



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Bid Receiving - PWGSC / Réception des
soumissions - TPSGC

11 Laurier St./ 11, rue Laurier

Place du Portage, Phase III

Core 0B2 / Noyau 0B2

Gatineau

Québec

K1A 0S5

Bid Fax: (819) 997-9776

REQUEST FOR PROPOSAL

DEMANDE DE PROPOSITION

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

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

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

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

Comments - Commentaires

This document contains a security requirement.
Ce document contient des exigences relatives à la sécurité.

Vendor/Firm Name and Address

Raison sociale et adresse du

fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Maintenance & Professional Consulting Services Division
(FK)

11 Laurier St./ 11, rue Laurier

3C2, Place du Portage, Phase III

Gatineau

Québec

K1A 0S5

Title - Sujet Boiler/HotWater Equip. Leitrin Ott		
Solicitation No. - N° de l'invitation EJ196-180904/A	Date 2018-05-01	
Client Reference No. - N° de référence du client 20180904		
GETS Reference No. - N° de référence de SEAG PW-\$\$FK-286-74794		
File No. - N° de dossier fk286.EJ196-180904	CCC No./N° CCC - FMS No./N° VME	
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-06-04		Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>		
Address Enquiries to: - Adresser toutes questions à: Lessard(FK Div), Gisele		Buyer Id - Id de l'acheteur fk286
Telephone No. - N° de téléphone (873) 469-4921 ()	FAX No. - N° de FAX () -	
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: TPSGC/PWGSC Canadian Forces Station 3545 Leitrin Road Ottawa, ON K1A 0S5		

Instructions: See Herein

Instructions: Voir aux présentes

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

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CCC No./N° CCC - FMS No./N° VME

List of Annexes:

Annex A	Scope of Work EJ196-180904
Annex B	Security Requirements Check List (SRCL)
Annex C	Cost Estimate Form for Extra Work
Annex D	Electronic Payment Instruments

PART 1 - GENERAL INFORMATION

1.1 Introduction

The bid solicitation is divided into seven parts plus annexes as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, if applicable, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, Financial and Other Requirements; includes specific requirements that must be addressed by Bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

List of Annexes:

- Annex A Scope of Work EJ196-180904
- Annex B Security Requirements Check List (SRCL)
- Annex C Cost Estimate Form for Extra Work
- Annex D Electronic Payment Instruments

1.2 Summary

- 1.2.1. The Contractor must provide preventive maintenance and inspection services which includes all necessary tools, services and labour, inspections, cleaning, lubrication, testing and calibration, consumable items on the boilers and hot water heaters in accordance with the attached, Annex A, Scope of Work. The Contractor must execute such work in a careful and workmanlike manner for Public Works and Government Services Canada (PWGSC) located at the Canadian Forces Station (CFS) Leitrim Base, 3545 Leitrim Road, Ottawa, ON.

The requirement is subject to a preference for Canadian goods and/or services.

1.2.2 Mandatory Response Time

Regular service calls must be performed during regular working hours, 8:00 a.m. to 16:00 hours, Monday through Friday, excluding legal holidays.

As per **Annex A**, Scope of Work, SW 4.4 Service Calls, it is a mandatory requirement of this contract that:

- .1 All emergency service calls are extra to the contract and must be answered by a qualified technician within thirty (30) minutes of receiving the call on a twenty-four (24) hour, seven (7) day

basis. Qualified service personnel named in the contract must report on site ready to service the system within two (2) hours of receiving the request for service and such work must proceed continuously until the system is returned to safe operating condition.

- 1.2.3 The period of the contract shall be for five (5) years.
- 1.2.4 There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the Contract Security Program of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.
- 1.2.5. The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA).
- 1.2.6 There is a mandatory site visit associated with this requirement where personnel security screening is required prior to gaining access to PROTECTED information, assets or sites. Consult Part 2 – Bidder Instructions."
- 1.2.7 This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation for bid submission. Bidders must refer to Part 2 of the bid solicitation entitled Instructions to bidders for further information.

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 fifteen (15) working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: one hundred and twenty (120) days

The 2003 standard instructions is amended as follows:

- Section 5, entitled Submission of bids, is amended as follows:
 - subsection 1 is deleted entirely and replaced with the following: "Canada requires that each bid, at solicitation closing date and time or upon request from the Contracting Authority, for example in the case of epost Connect service, be signed by the Bidder or by an authorized representative of the Bidder. If a bid is submitted by a joint venture, it must be in accordance with the section entitled Joint venture."
 - subsection 2.d is deleted entirely and replaced with the following: "send its bid only to the specified Bid Receiving Unit of Public Works and Government Services Canada (PWGSC) identified in the bid solicitation, or to the address specified in the bid solicitation, as applicable;"
 - subsection 2.e is deleted entirely and replaced with the following: "ensure that the Bidder's name, return address and procurement business number, bid solicitation number, and solicitation closing date and time are clearly visible on the bid; and,"
- Section 6, entitled Late bids, is deleted entirely and replaced with the following: "PWGSC will return bids delivered after the stipulated solicitation closing date and time, unless they qualify as a delayed bid as described in the section entitled Delayed bids. For bids submitted using means other than the Canada Post Corporation's epost Connect service, the bid will be returned. For bids submitted using Canada Post Corporation's epost Connect service, conversations initiated by the Bid Receiving Unit via the epost Connect service that contain access, records and information pertaining to a late bid will be deleted."
- Section 07, entitled Delayed bids, is amended as follows:
 - Subsection 1 is amended to add the following piece of evidence: "d. a CPC epost Connect service date and time record indicated in the epost Connect conversation activity."
- Section 8, entitled Transmission by facsimile, is deleted and replaced by the following:

"Transmission by facsimile or by epost Connect

 1. Facsimile
 - a. Unless specified otherwise in the bid solicitation, bids may be submitted by facsimile. The only acceptable facsimile number for responses to bid solicitations issued by PWGSC headquarters is 819-997-9776 or, if applicable, the facsimile number identified in the bid

- solicitation. The facsimile number for responses to bid solicitations issued by PWGSC regional offices is identified in the bid solicitation.
- b. For bids transmitted by facsimile, Canada will not be responsible for any failure attributable to the transmission or receipt of the faxed bid including, but not limited to, the following:
- i. receipt of garbled or incomplete bid;
 - ii. availability or condition of the receiving facsimile equipment;
 - iii. incompatibility between the sending and receiving equipment;
 - iv. delay in transmission or receipt of the bid;
 - v. failure of the Bidder to properly identify the bid;
 - vi. illegibility of the bid; or
 - vii. security of bid data.
- c. A bid transmitted by facsimile constitutes the formal bid of the Bidder and must be submitted in accordance with the section entitled Submission of bids.
2. ePost Connect
- a. Unless specified otherwise in the bid solicitation, bids may be submitted by using the epost Connect service provided by Canada Post Corporation (https://www.canadapost.ca/web/en/products/details.page?article=epost_connect_send_a).
- b. To submit a bid using epost Connect service, the Bidder must either:
- i. send directly its bid only to the specified PWGSC Bid Receiving Unit, using its own licensing agreement for epost Connect provided by Canada Post Corporation; or
 - ii. send as early as possible, and in any case, at least six business days prior to the solicitation closing date and time, an email that includes the bid solicitation number to the specified PWGSC Bid Receiving Unit requesting to open an epost Connect conversation. Requests to open an epost Connect conversation received after that time may not be answered.
- c. If the Bidder is sending an email to the Bid Receiving Unit, the Bid Receiving Unit will then initiate an epost Connect conversation which will allow the Bidder to transmit its bid afterward at any time prior to the solicitation closing date and time. The epost Connect conversation will create an email notification from Canada Post Corporation prompting the Bidder to access the message within the conversation, and the Bidder can reply to the email notification by transmitting its bid.
- d. If the Bidder is using its own licensing agreement to send its bid, the Bidder must keep the epost Connect conversation open until at least 30 business days after solicitation closing date and time.
- e. The email address of PWGSC Bid Receiving Unit in Headquarters is: TPSGC.DGAreceptiondessoumissions-ABBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca. The solicitation number must be identified in the epost Connect message field of all electronic transfers.
- f. It should be noted that the use of epost Connect service requires a Canadian mailing address. Should a bidder not have a Canadian address, they may use the Bid Receiving Unit address specified on page 1 of the solicitation in order to register for the epost Connect service.
- g. For bids transmitted by epost Connect service, Canada will not be responsible for any failure attributable to the transmission or receipt of the bid including, but not limited to, the following:
- i. receipt of a garbled or incomplete bid;
 - ii. availability or condition of the epost Connect service;
 - iii. incompatibility between the sending and receiving equipment;
 - iv. delay in transmission or receipt of the bid;
 - v. failure of the Bidder to properly identify the bid;

- vi. illegibility of the bid;
- vii. security of bid data; or
- viii. inability to create an electronic conversation through the epost Connect service.
- h. A bid transmitted by epost Connect service constitutes the formal bid of the Bidder and must be submitted in accordance with the section entitled Submission of bids."

2.2 Submission of Bids

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

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

2.3 Former Public Servant

This clause is to identify any bidder who may be a former public servant for:

- a. approval purposes when the successful bidder is a former public servant in receipt of a pension paid under the Public Service Superannuation Act;
- b. the application of the \$5,000 contract fee limit, including Applicable Taxes, when the successful bidder is a former public servant, including former members of the Canadian Forces and the Royal Canadian Mounted Police, in receipt of a lump sum payment pursuant to a work force adjustment program; and
- c. to advise the successful bidder that the published proactive disclosure reports will include information to indicate if the successful bidder is a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension.

Providing this information is a condition precedent to contract award as opposed to a mandatory requirement for evaluation purposes.

For more information, consult sections 3.90 Former Public Servants and 7.65 Proactive Disclosure of the Supply Manual

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

Definitions

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

- 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 FPSs in receipt of a pension, as applicable:

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;

- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

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

2.4 Enquiries - Bid Solicitation

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

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

2.5 Applicable Laws

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

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

2.6 Mandatory Site Visit

It is **mandatory** that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at the Canadian Forces Station (CFS) Leitrim Base, 3545 Leitrim Road, Ottawa, ON on **May 16, 2018**. The site visit will begin at **10:00 a.m.** Bidders are to meet in the main lobby.

It is **mandatory** that bidders provide and wear safety boots for the mandatory site visit. Bidders who do not comply will not be permitted to attend the site visit.

Personnel security screening at the **SECRET** level is required prior to gaining authorized access to the site. Bidders **must** communicate with the Contracting Authority no later than **May 9, 2018 at 10:00 a.m.** to confirm attendance and provide the name(s) of the person(s) and the date of birth of who will attend. The Bidder's Company Security Officer (CSO) must ensure that their representatives hold a valid security clearance at the required level for the site visit. Failure to comply with the security requirements will result in the representative(s) being denied access to the site.

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Bidders will be required to **sign an attendance sheet**. Bidders should confirm in their bid that they have attended the site visit. Bidders who do not attend the mandatory site visit or do not send a representative will not be given an alternative appointment and their bid will be declared non-responsive. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

- If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 8 of the 2003 standard instructions and as amended in Part 2 - Bidder Instructions, Article 2.1 Standard Instructions, Clauses and Conditions. Bidders are required to provide their bid in a single transmission. The epost Connect service has the capacity to receive multiple documents, up to 1GB per individual attachment.

The bid must be gathered per section and separated as follows:

Section I: Technical Bid
Section II: Financial Bid
Section III: Certifications

If the Bidder is simultaneously providing a hard copy of the bid using another acceptable delivery method, and if there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the soft copy will have priority over the wording of the hard copy.

- If the Bidder chooses to submit its bid in hard copies, Canada requests that the Bidder submits its bid in separately bound sections as follows:

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

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

Canada requests that bidders follow the format instructions described below in the preparation of hard copy 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

(See Part 4, subsection 4.1.1)

Section II: Financial Bid

3.1.1 Bidders **must** submit their financial bid in accordance with the Pricing Schedule detailed below. The total amount of Applicable Taxes is excluded.

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

It is **MANDATORY** that bidders submit firm prices/rates for the five (5) year period of the contract for all items listed hereafter.

Pricing Schedule 1 - Firm Price – Equipment Inventory

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

Refer to Annex A, Scope of Work EJ196-180904, SW 6 Equipment Inventory.

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Pricing Schedule 1 - Firm Price

Various Buildings: Canadian Forces Station (CFS) Leitrim Base; 3545 Leitrim Road, Ottawa On.

No. of unit	Location	Serial Number	Year 1	Year 2	Year 3	Year 4	Year 5
1	Building 250D Mechanical Room	Boiler # 68617	\$	\$	\$	\$	\$
1	Building 250D Mechanical room	Boiler # 68612	\$	\$	\$	\$	\$
1	Building 250D Mechanical room	Boiler # 68604	\$	\$	\$	\$	\$
1	Building 250D Mechanical room	Boiler # 68580	\$	\$	\$	\$	\$
1	Building 273 Mechanical Room	723833000508	\$	\$	\$	\$	\$
1	Building 273 Mechanical Room	MA95-0404484-522	\$	\$	\$	\$	\$
1	Building 279 Mechanical Room	BLR-SML/001	\$	\$	\$	\$	\$
1	Building 279 Mechanical room	B07M002181	\$	\$	\$	\$	\$
1	Building 138 Mechanical Room	C97K07701	\$	\$	\$	\$	\$
1	Building 268 Mechanical room	H9200012	\$	\$	\$	\$	\$
1	Building 268 Mechanical room	LA03-21710-49-110	\$	\$	\$	\$	\$
1	Building 268 Mechanical room	LA03-21710-1-110	\$	\$	\$	\$	\$
1	Building 268 Mechanical room	1295GO3819	\$	\$	\$	\$	\$
1	Building 268 Mechanical room	A8510214	\$	\$	\$	\$	\$
1	Building 271 Mechanical room	N122630506	\$	\$	\$	\$	\$
1	Building 271 Mechanical Room	N122630505	\$	\$	\$	\$	\$
Sub-total per year			\$	\$	\$	\$	\$
Total for 5 years			\$				

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

Note: Chemical treatment of condenser and chilled waters is the responsibility of PWGSC.

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Summary of Pricing Schedule 1

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

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

Pricing Schedule 2: Extra Work – As and When Requested

Extra work as described in Annex A - Scope of Work, "Service Calls" will be conducted on an "As and When Requested" basis where charges shall be made for actual labour, repair and replacement parts. **Estimated quantity of hours per year for extra work is for evaluation purposes only.**

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

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

2.1 LABOUR: Our fixed hourly rate per **Qualified Gas G1 Technician** shall be:

Regular Hours: <i>Monday to Friday 08.00 to 16.00</i>	Year 1	Year 2	Year 3	Year 4	Year 5
Rate/Hour	/HR	/HR	/HR	/HR	/HR
Estimated quantity of hours per year	42	42	42	42	42
Extended Price:					
<u>SUB-TOTAL:</u>					

Outside Regular Hours: <i>Monday to Saturday, Time and a Half (1.5 x Reg. Hourly Rate)</i>	Year 1	Year 2	Year 3	Year 4	Year 5
Rate/Hour	/HR	/HR	/HR	/HR	/HR
Estimated quantity of hours per year	6	6	6	6	6
Extended Price:					
<u>SUB-TOTAL:</u>					

Sunday & Statutory Holidays: Double Time (2.0 x Reg. Hourly Rate)	Year 1	Year 2	Year 3	Year 4	Year 5
Rate/Hour	/HR	/HR	/HR	/HR	/HR
Estimated quantity of hours per year	6	6	6	6	6
Extended Price:					
<u>SUB-TOTAL:</u>					

2.1 TOTAL:	
-------------------	--

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

	Year 1	Year 2	Year 3	Year 4	Year 5
Percentage Mark Up	%	%	%	%	%
Estimated Expenditure	\$6,500.00	\$6,500.00	\$6,500.00	\$6,500.00	\$6,500.00
Extended Price:					
2.2 SUB-TOTAL:					

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

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

i) **MARK-UP** - The difference between the Contractor's laid-down cost for product and resale price to Canada. Mark-up includes applicable internal cost allocation by the Contractor such as material handling and general and administrative (G&A) expenses plus profit.

ii) **LAID-DOWN COST** - The cost incurred by a vendor to acquire a specific product or service for resale to the government. This includes but is not limited to the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage.

AUTHORIZATION FOR DELIVERY: The consignee shall request delivery of goods/services identified in Pricing Schedule 2., 2.1 and 2.2 on an authorization form provided by the Technical Authority.

TOTAL ASSESSED PROPOSAL PRICE

Sum of Basis of Pricing

Summary of Pricing Schedule 1 = Subtotal \$_____ +

Pricing Schedule 2.1 = Subtotal \$_____ +

Pricing Schedule 2.2 = Subtotal \$_____ +

Total assessed proposal price = \$_____

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

Solicitation No. - N° de l'invitation
EJ196-180904/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
fk286

Client Ref. No. - N° de réf. du client
20180904

File No. - N° du dossier
Fk286EJ196-180904

CCC No./N° CCC - FMS No./N° VME

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.

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.

4.1.1 Technical Evaluation

4.1.1.1 Submission of Evidence

Submission of Evidence as described at 4.1.1.1 to 4.1.1.6 should be included with the bid at time of solicitation closing. However, if the following is not submitted with the bid by the solicitation closing date, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

The evidence provided by the bidder may be verified.

4.1.1.2 Technicians

To carry out the work on this requirement, the bidder must provide the following **three (3) qualified Gas G1 Technicians** as follows:

The Bidder must provide the name of EACH technician.

	Legal First and Last Name
qualified Gas G1 Technicians no. 1	
qualified Gas G1 Technicians no. 2	
qualified Gas G1 Technicians no. 3	

4.1.1.3 Cards and Licensing Documentation

To carry out the work on this requirement, each technician proposed by the Bidder must be in possession of the following certificates/cards. In addition, each of the certificate/card must be **valid (not expired)** as of the bid closing date of this Request for Proposal.

- A valid Gas Certificate GI license for the province of Ontario or approved Red Seal Interprovincial equivalent
- A valid First Aid training certificate.
- A valid Fall Protection Certificate
- A valid hoisting and rigging Certificate.
- A valid Confined Space Entry Certificate

4.1.1.4 Non-Working Service Manager

The Non-Working Service Manager is an administration function with knowledge and experience in Boiler and hot water heaters maintenance and will be the liaison between all service technicians performing the work and the Technical Authority. The Non-Working Service Manager must be in full charge of the operations of the contractor in the performance of the services and must be authorized to accept any notice, consent, order, direction, decision or other communication on behalf of the contractor that may be given under the contract.

The Bidder must provide the name of the Non-Working Service Manager.

	Full Legal First and Last Name
Non-Working Service Manager	

4.1.1.5 Mandatory Contractor's Experience and Past Performance

The bidder must provide evidence of its experience by referencing two (2) similar projects/contracts within the past five (5) years. It is mandatory that the Contractor has three (3) years' experience within the past five (5) years in the Boilers and Hot Water Heaters field of equipment maintenance services.

In order to demonstrate the contractor's experience, the Bidder must provide a minimum of two (2) client contact reference. The project reference must include contact name and information, start and end date of the services. The client contact reference must confirm that the Bidder has experience in the following: Maintenance services of Boilers and Hot Water Heaters equipment comparable in size, scope to the equipment listed in Annex A – Scope of Work EJ196-180904, Equipment Inventory.

- The bidder should provide the information using the form below.
- Past three (3) years is defined as from March 2015 up to and including the RFP closing date.

In cases where the performance period of the project or contract overlap with or duplicate in part the performance period of another project or contract, the overlapping or duplicate period will only be considered once when calculating the minimum requirement of three (3) years' experience.

Bids where **no** client contact references can be contacted and experience cannot be confirmed will be non-responsive.

In the case a client contact cannot be contacted with the contact information provided or in the event where the experience required cannot be confirmed by the client contacts named in the bid, the bid will be considered non-responsive and no further consideration will be given to the bid.

	PROJECT/CONTRACT REFERENCE # 1	PROJECT/CONTRACT REFERENCE # 2
Name of client organization or Company	Project/Contract Reference #1: _____	Project/Contract Reference #1: _____
Name and title of client contact who can confirm the information presented in the proposal	Name: _____ Title: _____	Name: _____ Title: _____
Telephone and email address of client contact	Phone Number: _____ E-mail: _____	Phone Number: _____ E-mail: _____
Performance period of the project or contract (indicate year, month, day)	From: _____ (yyyy/mm/dd) To: _____ (yyyy/mm/dd)	From: _____ (yyyy/mm/dd) To: _____ (yyyy/mm/dd)
Description of Project/Contract	_____ _____ _____ _____ _____	_____ _____ _____ _____ _____

4.1.1.6 Reference Check Procedures for Mandatory Contractor's Experience and Past Performance

Canada will contact each "main" reference by email and will allocate a minimum of 3 working days for the contact to provide a response. Within this period of 3 working days, a minimum of 1 phone (if a phone number is provided by the Bidder) or 1 email follow-up will be done before the end of the 3 working days period. In the case that no email address is provided by the Bidder, 2 phone call attempts will be made to contact the reference. The first phone call will provide a time line by which to call back the evaluator and provide the reference, and the 1 follow up phone call will be reminders of that same deadline.

An alternate reference will be contacted ONLY if there is evidence that the main reference is out of the office for an extended period of time or if no answer is received in the time period requested. , If the main

contact reference provides a response (regardless of whether the response confirms the bidder's experience or not), the alternate reference will not be contacted.

If the alternate reference does not provide a response during the time period provided to receive an answer, the reference will be considered non-responsive.

If there is a mistake or typo in the email address and/or phone number of any reference contact information, the Contracting Authority will not contact the Bidder to provide new contact information. It is the responsibility of the Bidder to insure the contact information for the main and the alternate references are accurate, and that they are made aware that Canada will be contacting them for reference checks.

Canada will perform reference checks in accordance with the above-noted procedures and will not contact or follow-up with the bidder for any reason at any point in the process.

4.2 Basis of selection

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

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame 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 website](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969#afed) (http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969#afed).

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

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Canadian Content Certification

This procurement is limited to Canadian services.

The Bidder certifies that:

() the service offered is a Canadian service as defined in paragraph 2 of clause A3050T.

5.2.3.1.1 SACC *Manual* clause A3050T (2014-11-27) Canadian Content Definition.

1. **Canadian good:** A good wholly manufactured or originating in Canada is considered a Canadian good. A product containing imported components may also be considered Canadian for the purpose of this policy when it has undergone sufficient change in Canada, in a manner that satisfies the definition specified under the *North American Free Trade Agreement* (NAFTA) Rules of Origin. For the purposes of this determination, the reference in the NAFTA Rules of Origin to "territory" is to be replaced with "Canada". (Consult Annex 3.6 (9) of the *Supply Manual*.)
2. **Canadian service:** A service provided by an individual based in Canada is considered a Canadian service. Where a requirement consists of only one service, which is being provided by more than one individual, the service will be considered Canadian if a minimum of 80 percent of the total bid price for the service is provided by individuals based in Canada.
3. **Variety of goods:** When requirements consist of more than one good, one of the two methods below is applied:
 - a. aggregate evaluation: no less than 80 percent of the total bid price must consist of Canadian goods; or,
 - b. item by item evaluation: in some cases, the bid evaluation may be conducted on an item-by-item basis and contracts may be awarded to more than one supplier. In these cases, suppliers will be asked to identify separately each item that meets the definition of Canadian goods.
4. **Variety of services:** For requirements consisting of more than one service, a minimum of 80 percent of the total bid price must be provided by individuals based in Canada.
5. **Mix of goods and services:** When requirements consist of a mix of goods and services, no less than 80 percent of the total bid price must consist of Canadian goods and services (as defined above). For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult Annex 3.6 (9), Example 2, of the *Supply Manual*.
6. **Other Canadian goods and services:** Textiles: Textiles are considered to be Canadian goods according to a modified rule of origin, copies of which are available from the Clothing and Textiles Division, Commercial and Consumer Products Directorate.

5.2.3.2 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

5.2.3.3 Education and Experience

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

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 Canadian Industrial Security Directorate (CISD), Industrial Security Program (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

6.2 Employee Information for Security

The Bidder **must** specify the following information regarding employees proposed in Part 3, Section I (Technical Bid) to provide services against any resulting contract:

	Full LEGAL NAME (First and Last)	DATE OF BIRTH Yyyy/mm/dd	CURRENT CLEARANCE HELD
qualified Gas G1 Technicians no. 1			
qualified Gas G1 Technicians no. 2			
qualified Gas G1 Technicians no. 3			
Non-Working Service Manager			

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 Scope of Work

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

The Contractor must provide preventive maintenance and inspection services which includes all necessary tools, services and labour, inspections, cleaning, lubrication, testing and calibration, consumable items on the boilers and hot water heaters in accordance with the attached, Annex A, Scope of Work. The Contractor must execute such work in a careful and workmanlike manner for Public Works and Government Services Canada (PWGSC) located at the Canadian Forces Station (CFS) Leitrim Base, 3545 Leitrim Road, Ottawa, ON.

7.1.1 Mandatory Response Time

Regular service calls must be performed during regular working hours, 8:00 a.m. to 16:00 hours, Monday through Friday, excluding legal holidays.

As per **Annex A**, Scope of Work, SW 4.4 Service Calls, it is a mandatory requirement of this contract that:

All emergency service calls are extra to the contract and must be answered by a qualified technician within thirty (30) minutes of receiving the call on a twenty-four (24) hour, seven (7) day basis. Qualified service personnel named in the contract must report on site ready to service the system within two (2) hours of receiving the request for service and such work must proceed continuously until the system is returned to safe operating condition.

7.1.2 Replacement of Specific Individuals

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

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

Names of qualified employees

The contractor must provide the names of the qualified Technicians who will be assigned to work on this Contract. The names provided below must be the same personnel listed in part 3 & part 6 of the proposal.

Qualified Gas G1 Technicians	Legal First and Last Name
Technicians no. 1	
Technicians no. 2	
Technicians no. 3	
Non-Working Service Manager	

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>) issued by Public Works and Government Services Canada.

7.2.1 General Conditions

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

7.3 Security Requirement

7.3.1 The following security requirement (SRCL and related clauses) applies and form part of the Contract.

1. The Contractor must, at all times during the performance of the Contract, 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 personnel requiring access to sensitive work site(s) must EACH hold a valid personnel security screening at the level of **SECRET**, granted or approved by CISD/PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex B;
 - (b) Industrial Security Manual (Latest Edition).

7.4 Term of Contract

7.4.1 Period of Contract

The period of the Contract is from _____ to _____ inclusive.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Gisèle Lessard
Public Works and Government Services Canada
Real Property Contracting Directorate
7A2, Phase III, Place du Portage
11 Laurier Street
Gatineau, Quebec K1A 0S5
Telephone: 873-469-4921
E-mail address: Gisele.lessard@pwgsc-tpsgc.gc.ca

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

7.5.2 Technical Authority

"TO BE PROVIDED AT CONTRACT AWARD"

The Technical Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: _____-_____-_____
Facsimile: _____-_____-_____
E-mail address: _____.

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

7.5.3 Contractor's Representative

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

Name: _____
Telephone: _____
Facsimile: _____
Cellular: _____
E-mail: _____

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Payment

7.7.1 Limitation of Expenditure

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

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

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

- a) Firm rates will be paid in accordance with Pricing Schedule 1 in four (4) equal quarterly payments.
- b) "As and When Requested" Work:

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

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

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

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

whichever comes first.

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

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

7.7.3 Pricing Schedule

(At contract award – insert appropriate Pricing Schedules table(s) here)

7.7.4 SACC Manual Clauses

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

7.7.5 Electronic Payment of Invoices – Contract

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

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

7.8 Invoicing Instructions - Maintenance Services

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions along with the quarterly maintenance report described in the Scope of Work of the Contract.

Invoices cannot be submitted until all work identified in the invoice has been completed and that all maintenance service call reports related to the Work identified in the invoice have been received by the Technical Authority.

2. The Contractor must distribute the invoices and reports as follows:

- (a) The original and two (2) copies of the invoices and quarterly maintenance reports must be forwarded to the following address for certification and payment:

Public Works and Government Services Canada
Maintenance and Operational Assurance Services
180 Kent Street, 18th Floor
Ottawa, Ontario, K1A 0S5
Attention:

7.9 Certifications and Additional Information

7.9.1 Compliance

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

7.9.2 SACC Manual Clauses

A3060C (2008-05-12) Canadian Content Certification, apply to and form part of the Contract.
<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/A/A3060C/1>

7.10 Applicable Laws

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

7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2016-04-04)
- (c) Annex A, Scope of Work EJ196-180904;
- (d) Annex B, Security Requirements Check List;
- (e) the Contractor's proposal dated _____ (insert date of bid)

7.12 Foreign Nationals (Canadian Contractor)

A2000C (2006-06-16) Foreign Nationals (Canadian Contractor) (if applicable), apply to and form part of the Contract.

7.13 Insurance

7.13.1 Insurance – Specific Requirements

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

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

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer

licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

7.13.2 Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - (a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - (b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - (c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - (d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - (e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - (f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - (g) Employees and, if applicable, Volunteers must be included as Additional Insured.
 - (h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - (i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - (j) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - (k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - (l) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
 - (m) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
 - (q) Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
 - (r) Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

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

For other provinces and territories, send to:

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

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

7.14 Cellular Phones and/or Pagers

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

7.15 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.

7.16 Pre-Commencement Meeting

A pre-commencement meeting is mandatory for the Contractor prior to commencing any work and minutes of the meeting will be taken. The time and place of this meeting will be determined by the Technical Authority.

The Contractor is to supply the Technical Authority with a copy of its safety policy as required by the applicable Provincial Occupational Safety and Health Regulations.

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

Solicitation No. - N° de l'invitation
EJ196-180904/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
fk286

Client Ref. No. - N° de réf. du client
20180904

File No. - N° du dossier
Fk286EJ196-180904

CCC No./N° CCC - FMS No./N° VME

ANNEX A

SCOPE OF WORK

EJ196-180904

Solicitation No. - N° de l'invitation
EJ196-180904/A

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ANNEX B

SECURITY REQUIREMENT CHECK LIST

(SRCL)

Solicitation No. - N° de l'invitation
EJ196-180904/A

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CCC No./N° CCC - FMS No./N° VME

ANNEX C

Cost Estimate Form For Extra Work

Solicitation No. - N° de l'invitation
EJ196-180904/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
fk286

Client Ref. No. - N° de réf. du client
20180904

File No. - N° du dossier
Fk286EJ196-180904

CCC No./N° CCC - FMS No./N° VME

ANNEX D

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)

SW 1. General

1. The Contractor must provide preventive maintenance and inspection services; including all necessary tools, services, cleaning material and labour for inspection services contained herein and Annex A – Scope of Work, EJ196-180904 on the Boilers and Hot Water Heaters for Public Works and Government Services Canada (PWGSC) located at the Canadian Force Station (CFS) Leitrim Base, 3545 Leitrim Road, Ottawa Ontario.
2. The Contractor must execute such work in a careful and workmanlike manner and in accordance with all related Codes, Standards and Regulations from all levels of Government (Provincial/Territorial, Municipal and Federal).

SW 2. Service Personnel and Qualifications

1. Service Personnel and Qualifications

- a) To carry out the work on this requirement, the **three (3) Service Personnel** employed by the Contractor must be in a possession of:
 - a. A valid Gas Certificate GI for the province of Ontario or approved Red Seal Inter Provincial equivalent;
 - b. A valid Fall Protection Certificate;
 - c. A valid Confined Space Entry certificate/wallet card;
 - d. A valid First Aid/CPR certificate/wallet card;
 - e. Hoisting and rigging Certificate;
 - f. Contractor to be registered with Technical Standards and Safety Authority (TSSA).
- b) Canada reserves the right to request proofs of registration, training, certification, experience and references at any time during the term of the contract.
- c) The Contractor must, before replacing any specific person named in the contract, provide notice in writing to the Technical Authority containing proof that the person has required certification.

SW 3. Scope of Work- Preventative Maintenance and Inspection

1. General

1. The Contractor must provide all required maintenance as per SW 4 Service and the manufacturer's recommendations, including but not limited to the items listed below, to maintain the equipment listed in SW 6 Equipment Inventory.
2. **Included in Contract: Preventative Maintenance and Inspection**
 - a. Scheduled Preventative maintenance and inspections as per SW 4 Service includes labour for all preventative maintenance, inspections, cleaning, lubrication, testing, and calibration.
 - b. All consumable items including cleaning materials, required to perform the preventative maintenance and testing of the equipment listed in SW 6 Equipment Inventory.
 - c. All materials used in the performance of the work, whether included in the Contract

repair or replacement parts (in the firm pricing maintenance or in the "as and when parts"), must be identical as the original supplier's specifications to ensure system integrity.

- d. For the period of this contract, the Contractor must have access, at all times, to sufficient direct replacement parts to ensure immediate repair of any component which would render the system out of service or inaccessible to operator interaction. Failure to comply with these requirements will be assessed by the Technical Authority and may result in reduction of contract payments relative to the duration and consequences of the "out of service" condition.

3. Maintenance Plan

1. Contractor must produce a detailed comprehensive maintenance service plan specific to the SW 6 Equipment Inventory which must outline all tasks, procedures, all preventative maintenance routines and frequencies to meet or exceed manufacturers' recommendations identifying the preventative maintenance that will be performed monthly, quarterly, semi-annually and annually.
2. This preventative maintenance plan must contain and reflect the manufacturer's recommended preventative maintenance and all requirements of this agreement. The proposed preventative maintenance plan and schedule must be reviewed by the Technical Authority and may require revision by the Contractor to meet Technical Authority's requirements. Any such changes must be considered as part of this Contract. This plan must fully list all operating inspections, preventative maintenance schedules and tests necessary to maximize equipment longevity and ensure the optimum level of performance over the full operating range of the equipment.
3. The comprehensive maintenance service plan must be submitted to the Technical Authority in the Microsoft Office Suite format (including sample inspections sheets for all routines), within thirty (30) calendar days after award of the Contract.
4. Unless otherwise directed, preventive maintenance must be performed during regular working hours, Monday through Friday, 08:00 to 16:00 hours excluding statutory holidays.

4. Performance

1. The Contractor must maintain the equipment at its original performance level to provide conditions within the range required by the equipment being served by this system or as otherwise specified by the Technical Authority.

5. Exclusions

1. The Contractor is not required as part of this contract to make renewals or repairs necessitated by reason of the negligent operation or misuse of the equipment by others of any other cause beyond his control except ordinary wear and tear of the equipment.
2. The Contractor must provide clear and concise rational of the events leading up to the failure.

6. Extra Work

1. The Contractor must immediately inform the Technical Authority by phone within one (1) hour and subsequently to follow up with a written report by E-mail within twenty-four (24) hours of any equipment failure requiring repair(s) and/or negligent operation or misuse of the equipment by others not included herein. The Contractor may be required to make the repair(s) or replace components necessitated by such occurrence at extra cost.
2. The Contractor must identify modifications or improvements to the equipment or system(s) that will enhance the equipment serviceability, life expectancy and/or efficiency.
3. The Contractor must calculate the cost of the repairs, modifications or improvements based on the "Pricing Schedule 2" (SW 4.4 Service Calls). The contractor may be called upon to effect this work.

7. Wiring Diagrams - Adjustments Procedures and Operational Description

1. The Contractor must prove to the satisfaction of the Technical Authority when requested, possession of complete schematic wiring diagrams, detailed adjustment procedures and detailed operational descriptions of all equipment listed in SW 6 Equipment Inventory.

8. Environment Protection

The Contractor must conform to all applicable environmental laws and regulations in effect.

1. The Contractor must ensure against oil spills or damage to surfaces and roofing system by providing protection such as plywood or plastic under the equipment during service operations. In the event of an accidental spill, the Contractor must notify the Technical Authority immediately so that remedial action can be taken.
2. The Contractor must not leave waste materials on site unless approved by the Technical Authority.
3. The Contractor must not dispose of waste or volatile materials, such as mineral spirits or paints and oil thinner into waterways, storm or sanitary sewers.
4. The Contractor must control the disposal of the runoff of water containing suspended materials or other harmful substances in accordance with local authority requirements.

9. Codes and Standards

The Contractor must execute such work in accordance with all related Codes, Standards and Regulations from all levels of Government (Provincial/Territorial, Municipal and Federal). The Contractor must keep all safety devices Pressure Relief Valves (PRV) up to Code and in good standing.

10. Safety Policy and Plan

1. The contractor must supply the Technical Authority with a copy of the company's Safety Policy as required by the applicable Provincial Occupational Safety and Health Regulations.
2. The contractor must also supply a Site Specific Safety Plan for the various sites where the equipment listed on SW 6 Equipment Inventory are located at the CFS, Leitrim Base.
3. The proposed Site Specific Safety Plan must be reviewed by the Technical Authority and may require revision by the Contractor to meet Technical Authority's requirements. The Site Specific Safety Plan must be submitted to the Technical Authority within thirty (30) calendar days after commencement of the Contract.

SW 4 Service

1. Service

1. All equipment must be inspected monthly during the operating season (from October to April) or more frequently if found necessary, to provide trouble free operation of the equipment.
2. An annual inspection and cleaning must be completed as per the SW 3.3 Maintenance Plan in the month of October during the period of the contract. Seasonal startup and shutdown of the equipment must be coordinated with the PWGSC Technical Authority.
3. The performance of the work required must provide for operation of the complete system(s) based on original design or subsequent approved design modifications, and must be as recommended by the manufacturer(s).
4. An annual thorough inspection of each Boiler's fireside must be performed and must be coordinated with the PWGSC Technical Authority. Reports will be made out on condition of the interior of the boilers and sent to the Technical Authority.
5. An annual thorough inspection of each Hot Water Heaters fireside must be performed and must be coordinated with the PWGSC Technical Authority. A written report must be made out on the condition of each burner assembly and submitted to the Technical Authority.
6. An annual thorough cleaning must be performed on the waterside of each boiler during the period of the contract.
7. An annual combustion test must be performed on each Boiler and Hot Water heater. Copies of the combustion test reports must be submitted to the Technical Authority upon completion.

2. Scheduling

1. Preventive maintenance must be performed during regular working hours, 08:00 to 16:00 hours Monday through Friday, excluding statutory holidays. Within thirty (30) days after contract award the Contractor must provide a detailed schedule of preventative maintenance to be applied for the term of this contract. This schedule must contain and reflect the manufacturer's recommended preventative maintenance and all requirements of this

agreement. The proposed schedule must be reviewed by the Technical Authority and may require revision by the Contractor to meet Technical Authority's requirements. Any such changes must be considered as part of this Contract.

3. Control Systems

1. Conduct periodic tests of the Control Systems where applicable, to ensure all circuits and settings are properly adjusted to suit requirements of the design capabilities of the system as originally furnished by the manufacturer.
2. The frequency of testing controls will be according to the manufacturer's specifications.

4. Service Calls

- .1 All emergency service calls are extra to the contract and must be answered by a qualified technician within thirty (30) minutes of receiving the call on a twenty-four (24) hour, seven (7) day basis. Qualified service personnel named in the contract must report on site ready to service the system within two (2) hours of receiving the request for service and such work must proceed continuously until the system is returned to safe operating condition.
- .2 All service calls will be at extra cost to Canada and must be calculated based on the As and When Requested Work Pricing Schedule 2 in the Contract. Billable hours begin when the responding qualified person(s) are on site. Upon completion of the required service work, billable time ends. Canada will accept a minimum charge of two (2) hours. Canada will not accept Truck/Travel or Fuel charges.

5. Non-Working Service Manager

1. The Non-Working Service Manager is an administration function with knowledge and experience in Boiler and hot water heaters maintenance and will be the liaison between all service technicians performing the work and the Technical Authority. The Non-Working Service Manager must be in full charge of the operations of the contractor in the performance of the services and must be authorized to accept any notice, consent, order, direction, decision or other communication on behalf of the contractor that may be given under the contract.
2. In the event of an emergency, the Non-Working Service Manager will be contacted and an action plan discussed and implemented to mitigate any potential impact on the client's operation.
3. The Non-Working Service Manager must be able to communicate in English or French.

6. Disputes

1. In the event of a dispute over equipment operation, repairs, billing, invoices or any other item, work must continue during the dispute to ensure the operation and or the reliability of the equipment to supply adequately the system requirements.

SW 5 Reporting

1. The Contractor must report to the Technical Authority verbally and by email, within twenty-four (24) hours, every visit required other than regular maintenance. The report must detail all work completed, work outstanding, and the reasons therefore and an estimated time frame for completion.
2. The Contractor must notify the Technical Authority in writing of any malfunction of equipment or systems related to but not part of the contract equipment which could adversely affect the reliability or cause damage to the system components under the maintenance contract.

3. Equipment report cards

3.1 A completed service report card outlining any and all service performed on the equipment must be enclosed in a clear vinyl envelope and affixed safely to each piece of equipment identified in SW 6 Equipment Inventory. These report cards are to remain with the equipment for the duration of the contract and are to be turned over to the Technical Authority upon contract completion or termination.

4. Service Reports

4.1 A signed, written service report must be completed at each regular maintenance visit, attesting that maintenance was performed as per the SW 3.3 Maintenance Plan and must be left on site in a suitable protective binder.

5. Combustion tests

- 5.1 Annual combustion test reports for all Boilers and Hot Water Heaters to be submitted as per SW 5.4 Service Reports.

6. Invoicing

- 6.1 Attestation of maintenance as per SW 3.3 Maintenance Plan, including any recommendations and/or comments must be submitted with the quarterly invoice to the attention of :

Technical Authority
Public Works and Government Services Canada
Maintenance & Operational Assurance
180 Kent Street, 18th Floor
Ottawa, ON
K1A 0S5

Invoices must include:

- i. PWGSC contract number (EJ196-180904)
- ii. The period covered by the invoice.
- iii. The building name & address

NOTE: All invoices will be returned unpaid if inspection/service reports have NOT been received for the invoiced period.

SW 6. Equipment Inventory

Various Building Canadian Forces Station, Leitrim Base, 3545 Leitrim Road, Ottawa, ON, K1A 0S5

Note: Chemical Treatment of the water is the responsibility of Public Works and Government Services Canada.

No. of unit	Location	Make	Model	Serial Number	Details
1	Building 250D Mechanical Room	Fulton	ICW-050-HW	Boiler # 68617	Natural gas hot water boiler tagged # 1, 1993. Includes all controls, water regulator, gas train auto vents and safeties.
1	Building 250D Mechanical room	Fulton	ICW-050-HW	Boiler # 68612	Natural gas hot water boiler tagged # 2, 1993. Includes all controls, water regulator, gas train auto vents and all safeties.
1	Building 250D Mechanical room	Fulton	G-30-E	Boiler # 68604	Natural gas steam boiler, 1993. Tagged # 3. Includes all controls, water feeder/regulators gas train and all safeties
1	Building 250D Mechanical room	Fulton	G-30-E	Boiler # 68580	Natural gas steam boiler, 1993. Tagged # 4. Includes all controls, water feeder/regulators gas train and all safeties
1	Building 273 Mechanical Room	Viessman	Type VSB-22	723833000508	Natural gas boiler; 1993. Output 884,500 BTUH. Includes all controls, safeties and auto vents
1	Building 273 Mechanical Room	A.O Smith	FPS40226	MA95-0404484-522	Natural gas domestic hot water heater; includes all controls and safeties
1	Building 279 Mechanical Room	Lockinvar (Knight)	120MBH/50	BLR-SML/001	Natural gas hot water boiler; includes all controls, safeties and auto vents
1	Building 279 Mechanical room	A.O. Smith	BTX 80 100	B07M002181	Natural gas domestic hot water heater; includes all controls and safeties
1	Building 138 Mechanical Room	Teledyne Laars	HH0850IN11K1CCXX	C97K07701	Natural gas hot water boiler; output 688,500 BTUH, includes all controls, safeties and auto vents
1	Building 268 Mechanical room	HB Smith	G210BS8INTD	H9200012	Natural gas hot water boiler; includes all controls, safeties and auto vents
1	Building 268 Mechanical room	AO Smith	BTRC500A	LA03-21710-49-110	Natural gas domestic water heater; includes all controls, and safeties
1	Building 268 Mechanical room	AO Smith	BTRC500A	LA03-21710-1-110	Natural gas domestic water heater; includes all controls, and safeties
1	Building 268 Mechanical room	Rheem Ruud	RF76-200C	1295GO3819	Natural gas domestic water heater; includes all controls, and safeties
1	Building 268 Mechanical room	Giant	UG73-200N	A8510214	Natural gas domestic water heater; includes all controls, and safeties
1	Building 271 Mechanical room	Biasi	M130.30CR	N122630506	Natural gas wall hung hot water boiler; tagged # 1 includes all controls, safeties and auto vents
1	Building 271 Mechanical Room	Biasi	M130.30CR	N122630505	Natural gas wall hung hot water boiler; tagged # 2 includes all controls, safeties and auto vents



Government
of Canada

Gouvernement
du Canada

Contract Number / Numéro du contrat

8M37-1588-2

Security Classification / Classification de sécurité

Unclass

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

PWGSC / DND

2. Branch or Directorate / Direction générale ou Direction

RPB / RP Ops

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

New maintenance contract for the Building Boilers for a 5 year contract.

5. a) Will the supplier require access to Controlled Goods?
Le fournisseur aura-t-il accès à des marchandises contrôlées?

☒ No ☐ 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?

☒ No ☐ Yes
Non Oui

6. Indicate the type of access required - Indiquer le type d'accès requis

6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets?
Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS?
(Specify the level of access using the chart in Question 7. c)
(Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)

☒ No ☐ Yes
Non Oui

6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas?
No access to PROTECTED and/or CLASSIFIED information or assets is permitted.
Le fournisseur et ses employés (p.ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes?
L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.

☐ No ☒ 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 commerciales sans entreposage de nuit?

☒ No ☐ 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 ☐

NATO / OTAN ☐

Foreign / Étranger ☐

7. b) Release restrictions / Restrictions relatives à la diffusion

No release restrictions
Aucune restriction relative
à la diffusion

☐

All NATO countries
Tous les pays de l'OTAN

☐

No release restrictions
Aucune restriction relative
à la diffusion

☐

Not releasable
À ne pas diffuser

☐

Restricted to: / Limité à:

☐

Specify country(ies): / Préciser le(s) pays:

Restricted to: / Limité à:

☐

Specify country(ies): / Préciser le(s) pays:

Restricted to: / Limité à:

☐

Specify country(ies): / Préciser le(s) pays:

7. c) Level of information / Niveau d'information

PROTECTED A
PROTÉGÉ A

☐

PROTECTED B
PROTÉGÉ B

☐

PROTECTED C
PROTÉGÉ C

☐

CONFIDENTIAL
CONFIDENTIEL

☐

SECRET
SECRET

☐

TOP SECRET
TRÈS SECRET

☐

TOP SECRET (SIGINT)
TRÈS SECRET (SIGINT)

☐

NATO UNCLASSIFIED
NATO NON CLASSIFIÉ

☐

NATO RESTRICTED
NATO DIFFUSION RESTREINTE

☐

NATO CONFIDENTIAL
NATO CONFIDENTIEL

☐

NATO SECRET
NATO SECRET

☐

COSMIC TOP SECRET
COSMIC TRÈS SECRET

☐

PROTECTED A
PROTÉGÉ A

☐

PROTECTED B
PROTÉGÉ B

☐

PROTECTED C
PROTÉGÉ C

☐

CONFIDENTIAL
CONFIDENTIEL

☐

SECRET
SECRET

☐

TOP SECRET
TRÈS SECRET

☐

TOP SECRET (SIGINT)
TRÈS SECRET (SIGINT)

☐

Security Classification / Classification de sécurité

Unclass



PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité : ☐ 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
Short Title(s) of material / Titre(s) abrégé(s) du matériel : ☐ Non ☐ Oui

Document Number / Numéro du document :

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

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

☐ RELIABILITY STATUS
COTE DE FIABILITÉ

☐ CONFIDENTIAL
CONFIDENTIEL

☒ SECRET
SECRET

☐ TOP SECRET
TRÈS SECRET

☐ TOP SECRET - SIGINT
TRÈS SECRET - SIGINT

☐ NATO CONFIDENTIAL
NATO CONFIDENTIEL

☐ NATO SECRET
NATO SECRET

☐ COSMIC TOP SECRET
COSMIC TRÈS SECRET

☐ SITE ACCESS
ACCÈS AUX EMPLACEMENTS

Special comments:
Commentaires spéciaux : Requires escort for work in high security zones as required

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
If Yes, will unscreened personnel be escorted:
Dans l'affirmative, le personnel en question sera-t-il escorté? ☐ No ☐ Yes
☐ Non ☐ Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
☐ Non ☐ Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? ☒ No ☐ Yes
☐ Non ☐ Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? ☒ No ☐ Yes
☐ Non ☐ Oui

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
☐ Non ☐ Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☒ No ☐ Yes
☐ Non ☐ Oui



PART C (continued) / PARTIE C (suite)

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	Confidential Confidentiel	Secret	Top Secret Très Secret	NATO Restricted NATO Diffusion Restreinte	NATO Confidential	NATO Secret	COSMIC Top Secret COSMIC Très Secret	Protected Protégé			Confidential Confidentiel	Secret	Top Secret Très Secret
											A	B	C			
Information / Assets Renseignements / Biens																
Production																
IT Media Support TI																
IT Link Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non ☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée.

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

☒ No
Non ☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

ANNEX C

COST ESTIMATE FORM FOR EXTRA WORK

Contractor: _____

Date: _____

Estimate #: _____

Description of Work:

(Please attach a separate sheet if required)

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

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

Name: _____

(Please print)

Signature: _____