIFAX NOVA SCOTIA B3J3C9 Canada	
Security - Sécurité This request for a Standing Offer includes provisions for security. Cette Demande d'offre à commandes comprend des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

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PART 1 - GENERAL INFORMATION

1.1 Introduction

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- | | |
|--------|---|
| Part 1 | General Information: provides a general description of the requirement; |
| Part 2 | Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO; |
| Part 3 | Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified; |
| Part 4 | Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, 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 Insurance Requirements: includes specific requirements that must be addressed by offerors; and |
| Part 7 | 7A, Standing Offer, and 7B, Resulting Contract Clauses:

7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer. |

The Annexes include the Statement of Work , the Basis of Payment, the Electronic Payment Instruments, the Federal Contractors Program for Employment Equity - Certification and any other annexes

1.2 Summary

Department of Public Works and Government Services has a requirement for the supply of all labour, materials, tools, equipment and transportation required to perform electrical systems repairs and maintenance at Bedford Institute of Oceanography, Shannon Hill Traffic Centre and Shearwater Helicopter Hanger located in Halifax Regional Municipality, Nova Scotia on as when requested basis in accordance with Annex A- Statement of Work (Titled Electrical Standing Offer Agreement).

The period of this Standing Offer is for one year with two additional one-year option periods.

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 Canadian Free Trade Agreement (CFTA).

1.3 Security Requirements

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, offerors should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

1.4 Debriefings

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The [2006 \(2017-04-27\)](#) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of [2006](#), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 120 days

2.2 Submission of Offers

Offers 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 Request for Standing Offers.

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, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror 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 offer non-responsive.

Definitions

For the purposes of this clause,

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

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

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

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Offeror a FPS in receipt of a pension? **YES () NO ()**

If so, the Offeror 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, Offerors agree that the successful Offeror'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 Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES () NO ()**

If so, the Offeror 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 - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than five (5) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

2.5 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in **Nova Scotia**.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 offerors.

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

Canada requests that offerors provide their offer in separately bound sections as follows:

Section I: Technical Offer (one hard copy)

Section II: Financial Offer (one hard copy)

Section III: Certifications (one hard copy)

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

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

Canada requests that offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

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

In their technical offer, offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Offer

Offerors must submit their financial offer in accordance with **Annex B**, Basis of Payment.

3.1.1 Electronic Payment of Invoices - Offer

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

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

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

3.1.2 Exchange Rate Fluctuation

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

Section III: Certifications Offerors must submit the certifications and additional information required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.

4.1.1 Financial Evaluation

- 4.1.1.1** The price of the offer will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

4.2 Basis of Selection

- 4.2.1** An offer must comply with the requirements of the Request for Standing Offers to be declared responsive. The responsive offer with the lowest evaluated price (total all three years) will be recommended for issuance of a standing offer

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and additional information to be issued a standing offer.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

5.1 Certifications Required with the Offer

Offerors must submit the following duly completed certifications as part of their offer.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all offerors must provide with their offer, **if applicable**, the declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

5.2 Certifications Precedent to the Issuance of a Standing Offer

The certifications and additional information listed below should be submitted with the offer, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror 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 provided will render the offer non-responsive.

5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Offeror 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 - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror 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-Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4>).

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

The Offeror must provide the Standing Offer Authority with a completed annex titled Federal Contractors Program for Employment Equity - Certification, before the issuance of a Standing Offer. If the Offeror is a Joint Venture, the Offeror must provide the Standing Offer Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

5.2.3 Additional Certifications Precedent to Issuance of a Standing Offer

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

5.2.3.1 Trade Certificates.

All Trade persons engaged in the work for this Standing Offer must be Electrical Journey persons and must hold a valid trade proficiency certificate(s) certified by the Nova Scotia department of labour. Specifically, only the following trade certificate will be permitted;

5.2.3.1.1 Certified Journey person Electrician- Construction Electrician trade certificate.

A minimum of **three (3)** trade proficiency certificate(s) must be submitted to the contracting authority when requested prior to issuance of a Standing offer, one certificate per Electrical Journey person

The Offeror must provide within **seven (7) days** following a request from the Contracting Authority, the above construction trade certificate for each Journey person Electrician. Failure to comply with the request will result in the bid being declared non-responsive.

5.2.3.1.2 Proof of an Independent Safety Audit

Bidders are to provide documentation indicating that the bidder has successfully completed a recognized safety audit, and the company/person performing the audit are approved by a regulatory authority to conduct safety audit.

The Bidder must provide, within **seven (7) days** following a request from the Contracting Authority, a certificate or letter confirming the Bidder's good standing account. Failure to comply with the request will result in the bid being declared non-responsive.

5.2.3.1.3 Confirmation of Workers Compensation Coverage

The Offeror must have an account in good standing with the applicable provincial or territorial Workers' Compensation Board.

The Offeror must provide, within **seven (7) days** following a request from the Contracting Authority, a certificate or letter from the applicable Workers' Compensation Board confirming the Bidder's good standing account. Failure to comply with the request will result in the bid being declared non-responsive.

5.2.3.1.4 Letter

Signed statement by Owner of company that the company will maintain Worker's Compensation Board coverage for the life of the Standing Offer Agreement (SOA) / Service Contract (SC), including Sub-contractor.

The Offeror must provide, within **seven (7) days** following a request from the Contracting Authority, a compliance letter stating that Worker's Compensation Board coverage will be maintained throughout the duration of the Standing Offer Agreement (SOA) / Service Contract (SC), including Sub-contractor. Failure to comply with the request will result in the bid being declared non-responsive.

5.2.4 Status and Availability of Resources

The Offeror certifies that, should it be issued a standing offer as a result of the Request for Standing Offer, every individual proposed in its offer will be available to perform the Work resulting from a call-up against the Standing Offer as required by Canada's representatives and at the time specified in a call-up or agreed to with Canada's representatives. If for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its offer, the Offeror may propose a substitute with similar qualifications and experience. The Offeror must advise the Standing Offer 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 Offeror: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Offeror has proposed any individual who is not an employee of the Offeror, the Offeror 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 Offeror must, upon request from the Standing Offer Authority, provide a written confirmation, signed by the individual, of the permission given to the Offeror and of his/her availability. Failure to comply with the request may result in the offer being declared non-responsive.

PART 6 – SECURITY AND INSURANCE REQUIREMENTS

6.1 Security Requirements

1. Before issuance of a standing offer, the following conditions must be met:
 - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
 - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7A - Standing Offer;
 - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful Offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.
3. For additional information on security requirements, offerors should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

6.2 Insurance Requirements

The Offeror must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a standing offer as a result of the request for standing offer, can be insured in accordance with the Insurance Requirements specified in **Annex F**. If the information is not provided in the offer, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

- 7.1.1 The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Annex "A".

7.2 Security Requirements

- 7.2.1 The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of the Standing Offer.

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:

PWGSC FILE: E-SRCL - E0225-171724

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

7.3 Standard Clauses and Conditions

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

7.3.1 General Conditions

2005 (2017-06-21) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

7.3.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

The Offeror must provide this data in accordance with the reporting requirements detailed in **Annex C**. If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "nil" report.

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

The quarterly reporting periods are defined as follows:

1st quarter: April 1 to June 30;
2nd quarter: July 1 to September 30;
3rd quarter: October 1 to December 31;
4th quarter: January 1 to March 31.

The data must be submitted to the Standing Offer Authority no later than (14) calendar days after the end of the reporting period.

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

The period for making call-ups and providing services against the Standing Offer is from _____ to _____ inclusive. (One Year from Issuance of Standing offer).

7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional **two (2), 12 month option periods**, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 30 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority

7.5 Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Nancy Dunphy
Title: Contracting Officer
Public Works and Government Services Canada
Acquisitions Branch
Atlantic Region
Address: 1713 Bedford Row
Halifax, Nova Scotia
B3J 1T3
Telephone: 902- 496- 5481
Facsimile: 902- 496- 5016
E-mail address: nancy.dunphy@pwgsc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

7.5.2 Project Authority

The Project Authority for the Standing Offer is:

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

7.5.3 Offeror's Representative (To be completed by Offeror)

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: _____
Email: _____

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 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is:

Public Works and Government Services Canada, Public Services and Procurement Canada or a Delegated Authority.

7.8 Call-up Procedures

The Identified User will provide the offeror with statement of work required and the Offeror must provide the identified User with an estimate of the cost of performing the specified work in accordance with the pricing provision of the standing offer. The offeror must not undertake any of the specified work unless and until a call-up is issued by the identified User. The estimated cost stated in the call-up must not be exceed without the specific written authorization of the Identified User.

7.9 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using the duly completed forms or their equivalents as identified in paragraphs 1 and 2 below, or by using Canada acquisition cards (Visa or MasterCard) for low dollar value requirements.

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.
2. Any of the following forms could be used which are available through [PWGSC Forms Catalogue](#) website:
 - PWGSC-TPSGC 942 Call-up Against a Standing Offer
 - PWGSC-TPGSC 942-2 Call-up Against a Standing Offer - Multiple Delivery
 - PWGSC-TPSGC 944 Call-up Against Multiple Standing Offers (English version)
 - PWGSC-TPSGC 945 Commande subséquente à plusieurs offres à commandes (French version)

7.10 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$25,000.00 (Applicable Taxes included).

7.11 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$250,000.00 (Applicable Taxes excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or three (3) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

7.12 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 call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2017-06-21), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010C (2016-04-04), Services Medium Complexity;
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Dollar Usage Report Form, C-1 Call-up slip
- h) Annex D, Security Requirements Check List;
- j) Annex F, Insurance Requirements;
- j) Annex G, Code of Conduct and Certifications - Related documentation
- k) the Offeror's offer dated _____ (*insert date of offer*).

7.13 Certifications

7.13.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.

7.13.3 SACC Manual Clauses

Status and Availability of Resources (2016-01-28) M3020C

7.14 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Nova Scotia.

B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

7.1 Statement of Work

The Contractor must perform the Work described in the call-up against the Standing Offer.

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

[2010C \(2016-04-04\)](#), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

Section (13) Interest on Overdue Accounts, of [2010C \(2016-04-04\)](#), Services Medium Complexity) will not apply to payments made by credit cards.

7.3 Term of Contract

7.3.1 Period of the Contract

The Work must be completed in accordance with the call-up against the Standing Offer.

7.4 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.

7.5 Payment

7.5.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price, as specified in Annex B. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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

7.5.2 Limitation of Price

SACC Manual clause C6000C (2017-08-17) Limitation of Price

7.5.3 Single Payment

SACC Manual clause H1000C (2008-05-12) Single Payment

7.5.4 Electronic Payment of Invoices – Call-up

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);

7.6 Invoicing Instructions

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Invoices shall be detailed as follows:

- (a) The original and two (2) copies must be forwarded to the following address for certification and Payment no later than seven days after the end of the service.

PWGSC/TPSGC
Regional Director Corp. Services
1713 Bedford Row,
PO Box 2247
Halifax, N.S. B3J 3C9

Each invoice must be supported by:

- a. Contract number
- b. Work Order/Serial Number;
- c. Requisition/Order Offer number
- d. Building number and location
- e. Dates during which work was accomplished.
- f. A detailed description of work performed, with itemized list of materials and labour (a copy of the contractors invoice from their material supplier will also be included plus any other costs being charged), labour, overhead, profit and applicable taxes will be included separately on the invoice.
- g. Labour costs are to be broken down by trade and sub trade. Labour time sheets will also be provided upon request.

7.7 Insurance Requirements

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

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

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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.

7.8 SACC Manual Clauses

Electrical Equipment	B1501C	2016-06-16
Time Verification	C0711C	2008-05-12
Inspection and Acceptance	D5328C	2014-06-26
Canadian Forces Site Regulations	A9062C	2011-05-16
Excess Goods	B7500C	2016-06-16
Work Site Access	A1009C	2008-05-12

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ANNEX A

STATEMENT OF WORK

See attached

ANNEX B
BASIS OF PAYMENT

Contractor agrees that the following are the unit prices referred to herein:

UNIT PRICE TABLE ELECTRICAL**1 YEAR STANDING OFFER AGREEMENT**

Class of Labour, Plant or Material	Unit of Measure	Estimated Quantity *	Price Per Hour	Total
1 <u>FIRST HOUR</u> Labour hours including travel time and all related expenses.				
a) During Regular Hours: 0800 -1700 Hours Monday through Friday Licensed Electrician	Per Hour	200	\$	\$
b) Outside Regular Hours: Monday through Friday and all day on Saturdays, Sundays and holidays Licensed Electrician	Per Hour	80	\$	\$
2. <u>SUBSEQUENT HOURS</u> Labour only, in addition to (1) above				
a) During Regular Hours: 0800-1700 Hours Monday through Friday Licensed Electrician	Per Hour	2500	\$	\$
b) Outside Regular Hours: Monday through Friday and all day on Saturdays, Sundays and holidays Licensed Electrician	Per Hour	500	\$	\$
2. Allowance for materials, replacement parts, required permits, certificates, assessments, special equipment, and security at net cost, plus a markup of 10% applied to the net cost.	Allowance	N/A	N/A	\$100,000.00 maximum
TOTAL - 1 Year (SOA)			\$ _____	

*The Estimated Quantity entered in column three for each item is an estimate only for service as and when required and does not infer that all the quantities for that item will be utilized or that the quantities may not be exceeded.

1st OPTION YEAR

Class of Labour, Plant or Material	Unit of Measure	Estimated Quantity *	Price Per Hour	Total
1 <u>FIRST HOUR</u> Labour hours including travel time and all related expenses.				
a) During Regular Hours: 0800 -1700 Hours Monday through Friday Licensed Electrician	Per Hour	200	\$	\$
b) Outside Regular Hours: Monday through Friday and all day on Saturdays, Sundays and holidays Licensed Electrician	Per Hour	80	\$	\$
2. <u>SUBSEQUENT HOURS</u> Labour only, in addition to (1) above				
a) During Regular Hours: 0800-1700 Hours Monday through Friday Licensed Electrician	Per Hour	2500	\$	\$
b) Outside Regular Hours: Monday through Friday and all day on Saturdays, Sundays and holidays Licensed Electrician	Per Hour	500	\$	\$
2. Allowance for materials, replacement parts, required permits, certificates, assessments, special equipment, and security at net cost, plus a markup of 10% applied to the net cost.	Allowance	N/A	N/A	\$100,000.00 maximum
TOTAL – 1st Option Year			\$ _____	

*The Estimated Quantity entered in column three for each item is an estimate only for service as and when required and does not infer that all the quantities for that item will be utilized or that the quantities may not be exceeded.

2nd OPTION YEAR

Class of Labour, Plant or Material	Unit of Measure	Estimated Quantity *	Price Per Hour	Total
1 <u>FIRST HOUR</u> Labour hours including travel time and all related expenses.				
a) During Regular Hours: 0800 -1700 Hours Monday through Friday Licensed Electrician	Per Hour	200	\$	\$
b) Outside Regular Hours: Monday through Friday and all day on Saturdays, Sundays and holidays Licensed Electrician	Per Hour	80	\$	\$
2. <u>SUBSEQUENT HOURS</u> Labour only, in addition to (1) above				
a) During Regular Hours: 0800-1700 Hours Monday through Friday Licensed Electrician	Per Hour	2500	\$	\$
b) Outside Regular Hours: Monday through Friday and all day on Saturdays, Sundays and holidays Licensed Electrician	Per Hour	500	\$	\$
2. Allowance for materials, replacement parts, required permits, certificates, assessments, special equipment, and security at net cost, plus a markup of 10% applied to the net cost.	Allowance	N/A	N/A	\$100,000.00 maximum
TOTAL – 2 Option Year			\$ _____	

*The Estimated Quantity entered in column three for each item is an estimate only for service as and when required and does not infer that all the quantities for that item will be utilized or that the quantities may not be exceeded.

SUMMARY	
1 Year Contract	\$
1st Option Year	\$
2nd Option Year	\$
Total	\$

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ANNEX C

CALL-UP REPORTING

See attached

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ANNEX "D"

SECURITY REQUIREMENTS CHECK LIST

See attached

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ANNEX “E” to PART 3 OF THE REQUEST FOR STANDING OFFERS

ELECTRONIC PAYMENT INSTRUMENTS

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

- ☐ () VISA Acquisition Card;
- ☐ () MasterCard Acquisition Card;
- ☐ () Direct Deposit (Domestic and International);
- ☐ () Electronic Data Interchange (EDI);
- ☐ () Wire Transfer (International Only);

ANNEX F

INSURANCE REQUIREMENTS

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. 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.

Automobile Liability Insurance

1. The Contractor must obtain Automobile 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.
2. The policy must include the following:
 - a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
 - b. Accident Benefits - all jurisdictional statutes
 - c. Uninsured Motorist Protection
 - d. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

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ANNEX "G"

Code of Conduct and Certifications - Related documentation

Offeror's List of Directors below: Please provide a list of names of all individuals who are currently Directors in accordance with **PART 5-CERTIFICATION**.

Directors: (Please print clearly)

NAME	NAME	NAME	NAME

Attach additional names on a separate sheet if required.

ANNEX A

**PUBLIC SERVICES AND
PROCUREMENT CANADA**

PROPERTY AND FACILITIES MANAGEMENT

ELECTRICAL

STANDING OFFER AGREEMENT

STATEMENT OF WORK

Description: Standing Offer Agreement - General Maintenance Services

Location: Bedford Institute of Oceanography, (BIO) Dartmouth
Marine Communication Traffic Services, (MCTS) Shannon Hill, Dartmouth
Coast Guard Helicopter Hangar, Shearwater

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The following definitions apply to the work to be directed by the Departmental Representative.

Add	to make an addition to.
Adjust	to bring components to a more effective relative position.
Assemble	to take apart and put together again.
Balance Load	to balance the three (3) phase and single phase circuits that enter (or leave) the main switchboards, transformers and distribution panel boards, by calculating new and existing loads accordingly.
Breakdown Maintenance	to perform repairs to damaged equipment due to failures.
Clean	to scrape, brush, flush and vacuum as required to remove dust, dirt and foreign matter.
Check / Inspect	to view closely for dirt, foreign substances, lack of lubricant, wear, damage, tightness, tension, alignment, leaks, cracks, spalling, deformation, overloading and settings. Make a critical appraisal of equipment, component and parts' ability to fulfil their function to a high degree of efficiency.
Energy Source	any electrical, mechanical, hydraulic, pneumatic, chemical, thermal or other source of energy of potential harm to workers.
Hot Work	Hot Work includes any welding, cutting of material by use of torch or other open flame devices and grinding that produces sparks.
Instruct	to inform the Departmental Representative of any new operating procedures. Demonstrate and explain purpose, benefit and method of implementing new procedures.
Isolate	to physically prevent the transmission or release of an energy source to machinery or equipment.
Lubricate	to apply oil or grease to joints between moving parts and joints between fixed and moving parts.
Measure	to determine capacity or amount in standard units using an appropriate instrument. Measure condenser and evaporator pressure drop with differential pressure meter or "U" tube manometer. Measure motor overload with instrument approved by overload manufacturer.
Paint	to clean, prepare and paint surfaces to paint manufacturer's recommendations with paint and primer recommended by paint manufacturer for applicable surface and use.
Predictive Maintenance	to perform required repairs that have been declared in advance, based on observation, experience and/or scientific reasons.

Preventative Maintenance	to inspect, test and re-condition a system, in order to prevent failures, at regularly scheduled intervals in accordance with specific instructions.
Prove	to operate and determine if operation produces intended response.
Remove	to take off or away from.
Repack	to fill with packing again.
Repair	to restore to a sound state.
Replace	to restore by removing old components and replacing with new components.
Report	to report to the Departmental Representative on-site and include in work report, results of inspection and proving, note problems encountered, services required, services performed and readings taken.
"Request For Electrical Isolation and Re-Energization"	is the authorization form to be completed (PSPC-TPSCGC13). Equipment is to be isolated and re-energized using the Isolation Procedures Form (PSPC-TPSCGC12), following the written process for the correct sequence.
Shut Down	to take out of service.
Start Up	to return to service.
Tighten	to securely fix in place.
Treat	to act upon with agent.

1. **Scope of Work** .1 The work under this Standing Offer Agreement includes but shall not be limited to the provisions of all labour, materials, tools, supervision and equipment necessary for maintenance and repair of electrical systems and provide the services listed in Items 3 and 4 of this Section.
2. **Location** .1 Work site for this Standing Offer Agreement is **Halifax, Nova Scotia and area**, including but not limited to the following:

Bedford Institute of Oceanography, Dartmouth
Marine Communication Traffic Services, Dartmouth
Coast Guard Helicopter Hangar, Shearwater

.2 Call the Departmental Representative to make arrangements for the above locations. A phone number will be provided upon award.
3. **Emergency and Service Call ups** .1 The Contractor shall maintain and provide PSPC with current phone, fax and pager numbers to be able to provide response to requests for service from the local Departmental Representative and/or the National Service Call Centre (NSCC) 1-800-463-1850 on a twenty-four (24) hour, seven (7) day-per-week basis. If the request for service is from the NSCC, the Contractor shall, immediately upon completion of the service, report back to the NSCC describing the action taken to correct the problem. The following work priorities and response times shall apply:

 - .1 **Emergency**
A priority of "Emergency" is defined as a deficiency or breakdown that requires immediate attention to reduce the potential for danger to occupants, the general public, the environment or the facility. Maintenance identified with this priority must be responded to immediately and must be reported without delay to the designated manager.
Standard response time -
Urban **On site within 1 hour**
 - .2 **Routine**
A priority of "routine" is defined as essential maintenance requirements that should be rectified at the earliest possible opportunity. It is considered as a deficiency or breakdown that does not impair current operations or pose any danger to the occupants, the general public, the environment or the facility.
Standard response time -
Urban **On site within 24 hours**
4. **Contractor's Responsibilities** .1 The Contractor will advise the Departmental Representative of the telephone number at which he/she or his/her representative can be contacted at any time.

- | | | |
|---------------------|----|---|
| | .2 | The Contractor shall not refuse any call for service requested by a Departmental Representative and the time lapse between call out and start of work shall be as per Item 3 of this section. |
| | .3 | Prior to commencement of work, the Contractor shall report to the commissionaires desk to log in. |
| | .4 | The Contractor shall contact the Departmental Representative on the first working day following and "after normal working hours" for emergency or urgent calls and obtain a requisition number. |
| | .5 | The Contractor, when requested by the Departmental Representative for an emergency service, will proceed to the site, and repair or protect the system or equipment from further damage. When the system has been made safe, the Contractor shall provide, within one (1) working day, a detailed estimate to complete repairs and put the equipment in proper working order. |
| | .6 | The work covered by this specification may include planned spring start-up and shutdown maintenance service. Upon completion of each scheduled inspection, the Contractor will submit two (2) completed copies of Appendix "B", Call Up Slip and two (2) completed copies of Contractor's own "Maintenance Service Report". |
| | .7 | Service and/or repair to be provided on an "as-and-when-requested" basis only. |
| | .8 | On award of the Standing Offer Agreement, the Contractor must provide the names of personnel performing work on this contract complete with proof of their qualifications. |
| | .9 | The Contractor must report to the site with a service vehicle that is well stocked with replacement parts to carry out repairs on the systems in use in these facilities. |
| 5. Log Books | .1 | The Contractor shall complete all applicable log books outlining all work performed. Payment shall not be made if log book is incomplete. |
| 6. Invoicing | .1 | Contractor shall submit Call-up Slip(s) signed by the Departmental Representative with an invoice. No invoice will be considered for payment unless accompanied by signed Call-up Slip(s) as detailed in Appendix "B". |
| | .2 | Invoice must show: <ol style="list-style-type: none"> 1. Standing Offer Agreement number 2. Work location 3. Date 4. Requisition number 5. Name of person who authorized call 6. Hours broken down as per Unit Price Table 7. Material net cost and % mark-up 8. Trades person(s) name and licence(s) number(s) |

Public Services and Procurement Canada Atlantic Region		Standing Offer Electrical	Section 2 General Requirements Page 6
	.3	In the event of a dispute, the Contractor is to make any and all records available to the Department to substantiate time and/or materials spent on any one job.	
	.4	The Contractor must submit a completed "Request For Electrical Isolation and Re-Energization" form when applicable before any invoice can be processed. See Appendix "C".	
	.5	All invoices for the fiscal year must be submitted for payment before 31 March of each year.	
7. Replacement Parts	.1	The Contractor is required to repair or replace worn or defective parts or complete components of the system(s) using only genuine manufacturer's replacement parts.	
	.2	Replacement parts by another manufacturer may be used with written permission of the Departmental Representative.	
	.3	Request direction is required from the Departmental Representative prior to replacing any component.	
	.4	Maintain a sufficient supply of replacement parts to prevent extended downtime. Defective parts shall be replaced within twenty-four (24) hours.	
	.5	Where an equipment inventory numbering system exists, identify on the log sheet the number of the equipment on which the replacement part was used.	
8. Work Schedule	.1	At each normal service call, the Contractor must have personnel on-site providing the service continuously on every working day until the work is completed.	
9. Site Visits	.1	The Departmental Representative may, without prior notification, visit the site.	
10. Departmental Representative(s) Authorized Personnel	1	On award of the Standing Offer, the Contractor will be notified of the names listed in Section 2.2.2 (Contact Persons) in order to hold a pre-job meeting	
11. Codes and Legislative Requirements	.1	Execute the work to meet or exceed:	
	.1	Part II of the Canada Labour Code	
	.2	Canada Occupational Safety and Health Section of Part II of the Canada Labour Code	
	.3	<i>Canadian Environmental Protection Act</i>	
	.4	Materials and workmanship must conform to or exceed applicable standards of the Canadian Government Specifications Board (CGSB), Canadian Standards Association (CSA), American Society for Testing Materials (ASTM) and referenced organizations	
	.5	The Contractor can obtain addresses for codes and standards from the Departmental Representative upon Request	
	.6	National Building Code of Canada	

- .7 The Canadian Electrical Code Part1, CSA C22.1
 - .8 Contractor's electrical safety requirements, complete lockout procedures
 - .9 Workplace Electrical Safety, Z462
 - .10 In the event of a conflict between any of the above codes or standards, the most stringent shall apply.
 - .11 These standards shall be considered an integral part of the specifications and shall be read in conjunction with the drawings and specifications. The contractor shall be fully familiar with their contents and requirements as related to the work and materials specified.
- 12. Licences, Permits and Fees**
- .1 Provide the authorities having jurisdiction with all information requested.
 - .2 Pay all fees and obtain certificates and permits required.
 - .3 Provide these certificates and permits when requested.
- 13. Taxes**
- .1 Pay applicable federal, provincial and municipal taxes.
- 14. Meetings**
- .1 Attend meetings at site when notified by Public Services and Procurement Canada.
 - .2 Pre-job meeting shall be scheduled within fourteen (14) days of contract award.
- 15. Personnel**
- .1 The Contractor will provide the Departmental Representative with a list of a minimum of 3 journeymen working on PSPC premises, complete with a copy of their valid Nova Scotia Provincial Electrical licences, and will update the list immediately when personnel changes.
- 16. Security Clearance**
- .1 The required security clearance level for this Contract is Reliability Status.
 - .2 It is the Contractor's responsibility to initiate the security screening required for the personnel and the Contractor shall not have access to the work site until its resources (i.e. "personnel") have the necessary clearance.
 - .3 The Canadian and International Industrial Security Directorate (CIISD) of Public Services and Procurement Canada (PSPC) is responsible for administering the Industrial Security Program in Canada.
 - .4 The Contractor shall follow the instructions at the website: <http://ssi-iss.tpsgc-PSPC.gc.ca/formulaires-forms/index-eng.html>, which includes all necessary forms.
- 17. Examination**
- .1 Examine the existing conditions and determine those conditions affecting the work.
- 18. Existing Services**
- .1 Protect and maintain existing active services.
 - .2 Connect to existing services with minimum disturbance to occupants and building operation.
 - .3 Use existing services at no cost.
 - .4 Use designated sanitary facilities.
 - .5 Any shutdown to execute service or repair must first be approved by the Departmental Representative or designate thereof.

- Normal working hours shall be construed as 0800 hours to 1700 hours, Monday through Friday inclusive, excluding holidays.
- .6 Ensure that capacity of services is adequate prior to imposing additional loads. Connecting and disconnecting is Contractor's responsibility at its expense.
- .7 Inform the Departmental Representative immediately of any code violations or required repairs that could pose a hazard to employees or building occupants.
- .8 When connecting to or disconnecting from an existing electrical system, ensure there is a balanced load upon completion of work.
- 19. Cleaning**
- .1 Maintain work area free of accumulated waste and rubbish.
- .2 Remove and dispose of debris, used and obsolete material on a daily basis.
- .3 Remove grease, dust, dirt, stains, fingerprints and other foreign materials from sight-exposed interior and exterior finished surfaces affected by Standing Offer Agreement work.
- 20. Cutting, Fitting and Patching**
- .1 Cut, fit and patch where required for work under this contract. Return all disturbed surfaces to original condition.
- 21. Co-ordination and Protection**
- .1 Execute work with minimum disturbance to occupants, public and normal use of building. Make arrangements with Department to facilitate execution of work. Maintain access and exits as work area could be occupied during execution of work.
- .2 Movement of office furniture is the Contractor's responsibility.
- .3 Furniture, including desks, file cabinets, shelving units, chairs, and cabinets that are moved because of the work requirements will be moved back at the end of each work day.
- .4 Asbestos assessment drawings, where available, are to be referenced before any interior finished surfaces are disturbed and existing work must be protected from damage.
- .5 Where necessary, cover all building contents, materials and fittings in work areas prior to commencing work, remove covers upon completion of work.
- .6 Obtain the Departmental Representative's approval before cutting, boring or sleeving load bearing members.
- .7 All possible safety precautions are to be taken to ensure the protection of employees or occupants during the course of the work.
- .8 Obtain Department Representative's approval before isolating any security, monitoring or audible alerting devices.
- .9 In the event the fire alarm system is deemed inoperable due to ongoing work by the Contractor, a trained sentry/rounds person will carry out the functions of fire watch.
- 22. Work Done by Other Means**
- .1 This Standing Offer Agreement does not create an exclusive right of the Contractor to perform all work that might be required. The Department reserves the right to have any work done by other means.

23. Workmanship

- .1 All equipment panels and control covers must be replaced and properly fitted using all fastening screws and/or bolts according to equipment design. All workmanship is subject to inspection and approval.
- .2 Re do all work unsatisfactory to the Departmental Representative at no extra cost.

1. **Compliance Requirements**
 - .1 Comply with the Canada Labour Code Part II and the *Canada Occupational Health and Safety Regulations*.
 - .2 Comply with the Provincial Occupational Health and Safety Act and supporting Occupational General Safety Regulations, as amended from time to time.
 - .3 Observe and enforce construction safety measures required by the following statutes and authorities:
 - .1 The National Building Code of Canada, Part 8.
 - .2 The National Fire Code of Canada.
 - .3 Provincial Workers Compensation Board.
 - .4 Municipal Statutes and Ordinances.
 - .5 Workplace Electrical Safety, Z462.
 - 4 The Contractor and his/her personnel must adhere to the Federal Government "NO SMOKING" Policy and/or Scent Free Policy, if applicable, while in Federal facilities.
 - .5 All sub-contractors shall adhere to the above qualifications.
2. **Submittals**
 - .1 Prior to Award Contractors are to provide (within seven (7) calendar days of closing):
 - .1 Documentation indicating that the Contractor has successfully completed a recognized current (within the last 3 years) **EXTERNAL SAFETY AUDIT**. This audit to be performed by an independent company/person qualified to conduct safety audits.
 - .2 A letter of good standing from Worker's Compensation Board.
 - .3 Signed statement by the Owner of company that the company, and any sub-contractor, will maintain Worker's Compensation Board coverage for the life of the Standing Offer Agreement (SOA) / Service Contract (SC).
 - .4 Before Work Begins – Contractors shall provide:
 - .1 The Contractor has prepared, through risk assessment, a site-specific health and safety management plan.
3. **Training**
 - .1 Before Work Begins Contractors are to provide documentation:
 - .1 Certification of training for safety for all personnel that will be involved with the Standing Offer Agreement/Service Contract. Updated list complete with licenses shall be kept on site including personnel changes.
 - .2 Training for workers shall include (but not be limited to)
 - .1 Safe operation of tools and equipment.
 - .2 Proper use and maintenance of personal protective equipment (PPE).
 - .3 Safe work practices and procedures for their given work tasks or function.
 - .4 Site conditions and minimum site safety rules.

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| 4. | Disciplinary Procedures for Safety Violations | .1 | Contractors shall have their own written disciplinary procedures for violation of or non-compliance with work site safety rules and regulations. |
| | | .2 | Contractor shall immediately address and correct any health and safety violations and non-compliance issues. |
| | | .3 | Disciplinary Procedures applied by the PSPC Departmental Representative for non-compliance and safety violations shall be as follows: |
| | | .1 | First Violation: Verbal warning issued to the Contractor for the first violation of safety regulations, rules, policies and procedures. (Violation will be documented on contract file, with copy to Contractor and PSPC.) |
| | | .2 | Second Violation: Written warning to Contractor for second violation of safety regulations, rules, policies and procedures. (Violation will be documented on contract file, with copy to Contractor and PSPC.) |
| | | .3 | Third Violation: A third violation of safety regulations, rules, policies and procedures may result in the termination of the contract with a recommendation to the Contracting Authority that the Contractor be denied access to future SOA/SC(s). (Documented to contract file, with copies to Contractor and PSPC.) |
| | | .4 | Serious Violation: For a serious violation of a safety regulations, rules, policies and procedures as deemed by a Regulator, Project Manager or Safety Officer a recommendation will be made to the Contracting Authority to immediately terminate the SOA/SC(s). (Violation documented on contract file, with copies to Contractor and PSPC.) |
| | | .5 | Charges Laid or Guilty Determination by Courts: Infractions of safety regulations, rules, policies and procedures that result in charges being laid by a Regulator against the Contractor or the Contractor being found guilty by the courts may result in that Contractor being denied access to future contracts. |
| 5. | Asbestos | .1 | NOTE: This facility MAY contain fibrous Asbestos. All copies of the Hazard Assessments conducted by the Contractor should contain a notation to this fact, and attention paid throughout the duration of the work. The Contractor must familiarize themselves and their employees with the latest edition of the Asbestos Management Plan for the area being worked in. |
| | | .2 | Demolition or disturbance of spray or trowel-applied asbestos can be hazardous to health. Should material resembling spray or trowel-applied asbestos be encountered in course of work, stop work and notify the Departmental Representative immediately. Do not proceed until written instructions have been received from the Departmental Representative. |
| 6. | Fastening Devices Explosive Actuated | . 1 | Explosive actuated devices shall not be used, until approved by the Departmental Representative. |

- 7. Hot Work**
- .1 All hot work activity, as defined in "Service Definitions" of this specification, is to take place with written permission from the Departmental Representative (Hot Work Permit).
 - .2 The ventilation system in the area of any Hot Work activity is to be isolated to prevent migration of fumes/smoke and to reduce any possible spread of fire to other areas of the facility.
 - .3 Contractor is to employ an employee trained in the use of fire extinguishers as fire watch during any Hot Work for a minimum of 60 minutes after activity has ceased.
- 8. Confined Spaces**
- .1 All work in confined spaces will be carried out in compliance with the *Canada Occupational Safety and Health Regulations*, Part XI.
 - .2 The Contractor must provide and maintain all equipment as required by any person to enter and/or perform work in a safe manner, in compliance with the *Canada Occupational Safety and Health Regulations*, Part XI.
 - .3 The Contractor must provide and maintain training, as required by the *Canada Occupational Safety and Health Regulations*, Part XI.
 - .1 The Contractor and/or his employees shall provide proof of training and qualifications when requested by the Departmental Representative.
 - .4 The Contractor is to provide the Departmental Representative with a copy of an "Entry Permit" for each and every entry into the confined space to ensure compliance with the *Canada Occupational Safety and Health Regulations*, Part XI.
 - .5 The Contractor is to have a hazard assessment of the confined space performed.
 - .1 The Contractor to provide the Departmental Representative with a copy of the hazard assessment.
- 9. Fall Protection**
- .1 All work carried out above the mandatory height restrictions, from unguarded structure or vehicle and/or from ladders, staging and scaffolding, will be done in compliance with the *Canada Occupational Safety and Health Regulations*, Part XII, Section 12.10.
 - .2 The components of a fall protection system shall meet the standards as outlined in the *Canada Occupational Safety and Health Regulations*, Part XII, Section 12.10 (2).
 - .3 The Contractor is to ensure fall protection equipment is maintained, inspected and tested by a qualified person as required by the *Canada Occupational Safety and Health Regulations*, Part XII, Section 12.3.
- 10. Safety Plan**
- .1 The Contractor shall provide a copy of their company's occupational health and safety policy and program. It shall meet

the requirements of the provincial occupational health and safety acts. The Departmental Representative shall advise the Contractor where the federal standards apply.

- .2 The Contractor shall perform site hazard assessments to establish site specific safe work practices/procedures for the safety and well being of their employees. Copies shall be made available to the Departmental Representative upon request.
- .3 All copies of the formal hazard assessments conducted by the Contractor throughout the duration of the work shall be retained and made available to the Departmental Representative immediately upon request.
- .4 It is the Contractor's responsibility to be familiar with all applicable Safety acts, regulations, codes and contract requirements. These must be identified and addressed in the Safety Plan, by identifying Standard Operating Procedures (SOP) and safe work practices (SWP) that incorporate clear and specific control measures, applicable rules, procedures and practices, all of which shall become mandatory.
- .5 Post the Safety Plan at a common location on the site visible to all workers and persons accessing the site. Ensure that all employees, including sub-contractors' personnel, are advised of such Safety Plan and of the posted location.
- .6 The Contractor shall ensure all workers and authorized persons entering the work site are notified of and abide by the posted Safety Plan, safety rules, procedures, safe work practices and applicable safety acts, regulations and codes. Any person in non-compliance shall be subject to disciplinary procedures.
- .7 The Contractor shall ensure that all applicable personal protective equipment (PPE) is used.
- .8 The Departmental Representative shall coordinate arrangements for the Contractor to be briefed on site safety within fourteen (14) days of award of Standing Offer Agreement / Service Contract.

11. Product Approvals

- .1 The Contractor shall ensure that all controlled products used in the performance of the work are classified and labelled according to the Workplace Hazardous Materials Information System (WHMIS).
- .2 The Contractor shall submit for approval the Material Safety Data Sheets (MSDS) for all controlled products that will be used in the performance of this work.
- .3 No controlled products are to be brought on site without prior approved Material Safety Data Sheets (MSDS).
- .4 Material Safety Data Sheets (MSDS) are to remain on-site at all times.

- 12. Lockouts** .1 Prepare lockout procedures in writing. Describe safe work practices, work functions and sequence of activities to be followed on site to safely isolate all potential energy sources and lockout/tag out facilities and equipment.

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| 1. | Environmental | .1 | All work is to be performed in accordance with the Federal <i>Environmental Protection Act</i> and the provincial environmental acts and regulations. |
| 2. | Disposal of Wastes | .1 | Do not bury rubbish and waste materials on site unless approved by the Departmental Representative. |
| | | .2 | Do not dispose of waste or volatile materials, such as mineral spirits, oil or paint thinner into waterways, storm or sanitary sewers. |
| 3. | Drainage | .1 | Provide temporary drainage and pumping as necessary to keep excavations and site free from water. |
| | | .2 | Do not pump water containing suspended materials into waterways, sewer or drainage systems. |
| | | .3 | Control disposal or runoff of water containing suspended materials or other harmful substances in accordance with local authority requirements. |
| 4. | Site Clearing and Plant Protection | .1 | Protect trees and plants on site and adjacent properties where indicated. |
| | | .2 | Wrap in burlap, trees and shrubs adjacent to construction work, storage areas and trucking lanes, and encase with protective wood framework from grade level to height of 2 m. |
| | | .3 | Protect roots of designated trees to drip line during excavation and site grading to prevent disturbance or damage. Avoid unnecessary traffic, dumping and storage of materials over root zones. |
| | | .4 | Minimize stripping of topsoil and vegetation. |
| | | .5 | Restrict tree removal to areas indicated or designated by the Departmental Representative. |
| 5. | Work Adjacent to Waterways | .1 | Do not operate construction equipment in waterways. |
| | | .2 | Do not use waterway beds for borrow material. |
| | | .3 | Do not dump excavated fill, waste material or debris in waterways. |
| | | .4 | Design and construct temporary crossings to minimize erosion to waterways. |
| | | .5 | Do not skid logs or construction materials across waterways. |
| | | .6 | Avoid indicated spawning beds when constructing temporary crossings of waterways. |

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| | | .7 | Do not blast under water or within 100 m of indicated spawning beds. |
| 6. | Pollution Control | .1 | Maintain temporary erosion and pollution control features installed under this contract. |
| | | .2 | Control emissions from equipment and plant to local authorities' emission requirements. |
| | | .3 | Prevent sandblasting and other extraneous materials from contaminating air beyond application area, by providing temporary enclosures. |
| | | .4 | Cover or wet down dry materials and rubbish to prevent blowing dust and debris. Provide dust control for temporary roads. |
| 7. | Open Fire | .1 | Fires on site are not permitted. |

**1. Journeyperson
Electrician**

.1

The journeyperson electrician shall:

- .1 Carry out and assist in various types of building electrical maintenance as requested by Public Services and Procurement Canada. Maintenance types defined in Section 1, Paragraph 9, Service Definitions.
- .2 Relocate, install or repair electrical equipment, such as, but not limited to, lighting fixtures, receptacles, relays, pac poles, wiring runs, panels, breakers, portable equipment, or any other electrical requirements requested by Public Services and Procurement Canada; such as, testing, calibrating, programming or electrical measurements.
- .3 Inform the Departmental Representative of any "phase imbalance" (voltage or current) produced by new or additional equipment in a new or existing system. Carry out adjustments and record results.
- .4 Produce a minimum of three (3) journeymen valid Electrical Nova Scotia Provincial certificates and permits upon request of the Departmental Representative.
- .5 PSPC shall, at any time during the life of the SOA, ask for personnel to show proof of valid NS electrical journeyman certificates.
- .6 Instruct the Departmental Representative on site of any new operating procedures when installing or modifying new or existing equipment.
- .7 Inform the Department Representative when electrical repairs, renovations, alterations and installations require updated operating procedures, schematics, electrical single-line drawings and related documents.
- .8 The Contractor shall immediately inform the Departmental Representative of any unsafe situations or conditions related to the work site.

PART 1 - GENERAL

- .1 Materials shall be new, CSA certified, and manufactured to standard quoted, where applicable.

PART 2 - PRODUCTS

2.1 Conduit

- .1 Flexible metal conduit: to CSA C22.2 No. 56-1977
.2 Electrical metallic tubing: to CSA C22.2 No. 83-1985

2.2 Conduit Fittings

- .1 Fittings for raceways: to CSA C22.2 No. 18-1992

PART 3 - EXECUTION

**3.1 Installation
Guidelines**

- .1 Minimum size conductors for branch circuit wiring shall be #12 RW 90, X-link.
2 E.M.T. and RW 90 conductors to be installed for branch circuit wiring. **No BX cable allowed.**
.3 All E.M.T. and flexible conduit to have #14 insulated green ground wire minimum.
.4 All E.M.T. to have steel set screw couplings and connectors. (no cast).
.5 Flexible conduit and #12 RW 90 conductors to be installed as fixture drops from junction boxes. **No BX cable allowed.** Over 1.5 metres, use 1/2" flex.
.6 All new circuits to be colour-coded and numbered at breakers, junction boxes and wiring devices. Include **panel number and circuit number** on each conductor.
.7 No splices allowed inside panelboards (distribution, power and lighting).
.8 Panel Directories are to be brought up to date with each new circuit change or installation.
.9 All electrical repairs, renovations, alterations and installations are recorded, as required, and that all operating procedures, schematics, electrical single line drawings and related documents are promptly updated upon completion of the work.
.10 Receptacles to be nylon faced, specification grade:
Type: Hubbell 5252. Other manufacturer's #5262.
.11 Switches to be nylon faced, specification grade:
Type: Hubbell 1201 - 15 ampere or equal
Hubbell 1221 - 20 ampere or equal

- .12 Any replacement or new installation of fluorescent fixtures is to contain energy saving ballasts and lamps:
Type: Surface-mounted - CFI = Director-2 series with Halophane lens or equal.
Recessed - CFI - Prismalyte lens or equal.
Electronic Ballast Type - Advance Rapid Start or EBT Instant Start, or equal.
Lamp Type – 32-watt, 3500 K, T-8, G.E. or equal.

3.2 Installation

- .1 Note: BX and PVC not acceptable.
- .2 Flexible metal conduit runs shall not exceed 1.5 meters.
- .3 Install separate ground wire in E.M.T.
- .4 Lugs, terminals and screws used for termination of wiring to be suitable for copper conductors.
- .5 Minimum acceptable size wire to be used is #12 AWG copper conductors.

**Annex C
CALL-UP SLIP
ELECTRICAL**

Requisition #: _____

Location: _____

Date: _____

Description of Work: _____

WORK TIME	
Start Time:	
Completion Time:	
No. of Persons:	
Provincial License #	
Total Hours Worked:	
Material Cost:	
Grand Total:	

Signed By:

Departmental Representative

Contractor (or its Designate)

NOTE: Use a separate Call-up Slip for each day.

Public Works and Government Services Canada / Travaux publics et Services gouvernementaux Canada		REQUEST FOR ELECTRICAL ISOLATION AND RE-ENERGIZATION DEMANDE DE COUPURE À LA SOURCE ET RÉ-ALIMENTATION	
A. Building Name and Address - Nom et adresse de l'immeuble		Isolation/Re-Energization Request No. N° de la demande de coupure à la source et ré-alimentation	
Specific Location of Installation or Equipment to be Isolated/Re-Energization (indicate floor, wing, room no., cabinet no., etc.) Endroit précis de l'installation ou de l'appareillage devant être coupé à la source et ré-alimenté. (indiquer l'étage, l'aile, le n° de la pièce, le n° du panneau, etc.)		Project Number - Numéro de projet	
Description of Installation or Equipment to be Isolated/Re-Energization Description de l'installation ou de l'appareillage devant être coupé à la source et ré-alimenté		Date and Time of Request - Date et heure de la demande (Y-A MM D-J) Hour - Heure H:MM	
		Isolation to Start On - Coupure à la source devant débuter le (Y-A MM D-J) Hour - Heure H:MM	
		Date and Time of Request - Date et heure de la demande (Y-A MM D-J) Hour - Heure H:MM	
		Isolation to End On - Coupure à la source se termine le (Y-A MM D-J) Hour - Heure H:MM	
Isolating and Re-Energization Procedures - Procédures de coupure et de ré-alimentation (NOTE: When procedures involve more than one operation an Isolation Procedure (PWGSC-TPSGC 12) and a Re-Energizing Procedure (PWGSC-TPSGC 12-1) must be completed and attached.) (NOTA : Lorsqu'une procédure comporte plus d'une opération, vous devez remplir les formulaires Procédures de coupure à la source (PWGSC-TPSGC 12) et Procédures de ré-alimentation (PWGSC-TPSGC 12-1) et les annexer au présent formulaire.)			
Voltage Tension ▶ <input type="text"/>	When high voltage equipment is to be isolated, a Procedures for Isolation and Re-Energizing form must be completed and attached. (see form numbers above) Pour la coupure à la source d'appareillage à haute tension, vous devez remplir les formulaires Procédures de coupure à la source et Procédures de ré-alimentation et les annexer au présent formulaire. (voir les numéros de formulaires ci-haut)		
Update of Line Drawings Required Upon Completion Nécessité de mettre à jour les schémas électriques une fois les travaux terminés ▶ <input type="checkbox"/> Yes Oui <input type="checkbox"/> No Non			
Requested By - Demandé par Name of Manager/Supervisor or the Departmental Representative Nom du gestionnaire/superviseur ou du représentant ministériel		Signature	Date (Y-A MM D-J) Hour - Heure H:MM
B. Request Approved - Demande autorisée			
Name of Guarantor - Nom du garant		Signature	Date (Y-A MM D-J) Hour - Heure H:MM
C. Isolation Confirmed - TO BE COMPLETED PRIOR TO COMMENCEMENT OF WORK Coupure à la source confirmée - À REMPLIR AVANT DE COMMENCER LES TRAVAUX			
Isolation has been tested for potential and its determined safe for workers to perform the work. Le procédé de coupure à la source a été vérifié pour potentiel et les travaux peuvent être exécutés en sécurité.			
Name of the manager/supervisor or Contractors qualified person Nom du gestionnaire/superviseur ou du représentant qualifié de l'entrepreneur		Signature	Date (Y-A MM D-J) Hour - Heure H:MM
D. Completion of Requested Isolation Time and Completion of Work Confirmed Achèvement de la période demandée pour la coupure à la source et confirmation de l'exécution des travaux			
Line Drawings Updated as Required Les schémas électriques ont été mis à jour tel que demandé ▶ <input type="checkbox"/> Yes Oui <input type="checkbox"/> No Non			
Name of the manager/supervisor or Contractors qualified person Nom du gestionnaire/superviseur ou du représentant qualifié de l'entrepreneur		Signature	Date (Y-A MM D-J) Hour - Heure H:MM
E. Approval of Completion of Work and Confirmation that Equipment or Installation has been Re-energized Approbation d'achèvement des travaux et confirmation de la remise sous tension de l'appareil ou de l'installation			
Name of the manager/supervisor or Contractors qualified person Nom du gestionnaire/superviseur ou du représentant qualifié de l'entrepreneur		Signature	Date (Y-A MM D-J) Hour - Heure H:MM
PWGSC-TPSGC 13 (2014-15) THIS RECORD MUST BE KEPT FOR ONE YEAR FOLLOWING COMPLETION OF WORK A CONSERVER PENDANT UN AN APRÈS LA FIN DES TRAVAUX			
Copy 1 Copie 1 ▶	Manager in Charge of Worksite or Supervisor Gestionnaire responsable du lieu de travail ou superviseur		Copy 2 Copie 2 ▶
			To be submitted to, and retained by the Guarantor (upon completion of the work) À remettre au garant à la fin des travaux. Le garant doit garder cette copie.

INSTRUCTIONS

Section A

To be completed by the manager/supervisor or the Department Representative and submitted to the Guarantor for approval, prior to the commencement of work.

Date and Time of Request

Enter the date (year, month, day) when the manager/supervisor or the Departmental Representative makes the request to the Guarantor, using the numeric format YYYY-MM-DD. You do not need to enter the dashes.

Enter the time (hours, minutes) when the manager/supervisor or the Departmental Representative makes the request to the Guarantor, using the 24 hour system in the numeric format HH:MM. You do not need to add the colon.

Requested By

Name of manager/supervisor or the Departmental Representative

Section C - Date

Enter the date (year, month, day) when the manager/supervisor or the Contractors qualified person has ensured that the isolation has been tested and it is safe for the work to be performed, using the numeric format YYYY-MM-DD. You do not need to enter the dashes.

Section D

To be completed by the manager/supervisor or the Contractors qualified person upon completion of the work.

Section D - Date

Enter the date (year, month, day) when the manager/supervisor or the Contractors qualified person confirms that the requirement for isolation is over, the work has been completed, and the equipment or installation has been re-energized, and line-drawings have been updated as required.

Section E - Date

Enter the date (year, month, day) when the manager/supervisor of the Worksite or the Contractors qualified person who provides approval of the completion of the work and confirms that the equipment or installation has been returned to its previous state before the isolation.

Section A

Cette section doit être remplie par le gestionnaire/superviseur ou le représentant ministériel et remise au garant pour approbation avant le début des travaux.

Date et heure de la demande

Inscrivez la date (année, mois et jour) à laquelle le gestionnaire, le superviseur ou le représentant ministériel présente la demande au garant, en utilisant le format numérique AAAA-MM-JJ. Vous n'avez pas à entrer les traits d'union.

Inscrivez l'heure (heures et minutes) à laquelle le gestionnaire, le superviseur ou le représentant ministériel présente la demande au garant, selon le système de 24 heures, en utilisant le format numérique HH:MM. Vous n'avez pas à entrer les deux points.

Demandé par

Nom du gestionnaire/superviseur ou du représentant ministériel.

Section C - Date

Inscrivez la date (année, mois et jour) à laquelle le gestionnaire/superviseur ou le représentant qualifié de l'entrepreneur s'est assuré qu'un essai de coupure à la source a été effectué et que les travaux peuvent être réalisés en toute sécurité, en utilisant le format numérique AAAA-MM-JJ. Vous n'avez pas à entrer les traits d'union.

Section D

Cette section doit être remplie par le gestionnaire/superviseur ou le représentant qualifié de l'entrepreneur à la fin des travaux.

Section D - Date

Inscrivez la date (année, mois et jour) à laquelle le gestionnaire/superviseur ou le représentant qualifié de l'entrepreneur confirme que la coupure à la source n'est plus nécessaire, que les travaux sont terminés et que l'appareillage ou l'installation a été remis sous tension, et que les schémas électriques ont été modifiés au besoin.

Section E - Date

Inscrivez la date (année, mois et jour) à laquelle le gestionnaire/superviseur du lieu de travail ou la personne qualifiée de l'entrepreneur donne son approbation relative à l'achèvement des travaux et confirme que l'installation ou l'appareillage a été remis dans l'état où il était avant la coupure.



ISOLATION PROCEDURES - PROCÉDURES DE COUPURE À LA SOURCE

PROCEDURES

This form must be completed and attached to all requests for Electrical Isolation forms when more than one operation is required in the isolation process.

This form must be completed when high voltage equipment or installations are to be isolated.

This sequence must be followed without deviation.

See reverse for additional instructions.

These operating procedures shall be carried out in conjunction with Request for Isolation No.

La procédure est liée à la demande de n° de coupure à la source

PROCÉDURES

Vous devez remplir ce formulaire et l'annexer à toutes les «demandes de coupure à la source électrique» lorsque le procédé d'isolation comporte plus d'une opération.

Vous devez remplir ce formulaire lorsque vous avez à couper à la source un appareil ou des installations à haute tension.

Vous devez sans faute suivre cette séquence.

Voir les renseignements complémentaires au verso.

Date (Y-A MM D-J)

Purpose of order
Objet de la commande

Sequence No. N° séquentiel	Equipment Affected Appareillage concerné	Tag No. Installed on Equipment N° d'étiquette installée	Functions to be performed and specific safety measures required Fonctions à remplir et mesures de sécurité spéciales requises	Initials Initiales

Prepared By - Préparé par

Name - Nom	Time - Heure	Date (Y-A MM D-J)

Checked By - Vérifié par

Name - Nom	Time - Heure	Date (Y-A MM D-J)

Issued By - Émis par

Name - Nom	Time - Heure	Date (Y-A MM D-J)

Performed By - Effectué par

Name - Nom	Time - Heure	Date (Y-A MM D-J)

Operating Diagram Adjusted By - Schéma fonctionnel corrigé par

Name - Nom	Time - Heure	Date (Y-A MM D-J)

PWGSC-TPSGC 12 (2014-11)

THIS RECORD MUST BE KEPT FOR ONE YEAR FOLLOWING COMPLETION OF WORK
À CONSERVER PENDANT UN AN APRÈS LA FIN DES TRAVAUX

Copy 1
Copie 1

Manager in Charge of Worksite or Supervisor
Gestionnaire responsable du lieu de travail ou superviseur

Copy 2
Copie 2

Originator
Demandeur

INSTRUCTIONS

Purpose of order

- State purpose of order

Request for Isolation No.

- Indicate Request for Isolation number and date of isolation.

Sequence No.

- Sequence of order, procedure must be listed in the order in which the issuer intends to proceed.

Equipment

- Equipment affected.

Tag No.

- Tag number that will be installed on equipment.

Operation

- Operation to be performed.

Initials

- Initials to confirm that sequence is completed.

Prepared By

- Name and signature of person that prepared the isolation procedures, including time and date.

Checked By

- Name and signature of person that verified the procedures, including the time and date.

Issued By

- Name and signature of the manager/supervisor issuing the isolation procedures, including the time and date.

Performed By

- Name and signature of person performing the isolation procedures, including the time and date.

Operating Diagram Adjusted By

- Name of the manager/supervisor responsible for adjusting the status of the circuit's switching devices.

Objet de l'ordre de service

- Objet de l'ordre de service.

Demande d'isolation n°

- Inscrire le numéro de demande d'isolation, et la date d'isolation.

N° d'étapes

- Les étapes à suivre, la marche à suivre doit être énumérée dans l'ordre que les étapes doivent être exécutées.

Appareil

- Appareil affecté

N° de l'étiquette

- Numéro de l'étiquette que l'on apposera à l'appareil.

Travaux

- Manoeuvre à exécuter.

Initiales

- On doit apposer ses initiales après avoir complété chaque étape.

Préparé par

- Le nom et la signature de la personne qui a préparé la marche à suivre pour l'isolement.

Vérifié par

- Le nom et la signature de la personne qui a vérifié la marche à suivre pour l'isolement.

Émis par

- Le nom et la signature du gestionnaire/superviseur qui a émis la marche à suivre pour l'isolement.

Exécuté par

- Le nom et la signature de la personne qui a exécuté la marche à suivre pour l'isolement.

Diagramme de fonctionnement modifié par

- Nom du gestionnaire/superviseur responsable de mettre à jour les indicateurs de l'état des commutateurs de circuits.

ANNEX "D"
ANNEXE "D"

RECEIVED

NOV 04 2016



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

E0225171724

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 P & T S	
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 BEDFORD INSTITUTE OF OCEANOGRAPHY, Dartmouth NS. Tender for supply of general Electrical Goods and Services	
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 <input type="checkbox"/> Yes Non 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 <input type="checkbox"/> Yes Non 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 <input type="checkbox"/> Yes Non 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 <input checked="" type="checkbox"/> Yes Non 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 <input type="checkbox"/> Yes Non Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès	
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>
Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion	
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>	
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information	
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	
	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
	SECRET SECRET <input type="checkbox"/>
	TOP SECRET TRÈS SECRET <input type="checkbox"/>
	TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>



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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

- | | | | |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input type="checkbox"/> SECRET
SECRET | <input type="checkbox"/> TOP SECRET
TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET-SIGINT
TRÈS SECRET-SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL
NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET
NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET
COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS
ACCÈS AUX EMPLACEMENTS | | | |

Special comments:

Commentaires spéciaux :

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

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

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

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

☒ No ☐ Yes
Non Oui

If Yes, will unscreened personnel be escorted?

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

☒ No ☐ Yes
Non Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

☒ No ☐ Yes
Non Oui

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

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

☒ No ☐ Yes
Non Oui

PRODUCTION

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

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

☒ No ☐ Yes
Non Oui

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

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

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

☒ No ☐ Yes
Non Oui

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

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

☒ No ☐ Yes
Non Oui



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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
Non ☐ Yes
Oui

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

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

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non ☐ Yes
Oui

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

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