



## RETURN BIDS TO:

## RETOURNER LES SOUMISSIONS À:

Public Works and Government Services Canada  
ATB Place North Tower  
10025 Jasper Ave./10025 ave. Jasper  
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

### 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>Title - Sujet</b> Elevator Device Maintenance	
<b>Solicitation No. - N° de l'invitation</b> W684E-18LP32/A	<b>Date</b> 2018-07-31
<b>Client Reference No. - N° de référence du client</b> W684E-18LP32	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$PWU-066-11415	
<b>File No. - N° de dossier</b> PWU-8-41044 (066)	<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 2018-09-10</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> Lee, Mony	<b>Buyer Id - Id de l'acheteur</b> pwu066
<b>Telephone No. - N° de téléphone</b> (780) 224-6675 ( )	<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

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

## **IMPORTANT NOTICE TO BIDDERS**

### **Security**

This notice is to advise ALL interested bidders that in order to be awarded a contract which contains a security requirement, all bidders MUST hold a valid Security Clearance granted or approved by PWGSC Canadian Industrial Security Directorate (CISD) at the level indicated in this solicitation document. Should the bidder not currently hold a valid Security Clearance or require the level to be upgraded, PWGSC will sponsor the bidder. Please submit your written request with the following information to [Mony Lee](mailto:mony.lee@pwgsc-tpsgc.gc.ca) by facsimile 819-956-3600 or by e-mail to [mony.lee@pwgsc-tpsgc.gc.ca](mailto:mony.lee@pwgsc-tpsgc.gc.ca)

Legal Company Name  
Mailing address  
Surname and given name of contact person  
Telephone number of contact person  
Title of contact person  
Facsimile number  
E-mail address of contact person  
Procurement Business Number  
Preferred Language of correspondence  
Level of Security Required

Additional information on PWGSC security can be found on the following web site:  
<http://ssi-iss.tpsgc-pwgsc.gc.ca> or by dialing 1-866-368-4646 (Toll free).

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

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

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## PART 1 - GENERAL INFORMATION

### 1.1 Introduction

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

Part 1 General Information: provides a general description of the requirement;

Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation and states that the Bidder agrees to be bound by the clauses and conditions contained in all parts of the bid solicitation;

Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;

Part 4 Basis of Selection: specifies the mandatory requirements and the basis of selection;

Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;

Part 6 Security Requirement: includes specific requirements that must be addressed by Bidders; and

Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Security Requirement Check List, the Electronic Payment Instruments, DND 626 Task Authorization form, Task Authorization Usage Report and the Voluntary Certification to Support the Use of Apprentices.

### 1.2. Summary

For the supply of skilled labour, materials, tools, equipment, transportation, incidentals and supervision necessary to perform inspections, maintenance, and repairs of elevator and lifting devices for the Department of National Defence (DND), Canadian Forces Base (CFB) Edmonton in accordance with the terms and conditions contained herein.

The period of any resulting contract will be for a period of three (3) years with Canada retaining an irrevocable option to extend the contract for two (2) additional one (1) year periods under the same conditions.

There are security requirements associated with this requirement. For additional information, consult Part 6 - Security Requirement, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the **Contract Security Program (CSP)** of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.htm>) website.

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

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 of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<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: sixty (60) days

Insert: one hundred twenty (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:

Western Region Bid Receiving Unit  
Public Works and Government Services  
Canada  
ATB Place North Tower  
10025 Jasper Ave./10025 ave. Jasper  
5th floor  
Edmonton, Alberta  
T5J 1S6

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

*(Bids/Offers will be not be accepted if emailed directly to this email address. This email is to initiate an ePost Connect conversation, as detailed in the Standard Instructions.)*

Bid Fax: (780) 497-4510

### 2.3 Former Public Servant (To be completed by the Bidder)

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

#### Definitions

For the purposes of this clause,

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

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

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

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

#### Former Public Servant in Receipt of a Pension

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

YES ( ) NO ( )

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

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

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

#### Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

- (a) name of former public servant;
- (b) conditions of the lump sum payment incentive;
- (c) date of termination of employment;

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

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

## **2.4 Enquiries - Bid Solicitation**

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

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

## **2.5 Applicable Laws**

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in 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: Financial Bid  
Section II: Certifications

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

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

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

- 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.

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

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

- use 8.5 x 11 inch (216 mm x 279 mm) paper;
- 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](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, bidders should:

- 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
- use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

#### Section I: Financial Bid

**3.1.1** Bidders must submit their financial bid in accordance with the Basis of Payment – Annex “B”.

#### 3.1.2 Electronic Payment of Invoices – Bid

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



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

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

## **Section II: Certifications**

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

## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

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

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1 Mandatory Technical Criteria**

Bidder must have a minimum of one (1) certified journeyperson as defined under the Apprenticeship Program Regulation (Alberta Regulation 276/200 with amendments up to and including Alberta Regulation 131/2016) for Elevator Constructor Trade Regulation. Proof of certification must be provided.

#### **4.1.2 Financial Evaluation**

The costs for the items in Annex "B" will be added together to obtain the TOTAL EVALUATED BID PRICE.

### **4.2 Basis of selection**

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

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

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

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

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

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

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 (<http://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html>).

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

## PART 6 - SECURITY REQUIREMENT

### 6.1 Security Requirement

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 site(s) must meet the security requirement as indicated in part 7 – Resulting Contract Clauses;
  - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. 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 Employee Information for Security

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

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

## PART 7 - RESULTING CONTRACT CLAUSES

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

### 7.1 Statement of Work

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

#### 7.1.1 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 "Task Authorization Form for non-DND clients" or "DND 626, Task Authorization Form" or "Task Authorization" form specified in Annex "D".
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 seven (7) 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 \$60,000.00 Applicable Taxes included, inclusive of any revisions.

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

##### 7.1.2.3 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 "E". If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

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

The quarterly periods are defined as follows:

- 1st quarter: April 1 to June 30;
- 2nd quarter: July 1 to September 30;
- 3rd quarter: October 1 to December 31; and
- 4th quarter: January 1 to March 31.

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

##### **Reporting Requirement- Details**

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

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

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

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

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

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

The administration of the Task Authorization process will be carried out by *Department of National Defence (DND), Canadian Forced Base (CFB) Edmonton*. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

## 7.2 Standard Clauses and Conditions

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

### 7.2.1 General Conditions

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

## 7.3 Security Requirement

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

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

## 7.4 Term of Contract

### 7.4.1 Period of Contract

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

### 7.4.2 Option to Extend Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least five (5) 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:

Mony Lee  
Procurement Specialist  
Public Services and Procurement Canada  
Acquisitions Branch  
Western Region

ATB Place, North Tower

5<sup>th</sup> Floor, 10025 – Jasper Avenue  
Edmonton, AB T5J 1S6

Telephone: 780 – 224 – 6675

Facsimile: 780 – 497 – 3510

E-mail address: [mony.lee@pwgsc-tpsgc.gc.ca](mailto:mony.lee@pwgsc-tpsgc.gc.ca)

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

## 7.5.2 Project Authority

The Project Authority for the Contract is:

*(To be named in the contract)*

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

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

*(To be completed by the bidder)*

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

## 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

#### Annex "B", Basis of Payment: SCHEDULED REQUIREMENTS

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit price as specified in Annex "B" for a cost of \$ \_\_\_\_\_ **(to be inserted at contract award)**. Customs duties are included and Applicable Taxes are extra.



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

**Annex "B", Basis of Payment: UNSCHEDULED REQUIREMENTS**

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid the firm unit price(s) in accordance with the basis of payment, in Annex "B", as specified in the authorized TA. Customs duties are included and Applicable Taxes are extra. Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

**7.7.2 Limitation of Expenditure**

1. Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_ **(to be inserted at contract award)**. 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  
SACC Manual clause [H1001C](#) (2008-05-12), Multiple Payments

**7.7.4 SACC Manual clauses**

[A9117C](#) (2007-11-30), T1204 - Direct Request by Customer Department  
[C0705C](#) (2010-01-11), Discretionary Audit

**7.7.5 Electronic Payment of Invoices – Contract**

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

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

**7.8 Invoicing Instructions**

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:
  - 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
- 2. Invoices must be distributed as follows:  
The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

## 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 Alberta.

### 7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2018-06-21) General Conditions - Higher Complexity - Services ;
- (c) Annex "A", Statement of Work;
- (d) Annex "B", Basis of Payment;
- (e) Annex "C", Security Requirements Check List;
- (f) Annex "D", DND 626 Task Authorization Form;
- (g) Annex "E" Task Authorization Usage Report,
- (h) the signed Task Authorizations (including all of its annexes, if any);
- (i) the Contractor's bid dated \_\_\_\_\_.

### 7.12 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)

### 7.13 Insurance - Specific Requirements

#### 7.13.1 Insurance - Specific Requirements

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

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

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

### 7.13.2 Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than **\$5,000,000** per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - (a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - (b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - (c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - (d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - (e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - (f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - (g) Employees and, if applicable, Volunteers must be included as Additional Insured.
  - (h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - (i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - (j) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - (k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
  - (l) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

### 7.14 Cellular Phones and/or Pagers

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

### 7.15 Canadian Forces Site Regulations

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

7.16 Voluntary Reports for Apprentices Employed during the Contract

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

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

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

Number of apprentices hired	Trade specialty

## **ANNEX "A"**

### **STATEMENT OF WORK**

#### **DESCRIPTION OF WORK:**

1. Work under this Contract shall comprise the supply of all labour, tools, equipment, transportation and supervision necessary to perform inspections, maintenance and repairs of elevator and lifting devices for the Department of National Defence (DND), Canadian Forces Base (CFB) Edmonton in various buildings as listed in Appendix A – List of Elevators & Lifts.

#### **Services Required:**

- a. Work will include quarterly inspections of all elevating devices as listed in Appendix A as per the Alberta Safety Codes Acts and Elevating Devices Codes.
- b. Maintenance repairs and replacement parts may be required on an "as and when requested" basis. Services including but not limited to programming, diagnostic and site specific specialty devices, test, provide software updates and/or upgrades.

2. Work shall be done professionally by qualified Elevator Technicians and in accordance with the rules, regulations, statutes and guidelines of the province of Alberta, Canada. Qualified is defined as: technicians that are certified to the level or class required, to perform the inspection, testing and repairs of the requirement on this contract.

3. Normal hours of work for Edmonton Garrison are 7:30 AM to 4 PM, Monday through Friday, with the exception of statutory holidays. Scheduled work outside the normal hours of work shall be cleared with the Project Authority.

#### **4. Emergency Work**

- a. Emergency response 24 hours per day, 7 days per week.
- b. Work must be performed immediately upon acceptance of the Task Authorization.

#### **5. Repair Work**

- a. Repair work to be coordinated with Project Authority.
- b. Repair work may be requested at any time
- c. The Contractor must respond to Task Authorization(s) within four (4) hours of receipt.
- d. Work must be performed within mutually agreed time frame between the Contractor and Project Authority, as indicated in the Task Authorization.

#### **STANDARDS**

6. All maintenance and repairs shall be in accordance with the latest Province of Alberta Safety Codes Act, Elevating Devices Code.

7. The Contractor shall submit all trades-persons qualifications to the Real Property Operations Unit West (RPOU(W)) representative upon the awarding of the contract.

8. All workers shall be qualified by the Alberta Government as ELEVATOR CONSTRUCTORS (ELEVATOR MECHANIC). All other tradesmen will be certified with in their respective trades.

9. The Contractor is to be in good standing with Workmen's Compensation Board (WCB).

#### **SAFETY CODES**

10. The Contractor shall conform to, but not limit work to, the edition of Codes and Standards applicable at the time of entering into the Contract as follows:

- a. CAN/CSA-B44, Safety Code for Elevators, Escalators, Dumbwaiters, Moving Walks and Freight Platform Lifts (including all Appendices),
- b. CAN/CSA-B355, Standard for Lifts for Persons with Physical Disabilities.

- c. National Building Code,
- d. National Fire Code,
- e. Provincial/Territorial Acts and Regulations and
- f. Municipal Bylaws.

11. Where concurrent regulations exist the most stringent set of regulations shall apply.

## **WARRANTY**

12. All workmanship carried out under this Contract must be warranted for a period of 12 months from date of repair or replacement. All material/ equipment replaced under this contract will be warranted as per the manufacturers warrantee. The Contractor is to supply the Project Authority with the associated manufacturer warranties upon completion of the work.

## **CONTRACTOR'S USE OF SITE**

13. For execution of the work only, subject to the following:
- a. Movement around site will be subject to restrictions imposed by the Project Authority;
  - b. Do not unreasonably encumber site with materials or equipment;
  - c. Maintain work in tidy condition, free from accumulation of waste products and debris: and
  - d. Execute work with the least possible interference or disturbance to occupants and normal use of premises.

## **WORKMANSHIP**

14. Workmanship must be of the best quality, executed by workers skilled and ticketed in the respective trades for which they are employed. It is the responsibility of the Contractor to supply fully licensed and accredited employees. All related licenses, tickets and accreditation are the responsibility of the Contractor and must be provided as proof of quality of skills required for the terms of this contract. Contractor must provide copies of all tickets certificates and licenses for the employees they would send to work on the projects.

15. Contractor must not employ any unfit person or anyone unskilled in their respective duties. The Work must not be performed by any person who, in the opinion of the Project Authority, is incompetent, unsuitable or has been conducting himself/herself improperly. Project Authority reserves the right to request the dismissal from the site, workers deemed incompetent, careless, insubordinate or otherwise objectionable.

Decisions as to the quality or fitness of workmanship in cases of dispute rest solely with the Project Authority, whose decision is final.

## **REQUEST FOR ESTIMATE**

7. Upon receipt of Request for Estimate (RFE) from Project Authority, Contractor shall issue a cost estimate for repairs or replacement of specific item(s) prior to carrying out work. The following shall be included in the Estimate;
- a. The cost estimate must be in accordance with the Basis of Payment. The price must show the break down of labour, material sub-contract and indirect labour (if any) separately. Any line items not covered by the pricing provisions of the Basis of Payment will not be approved;
  - b. Where replacement of components is more cost effective than repair, the Contractor shall make this option known and include this cost in the estimate;
  - c. Cost estimate shall be faxed or emailed to Project Authority. The estimate shall indicate a breakdown of materials, labour, mark-up and GST; and
  - d. Upon acceptance of the Contractor's cost estimate and receipt of the DND 626 - Task Authorisation, Contractor carries out the work within 48 hours or a time mutually agreed to by both parties.

## **SUB-CONTRACTING WORK**

9. If the Contractor is required to sub-contract any work, the Contractor shall provide to the Project Authority the Sub-Contractor's contact information and Worker Compensation Board clearance certification. Failure to provide this information will result in work denied by the Project Authority.

## **TIME RECORDING AND VERIFICATION**

10. The contractor shall keep record of their productive labour daily on the job site and shall take approval signature on a customized two-copy receipt book from Project authority / available Escort Commissionaire and send one copy to the project authority. The contractor shall keep his copy until the invoices are approved and payments are made. Time charged and the accuracy of the Contractor's time recording system is subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request

## **INSURANCE**

11. Contractor shall obtain insurance for the accidental damage of property and employees appointed to job according to the instruction of PSPC (PWGSC)

## **MEASUREMENT FOR PAYMENT**

### **General**

12. Upon completion of work, the Contractor shall submit an invoice on official company letterhead with original work order attached. The invoice shall reflect the actual work performed, and shall be in accordance to the basis of payment:

All invoices submitted for payment shall show-

- a. RPOps Work order number or project file number,
- b. Public Works and Government Services Canada PSPC (PWGSC) Contract number and
- c. Same address as on PSPC (PWGSC) contract.

### **Submitting Invoices**

13. Invoices are to include a breakdown as follows-

- a. Hourly according to offer and hours of work for each transaction recorded as per time record.
- b. An itemized list of material used, by cost, associated with vendor's invoice.
- c. Goods and services Tax (GST/HST) shall be shown as a separate item.
- d. Where sub-contracting is involved, a copy of subcontractor's invoice shall accompany the invoice against the requisition.
- e. Where Markup or discount applicable, indicate separately.

## **SECURITY**

### **General**

14. Work clearances will be granted by Security Requirement Check List (SRCL) with an Enhanced Reliability Checks (ERC). All personnel employed by the Contractor who will be performing work within the General Restricted Area (GRA) shall be subject to a Reliability Check (RC) performed by Public Works and Government Services Canada Security Division. Prior to commencement of work, the Contractor and each of his personnel involved in the performance of the Contract must be security screened by the Canadian and International Industrial Security Division of the Department of Public Works and Government Services at the level of RELIABILITY.

15. The Security Division will perform Criminal Record check and Credit check on each applicant. If significant adverse information arises during the conduct of a security assessment, the individual will be notified, in person, and given an opportunity to explain the circumstances. If the Deputy Minister, PWGSC, after reviewing a security assessment, denies the granting of an ERC, the individual (s) concerned shall be so notified in writing along with information relating to their right of appeal. All passes in the individual's possession shall be returned to the Military Police, and subsequent admission to the GRA will be prohibited, pending the out-come of any appeal. The Contractor will conduct the majority of work required between the hours of 0800 and 1600 hrs each working day or as otherwise directed.

### **Operational Security**

16. Work carried out within the General Restricted Area (GRA) is subject to special and unique security regulations. All Contractors' employees must carry company I.D. and GRA pass. Individuals without authorized passes in their

possession will not be permitted to enter the GRA. If the Project Authority requires the Contractor to work in the GRA where their Reliability clearance does not give them access, the Project Authority will attempt to provide Security Escorts.

17. The use of cell phones are restricted in the GRA;

- a. Use of cellular phones is prohibited within Refuelling compounds; and
- b. Cell phones will not be operated within 15 metres of an aircraft.

18. Contractors are not to take any pictures within the GRA, if required to take a picture, the Project Authority could take the picture for the Contractor. A request must be submitted to the Project Authority well in advance; this request will be considered but might not be supported due to other requirements.

## **HEALTH & SAFETY REQUIREMENTS**

19. All accidents are to be reported to the Project Authority immediately.

20. All hazardous material must be identified and labelled in accordance with the Workplace Hazardous Material Information System (WHMIS) and copies of the Material Safety Data Sheet (MSDS) must be supplied to the Project Authority.

21. Should any unforeseen or peculiar safety-related factor, hazard, or condition become evident during the performance of work, report it to Project Authority immediately.

22. If during execution of contract work, workers uncover or disturb suspected asbestos products that are not covered in the contract specifications, STOP work in that area and report to Project Authority immediately.

23. DND has a no smoking policy in effect with exceptions in designated smoking areas.

## **ORIENTATION MEETING**

24. A kickoff meeting will be conducted for the Contractor and Project Authority to discuss the terms of the Contract. This meeting provides both parties an opportunity to bring forward or answer all inquiries or questions. This meeting will be held prior to initial inspection / Task authorisation to ensure there is no misunderstanding. Depending on the Contract, this meeting can be conducted by teleconference. The Project Authority will contact the Contractor to arrange for this meeting as soon as possible after the issuance of the Contract. The meeting is expected to last approximately one hour but may vary from this time frame.

25. The Contractor's personnel who will be working on CFB Edmonton must read and abide by the CFB Edmonton Fire Orders and Regulations for Contractors, which will be provided by the Project Authority during the orientation meeting or before the commencement of the work. The Project Authority will coordinate arrangements for the Contractor to be briefed on Fire Safety at

Their orientation meeting before any work is commenced.

26. Contractors/visitors/subcontractors working with/supporting DND personnel will attend work-specific briefings by the Project Authority lasting approximately one (1) hour relating to health, safety, environmental and emergency response procedures. Documentation including Standing Operating Procedures (SOP's) or other procedures, and safety standards will be cited or made available to contract/visitor principals on a loan basis for reference, as applicable.

27. Observance of On-site Safety, Health and Environmental Standards on Protection of Property. The Contractor, his employees and/or subcontractors, undertakes and agrees to comply with all DND regulations in force at the worksite, including the observance of all safety, health and environmental standards and those in place to preserve and protect DND property from loss or damage from all causes including fire.

28. The Contractor is responsible to ensure that all employees and subcontractors that will be working on the site are fully briefed and have completed and signed the Contractor Safety Orientation Checklist prior to the start of any portion of the on site work. A copy of the signed checklist is to be provided to the Project Authority. No payments will be issued until all documentation is in place.

## **ENVIRONMENTAL PROTECTION PROCEDURES**

29. The following are disposals regulations:

- a. Burying of rubbish or waste materials on site is prohibited;
- b. Do not dispose of waste or volatile materials, such as mineral spirits, oil or paint thinner into waterways, storm or sanitary sewers;
- c. Costs associated with appropriate removal, transportation and disposal of wastes is the responsibility of the Contractor; and
- d. The Contractor must dispose of all rubbish and residue in accordance with existing



provincial and/or municipal regulations and/or bylaws.

- e. Do not pump contaminated water into waterways, storm drains, sanitary sewers, or drainage systems.
- f. Control the disposal or runoff of contaminated water or other harmful substances in accordance with local authority requirements.
- g. Do not dump excavated fill, waste material or debris in waterways.
- h. The Contractor must immediately notify the Project Authority of any damage incident.

Special Procedures:

- 30. When operating within the CFB Edmonton areas the following restrictions apply:
  - a. Do not disrupt Base business except as permitted by Project Authority;
  - b. Provide temporary protection for safe handling of public, personnel, pedestrians and vehicular traffic; and
  - c. Provide barricades and lights where directed.

**ANNEX "B"****BASIS OF PAYMENT**

- Unit Prices are to include ALL applicable expenses, including travel time and personnel expenses, to perform the work and are to remain firm for the period of the Standing Offer.
- Service call rates will be paid only on the initial call-out. Should the work carry over to subsequent days, the labour rates only will be applied. In case of emergency a service call will be made other than that the repairs and maintenance will be pre-negotiated through individual quotes.
- Overtime must be authorized in advance by the Project Authority
- GST is not to be included in the prices but will be added as a separate item to any invoice issued against the Standing Offer.
- A percentage mark-up on parts and materials must be provided otherwise it will be taken as zero.
- Estimated usages are for evaluation purposes only and not to be construed as a firm commitment from Canada. Actual usage may vary from these amounts

**Schedule A: Year 1**

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>ESTIMATED ANNUAL USAGE (A)</b>	<b>FIRM UNIT PRICE (B)</b>	<b>EXTENDED PRICE (C) = A x B</b>
<b>SCHEDULED REQUIREMENTS</b>				
<b>1)</b>	Quarterly inspections of all elevating devices by Certified Inspector in accordance with Annex "A", Statement of Work.	96 inspections (4 x 24 elevators)	\$_____ / inspection	\$_____
<b>UNSCHEDULED REQUIREMENTS</b>				
<b>1)</b>	<b>Service Call Rates, including first hour of on-site productive labour</b>			
<b>a)</b>	<i>During "Regular Working Hours"</i> Monday through Friday (07:30 to 16:00 hours), excluding statutory holidays			
<b>i)</b>	Journeyman	7 calls	\$_____ / call	\$_____
<b>ii)</b>	Apprentice	7 calls	\$_____ / call	\$_____
<b>b)</b>	<i>Outside "Regular Working Hours"</i> Monday through Friday (16:00 to 07:30 hours), excluding statutory holidays			
<b>i)</b>	Journeyman	2 calls	\$_____ / call	\$_____
<b>ii)</b>	Apprentice	2 calls	\$_____ / call	\$_____
<b>c)</b>	<i>Outside "Regular Working Hours"</i> Weekends and statutory holidays			
<b>i)</b>	Journeyman	1 calls	\$_____ / call	\$_____
<b>ii)</b>	Apprentice	1 calls	\$_____ / call	\$_____
<b>2)</b>	<b>Firm Labour Rates</b>			
<b>a)</b>	<i>During "Regular Working Hours"</i> Monday through Friday (07:30 to 16:00 hours), excluding statutory holidays			
<b>i)</b>	Journeyman	25 hours	\$_____ / hour	\$_____
<b>ii)</b>	Apprentice	25 hours	\$_____ / hour	\$_____
<b>b)</b>	<i>Outside "Regular Working Hours"</i> Monday through Friday (16:00 to 07:30 hours), excluding statutory holidays			
<b>i)</b>	Journeyman	5 hours	\$_____ / hour	\$_____
<b>ii)</b>	Apprentice	5 hours	\$_____ / hour	\$_____
<b>c)</b>	<i>Outside "Regular Working Hours"</i> Weekends and statutory holidays			
<b>i)</b>	Journeyman	5 hours	\$_____ / hour	\$_____

ii)	Apprentice	5 hours	\$_____ / hour	\$_____
3)	Material and Replacement Parts at the Contractor's mark up on allowance for unspecified material, replacement parts, required permits and certification. = (% markup + \$25,000.00)  Verification of contractor's cost to be provided upon request of the Project Authority.	\$25,000.00	____%	\$_____
<b>Subtotal A: Estimated Total 1<sup>st</sup> Year Applicable Taxes Extra</b>				<b>\$_____</b>

Continued

**Schedule B) Year 2**

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>ESTIMATED ANNUAL USAGE (A)</b>	<b>FIRM UNIT PRICE (B)</b>	<b>EXTENDED PRICE (C) = A x B</b>
<b>SCHEDULED REQUIREMENTS</b>				
1)	Quarterly inspections of all elevating devices by Certified Inspector in accordance with Annex "A", Statement of Work.	96 inspections (4 x 24 elevators)	\$_____ / inspection	\$_____
<b>TASK AUTHORIZATION REQUIREMENTS</b>				
1)	<b><u>Service Call Rates, including first hour of on-site productive labour</u></b>			
a)	<i>During "Regular Working Hours"</i> Monday through Friday (07:30 to 16:00 hours), excluding statutory holidays			
i)	Journeyman	7 calls	\$_____ / call	\$_____
ii)	Apprentice	7 calls	\$_____ / call	\$_____
b)	<i>Outside "Regular Working Hours"</i> Monday through Friday (16:00 to 07:30 hours), excluding statutory holidays			
i)	Journeyman	2 calls	\$_____ / call	\$_____
ii)	Apprentice	2 calls	\$_____ / call	\$_____
c)	<i>Outside "Regular Working Hours"</i> Weekends and statutory holidays			
i)	Journeyman	1 calls	\$_____ / call	\$_____
ii)	Apprentice	1 calls	\$_____ / call	\$_____
2)	<b><u>Firm Labour Rates</u></b>			
a)	<i>During "Regular Working Hours"</i> Monday through Friday (07:30 to 16:00 hours), excluding statutory holidays			
i)	Journeyman	25 hours	\$_____ / hour	\$_____
ii)	Apprentice	25 hours	\$_____ / hour	\$_____
b)	<i>Outside "Regular Working Hours"</i> Monday through Friday (16:00 to 07:30 hours), excluding statutory holidays			
i)	Journeyman	5 hours	\$_____ / hour	\$_____

ii)	Apprentice	5 hours	\$_____ / hour	\$_____
c)	<i>Outside "Regular Working Hours"</i> Weekends and statutory holidays			
i)	Journeyman	5 hours	\$_____ / hour	\$_____
ii)	Apprentice	5 hours	\$_____ / hour	\$_____
3)	Material and Replacement Parts at the Contractor's mark up on allowance for unspecified material, replacement parts, required permits and certification. (= % markup + \$25,000.00)  Verification of contractor's cost to be provided upon request of the Project Authority.	\$25,000.00	____%	\$_____
<b>Subtotal B: Estimated Total 2<sup>nd</sup> Year Applicable Taxes Extra</b>				<b>\$_____</b>

Continued

**Schedule C) Year 3**

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>ESTIMATED ANNUAL USAGE (A)</u>	<u>FIRM UNIT PRICE (B)</u>	<u>EXTENDED PRICE (C) = A x B</u>
<b>SCHEDULED REQUIREMENTS</b>				
1)	Quarterly inspections of all elevating devices by Certified Inspector in accordance with Annex "A", Statement of Work.	96 inspections (4 x 24 elevators)	\$_____ / inspection	\$_____
<b>TASK AUTHORIZATION REQUIREMENTS</b>				
1)	<b><u>Service Call Rates, including first hour of on-site productive labour</u></b>			
a)	<i>During "Regular Working Hours"</i> Monday through Friday (07:30 to 16:00 hours), excluding statutory holidays			
i)	Journeyman	7 calls	\$_____ / call	\$_____
ii)	Apprentice	7 calls	\$_____ / call	\$_____
b)	<i>Outside "Regular Working Hours"</i> Monday through Friday (16:00 to 07:30 hours), excluding statutory holidays			
i)	Journeyman	2 calls	\$_____ / call	\$_____
ii)	Apprentice	2 calls	\$_____ / call	\$_____
c)	<i>Outside "Regular Working Hours"</i> Weekends and statutory holidays			
i)	Journeyman	1 calls	\$_____ / call	\$_____
ii)	Apprentice	1 calls	\$_____ / call	\$_____
2)	<b><u>Firm Labour Rates</u></b>			
a)	<i>During "Regular Working Hours"</i> Monday through Friday (07:30 to 16:00 hours), excluding statutory holidays			
i)	Journeyman	25 hours	\$_____ / hour	\$_____
ii)	Apprentice	25 hours	\$_____ / hour	\$_____
b)	<i>Outside "Regular Working Hours"</i> Monday through Friday (16:00 to 07:30 hours), excluding statutory holidays			

i)	Journeyman	5 hours	\$_____ / hour	\$_____
ii)	Apprentice	5 hours	\$_____ / hour	\$_____
c)	<i>Outside "Regular Working Hours"</i> Weekends and statutory holidays			
i)	Journeyman	5 hours	\$_____ / hour	\$_____
ii)	Apprentice	5 hours	\$_____ / hour	\$_____
3)	Material and Replacement Parts at the Contractor's mark up on allowance for unspecified material, replacement parts, required permits and certification. (= % markup + \$25,000.00)  Verification of contractor's cost to be provided upon request of the Project Authority.	\$25,000.00	____%	\$_____
<b>Subtotal C: Estimated Total 3<sup>rd</sup> Year Applicable Taxes Extra</b>				<b>\$_____</b>

Continued

**Schedule D) Option Year 1**

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>ESTIMATED ANNUAL USAGE</u> (A)	<u>FIRM UNIT PRICE</u> (B)	<u>EXTENDED PRICE</u> (C) = A x B
<b>SCHEDULED REQUIREMENTS</b>				
1)	Quarterly inspections of all elevating devices by Certified Inspector in accordance with Annex "A", Statement of Work.	96 inspections (4 x 24 elevators)	\$_____ / inspection	\$_____
<b>TASK AUTHORIZATION REQUIREMENTS</b>				
1)	<b>Service Call Rates, including first hour of on-site productive labour</b>			
a)	<i>During "Regular Working Hours"</i> Monday through Friday (07:30 to 16:00 hours), excluding statutory holidays			
i)	Journeyman	7 calls	\$_____ / call	\$_____
ii)	Apprentice	7 calls	\$_____ / call	\$_____
b)	<i>Outside "Regular Working Hours"</i> Monday through Friday (16:00 to 07:30 hours), excluding statutory holidays			
i)	Journeyman	2 calls	\$_____ / call	\$_____
ii)	Apprentice	2 calls	\$_____ / call	\$_____
c)	<i>Outside "Regular Working Hours"</i> Weekends and statutory holidays			
i)	Journeyman	1 calls	\$_____ / call	\$_____
ii)	Apprentice	1 calls	\$_____ / call	\$_____
2)	<b>Firm Labour Rates</b>			
a)	<i>During "Regular Working Hours"</i> Monday through Friday (07:30 to 16:00 hours), excluding statutory holidays			
i)	Journeyman	25 hours	\$_____ / hour	\$_____

ii)	Apprentice	25 hours	\$_____ / hour	\$_____
b)	<i>Outside "Regular Working Hours"</i> Monday through Friday (16:00 to 07:30 hours), excluding statutory holidays			
i)	Journeyman	5 hours	\$_____ / hour	\$_____
ii)	Apprentice	5 hours	\$_____ / hour	\$_____
c)	<i>Outside "Regular Working Hours"</i> Weekends and statutory holidays			
i)	Journeyman	5 hours	\$_____ / hour	\$_____
ii)	Apprentice	5 hours	\$_____ / hour	\$_____
3)	Material and Replacement Parts at the Contractor's mark up on allowance for unspecified material, replacement parts, required permits and certification. (= % markup + \$25,000.00)  Verification of contractor's cost to be provided upon request of the Project Authority.	\$25,000.00	____%	\$_____
<b>Subtotal D: Estimated Total 4<sup>th</sup> Year Applicable Taxes Extra</b>				<b>\$_____</b>

**Schedule E) Option Year 2**

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>ESTIMATED ANNUAL USAGE (A)</u>	<u>FIRM UNIT PRICE (B)</u>	<u>EXTENDED PRICE (C) = A x B</u>
<b>SCHEDULED REQUIREMENTS</b>				
1)	Quarterly inspections of all elevating devices by Certified Inspector in accordance with Annex "A", Statement of Work.	96 inspections (4 x 24 elevators)	\$_____ / inspection	\$_____
<b>TASK AUTHORIZATION REQUIREMENTS</b>				
1)	<b><u>Service Call Rates, including first hour of on-site productive labour</u></b>			
a)	<i>During "Regular Working Hours"</i> Monday through Friday (07:30 to 16:00 hours), excluding statutory holidays			
i)	Journeyman	7 calls	\$_____ / call	\$_____
ii)	Apprentice	7 calls	\$_____ / call	\$_____
b)	<i>Outside "Regular Working Hours"</i> Monday through Friday (16:00 to 07:30 hours), excluding statutory holidays			
i)	Journeyman	2 calls	\$_____ / call	\$_____
ii)	Apprentice	2 calls	\$_____ / call	\$_____
c)	<i>Outside "Regular Working Hours"</i> Weekends and statutory holidays			
i)	Journeyman	1 calls	\$_____ / call	\$_____
ii)	Apprentice	1 calls	\$_____ / call	\$_____
2)	<b><u>Firm Labour Rates</u></b>			
a)	<i>During "Regular Working Hours"</i> Monday through Friday (07:30 to 16:00 hours), excluding statutory holidays			
i)	Journeyman	25 hours	\$_____ / hour	\$_____

ii)	Apprentice	25 hours	\$_____ / hour	\$_____
b)	<i>Outside "Regular Working Hours"</i> Monday through Friday (16:00 to 07:30 hours), excluding statutory holidays			
i)	Journeyman	5 hours	\$_____ / hour	\$_____
ii)	Apprentice	5 hours	\$_____ / hour	\$_____
c)	<i>Outside "Regular Working Hours"</i> Weekends and statutory holidays			
i)	Journeyman	5 hours	\$_____ / hour	\$_____
ii)	Apprentice	5 hours	\$_____ / hour	\$_____
3)	Material and Replacement Parts at the Contractor's mark up on allowance for unspecified material, replacement parts, required permits and certification. (= % markup + \$25,000.00)  Verification of contractor's cost to be provided upon request of the Project Authority.	\$25,000.00	____%	\$_____
<b>Subtotal E: Estimated Total 5<sup>th</sup> Year Applicable Taxes Extra</b>				<b>\$_____</b>

**TOTAL EVALUATED PRICE**

Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6
<b>Sub Total SCHEDULE A) Initial Year Term</b>	<b>Sub Total SCHEDULE B) 2<sup>nd</sup> Year</b>	<b>Sub Total SCHEDULE C) 3<sup>rd</sup> Year</b>	<b>Sub Total SCHEDULE D) Option Year 1</b>	<b>Sub Total SCHEDULE E) Option Year 2</b>	<b>Total Evaluated Price</b> (col.1 + col.2 + col.3 + col.4 + col.5 = col.6)
\$_____	\$_____	\$_____	\$_____	\$_____	\$_____

**APPENDIX A****LIST OF ELEVATORS & LIFTS****CFB EDMONTON**

<b>Location</b>	<b>Type</b>	<b>Manufacturer</b>	<b>Serial #</b>
BLG-236	Platform	Freight	17837
BLG-236	Handicap Lift	Global	60181
BLG-240	Platform Lift	Freight	1621
BLG-185	Stair Lift	Savaria	59635
BLG-185	Stair Lift	Savaria	59636
BLG-185	Stair Lift	Savaria	59637
BLG-407	Elevator	US	966304
BLG-407	Elevator	Thyssen Krupp	49241
BLG-408	Elevator	Otis	18008
BLG-221	Stair Lift	Savaria	49154
BLG-192	Elevator	Otis	7427
BLG-162	Elevator	US	986822
BLG-200	Dumbwaiter	OTIS	
BLG-200	Handicap Lift	Concord	976412
BLG-157	Stair Chair	Garavanta	59986
BLG-400	Stair Chair	Garavanta	81674
BLG-201	Passenger (hospital)	OTIS	801801
BLG-179	Freight	Armor	1609
BLG-179	Passenger	Dover	966248
BLG-210	Handicap Platform		49155
BLG-210	Passenger	Schindler	92186
BLG-181	Passenger	Dover	966328
BLG-700	passenger	ThyssenKrupp	E137979
BLG-212	passenger	CanWest	117068



## ANNEX "C"

## SECURITY REQUIREMENT CHECK LIST

APR 18 2018

Government  
of Canada  
Gouvernement  
du Canada

Contract Number / Numéro du contrat <b>W684E-18LP32</b>
Security Classification / Classification de sécurité UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL) LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)		
PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine <b>DND</b>	2. Branch or Directorate / Direction générale ou Direction <b>SPOU (West)</b>	
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail <b>Elevator and Dumbwaiter repair</b>		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c.) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c.)		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No Non <input checked="" type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <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 <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO RESTRICTED <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO DIFFUSION RESTREINTE <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET <input type="checkbox"/>	NATO CONFIDENTIAL <input type="checkbox"/>	SECRET <input type="checkbox"/>
TOP SECRET <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	TOP SECRET <input type="checkbox"/>
TRÉS SECRET <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	TRÉS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) <input type="checkbox"/>	COSMIC TOP SECRET <input type="checkbox"/>	TOP SECRET (SIGINT) <input type="checkbox"/>
TRÉS SECRET (SIGINT) <input type="checkbox"/>	COSMIC TRÉS SECRET <input type="checkbox"/>	TRÉS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
UNCLASSIFIED

Canada

Government  
of CanadaGouvernement  
du Canada

Contract Number / Numéro du contrat
W684E-18LP32
Security Classification / Classification de sécurité
UNCLASSIFIED

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

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

If Yes, indicate the level of sensitivity.

Dans l'affirmative, indiquer le niveau de sensibilité.

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

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

Document Number / Numéro du document :

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

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

- |   |   |   |  |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS<br>COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input 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  
Commentaires spéciaux : and public access areas.

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

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☐ No ☒ Yes  
Non Oui

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

**PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)****INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

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

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

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

Government  
of CanadaGouvernement  
du Canada

Contract Number / Numéro du contrat

W684E-18LP32

Security Classification / Classification de sécurité

UNCLASSIFIED

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ		NATO				COMSEC				
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COMSEC TOP SECRET	PROTECTED PROTÉGÉ	CONFIDENTIAL	SECRET	TOP SECRET
						TOP SECRET	NATO DIFFUSION RESTRICTED	NATO CONFIDENTIAL		COMSEC TOP SECRET				
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 indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

# DND 626 TASK AUTHORIZATION FORM

 National Defence / Défense nationale		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	
		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			
Delivery/Completion date – Date de livraison/d'achèvement		Date _____ 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'AUX CONTRATS DE TPSCG :</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/celling price, etc.). All the terms and conditions of the contract apply to this Task Authorization and cannot be ignored or amended for this task. Therefore it is not necessary to restate these general contract terms and conditions on the DND 626 Task form.

**Cost**

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

**GST/HST**

The GST/HST cost as appropriate.

**Total**

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

**Applicable only to PWGSC contracts**

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

**Note:**

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

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

**N° du contrat**

Inscrivez le numéro du contrat de 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.

**A**

Nom de l'entrepreneur.

**Expédié à**

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

**Date de livraison/d'achèvement**

Date d'achèvement de la tâche.

**pour le ministère de la Défense nationale**

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

**Services**

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

**Prix**

Mentionnez le coût de la tâche en la 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 inscrit 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.

**Note :**

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

**ANNEX "E"****TASK AUTHORIZATION USAGE REPORT**

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.

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

## **ANNEX “F” to PART 3 OF THE BID SOLICITATION**

### **ELECTRONIC PAYMENT INSTRUMENTS**

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

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

## ANNEX "G"

### Voluntary Certification to Support the Use of Apprentices

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

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

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

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

*Name:*

*Signature:*

*Company Name:*

*Company Legal Name:*

*Solicitation Number:*

*Optional information to provide:*

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

*Trades of those apprentices:*