



**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
Public Works and Government Services Canada  
ATB Place North Tower  
10025 Jasper Ave./10025 ave. Jaspe  
5th floor/5e étage  
Edmonton  
Alberta  
T5J 1S6  
Bid Fax: (780) 497-3510

**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**

<b>Title - Sujet</b> Commercial Kitchen Equipment Mainte	
<b>Solicitation No. - N° de l'invitation</b> W684E-18LP18/A	<b>Date</b> 2018-07-13
<b>Client Reference No. - N° de référence du client</b> W684E-18LP18	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$EDM-034-11407	
<b>File No. - N° de dossier</b> EDM-8-41005 (034)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2018-08-27</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Mountain Daylight Saving Time MDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Nigam, Nidhi	<b>Buyer Id - Id de l'acheteur</b> edm034
<b>Telephone No. - N° de téléphone</b> (587) 532-8142 ( )	<b>FAX No. - N° de FAX</b> (780) 497-3510
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE 3 CDSB EDMONTON BUILDING 177 10500 STATION FORCES EDMONTON Alberta T5J4J5 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 Canada  
ATB Place North Tower  
10025 Jasper Ave./10025 ave Jasper  
5th floor/5e étage  
Edmonton  
Alberta  
T5J 1S6

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

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W684E-18LP18/A  
Client Ref. No. - N° de réf. du client  
W684E-18LP18

Amd. No. - N° de la modif.  
File No. - N° du dossier  
EDM-8-41005

Buyer ID - Id de l'acheteur  
EDM034  
CCC No./N° CCC - FMS No./N° VME

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## PART 1 - GENERAL INFORMATION

### 1.1 Introduction

The bid solicitation is divided into seven parts plus attachments and 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, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security 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.

The Annexes include the Statement of Work, the Basis of Payment, Security Requirements, the Security Requirements Checklist, the Electronic Payment Instruments, the Insurance Requirements and DND 626 Task Authorization Form.

### 1.2 Summary

1.2.1 The Department of National Defense (DND), CFB Edmonton requires a “**Commercial Appliance Service Technician**” to service, inspect, maintain, and repair kitchen equipment in a fast and timely manner with the least possible interference or disturbance to the occupants and normal use of premises.

- Work covered under this contract covers the supply of:
  - All labor, parts, material, equipment, tools, transportation, and supervision necessary to provide for inspection, maintenance and repair of all kitchen equipment and gas burning appliances
  - Services on an “as and when requested” basis only.

The period of the Contract is for three (3) years from contract award and up to two (2) optional one (1) year period under the same conditions.

1.2.2 “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](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”.

1.2.3 The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA) and the Canadian Free Trade Agreement (CFTA).

1.2.4 This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, 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 15 working days from 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 (2018-05-22) 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: 60 days

Insert: 120 days

### 2.2 Submission of Bids

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

**BRU identification:** Public Works and Government Services Canada  
ATB Place North Tower  
10025 Jasper Ave, 5th floor  
Edmonton, Alberta, T5J 1S6

**Email address for bids submitted through epost Connect service only as specified in Section 3.1:**

[ROReceptionSoumissions.WRBidReceiving@tpsgc-pwgsc.gc.ca](mailto:ROReceptionSoumissions.WRBidReceiving@tpsgc-pwgsc.gc.ca)

**Bid facsimile number:** 780-497-3510

### 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:

- 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 (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

## **2.5 Applicable Laws**

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

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**

- If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. Bidders must 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 (1 electronic copy)  
Section II: Financial Bid (1 electronic copy)  
Section III: Certifications (1 electronic copy)

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

Canada requests that the Bidder submits its bid in separately bound sections as follows:

Section I: Technical Bid (1 hard copy via mail or facsimile),  
Section II: Financial Bid (1 hard copy via mail or facsimile),  
Section III: Certifications (1 hard copy via mail or facsimile,

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.
- If the Bidder is simultaneously providing copies of its bid using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy provided through epost Connect service, the wording of the electronic copy provided through epost Connect service will have priority over the wording of the other copies.

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

In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

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

- 3.1.1** Bidders must submit their financial bid in accordance with the Basis of Payment in Annex "C".

### 3.1.2 Electronic Payment of Invoices – Bid

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

If Annex “H” 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.

### 3.1.3 Exchange Rate Fluctuation

SACC Manual Clause C3011T (2013-11-06), Exchange Rate Fluctuation

### Section III: Certifications

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

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

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

#### 4.1.1 Technical Evaluation

##### 4.1.1.1 Mandatory Technical Criteria

Failure to meet any of the following mandatory criteria at solicitation closing will render your submission non-compliant and given no further consideration.

1. Compliance with the terms and conditions contained in this document.
2. Provision of pricing as requested.
3. Ability to perform the full scope of the work, as described in Annex “A”.
4. Ability to meet the mandatory technical evaluation criteria, as outlined in Annex “B”

#### 4.1.2 Financial Evaluation

The total assessed bid price quoted in Annex “C” - Basis of Payment will be determined by:

The firm unit price for each item will be multiplied by its respective estimated annual usage to determine the Total Extended Price for each year.

The total extended prices for each year will be added together to obtain the total assessed bid price.

### 4.2 Basis of Selection

#### 4.2.1 Mandatory Technical Criteria

SACC Manual Clause A0031T (2010-08-16), Basis of Selection – Mandatory Technical Criteria

## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

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

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

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

### **5.1 Certifications Required with the Bid**

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

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

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

### **5.2 Certifications Precedent to Contract Award and Additional Information**

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

#### **5.2.1 Integrity Provisions – Required Documentation**

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of the Ineligibility and Suspension Policy (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), 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 (<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.

## 5.2.3 Additional Certifications Precedent to Contract Award

### 5.2.3.1 Education and Experience

SACC Manual Clause A3010T (2010-08-16), Education and Experience

## PART 6 – SECURITY AND OTHER REQUIREMENTS

### 6.1 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 7 - 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 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. 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 of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

### 6.2 Insurance Requirements

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Annex E.

If the information is not provided in the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

## PART 7 - RESULTING CONTRACT CLAUSES

### 7.1 Statement of Work

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

#### 7.1.1 Task Authorization

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

#### **7.1.1.1 Task Authorization Process**

1. The Project Authority will provide the Contractor with a description of the task using the "DND 626, Task Authorization Form" specified in Annex F.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within 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.
4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk

#### **7.1.1.2 Task Authorization Limit**

The Project Authority may authorize individual task authorizations up to a limit of \$20,000.00, Applicable Taxes included, inclusive of any revisions.

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

#### **7.1.1.3 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

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

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

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

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

The quarterly periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31; and

4th quarter: January 1 to March 31.

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

## Reporting Requirement- Details

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

### For each authorized task:

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

### For all authorized tasks:

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

#### 7.1.1.5 Task Authorization - Department of National Defence

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

## 7.2 Standard Clauses and Conditions

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

### 7.2.1 General Conditions

2035 (2018-06-21), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

## 7.3 Security Requirements

**7.3.1** 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 "D";
  - b. Industrial Security Manual (Latest Edition).

#### **7.4 Term of Contract**

##### **7.4.1 Period of the Contract**

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

##### **7.4.2 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year period 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 ten (10) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

#### **7.5 Authorities**

##### **7.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Nidhi Nigam  
Title: Procurement Officer  
Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: Western Region  
Address: 5<sup>th</sup> Floor, ATB Place North Tower  
Telephone: 587-532-8142  
Facsimile: 780-497-3510  
E-mail address: nidhi.nigam@pwgsc-tpsgc.gc.ca

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

##### **7.5.2 Project Authority (to be released at contract award)**

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The Project Authority for the Contract is:

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

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

### 7.5.3 Contractor's Representative (to be completed by the bidder)

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

PBN (Procurement Business Number): \_\_\_\_\_

### 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 Basis of Payment

For the Work described in item A of the Basis of Payment in Annex "C":

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.

For the Work described in item B of the Basis of Payment in Annex "C":

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex "C", to a limitation of expenditure of \$ \_\_\_\_\_ (**insert the amount at contract award**). Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

#### **7.7.2 Limitation of Expenditure**

1. Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75% committed, or
  - b. four months before the contract expiry date, or
  - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

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

#### **7.7.3 Method of Payment**

SACC Manual Clause H1000C (2008-05-12), Single Payment.

#### **7.7.4 T1204 - Direct Request by Customer Department**

SACC Manual Clauses A9117C (2007-11-30), T1204 - Direct Request by Customer Department

#### **7.7.5 Taxes - Foreign-based Contractor (if applicable).**

SACC Manual Clause C2000C (2007-11-30) Taxes - Foreign-based Contractor.

#### **7.7.6 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)

### **7.7.7 Discretionary Audit**

SACC Manual Clause C0705C (2010-01-11), Discretionary Audit

### **7.7.8 Time Verification**

SACC Manual clause C0711C (2008-05-12), Time Verification

## **7.8 Invoicing Instructions**

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

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
  - b. a copy of the release document and any other documents as specified in the Contract;
  - c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
2. Invoices must be distributed as follows:
    - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
    - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

## **7.9 Certifications and Additional Information**

### **7.9.1 Compliance**

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

### **7.10 Applicable Laws**

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_ (insert the name of the province or territory as specified by the Bidder in its bid, if applicable).

### **7.11 Priority of Documents**

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2018-06-21), General Conditions - Higher Complexity - Services;
- (c) Annex A, Statement of Work;
- (d) Annex C, Basis of Payment;
- (e) Annex D, Security Requirements Checklist
- (f) Annex E, Insurance Requirements;
- (g) Annex G, Periodic Usage Reports – Contract with Task Authorizations;
- (h) the signed Task Authorizations (including all of its annexes, if any) (if applicable);
- (i) the Contractor's bid dated \_\_\_\_\_, (insert date of bid).

#### **7.12 Defence Contract**

SACC Manual clause A9006C (2012-07-16), Defence Contract

#### **7.13 Foreign Nationals (Canadian Contractor **OR** Foreign Contractor)**

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

**OR**

SACC Manual clause A2001C (2006-06-16) Foreign Nationals (Foreign Contractor)

#### **7.14 Insurance Requirements**

The Contractor must comply with the insurance requirements specified in Annex E. 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.

#### **7.15 Canadian Forces Site Regulations**

SACC Manual Clause A9062C (2011-05-16), Canadian Forces Site Regulations

#### **7.16 Electrical Equipment**

SACC Manual Clause A9039C (2008-05-12), Salvage

SACC Manual Clause B1501C (2006-06-16), Electrical Equipment

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**ANNEX "A"**

**STATEMENT OF WORK**



**DEPARTMENT OF NATIONAL DEFENCE**

**STANDING OFFER AGREEMENT**

**COMMERCIAL KITCHEN EQUIPMENT MAINTENANCE**

EDMONTON GARRISON

**STATEMENT OF WORK**

18LP18

Dated: 16-01-2018

1) Objective

To provide a “**Commercial Appliance Service Technician**”, to service, inspect, maintain, and repair kitchen equipment in a fast and timely manner with the least possible interference or disturbance to the occupants and normal use of premises.

2) Work Area

Required work area will be situated at Edmonton Garrison and will mainly include but not limited to the following buildings:

- Building 162 (Military Family Resource Centre)
- 200 (Officer’s Mess)
- 210 (Combined Mess).

3) Equipment (Serviced)

Main equipment’s requiring service are the equipment listed in appendix “A”, however the equipment serviced is not solely limited to this list.

4) Services Required

- Work covered under this contract should cover the supply of:
  - All labor, parts, material, equipment, tools, transportation, and supervision necessary to provide for inspection, maintenance and repair of all kitchen equipment and gas burning appliances
  - Services on an “as and when requested” basis only.
- Work covered under this contract includes, but is not limited to:
  - Troubleshooting and diagnosing of all parts, both mechanical and electrical;
  - Justifiable repairs or adjustments required to maintain safe and proper operation of kitchen equipment;
  - Applications of correct lubricants to all components requiring lubrication; and
  - A requirement to solder and braze.

5) Technical Qualification of Workers

- All work must be supervised, approved and carried out by a “Commercial Appliance Service Technician”, provided by contractor.
- Work covered under this contract will only cover cost of the “Commercial Appliance Service Technician”, and that person shall be paid in accordance with the “Basis of Payment” schedule attached to this contract.
- All workers on site shall be familiar with all safety practices pertaining to general work site safety and safety in reference to their trade.
- All workers shall have received WHMIS training.

6) Quality of Work

- Workmanship should be of uniformly high quality, and in strict accordance with the codes and by-laws set out in section 7.
- Mediocre or inferior workmanship must be replaced by work of first class quality without cost to the crown, when so ordered by the Project Authority.

#### 8) Codes and Bylaws

- The Contractor must carry out work in accordance with all Provincial and National Codes pertaining to job requirement including but not limited to:
- The National Building Code, Canadian Electrical Code, National Plumbing Code of Canada, National Fire Code of Canada, and any other CSA code requirements.

#### 9) Tools

- "Commercial Appliance Service Technician", must have, on site, all required tools normally associated with their trade and any specialty tools required to complete the requested work.

#### 10) Storage and Handling of Materials

- It is the contractor's responsibility to ensure that all materials shall be delivered, stored and handled in a manner that will prevent the inclusion of foreign matter.
- Packaged materials shall be delivered and stored in original containers with manufacturer's seals and labels intact.
- Packages or materials showing evidence of damage will be rejected.
- During shipment and storage, all materials shall be protected by suitable coverings.
- Such coverings for temporary protection must be provided by the Contractor as may be necessary to protect finished woodwork from damage of any kind.

#### 11) Parts/Material

- The Contractor must supply and use, new parts unless otherwise specified by the Project Authority.
- All replacement parts/materials shall be of the equipment manufacturer's recommendation.
- The Contractor shall comply with manufacturer's latest printed instructions for parts/materials used.
- The Contractor shall notify the Project Authority, of any conflict between the Scope of Work and the manufacturer's instructions, and the Project authority will determine which document is to be followed.

#### 12) Use of Job Site

- Site usages will vary from job to job. Restrictions will be addressed when a Scope of Work or request for estimate is made.
- Contractor should inform Project Authority when performing work on job-site and when work is completed.
- Scope of work should indicate a representative from job-site for Contractor to inform when performing work on job-site and when work is completed.
- The Contractor should not unreasonably encumber the work site with material or equipment.
- Clean up must be completed daily and on completion of the work, all surplus materials, all personal tools and equipment, and debris should be removed and the building and work site should be left in a clean and tidy condition to the complete satisfaction of the Project Authority.

#### 13) Task Authorizations

- 
- DND will issue Task Authorizations that includes description of the task with sketches/drawings where applicable, indicating location, issue, contact personnel, and description of equipment.
  - The Contractor should provide a firm price estimate for the task which is subject to written approval by the Project Authority prior to the commencement of work.
  - Estimates should show a breakdown of labor hours and include a detailed cost of materials and mark-up.
  - The Contractor should reply within twenty-four (24) hours of an authorized call up from the Department of National Defense and on-site work will commence within a time frame mutually agreed to by both parties and as stated on the Task Authorization form.
  - In the case of an emergency call up, the Contractor should reply to DND within four (4) hours of an authorized call up and work will commence immediately thereafter.

#### 14) Standards

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

#### 15) Manufacturer's Data

- The Project Authority must be supplied a copy of the manufacturer's data regarding any new installations or alterations of equipment.

#### 16) Guarantee/Warranty

- Without restricting any warranty or guarantee implied or stipulated by law, the Contractor must at his own expense, rectify and make good any defect or fault attributed to material and/or workmanship for a period of one (1) year from final date of acceptance.
- Where the contractor supplies equipment purchased from the manufacturer/supplier, he must obtain from such manufacturer/supplier a warranty for the term specified herein and such warranty must be made out to DND.
- All manufacturer/supplier warranties must be passed to the Project Authority at the time of handing over the project.

#### 17) Scheduled Services: semi-annual inspections

- The Contractor must carry out semi-annual inspections of the kitchen equipment and gas burning appliances for all buildings in this contract and must provide a report and inspection certificates, certifying that all equipment is serviceable.
- Inspection to be completed \_\_\_\_\_ (**schedule to be determined by the Project Authority, will be released at contract award**).
- Equipment that is found non-serviceable or unsafe to operate will have a separate Task Authorization created to perform maintenance.

#### 18) Reports

- A report must be given in writing, to the Project Authority after each inspection/repair on the condition of each piece of equipment serviced and should include:
  - Any repairs or changes the Contractor considers necessary to maintain equipment in good operating condition, including full details and costs;
  - Any deviation from the current applicable Provincial and National Code requirements;

- Any unsatisfactory installation methods.
- A log must be maintained of service performed and recommendations of requirements and turned over to the Project Authority upon completion of each inspection.

#### 19) Work Schedule

- The Contractor must obtain approval from the Project Authority prior to starting any work.
- Edmonton Garrison working hours is 0730 – 1600 (7:30 AM – 4:00 PM) Monday – Friday with exception of Statutory Holidays.
- Work outside of these hours must be pre-approved by Project Authority prior to the start of work.

#### 20) Invoicing and Payment

- Contractor must provide invoice upon satisfactory completion of the work required in the “scheduled services”, portion of the contract.
- The “as and when requested services”, will be invoiced as it is completed.
- All payment must be made on satisfactory completion of work as determined by the Project Authority.

#### 21) Temporary Services (Utilities)

- DND can provide, free of charge, temporary electric power and water for maintenance purposes subject to the following terms and conditions:
- The points of delivery and limits of quantities available must be determined on site by the Project Authority whose consent must be obtained before any connections are made;
- The supply of temporary services by DND is subject to DND requirements and may be discontinued by the DND Project Authority at any time without notice to the Contractor;
- The Crown will not except any liability for any damage or delay caused by such withdrawal of temporary services;
- From the point of delivery, the Contractor must provide, at his own expense, all equipment and temporary lines to bring these services to site of work;
- Equipment and temporary lines must be installed and operated in a manner approved by the Project Authority; and
- After the temporary lines are no longer required, the Contractor must remove all lines and equipment and restore the connection points to their original condition.

#### 22) Smoking on DND premises

- There is no smoking permitted within the DND building
- There are designated areas for smoking and smoking should only take place in these designated areas
- Project authority shall provide designated areas to the Contractor when requested

#### 23) Flammable Liquids

- The use of gasoline or any other flammable liquids is prohibited in DND buildings unless specifically authorized in writing by the Project Authority.

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## **Appendix A**

### **List of Equipment's**

**See Attached Documents**

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**ANNEX B**

**MANDATORY TECHNICAL EVALUATION CRITERIA:**

Proposals will be evaluated in accordance with the mandatory evaluation criteria as detailed herein. Bidders' Proposals must clearly demonstrate that they meet all Mandatory evaluation criteria for the proposal to be considered for further evaluation. Proposals not meeting the mandatory evaluation criteria will be excluded from further consideration.

<b>Mandatory Certification</b>	<b>MET</b>	<b>NOT MET</b>	<b>Cross Reference:</b> In this column, Bidders should cross-reference where this performance specification is indicated in their supporting documents.
Bidder must provide proof of <b>"Commercial appliance service Technician (s)."</b> for all personnel assigned to this contract. Evidence must be submitted with the bid.			

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## ANNEX "C"

### BASIS OF PAYMENT

- Bidders must complete the below table and submit it with their bid.
- Rates quoted must include ALL applicable expenses, including travel time and personnel expenses, to perform the work and are to remain firm for the period of the contract.
- Service call rates will be paid only on the initial call. Should the work carry over to subsequent days, the labour rates only will apply.
- Firm Unit Price do not include Applicable taxes. Applicable taxes will be added as a separate line item to any invoice issued as a result of a Contract.
- All costs associated with travel and living expenses need to be pre-approved by the Project Authority. For work carried over to subsequent days, accommodations will be reimbursed as per Travel Directive Policy. The current Travel Directive Policy is available at: <http://www.nj-c-cnm.gc.ca/directive/d10/en>. Accommodation costs are not to include a mark-up and must be supported with receipt(s).
- **Prices are for services of a Commercial Appliance Service Technician only.**
- All Firm Unit Prices are in Canadian Dollars (CAD)
- All payments are subject to government audit.
- All line items must be filled out in order for the offer to be deemed responsive. If any line item is left blank, price will be considered zero for evaluation purposes.
- Estimated usages are for evaluation purposes only; actual usage may vary from amounts shown.

**FIRM YEARS**

**A: SCHEDULED SERVICES:**

All-inclusive price in accordance with Annex "A", SOW, including all travel, labor, tools, equipment, mileage, meals, accommodation and associated costs. Inspection to be completed semi-annually. Schedule to be determined by the Project Authority.

Item	Description	Unit	Estimated Quantity (A)	Year 1 (Firm)		Year 2 (Firm)		Year 3 (Firm)	
				Unit Price (B)	Extended Price (AxB)	Unit Price (C)	Extended Price (AxC)	Unit Price (D)	Extended Price (AxD)
1	Semi-annual inspections of the kitchen equipment and gas burning appliances for buildings - Building 162, 200 and 210 in accordance with Annex "A", SOW. <b>Note:</b> Please refer to appendix "A", for the list of kitchen equipment and gas burning appliances.	Lot price/inspection	2	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

**B: TASK AUTHORIZATION REQUIREMENT: (AS AND WHEN REQUESTED SERVICES FOR REGULAR & EMERGENCY REPAIRS AND MAINTENANCE)**

2	Service Call rate – including first hour of on-site (productive labor), travel per round trip from place of business to CFB Edmonton Garrison.								
a	During regular working hours (07:30 am -4:00 pm), Monday - Friday.	price per call	35	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
b	Outside regular working hours (04:00 pm -7:30 am), Monday - Friday.	price per call	5	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

c	Outside regular working hours, Weekends.	price per call	5	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
d	Outside regular working hours, Statutory Holidays.	price per call	2	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>3</b>	Labour only, after the first hour covered by item 2.								
a	During regular working hours (07:30 am -4:00 pm), Monday - Friday.	Price per hour	200	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
b	Outside regular working hours (04:00 pm -7:30 am), Monday - Friday.	Price per hour	75	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
c	Outside regular working hours, Weekends.	price per call	15	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
d	Outside regular working hours, Statutory Holidays.	price per call	5	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

**C: PARTS & MATERIAL**

a	Material and replacement parts (which includes transportation cost, exchange, customs and brokerage charges) to be charged at the Contractor's laid-down cost plus a discount of ____%.	%	\$10,000.00	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	<p><b>Note:</b> Extended price will be calculated using formula:  [\$10,000.00-(% discount x \$10,000) =]</p> <p>Verification of Contractor's cost to be provided with published price list and invoice upon delivery.</p>								

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OPTION YEARS									
<b>A: SCHEDULED SERVICES:</b>									
All-inclusive price in accordance with Annex "A", SOW, including all travel, labour, tools, equipment, mileage, meals, accommodation and associated costs. Inspection to be completed semi-annually. Schedule to be determined by the Project Authority.									
Item	Description	Unit	Estimated Quantity (E)	Year 4 (Option) Unit Price (F)	Extended Price (ExF)	Year 5 (Option) Unit Price (G)	Extended Price (ExG)		
1	Semi-annual inspections of the kitchen equipment and gas burning appliances for buildings - Building 162, 200 and 210 in accordance with Annex "A", SOW. <b>Note:</b> Please refer to appendix "A", for the list of kitchen equipment and gas burning appliances.	Lot price per inspection	2	\$ _____	\$ _____	\$ _____	\$ _____		
<b>B: AS AND WHEN REQUESTED SERVICES FOR REGULAR &amp; EMERGENCY REPAIRS AND MAINTENANCE</b>									
2	Service Call rate – including first hour of on-site (productive labour), travel per round trip from place of business to CFB Edmonton Garrison.								
a	During regular working hours (07:30 am -4:00 pm), Monday - Friday.	price per call	35	\$ _____	\$ _____	\$ _____	\$ _____		
b	Outside regular working hours (04:00 pm -7:30 am), Monday - Friday.	price per call	5	\$ _____	\$ _____	\$ _____	\$ _____		

c	Outside regular working hours, Weekends.	price per call	5	\$ _____	\$ _____	\$ _____	\$ _____
d	Outside regular working hours, Statutory Holidays.	price per call	2	\$ _____	\$ _____	\$ _____	\$ _____
3	Labour only, after the first hour covered by item 2.						
a	During regular working hours (07:30 am -4:00 pm), Monday - Friday.	Price per hour	200	\$ _____	\$ _____	\$ _____	\$ _____
b	Outside regular working hours (04:00 pm -7:30 am), Monday - Friday.	Price per hour	75	\$ _____	\$ _____	\$ _____	\$ _____
c	Outside regular working hours, Weekends.	price per call	15	\$ _____	\$ _____	\$ _____	\$ _____
d	Outside regular working hours, Statutory Holidays.	price per call	5	\$ _____	\$ _____	\$ _____	\$ _____

**C: PARTS & MATERIAL**

a	Material and replacement parts (which includes transportation cost, exchange, customs and brokerage charges) to be charged at the Contractor's laid-down cost plus a discount of ____ %.	%	\$10,000.00	\$ _____	% _____	\$ _____	\$ _____
<p><b>Note:</b> Extended price will be calculated using formula:  [\$10,000.00-(% discount x \$10,000) =]</p>							
Verification of Contractor's cost to be provided with							

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	published price list and in-voice upon delivery.						
	<b>TOTAL extended prices for year 1 + year 2 + year 3 + year 4 + year 5</b>						\$ _____

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**ANNEX "D"**

**SECURITY REQUIREMENTS CHECK LIST**

See attached document

## ANNEX "E"

### INSURANCE REQUIREMENT

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.
  - n. 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 acknowledgment 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.

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**ANNEX "F"**

**DND 626 TASK AUTHORIZATION FORM**

See attached document

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**ANNEX "G"**

**PERIODIC USAGE REPORTS – CONTRACT WITH TASK AUTHORIZATIONS**

The Contractor must provide quarterly Task Authorization (TA) usage reports. The Contractor agrees that it is their responsibility to implement a system for tracking TAs under this Contract for the purposes of providing usage reports. This is to ensure that the Limitation of Expenditure indicated for "as and when requested" Work under this Contract is not exceeded.

Each Task Authorization Usage Report must include all the completed TAs for goods and services supplied under this Contract.

Usage Reports are due 15 days after the end of the quarter.

Task Authorization Usage Report Submission Schedule:

REPORT DUE	WORK PERIOD START DATE	WORK PERIOD END DATE
15 January	01 October	31 December
15 April	01 January	31 March
15 July	01 April	30 June
15 October	01 July	30 September

The Contractor must provide information on each completed TA using the following format:

TA NUMBER	TA DOLLAR VALUE (GST INCLUDED)	CUMULATIVE TA DOLLAR VALUE (GST INCLUDED)	COMMENTS
<b>Total Dollar Value of TAs for this Period:</b>			
<b>Accumulated TAs to Date (Cumulative Dollar Value + Period Dollar Value):</b>			

Check this box if you are submitting a NIL **REPORT** (We have not done any business with Canada under this Contract, for this period).

**SEND TO:** [PWGSC.WRPAEDM-ROAAEDM.TPSGC@pwgsc-tpsgc.gc.ca](mailto:PWGSC.WRPAEDM-ROAAEDM.TPSGC@pwgsc-tpsgc.gc.ca)

OR Facsimile: (780) 497-3510

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## **ANNEX "H" to PART 3 OF THE BID SOLICITATION**

### **ELECTRONIC PAYMENT INSTRUMENTS**

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

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

Item	Qty	Location of Item	Mftr	Model	Serial #
<i>Food Warmer</i>					
	1	Main Production Area	Traulsen	RHF132-wp-FHS	T12782C09
<i>Oven</i>					
	1	Bake Shop	Vulcan	VCHGD-186	48-1635867
	1	Bake Shop	Vulcan	VCHGD-186	???-45463865
<i>warmer</i>					
	1	Dining Room SNCO	Traulsen	RHF132-WP-FHS	T127508C09
<i>Auto sham</i>					
	1	officer mess		53970-000	360670-000
	1	officer mess		1000-TH1111	53970-000
<i>baker oven</i>					
	1	Bake Shop	Vulcan	7018-altm or act	54-1001013
	1	Bake Shop	Vulcan	7018-altm or act	54-1001014
	1	Bake Shop	Vulcan	7018-altm or act	54-1001015
<i>bottom of hold ovens</i>					
	1	Main Production Area		1000AD-ss	67024
	1	Main Production Area		1000AD-ss	67027
	1	Main Production Area		1000AD-ss	67025
	1	Main Production Area	Garland	1000AD-ss	67021
<i>brat pan</i>					
	1	Main Production Area	bloget	blp 40g	1.24065E+13
	1	Main Production Area	bloget	bld-402	01240651046-0601
	1	Main Production Area	Vulcan	126845	46-3001850
	1	officer mess	Valcan	VG-40	27.1183364
<i>Bunn hot chocolate machine</i>					
	3	Servery/Steamline Area	Bunn		
<i>cappuccino machine</i>					
	1	officer mess	BUNN		
<i>Coffee Machine SNCO</i>					
	1	Dining Room	Bunn	34600.6003	duel tf dbc
<i>coffee maker</i>					
	1	Dining Room	Bunn	dsf030	17044
	1		BUNN	346000.6003	DUAL.TF.BDC
	1	officer mess	BUNN	34600.600.	
<i>coffee maker Bunn</i>					
	1	Servery/Steamline Area	Bunn	34600.6003	DUAL.TF.DBC
<i>Comb oven</i>					
	1	Officer mess	Alto sham	HUD-6.10	s74217394

<i>cook and hold oven top</i>					
	1	Main Production Area	witico	AD-151-2t	62023
	1	Main Production Area	witico	AD-151-2t	67022
	1	Main Production Area	witico	AD-151-2t	67028
	1	Main Production Area	witico	AD-151-2t	67026
<i>deep fryer</i>					
	1	Servery/Steamline Area	Vulcan	2GR65p1	481690257
	1	Officer mess	FRY Master	FMP145zecsd	1203gH0061
	1	Main Production Area	Vulcan		481630113
	1	officer mess	Vaulcan	2G6BDF	481636116
	1	Officer mess	Vulcan		
	1	Bake Shop	Belshaw	W697	7181.56
	1	Servery/Steamline Area	Vulcan	2g6bdf	451630121
	1	Servery/Steamline Area	Vulcan	2g6bpf	481630113
	1	Bake Shop	Vulcan	2g4bdr	48-1649473
<i>dishwasher</i>					
	1	officer mess	holbart	CR566A	851063877
<i>electric steamer</i>					
	1	Main Production Area	Cleveland	ret.6.t	1.10123E+11
<i>Flat top</i>					
	1	Servery/Steamline Area	Accu Temp	EGF2083A4800	10890
	1	Servery/Steamline Area	Accutemp	EGF2083A4800	10841
	1	officer mess	Vulvan		
<i>food prosser</i>					
	1	Salad Room	Hobart	cc-34	76-2054
<i>food warmer</i>					
	1	officer mess	abajo	HLC-2125919	92273401
<i>foster 2 door sliding sides</i>					
	1	Dining Room SNCO	foster	EDA3301	97010150
<i>foster Gastromorm (90)</i>					
	1	Dining Room	Foster	ngh-36-ft.t	68-98789
<i>garburator</i>					
	1	pot room	Holbart		
	1	Main Production Area by salads		Holbat	
<i>Garburator shut and motor back room</i>					
	1		valcan		
<i>garland stove top</i>					
	1	Main Production Area		m435	1.1111E+12
<i>gas grill</i>					
	1	SNCO	Vaulcan	VCRB25-1	DV-1030661
<i>Gastro 90</i>					

	1	Servery/Steamline Area		NGH-72ft.t (72)	68-98770
<i>grill</i>					
	1	Officer mess	garland	GD-36RB	GD-36RB-0004
<i>grill flat tops</i>					
	5	Main Production Area 210	Vulcan flat top		
<i>Hobart Dishwasher</i>					
	1	Dish Room 210	Hobart	CCS86A	27-1181-377
<i>hot top 2 burner</i>					
	1	Bake Shop	Garland		
<i>juice machine</i>					
	1	Main Production Area	Crathco	D35-4	T000816
	1	Dining Room	Crathco	JT30	62A0446JC063
<i>MIXER</i>					
	1	Bake Shop	Blakeslee	dd-80	37-65640-EDD
	1	Bake Shop	Hobart	hc600	31-1451-864
	1	Officer mess	Blakeslee	DD-60	37-65638-edd
	1	Main Production Area	Hobart	HC 300	31-1451-501
<i>Oven</i>					
	1	Main Production Area (210	Rationale	sccwe20sg	g22sh12022288027
	1	Officer mess	Valucan	VC4GD-186	48-1635868
		Bake Shop	Vulcan	VCHGD-186	43-1635863
	1	Officer mess	Vulcan	VC4GD-186	481635361
	1	Main Production Area 210	Rationale	sccwe20sg	g22sh12022288628
	1	Bake Shop	Vulcan	VCHGD-186	48-1635886
	1	Officer mess	Garland	TG 2 CH	121814
	1	Officer mess	garland	TG 3C H	121813
<i>oven /salamder</i>					
	1	officer mess	Blodgett	b36A-xx	09c83426
<i>oven Vulcan</i>					
	1	SNCO	Vulcan	VC4gd 115	48160801
<i>pizza warmer</i>					
	1	Servery/Steamline Area	doyon	drp4s	3.3333E+11
<i>pizza ovens</i>					
	1	Servery/Steamline Area		apa	9706A00003
	1	Servery/Steamline Area		apa1	9706A00004
<i>pizza warmer</i>					
	1	Officer Mess		DRP45	3.2856E+11

	1	Servery/Steamline Area	DOYOO	drp45	3.3333E+11
<i>Potato peelers</i>					
	1	Vegetable Prep Area	Hobart		
<i>small charbroiler grill</i>					
	1	Officer mess	Vulcan		
<i>steam line</i>					
	1	officer Mess	Vollrath	988880000z-cnb	Z064-00364099-01
<i>steam lines</i>					
	5	Dining Room			
<i>Steam pot</i>					
	1	Officer mess		wp23	
	1	officer mess		wp25	W120uw131fk
	1	Main Production Area	Cleveland	104043	1.20323E+11
	1	Main Production Area	Cleveland	104042	1.20324E+11
	1	Main Production Area	Cleveland	104044	1.20323E+12
	1	Main Production Area	Cleveland	wt.3529	nb68321
	1	Main Production Area	Cleveland	24552	45599.15.025
<i>steamer</i>					
	1	SNCO side	Cleveland		
		officer mess	Valcuan		
	1	snco dinning are	Cleavlend		
<i>steamer electrical</i>					
	1	Bake Shop	Vulcan	EC6TW	3899-1v04777
<i>steamers</i>					
	1	Main Production Area	Cleveland Steamer	24CGA10	1.20323E+12
	1	Servery/Steamline Area	Cleveland steamer	24CGA10	1.20323E+12
<i>stove top1</i>					
	1	Officer mess	Garland	S/H WO5000	W004001007.1108
<i>Stream Pot</i>					
	1	Bake Shop	Hobart electrical	VEC-6-TW	103376-AX
<i>True fridge</i>					
	1	Sandwich Bar SNCO	true	tssu-48-12	5188261
<i>vollrath</i>					
	1	Main Production Area	Vollrath	69523	81120007
<i>Vulcan stand up char broiler</i>					
	1	Dining Room SNCO	Vulcan		

<i>Warmer</i>					
	1	Main Production Area	Traulsen	RHF132-WP-FHS	T12867C09
	1	Main Production Area	Traulsen	RHF132-WP-FHS	T127564C09
	1	Servery/Steamline Area	vollrath	TW-27R	A305-00449603-001
	1	Snc0 side	Traulsen	RHF132-WP-FHS	T12721C09
	1	Main Production Area	Traulsen	RHF132-WP-FHS	T127564C09
<i>warmers stand up</i>					
	6	Main Production Area	Traulsen		

MAR 13 2018



Government of Canada / Gouvernement du Canada

Contr / Number / Numéro du contrat	W684E-18LP18
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: **DND**

2. Branch or Directorate / Direction générale ou Direction: **RPOU (West)**

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  
**Kitchen Equipment Repairs**

5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées?  No / Non  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?  No / Non  Yes / Oui

5. 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 / Non  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.  No / Non  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?  No / Non  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  NATO / OTAN  Foreign / Étranger

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

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

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

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



Contrat / Number / Numéro du contrat
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Security Classification / Classification de sécurité
UNCLASSIFIED

**PART A (continued) / PARTIE A (suite)**

3. 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:
3. 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)**

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

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

Special comments: Unscreened personnel can only be used for work in reception zones and other public and public access areas.  
Commentaires spéciaux:

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

0. 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

1. 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
1. 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

1. 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)

1. 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
1. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?  No / Non  Yes / Oui



Contract Number / Numéro du contrat <b>W684E-18LP18</b>
Security Classification / Classification de sécurité <b>UNCLASSIFIED</b>

**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 CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	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 « Classification de sécurité » au haut et au bas du formulaire.

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

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

UNCLASSIFIED

**Security Guide To W684E18LP18**

- The only Security Requirement for this contract is that personnel working on this procurement require, as a minimum, a **RELIABILITY STATUS** before access to a secure site is granted. Contractor personnel working on DND sites shall abide by the National Defence Security Orders and Directives as well as any Information Technology publications that may apply. DND Unit Security Supervisors are responsible to brief Contractor employees on these policies and any other security instructions/policies as required. Foreign Contractors will abide by their Governments' national security regulations and/or bilateral agreements MOU.
- Prior to allowing access to secure premises, confirmation of Contractor personnel's security clearances must be forwarded on a Visit Clearance Request through the International Industrial Security Division (IISD) of Public Works & Government Services Canada (PWGSC) for approval and bear the name of this contract/project/program/contract number and the Project Officer.
- At no time will the contractor personnel be allowed to have any access to **CLASSIFIED/PROTECTED** data/documentation/systems and assets.
- Subcontracts containing security requirements are prohibited without the prior written authority of CISD/PWGSC.

**DND Personnel:**

DDSO-Industrial Security, is the contact person for information pertaining to security concerns identified in this procurement.

**Industrial Personnel:**

The Company Security Officer (CSO) or alternate may contact CISD/PWGSC for information pertaining to security concerns identified in this procurement. Foreign Suppliers shall direct security related inquiries to their responsible National Security Authority/Designated Security Authority (NSA/DSA), and shall adhere to instructions issued by their responsible NSA/DSA.

UNCLASSIFIED

**TASK AUTHORIZATION  
AUTORISATION DES TÂCHES**

All invoices/progress claims must show the reference Contract and Task numbers. Toutes les factures doivent indiquer les numéros du contrat et de la tâche.		Contract no. – N° du contrat <hr/> Task no. – N° de la tâche
Amendment no. – N° de la modification	Increase/Decrease – Augmentation/Réduction	Previous value – Valeur précédente
To – À	<b>TO THE CONTRACTOR</b> You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task. Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract. <b>À L'ENTREPRENEUR</b> Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande. Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.	
Delivery location – Expédié à	_____ Date	
Delivery/Completion date – Date de livraison/d'achèvement	_____ for the Department of National Defence pour le ministère de la Défense nationale	
Contract item no. N° d'article du contrat	Services	Cost Prix
		<b>GST/HST TPS/TVH</b>
		<b>Total</b>
<b>APPLICABLE ONLY TO PWGSC CONTRACTS:</b> The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract. <b>NE S'APPLIQUE QU'ÀUX CONTRATS DE TPSGC :</b> La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.		
_____ for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux		

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

**Contract no.**

Enter the PWGSC contract number in full.

**Task no.**

Enter the sequential Task number.

**Amendment no.**

Enter the amendment number when the original Task is amended to change the scope or the value.

**Increase/Decrease**

Enter the increase or decrease total dollar amount including taxes.

**Previous value**

Enter the previous total dollar amount including taxes.

**To**

Name of the contractor.

**Delivery location**

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

**Delivery/Completion date**

Completion date for the task.

**for the Department of National Defence**

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

**Services**

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

**Cost**

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

**GST/HST**

The GST/HST cost as appropriate.

**Total**

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

**Applicable only to PWGSC contracts**

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

**Note:**

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

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

**N° du contrat**

Inscrivez le numéro du contrat de TPSGC en entier.

**N° de la tâche**

Inscrivez le numéro de tâche séquentiel.

**N° de la modification**

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

**Augmentation/Réduction**

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

**Valeur précédente**

Inscrivez le montant total précédent, y compris les taxes.

**À**

Nom de l'entrepreneur.

**Expédiez à**

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

**Date de livraison/d'achèvement**

Date d'achèvement de la tâche.

**pour le ministère de la Défense nationale**

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

**Services**

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

**Prix**

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

**TPS/TVH**

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

**Total**

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

**Ne s'applique qu'aux contrats de TPSGC**

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

**Nota :**

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