



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Bid Receiving Public Works and Government
Services Canada/Réception des
soumissions/Travaux publics et Services
gouvernementaux Canada
The Cambridge Building
3 Queen Street/3, rue Queen
Charlottetown
Prince Edward Island
C1A 4A2

INVITATION TO TENDER

APPEL D'OFFRES

**Tender 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.

**Soumission 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 et sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

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

Issuing Office - Bureau de distribution

Public Works and Government Services Canada
The Cambridge Building
3 Queen Street/3 rue, Queen
PO Box 1268/CP 1268
Charlottetown
Prince Ed
C1A 4A2

Title - Sujet Chiller Maintenance - JAG Bldg, PEI	
Solicitation No. - N° de l'invitation E0226-181867/A	Date 2017-12-20
Client Reference No. - N° de référence du client R.079561.001	GETS Ref. No. - N° de réf. de SEAG PW-\$PWC-010-4256
File No. - N° de dossier PWC-7-40132 (010)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-01-31	
Time Zone Fuseau horaire Atlantic Standard Time AST	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: MacDonald, Anne (PWC) D.	Buyer Id - Id de l'acheteur pwc010
Telephone No. - N° de téléphone (902) 626-4949 ()	FAX No. - N° de FAX (902) 566-7514
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA SUMMERSIDE TAX CTR 275 POPE RD. SUMMERSIDE Prince Edward Island C1N5Z7 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée See Herein	Delivery Offered - Livraison proposée
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

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**Maintenance Services - Chillers
Joseph A. Ghiz Building
275 Pope Road, Summerside, PEI**

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List of Annexes:

Annex A: Evaluation Criteria and Basis of Selection

Annex B: Basis of Payment

Annex C: Complete List of Each Individual Who is currently on the Bidder's Board of Directors

Annex D: Specification

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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;

1.2 Requirement

- .1 The Contractor shall furnish all necessary labour, material, tools and equipment to carry out full maintenance service on Three (3) Smardt 275 Tonne Chillers, two (2) Smardt 100 Tonne Chillers, one (1) 5 Tonne York rooftop A/C unit , One (1) 15 tonne York rooftop A/C unit, two(2) 15 ton Carrier DX A/C units and two(2) Liebert XDP chilled water systems in accordance with Appendix I A I Work Schedule.
- .2 Joseph A Ghiz Building is located at 275 Pope Road, Summerside, Prince Edward Island.

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 provision of the NAFTA / CFTA / FTAs with Peru / Colombia / Panama / Korea

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PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

2.1.1 SACC Manual Clauses

C9000T - Pricing (2010-08-16)

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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.

Late tenders will be returned unopened.

- (a) Bids must be complete and submitted on prescribed tender form;
- (b) Include the tender call number/project number and description of proposed work;
- (c) Include the closing date and time;
- (d) Must be received prior to bid closing time and at the designated place and facsimile number - FACSIMILE NUMBER IS (902-566-7514).

NOTE: FACSIMILE BIDS

Only incorrect handling by the Department of Public Works and Government Services will excuse the delay of responses transmitted by facsimile. Misrouting, traffic volume, weather disturbances, or any cause for the late receipt of such responses are not acceptable.

Bid Receiving
Public Works and Government Services Canada
Real Property Contracting
3 Queen Street
Charlottetown, PEI
C1A 4A2

NOTE: THIS IS NOT A PUBLIC OPENING

2.3 Former Public Servant A3025T (2014-06-26)

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 nonresponsive.

Definitions

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

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

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"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:

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

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2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the 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 **Prince Edward Island**. Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the bidders.

2.6 Insurance Requirements – G1007T (2016-01-28)

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Part 6.12. If the information is not provided in the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

2.7 Workers Compensation Certification - Letter of Good Standing – A0285T (2012-07-16)

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

The Bidder 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 may result in the bid being declared nonresponsive.

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PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid. It is required that the bids follow the response format/instructions as detailed below:

Section I: Technical Bid

No Technical Bid required as part of this requirement.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with Annex "B" Basis of Payment. The total amount of Applicable Taxes must be shown separately.

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures and Basis of Selection

Bids will be evaluated in accordance with the Evaluation Criteria and Basis of Selection specified in Annex "A" and Basis of Payment specified in Annex "B". Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.

PART 5 – CERTIFICATIONS

Bidders must provide the required certifications and associated information to be awarded a contract. The certifications provided by bidders to Canada are subject to verification by Canada at all times.

Canada will declare a bid non-responsive, or will declare a contractor in default in carrying out any of its obligations under the Contract, 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 may render the bid non-responsive or constitute a default under the Contract.

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5.1 Certifications Precedent to Contract Award

The certifications listed below should be completed and submitted with the bid, but may be submitted afterwards. If any of these required certifications 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 comply with the request of the Contracting Authority and to provide the certifications within the time frame provided will render the bid non-responsive.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.1.2 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.

5.1.3 Federal Contractors Program for Employment Equity - Bid Certification

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

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

5.2 Additional Certifications Precedent to Contract Award

- .1 .1 The Technician shall:
 - Be licensed in the Province of Prince Edward Island and qualified in the work demanded in the Contract
- .2 All licenses will be issued by the Prince Edward Department of Public Safety. Proof of such certification (licenses) must be provided prior to award of this Service Contract, for each individual who will perform work under this Contract.
- .3 All permits and licenses must remain current throughout the life of this Service Contract.

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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 Lessor must, at all times during the term of the Lease, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Lessor's personnel requiring access to sensitive work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC.
3. The Lessor **MUST NOT** issue any contracts/subcontracts which contain security requirements without the prior written permission of CISD/PWGSC. In order to obtain written permission from CISD/PWGSC a completed SRCL is to be completed by the Lessor's Company Security Officer and forwarded to CISD/PWGSC.
4. The Lessor must comply with the provisions of the:
 - (a) Security Requirements Check List, attached at Annex "E"
 - (b) Industrial Security Manual (Latest Edition).

6.2 Requirement

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

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/standardacquisition-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.

6.43 Term of Contract

6.4.1 Period of the Contract

The Work is to be performed from February 1, 2019 to January 31 2020.

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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 four (4) additional one (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 thirty (30) 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: Anne MacDonald
Title: Supply Officer
Organization: Public Works and Government Services Canada
Acquisitions Branch
Directorate: Real Property Contracting
Address: 189 Prince William Street
Saint John, New Brunswick
E2L 2B9
Telephone: (902) 626-4949
Facsimile: (506) 636-4376
E-mail address: anne.macdonald@pwgsc.gc.ca

6.5.2 Project Authority

The Project Authority for the Contract is: Will be made available at time of award

Name: Title:
Organization:
Address:
Telephone:
Facsimile:
E-mail address:

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.

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6.5.3 Contractor's Representative

Name: Title:
Organization:
Address:
Telephone :
Facsimile:
E-mail 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

Basis of payment is in accordance with Annex "B" and section 12, Payment Period, of the 2010C (2016-04-04), General Conditions - Services (Medium Complexity).

6.7.2 Limitation of Price

SACC Manual clause **C6000C** (2011-05-16) Limitation of Price

6.7.3 Monthly Payment

SACC Manual clause H1008C (2008-05-12) Monthly Payment

6.8 Invoicing Instructions

The Contractor must submit invoices in accordance with the information required in section 10, Invoice Submission, of the 2010C (2016-04-04), General Conditions - Services (Medium Complexity).

6.9 Certifications

6.9.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

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6.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in **Prince Edward Island**.

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) 2010C (2016/04/04), General Conditions - Services (Medium Complexity);
- (c) Annex D, Statement of Work (Specification);
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated _____ (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award: “, as clarified on _____” or “, as amended on _____” and insert date(s) of clarification(s) or amendment(s)*)

6.12 SACC Manual Clauses

SACC Reference	Section	Date
A9068C	Government Site Regulations	2010/01/11
A9068C	Worker's Compensation	2007/05/25

6.13 Insurance Requirements

The Contractor must comply with the insurance requirements specified. 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 seven (7) days after request from the Contracting Authority and prior to award of Service 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.

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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.

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- (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.

(Derived from - Provenant de: G2001C, 2014/06/26)

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ANNEX "A"

EVALUATION CRITERIA AND BASIS OF SELECTION

Bids received will be assessed in accordance with the entire requirement of the bid solicitation.

1. Mandatory Criteria

1. Submission of firm prices/rates for one (1) year including four (4) option years in accordance with Invitation to Tender.

2. A duly completed and signed Invitation to Tender including all Addenda.

3. Within seven (7) days and prior to award of Service Contract, provide proof that Bidder has an account in good standing with the Provincial Workers Compensation Board/Commission.

4. Within seven (7) days and prior to award of Service Contract, the bidder shall be required to provide proof of Liability Insurance in the amount of \$2,000,000.00.

5. Proof will be required within seven (7) days of request from Contracting Authority and prior to award of the Service Contract.of the following:

.1 The Technician shall:

Be licensed in the Province of Prince Edward Island and qualified in the work demanded in the Contract

.2 All licenses will be issued by the Prince Edward Island Department of Public Safety. Proof of such certification (licenses) must be provided prior to award of this Service Contract, for each individual who will perform work under this Contract.

.3 All permits and licenses must remain current throughout the life of this Service Contract.

2. A0069T (2007/05/25) Basis of Selection - Mandatory Requirements Only

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

ANNEX "B"

BASIS OF PAYMENT

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

It is mandatory that the bidders submit firm rates for the Period of the Service Contract for all items listed hereafter. Unit Price Tables, will be considered as the bidder's Financial Proposal. Each item specified in the Unit Price Tables, includes wages, traveling time and costs, allowances, supervision, liabilities as employer, insurance, and the use of all tools, tackle, etc., overhead, profit, and all other liabilities whatsoever. The prices inserted in the Unit Price Tables, includes all applicable federal, provincial and municipal taxes. However, they do not include any amount for the Goods and Services Tax (GST)/Harmonized Sales Tax (HST). The appropriate GST/HST amounts will be paid by Her Majesty to the Offeror in addition to the amount paid against the amount of the contract.

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

UNIT PRICE TABLE "A" – FIRST YEAR CONTRACT FEBRUARY 2018 – FEBRUARY 2019					
Item	Class of Labour, Plant or Material	Unit of Measure	Estimated Quantity	Price per unit	Total
1	Annual Service Inspection (April) including travel time and all related expenses plus all labour required at the job site.	Lump sum	1	\$	\$
2	Mid Season Service Inspection (July) as per Appendix "A" including travel time and all related expenses plus all labour required at the job site.	Lump sum	1	\$	\$
3	End of Season Service Inspection (October) as per Appendix "A" including travel time and all related expenses plus all labour required at the job site.	Lump sum	1	\$	\$
4	First Hour Service calls, including travel time and all related travel expenses and one hour productive labour at the job site a) During regular hours 08:00 to 17:00 Monday through Friday Licensed Tradeperson	Per call	10	\$	\$
5	First Hour Service calls, including travel time and all related travel expenses and one hour productive labour at the job site a) Outside regular hours Monday through Sunday, including all day Saturday, Sunday and Holidays Licensed Tradeperson	Per call	5	\$	\$

Item	Class of Labour, Plant or Material	Unit of Measure	Estimated Quantity	Price per unit	Total
6	Subsequent Hours Labour only in addition to first hour above a) During regular hours 0800 to 17:00 Monday through Friday Licensed Tradeperson	Per hour	50	\$	\$
7	Subsequent Hours Labour only in addition to first hour above a) During regular hours 0800 to 17:00 Monday through Friday Licensed Tradeperson	Person Hour	25	\$	\$
8	Allowance for material, replacement parts, required permits, certificates, assessments, speciality equipment, freight, etc. as net cost, plus a mark-uo of ____% applied to the net cost.	Allowance	\$10,000.00	Plus mark-up of _____%	\$
TOTAL AMOUNT FOR THE 12 MONTH PERIOD IN 2018-2019					\$
Transfer this amount to the following SUMMARY PAGE – UNIT PRICES					

UNIT PRICE TABLE "A" – FIRST YEAR CONTRACT FEBRUARY 2019 – FEBRUARY 2020					
Item	Class of Labour, Plant or Material	Unit of Measure	Estimated Quantity	Price per unit	Total
1	Annual Service Inspection (April) including travel time and all related expenses plus all labour required at the job site.	Lump sum	1	\$	\$
2	Mid Season Service Inspection (July) as per Appendix "A" including travel time and all related expenses plus all labour required at the job site.	Lump sum	1	\$	\$
3	End of Season Service Inspection (October) as per Appendix "A" including travel time and all related expenses plus all labour required at the job site.	Lump sum	1	\$	\$
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8	Allowance for material, replacement parts, required permits, certificates, assessments, speciality equipment, freight, etc. as net cost, plus a mark-uo of ____% applied to the net cost.	Allowance	\$10,000.00	Plus mark-up of _____%	\$
TOTAL AMOUNT FOR THE 12 MONTH PERIOD IN 2019-2020					\$
Transfer this amount to the following SUMMARY PAGE – UNIT PRICES					

UNIT PRICE TABLE "A" – FIRST YEAR CONTRACT FEBRUARY 2020 – FEBRUARY 2021					
Item	Class of Labour, Plant or Material	Unit of Measure	Estimated Quantity	Price per unit	Total
1	Annual Service Inspection (April) including travel time and all related expenses plus all labour required at the job site.	Lump sum	1	\$	\$
2	Mid Season Service Inspection (July) as per Appendix "A" including travel time and all related expenses plus all labour required at the job site.	Lump sum	1	\$	\$
3	End of Season Service Inspection (October) as per Appendix "A" including travel time and all related expenses plus all labour required at the job site.	Lump sum	1	\$	\$
4	First Hour Service calls, including travel time and all related travel expenses and one hour productive labour at the job site a) During regular hours 08:00 to 17:00 Monday through Friday Licensed Tradeperson	Per call	10	\$	\$
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7	Subsequent Hours Labour only in addition to first hour above a) During regular hours 0800 to 17:00 Monday through Friday Licensed Tradeperson	Person Hour	25	\$	\$
8	Allowance for material, replacement parts, required permits, certificates, assessments, speciality equipment, freight, etc. as net cost, plus a mark-up of ____% applied to the net cost.	Allowance	\$10,000.00	Plus mark-up of _____%	\$
TOTAL AMOUNT FOR THE 12 MONTH PERIOD IN 2020-2021					\$
Transfer this amount to the following SUMMARY PAGE – UNIT PRICES					

UNIT PRICE TABLE "A" – FIRST YEAR CONTRACT FEBRUARY 2021 – FEBRUARY 2022					
Item	Class of Labour, Plant or Material	Unit of Measure	Estimated Quantity	Price per unit	Total
1	Annual Service Inspection (April) including travel time and all related expenses plus all labour required at the job site.	Lump sum	1	\$	\$
2	Mid Season Service Inspection (July) as per Appendix "A" including travel time and all related expenses plus all labour required at the job site.	Lump sum	1	\$	\$
3	End of Season Service Inspection (October) as per Appendix "A" including travel time and all related expenses plus all labour required at the job site.	Lump sum	1	\$	\$
4	First Hour Service calls, including travel time and all related travel expenses and one hour productive labour at the job site a) During regular hours 08:00 to 17:00 Monday through Friday Licensed Tradeperson	Per call	10	\$	\$
5	First Hour Service calls, including travel time and all related travel expenses and one hour productive labour at the job site a) Outside regular hours Monday through Sunday, including all day Saturday, Sunday and Holidays Licensed Tradeperson	Per call	5	\$	\$

Item	Class of Labour, Plant or Material	Unit of Measure	Estimated Quantity	Price per unit	Total
6	Subsequent Hours Labour only in addition to first hour above a) During regular hours 0800 to 17:00 Monday through Friday Licensed Tradeperson	Per hour	50	\$	\$
7	Subsequent Hours Labour only in addition to first hour above a) During regular hours 0800 to 17:00 Monday through Friday Licensed Tradeperson	Person Hour	25	\$	\$
8	Allowance for material, replacement parts, required permits, certificates, assessments, speciality equipment, freight, etc. as net cost, plus a mark-uo of ____% applied to the net cost.	Allowance	\$10,000.00	Plus mark-up of _____%	\$
TOTAL AMOUNT FOR THE 12 MONTH PERIOD IN 2021-2022					\$
Transfer this amount to the following SUMMARY PAGE – UNIT PRICES					

UNIT PRICE TABLE "A" – FIRST YEAR CONTRACT FEBRUARY 2022 – FEBRUARY 2023					
Item	Class of Labour, Plant or Material	Unit of Measure	Estimated Quantity	Price per unit	Total
1	Annual Service Inspection (April) including travel time and all related expenses plus all labour required at the job site.	Lump sum	1	\$	\$
2	Mid Season Service Inspection (July) as per Appendix "A" including travel time and all related expenses plus all labour required at the job site.	Lump sum	1	\$	\$
3	End of Season Service Inspection (October) as per Appendix "A" including travel time and all related expenses plus all labour required at the job site.	Lump sum	1	\$	\$
4	First Hour Service calls, including travel time and all related travel expenses and one hour productive labour at the job site a) During regular hours 08:00 to 17:00 Monday through Friday Licensed Tradeperson	Per call	10	\$	\$
5	First Hour Service calls, including travel time and all related travel expenses and one hour productive labour at the job site a) Outside regular hours Monday through Sunday, including all day Saturday, Sunday and Holidays Licensed Tradeperson	Per call	5	\$	\$

Item	Class of Labour, Plant or Material	Unit of Measure	Estimated Quantity	Price per unit	Total
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7	Subsequent Hours Labour only in addition to first hour above a) During regular hours 0800 to 17:00 Monday through Friday Licensed Tradeperson	Person Hour	25	\$	\$
8	Allowance for material, replacement parts, required permits, certificates, assessments, speciality equipment, freight, etc. as net cost, plus a mark-uo of ____% applied to the net cost.	Allowance	\$10,000.00	Plus mark-up of _____%	\$
TOTAL AMOUNT FOR THE 12 MONTH PERIOD IN 2022-2023					\$
Transfer this amount to the following SUMMARY PAGE – UNIT PRICES					

SUMMARY PAGE - UNIT PRICES

TOTAL AMOUNT FOR THE PERIOD 2018-2019	\$_____
TOTAL AMOUNT FOR THE PERIOD 2019-2020	\$_____
TOTAL AMOUNT FOR THE PERIOD 2020-2021	\$_____
TOTAL AMOUNT FOR THE PERIOD 2021-2022	\$_____
TOTAL AMOUNT FOR THE PERIOD 2016-2017	\$_____
TOTAL AMOUNT OF TENDER	\$_____

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ANNEX "C"

Complete List of Each Individual Who is Currently on the
Board of Directors

NOTE TO BIDDERS

WRITE DIRECTORS SURNAMES AND GIVEN NAMES IN BLOCK LETTERS

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ANNEX "D"

SPECIFICATION

Solicitation No. - N° de l'invitation

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ANNEX E

SECURITY REQUIREMENT CHECKLIST

NOV 23 2017



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat E0228-181867
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 RPS
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 chiller maintenance		
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? (Specify the level of access using the chart in Question 7. c) (Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS?)		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. (Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.)		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? (S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?)		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada



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 / Non Yes / 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 / Non Yes / Oui

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

Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIÉR) / 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 / Non Yes / Oui

If Yes, will unscreened personnel be escorted?

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



Contract Number / Numéro du contrat E0226-181857
Security Classification / Classification de sécurité UNCLASSIFIED

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 / RESTRICTIONNÉE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COMSEC TOP SECRET / COMSEC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets / Renseignements / Biens / Production																
IT Media / Support / IT / Liens / 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).



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat E0226-18-1867
Security Classification / Classification de sécurité UNCLASSIFIED

PART I - AUTHORIZATION / PARTIE I - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Poirier, Kevin		Title - Titre Technical Facilities Manager	Signature <i>Kevin Poirier</i>
Telephone No. - N° de téléphone 902-432-6953	Facsimile No. - N° de télécopieur 902-432-6950	E-mail address - Adresse courriel kevin.poirier@pwgsc.gc.ca	Date 2017/11/21
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Boulin, Pierrette		Title - Titre SO	Signature <i>Pierrette Boulin</i>
Telephone No. - N° de téléphone 902-499-6630	Facsimile No. - N° de télécopieur 902-498-5077	E-mail address - Adresse courriel pierrette.boulin@pwgsc.gc.ca	Date 2017-11-23
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?			
			<input type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées) <i>Anne Macdonald</i>		Title - Titre Contract officer	Signature <i>Anne Macdonald</i>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date 2017-12-20
17. Contracting Security Authority / Autorité contractariale en matière de sécurité			
Name (print) - Nom (en lettres moulées) Vanessa Good-Davidson		Title - Titre	Signature <i>Vanessa Good-Davidson</i>
Agente à la Sécurité des contrats Contract Security Officer Secteur de la Sécurité industrielle, TPSGC Industrial Security Sector, PWGSC Vanessa.Good-Davidson@pwgsc-pwgsc.gc.ca Téléphone : (11) 911-0111		E-mail address - Adresse courriel	Date Nov. 27, 2017

**PUBLIC SERVICES AND
PROCUREMENT CANADA**

**CHILLER
MAINTENANCE SERVICE CONTRACT**

**JOSEPH A. GHIZ BUILDING
SUMMERSIDE PE**

Contract Title: Maintenance and Servicing of Chillers

Building Name: Joseph A. Ghiz Building

**Location: 275 Pope Road
Summerside, Prince Edward Island**

INDEX

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8. Request for Isolation	1

- 1. Scope of Work**

The Contractor shall furnish all necessary labour, material, tools and equipment to carry out full maintenance service on Three (3) Smardt 275 Tonne Chillers, two (2) Smardt 100 Tonne Chillers, one (1) 5 Tonne York rooftop A/C unit , One (1) 15 tonne York rooftop A/C unit, two(2) 15 ton Carrier DX A/C units and two(2) Liebert XDP chilled water systems in accordance with Appendix A Work Schedule.

- 2. Examination of Premises**
 - .1 All parties tendering may examine the site of the proposed work prior to submitting their tenders and become thoroughly acquainted with same and obtain any and all information that may be necessary to properly execute contract.
 - .2 Make site arrangements with the departmental representative.

- 3. Work Included**
 - .1 Planned inspections in accordance with Appendix ' A '
 - .2 Replacing or changing parts, controls, filters, lubricants, refrigerants, burnt-out motors, etc.
 - .3 Emergency service and service calls.

- 4. Work Not Included**
 - .1 Manufacturer's recommended periodic overhaul and stripped-down inspection is not included in this Contract.

- 5. Equipment**
 - .1 Maintain the following equipment operating at a high degree of efficiency.

Make: see 1. Above
Model:
Serial#:
 - .2 Chiller units which include but are not limited to:
 - .1 Condensers/Evaporators
 - .2 Refrigerant Circuit
 - .3 Controls
 - .4 Heaters
 - .5 Chilled Water System
 - .6 Motors
 - .7 Compressors

**6. Emergency and
Service Calls**

.1 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 designated manager.

Standard Response Times -

Urban **3 Hrs.**

.2 Urgent

A priority of "Urgent" is defined as a deficiency or breakdown that requires same day attention to reduce the potential for danger to occupants, the general public, the environment or the facility.

Standard Response Times -

Urban **3 Hrs.**

.3 Routine

A priority of "Routine" is defined as essential maintenance requirements which should be rectified at the earliest possible opportunity. It is considered as deficiencies or breakdowns that do not impair current operations or pose any danger to the occupants, the general public, the environment or the facility.

Standard Response Times -

Urban **24 Hrs.**

.4 Low Priority

Low Priority work includes deficiencies that are similar to those considered as Routine, but are of a less important nature. They are deficiencies which do not pose any immediate risk to the facility, its systems, its equipment or its occupants.

Standard Response Times -

Urban **48 Hrs.**

.2 Restore system to working condition as quickly as possible.

.3 Prevent recurrence of failure and damage to building, other equipment or system.

7. Replacement

.1 The Contractor is required to repair or replace worn or defective

Parts	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 the written permission of the Departmental Representative.
.3	Request direction from Departmental Representative prior to replacing any component.
.4	Defective parts shall be replaced (ASAP) within twenty-four (24) hours.
.5	Where an equipment inventory numbering system exists, identify on the log sheet the number of the equipment where the replacement part was used.
8. Service Definitions	.1 Provide the following maintenance services: <u>Add</u> - Make an addition to. <u>Adjust</u> - Bring components to a more effective relative position. <u>Assemble</u> - To take apart and put together again. <u>Clean</u> - Scrape, brush, flush and vacuum as required to remove dust, dirt and foreign matter. <u>Inspect</u> - View closely for dirt, foreign substance, 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 until next maintenance service date. Include inspection of items listed under work not included. <u>Instruct</u> - Inform PSPC's Representative on-site of any new operating procedures. Demonstrate and explain purpose, benefit and method of implementing new procedures. <u>Lubricate</u> - Apply oil or grease to joints between moving parts and joints between fixed and moving parts. <u>Measure</u> - Determine capacity or amount in standard units using an appropriate instrument. Measure condenser and evaporator pressure drop with differential pressure meter "U" tube manometer. Measure motor overload with instrument approved by overload manufacturer.

Paint - Clean, prepare and paint surfaces to paint manufacturer's recommendations with paint and primer recommended by paint manufacturer for applicable surface and use.

Prove - Operate and determine if operation produces intended response.

Remove - Take off or away from.

Repack - Fill with packing again.

Repair- Restore to a sound state.

Replace - Restore by removing old components and replacing with new components.

Report - To PSPC's Representative on-site and include in work report, results of inspection and proving, note problems encountered, services required, services performed and readings taken.

Shut Down - Take out of service.

Start Up - Return to service.

Tighten - Securely fix in place.

Treat - Act upon with agent.

- 9. Frequency**
- .1 The first maintenance inspection shall be completed within 15 days of commencement of the term of the Contract. Subsequent inspections shall be completed as per Appendix "A" - Work Schedule Centrifugal Water Chillers.
 - .2 To equipment manufacturer's maintenance manuals.
 - .3 **Final inspection:**
Sixty (60) days prior to Contract expiry date, arrange inspection with Property Manager or his representative. Correct deficiencies found during inspection.
- 10. Work Schedule**
- .1 Maintenance and servicing to include services indicated in the Work Schedule.
 - .2 Check off work completed on Schedule Tables.
 - .3 Leave one (1) copy of Schedule Table on-site and submit one (1) copy to: PSPC Representative

**1. Codes and
Legislative
Requirements**

- .1 Execute the work to meet or exceed the requirements of the specifications and:
- .1 National Building Code of Canada, 1995.
 - .2 Part II of the Canada Labour Code 1998.
 - .3 Canada Occupational Safety and Health Section of Part II of the Canada Labour Code 1998.
 - .4 Equipment or system manufacturer's recommendations, instruction manuals and/or leaflets.
 - .5 CAN/ULC-S536-M96 Standard for the Testing, Inspection and Maintenance of Existing Fire Alarm System(s).
 - .6 National Fire Code, 1995.
 - .7 Fire Commission of Canada #301 Standard for Building Construction Operations, 1982.
 - .8 Canadian Construction and Canada Labour Safety Codes; Provincial Government, Workers' Compensation Board; and Municipal Statutes and Authorities.
 - .9 Canadian Electrical Code, Part I, CSA C22.1-1998.
 - .10 Public Works and Government Services Canada "Electrical Safety Requirements" document dated June, 1995. (Includes Lockout Procedures). *
- * Please Note: The Electrical Safety Requirements (the Procedures) are only a tool which the Contractor may use to assist him or her in interpreting the Codes and Standards set out in the Maintenance Services Standing Offer-Electrical, General Requirements, Codes and Legislative Requirements, Items 1.1.1, 1.1.2, 1.1.3, 1.1.4 and 1.1.5 (the cited Codes and Standards). Public Works and Government Services Canada does not warrant the adequacy of these Procedures and advise that the Procedures do not replace the cited Codes and Standards.
- The Contractor is responsible to be familiar with the cited Codes and Standards and to ensure that all work undertaken on behalf of Public Works and Government Services Canada is completed in a safe manner and, at a minimum, in compliance with the cited Codes and Standards. In the event there is a conflict between these Procedures and the cited Codes and Standards, the cited Codes and Standards are to prevail.
- .11 Part 7 of the National Building Code, Canadian Plumbing Code 1995.
-

- .12 Materials and workmanship must conform to or exceed applicable standards of Canadian Government Specifications Board (CGSB), Canadian Standards Association (CSA), American Society for Testing Materials (ASTM) and referenced organizations.
 - .13 The Contractor can obtain addresses for codes and standards from Departmental Representative upon request.
 - .14 In the event of a conflict between any of the above codes or standards the most stringent shall apply.
 - .15 All of the above codes and standards in effect at the time of award are subject to change/revision. The latest editions of each shall be enforced during the term of the contract.
 - .16 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.
 - .17 All work is to be performed in accordance with the Federal Halocarbon Regulations.
-
- 2. **Taxes**
 - .1 Pay applicable Federal, Provincial and Municipal taxes.

 - 3. **Licenses, Permits and Fees**
 - .1 Provide the authorities having jurisdiction with all information requested.
 - .2 Pay all fees and obtain certificates and permits required.
 - .3 Furnish these certificates and permits when requested.

 - 4. **Environmental**
 - .1 All work is to be performed in accordance with the Federal Environment Protection Act and the Provincial Environment Acts and Regulations.

 - 5. **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.

 - 6. **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) to remain on-site at all times.

7. Personnel

.1 The Contractor will provide the Departmental Representative with a list of all people working on PSPC premises, complete with a copy of their licenses, where applicable, and will update the list immediately when personnel changes.

.2 The Contractor and his/her personnel must adhere to the Federal Government "NO SMOKING" policy while in Federal facilities.

8. Security Clearance

.1 The Contractor shall submit his/her name and the names of all employees, including new employees engaged during the Contract who will be working under this Contract to the Departmental Representative immediately following notification of Contract award.

.2 The Contractor and his/her employees will be required to provide personal information, such as address and date of birth; and complete Government forms in order to receive the required clearance level.

.3 Only those employees who receive the required clearance level will be allowed on-site.

.4 Clearance level required is reliable.

9. Co-ordination and public Protection

.1 Perform work with minimum disturbance to occupants, and normal use of premises.

.2 Protect existing work from damage.

.3 Move furniture and fittings required for access to work and replace following completion of work.

10. **Work Report**
- .1 Following completion of work at each visit to the site, make a written report of the work performed and readings taken, in accordance with Appendix "B". Leave one copy on site and submit one (1) copy to PSPC's Representative.
 - .2 Record work performed for each service and emergency call in the Maintenance Log Book. The log must be kept in the building, available for review by PSPC'S Representative at anytime.
11. **Meetings**
- .1 Attend meetings at site when notified by Public Works and Government Services Canada.
12. **Contractor's Tools and Equipment**
- .1 Safe, suitable for purpose intended and in good condition.
 - .2 Unless authorized o not store equipment on-site.
13. **Property Management**
- .1 The Public Services and Procurement Representative shall:
 - .1 Request Technician for service and emergency calls when needed.
 - .2 Verify Technician's reports and log sheets.
14. **Technician**
- .1 The Technician shall:
 - .1 Be licensed in the Province of **Prince Edward Island** and qualified in the work demanded in the Contract.
 - .2 Notify the PSPC's Representative on-site ten (10) working days in advance of scheduled maintenance date.
 - .3 Register with the PSPC's Representative on-site and the Security Officer on entering and leaving the premises.

- 15. Charge Adjustment (See Appendix "D")**
- .1 Where a charge advisory tag is provided, it shall be completed and mailed when any refrigerant or oil is removed or added to an appliance.
 - .2 No refrigerant is to be discharged to atmosphere, used to flush or purge systems, used as a cleanser or used for leak detection.
 - .3 The Contractor must have or have access to refrigerant reclamation unit and be trained in its use and operation.
 - .4 No appliance is to be discarded while containing refrigerant or oil. The disposal application form must be received and a disposal permit attached to the appliance before being disposed of.
 - .5 When the charge is removed for repair purposes the designate is to be advised of the cost of installing isolation valves to prevent the necessity of further removals.
 - .6 All accidental discharges are to be reported to the designate.
 - .7 All work is to be performed in accordance with the Federal Environment Protection Act, Provincial Environment Acts and Regulations and the Refrigeration Service Engineers Society Code of Practice.
- 16. Maintenance Manuals**
- .1 Obtain maintenance manuals from manufacturers of systems and equipment to receive maintenance service.
 - .2 Have maintenance manuals on-site and available for viewing.
- 17. Final Inspection**
- .1 Sixty (60) days prior to Contract expiry date, arrange site inspection.
 - .2 Correct deficiencies discovered during inspection.
 - .3 Final payment will be issued following deficiency correction.
- 18. Energy Conservation**
- .1 Conserve energy and non-renewable natural resources with due regard for property protection, safety of workers and employees, and overriding by-laws and regulations.
- 19. Confined Spaces**
- .1 All work in confined spaces will be carried out in compliance with the Canada Labour Code, Part II, Section 11.

- .2 The Contractor to 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.
 - .1 At the Departmental Representative's request, the Contractor agrees to provide to PSPC employees or its consultants, all necessary equipment as defined under Item 19.2 to enter the confined space, and the Contractor acknowledges that he/she is responsible for the safety and efficacy of this equipment.
 - .3 The Contractor to provide and maintain training, as required by the Canada Labour Code, Part 11, Section 11.
 - .1 The Contractor and/or his employees shall provide proof of training and qualifications when requested by the Departmental Representative.
 - .4 The Contractor 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 Labour Code, Part 11, Section 11.
 - .5 The Contractor 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.
- 20. Disciplinary Procedures for Safety Violations**
- .1 Contractors shall have their own written disciplinary procedures for violation or non-compliance of work site safety rules and regulations.
 - .2 **First Violation:** Verbal warning issued to the Contractor for the first violation of a safety regulation, rules, policy and procedures. (Violation will be documented on contract file, copy to Contractor and PSPC).
 - .3 **Second Violation:** Written warning to Contractor for second violation of a safety regulation, rules, policy and procedures. (Violation will be documented on contract file, copy to Contractor and PSPC).
 - .4 **Third Violation:** A third violation of a safety regulation, rules, policy 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, copies to Contractor and PSPC).

- .5 **Serious Violation:** For a serious violation of a safety regulation, rules, policy 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, copies to Contractor and PSPC).
- .6 **Charges Laid or Guilty Determination by Courts:** Infractions of safety regulations, rules, policy 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.

21. Asbestos

- .1 Within the confines of the site, the provision of products containing fibrous asbestos materials is prohibited.
- .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 Departmental Representative immediately. Do not proceed until written instructions have been received from Departmental Representative.

**22. Fastening Devices
Explosive Actuated**

- .1 Explosive actuated devices shall not be used, until approved by Departmental Representative.

- 23. 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.
- 24. Contractor's Responsibility**
- .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. This involves ensuring that cellular phones and pagers are of a type that can be contacted from the National Service Call Centre in Toronto. 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.
 - .2 The Contractor shall provide service during regular working hours, silent hours, weekends and holidays.
 - .3 The Contractor will advise the Departmental Representative of the telephone number at which he/she or his/her representative may be contacted at anytime.
 - .4 The Contractor shall not refuse any call for service requested by a Departmental Representative.
 - .5 Contractor, prior to commencement of work, shall report to the Commissionaire's desk to log in.
 - .6 On award of contract, the Contractor must provide names of personnel performing work on this contract complete with proof of their qualifications which must include training on centrifugal and turbo-core chillers.
 - .7 The Contractor must report to the site with a service vehicle which is reasonably well stocked with replacement parts to carry out repairs on the systems in use in these facilities.

- 25. Submittals**
- .1 Certification letter of good standing from Worker's Compensation Board.
 - .2 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.
 - .3 Before Work Begins Contractors are to provide documentation:
 - .1 A copy of the company's site-safety plan.
 - .2 A copy of the company's safety manual.
 - .3 The Contractor and his/her personnel must adhere to the Federal Government 'NO SMOKING' Policy while in Federal facilities and/or Scent Free Policy if applicable.
 - .4 All sub-contractors shall adhere to the above qualifications.
- 26. 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 limited to)
 - .1 Safe operation of tools and equipment.
 - .2 Proper wearing and use of personal protective equipment (PPE).
 - .3 Safe work practices and procedures of their given work tasks or function.
 - .4 Site conditions and minimum site safety rules.
- 27. Departmental Rep**
- .1 The Contractor will be notified of, on award of the contract, the name and phone number of the Departmental Representative.

- 1. Application for Payment**

 - .1 Upon expiration of a payment period, submit to the Property Manager three (3) copies of the invoice for the portion of services completed in respect of which the application for payment is made, countersigned by the Departmental Representative, accompanied by a Work Certificate (Appendix "C"), completed and signed by the Contractor and the Departmental Representative; and completed Log Sheets.

 - 2. Payment Conditions**

 - .1 Payments will be made on satisfactory completion of the work covered by the payment period and subject to the other conditions of payments stated in the Contract.
 - .2 The Contractor must submit a completed "Request for Isolation" form, when applicable, before any invoice can be processed. See Index.
 - .3 All invoices for the fiscal year must be submitted for payment before 31 *March of each year*.
-

Legend: X = Maintenance Service Required

100 Tonne Turbocor

ITEM	TASK	Quarterly	Semi-Annual	Annual	5 years
General Inspections	Check for visible mechanical damage to Compressor	X			
	Download all Compressor fault and event logs and perform trend analysis or engage factory for analysis if necessary	X			
	Calibrate all compressor suction and discharge pressure/temperature sensors and perform ice bath test where necessary	X			
	Ensure compressor safety's are functional (hp, lp, low temp cutout)	X			
	Check for excessive vibration from other rotating equipment	X			
	Eddy Current test				X

Electrical Inspections	TASK	Quarterly	Semi-annual	Annual	5 years
	Check Main power supply voltages (refer to p47 turbocor service manual)	X			
	Check Electrical terminal are tight		X		
	Check for signs of hotspots/discolorations on power cables	X			
	Check amperages as per design	X			
	Check DC bus voltage	X			
	Check Capacitor mid bus voltage	X			
	Replace capacitor Set				X
	Check operation of all system safety devices and interlocks		X		
	Check all communication cables are secure and tight	X			
	Check all electronic modules are secure	X			
	Check physical condition of all exposed printed circuit boards (PCB's)	X			
	Check all exposed PCB's for dust build up, and clean if necessary		X		
	Check calibration pressure / temperature sensors		X		

Continued...					
Refrigeration	Check operation of IGV assembly		X		
	Check system refrigeration charge	X			
	check super heat level/ control, if applicable		X		
	Check system and motor cooling liquid line to ensure sufficient sub cooling	X			
	Check operating conditions external to the compressor	X			
	Clean/Inspect motor cooling strainers if service has taken place			As Req'd	
	Cleaning of Evaporator Tubes				X

100 Tonne Chiller

	TASK	Quarterly	Semi- Annual	Annual
Electrical Checks	Check Main power supply voltages	X		
	Check that electrical terminals are tight		X	
	Check hot spots/discoloration on power cables	X		
	Check Amperages as per design	X		
Electrical Inspections	Check communication cables are secure	X		
	Check pressure and temperature sensor connections are secure		X	
	Check there are no signs of physical damage/discoloration on printed circuit boards (PCB's)		X	
	Check that the PCB's are free of dust		X	
	Check EXV winding resistance - DO NOT DISTURB CONNECTIONS UNLESS REPAIR IS REQUIRED			X
Compressor refrigeration circuit inspection	Check all mounting bolts are secure	X		
	Check for refrigerant leaks	X		
	Check for mechanical damage	X		
	check operating temperatures and pressure	X		

CONTINUED...				
Air Cooled Condenser Inspection	Check airflow is not obstructed	X		
If Fitted	Check fin surfaces are clean	X		
	Check fan rotation (direction)	X		
	Check fan motor overload devices			X
	Clean condenser coils			X
	Check fan blades for tightness on shaft			X
	Check fans for loose rivets and cracks			X
	check coil fins for damage			X

**275 Tonne Smardt Chiller
Turboacor Compressor**

ITEM	TASK	Quarterly	Semi-Annual	Annual	5 years
General Inspections	Check for visible mechanical damage to Compressor	X			
	Download all Compressor fault and event logs and perform trend analysis or engage factory for analysis if necessary	X			
	Calibrate all compressor suction and discharge pressure/temperature sensors and perform ice bath test where necessary	X			
	Ensure compressor safeties are functional(HP, LP, low temp cutout)	X			
	Check for excessive vibration from other rotating equipment	X			
	Eddy Current test				X
Electrical Inspections					
	Check Main power supply voltages (refer to turboacor service manual)	X			
	Check Electrical terminal are tight		X		
	Check for signs of hotspots/discolorations on power cables	X			
	Check amperages as per design	X			
	Check DC bus voltage	X			
	Check Capacitor mid bus voltage	X			
	Replace capacitor Set				X
	Check operation of all system safety devices and interlocks		X		
	Check all communication cables are secure and tight	X			
	Check all electronic modules are secure	X			
	Check physical condition of all exposed printed circuit boards (PCB's)	X			
	Check all exposed PCB's for dust build up, and clean if necessary		X		
	Check calibration pressure / temperature sensors		X		

Continued...					
Refrigeration	Check operation of IGV assembly		X		
	Check system refrigeration charge	X			
	check super heat level/ control, if applicable		X		
	Check system and motor cooling liquid line to ensure sufficient subcooling	X			
	Check operating conditions external to the compressor	X			
	Clean/Inspect motor cooling strainers if service has taken place			As Req'd	
	Condenser tube cleaning			X	
	Cleaning of Evaporator tubes				X

	TASK	Quarterly	Semi- Annual	Annual
Electrical Checks	Check Main power supply voltages	X		
	Check that electrical terminals are tight		X	
	Check hot spots/discoloration on power cables	X		
	Check Amperages as per design	X		
Electrical Inspections	Check communication cables are secure	X		
	Check pressure and temperature sensor connections are secure		X	
	Check there are no signs of physical damage/discoloration on printed circuit boards (PCB's)		X	
	Check that the PCB's are free of dust		X	
	Check EXV winding resistance - DO NOT DISTURB CONNECTIONS UNLESS REPAIR IS REQUIRED			X
Compressor refrigeration circuit inspection	Check all mounting bolts are secure	X		
	Check for refrigerant leaks	X		
	Check for mechanical damage	X		
	check operating temperatures and pressure	X		

Continued...					
Air Cooled Condenser Inspection	Check airflow is not obstructed	X			
If Fitted	Check fin surfaces are clean	X			
	Check fan rotation (direction)	X			
	Check fan motor overload devices			X	
	Clean condenser coils			X	
	Check fan blades for tightness on shaft			X	
	Check fans for loose rivets and cracks			X	
	check coil fins for damage			X	

CHILLER CONTROLS

	TASK	Quarterly	Semi-Annual	Annual
Chiller controls				
	Perform function tests on chiller controller and touch panel	X		
	Measure Control Voltages against design spec	X		
	Inspect and Clean control I/O PCB	X		
	Perform T&S test on all control terminals	X		
	Ensure all control cabinet heating/cooling fans are operating within normal range	X		
	Measure and compare power on primary and secondary of control transformer against design spec	X		
	Perform chiller operational and control sequence and verify normal function	X		
	Download chiller controller event/data logs and settings and perform trend analysis if necessary	X		
Chiller Vessel & Electrical				
	Leak Check chiller with electronic leak adapter		X	
	Visually inspect refrigerant level using evaporator site glass and motor cooling site glass	X		
	Visually inspect motor cooling line hoses for any signs of cracking	X		
	Check operation of electronic level sensor and calibrate if necessary	X		

CHILLER CONTROLS

Continued...				
	Perform Function test on Electronic expansion valves. Calibrate water temperature sensors and perform ice bath if necessary	X		
	Check evaporator approach and confirm against design specs	X		
	Check condenser approach and confirm against design specs	X		
	Inspect evaporator and condenser water flow devices and perform function tests as required	X		
	Inspect main disconnect and chiller power terminals and line reactors	X		
	Visually inspect chiller for loose cables, paint issues, insulation wear, etc. Repair if necessary or submit IR for repair on next inspection	X		

**MAINTENANCE SERVICE REPORT
CHILLERS**

Project Title: *Maintenance and Servicing of Chillers*

Project No.: _____ **Project Date:** _____

Chiller Model: _____ **Serial No.:** _____

Condenser Design Capacity: _____ (g/m (Us) _____ ° (F) (C) to
 ----- ° (F) (C) at _____ (Pw)
 (kPa)

Evaporator Design Capacity: _____ (g/m (Us) _____ ° (F) (C) to
 _____ ° (F) (C) at _____ (Pw) (kPa)

OBTAIN	SOURCE	READING
Condenser Pressure	Gauge	(psig) (kPa)
Equivalent Condenser Temp	Thermometer	° (F) (C)
Condenser drop leg temp.	Thermometer	° (F) (C)
Equivalent non-condensable temp.	Thermometer	° (F) (C)
Condenser water temp. leaving	Thermometer	° (F) (C)
Condenser water temp. entering	Thermometer	° (F) (C)
Condenser water pressure _drop	Meter	° (F) (C)
Condenser water equivalent flow	Chart	(g/m) (Us)
Evaporator water temp. leaving	Thermometer	° (F)(C)
Evaporator water temp. entering	Thermometer	° (F) (C)
Refrigerant temp.	Thermometer _	° (F) (C)
Evaporator water pressure drop	Meter	(psig) (kPa)
Evaporator water equivalent flow	Chart	(g/m) (Us)

Starter amperage	Phase 1	Ammeter	_____	A
	Phase 3	Ammeter	_____	A
Starter voltage	Phase 1	Voltmeter	_____	V
	Phase 2	Voltmeter	_____	V
	Phase 3	Voltmeter	_____	V

REPORT

Public Services and
Procurement Canada
Atlantic Region

Maintenance Services
Service Contract

Chillers

**WORK CERTIFICATE
CHILLERS**

BUILDING NAME:

ADDRESS:

PROJECT NUMBER:

CONTRACT DATE:

I/We hereby certify that all of the work for the month of _____
accordance with the Contract.

Has been completed in

Mechanic:

Provincial License #:

Contractor's Supervisor:

Date:

This certificate has been signed by the Service Mechanic in my presence. The signature of the Departmental Representative does not constitute acceptance of the work.

Departmental Representative

Date

Public Services and
Procurement Canada
Atlantic Region

Maintenance Services
Service Contract

ODS
Control

Chillers

Specimen of Ozone Depleting Substance Control Card

See General Requirements Page 5, Items 15.1 to 15.7

ACC/CC #

I certify that the charge of _____ lbs., _____ oz of R _____ has been

- Remove for:
- Reuse
- Recycling
- Reclamation
- Lost due to equipment failure and apply for permission to dispose of this equipment in permission accordance with applicable Federal/Provincial statues.

Company

Signature

Phone/Fax

lie. No.

Date

CHARGE ADVISAL

ACC/CC #

Loss of Charge was due to:

Company

Signature

Phone/Fax

Date

