



## RETURN BIDS TO:

## RETOURNER LES SOUMISSIONS À:

Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada

800 Burrard Street, Room 219

800, rue Burrard, pièce 219

Vancouver

British Columbia

V6Z 0B9

Bid Fax: (604) 775-9381

## 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

There are security requirements associated with this  
requirement.

### 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 -  
Pacific Region

800 Burrard Street, Room 219

800, rue Burrard, pièce 219

Vancouver

British C

V6Z 0B9

<b>Title - Sujet</b> Elevator Monthly Maintenance	
<b>Solicitation No. - N° de l'invitation</b> W6837-181166/A	<b>Date</b> 2018-04-13
<b>Client Reference No. - N° de référence du client</b> W6837-181166	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$PWY-028-8338
<b>File No. - N° de dossier</b> PWY-7-40270 (028)	<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 2018-05-28</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Pacific Daylight Saving Time PDT	
<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> Lam (PWY), Tian	<b>Buyer Id - Id de l'acheteur</b> pwy028
<b>Telephone No. - N° de téléphone</b> (604) 363-7968 ( )	<b>FAX No. - N° de FAX</b> (604) 775-6633
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DND - CFB Esquimalt - Various Locations, BC	

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>

Solicitation No. - N° de l'invitation  
W6817-181166/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
pwy028

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

File No. - N° du dossier

CCC No./N° CCC - FMS No./N° VME

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### **IMPORTANT NOTICE TO BIDDERS**

**THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT.**

#### **Support the use of apprentices**

Through Canada's Economic Action Plan 2013, the Government of Canada proposes to support the employment of apprentices in federal construction and maintenance projects. To support this initiative, a voluntary certification signaling the Contractor's commitment to hire and train apprentices is available at Annex E.

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**List of Annexes:**

Annex "A"	Statement of Work
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Annex "C"	Security Requirements Check List (SRCL)
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## ELEVATOR MONTHLY MAINTENANCE

### PART 1 - GENERAL INFORMATION

#### 1.1 Introduction

The bid solicitation and resulting contract document is divided into seven parts plus annexes as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation and states that the Bidder agrees to be bound by the clauses and conditions contained in all parts of the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Basis of Selection: specifies the mandatory requirements and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security Requirement: includes specific requirements that must be addressed by Bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirement Check List, the Electronic Payment Instruments, the Voluntary Certification to Support the Use of Apprentices, the Integrity Provisions and the Task Authorization Form 626 for DND.

#### 1.2. Summary

- 1.2.1 To provide Long Term Elevating Device maintenance service. The Contractor shall provide all necessary tools, equipment, materials, labours, inspection, testing, software updates and/or upgrades.

The service must be provided in accordance with Annex A - Statement of Work.

- 1.2.1.1 For Department of National Defence (DND) for the elevators located at CFB Esquimalt.
- 1.2.1.2 The period of any resulting contract will be for a period of three (3) years with Canada retaining an irrevocable option to extend the contract for two (2) additional one (1) year periods consisting of up to twelve (12) months each under the same conditions.
- 1.2.2 There are security requirements associated with this requirement. For additional information, consult Part 6 - Security Requirement, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the Contract Security Program (CSP) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.htm>) website.

1.2.3 The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA)

### **1.3 Debriefings**

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

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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-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 (2014-04-27) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

The text under Subsection 4 of Section 05 - Submission of Bids of 2003 referenced above is amended as follows:

Delete: sixty (60) days

Insert: one hundred twenty (120) days

### 2.2 Submission of Bids

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

### 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 with awarded to FPS, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

### Definitions

For the purposes of this clause,

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

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

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of

various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

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

### Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension?

YES ( ) NO ( )

If so, the Bidder must provide the following information, for all FPS in receipt of a pension, as applicable:

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

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

### Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of 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 the work force adjustment program.

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

### 2.4 Enquiries - Bid Solicitation

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



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

## **2.5 Applicable Laws**

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

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 Optional Site Visit**

Bidders are strongly recommended to visit the sites prior to submitting a tender for this work and to make inquiries or investigations necessary to become thoroughly acquainted with the sites as well as the nature and extent of the work.

Arrangements have been made for an optional site visit to be held on:

**Time: 9:00am local time**

**Date: May 1, 2018**

**Location: HMC Dockyard, CFB Esquimalt**

Instructions: The CFB Esquimalt is located at the extreme western end of Esquimalt Road. Bidders can park at the visitor parking area in front of the Commissionaire's building to the immediate right of the Dockyard Main Gate. Visitors must get a security badge from the Commissionaires at the front gate. As proof of attendance, at the site visit, Bidders and their representatives will be required to sign an attendance form.

Interested bidders are required to provide by email the name(s) of the person(s) attending to the Contracting Officer, Tian Lam, at [tian.lam@pwgsc-tpsgc.gc.ca](mailto:tian.lam@pwgsc-tpsgc.gc.ca) no later than five (5) business day(s) before the scheduled visit. In their email, Bidders should identify which areas they would like to visit so that the site visit can be planned accordingly.

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## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

Due to the nature of the bid solicitation, bids transmitted by epost Connect service will not be accepted.

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

- Section I: Technical Bid (1 hard copies)
- Section II: Financial Bid (1 hard copies)
- Section III: Certifications (1 hard copies)

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>). 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

#### MANDATORY TECHNICAL CRITERIA

#### MANDATORY BIDDER REQUIREMENTS

The Bidder must complete and submit the table for "Part A – Previous Experience" and "Part B – Individual Personnel Requirements" in full. Failure to complete this form or to comply with the requirements will result in the bid's disqualification. **Each box must be filled out; do not leave blanks and do not add rows or columns.**

#### EVALUATION OF BIDS

Bids will be evaluated based on the mandatory requirements and the bid price. The evidence provided by the Bidder may be verified by Canada. Canada reserves the right to verify information for completeness and accuracy and to confirm reference satisfaction with services provided. In the event the information cannot be verified or the service is found to be unsatisfactory, the bid will be considered non-responsive and no further consideration will be given to the Bidder. **Any blank responses on the project experience forms will result in the bid being disqualified with no further consideration being given to the bidder.**

## Part A – Contractor's Previous Experience and Past Performance

Complete the following table by listing two (2) past elevator maintenance service contracts performed with the following mandatory requirements. Each box must be filled out; do not leave any boxes blank. If a bidder submits examples of contracts in excess of the stated requirement above, only the first two examples will be assessed.

- 1) The description of the organization's previous experience scope of work must be similar in nature in accordance with the statement of work under Annex A. Please list the number of elevating devices services/repared for this past contract.
- 2) The overall value of the contract must be provided. Contract value
- 3) The previous experience of the Contractor must have been for at least three years, within the last ten (10) years.
- 4) The reference information for the previous contract must be provided.

No.	DESCRIPTION (Scope of Work & Number of Elevating Devices)	Overall value of the contract	Time period of previous experience? (must have at least three year service, within the last ten years)	REFERENCE (Name, Tel., Email)
1			<p>Job started: Month_____ Year_____</p> <p>Job ended: Month_____ Year_____</p> <p>(Duration must equal 3 years or more)</p>	<p>Contact Name:</p> <p>Business Name:</p> <p>Telephone:</p> <p>Email:</p>
2			<p>Job started: Month_____ Year_____</p> <p>Job ended: Month_____ Year_____</p> <p>(Duration must equal 3 years or more)</p>	<p>Contact Name:</p> <p>Business Name:</p> <p>Telephone:</p> <p>Email:</p>

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## Part B – Individual Personnel Requirements

Completed the following table by listing two (2) individual personnel members with the following mandatory requirements. Each box must be filled out; do not leave any boxes blank. If a bidder submits employee information in excess of the stated requirement above, only the first two employees proposed will be assessed.

- 1) The names of two must be completed. Employees' full legal names must be listed.
- 2) The individuals must be a Class A elevator mechanic licensed under Technical Safety BC or an equivalent licensing body.
- 3) The number or years of experience for the individual must be provided. The individuals must have three years or more experience (in the last 10 years) performing elevator maintenance and repair work similar to the scope of work found in Annex A Statement of Work.
- 4) A copy of the Elevator Mechanic license from Technical Safety BC or an equivalent licensing body must be provided.

No.	Employee's Full Name	Years of experience performing similar scope of work found. (Must have 3 years' experience in last 10 years.)	Licensed elevator mechanic Class A under Technical Safety BC or an equivalent licensing body? (Please specify)	Where in the bid package is the copy of the license document from Technical Safety BC or an equivalent licensing body?
1				
2				

### VALIDATION SIGNATURE

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Name and title of person authorized to sign on behalf of Bidder (Type or print)

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Signature

Date

## **Section I: Financial Bid**

**3.1.1** Bidders must submit their financial bid in accordance with the Basis of Payment detailed in Annex "B" – Basis of Payment. The total amount does not include Goods and Services Tax or Harmonized Sales Tax, if applicable.

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

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

If Annex "D" 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 Certifications**

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

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## **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.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### **4.1.1 Mandatory Requirements**

- a) Bidders must attend the mandatory site visit and complete the site visit attendance sheet;
- b) Bidders must comply with all the mandatory technical criteria found in Part 3, Section I Technical Bid;
- c) Bidders must submit one (1) copy of their Financial Bid; see Annex "B" Basis of Payment of this bid solicitation;
- d) Bids must be signed by the Bidder or by an authorized representative of the company submitting the bid (refer to section 05 of 2003 Standard Instructions – Goods or Services – Competitive Requirements)
- e) Bidders must comply with the security requirements in the solicitation documents.

### **4.2 Basis of selection**

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

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## **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 Integrity declaration form available on the Forms for the Integrity Regime 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 specified 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](http://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html) website (<http://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.

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## PART 6 - SECURITY REQUIREMENT

### 6.1 Security Requirement

1. At the date of bid closing, the following conditions must be met:
  - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 – Resulting Contract Clauses;
  - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in part 7 – Resulting Contract Clauses;
  - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. For additional information on security requirements, Bidders should refer to the Contract Security Program of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

### 6.2 Employee Information for Security

The Bidder must specify the following information regarding employees proposed to provide services against any resulting contract:

LEGAL NAME (First and Last)	DATE OF BIRTH	CURRENT CLEARANCE HELD



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## **PART 7 - RESULTING CONTRACT CLAUSES**

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

### **7.1 Statement of Work**

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

#### **7.1.2 Task Authorization**

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.

##### **7.1.2.1 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:**

1. The Project Authority will provide the Contractor with a description of the task using the "Task Authorization Form for non-DND clients" or "DND 626, Task Authorization Form" or "Task Authorization" form specified in Annex G.
2. 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.
3. The Contractor must provide the Project Authority, within 1 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.
4. 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.

##### **7.1.2.2 Task Authorization Limit**

The Project Authority may authorize individual task authorizations up to a limit of \$\_(to be determined)\_ , Applicable Taxes included, inclusive of any revisions.

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

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

Canada's obligation with respect to the portion of the Work under the Contract that is performed through task authorizations is limited to the total amount of the actual tasks performed by the Contractor.

##### **7.1.2.4 Periodic Usage Reports - Contracts with Task Authorizations**

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The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

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

The quarterly periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31; and

4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than fifteen (15) calendar days after the end of the reporting period.

### **Reporting Requirement- Details**

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

#### **For each authorized task:**

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and
- vi. the active status of each authorized task, as applicable.

#### **For all authorized tasks:**

- i. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

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

The administration of the Task Authorization process 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.

## **7.2 Standard Clauses and Conditions**

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

### **7.2.1 General Conditions**

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

## **7.3 Security Requirement**

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

**SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:  
PWGSC FILE # W6837-181166**

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Facility Security Clearance at the level of SECRET, 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 personnel security screening at the level of RELIABILITY and SECRET, granted or approved by CISD/PWGSC.

**NOTE:** There are **multiple levels of personnel security screenings** associated with this file. In this instance, a Security Classification Guide must be added to the SRCL clarifying these screenings. The Security Classification Guide is normally generated by the organization's project authority and/or security authority.

3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
  - a) Security Requirements Check List and security guide (if applicable), attached at Annex B;
  - b) *Industrial Security Manual* (Latest Edition).

**7.3.3** The Company Security Officer must ensure through the Contract Security Program that the Contractor and individuals hold a valid security clearance at the required level.

**7.4 Term of Contract**

**7.4.1 Period of Contract**

The period of the Contract is from \_\_\_\_\_ to \_\_\_\_\_ inclusive. **(To be determined at contract award)**

**7.4.2 Option to Extend Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year periods consisting of up to twelve (12) months each 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 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.

**7.5 Authorities**

### 7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Tian Lam  
Title: Supply Specialist  
Public Service and Procurement Canada  
Procurement Branch  
Address: 219-800 Burrard Street, Vancouver, BC V6Z 0B9

Telephone: 604-363-7968  
Facsimile: 604-775-6633  
E-mail address: tian.lam@pwgsc-tpsgc.gc.ca

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

### 7.5.2 Project Authority

The Project Authority for the Contract is: **(TO BE PROVIDED AT CONTRACT 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.

### 7.5.3 Contractor's Representative (TO BE PROVIDED AT CONTRACT AWARD)

The name and particulars of the person to be contacted for general enquiries and follow-up purposes:

Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
Cellular: \_\_\_\_\_  
E-mail: \_\_\_\_\_

### 7.6 Proactive Disclosure of Contracts with Former Public Servants

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By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

## 7.7 Payment

### 7.7.1 Basis of Payment

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

a) Firm rates will be paid in accordance with tables found in Annex B "Basis of Payment" and the Annex A "Statement of Work" in monthly payments.

b) "As and When Requested" Work:

Any costs incurred for Extra Work not Included in Full Service will be paid, in accordance to tables found in Annex B "Basis of Payment" and the Annex A "Statement of Work", on an "as and when requested" basis, after completion, inspection and acceptance of the work performed.

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

#### 7.7.1.1 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed a total expenditure of \$ \_ (to be determined) \_. Customs duties are included and Applicable Taxes are extra.
2. From this total expenditure limitation stated above, **\$(to be determined)** (Applicable Taxes extra) will be for services enumerated and described in Annex B "Basis of Payment" under Table 1 and **\$(to be determined)** (Applicable Taxes extra) will be for extra work not included in Full Service that may be requested on an As and When Requested basis. The pricing schedule is set out in the Annex B "Basis of Payment" under Table 2, Table 3, Table 4, and Table 5.
3. 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:
  - a. when it is 75% committed, or
  - b. four months before the contract expiry date, or
  - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

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4. 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.

#### **7.7.2 Method of Payment**

- 7.7.2.1 Progress Payment** - Progress payments shall be made at monthly intervals not later than 30 days after the end of the monthly interval.

**7.7.2.2 NA**

- 7.7.2.3 Overtime Payments** : In the event that examinations, repairs or a call-back service included in the Contract are required during overtime working hours, the Contractor shall absorb the hours worked according to the hourly Total Compensation Package regular rate and Canada shall be charged only for the difference between the hourly Total Compensation Package regular rate and the hourly Total Compensation Package overtime rate as obtained from the National Elevator and Escalator Association. In the event of additional disbursements, Canada shall pay the difference between the disbursements incurred and the disbursements included in the monthly prices, provided that such disbursements are properly substantiated. An allowance for overhead and profit in an amount of 10% of the above overtime and disbursement payments shall also be paid to the Contractor.

**7.7.2.4 NA**

- 7.7.2.5** The Contractor shall not be entitled to any payment until it has provided a Certificate of Insurance pursuant to the insurance requirement in Section 7.13.

- 7.7.2.6** Further to the General Conditions 2035(18), Canada may request a statutory declaration as to discharge of lawful obligations of and lawful claims against the Contractor related to payment of labour, materials, supplies, tools and equipment supplied under the Contract; should the Contractor fail to provide such statutory declaration, it shall not be entitled to payments.

#### **7.7.3 Determination of Cost**

1. Canada may order additional Services and dispense with or change any part of the Services required by the Contract.
2. The amount of the increase or decrease in the contract amount shall be an amount mutually agreed upon by Canada and the Contractor.
3. Failing to agree in the amount of increase in services, the amount shall be the reasonable and proper costs paid or legally payable by the Contractor directly attributable to the additional services, plus 10% of the total of such costs being an allowance for overhead, including finance and interest charges, and profit.
4. Failing to agree in the amount of decrease in services, the amount will be established by Canada.

#### **7.7.4 SACC Manual Clauses**

H1008C 2008-05-12 Monthly Payment

A9116C 2007-11-30 T1204 - Information Reporting by Contractor

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

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

## **7.8 Invoicing Instructions - Maintenance Services**

1. 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 has been completed and that all maintenance service call reports related to the Work identified in the invoice have been received by the Project Authority.

2. The Contractor must distribute the invoices and reports as follows:
  - (a) The invoices and monthly maintenance reports must be submitted electronically by email as a PDF attachment to the email address: [cfbesqbceocontracts@forces.gc.ca](mailto:cfbesqbceocontracts@forces.gc.ca) and copied to the Contract Coordinator that is managing the account.
  - (b) Invoices must be submitted monthly, on the Contractor's own form and must be prepared to show:
    - Company name and address;
    - File Number, Contract Serial Number, and Financial Code;
    - Description on Work;
    - Location of work;
    - A list of all units that are being serviced;
    - The amount being charged for each unit;
    - The date each unit was serviced;
    - Goods and Services Tax/Harmonized Sales Tax, as applicable, as a separate line item;
    - Client Reference Number (CRN);
    - Procurement Business Number (PBN);
3. The monthly invoice will be processed for payment only if all reports applicable for that month have been received by the Project Authority and is attached to the invoice.

## **7.9. Certifications and Additional Information**

### **7.9.1 Compliance**

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

## **7.10 Applicable Laws**

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in British Columbia.

## **7.11 Priority of Documents**

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2016-04-04) General Conditions - Higher Complexity - Services ;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) the Contractor's bid dated \_\_\_\_\_ (*insert date of bid*).

## **7.12 Foreign Nationals (Canadian Contractor)**

SACC Manual clause A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)

## **7.13 Insurance Requirements**

### **7.13.1 Insurance Requirements**

The Contractor must comply with the insurance requirements specified in the **following article 7.13.2 Commercial General Liability Insurance**. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

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

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

### **7.13.2 Commercial General Liability Insurance**

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than **\$5,000,000** 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.



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- (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) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

#### **7.14 Cellular Phones and/or Pagers**

The Contractor's Foreman or Site Supervisor must be equipped with a cellular phone and/or pager at all times. All expenses including installation, air time, activating fees, and the cost of the phones/pagers themselves, will be the responsibility of the Contractor. The Contractor must maintain an uninterrupted communication service.

#### **7.15 Replacement of Specific Individuals**

1. If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
2. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:
  - a. the name, qualifications and experience of the proposed replacement; and
  - b. proof that the proposed replacement has the required security clearance granted by Canada, if applicable.
3. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a

further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

#### **7.15 Co-Operation with other Contractors**

The Contractor shall co-operate fully with other contractors or workers sent by Canada to the premises where the Services are to be performed.

#### **7.16 Canadian Forces Site Regulations**

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

#### **7.17 Pre-Commencement Meeting**

A pre-commencement meeting is mandatory for the Bidder prior to commencing any Maintenance service. The time and place of this meeting will be determined by the Technical Authority.

The Contractor is to supply the Departmental Representative with a copy of his safety policy as required by the applicable Provincial Occupational Safety and Health Regulations.

#### **7.18 Voluntary Reports for Apprentices Employed during the Contract**

The Contractor should compile and maintain records on the number of apprentices that were hired to work on the contract and their trade specialty.

The Contractor should provide this data in accordance with the format below. If no apprentices were hired during the contract period, the Contractor should still provide a "nil" report.

The data should be submitted to the Contracting Authority 6 months after contract award or at the end of the contract, whichever comes first.

Number of apprentices hired	Trade specialty

(Add lines if needed)

## ANNEX "A"

### STATEMENT OF WORK

#### General

This contract is for the provision of qualified technicians (Qualified is defined as: Mechanics, Technician's and MIT's that are Certified to the level or Class required, to perform the Inspection, testing and repairs of the equipment on this contract), tools, labour, supervision, materials, equipment and transportation to provide for the inspection, maintenance servicing, repairs and testing of all lifting devices for the Department of National Defence located at CFB Esquimalt.

Contractor must have available a minimum of two current Class A elevator mechanics licensed under Technical Safety BC (or equivalent certification) for **monthly** inspection, maintenance servicing, adjusting, lubricating; repairs and testing to ensure elevating devices are maintained in accordance with Technical Safety BC Directive No: D-L4 101125 4 and ASME A17.1-2007/CSA B44-07. Contractor must also provide an **emergency call out service** 24 hours per day 7 days per week.

Contractor must: Provide Project Authority with a hard copy of all elevator regulations and guide lines pertaining to maintenance and safety procedures, within 30 days of award at no cost to DND. Further, Contractor must provide all updates or amendments of those codes and requirements at cost (plus approved markup) for the duration of the contract.

#### Locations

The locations of work under this contract are all areas of the CFB Esquimalt, including: Dockyard, Naden, Work Point, Colwood, Bay Street Armoury, Ashton Armoury, HMCS Malahat Patricia Bay, Albert Head and Rocky Point.

- **CFB Esquimalt (Dockyard)** is located approximately 8 km west of Victoria, at the western terminus of Esquimalt Road.
- **CFB Esquimalt (Naden)** is located at Admirals Road, approximately 1 km north of the junction of Esquimalt Road and Admirals Road.
- **CFB Esquimalt (Fire Hall)** Bldg #141 is located on 1350 Esquimalt Road, east from corner of Canteen Gate Road and Esquimalt Road
- **CFB Esquimalt (Work Point Barracks)** is located approximately 5 km west of Victoria, via Esquimalt Road and Head Street. Go south on Head Street approximately 1 km to the gates of Work Point Barracks at Head Street at Lyall Street.
- **CFB Esquimalt (Colwood – Damage Control & Firefighter Training School)** is west of the Victoria via Highways 1 and 1A to Wilfert Road, then turn left and continue for approximately ½ km to a controlled gate.
- **CFB Esquimalt (Bay Street Armoury)** is located at 715 Bay Street, at the corner of Bay Street and Douglas Street, Victoria, entrance via Field Street.
- **CFB Esquimalt (Ashton Armoury)** is located at 724 Vanalman Street east of the junction of Glanford Street and Vanalman Street., Victoria.
- **CFB Esquimalt (HMCS Malahat)** is in the James Bay area of Victoria at 20 Huron Street.

- **CFB Esquimalt (Patricia Bay)** is north of Victoria via the Pat Bay Highway to McTavish Road, west on Shallington Road; follow approximately 3 kilometers to Kitty Hawk Road.
- **CFB Esquimalt (Albert Head)** is south and west of Victoria via Highways 1 and 1A to Metchosin Road and Duke Road; follow approximately 2 km on Duke Road to Albert Head Road, proceed approximately 1 kilometer in a southerly direction on Albert Head Road to gate entrance.
- **CFB Esquimalt (Rocky Point)** is south and west of Victoria via Highways 1 and 1A to Sooke Road then left at Happy Valley Road to Rocky Point Road then right to East Sooke Road and left to controlled gate.

### **Frequencies**

As per the latest edition of CAN/CSA-B44 Safety Code for Elevators, Escalators, Dumbwaiters, Moving Walks and Freight Platform Lifts and the Technical Safety BC Directive No: D-L4 101125 4 Part 2: maintenance intervals and inspections on each and every device must be performed monthly. Contractor is to provide the Project Authority with a schedule within 30 days from contract award which must have a detailed frequency of inspection on all CFB Esquimalt inventory, identifying which units must undergo the requisite annual brake examinations (Safety Order SO-L1 110225 4) and when this must be occurring. Further, the monthly inspections must ensure that all direct-acting hydraulic elevators and roped-hydraulic elevators are in compliance with Safety Order SO-L1 090128 1 Flexible Hoses on Hydraulic Elevators. Current inventory is listed later on in this Statement of Work. For missed monthly service visits, no payment for full service maintenance must be made during a month when there was no service performed.

### **Work Included in Full Service**

In accordance with this specification, Contractor must inspect, adjust, clean and lubricate the elevating devices on a monthly basis in order to maintain the elevating devices and keep it in proper and safe working condition.

The scope of this contract must include but is not limited to the following repairs:

- **Machine** - including the worm, worm gear, bearings, coupling, shaft, brake armature, brake coils, contacts, shoes, springs, drums and linings. All "Driving Machine Brake – Electric Elevator" assemblies must be dismantled and reassembled annually. Ref: TSBC, NO: B-L4 110225 3. All procedures and information must be adhere to the TSBC, SO-L1 110225 4.
- **Hoist Motor & Generator set** - including motor windings, commutator, rotating element, brushes, brush holders and bearings.
- **Control Equipment** - including the group dispatcher, relays, solid state components, resistors, transformers, contacts, conductors, timing devices, computing devices, solid state drives, selector and all other mechanical or electrical equipment.
- **Governor** - including the shaft and sheave, bearings, jaws, switches and tension sheaves.
- **Hoist-way Equipment** - including the deflector sheaves, car and counterweight safeties, limit switches, compensating cable or chain, travelling cable, counterweight guides, hoist-way door interlocks, door hangers and closing devices.
- **Car Equipment** - including power door operator, door hangers and tracks, door guides, car door contacts, v-belts, door protective devices, load weighing devices, car guide shoes or rollers.
- **Car Light fixtures** - this includes all tubes, ballasts and bulbs.

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- **Hydraulic Elevators** - the pump motors, pumps, valves, cylinder packing, muffler, all visible piping and the oil reservoir. Contractor must replace all hydraulic oil lost through normal use.

### **Extra Work Not Included in Full Service**

Repairs and replacement parts for elevating devices under the contract may be required on an "as-and-when-requested" basis under the Task Authorization process. Defective or unserviceable parts are to be repaired or replaced. All repairs conducted during monthly maintenance and inspections must be recorded on the monthly reports (detailed under Reporting below). These types of extra work (not included in the Full Service) must be approved by the Project Authority through a Task Authorization before work is to commence.

### **Replacement of Parts**

Only new Original Equipment Manufacturer (OEM) parts are to be used or parts approved by the manufacturer of the equipment being worked on. When a manufacture cannot be contacted and new OEM parts are not available the parts must be approved by the Project Authority. The Contractor will be reimbursed at cost (with mark-up, if applicable) for the parts purchased to repair the lifting devices.

### **Real Property Operations Contacts (from whom you may accept service calls):**

- Primary Contact  
Real Property Operations Section (Esquimalt) Contract Coordinators;
- Regular working hours  
Real Property Operations Section (E) Trouble Desk (250) 363-2009; and
- After-hours, Weekends and Holidays  
CFB Esquimalt Fire Hall in bldg. # N-141; (250) 363-1990 or (250) 363-1991.

### **Communications**

To facilitate communication between Contractor and the Project Authority, Contractor must maintain a continuously-manned telephone during regular working hours 0800 h to 1630 h for regular work, and a cell phone or answering service manned after hours for emergency service. An answering machine is not acceptable.

If access to a building is restricted due to DND operations Contractor is to first try to arrange another date with the building occupant. If this is not possible the Project Authority is to be contacted as soon as possible for rescheduling.

### **Logbooks**

Each lifting device must have a log pertaining to all maintenance activities performed on each lifting device which must be maintained and located in the equipment room/mechanical cabinet and must be easily accessible, legible and signed by the inspector completing the task. The logbook must be maintained as per ASME A17.1-2007/CSA B44-07 pra. 8.6.12.2.5.

### **Reporting**

At the end of each monthly billing period:

- Contractor must provide a completed Monthly Elevator Inspection Report. MS Excel template to be provided by Project Authority.

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- The monthly inspection report must be submitted electronically (email address to be provided by the Project Authority after contract award).
  - A list of any Task Authorizations and all pertinent information pertaining to each call out including: the building number; elevator units' licenses number; time of call; reason for call; name of technician responding to the call; duration of work performed; and details on repairs made to the unit.
  - Contractor must provide a detailed list with description of all repairs that were performed as extra work not included in Full Service.

### **Labour Rates**

The rates must include all labour, supervision, equipment and transportation to the work site. These rates must remain firm for the complete period of the Contract and must exclude any applicable taxes, such as the Goods and Services Tax, which must be shown as a separate item on the invoice for payment. No mark-up will be permitted on labour.

### **Hours of Work**

Contractor must normally be required to perform these services during regular working hours: **0800 hrs. to 1630 hrs. Monday to Friday**; however, in the event it becomes necessary, Contractor agrees to be available to respond to **emergency call outs** outside regular working hours, including weekends and statutory holidays. Contractor must provide a satisfactory means of communication to facilitate emergency call outs, and must respond in accordance with the mandatory response times listed below.

### **Response Time**

For regular (non-emergency) call outs, Contractor is required to respond within 4 hours by either telephoning or emailing the Project Authority and must be on site to affect the necessary repairs within 24 hours.

For emergency call-outs, Contractor is required to be on site within 30 minutes.

Emergency call outs are defined as any call that involves an entrapment in an elevator, an elevator out of service in a building with only one elevator and a disabled person incapable of using the stairs,

### **Call-Out Fee**

Service Calls will be charged at a firm Call-Out fee. Call-out fees do not apply to regular Full Service maintenance, inspections or minor repairs conducted during monthly inspections. Call-out fees apply to any Work not Included in Full Service. Call-out fees from the Contractor's site to the DND site location must include: travel time to the jobsite; plus one (1) hour of productive labour in performance of the work. A Call-Out fee can only be charged once for each individual authorized Task Authorization.

### **Minimum Staffing**

Contractor must maintain a workforce capable of completing the scope of work within this contract.

### **Contractor Qualifications**

Contractor must supply the names of qualified licensed elevator mechanics (Qualified is defined as: Mechanics, Technician's and MIT's that are Certified to the level or Class required, to perform the Inspection, testing and repairs of the equipment on this contract), complete with the expiry dates of their qualifications. Project Authority may request copies, or proof of qualification of Contractor employee, or sub-contractor throughout the duration of this contract.

**Inventory List of Lifting Devices to be Serviced**

	Bldg No.	Elev. No.	Lifting Device	Capacity (lbs.)	Speed ft. /min	Manufacturer	Date Added
1	SH-575	10119	Passenger	2,000	100	Otis	
2	SH-508	543	Freight	3,000	100	Otis	
3	SH-586	30084	Passenger	4,000	125	General	
4	SH-586	30085	Passenger	4,000	125	General	
5	SH-586	30069	Dumbwaiter	500	50	General	
6	SH-586	30083	Freight	4,000	100	General	
7	SH-585	30020	Passenger	2,000	100	Montgomery	
8	SH-585	30021	Freight	4,000	50	Montgomery	
9	SH-571	623	Dumbwaiter	200	20	Montgomery	
10	SH-571	30042	Stair Lift	450	20	Garaventa	
11	DY-211	615	Freight	6,000	50	Otis	
12	DY-211	30047	Passenger	2,500	125	Otis	
13	DY-199	10126	Passenger	4,000	100	Montgomery	
14	DY-10	11223	Platform	2,000	20	Pimley	
15	DY-260	30051	Passenger	2,500	100	Otis	
16	DY-70	30438	Passenger	3,500	110	Richmond	
17	DY-77	30297	Handicap Lift	750	30	Concord	
18	DY-77	30299	Passenger	2,500	150	Schindler	
19	DY-77	30298	Passenger	2,500	150	Schindler	
20	DY-109	609	Freight OHT	4,000	30	Dover	
21	DY-100	30017	Passenger	2,100	125	Dover	
22	DY-100	30018	Passenger	2,100	125	Dover	
23	DY-80	946	Freight	3,000	50	Otis	
24	DY-83	608	Freight	4,000	50	Dover	
25	DY-85	7052	Freight	3,000	50	Otis	
26	DY-250 (5)	30250	Handicap Lift	750	30	General	
27	DY-250 (3)	30253	Rope / Hydro	2,500	125	Thyssen Krupp	
28	DY-250 (4)	30254	Handicap Lift	750	30	General	
29	DY-250 (7)	30426	Passenger	3,500	150	Richmond	2019/05/15
30	DY-250 (8)	30475	Passenger	4,000	425	Richmond	2020/04/20
31	DY-250 (6)	30353	Passenger	5,500	120	Northern / T-K	
32	DY-250 (1)	30322	Passenger	2,500	125	Thyssen Krupp	
33	DY-250 (2)	12157	Freight	4,000	100	Otis	
34	NAD-141	30359	Passenger	4,000	150	Kone	
35	NAD-92	30058	Stair Lift	450	20	Garaventa	
36	NAD-92	30436	Stair Lift	495	20	Garaventa	
37	NAD-88	30031	Stair Lift	450	20	Garaventa	
38	NAD-54	30247	Passenger	3,500	100	Thyssen Krupp	



39	NAD-136	30283	Handicap Lift	1,000	30	Concord	
40	NAD-30	30032	Stair Lift	450	20	Garaventa	
41	NAD-2	30043	Stair Lift	450	20	Garaventa	
42	NAD-97	9833	Passenger	2,500	100	Dover	
43	NAD-97	9834	Passenger	2,500	100	Dover	
44	WP-1372	21764	Passenger	1,600	150	Thyssen Krupp	
45	WP-1372	21765	Passenger	1,600	150	Thyssen Krupp	
46	WP-1020	30057	Stair Lift	450	20	Garaventa	
47	WP-1094	11528	Passenger	2,100	125	Montgomery	
48	WP-1367	30082	Handicap Lift	1,000	25	General	
49	MAL-1	10036	Passenger	2,000	100	Montgomery	
50	MAL-1	10040	Platform	2,000	30	Advance	
51	BAYSTA	30010	Passenger	2,500	100	General	
52	Pat Bay 126	30367	Passenger	4,000	200	Richmond	
53	ASH-01	30023	Dumbwaiter	450	30	Montgomery	
54	ASH-01	30285	Handicap Lift	750	30	Concord	
55	COL-103	30086	Passenger	3,000	100	General	
56	AH-1075	30286	Handicap Lift	1,000	30	Concord	
57	AH-1076	30256	Passenger	2,500	125	Thyssen Krupp	
58	RP-38	30008	Stair Lift	450	20	Garaventa	

**Number of Units in each Lifting Device Category**

Item	Lifting Device Category	No. of units
1	Passenger	26 + 2
2	Freight	8
3	Platform	2
4	Handicap Lift	7
5	Dumbwaiter	3
6	Stair Lift	8
7	Freight OHT	1
8	Rope / Hydro	1
	<b>Total</b>	<b>58</b>

The Inventory List of Elevators to be serviced contains elevators that must be inspected on a monthly basis. Passenger Elevators 29 and 30 (from the list above) are to commence monthly elevator maintenance under this contract on the month following the manufacturer's/installer's warranty expiration date. Warranty expiration dates are listed above.

At any time during the contract, Canada reserves the right to add units to or delete units from the List of Lifting Devices to be serviced with written notice given to Contractor. When an addition or deletion is made to the inventory list, the monthly maintenance costs will increase or decrease as per the agreed to monthly maintenance cost for said lifting devices of that particular category.



## ANNEX "B"

### BASIS OF PAYMENT

- 1) The prices per unit shall govern in establishing the Total Extended Amount. Any arithmetical errors in this Appendix will be corrected by Canada.
- 2) Canada may reject the bid if any of the prices submitted do not reasonably reflect the cost of performing the part of the work to which that price applies.
- 3) \*The estimated quantities set out in this annex are for the purposes of comparative evaluation of the bids and do not express nor imply an obligation on the part of Canada to order any or all of the work listed therein.
- 4) For missed monthly service visits, no payment for full service maintenance shall be made during a month when there was no service performed.

<b>Table 1 - Full Service for Contract years 1, 2 and 3 and Option years 1 and 2 Overall supervision shall be included in the rates. All parts deliveries are to be "FOB: Job Site."</b>				
<b>Contract Year 1 May 1, 2018 to April 30, 2019</b>	<b>A. Frequency (No. of Months)</b>	<b>B. Firm Monthly Price (\$)</b>	<b>C. Number or elevators in the category</b>	<b>D. Extended Amount (AxBxC=D)</b>
Passenger Elevators: inspection & servicing	12		26	
Freight Elevators: inspection & servicing	12		8	
Platform Elevators: inspection & servicing	12		2	
Handicap Lifts Elevators: inspection & servicing	12		7	
Dumbwaiter Elevators: inspection & servicing	12		3	
Stair Lift Elevators: inspection & servicing	12		8	
Freight OHT Elevators: inspection & servicing	12		1	
Rope / Hydro Elevators: inspection & servicing	12		1	
<b>Subtotal for Contract Year 1 (May 1, 2018 to April 30, 2019)</b>				

<b>Contract Year 2</b>				
<b>May 1, 2019 to April 30, 2020</b>	A. Frequency (No. of Months)	B. Firm Monthly Price (\$)	C. Number or elevators in the category	D. Extended Amount (AxBxC=D)
Passenger Elevators: inspection & servicing	12		26	
Freight Elevators: inspection & servicing	12		8	
Platform Elevators: inspection & servicing	12		2	
Handicap Lifts Elevators: inspection & servicing	12		7	
Dumbwaiter Elevators: inspection & servicing	12		3	
Stair Lift Elevators: inspection & servicing	12		8	
Freight OHT Elevators: inspection & servicing	12		1	
Rope / Hydro Elevators: inspection & servicing	12		1	
<b>Subtotal for Contract Year 2 (May 1, 2019 to April 30, 2020)</b>				
<b>Contract Year 3</b>				
<b>May 1, 2020 to April 30, 2021</b>	A. Frequency (No. of Months)	B. Firm Monthly Price (\$)	C. Number or elevators in the category	D. Extended Amount (AxBxC=D)
Passenger Elevators: inspection & servicing	12		26	
Freight Elevators: inspection & servicing	12		8	
Platform Elevators: inspection & servicing	12		2	
Handicap Lifts Elevators: inspection & servicing	12		7	

Dumbwaiter Elevators: inspection & servicing	12		3	
Stair Lift Elevators: inspection & servicing	12		8	
Freight OHT Elevators: inspection & servicing	12		1	
Rope / Hydro Elevators: inspection & servicing	12		1	
<b>Subtotal for Contract Year 3 (May 1, 2020 to April 30, 2021)</b>				
<b>Option Year 1</b> <b>May 1, 2021 to April</b> <b>30, 2022</b>	A. Frequency (No. of Months)	B. Firm Monthly Price (\$)	C. Number or elevators in the category	D. Extended Amount (AxBxC=D)
Passenger Elevators: inspection & servicing	12		26	
Freight Elevators: inspection & servicing	12		8	
Platform Elevators: inspection & servicing	12		2	
Handicap Lifts Elevators: inspection & servicing	12		7	
Dumbwaiter Elevators: inspection & servicing	12		3	
Stair Lift Elevators: inspection & servicing	12		8	
Freight OHT Elevators: inspection & servicing	12		1	
Rope / Hydro Elevators: inspection & servicing	12		1	
<b>Subtotal for Option Year 1 (May 1, 2021 to April 30, 2022)</b>				

<b>Option Year 2 May 1, 2022 to April 30, 2023</b>	<b>A. Frequency (No. of Months)</b>	<b>B. Firm Monthly Price (\$)</b>	<b>C. Number or elevators in the category</b>	<b>D. Extended Amount (AxBxC=D)</b>
Passenger Elevators: inspection & servicing	12		26	
Freight Elevators: inspection & servicing	12		8	
Platform Elevators: inspection & servicing	12		2	
Handicap Lifts Elevators: inspection & servicing	12		7	
Dumbwaiter Elevators: inspection & servicing	12		3	
Stair Lift Elevators: inspection & servicing	12		8	
Freight OHT Elevators: inspection & servicing	12		1	
Rope / Hydro Elevators: inspection & servicing	12		1	
<b>Subtotal for Option Year 2 (May 1, 2022 to April 30, 2023)</b>				
<b>(A) Total for Table 1 (Sum of subtotals for Contract years 1, 2, 3 and Option years 1 and 2)</b>				

**Table 2 – Firm hourly rate for additional work that is “not included in Full Service” for contract years 1, 2 and 3 and option years 1 and 2. Overall supervision shall be included in the rates. All parts deliveries are to be “FOB: Job Site.” Additional work is to be as and when requested by the Project Authority.**

Year 1 Period May 1, 2018 to April 30, 2019	A. Firm Hourly Rate (\$)	B. Estimated Hours*	C. Extended Amount (\$) (AxB=C)
During Regular Hours (Monday to Friday 8h to 1630h)		100	
Outside Regular Hours (Monday to Friday after 1630h, Saturday, Sunday, and Statutory Holidays)		100	
Subtotal (May 1, 2018 to April 30, 2019)			
Year 2 Period May 1, 2019 to April 30, 2020	A. Firm Hourly Rate (\$)	B. Estimated Hours*	C. Extended Amount (\$) (AxB=C)
During Regular Hours (Monday to Friday 8h to 1630h)		100	
Outside Regular Hours (Monday to Friday after 1630h, Saturday, Sunday, and Statutory Holidays)		100	
Subtotal (May 1, 2019 to April 30, 2020)			
Year 3 Period May 1, 2020 to April 30, 2021	A. Firm Hourly Rate (\$)	B. Estimated Hours*	C. Extended Amount (\$) (AxB=C)
During Regular Hours (Monday to Friday 8h to 1630h)		100	
Outside Regular Hours (Monday to Friday after 1630h, Saturday, Sunday, and Statutory Holidays)		100	
Subtotal (May 1, 2020 to April 30, 2021)			

Option Year 1 Period May 1, 2021 to April 30, 2022	A. Firm Hourly Rate (\$)	B. Estimated Hours*	C. Extended Amount (\$) (AxB=C)
During Regular Hours (Monday to Friday 8h to 1630h)		100	
Outside Regular Hours (Monday to Friday after 1630h, Saturday, Sunday, and Statutory Holidays)		100	
Subtotal (May 1, 2021 to April 30, 2022)			
Option Year 2 Period May 1, 2022 to April 30, 2023	A. Firm Hourly Rate (\$)	B. Estimated Hours*	C. Extended Amount (\$) (AxB=C)
During Regular Hours (Monday to Friday 8h to 1630h)		100	
Outside Regular Hours (Monday to Friday after 1630h, Saturday, Sunday, and Statutory Holidays)		100	
Subtotal (May 1, 2022 to April 30, 2023)			
<b>(B) Total for Table 2 (Contract years 1, 2, 3 and Option years 1 and 2)</b>			

**Table 3 – Mark-up on Replacement Parts and Rental of equipment for work that is “not included in Full Service” for contract years 1, 2, 3 and option years 1 and 2. Overall supervision shall be included in the rates. All parts deliveries are to be “FOB: Job Site.” Additional work, equipment and materials required will be on an “as and when requested” basis by the Project Authority.**

	A. Estimated Spend* (\$)	B. Mark-up (%)	C. Extended Amount (\$) (AxB=C)
Mark-up for Replacement Parts and Rental of Equipment for Year 1 (May 1, 2018 to April 30, 2019)	\$25,000.00		

Mark-up for Replacement Parts and Rental of Equipment for Year 2 (May 1, 2019 to April 30, 2020)	\$25,000.00		
Mark-up for Replacement Parts and Rental of Equipment for Year 3 (May 1, 2020 to April 30, 2021)	\$25,000.00		
Mark-up for Replacement Parts and Rental of Equipment for Option Year 1 (May 1, 2021 to April 30, 2022)	\$25,000.00		
Mark-up for Replacement Parts and Rental of Equipment for Option Year 2 (May 1, 2022 to April 30, 2023)	\$25,000.00		
<b>(C) Total for Table 3 (Contract years 1, 2, 3 and Option years 1 and 2)</b>			

**Table 4 – Mark-up rate on Subcontractors performing work that is “not included in Full Service” for contract years 1, 2, 3 and option years 1 and 2. Overall supervision, bonds, insurance shall be included in the rates. All parts deliveries are to be “FOB: Job Site.” Additional work from Subcontractor is to be “as and when requested” basis by the Project Authority.**

	A. Estimated Spend* (\$)	B. Mark-up (%)	C. Extended Amount (\$) (AxB=C)
Subcontractor Mark-up Rate Year 1 (May 1, 2018 to April 30, 2019)	\$25,000.00		
Subcontractor Mark-up Rate Year 2 (May 1, 2019 to April 30, 2020)	\$25,000.00		
Subcontractor Mark-up Rate Year 3 (May 1, 2020 to April 30, 2021)	\$25,000.00		
Subcontractor Mark-up Rate Option Year 1 (May 1, 2021 to April 30, 2022)	\$25,000.00		

Subcontractor Mark-up Rate Option Year 2 (May 1, 2022 to April 30, 2023)	\$25,000.00		
<b>(D) Total for Table 4 (Contract years 1, 2, 3 and Option years 1 and 2)</b>			

**Table 5 – Firm Call-Out fee charged for each service call. The Call-Out fee applies to any Work not Included in Full Service on an “as and when requested” basis by the Project Authority. A Call-Out fee can only be charged once for each individual authorized Task Authorization.**

	A. Estimated Number of Call-outs Required	B. Call-out Fee (\$)	C. Extended Amount (\$) (AxB=C)
Call-out Fee Year 1 (May 1, 2018 to April 30, 2019)	50		
Call-out Fee Year 2 (May 1, 2019 to April 30, 2020)	50		
Call-out Fee Year 3 (May 1, 2020 to April 30, 2021)	50		
Call-out Fee Option Year 1 (May 1, 2021 to April 30, 2022)	50		
Call-out Fee Option Year 2 (May 1, 2022 to April 30, 2023)	50		
<b>(E) Total for Table 5 (Contract years 1, 2, 3 and Option years 1 and 2)</b>			

**TOTAL EXTENDED AMOUNTS FOR EVALUATION:**

**(A) Total of Table 1 + (B) Total of Table 2 + (C) Total of Table 3 + (D) Total of Table 4 + (E) Total of Table 5 =**

**\$\_\_\_\_\_ (GST/HST extra)**



## ANNEX "C"

### SECURITY REQUIREMENT CHECK LIST



Government  
of Canada

Gouvernement  
du Canada

Contract Number / Numéro du contrat

**W6837-181166**

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 <b>DND</b>	2. Branch or Directorate / Direction générale ou Direction <b>RP Ops (Pacific), ADM (IE)</b>	
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  Full service maintenance contract through PSPC to: inspect, repair, service and test the elevators, dumbwaiters and handicap lifts at CFB Esquimalt and its area of responsibility.		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui		
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui		
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (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)		
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Non Oui		
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui		
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>



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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?  
If Yes, indicate the level of sensitivity.  
Dans l'affirmative, indiquer le niveau de sensibilité : ☒ No ☐ Yes  
Non Oui
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 checked="" 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: **Multipul levels of screening are required.**  
Commentaires spéciaux : **The attached annex "A" security classification guide identifies the areas in the contract that require Secret.**

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

Government of Canada  
Gouvernement du Canada

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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	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
				CONFIDENTIEL		TRES SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL				A	B	C	CONFIDENTIEL	
Information / Assets Renseignements / Biens Production																
IT Media / Support TI																
IT Link / Lien électronique																

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

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

No  
NonYes  
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  
NonYes  
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).

Solicitation No. - N° de l'invitation  
W6817-181166/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
pwy028

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

File No. - N° du dossier

CCC No./N° CCC - FMS No./N° VME



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

W6837-181166

Security Classification / Classification de sécurité  
**UNCLASSIFIED**

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

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

Name (print) - Nom (en lettres moulées)

R. Arnot

Title - Titre

Contracts Supervisor

Signature

*RCT*

Telephone No. - N° de téléphone  
250-363-1900 ext:60033

Facsimile No. - N° de télécopieur  
250-363-5324

E-mail address - Adresse courriel  
richard.arnot@forces.gc.ca

Date  
OCT 20 2017  
10:17 AM

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

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?  
Des instructions complémentaires (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

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

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

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Cynthia Laverdure

Contract Security Officer

*C. Laverdure*

Telephone No. - N° de téléphone  
613-948-1636

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel  
Cynthia.laverdure@pwgsc.gc.ca

Date  
2017-11-15

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
**UNCLASSIFIED**

Canada

Solicitation No. - N° de l'invitation  
W6817-181166/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
pwy028

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

File No. - N° du dossier

CCC No./N° CCC - FMS No./N° VME

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**ANNEX "D" to PART 3 OF THE BID SOLICITATION**  
**ELECTRONIC PAYMENT INSTRUMENTS**

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

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



## ANNEX "E"

### Voluntary Certification to Support the Use of Apprentices

1. To encourage employers to participate in apprenticeship training, Contractors bidding on construction and maintenance contracts by Public Works and Government Services Canada (PWGSC) are being asked to sign a voluntary certification, signaling their commitment to hire and train apprentices.
2. Canada is facing skills shortages across various sectors and regions, especially in the skilled trades. Equipping Canadians with skills and training is a shared responsibility. In Economic Action Plan (EAP) 2013, the Government of Canada made a commitment to support the use of apprentices in federal construction and maintenance contracts. Contractors have an important role in supporting apprentices through hiring and training and are encouraged to certify that they are providing opportunities to apprentices as part of doing business with the Government of Canada.
3. Through the Economic Action Plan 2013 and support for training programs, the Government of Canada is encouraging apprenticeships and careers in the skilled trades. In addition, the government offers a tax credit to employers to encourage them to hire apprentices. Information on this tax measure administered by the Canada Revenue Agency can be found at: [www.cra-arc.gc.ca](http://www.cra-arc.gc.ca). Employers are also encouraged to find out what additional information and supports are available from their respective provincial or territorial jurisdiction.
4. Signed certifications will be used to better understand contractor use of apprentices on Government of Canada maintenance and construction contracts and may inform future policy and program development.
5. The Contractor hereby certifies the following:

*In order to help meet demand for skilled tradespeople, the Contractor agrees to use, and require its subcontractors to use, reasonable commercial efforts to hire and train registered apprentices, to strive to fully utilize allowable apprenticeship ratios<sup>1</sup> and to respect any hiring requirements prescribed by provincial or territorial statutes.*

<sup>1</sup> The journeyman-apprentice ratio is defined as the number of qualified/certified journeymen that an employer must employ in a designated trade or occupation in order to be eligible to register an apprentice as determined by provincial/territorial (P/T) legislation, regulation, policy directive or by law issued by the responsible authority or agency.

The Contractor hereby consents to this information being collected and held by PWGSC, and Employment and Social Development Canada to support work to gather data on the hiring and training of apprentices in federal construction and maintenance contracts.

*Name:*

*Signature:*

*Company Name:*

*Company Legal Name:*

*Solicitation Number:*

*Optional information to provide:*

*Number of apprentices planned to be working on this contract:*

*Trades of those apprentices:*







**Instructions for completing  
DND 626 - Task Authorization**

**Contract no.**  
Enter the PWGSC contract number in full.

**Task no.**  
Enter the sequential Task number.

**Amendment no.**  
Enter the amendment number when the original Task is amended to change the scope or the value.

**Increase/Decrease**  
Enter the increase or decrease total dollar amount including taxes.

**Previous value**  
Enter the previous total dollar amount including taxes.

**To**  
Name of the contractor.

**Delivery location**  
Location where the work will be completed, if other than the contractor's location.

**Delivery/Completion date**  
Completion date for the task.

**for the Department of National Defence**  
Signature of the DND person who has delegated Authority for signing DND 626 (level of authority based on the dollar value of the task and the equivalent signing authority in the PAM 1.4). **Note:** the person signing in this block ensures that the work is within the scope of the contract, that sufficient funds remain in the contract to cover this task and that the task is affordable within the Project/Unit budget.

**Services**  
Define the requirement briefly (attach the SOW) and identify the cost of the task using the contractor's quote on the level of effort. The Task must use the basis of payment stipulated in the contract. If there are several basis of payment then list here the one(s) that will apply to the task quote (e.g. milestone payments; per diem rates/labour category hourly rates; travel and living rates; firm price/celling price, etc.). All the terms and conditions of the contract apply to this Task Authorization and cannot be ignored or amended for this task. Therefore it is not necessary to restate these general contract terms and conditions on the DND 626 Task form.

**Cost**  
The cost of the Task broken out into the individual costed items in **Services**.

**GST/HST**  
The GST/HST cost as appropriate.

**Total**  
The total cost of the task. The contractor may not exceed this amount without the approval of DND indicated on an amended DND 626. The amendment value may not exceed 50% (or the percentage for amendments established in the contract) of the original value of the task authorization. The total cost of a DND 626, including all amendments, may not exceed the funding limit identified in the contract.

**Applicable only to PWGSC contracts**  
This block only applies to those Task Authorization contracts awarded by PWGSC. The contract will include a specified threshold for DND sole approval of the DND 626 and a percentage for DND to approve amendments to the original DND 626. Tasks that will exceed these thresholds must be passed to the PWGSC Contracting Authority for review and signature prior to authorizing the contractor to begin work.

**Note:**  
Work on the task may not commence prior to the date this form is signed by the DA Authority - for tasks within the DND threshold; and by both DND and PWGSC for those tasks over the DND threshold.

**Instructions pour compléter le formulaire  
DND 626 - Autorisation des tâches**

**N° du contrat**  
Inscrivez le numéro du contrat de TPSCG en entier.

**N° de la tâche**  
Inscrivez le numéro de tâche séquentiel.

**N° de la modification**  
Inscrivez le numéro de modification lorsque la tâche originale est modifiée pour en changer la portée.

**Augmentation/Réduction**  
Inscrivez le montant total de l'augmentation ou de la diminution, y compris les taxes.

**Valeur précédente**  
Inscrivez le montant total précédent, y compris les taxes.

**A**  
Nom de l'entrepreneur.

**Expédiez à**  
Endroit où le travail sera effectué, si celui-ci diffère du lieu d'affaires de l'entrepreneur.

**Date de livraison/d'achèvement**  
Date d'achèvement de la tâche.

**pour le ministère de la Défense nationale**  
Signature du représentant du MDN auquel on a délégué le pouvoir d'approbation en ce qui a trait à la signature du formulaire DND 626 (niveau d'autorité basé sur la valeur de la tâche et le signataire autorisé équivalent mentionné dans le MAA 1.4). **Note :** la personne qui signe cette attache de signature confirme que les travaux respectent la portée du contrat, que suffisamment de fonds sont prévus au contrat pour couvrir cette tâche et que le budget alloué à l'unité ou pour le projet le permet.

**Services**  
Définissez brièvement le besoin (joignez l'ET) et établissez le coût de la tâche à l'aide de la soumission de l'entrepreneur selon le niveau de difficulté de celle-ci. Les modalités de paiement stipulées dans le contrat s'appliquent à la tâche. Si plusieurs d'entre elles sont prévues, énumérez ici celles/ceux qui s'appliqueront à la soumission pour la tâche à accomplir (p.ex. acompte fondé sur les étapes franchies; taux quotidien ou taux horaire établi selon la catégorie de main-d'œuvre; frais de déplacement et de séjour; prix fixe ou prix plafond; etc.). Toutes les modalités du contrat s'appliquent à cette autorisation de tâche et ne peuvent être négligées ou modifiées quant à la tâche en question. Il n'est donc pas nécessaire de répéter ces modalités générales afférentes au contrat sur le formulaire DND 626.

**Prix**  
Mentionnez le coût de la tâche en le répartissant selon les frais afférents à chaque item mentionné dans la rubrique **Services**.

**TPS/TVH**  
Mentionnez le montant de la TPS/TVH, s'il y a lieu.

**Total**  
Mentionnez le coût total de la tâche. L'entrepreneur ne peut dépasser ce montant sans l'approbation du MDN, formulaire DND 626 modifié à l'appui. Le coût de la modification ne peut pas être supérieur à 50 p. 100 du montant initial prévu dans l'autorisation de tâche (ou au pourcentage prévu dans le contrat pour les modifications). Le coût total spécifié dans le formulaire DND 626, y compris toutes les modifications, ne peut dépasser le plafond de financement mentionné dans le contrat.

**Ne s'applique qu'aux contrats de TPSCG**  
Le présent paragraphe s'applique uniquement aux autorisations de tâche accordées par TPSCG. On inscrira dans le formulaire DND 626 un plafond précis qui ne pourra être approuvé que par le MDN et un pourcentage selon lequel le MDN pourra approuver des modifications au formulaire DND 626 original. Les tâches dont le coût dépasse ces plafonds doivent être soumises à l'autorité contractante de TPSCG pour examen et signature avant qu'on autorise l'entrepreneur à débiter les travaux.

**Note :**  
Les travaux ne peuvent commencer avant la date de signature de ce formulaire par le responsable du MDN, pour les tâches dont le coût est inférieur au plafond établi par le MDN, et par le MDN et TPSCG pour les tâches dont le coût dépasse le plafond établi par le MDN.