



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

Public Works and Government Services / Travaux  
publics et services gouvernementaux  
Kingston Procurement  
Des Acquisitions Kingston  
86 Clarence Street, 2nd floor  
Kingston  
Ontario  
K7L 1X3  
Bid Fax: (613) 545-8067

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

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

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

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

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

**Comments - Commentaires**

Email: vincent.correia-reid@pwgsc.gc.ca

**Vendor/Firm Name and Address**

Raison sociale et adresse du  
fournisseur/de l'entrepreneur

**Issuing Office - Bureau de distribution**

Public Works and Government Services / Travaux publics et  
services gouvernementaux  
Kingston Procurement  
Des Acquisitions Kingston  
86 Clarence Street, 2nd floor  
Kingston  
Ontario  
K7L 1X3

<b>Title - Sujet</b> Maintenance Of Overhead Doors	
<b>Solicitation No. - N° de l'invitation</b> W6837-174707/A	<b>Date</b> 2017-11-20
<b>Client Reference No. - N° de référence du client</b> W6837-17-4707	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$KIN-610-7347	
<b>File No. - N° de dossier</b> KIN-7-48100 (610)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2017-12-06</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Correia-Reid, Vincent	<b>Buyer Id - Id de l'acheteur</b> kin610
<b>Telephone No. - N° de téléphone</b> (613) 545-8738 ( )	<b>FAX No. - N° de FAX</b> (613) 545-8067
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE . OTTAWA Ontario K1A0K2 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

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Solicitation No. - N° de l'invitation

W6837-174707/A

Client Ref. No. - N° de réf. du client

W6837-174707

Amd. No. - N° de la modif.

File No. - N° du dossier

KIN-7-48100

Buyer ID - Id de l'acheteur

kin610

CCC No./N° CCC - FMS No./N° VME

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## PART 1 - GENERAL INFORMATION

### 1.1 Security Requirements

1. Before award of a contract, the following conditions must be met:
  - (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
  - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
  - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, Bidders should refer to the [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.

### 1.2 Statement of Work

The work under this Contract comprises the furnishing of all labour, material and equipment required for the Inspection, Servicing and Maintenance of Door Assemblies at CFB Kingston, RMC and Brockville Armouries.

### 1.3 Debriefings

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

### 1.4 Trade Agreements

The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA).

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

The [2003](#) (2017-04-27) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

## 2.2 Submission of Bids

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

## 2.3 Former Public Servant

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

### Definitions

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

an individual;

an individual who has incorporated;

a partnership made of former public servants; or

a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

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

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

### Former Public Servant in Receipt of a Pension

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

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

date of termination of employment or retirement from the Public Service.

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

### Work Force Adjustment Directive

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

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If so, the Bidder must provide the following information:

name of former public servant;

conditions of the lump sum payment incentive;

date of termination of employment;

amount of lump sum payment;

rate of pay on which lump sum payment is based;

period of lump sum payment including start date, end date and number of weeks;

number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

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

## **2.4 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

## **2.5 Applicable Laws**

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

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

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

### **3.1 Bid Preparation Instructions**

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

Section I: Financial Bid (1 hard copy)

Section II: Certifications (1 hard copy)

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

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

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

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

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

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

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

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

Bidders must submit their financial bid in accordance with the Basis of Payment.

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

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

If Annex “F” 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**

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

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

### **4.1 Evaluation Procedures**

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### **4.1.2 Financial Evaluation**

SACC Manual Clause [A0220T](#) (2014-06-26), Evaluation of Price

**4.1.2.1** The Evaluated Price is the aggregate of the hourly rates, call rates or lot prices, as applicable for each Pricing Basis and year, multiplied by their applicable Estimated Usages

## 4.2 Basis of Selection

SACC Manual Clause [A0069T](#) (2007-05-25) Basis of Selection

## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

### 5.1 Certifications Required with the Bid

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

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

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **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 Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the bid 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 Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

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

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).



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

## PART 6 - RESULTING CONTRACT CLAUSES

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

### 6.1 Security Requirements

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

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).

### 6.2 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

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

### 6.3 Standard Clauses and Conditions

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

#### 6.3.1 General Conditions

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

### 6.4 Term of Contract

#### 6.4.1 Period of the Contract

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The period of the Contract is from December 21, 2017 to December 20, 2019, inclusive.

#### **6.4.2 Option to Extend the Contract**

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

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

### **6.5 Authorities**

#### **6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Vincent Correia Reid  
Title: Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: Acquisitions Kingston  
Address: 86 Clarence Street, 2nd floor  
Kingston, Ontario K7L 1X3  
Telephone: 613-545-8738  
Facsimile: 613-545-8068  
E-mail address: [vincent.correia-reid@pwgsc.gc.ca](mailto:vincent.correia-reid@pwgsc.gc.ca)

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

#### **6.5.2 Project Authority**

The Project Authority for the Contract is: PSPC will provide this information at Contract Award.

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

#### **6.5.3 Contractor's Representative (Please fill in the following information)**

Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email Address: \_\_\_\_\_

### **6.6 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.

## **6.7 Payment**

### **6.7.1 Basis of Payment - Firm Unit Price(s) - Task**

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid the firm unit price(s) in accordance with the basis of payment, in Annex B, as specified in the authorized TA. Customs duties are included and Applicable Taxes are extra.

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

### **6.7.2 Limitation of Expenditure**

Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_. Customs duties are included and Applicable Taxes are extra.

No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

when it is 75% committed, or  
four months before the contract expiry date, or  
as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,  
whichever comes first.

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

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

SACC Manual Clause B9031C (2011-05-16) - Canada's Obligation - Portion of the Work - Task Authorizations

### **6.7.4 Task Authorization - Department of National Defence**

The administration of the Task Authorization will be carried out by the Project Authority. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

### **6.7.5 Task Authorization Process**

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

#### Task Authorization Process:

The Project Authority will provide the Contractor with a description of the task using the DND 626, Task Authorization Form.

The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis(bases) and methods of payment as specified in the Contract.

The Contractor must provide the Project Authority within five (5) calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.

The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

#### **6.7.6 Task Authorization Limit**

The Project may authorize individual task authorizations up to a limit of \$15,000.00, Applicable Taxes included, inclusive of any revisions.

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

#### **6.7.7 Multiple Payments**

SACC Manual Clause H1001C (2008-05-12) – Multiple Payments

#### **6.7.8 SACC Manual Clauses**

SACC Manual clause C0710C (2007-11-30) Time and Contract Price Verification

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

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

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

#### **6.8 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 must be distributed as follows:

The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

## **6.9 Certifications and Additional Information**

### **6.9.1 Compliance**

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

### **6.10 Applicable Laws**

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_ (*insert the name of the province or territory*).

### **6.11 Priority of Documents**

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010C (2016-04-04), General Conditions - Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex C, Security Requirements Check List;
- (e) the Contractor's bid dated \_\_\_\_\_ (*insert date of bid*)

### **6.12 Insurance**

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

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

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

## **ANNEX "A"**

### **STATEMENT OF WORK**

#### **1. SCOPE OF WORK**

##### **a. General**

The work under this Contract comprises the furnishing of all labour, material and equipment required for the Inspection, Servicing and Maintenance of Door Assemblies at CFB Kingston, RMC and Brockville Armouries (Annex E).

##### **b. Work Included**

Work included in this Contract includes the following:

- (1) Inspection, Servicing, Maintenance and if necessary, replacement of Overhead Doors and Door Assemblies which include but are not limited to all manually, mechanically and electrically operated sectional doors and roller doors.
- (2) The description of the systems and information provided is based on the latest information available. It is the Contractor's responsibility to ensure that the Project Authority is notified of any discrepancies and/or new systems encountered.

#### **2. SITE ACCESS**

The movement of men, material and equipment within the Wing and building must be subject to the approval of the Base Construction Engineering Officer (BCEO).

#### **3. STANDARDS**

a. Throughout the various sections and subsections of this specification reference is made to domestic, national and international standards. These standards must be considered an integral part thereof and must be read in conjunction with the drawings and specification as if they were reproduced herein. The Contractor must therefore be fully familiar with their contents and requirements. The latest edition of all standards must be applicable unless a specifically dated edition is mentioned.

b. When reference is made to certain detailed drawings, catalogues or similar related data as published by equipment suppliers, the Contractor must be solely responsible for obtaining these from the described sources.

#### **4. REFERENCE TO TRADE NAMES**

When trade names are used in this specification they are not necessarily restrictive unless specifically noted. The acceptability of materials other than those specified must be determined by the Project Authority.

#### **5. ACCEPTABILITY OF MATERIAL**

a. The acceptance of materials other than those specified must be determined by the Construction Engineering Officer.

b. Request for acceptance of non-specified materials must be submitted in writing to:

Canadian Forces Base Kingston 6 Moro Street  
PO Box 17000 Station Forces Kingston, Ontario K7K 7B4

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Attention: Construction Engineering Officer

The request must be supported with sufficient product information to enable the Project Authority to make an assessment.

- c. All replaced parts or materials not under warranty, whether serviceable or not, must be returned to the Project Authority on completion of the work unless otherwise stated by the Project Authority.
- d. Materials and parts used must be equal to existing or must be those specified by the Manufacturer of the equipment. Substitutes may only be installed if so authorized by the Project Authority.
- e. If, in any emergency, the Contractor installs parts other than those specified, he must replace them with specified parts or equal, before claiming payment.
- f. All replacement parts, whether new or reconditioned, must carry a warranty covering the contract period. Should any replacement parts installed by the Contractor prove defective during the SOA or warranty period, they must be replaced at no cost to DND for materials or labour.
- g. The Contractor must maintain a stock of replacement parts in service vehicle in sufficient quantity to ensure the serviceability of the units and equipment. The Contractor will not charge time used to pick-up parts not stocked on the service vehicle.

6. SCHEDULE OF WORK

- a. The Contractor must arrange his work in such a manner as to cause the least inconvenience to the building occupants.
- b. The Contractor must work in cooperation with other trades on the job.
- c. Work on job site must be carried out between the regular hours of 0800 and 1600, Monday to Friday, unless authorized otherwise by the Project Authority.

7. USE OF PREMISES

- a. The Contractor must be responsible for the provision of storage facilities which may be required for the storage of his equipment and materials.
- b. He must confine his apparatus, storage of materials and operations of his workmen to limits indicated by law, ordinance or the direction of the Project Authority, and must not unreasonably encumber the site.

8. SITE VISIT

Prior to commencing work the Contractor must report to the Project Authority or his delegated representative referred to as the "Project Authority" in this specification.

9. SUPPLY AND/OR INSTALLATION

Unless the word "only" suffixes "supply" or "install" or other variations of these words according to the section wherein they are used, it is the express intent of this contract that "supply and install" is implied. This will not apply to work supplied by one section and installed by another.

10. RESPONSIBILITY

a. The responsibility for the requirement and work included in these contract documents rests solely with the Contractor.

b. The responsibility for measurements and quantities rests solely with the Contractor.

#### 11. DAMAGE TO EXISTING FACILITIES

The Contractor must take all necessary precautions to protect and prevent damage to any structure and all surrounding property and installations. Damage caused must be made good without undue delay and at no expense to the owner.

#### 12. CLEAN UP

The Contractor must affect a daily clean up of the debris resulting from his work, and all hazardous impediments must be removed from the site at the end of each days work, subject to the satisfaction of the Project Authority.

#### 13. FIRE SAFETY REQUIREMENTS

##### a. Fire Safety Plan

Contractors and their personnel must be familiar with this section and its requirements.

##### b. Fire Department Briefing

The Construction Project Manager must coordinate arrangements for the Contractor to be briefed on Fire Safety at their pre-work conference by the Fire Chief before any work is commenced.

##### c. Reporting Fires

(1) Know the location of nearest fire alarm box and telephone, including the emergency phone number.

(2) Report immediately all fire incidents to the Fire Department as follows:

(a) Activate nearest fire alarm box, or

(b) Telephone 965-3333.

(c) Person activating fire alarm must exit building and remain in area to direct Fire Department to scene of fire, and provide other details as required.

(d) When reporting a fire by telephone, give location of fire, name or number of building and be prepared to verify the location.

##### d. Interior/Exterior Fire Protection and Alarm Systems

(1) Fire protection and alarm systems must not be:

(a) Obstructed.

(b) Shut off.

(c) Left inactive at the end of a working day or shift without notification and authorization from the Fire Chief or his representative.

(2) Fire hydrants, standpipes and hose systems must not be used for other than fire fighting purposes unless authorized by the Fire Chief.

##### e. Fire Extinguishers

The Contractor must supply fire extinguishers, as scaled by the Fire Chief, necessary to protect, in an emergency, the work in progress and the Contractors physical plant site.



f. Blockage of Roadways

The Fire Chief must be advised of any work that would impede fire apparatus response. This includes violation of minimum overhead clearance, as prescribed by the Fire Chief, erecting of barricades and the digging of trenches.

g. Smoking Precautions

Smoking is not permitted in any base building or facility.

h. Rubbish and Waste Materials

(1) Rubbish and waste materials are to be kept to a minimum.

(2) The burning of rubbish is prohibited.

(3) Removal:

All rubbish must be removed from the work site at the end of the work day or shift or as directed.

(4) Storage:

(a) Extreme care is required where it is necessary to store oily waste in work areas to ensure maximum possible cleanliness and safety.

(b) Greasy or oily rags or materials subject to spontaneous combustion must be deposited and kept in an approved receptacle and removed as required in 14.h.(3).

j. Flammable Liquids

(1) The handling, storage and use of flammable liquids are to be governed by the current National Fire Code of Canada.

(2) Flammable liquids such as gasoline, kerosene and naphtha may be kept for ready use in quantities not exceeding 45 litres provided they are stored in approved safety cans bearing the Underwriters' Laboratory of Canada or Factory Mutual seal of approval. Storage of quantities of flammable liquids exceeding 45 litres for work purposes requires the permission of the Fire Chief.

(3) Transfer of flammable liquids is prohibited within buildings or on jetties.

(4) Transfer of flammable liquids must not be carried out in the vicinity of open flames or any type of heat-producing devices.

(5) Flammable liquids having a flash point below 38°C such as naphtha or gasoline must not be used as solvents or cleaning agents.

(6) Flammable waste liquids, for disposal, must be stored in approved containers located in a safe, ventilated area. Quantities are to be kept to a minimum and the Fire Department is to be notified when disposal is required.

k. Hazardous Substances

(1) If the work entails the use of any toxic or hazardous materials, chemicals, and/or explosives, or otherwise creates a hazard to life, safety or health, work must be in accordance with the National Fire Code of Canada.

(2) The Fire Chief is to be advised, and "Hot Work" permit issued in all cases involving welding, burning or the use of blow torches and salamanders, in buildings or facilities. Special precautions are necessary to safeguard life and property from damage by fire or explosives.

(3) Wherever work is being carried out in dangerous or hazardous areas involving the use of heat, fire watchers, equipped with sufficient fire extinguishers must be provided. The determination of dangerous or hazardous areas along with the level of precaution necessary for Fire Watch must be at the discretion of the Fire Chief. Contractors are responsible for their work on a scale established and in conjunction with the Fire Chief at the pre-work conference.

(4) Where flammable liquids, such as lacquers or urethanes are to be used, proper ventilation must be assured and all sources of ignition are to be eliminated. The Fire Chief is to be informed prior to and at the cessation of such work.

m. Questions and/or Clarification

Any questions or clarification on Fire Safety in addition to the above requirements must be directed to and cleared through the Fire Chief.

#### 14. SAFETY AND SECURITY

a. All work will be done in compliance with construction safety measures of National Building Code Part 8, Province of Ontario Occupational Health and Safety Act and Regulations for Construction Projects, Worker's Compensation Act including Regulation 950 and 951, C-02-040-009/AG-000 DND General Safety Standards, CFB Kingston Construction Engineering Orders to Provincial Contractors Working on DND Property and Municipal authority provided that in any case of conflict or discrepancy, the more stringent must apply.

b. CFB Kingston, Construction Engineering, CFB Kingston Orders to Provincial Contractors working on DND Property must be issued to the Contractor by the Construction Engineering Contract Officer, as applicable, at the first project meeting.

c. Contractor is responsible for ensuring all workers have the necessary CSA approved protective devices to perform all work safely and that employees are trained on the Personal Protective Equipment (PPE).

d. The Contractor must ensure all workers are trained in Fall Protection as per Ontario Regulation 213. The Contractor must provide records of this training at the start of the contract, when a new worker joins the contract team and any time requested by the Project Authority.

#### 15. WHMIS

a. Comply with requirements of Workplace Hazardous Materials Information System (WHMIS) regarding use, handling, storage, and disposal of hazardous materials; and regarding labelling and provision of material safety data sheets acceptable to Labour Canada and Health and Welfare Canada.

b. Deliver copies of WHMIS data sheets to Engineer on delivery of materials.

c. Keep copies of Material Safety Data sheets for all hazardous materials on site and make available to anyone "working with" and/or "in proximity to" the hazardous material.

#### 16. NONCOMPLIANCE WITH DND REGULATIONS

a. In the event contract personnel are found to be in non-compliance with the health and safety regulations while on DND property, the following action will be taken by the General Safety Officer and/or designated DND officials:

(1) FIRST INCIDENT; supervisor will be told to remove person from DND property until the next work day.

(2) SECOND INCIDENT; person will no longer be permitted on DND property for the duration of that project.

b. The incidents noted above need not be a repeat of a previous occurrence, but may take the form of unrelated instances of non-compliance with the health and safety regulations by the same individual.

c. In circumstances where repetition of incidents indicates lack of adherence to the health and safety regulations by the supervisor, the contractor will be instructed to remove the supervisor from the property.

d. Should the contractor be responsible for a delay in the progress of the work due to an infraction of the legislated requirements, or the safety requirements contained in the Orders to Provincial Contractors Working on DND Property, the contractor will, at its own expense, work such overtime, acquire and use manpower and/or equipment for the execution of the contract work, as deemed to be necessary, in the opinion of the Construction Engineering Officer, to avoid delay in the final completion of the work or any operations thereof.

#### 17. APPLICATION FOR VARIANCE

a. Contractors and Subcontractor may request a variance, in unusual circumstances, whenever regulations are considered contributory rather than preventive in nature to achieving the aims of our safety program. The decision to approve/disapprove the variance will be made by the General Safety Officer and will be binding.

b. Variances to local CFB Kingston safety regulations can only be approved or disapproved whenever the CFB Kingston regulations are more stringent than the minimum requirements.

#### 18. SERVICE CALLS

a. The Contractor must not refuse any calls from the Project Authority or his authorized representative and must dispatch a technician to initiate the required service within two (2) hours of notification.

b. If the work cannot be carried out at this time, temporary repairs must be carried out immediately to render the door safe and secure and the Project Authority must be notified with the full details as to the cause of the delay.

#### 19. MINIMUM MANNING AND STAFFING

The Contractor must have an adequate number of qualified personnel available to respond to several concurrent calls within the area of responsibility. Adequate is defined as a sufficient number of technicians as to not cause a delay in service to the base. It is emphasized that this does not preclude the Contractor from augmenting this number of personnel to meet heavier or seasonal contractual obligations. No sub-contracting of repairs or installation of doors will be permitted.

#### 20. EMERGENCY CALL OUT SERVICE

a. The Contractor will arrange for 24 hour emergency call-out service during the period covered by the Contract.

b. The Contractor will arrange for telephone contact where he or his representative may be reached at all times.

c. The Contractor must not refuse any calls from the Project Authority or his authorized representative and will carry out the required service within two (2) hours of notification of an emergency call out.

d. Emergency call-out reports will be submitted weekly.

e. No extra charges will be paid for recurring service calls which are the direct result of the Contractor's failure to carry out thorough inspections, adjustments to equipment, etc.

## 21. MAINTENANCE INSPECTIONS

a. Maintenance Inspections must consist of; inspect door condition, inspect alignment of door to ensure proper operation, lubricate and inspect rollers and bearings, adjust and lubricate springs, inspect spring fasteners for secure mounting, inspect and tighten hinges and hardware, inspect cables for wear and damage, inspect drums for wear and damage, inspect locks for proper operation, inspect weather strip for wear and damage, inspect track, fasteners and hangers for secure mounting, inspect and lubricate chain hoist as well as inspect and adjust limit switches, inspect and adjust belts, inspect and lubricate roller chain, inspect and adjust brake and clutch, inspect operator mounting, inspect and test disconnect, inspect and tighten all sprockets, and lubricate all bearings. Contractor must only use recommended lubricants as set out by the manufacturers, the CDI and the IDA/IDEA.

b. The Inspection must be made using an inspection form including all details as described herein applicable to a particular door. A copy for each door must be submitted to the Project Authority within 10 days of completion of the inspection and must also include recommendations for any repairs or replacements necessary for efficient operation of the doors and equipment. Estimates must be submitted for the cost of the additional repairs or replacements.

c. Contractors report forms may be used if approved by the Project Authority but must contain as a minimum, all the details herein.

d. Inspections must be carried out on an annual basis within the first quarter of the fiscal year and at any other time as requested by the Project Authority. A schedule for the inspections must be submitted to the Project Authority no less than 5 working days prior to inspections.

d. Door Data sheets must also be provided for every door after inspection which will include as a minimum the following information: door location, manufacturer, size, size and number of panels if applicable, size of track, spring sizes and serial number, and operator manufacturer, model and horse power.

## 22. GUARANTEES

Any call back within thirty (30) calendar days of the maintenance inspection or work performed during service or repair, must be at NO COST to DND except for materials used (not previously changed during the last service call), which will be paid at the agreed prices.

## 23. CODES AND REGULATIONS

Work must conform to all governing National, Provincial and Municipal codes and regulations including, but not limited to, mechanical, electrical, fire prevention and safety codes as well as all standards of practice set out by either the Canadian Door Institute or the International Door Association.

## 24. PERMITS

The Contractor must apply for, obtain and pay for, all permits and inspection certificates required for the work under this SOA.

## 25. TEMPORARY STRUCTURES

Furnish and maintain all equipment such as temporary stairs, ramps, ladders, scaffolds, hoists, etc., as may be required for the proper execution of the work. Such structures, erected by the Contractor, must remain his property and will be removed by him from the site on completion of the work.

## ANNEX "B"

### BASIS OF PAYMENT

All prices are net prices in Canadian funds including Canadian customs duties, excise taxes and are FOB destination(s) indicated, including all travel and delivery charges. HST is not included in pricing and will be shown as a separate item on invoices.

### PRICING BASIS "A" - Inspection Services:

Annual Inspections for all doors (146 doors in total) to be carried out on an annual basis within the first quarter of each fiscal year.

Description	Estimated Usage	Unit of Issue: Per Inspection	Year #1 Lot Price	Year #2 Lot Price	Option Year #3 Lot Price
Price for inspection of Lot (146 doors)	1 annual inspection	Per inspection			

### PRICING BASIS "B", Service Calls

Service Call, including first hour of on-site productive labour. Charges for service calls will not be applicable if crew is already on site for other work.

As and when authorized by the Technical Authority using DND 626 Form:

Description	Estimated Usage	Unit of Issue: Per Call	Year #1 Price	Year #2 Price	Option Year # 3 Price
<b>Technician -</b> Regular Working Hours (08:00am to 04:30pm) Monday to Friday	100 calls	per call			
<b>Technician -</b> Outside Regular Hours, Monday to Saturday	10 calls	per call			
<b>Technician -</b> Outside Regular Hours, Sunday and Stat. Holidays	5 calls	per call			
<b>Electrician -</b> Regular Working Hours (08:00am to 04:30pm) Monday to Friday	10 calls	per call			
<b>Electrician -</b> Outside Regular Hours, Monday to Saturday	2 calls	per call			
<b>Electrician -</b> Outside Regular Hours, Sunday and Stat. Holidays	2 calls	per call			

### HOURLY LABOUR RATE ONLY in addition to Service Calls

Description	Estimated Usage	Unit of Issue: Per Hour	Year #1 Per Hour	Year #2 Per Hour	Option Year # 3 Per Hour
<b>Technician -</b> Regular Working Hours (08:00am to 04:30pm) Monday to Friday	200 hours	per hour			
<b>Technician -</b> Outside Regular Hours, Monday to Saturday	20 hours	per hour			
<b>Technician -</b> Outside Regular Hours, Sunday and Stat. Holidays	10 hours	per hour			
<b>Electrician -</b> Regular Working Hours (08:00am to 04:30pm) Monday to Friday	20 hours	per hour			
<b>Electrician -</b> Outside Regular Hours, Monday to Saturday	4 hours	per hour			
<b>Electrician -</b> Outside Regular Hours, Sunday and Stat. Holidays	4 hours	per hour			

Price list and supplier's invoices to be supplied to the Technical Authority upon request

Solicitation No. - N° de l'invitation

W6837-174707/A

Client Ref. No. - N° de réf. du client

W6837-174707

Amd. No. - N° de la modif.

File No. - N° du dossier

KIN-7-48100

Buyer ID - Id de l'acheteur

kin610

CCC No./N° CCC - FMS No./N° VME

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## **ANNEX "C"**

### **SECURITY REQUIREMENTS CHECK LIST**

**See Attached**

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## ANNEX "D"

### INSURANCE REQUIREMENTS

#### 1. Commercial General Liability Insurance

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.

The Commercial General Liability policy must include the following:

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



(n) Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.

(o) Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act. S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt. For the province of Quebec, send to:

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

For other provinces and territories, send to: Senior General Counsel, Civil Litigation Section, Department of Justice 234 Wellington Street, East Tower Ottawa, Ontario K1A 0H8

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

## 2. Automobile Liability Insurance

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.

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.

## 3. Environmental Impairment Liability Insurance

The Contractor must obtain Contractors Pollution Liability, 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 \$ 1,000,000 per accident or occurrence and in the annual aggregate.

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.

The Contractors Pollution 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 as additional insured should read as follows: Canada, represented by Public Works and Government Services Canada.

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(b) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.

(c) Separation of Insureds: 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.

(d) 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

## ANNEX "E"

### DOOR LISTINGS

McNAUGHTON				
BLDG	Door #	DOOR CONTRUCTION AND TYPE	OPERATION	SIZE
A21	1	Rolling Shutter	Chain Hoist	10'-2" x 12'-0"
	2	Rolling Shutter	Chain Hoist	10'-2"x 12'-0"
<b>Nil</b>	1	Multi Leaf	Electric	14'-4"x 12'-0"
A28	1	Steel Sectional	Electric	10'-2"x 10'-0"
	2	Steel Sectional	Electric	10'-0"x 10'-0"
A33	South	Steel Sectional	Electric	
	North	Steel Sectional	Electric	
	East	Steel Sectional	Electric	
B45	1	Steel Sectional	Chain Hoist	10'-0"x 12'-0"
B62	1	Steel Sectional	Manual	10'-0"x7'-0"
	1	Steel Sectional	Manual	10'-0"x9'-0"
C36	1	Steel Sectional	Electric	9'-0" x 8'-6"
	Rx	Steel Sectional	Electric	
	Rx	Rolling Shutter	Electric	
C39	1	Rolling Shutter	Manual	6'-0" x 7'-0"
D29	1	Steel Sectional	Electric	12'-0"x 12'-0"
	2	Steel Sectional	Electric	12'-0"x 12'-0"
D38	1	Steel Sectional	Electric	10'-0" x 12'-0"
	2	Steel Sectional	Electric	10'-0"x 12'-0"
	3	Steel Sectional	Electric	10'-0"x 12'-0"
	4	Steel Sectional	Electric	10'-0"x 12'-0"
E30	Rm107	Steel Sectional	Electric	10'-0"x 14'-0"
	#1 Recv SV	Steel Sectional	Electric	10'-0"x14'-0"
	#1 Recv	Steel Sectional	Electric	12'-0" x 10'-0"
	#2 Recv	Steel Sectional	Electric	12'-0"x 10'-0"
	#3 Recv	Steel Sectional	Electric	12'-0" x 10'-0"
	#1 Recv Doc	Steel Sectional	Electric	10'-0" x 10'-0"
	#2 Recv Doc	Steel Sectional	Electric	10'-0" x 10'-0"
	Recv 2	Steel Sectional	Electric	10'-0"x 14'-0"
	#3 RecvNV\	Steel Sectional	Electric	10'-0" x 14'-0"
	9D	Steel Sectional	Electric	10'-0" x 14'-0"
	10	Steel Sectional	Electric	10'-0"x14'-0"
	11	Steel Sectional	Electric	10'-0"x 14'-0"

	12	Steel Sectional	Electric	10'-0"x 14'-0"
	14	Steel Sectional	Electric	10'-0"x 14'-0"
	15	Steel Sectional	Electric	10'-0"x14'-0"
	16	Steel Sectional	Electric	10'-0"x 14'-0"
	17	Steel Sectional	Electric	10'-0"x 14'-0"
	18	Steel Sectional	Electric	10'-0" x 14'-0"
	20	Steel Sectional	Electric	10'-0" x 14'-0"
	20A	Steel Sectional	Electric	10'-0" x 14'-0"
	21	Steel Sectional	Electric	10'-0" x 14'-0"
	22	Steel Sectional	Electric	10'-0" x 14'-0"
	23	Steel Sectional	Electric	10'-0" x 14'-0"
	24	Steel Sectional	Electric	10'-0" x 14'-0"
	25	Steel Sectional	Electric	10'-0" x 14'-0"
	26	Steel Sectional	Electric	10'-0" x 14'-0"
	29	Steel Sectional	Electric	8'-2" x 8'-0"
	30	Steel Sectional	Electric	8'-2" x 8'-0"
	31	Steel Sectional	Electric	8'-2" x 8'-0"
	36	Steel Sectional	Electric	8'-2" x 8'-0"
	37	Steel Sectional	Electric	8'-2" x 8'-0"
	38	Steel Sectional	Electric	8'-2" x 8'-0"
	39	Steel Sectional	Electric	8'-2" x 8'-0"
	Recv #4	Steel Sectional	Electric	12'-0" x 10'-0"
	#1 Counter	Rolling Shutter	Manual	7'-4" x 3'-6"
	#2Counter	Rolling Shutter	Manual	10'-0" x 3'-6"
	#3Counter	Rolling Shutter	Manual	10'-0" x 3'-6"
	#4Counter	Rolling Shutter	Manual	7'-0" x 3'-8"
E32	1	Steel Sectional	Electric	12'-0" x 14'-0"
	2	Steel Roller	Electric	10'-7" x 12'-6"
	3	Steel Roller	Electric	10'-7" x 12'-6"
	4	Steel Roller	Electric	10'-7" x 12'-6"
	5	Steel Roller	Electric	10'-7" x 12'-6"
	6	Steel Roller	Electric	10'-7" x 12'-6"
	7	Steel Roller	Electric	10'-7" x 12'-6"
		Steel Sectional	Electric	12'-0" x 12'-0"
	8	Steel Sectional	Electric	12'-0" x 12'-0"
	9	Steel Sectional	Electric	12'-0" x 12'-0"
	10	Steel Sectional	Electric	12'-0" x 12'-0"
	11	Steel Sectional	Electric	12'-0" x 12'-0"
		Rolling Shutter	Electric	8'-2" x 8'-0"
		Rolling Shutter	Electric	8'-2" x 8'-0"
		Steel Sectional	Electric	10'-0" x 10'-0"
		Steel Roller	Electric	10'-7" x 12'-6"
E34		Steel Sectional	Electric	13'-0" x 14'-0"
	1	Rolling Shutter	Hand Crank	8'-0" x 8'-0"
E37	1 SW	Steel Sectional	Electric	13'-8" x 14'-0"
	2 SW	Steel Sectional	Electric	13'-8"x 14'-0"
	3 NW	Steel Sectional	Electric	13'-8"x 14'-0"
	4 NE	Steel Sectional	Electric	13'-8"x 14'-0"

H36	Carp Shop	Steel Sectional	Manual	10'-0" x 10'-0"
	Appl Shop	Steel Sectional	Chain Hoist	10'-0" x 10'-0"
	Mach Shop	Steel Sectional	Chain Hoist	10'-0" x 10'-0"
	Shop 1	Steel Sectional	Electric	10'-0" x 10'-0"
	Weld Shop	Rolling Shutter	Electric	10'-0" x 10'-0"
	Shelter	Steel Sectional	Chain Hoist	10'-0" x 12'-0"
	Weapons	Rolling Shutter	Chain Hoist	6'-2" x 7'-0"
	Carp Shop	Steel Sectional	Manual	10'-0" x 10'-0"
	Shop 2	Steel Sectional	Electric	10'-0" x 10'-0"
	Counter	Rolling Shutter	Manual	3'-0" x 3'-0"
	Counter	Rolling Shutter	Manual	3'-0" x 3'-6"
H38	1	Steel Sectional	Manual	9'-0" x 8'-0"
	2	Steel Sectional	Manual	9'-0" x 8'-0"
	3	Steel Sectional	Manual	9'-0" x 8'-0"
H67	1	Steel Sectional	Chain Hoist	10'-7" x 16'-0"
	1	Rolling Shutter	Chain Hoist	10'-0" x 16'-0"
H71	1	Steel Sectional	Electric	9'-0" x 8'-0"
	2	Steel Sectional	Electric	9'-0" x 8'-0"

VIMY				
BLDG	Door#	DOOR CONTRUCTION AND TYPE	OPERATION	SIZE
A32	1	Steel Sectional	Electric	10'-0" x 10'-0"
	2	Steel Sectional	Electric	10'-0" x 10'-0"
	3	Steel Sectional	Electric	8'-0" x 9'-0"
B4	1	Rolling Shutter	Electric	6'-0" x 7'-0"
B15A	1	Steel Sectional	Chain Hoist	15'-2" x 8'-0"
	2	Steel Sectional	Chain Hoist	15'-2" x 8'-0"
	3	Steel Sectional	Chain Hoist	15'-2" x 8'-0"
	4	Steel Sectional	Chain Hoist	10'-0" x 10'-0"
B15B	1	Steel Sectional	Electric	19'-9" x 10'-0"
	2	Steel Sectional	Electric	19'-9" x 10'-0"
	4	Steel Sectional	Electric	20'-0" x 11'-0"
	5	Steel Sectional	Electric	20'-0" x 11'-0"
	6	Steel Sectional	Electric	15'-6" x 10'-0"
	7	Steel Sectional	Electric	20'-0" x 11'-0"
	8	Steel Sectional	Electric	15'-6" x 10'-0"
	9	Steel Sectional	Manual	8'-0" x 8'-0"
	10	Steel Sectional	Manual	15'-0" x 8'-0"
B17	1	Rolling Shutter	Chain Hoist	9'-0" x 8'-0"
B19	1	Steel Sectional	Chain Hoist	8'-0" x 9'-4"

B24	South	Aluminum Sectional	Electric	
	West	Aluminum Sectional	Electric	
C21	1	Steel Sectional	Electric	10'-0" x 10'-0"
	2	Steel Sectional	Electric	10'-0" x 10'-0"
	3	Steel Sectional	Electric	10'-0" x 10'-0"
C31	1	Wood Sectional	Manual	8'-0" x 7'-0"
	1	Steel Sectional	Manual	8'-0" x 7'-0"
	1	Steel Sectional	Manual	10'-0" x 7'-0"
C31A	1	Steel Sectional	Electric	12'-0" x 14'-0"
	2	Steel Sectional	Electric	12'-0" x 14'-0"
	3	Steel Sectional	Electric	12'-0" x 14'-0"
	4	Steel Sectional	Electric	12'-0" x 14'-0"
	5	Steel Sectional	Electric	12'-0" x 14'-0"
	6	Steel Sectional	Electric	12'-0" x 14'-0"
	7	Steel Sectional	Electric	12'-0" x 14'-0"
	8	Steel Sectional	Electric	12'-0" x 14'-0"
	9	Steel Sectional	Electric	12'-0" x 14'-0"
	10	Steel Sectional	Electric	12'-0" x 14'-0"
	11	Steel Sectional	Electric	12'-0" x 14'-0"
	12	Steel Sectional	Electric	12'-0" x 14'-0"

RMC				
BLDG	Door#	DOOR CONSTRUCTION AND TYPE	OPERATION	SIZE
3	1	Rolling Shutter	Electric	16'-0" x 14'-0"
	1	Steel Sectional	Chain Hoist	16'-0" x 10'-0"
	2	Steel Sectional	Manual	9'-0" x 8'-0"
	3	Steel Sectional	Manual	9'-0" x 8'-0"
4	1	Rolling Shutter	Chain Hoist	8'-0" x 9'-0"
	1	Steel Sectional	Chain Hoist	10'-0" x 9'-0"
	1	Steel Sectional	Chain Hoist	9'-9" x 10'-6"
	1	Steel Sectional	Electric	10'-6" x 12'-3"
32	Bar Area	Rolling Shutter	Hand Crank	15'-0" x 4'-0"
	Garbage	Rolling Shutter	Electric	16'-4" x 10'-0"
	Cardboard	Rolling Shutter	Electric	16'-4" x 10'-0"
	Receiving	Rolling Shutter	Electric	8'-9" x 11'-0"
	Bar Door	Rolling Shutter	Hand Crank	11'-4" x 4'-0"
42	1	Steel Sectional	Manual	10'-0" x 10'-0"
	1	Steel Sectional	Manual	8'-0" x 7'-0"
45	1	Steel Sectional	Manual	9'-0" x 7'-0"
	2	Steel Sectional	Manual	8'-0" x 7'-0"
	3	Steel Sectional	Manual	8'-0" x 7'-0"

46	1	Steel Sectional	Electric	8'-0" x 8'-0"
	2	Steel Sectional	Electric	8'-0" x 8'-0"
60	1	Rolling Shutter	Electric	12'-2" x 10'-0"
61	1	Steel Sectional	Electric	9'-0" x 9'-9"
	Counter	Rolling Shutter	Manual	6'-0" x 3'-6"
	#2 Interior	Steel Sectional	Electric	8'-10"x9'-0"
	Storage	Steel Sectional	Manual	9'-0" x 7'-0"
65	#1 Ext East	Steel Sectional	Electric	12'-0" x 14'-0"
	Gym to Corr	Steel Sectional	Chain Hoist	9'-0"x 10'-0"
	Counter	Rolling Shutter	Manual	
	#3 Gym to Corr	Steel Sectional	Chain Hoist	9'-0" x 10'-0"
	#4 Rec Ext N	Steel Sectional	Electric	10'-0"x 10'-0"
66	BH #1	Steel Sectional	Chain Hoist	12'-0"x 10'-0"
	BH#2	Steel Sectional	Chain Hoist	12'-0" x 10'-0"
67	Grill	Rolling Shutter	Manual	8'-10"x3'-6"
	Exterior	Steel Sectional	Chain Hoist	12'-0"x 14'-0"
	#2 Interior	Steel Sectional	Chain Hoist	12'-0"x 12'-0"
	Grill	Rolling Shutter	Manual	5'-7" x 3'-6"
68	1	Steel Sectional	Electric	10'-0" x 12'-0"
69	1	Steel Sectional	Electric	10'-2" x 10'-0"
	Mod 5 #1	Multi Leaf	Electric	10'-0"x 12'-0"
	Mod 5 #2	Rolling Shutter	Electric	10'-0"x 12'-0"
	Mod 3 #1	Rolling Shutter	Electric	10'-0" x 12'-0"
	#2	Steel Sectional	Electric	10'-2"x 14'-0"
75	1	Steel Sectional	Chain Hoist	8'-2" X 7'-6"
	2	Steel Sectional	Chain Hoist	8'-2" x 7'-6"
	3	Steel Sectional	Chain Hoist	8'-2" x 7'-6"
	4	Steel Sectional	Chain Hoist	8'-2" x 7'-6"
85	1	Steel Sectional	Chain Hoist	12'-2" x 8'-0"

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## **ANNEX “F” to PART 3 OF THE BID SOLICITATION**

### **ELECTRONIC PAYMENT INSTRUMENTS**

The Bidder accepts any of the following Electronic Payment Instrument(s):

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





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

Special comments:

Commentaires spéciaux : Unscreened personnel may only access Public & Reception Zones

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





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

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO					COMSEC				
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
				CONFIDENTIEL	TRÈS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL		COSMIC COSMIC TRÈS SECRET	A	B	C	CONFIDENTIEL		TRÈS SECRET	
Information / Assets Renseignements / Biens Production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
iT Media / Support TI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
iT Link / Lien électronique	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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).





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**PART D - AUTHORIZATION / PARTIE D - AUTORISATION**

**13. Organization Project Authority / Chargé de projet de l'organisme**

Name (print) - Nom (en lettres moulées) Landry Maj AJ@RPOU (O)@Kingston	Title - Titre OC RPOPS Det Kingston	Signature 	Date JUL 21 2017
Telephone No. - N° de téléphone 613-541-5010 ext.5280	Facsimile No. - N° de télécopieur 613-541-4495	E-mail address - Adresse courriel Alexandre.Landry@forces.gc.ca	

**14. Organization Security Authority / Responsable de la sécurité de l'organisme**

Name (print) - Nom (en lettres moulées) <b>Sasa Medjovic - DSO - Industrial Security Senior Security Analyst</b>	Title - Titre <b>Tel: 613-996-0286</b>	Signature 	Date 2017- July 25
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel <b>E-mail: sasa.medjovic@forces.gc.ca</b>	

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?  
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes? ☐ No / Non ☒ Yes / Oui

**16. Procurement Officer / Agent d'approvisionnement**

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	Date
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	

**17. Contracting Security Authority / Autorité contractante en matière de sécurité**

<b>Erin O'Neill</b> Agente à la Sécurité des contrats   Contract Security Officer Secteur de la Sécurité industrielle   Industrial Security Sector erin.o'Neill@tpsgc-pwgsc.gc.ca Téléphone : 613 957-1298	Title - Titre	Signature 	Date Aug 18 2017
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