



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

REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION

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

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

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

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

Comments - Commentaires

Title - Sujet Crane Hoist Maintenance	
Solicitation No. - N° de l'invitation W6837-174701/B	Date 2018-06-07
Client Reference No. - N° de référence du client W6837-174701	
GETS Reference No. - N° de référence de SEAG PW-\$KIN-610-7517	
File No. - N° de dossier KIN-7-48110 (610)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-07-18	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: Correia-Reid, Vincent	Buyer Id - Id de l'acheteur kin610
Telephone No. - N° de téléphone (613) 545-8738 ()	FAX No. - N° de FAX (613) 545-8067
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE . OTTAWA Ontario K1A0K2 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

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

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

This request for proposal (RFP) cancels and supersedes previous RFP number W6837-174701/A dated December 5, 2017 with a closing of March 12, 2018 at 2:00 PM.

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W6837-174701/B
Client Ref. No. - N° de réf. du client
W6837-174701

Amd. No. - N° de la modif.
File No. - N° du dossier
KIN-7-48110

Buyer ID - Id de l'acheteur
kin610
CCC No./N° CCC - FMS No./N° VME

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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

1. Before award of a contract, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

1.2 Statement of Work

The work under this Contract covers the furnishing of all labour, materials, parts, and equipment required to carry out Inspection and Maintenance of Vehicle Hoists and Ramps located at Canadian Forces Base Kingston.

1.3 Debriefings

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

1.4 Trade Agreements

The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA).

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

2.2 Submission of Bids

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

2.3 Former Public Servant

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

Definitions

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

an individual;

an individual who has incorporated;

a partnership made of former public servants; or

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

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

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

Former Public Servant in Receipt of a Pension

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

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

name of former public servant;

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

name of former public servant;

conditions of the lump sum payment incentive;

date of termination of employment;

amount of lump sum payment;

rate of pay on which lump sum payment is based;

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

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

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

2.4 Enquiries - Bid Solicitation

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

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

2.5 Applicable Laws

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

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

Section I: Financial Bid (1 hard copy)

Section II: Certifications (1 hard copy)

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

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

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

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

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

Section I: Financial Bid

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

3.1.1 Electronic Payment of Invoices – Bid

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

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

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

3.1.2 Exchange Rate Fluctuation

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

Section II: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Financial Evaluation

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

Any bid which fails to meet the following mandatory requirements will be deemed nonresponsive and will receive no further consideration.

The bidder must complete and submit its financial offer in accordance with Annex "B" - Basis of Payment. All prices are in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

Pricing must be provided for all line items as listed.

The price used in the evaluation will be the Evaluated Price which is calculated as follows:

The sum of the costs per inspection per hoist identified under Pricing Basis "A" and the sum of the costs per annual inspection under Pricing Basis "C" of Annex "B" for each year, multiplied by their applicable Yearly Usages, plus the sum of the service call rates and hourly rates identified under Pricing Bases "B" and "D" of Annex "B" for each year, multiplied by their applicable Yearly Usages, plus the markup identified under Pricing Basis "E" applied to the Estimated Expenditure of \$5,000.00 multiplied by 3 years.

4.2 Basis of Selection

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

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to

provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the bid non-responsive.

5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

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

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

6.2 Statement of Work

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

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

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

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

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from the date of Contract to July 31, 2020, inclusive.

6.4.2 Option to Extend the Contract

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

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

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

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

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform

work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

6.5.2 Project Authority

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

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

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

Name: _____
Telephone: _____
Email Address: _____

6.6 Proactive Disclosure of Contracts with Former Public Servants

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

6.7 Payment

6.7.1 Basis of Payment – Firm Price

For the Work described in the Pricing Bases “A” and “C” of the Annex “B” Basis of Payment:

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid a firm price for a cost of \$_____ (insert the amount at contract award). Customs duties are included and Applicable Taxes are extra.

For the firm price portion of the Work only, 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.

6.7.1.1 Basis of Payment – Firm Unit Prices – Task Authorizations

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

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

6.7.2 Limitation of Expenditure

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

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

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

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

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

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

6.7.4 Task Authorization - Department of National Defence

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

6.7.5 Task Authorization Process

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

Task Authorization Process:

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

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

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

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

6.7.6 Task Authorization Limit

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

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

6.7.7 Multiple Payments

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

6.7.8 SACC Manual Clauses

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

6.7.9 Electronic Payment of Invoices – Contract

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

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

6.8 Invoicing Instructions

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

Invoices must be distributed as follows:

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

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

6.9 Certifications and Additional Information

6.9.1 Compliance

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

6.10 Applicable Laws

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

6.11 Priority of Documents

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

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

6.12 Insurance

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

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

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

ANNEX "A"

STATEMENT OF WORK

Section 1

Inspection and Maintenance

Vehicle Hoists and Ramps Various Areas

P.F. No. 6030

PART 1 – GENERAL

1.1 Description of Work

.1 Work under this Contract covers the furnishing of all labour, materials, parts, and equipment required to carry out Inspection and Maintenance of Vehicle Hoists and Ramps located at **Canadian Forces Base Kingston**.

.2 The Project Authority will arrange any project meetings and assume the responsibility for setting times and recording and distributing the minutes.

.3 All materials and quantities will be subject to verification at the job site by the Project Authority.

.4 Systems include:

A: Hydraulic Vehicle Hoists, McNaughton Barracks:

Location: 2 Lance Street (ME30).

1. Mohawk, Model TP26, Serial #9704605, Capacity 26,000 lbs.
2. Mohawk, Model TP26, Serial #9704607, Capacity 26,000 lbs
3. Mohawk, Model TP26, Serial #9704606, Capacity 26,000 lbs
4. Mohawk, Model TP15, Serial #96020303, Capacity 15,000 lbs
5. Rotary, Model SM271, Serial #SKA93H0004, Capacity 27,000 lbs
6. Giro, Model HT4-5000, Serial #4-5-007001, Capacity 50,000 lbs
7. PKS, Model PKS-30-4-25, Serial #25140, Capacity 30,000 lbs.
8. PKS, Model PKS-30-4-25, Serial #25137, Capacity 30,000 lbs.
9. PKS, Model PKS-30-4-25, Serial #25134, Capacity 30,000 lbs.

Location: 11 Moro Street (E32 McN).

1. Rotary, Model TL07N560, Serial # BUBO5A0008, Capacity 7,000 lbs.

Location: 4 Remorquage Dr (HR4)

1. Rotary, Model SP09N400, Serial #ASS03H030, Capacity 9,000 lbs
2. Rotary, Model SP09N400, Serial #ASS03H029, Capacity 9,000 lbs

B: Hydraulic Vehicle Hoists, Vimy Barracks

Location: 23 Princess Mary Avenue (vb24)

1. Bear, Model 28076, Serial #843, Capacity 8,000 lbs.
2. Mohawk, Model TP26, Serial #96071139, Capacity 26,000 lbs.
3. Mohawk, Model TP26, Serial #95081210, Capacity 26,000 lbs.
4. HydraLift, Model 88CB/98CB, Serial #O3945571, Capacity 12,000 lbs.
5. Hydralift, Model 27/28/29/30, Serial # ?, Capacity 8,000 lbs.
6. PKS, Model PKMC-18, Serial #20802, Capacity 72,000 lbs.
7. Budget, Model TP310SX, Serial #0209315X0122, Capacity 10,000 lbs
8. Budget, Model TP310SX, Serial #0209315X0127, Capacity 10,000 lbs
9. Rotary, Model SM014N001, Serial #KG108E007, Capacity 14,000 lbs
10. PKS, Model M18PLC4, Serial #22289, capacity 72,000lbs

Location: 5 Byng Avenue (VB15B).

1. Wheeltronic, Model 12006, Serial #120786, Capacity 12,000 lbs

C: Spring Loaded Ramps, McNaughton Barracks

Location: 6 Moro Street (MH36) 1 2 each 1974.

D: Dock Leveller, McNaughton Barracks

Location: 5 Somme Avenue (MC36)

1. Blue Giant, Mod 781208/3FH-AP, Serial #9340714, Capacity 27,500 lbs.

Location: H67 McNaughton (The Museum)

1. Blue Giant, Model ED5/72X96, Serial #9450432, Capacity 5,000 lbs.

Location: E30 McNaughton (Dock Leveller)

1. Qty 2 - Serco, Model VSLW, Serial #103423 and 116236, Capacity 35,000 lbs.

E: Dock Leveller, Vimy Barracks

Location: 6 Princess Mary Avenue (VA32)

1. Blue Giant, Model ED6/72X144, Serial #9650040, Capacity 6,000 lbs

Location: 1 Princess Royal Avenue (VC1)

1. Blue Giant, Mod ED3/72X96, Serial #9450232, Capacity 3,000 lbs, 208/3/60.

Location: 23 Signal Ave (VB19A)

1. Blue Giant, Model FD5/96X96, Serial #00550647, Capacity 5,000 lbs.

Location: 11 Satellite Ave (VC31)

1. Blue Giant, Model ED5/96X96, Serial #05-50434, Capacity 5,000 lbs

Location: 4 Princess Mary Ave (VA31)

1. Blue Giant, Model HA7012-30, Serial #03-44917, Capacity 30,000 lbs.

Location: 9 Parade Rd (VB31)

1. Blue Giant, Model ED4/96X96, Serial #05-50109, Capacity 4,000 lbs.
2. Blue Giant, Model AH208/3FH-AR, Serial #303178-01, Cap 30,000 lbs
3. Blue Giant, Model AH208/3FH-AR, Serial #303181-01, Cap 30,000 lbs
4. Blue Giant, Model AH208/3FH-AR, Serial #303178-02, Cap 30,000 lbs Location: 22 Amiens Ave.

RMC (R32)

1. Blue Giant, Model V606FH, Serial#9741350, Capacity 15,000 lbs

.3 The description of the systems and information provided is based on the latest information available. It is the Contractor's responsibility to ensure that the Project Authority is notified of any discrepancies and/or new systems encountered.

1.2 Codes

PART 2 – PRODUCTS

.1 Perform work in accordance with the latest editions of the National Building Code of Canada (NBC) and any other code of provincial or local application provided that in any case of conflict or discrepancy, the more stringent requirements must apply.

2.1 Materials and Parts

.1 Materials and parts used must be those specified by the manufacturer of the equipment or an approved alternate.

.2 If, in an emergency, the Contractor installs parts other than those specified, the Contractor must replace them with specified parts before claiming payment but no claim for other than specified parts must be made.

.3 All replaced parts or materials not under warranty, whether serviceable or unserviceable, must be returned to the Project Authority on completion of work. The Project Authority **shall acknowledge receipt** of the Contractor's copy of the Work Order.

.4 The use of any DND owned tools, equipment, materials or buildings must be authorized by the Project Authority in writing.

.5 The Contractor must not remove any DND material or equipment from the job site without permission from the Project Authority.

.6 Parts as per approval by Project Authority.

PART 3 - EXECUTION

3.1 Service Calls

Regular services are required within forty-eight (48) hours of receipt of a call. Regular service is required five (5) days per week, Monday to Friday, excluding statutory holidays, during the hours of 7:30 am to 4:00 pm.

3.2 Inspections

.1 Inspections:

.1 Must be carried out in May and October of each year on a date pre-arranged with the Project Authority.

.2 Must consist of examination, tightening and adjusting as necessary, of all pipe joints, valves, connections, seals, gaskets, bolts, members and all parts forming each installation.

.3 Supply proper lubricants and systematically lubricate operating parts, both pneumatic and mechanical.

.4 Supply and replenish hydraulic fluid up to a maximum of twenty-three (23) litres per unit per year.

3.3 Reports

.1 On completion of the inspection, the Contractor must present a written report, to the Project Authority including:

.1 Recommendations on major repairs and replacements necessary for efficient operation of the equipment.

.2 A list detailing repairs or replacements to allied equipment necessary for continued efficient operation of the equipment.

.3 Estimated cost for any such repairs.

.2 Reports must be as per attached or report forms as approved by the Project Authority.

3.4 Schedule

.1 The Contractor must report to the Contracts Inspection Section, 6 Moro Street (H36) McNaughton Barracks, CFB Kingston, prior to carrying out the inspections and must indicate the sequence and time of carrying out these inspections.

.2 Work must be scheduled and carried out to provide the minimum disruption of the normal use of the building and its surroundings consistent with the required progress of the work.

.3 When the schedule has been approved by the Project Authority, take the necessary measures to complete the work within the scheduled time. Do not change the schedule without Project Authority approval.

3.5 Repairs

.1 Prior to commencing any repairs, all repairs must be authorized by the Project Authority using a Task Authorization form.

.2 Repairs and maintenance must be carried out as per equipment manufacturer's latest written installation and maintenance instructions.

3.6 Labour Requirements

.1 Work must be neat, accurately fitted and finished in accordance with best trade practices. Install all materials in strict accordance with manufacturer's recommendations using qualified and skilled tradespeople certified for the particular trade in the Province of Ontario.

3.7 Additional Drawings

.1 The Project Authority may furnish additional drawings to assist in the proper execution of work. These will be issued for clarification purposes only. Such drawings must have the same meaning and intent as if they were included with original drawings.

3.8 Temporary Facilities

.1 The Contractor must furnish and maintain all equipment such as ladders, scaffold, etc., as may be required for the proper execution of the work.

.2 Use of Department of National Defence (DND) Property
Contractor, sub-contractor(s) and all personnel performing work of this Contract must not use any tools, equipment, materials, buildings, structures or any other property owned, rented or leased by DND unless authorized in writing by the Project Authority.

.3. For the purposes of this Contract, temporary electrical power and water may be provided, free of charge, subject to DND requirements and approval of the Project Authority.

3.9 Use of Facilities

.4. Remove temporary facilities from site when directed by the Project Authority.

.1 The Contractor must take all necessary precautions to protect and prevent damage to any structures and all surrounding property and installations. Damage caused by the Contractor must be made good without undue delay, to the satisfaction of the Project Authority.

.2 Confine apparatus and operation of workers to limits as directed by the Project Authority.

3.10 Building Smoking Environment

3.11 Construction Safety Measures

.1 Comply with NO-SMOKING policy in all DND buildings.

.1 Observe construction safety measures of National Building Code Part 8, Canada Labour Code, Ontario Health and Safety Act and Regulations, Workplace Safety and Insurance Board (WSIB) and municipal authority provided that in any case of conflict or discrepancy more stringent requirements must apply.

.2 The Contractor must provide any required equipment, materials or safety devices in order to follow specific safe work practices.

.1 Contractor to ensure equipment and safety devices are properly maintained and used according to manufacturers' or designers' instructions.

.3 Contractor is responsible for ensuring all Contractors personnel have the necessary Canadian Standards Association (CSA) approved protective devices required to perform all work safely and that employees are trained on the Personal Protective Equipment (PPE).

.4 Contractor and Contractor's On-site Supervisor must be able to recognize hazards on site and implement appropriate measures to eliminate or control those hazards.

.5 Contractor and all Contractors personnel are required to wear CSA approved protective headgear and safety footwear.

.1 All personnel are required to maintain PPE in good condition and free from defects

.6 Where particular materials, equipment, protective devices, or safe work practices are required, Contractors must ensure that affected workers comply with the requirements and use materials and equipment properly.

3.12 Fire Safety Requirements

Fire Department Briefing: Requirements:

1. Project Authority will coordinate arrangements for the Contractor to be briefed on Fire Safety at their pre-work conference by the Base Fire Chief (BFC) or BFC designated personnel before any work is commenced.

2. Reporting Fires:

2.1 Know the location of nearest fire alarm pull station and telephone, in an emergency phone number (911).

2.2 Report immediately all fire incidents as follows:

2.2.1 activate nearest fire alarm pull station; or

2.2.2 telephone - 911.

2.3. Person activating fire alarm pull station or reporting a fire telephone must remain near the main entrance to the building to direct Fire Department to scene of fire.

2.4. When reporting a fire by telephone, give location of fire, name or number of building and/or street address and be prepared to verify location.

2.5. Report all fire incidents to the Base Fire Chief (Ext 5400).

3. Hazardous Substances and/or Tasks

3.1 Work entailing the use of any toxic or hazardous materials, chemicals and/or explosives, or otherwise creates a hazard to life, safety or health, will be in accordance with the National Fire Code of Canada.

3.2 Obtain from the Base Fire Chief (BFC) or BFC designated personnel a "Permit" for work involving construction heaters, welding, cutting and soldering, the use of acetylene, oxy-acetylene, gas operated equipment (i.e. saws, etc), propane and blow torches, in buildings or facilities.

4. Fire Extinguishers:

4.1 Supply serviceable fire extinguishers, as scaled by the Base Fire Chief (BFC) or BFC designated personnel, necessary to protect, the work in progress and the Contractors physical plant on site.

5. Questions and/or Clarification:

5.1 Direct any questions or clarification on Fire Safety in addition to the above requirements to the Base Fire Chief (BFC) or BFC designated personnel.

3.13 Environmental Protection

.1 Contractors must comply with all Federal, Provincial or Municipal regulatory requirements, guidelines for environmental protection and natural resource conservation.

.2 Work site is subject to inspection by the Base Environmental Officer (B Env O) or designated personnel without prior notice. Failure to comply with environmental requirements may result in a STOP WORK order or liquidated damages commensurate with repair of the damage. Contractor must be unable to request extra funding to meet environmental requirements.

.3 Contractor is responsible to be aware of environmental requirements and the necessary best management practices and pollution control measures necessary to meet them. Contact the B Env O, 541-5010 Ext 4373, if there are any questions.

3.14 WHMIS

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

.2 Deliver copies of WHMIS data sheets to Project Authority on delivery of materials.

3.15 Cleaning and Completion

.1 Conduct cleaning and disposal operations in accordance with all Federal, Provincial or Municipal regulatory requirements and guidelines for environmental protection.

.2 The Contractor must keep the site of the work tidy at all times, debris must not be allowed to accumulate.

.3 Remove excess materials, debris and spoils, plant and equipment and leave all areas of work clean to the satisfaction of the Project Authority.

SAMPLE INSPECTION REPORT

ADDRESS: _____

HOIST/RAMP/LEVELLER MODEL NO: _____

HOIST/RAMP/LEVELLER SERIAL NO: _____

CAPACITY: _____

INSPECTED BY: _____ DATE: _____

COMPONENTS	CHECKED	COMPONENTS	CHECKED
LIFTING CABLES		LEFT ARMS	
PULLEY ASSEMBLY		LIFT PADS	
HYDRAULIC CYLINDERS		DRIVE THROUGH RAMPS	
HYDRAULIC LINES		FRONT TRAVERSE BEAM	
OIL LEVEL		REAR TRAVERSE BEAM	
OIL DRAIN ASSEMBLY		POWER PACK	
SAFETY RELEASE SYSTEM		CAPACITY LABELS	
AUTOMATIC LOCKING SYSTEM		DOCK LEVELLER RAMP	
POST 1 & 2		DOCK LEVELLER LIP	
POST 3 & 4		SWITCHES	
SCISSORS		BOLTS	
BASE PLATES		BUMPERS	
RIGHT RAMP		WELDS	
LEFT RAMP		SPRINGS	
RIGHT ARMS		GREASE FITTINGS	

REMARKS AND/OR RECOMMENDATIONS:

Section 2

Inspection and Maintenance

Overhead Cranes and Hoists Various Areas CFB Kingston

P.F. No. 6034

PART 1 - GENERAL

1.1 Description of Work

.1 Work requirements are to provide all labour, materials and equipment required to carry out Inspection and Maintenance of Overhead Cranes and Hoists, CFB Kingston.

.2 The Project Authority will arrange any project meetings and assume the responsibility for setting times and recording and distributing the minutes.

.3 All materials and quantities will be subject to verification at the job site by the Project Authority.

1.2 Cranes and Hoists

LOCATION	TYPE
1.1 McNAUGHTON BARRACKS	
2 Lance Street (E30)	Demag 5 Ton (Overhead)
9 Moro Street (E34)	CM 1 Ton (Model 2), Serial # LC044JB, Electric.
11 Moro Street (E32)	Coffing, Model JLC
1.2 ROYAL MILITARY COLLEGE	
10 Verite Avenue (3)	CM, Model 622, Serial # 8C054KE, 2,000 lbs, Motivation, 4,000 lbs. Vulcan, 1,000 lbs.
13 - 15 General Crerar Crescent (69 M3 & M4) Room 1305	Richard Wilcox, 10 Ton (Overhead). CM, Model 622, Serial #PEB, 2,000 lbs Vulcan, Model Nova-E, 6,000 lbs Vulcan, Model Nova-E, 4,000 lbs
13 - 15 General Crerar Crescent (69 M3 & M4) Room 1500	Richard Wilcox, Model C-30-L, Serial#12-K0064, 6,000lbs CM, Model 622, Serial #L8, 2,000lbs Vulcan, Model Nova-E, 1,500 lbs Vulcan, Model Nova-E, serial #AY11, 6000lbs
13 - 15 General Crerar Crescent (69 M3 & M4) Room 2421	Kone, Model XN05025010P, Serial #09450208661, 500lbs
13 - 15 General Crerar Crescent (69 M3 & M4) Room 1108	Jet 1 Ton, Ser #6009
20 General Crerar Crescent (Boathouse)	Qty 4, Vulcan, 4,000 lbs
1.3 VIMY BARRACKS	
23 Princess Mary Ave (VB24)	Richard Wilcox, serial #4067, 4,000 lbs.
MD 38 - 20 Festubert Street	Gantry on wheels, Model EF2-010L, serial #011425, capacity 1 ton with 1 ton electric chain falls.
MA21 - 20 Craftsman Blvd	Kito chain hoist on monorail, model ERO025, serial #12126,

	2ton. Monorail with 2X 5 ton trolleys, Model; I5SBT, serials #A26787 & A26780. Gantry no lifting device.
R69 (Room1107)	Yale chainfall, EATON, 1 ton Hoist

1.3 The description of the systems and information provided is based on the latest information available. It is the Contractors responsibility to ensure that the Project Authority is notified of any discrepancies and/or new systems encountered.

1.3 Codes

.1 Perform work in accordance with the latest editions of the National Building Code of Canada (NBC), Canadian Electrical Code and any other code of provincial or local application provided that in any case of conflict or discrepancy, the more stringent requirements must apply.

.2 Perform work in accordance CSA B167; General Purpose Electric Overhead Travelling Cranes and CSA C22.2 No. 33; Construction and Test of Electric Cranes and Hoist.

1.4 Trade Certification

All work must be performed by tradespeople holding a certificate of qualification (Compulsory/Voluntary) or a registered apprentice for the applicable trade in the Province of Ontario.

Contractors must submit copies of these qualifications to the Project authority prior to start of Contract or upon request at any time.

PART 2 - PRODUCTS

2.1 Materials and Parts

.1 Materials and parts used must be those specified by the manufacturer of the equipment or an approved alternate.

.2 If, in an emergency, the Contractor installs parts other than those specified, the Contractor must replace them with specified parts before claiming payment.

.3 All replaced parts or materials not under warranty, whether serviceable or unserviceable, must be returned to the Project Authority on completion of work. The Project Authority must acknowledge receipt on the Contractor's copy of the DND 626.

.4 The Contractor must not remove any DND material or equipment from the job site without permission from the Project Authority.

.5 Defective products, whenever identified, will be rejected, regardless of previous inspections. Inspection does not relieve responsibility. Remove and replace products at own expense.

2.2

Manufacturer's Instructions

.1 Unless otherwise specified, comply with manufacturer's latest printed instructions for materials and installation methods.

.2 Notify the Project Authority in writing of any conflict between these specifications and manufacturer's instructions. The Project Authority will designate which document is to be followed.

PART 3 - EXECUTION

3.1 Service Calls

Regular services are required within forty-eight (48) hours of receipt of a call. Regular service is required five (5) days per week, Monday to Friday, excluding statutory holidays, during the hours of 7:30 am to 4:00 pm.

3.2 Inspection

3.2.1 Inspect:

Must be carried out once per year as per Project Authority's instructions.

All functional operating mechanisms for adjustment interfering with proper operation. This includes items such as limit and control switches, brakes and motors. Adjust as required.

Air or hydraulic systems for leakage or deterioration.

All components of functional operating mechanisms including items such as drive components and brake linings.

All sheaves and drums for wear, cracks or other damage or corrosion.

All motor resistors, control panel components and other electrical connections for tightness and broken wires.

All structural members for deformation, cracks, corrosion or other damage.

All structural connections for loose bolts or rivets or other signs of wear. Inspect fitted bolts by removing and checking for signs of wear.

All drive mechanisms and parts such as pins, bearings, shafts, gears, rollers, locking and clamping devices for wear, cracking or distortion.

General condition of all contacts on all contactors, relays, disconnects, circuit breakers, limit switches, master switches and pushbutton stations.

General condition of crane for rust, corrosion, paint, accumulation of dirt and debris.

3.2.2 Visually inspect:

Hooks for throat opening, twisting, cracks or saddle wear.

Hoist ropes for excessive wear, broken wires, abrasions, kinks, twisting or evidence of not spooling properly on the drum and proper lubrications.

3.2.3 Check:

Fluid level of hydraulic master cylinder.

Operating mechanisms for wear, distortion or fractures.

Conductor and collector shoe alignment and wear on collector shoes, if so equipped.

Motor brushes to be certain they have enough stock for wear and move freely in brush holders.

Crane with a meter for high resistance ground faults.

All motor and speed reducer "Hold-Down" bolts for tightness.

Record voltage and amperage reading at main hoist panel while lifting maximum load. This should be done with crane at the greatest distance from the runway conductor feed point.

Upon completion of inspections, the Contractor must complete Inspection and Maintenance reports (Annex A) for each crane in duplicate. One copy of each report must be presented to the Project Authority and the other copy entered in the log book for each particular hoist. Log Book is held in the Library, 6 Moro Street (H36), McNaughton Barracks, CFB Kingston.

Work must be neat, accurately fitted and finished in accordance

3.3 Workmanship with best trade practices. Install all materials in strict accordance with manufacturer's recommendations.

3.4 Additional Drawings

The Project Authority may furnish additional drawings to assist in the proper execution of work. These will be issued for clarification purposes only. Such drawings must have the same meaning and intent as if they were included with original drawings.

3.5 Temporary Facilities

.1 The Contractor must furnish and maintain all equipment such as ladders, scaffold, etc., as may be required for the proper execution of the work.

.2 Use of Department of National Defence (DND) Property

.1 Contractor, sub-contractor(s) and all personnel performing work of this Contract must not use any tools, equipment, materials, buildings, structures or any other property owned, rented or leased by DND unless authorized in writing by the Project Authority.

.3 For the purposes of this Contract temporary electrical power and water may be provided, free of charge, subject to DND requirements and approval of the Project Authority.

.4 Remove temporary facilities from site when directed by the Project Authority.

3.6 Use of Facilities

3.7 Building Smoking Environment

3.8 Construction Safety Measures

.1 The Contractor must take all necessary precautions to protect and prevent damage to any structures and all surrounding property and installations. Damage caused by the Contractor must be made good without undue delay, to the satisfaction of the Project Authority.

.2 Confine apparatus and operation of workers to limits as directed by the Project Authority. Comply with NO-SMOKING policy in all DND Buildings.

.1 Observe construction safety measures of National Building Code Part 8, Canada Labour Code, Ontario Health and Safety Act & Regulations, Workplace Safety and Insurance Board (WSIB) and municipal authority provided that in any case of conflict or discrepancy more stringent requirements must apply.

.2 The Contractor must provide any required equipment, materials or safety devices in order to follow specific safe work practices.

.1 Contractor to ensure equipment and safety devices are properly maintained and used according to manufacturers' or designers' instructions.

.3 Contractor is responsible for ensuring all Contractors personnel have the necessary Canadian Standards Association (CSA) approved protective devices required to perform all work safely and that employees are trained on the Personal Protective Equipment (PPE).

.4 Contractor and Contractors On-site Supervisor must be able to recognize hazards on site and implement appropriate measure to eliminate or control those hazards.

.5 Contractor and all Contractors personnel are required to wear CSA approved protective head gear and safety footwear.

.1 All personnel are required to maintain PPE in good condition and free from defects.

.6 Where particular materials, equipment, protective devices, or safe work practices are required, Contractors must ensure that affected workers comply with the requirements and use materials and equipment properly.

3.9 Fire Safety Requirements

Fire Department Briefing: Requirements:

1. Project Authority will coordinate arrangements for the Contractor to be briefed on Fire Safety at their pre-work conference by the Base Fire Chief (BFC) or BFC designated personnel before any work is commenced.

2. Reporting Fires:

2.1 Know the location of nearest fire alarm pull station telephone, in an emergency phone number (911).

2.2 Report immediately all fire incidents as follows:

2.2.1 activate nearest fire alarm pull station; or

2.2.2 telephone - 911.

2.3. Person activating fire alarm pull station or reporting a fire telephone must remain near the main entrance to the building to direct Fire Department to scene of fire.

2.4. When reporting a fire by telephone, give location of fire, name or number of building and/or street address and be prepared to verify location.

2.5. Report all fire incidents to the Base Fire Chief (Ext 5400).

3. Hazardous Substances and/or Tasks

3.1 Work entailing the use of any toxic or hazardous materials, chemicals and/or explosives, or otherwise creates a hazard to life, safety or health, will be in accordance with the National Fire Code of Canada.

3.2 Obtain from the Base Fire Chief (BFC) or BFC designated personnel a "Permit" for work involving construction heaters, welding, cutting and soldering, the use of acetylene, oxy-acetylene, gas operated equipment (i.e. saws, etc), propane and blow torches, in buildings or facilities.

4. Fire Extinguishers:

4.1 Supply serviceable fire extinguishers, as scaled by the Base Fire Chief (BFC) or BFC designated personnel, necessary to protect, the work in progress and the Contractors physical plant on site.

5. Questions and/or Clarification:

5.1 Direct any questions or clarification on Fire Safety in addition to the above requirements to the Base Fire Chief (BFC) or BFC designated personnel.

3.10 Temporary Facilities

.1 The Contractor must furnish and maintain all equipment such as ladders, scaffold, etc., as may be required for the proper execution of the work.

.2 Use of Department of National Defence (DND) Property

.1 Contractor, sub-contractor(s) and all personnel performing work of this Contract must not use any tools, equipment, materials, buildings, structures or any other property owned, rented or leased by DND the unless authorized in writing by the Project Authority.

.3 For the purposes of this Contract temporary electrical power and water may be provided, free of charge, subject to DND requirements and approval of the Project Authority.

.4 Remove temporary facilities from site when directed by the Project Authority.

SAMPLE INSPECTION REPORT

COMPANY: _____

BLDG NO: _____ LOCATION: _____

EQUIPMENT: _____ SERIAL NO: _____

- .1 Check condition of hoist cables and chains: _____
- .2 Lubricate cables as required: _____
- .3 Check gearboxes: _____
- .4 Check hoisting rings for gouges, checks and cracks: _____
- .5 Check hook for gouges, checks and cracks: _____
- .6 Lubricate motor bearings: _____
- .7 Check and lubricate all open gears: _____
- .8 Examine electric brakes: _____
- .9 Examine hydraulic brakes and fluid level: _____
- .10 Check operation of limit switches: _____
- .11 Examine control contacts: _____
- .12 Examine wheels: _____
- .13 Examine and clean rails: _____
- .14 Examine rail supports: _____

RECOMMENDATIONS: _____

ADJUSTMENTS: _____

INSPECTION DATE: _____ MECHANIC: _____

ANNEX "B"

BASIS OF PAYMENT

Bidders must submit a firm, all-inclusive rates for the provision of services. All prices herein are firm net prices in Canadian Funds including Canadian customs duties, excise taxes, excluding HST. HST, if applicable, is extra to the prices herein and must be shown on any invoice as a separate item.

Pricing herein must be applicable for the periods specified.

The estimated usage figures set out in this RFP, are included for evaluation purposes only and do not represent a commitment on behalf of Canada.

All text in italics will be deleted upon Contract issuance

Pricing Periods:

Year 1: 1 August 2018 to 31 July 2019

Year 2: 1 August 2019 to 31 July 2020

Year 3: 1 August 2020 to 31 July 2021 (Optional)

PRICING BASIS "A" - Fixed Rates - Inspection - Hydraulic Vehicle Hoists and Ramps

A firm, all-inclusive price for Inspection in accordance with Annex A, Statement of Work, Section One, Hydraulic Vehicle Hoists and Ramps, Part 3, 3.2 to 3.4. Travel expenses included.

SEMI-ANNUAL INSPECTIONS

Item	Description	Yearly Usage	Year 1 cost per inspection per hoist	Year 2 cost per inspection per hoist	Year 3 cost per inspection per hoist (Option)
1	Inspection of twenty three (23) Hydraulic Vehicle Hoists	46 inspections			
2	Inspection of three (3) Spring Loaded Ramps	6 inspections			
3	Inspection of fifteen (15) Dock Levelers	30 inspections			

PRICING BASIS "B" - MAINTENANCE - Hydraulic Vehicle Hoists and Ramps

This section is for the pricing of goods and maintenance services in accordance with Annex A, Statement of Work, Section One, Hydraulic Vehicle Hoists and Ramps, Part 3, 3.1.

These goods and services are in addition to those in the Pricing "A". All work performed under Pricing "B" requires prior authorization on a Task Authorization Form DND626 signed by the Project Authority.

The payments for extra costs incurred under Pricing Basis "B" will be limited to the actual hours worked and actual goods provided, that have been preauthorized by the Project Authority. Charges for extra Service Calls will not be applicable if the Contractor's Personnel is already on the site for other work. All charges for labour for extra service calls must be verified by a time log signed by the Project Authority. The log will be kept in the Site Authority's office or at a prearranged job site location.

Service Call Rate: All inclusive "Per Call" rate includes travel expenses and the 1st hour of productive on-site labour. Charges for Service Calls will NOT be applicable if the crew is already on site for other work.

Item	Description	Yearly Usage	Year 1 Service Call Rate	Year 2 Service Call Rate	Year 3 Service Call Rate (Option)
1	Mechanic During regular working hours (07:30am to 04:00pm) Monday to Friday.	10 calls			
2	Mechanic Outside regular working hours (Monday to Friday)	1 call			

Labour Rate: All inclusive "Hourly Rate" for direct labour.

Item	Description	Yearly Usage	Year 1 Labour Hourly Rate	Year 2 Labour Hourly Rate	Year 3 Labour Hourly Rate (Option)
1	Mechanic During regular working hours (07:30am to 04:00pm) Monday to Friday.	10 hours			
2	Mechanic Outside regular working hours (Monday to Friday)	4 hours			

PRICING BASIS "C" - INSPECTION - Overhead Cranes and Hoists

A firm, all-inclusive price for Inspection of all equipment as detailed in the Annex A, Statement of Work, Section 2, Overhead Cranes and Hoists, Part 1, 1.2.

Item	Description	Yearly Usage	Year 1 cost per annual inspection	Year 2 cost per annual inspection	Year 3 cost per annual inspection (Option)
1	Annual inspection to take place in May	1 inspection			

PRICING BASIS "D" - MAINTENANCE - Overhead Cranes and Hoists

This section is for the pricing of goods and maintenance services in accordance with Annex A Statement of Work, Section 2, Overhead Cranes and Hoists, Part 3, 3.1. These goods and services are in addition to those in the Pricing Basis "C". All work performed under Pricing Basis "D" requires prior authorization on a Task Authorization Form DND 626 signed by the Technical Authority.

The payments for extra costs incurred under Pricing Basis "D" will be limited to the actual hours worked and actual goods provided, that have been preauthorized by the Technical Authority. Charges for extra Service Calls will not be applicable if the Contractor's Personnel is already on the site for other work. All charges for labour for extra service calls must be verified by a time log signed by the Technical Authority. The log will be kept in the Site Authority's office or at a prearranged job site location.

Service Call Rate: All inclusive "Per Call" rate includes travel expenses and the 1st hour of productive on-site labour. Charges for Service Calls will NOT be applicable if the crew is already on site for other work.

Item	Description	Yearly Usage	Year 1 Service Call Rate	Year 2 Service Call Rate	Year 3 Service Call Rate (Option)
1	Mechanic During regular working hours (07:30am to 04:00pm) Monday to Friday.	15 calls			
2	Mechanic Outside regular working hours (Monday to Friday)	1 call			

Labour Rate: All inclusive "Hourly Rate" for direct labour.

Item	Description	Yearly Usage	Year 1 Labour Hourly Rate	Year 2 Labour Hourly Rate	Year 3 Labour Hourly Rate (Option)
1	Mechanic During regular working hours (07:30am to 04:00pm) Monday to Friday.	250 hours			
2	Mechanic Outside regular working hours (Monday to Friday)	4 hours			

PRICING BASIS "E" – MATERIAL, EQUIPMENT, AND REPLACEMENT PARTS

Material, equipment and replacement parts (except free issue) shall be supplied at the laid down cost plus a mark-up of _____% excluding Taxes. HST is extra and is to be shown as a separate item.
(Estimated Expenditure: \$ 5,000.00 per year)

Solicitation No. - N° de l'invitation

W6837-174701/B

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

W6837-174701

Amd. No. - N° de la modif.

File No. - N° du dossier
KIN-7-48110

Buyer ID - Id de l'acheteur

kin610

CCC No./N° CCC - FMS No./N° VME

ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST

See Attached

ANNEX "D"

INSURANCE REQUIREMENTS

1. Commercial General Liability Insurance

The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.

The Commercial General Liability policy must include the following:

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

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

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

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

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

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

2. Automobile Liability Insurance

The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence.

The policy must include the following:

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

3. Environmental Impairment Liability Insurance

The Contractor must obtain Contractors Pollution Liability, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$ 1,000,000 per accident or occurrence and in the annual aggregate.

If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

The Contractors Pollution Liability policy must include the following:

- (a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada as additional insured should read as follows: Canada, represented by Public Works and Government Services Canada.

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

(c) Separation of Insureds: The policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.

(d) Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions

ANNEX "E" to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

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

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



MAY 23 2017

Contract Number / Numéro du contrat W6837-2017-4701
Security Classification / Classification de sécurité UNCLASSIFIED

**SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine National Defence	2. Branch or Directorate / Direction générale ou Direction RPOPS Det Kingston
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant

4. Brief Description of Work / Brève description du travail
**Inspection and Maintenance Service for Crane Hoists located through out the Base. (CFB Kingston)
Zoned "Operations Zones"**

5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input checked="" type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)	<input checked="" type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input type="checkbox"/> No / Non	<input checked="" type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?	<input checked="" type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès

Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
---------------------------------	--------------------------------------	---

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

No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>	Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>	Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>

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

PROTECTED A <input type="checkbox"/>	NATO UNCLASSIFIED <input type="checkbox"/>	PROTECTED A <input type="checkbox"/>
PROTÉGÉ A <input type="checkbox"/>	NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTÉGÉ A <input type="checkbox"/>
PROTECTED B <input type="checkbox"/>	NATO RESTRICTED <input type="checkbox"/>	PROTECTED B <input type="checkbox"/>
PROTÉGÉ B <input type="checkbox"/>	NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTÉGÉ B <input type="checkbox"/>
PROTECTED C <input type="checkbox"/>	NATO CONFIDENTIAL <input type="checkbox"/>	PROTECTED C <input type="checkbox"/>
PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIEL <input type="checkbox"/>	PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	CONFIDENTIAL <input type="checkbox"/>
CONFIDENTIEL <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	CONFIDENTIEL <input type="checkbox"/>
SECRET <input type="checkbox"/>	COSMIC TOP SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>
SECRET <input type="checkbox"/>	COSMIC TRÉS SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>
TOP SECRET <input type="checkbox"/>		TOP SECRET <input type="checkbox"/>
TRÉS SECRET <input type="checkbox"/>		TRÉS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) <input type="checkbox"/>
TRÉS SECRET (SIGINT) <input type="checkbox"/>		TRÉS SECRET (SIGINT) <input type="checkbox"/>



PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
 Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

If Yes, indicate the level of sensitivity:
 Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
 Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No / Non Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
 Document Number / Numéro du document :

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

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

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

Special comments:

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

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
 REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
 Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / Non Yes / Oui
 If Yes, will unscreened personnel be escorted?
 Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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



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

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

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED? No Yes
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? Non Oui

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

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED? No Yes
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? Non Oui

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



PART D - AUTHORIZATION / PARTIE D - AUTORISATION

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

Name (print) - Nom (en lettres moulées) Maj. A. Landry		Title - Titre OC RPOPS Det. Kingston	Signature
Telephone No. - N° de téléphone 613-541-5010 ext.5280	Facsimile No. - N° de télécopieur 613-541-4495	E-mail address - Adresse courriel Alexandre.Landry@forces.gc.ca	Date 28 Nov 16.

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

Name (print) - Nom (en lettres moulées) Sasa Medjovic - DDSO - Industrial Security Senior Security Analyst		Title - Titre DDSO - Industrial Security Senior Security Analyst	Signature
Telephone No. - N° de téléphone Tel: 613-996-0286	Facsimile No. - N° de télécopieur 613-996-0286	E-mail address - Adresse courriel E-mail: sasa.medjovic@forces.gc.ca	Date 07-May 23

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? / Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

No / Non
 Yes / Oui

16. Procurement Officer / Agent d'approvisionnement

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

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

Roxanne Antille
Contract Security Officer
Telephone: 613-948-2561, Fax: 613-948-1712
Roxanne.Antille@tpsgc-pwgsc.gc.ca

Signature 	
E-mail address - Adresse courriel	Date June 13/17