



**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À:**

**Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC**

**11 Laurier St./ 11, rue Laurier**

**Place du Portage, Phase III**

**Core 0B2 / Noyau 0B2**

**Gatineau**

**Québec**

**K1A 0S5**

**Bid Fax: (819) 997-9776**

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

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

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

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

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

**Comments - Commentaires**

**THIS DOCUMENT CONTAINS SECURITY  
REQUIREMENTS**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du**

**fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Maintenance & Professional Consulting Services Division  
(FK)

11 Laurier St./ 11, rue Laurier

3C2, Place du Portage, Phase III

Gatineau

Québec

K1A 0S5

<b>Title - Sujet</b> Elevator Maintenance Services	
<b>Solicitation No. - N° de l'invitation</b> EJ196-190156/A	<b>Date</b> 2018-08-08
<b>Client Reference No. - N° de référence du client</b> 20190156	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$FK-290-75247	
<b>File No. - N° de dossier</b> fk290.EJ196-190156	<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 2018-09-18</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<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> Ghoumrassi, Hakim	<b>Buyer Id - Id de l'acheteur</b> fk290
<b>Telephone No. - N° de téléphone</b> (873) 469-4910 ( )	<b>FAX No. - N° de FAX</b> (819) 956-3600
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA Phase III, Place du Portage 11 Laurier Street Gatineau Quebec K1A 0S5 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 Hakim Ghoumrassi by e-mail to [hakim.ghoumrassi@tpsgc-pwgsc.gc.ca](mailto:hakim.ghoumrassi@tpsgc-pwgsc.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 D.

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## **TITLE: ELEVATOR MAINTENANCE SERVICES**

### **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 Requirement, *the Security Requirement Check List*, *the Electronic Payment Instruments*, and the Voluntary Certification to Support the Use of Apprentices.

#### **1.2. Summary**

- 1.2.1 To provide Long Term Elevating Device maintenance service. The Contractor shall provide all necessary tools (including but not limited to programming, diagnostic and site specific specialty devices), equipment, materials, labours, inspection, testing, software updates and/or upgrades. The elevators to be maintained are:

- (1) 3000lb Otis Gen2 Elevator System, E1
- (2) 4000lb Otis Gen2 Elevator System, E3
- (3) 3000lb Otis Gen2 Elevator System, E4
- (4) 4000lb Otis Gen2 Elevator System, E5
- (5) 2100lb Otis Gen2 Elevator System, E2

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

- 1.2.1.1 For Public Works and Government Services Canada (PWGSC) for the elevators located at The Government Conference Centre, 2 Rideau Street, Ottawa, Ontario.

- 1.2.1.2 The period of any resulting contract will be for a period of ten (10) years.

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

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

1.2.4 There is a mandatory site visit associated with this requirement where personnel security screening is required prior to gaining access to PROTECTED information, assets. Consult Part 2 – Bidder Instructions.

1.2.5 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>) 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.

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

Delete: sixty (60) days

Insert: one hundred twenty (120) days.

### **2.2 Submission of Bids**

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

### **2.3 Former Public Servant**

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

## **Definitions**

For the purposes of this clause,

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

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

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

"pension" means, a pension or annual allowance paid under the *Public Service Superannuation Act* (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the *Supplementary Retirement Benefits Act*, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the *Canadian Forces Superannuation Act*, R.S., 1985, c. C-17, the *Defence Services Pension Continuation Act*,,

1970 c. D-3, the *Royal Canadian Mounted Police Pension Continuation Act*, 1970, c. R-10, and the *Royal Canadian Mounted Police Superannuation Act*, R.S., 1985, c. R-11, the *Members of Parliament Retiring Allowances Act*, R.S., 1985, c. M-5, and that portion of pension payable to the *Canada Pension Plan Act*, R.S., 1985, c. C-8.

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

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

**YES ( ) NO ( )**

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

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

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

### **Work Force Adjustment Directive**

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

If so, the Bidder must provide the following information:

- (a) name of former public servant;
- (b) conditions of the lump sum payment incentive;
- (c) date of termination of employment;
- (d) amount of lump sum payment;
- (e) rate of pay on which lump sum payment is based;
- (f) period of lump sum payment including start date, end date and number of weeks;
- (g) number and amount (professional fees) of other contracts subject to the restrictions of the work force adjustment program.

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

### **2.4 Enquiries - Bid Solicitation**

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

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

### **2.5 Applicable Laws**

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

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

## 2.6 Mandatory Site Visit

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at The Government Conference Centre, 2 Rideau Street, Ottawa, Ontario **on September 5, 2018. The site visit will begin at 10:00 am EDT, in the main entrance.**

Personnel security screening is required prior to gaining authorized access to PROTECTED information, assets, or sites. Bidders must communicate with the Contracting Authority no later than August 30, 2018 at 02:00 pm EDT to confirm attendance and provide the name(s) and DOBs of the person(s) who will attend. The Bidder's Company Security Officer (CSO) must ensure that their representatives hold a valid security clearance at the required level for the site visit (**SITE ACCESS or SECRET clearance**). Failure to comply with the security requirements will result in the representative(s) being denied access to the site.

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

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



## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

- If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. Bidders must provide their bid in a single transmission. The epost Connect service has the capacity to receive multiple documents, up to 1GB per individual attachment.

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, bidders should:

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

#### **Section I: Technical Bid** (see Part 4, subsection 4.1.1)

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

Their technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid

solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

## **Section II : Financial Bid**

**3.1.1** Bidders must submit their financial bid in accordance with the Basis of Payment detailed below.

### **Basis of Payment**

The Bidder, hereby offers to Canada to furnish all necessary labour, materials, tools and equipment to perform in a careful and workmanlike manner the Services described in the Statement of Work attached hereto for the Total Monthly Amount of \$\_\_\_\_\_, excluding Applicable Taxes; which consists of

- (a) a monthly amount of \$\_\_\_\_\_ for materials and labour, and
- (b) a monthly amount of \$\_\_\_\_\_ for travel expenses.

1. The Total Monthly Amount shall be adjusted yearly as per Method of Payment (see Part 7, subsection 7.7.2).
2. The Contractor agrees that:
  - (a) The separate prices for materials and labour and for travel expenses, as bid above, govern in calculating the Total Monthly Amount of the Bid; any errors in the addition of these separate prices shall be corrected in order to obtain the actual total Monthly Amount of the Bid; and,
  - (b) The Contractor is responsible for the close examination of the equipment and installations for which the Services are to be performed and acknowledges having studied the Statement of Work in light of such examination; the contractor is fully aware of the scope of the Services and of the labour, materials, tools and equipment that are required to perform such Services.

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

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

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

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

## **Section III: Certifications**

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

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

### **4.1 Evaluation Procedures**

- (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 Submission of Evidence**

Submission of Evidence as described at 4.1.1.2 to 4.1.1.4 should be included with the bid at time of solicitation closing. However, if the following is not submitted with the bid by the solicitation closing date, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

**The evidence provided by the bidder may be verified.**

##### **4.1.1.2 Elevator technician**

To carry out the work on this requirement, the Bidder must provide 3 technicians to perform maintenance of passenger elevators.

The Bidder must provide the name of each Technicians:

	<b>First and Last Name</b>
Technician 1	
Technician 2	
Technician 3	

The following certificates/cards must be provided for each **technician** proposed by the Bidder. Each of the certificate/card must be valid (not expired) as of the bid closing date of this RFP.

- EDM A certificate

##### **4.1.1.3 Mandatory Non-Working Service Manager's Expertise and Experience**

The bidder must provide evidence of its non-working Service Manager's recent experience by referencing at least one (1) similar project/contract within the past five (5) years. It is mandatory that the non-working Service Manager has two (2) years' experience within the past five (5) years in a supervisory.

In order to demonstrate the Non-working service manager's experience, the Bidder must provide a minimum of one (1) client contact reference. The project reference must include; contact name and information, start and end date of the services. The client contact reference must confirm that the Non-Working Service Manager has experience in the following:

- Similar is defined as maintenance service of elevator equipment comparable in size, scope to the equipment listed in Annex A, Statement of Work, Equipment Inventory.
- The bidder should provide the information using the form below.
- Past five (5) years is defined as from January 2013 up to and including the RFP closing date.

In cases where the performance period of the project or contract overlap with or duplicate in part the

performance period of another project or contract, the overlapping or duplicate period will only be considered once when calculating the minimum requirement of two (2) years' experience.

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

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

<b>Provide the name of the Non-Working Service Manager</b> _____	
<b>MAIN REFERENCE.</b> This is the principal reference for this mandatory criteria.	
Name of client organization or Company	Name: _____
Name and title of client contact who can confirm the information presented in the bid.	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone No.: _____ Email Address: _____
Performance period of the project or contract (indicate year, month, day)	From: _____ (year/month/day) To: _____ (year/month/day)
<b>ALTERNATE REFERENCE.</b> Only if the main reference above cannot be reached, the alternate reference below will be contacted. A maximum of 1 alternate reference will be contacted. See 4.1.1.5 below for more details.	
Name and title of client contact who can confirm the information presented in the bid.	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone No.: _____ Email Address: _____

#### 4.1.1.4 Mandatory Contractor's Experience and Past Performance

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

In order to demonstrate the contractor's experience, the Bidder must provide a minimum of three (3) client contact reference. The project reference must include contact name and information, start and end date of the services. The client contact reference must confirm that the Bidder has experience in the following:

- Similar is defined as a maintenance service on elevator systems comparable in size and scope to the equipment listed in Annex A, Statement of Work, Equipment Inventory.
- The bidder should provide the information using the form below.
- Past five (5) years is defined as from January 2013 up to and including the RFP closing date.

In cases where the performance period of the project or contract overlap with or duplicate in part the performance period of another project or contract, the overlapping or duplicate period will only be considered once when calculating the minimum requirement of two (2) years' experience.

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

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

MAIN REFERENCE #1. This is the principal reference for this mandatory criteria.	
Name of client organization or Company	Name: _____
Name and title of client contact who can confirm the information presented in the bid.	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone No.: _____ Email Address: _____
Performance period of the project or contract (indicate year, month, day)	From: _____ (year/month/day) To: _____ (year/month/day)
ALTERNATE REFERENCE #1. Only if the main reference #1 above cannot be reached, the alternate reference below will be contacted. A maximum of 1 alternate reference will be contacted. See 4.1.1.5 below for more details.	

Name and title of client contact who can confirm the information presented in the bid.	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone No.: _____ Email Address: _____

**MAIN REFERENCE #2. This is the principal reference for this mandatory criteria.**

Name of client organization or Company	Name: _____
Name and title of client contact who can confirm the information presented in the bid.	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone No.: _____ Email Address: _____
Performance period of the project or contract (indicate year, month, day)	From: _____ (year/month/day) To: _____ (year/month/day)

**ALTERNATE REFERENCE #2. Only if the main reference #2 above cannot be reached, the alternate reference below will be contacted. A maximum of 1 alternate reference will be contacted. See 4.1.1.5 below for more details.**

Name and title of client contact who can confirm the information presented in the bid.	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone No.: _____ Email Address: _____

**MAIN REFERENCE #3. This is the principal reference for this mandatory criteria.**

Name of client organization or Company	Name: _____
Name and title of client contact who can confirm the information presented in the bid.	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone No.: _____ Email Address: _____

Performance period of the project or contract (indicate year, month, day)	From: _____ (year/month/day) To: _____ (year/month/day)
<b>ALTERNATE REFERENCE #3.</b> Only if the main reference #3 above cannot be reached, the alternate reference below will be contacted. A maximum of 1 alternate reference will be contacted. See 4.1.1.5 below for more details.	
Name and title of client contact who can confirm the information presented in the bid.	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone No.: _____ Email Address: _____

#### **4.1.1.5 Reference Check Procedures for Mandatory Contractor's Experience and Past Performance AND Mandatory Non-Working Service Manager's Expertise and Experience**

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

An alternate reference will be contacted **ONLY** if there is evidence that the main reference is out of the office for an extended period of time or if no answer is received in the time period requested. , If the main contact reference provides a response (regardless of whether the response confirms the bidder's experience or not), the alternate reference will not be contacted.

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

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

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

## **4.2 Basis of selection**

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

## **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.

#### **5.2.3 Additional Certifications Precedent to Contract Award**

##### **5.2.3.1 Status and Availability of Resources**



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

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

#### **5.2.3.2 Education and Experience**

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

## PART 6 - SECURITY REQUIREMENT

### 6.1 Security Requirement

1. 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
Technician 1		
Technician 2		
Technician 3		
Non-Working Service Manager		

## PART 7 - RESULTING CONTRACT CLAUSES

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

### 7.1 Statement of Work

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

### 7.2 Standard Clauses and Conditions

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

#### 7.2.1 General Conditions

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

### 7.3 Security 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/Offeree personnel requiring access to secure work site(s) must, at all times during the performance of the Contract/Standing Offer, EACH hold a valid **SITE ACCESS** Clearance, granted or approved by the Canadian Industrial Security Directorate (CISD), **Public Works and Government Services Canada** (PWGSC).
2. The Contractor/Offeree must comply with the provisions of the *Security Requirements Check List* and security guide (if applicable), attached at Annex B.

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

### 7.4 Term of Contract

#### 7.4.1 Period of Contract

The period of the Contract is from \_\_\_\_\_ to \_\_\_\_\_ inclusive.

### 7.5 Authorities

#### 7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Hakim Ghoumrassi  
Title: Supply Team Leader  
Public Works and Government Services Canada  
Acquisition Branch  
Telephone : 873-469-4910  
E-mail address: hakim.ghoumrassi@tpsgc-pwgsc.gc.ca

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

### **7.5.2 Technical Authority**

The Technical Authority for the Contract is:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_

Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_

E-mail address: \_\_\_\_\_

The Technical 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 Technical Authority; however, the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

### **7.5.3 Contractor's Representative**

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

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

Cellular: \_\_\_\_\_

E-mail: \_\_\_\_\_

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

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

## **7.7 Payment**

### **7.7.1 Basis of Payment**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor shall be paid the Total Monthly Amount of \$\_\_\_\_\_. Applicable Taxes are extra.

The Total Monthly Amount above is the sum of:

a monthly amount of \$\_\_\_\_\_ for materials and labour; and  
a monthly amount of \$\_\_\_\_\_ for travel expenses.

## **7.7.2 Method of Payment**

**7.7.2.1 Progress Payment** - Progress payments shall be made at monthly intervals not later than 30 days after the end of the monthly interval. The amount of the progress payment shall be the Total Monthly Amount shown on the Tender for the first year and adjusted Total Monthly Amount according to article 7.7.2.2 below for the following years.

**7.7.2.2 Yearly Price Adjustment:** On April 1st of each year, the Total Monthly Amount shall be adjusted in the manner provided below. The first adjustment shall be made on April 1st following the first year of the Term of the Contract.

The adjustment of materials shall be made according to the index of Electrical Equipment Manufacturing V79310583, (Base 2010=100) as published by Statistics Canada.

The adjustment of labour shall be made according to the hourly Total Compensation Package regular rate published each year by the National Elevator and Escalator Association for the previous year.

The adjustment of travel expenses shall be made according to the Consumer Price Index v41690973 (62-001-X, Base 2002=100) as published by Statistics Canada.

### **Price Adjustment:**

(a) **Materials:** For the initial adjustment, the monthly price for materials and labour, identified in the Tender, shall be increased or decreased by the amount obtained by multiplying 20% of the above monthly price by the percentage of change in the annual average index of the previous year.

For subsequent adjustments, the adjusted materials monthly price of the previous year shall be increased or decreased by the amount obtained by multiplying the above adjusted monthly price by the percentage of change in the annual average index of the previous year.

(b) **Labour:** For the initial adjustment, the monthly price for materials and labour, identified in the Tender, shall be increased or decreased by the amount obtained by multiplying 80% of the monthly price by the percentage of change in the hourly Total Compensation Package regular rate paid to the elevator mechanics in the locality where the equipment is to be maintained.

For subsequent adjustments, the adjusted labour monthly price of the previous year shall be increased or decreased by the amount obtained by multiplying the above adjusted monthly price by the percentage of change in the hourly Total Compensation Package regular rate paid to elevator mechanics in the locality where the equipment is to be maintained.

(c) **Travel Expenses:** For the initial adjustment, the monthly travel expenses, identified in the Tender, shall be increased or decreased by the amount obtained by multiplying the tendered travel expenses by the percentage of change in the annual average index of the previous year.

For subsequent adjustments, the adjusted monthly price of the previous year shall be increased or decreased by the amount obtained by multiplying the above adjusted

monthly price by the percentage of change in the annual average index of the previous year.

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

**7.7.2.4 Pro-Rations:** Section 2, Particular Requirements, of the Statement of Work may indicate, under "Pro-Ration", items which may require replacement before the end of the Contract and a percentage of wear for each of these items at the time of the award of the Contract. When these items are replaced, Canada shall pay an amount calculated by multiplying the cost of the replacement by the percentage of wear shown under "Pro-Ration". Canada shall also pay an additional amount calculated by multiplying the balance of the replacement cost by the proportion between the Term of the Contract remaining at the time the replacement is ordered and the total Term of the Contract. The Contractor shall be responsible for the remaining amount.

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

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

### **7.7.3 Determination of Cost**

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

### **7.7.4 SACC Manual Clauses**

H1008C 2008-05-12 Monthly Payment

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

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

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;

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

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

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

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

2. The Contractor must distribute the invoices and reports as follows:  
The original and two (2) copies of the invoices and the maintenance reports must be forwarded to the address shown on page 1 of the Contract for certification and payment.0

## **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 Ontario.

## **7.11 Priority of Documents**

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2018-06-21) General Conditions - Higher Complexity - Services ;
- (c) Annex A, Statement of Work;
- (d) Annex B, Security Requirements Check List;
- (e) the Contractor's bid dated (insert date of bid).

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

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

## **7.13 Insurance**

### **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 Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
  - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
  - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
  - m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
  - n. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
  - o. Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the



Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

**For the province of Quebec, send to:**

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

**For other provinces and territories, send to:**

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

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

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

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

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

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

#### **7.16 Government Site Regulations**

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

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

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

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

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

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

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

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

<b>Number of apprentices hired</b>	<b>Trade specialty</b>

(Add lines if needed)

## **ANNEX “A”**

### **STATEMENT OF WORK**

## **ANNEX “B”**

### **SECURITY REQUIREMENT CHECK LIST**

**ANNEX "C" 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 “D”

### 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 journey-person-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:*

# **ANNEX A**

## **Specifications**

**for**

## **Elevating Devices Maintenance**



**ELEVATING DEVICES MAINTENANCE  
SPECIFICATIONS**

Specification no.  
**8M25-**

Section 1  
General Requirements

**Project Name:** Government Conference Centre  
2 Rideau Street  
Ottawa, Ontario  
  
Long Term Elevator Maintenance Contract

**Specification Number:** 8M25-

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**ELEVATING DEVICES MAINTENANCE  
SPECIFICATIONS**

**1. SCOPE**

The Contractor shall furnish all necessary tools, (including but not limited to programming, diagnostic and site specific specialty devices), equipment, materials and labor to maintain, inspect, test, provide software updates and/or upgrades and service the elevating devices described in Section 2, Particular Requirements, of the Specifications.

**2. PERFORMANCE**

The Contractor shall maintain the elevating devices described in Section 2, Particular Requirements, of the Specifications using all reasonable care to maintain the equipment in proper and safe working conditions.

**2.1 Elevating Devices, Maintenance Log**

- .1 The Contractor shall maintain the PWGSC supplied Elevating Devices, Maintenance Log associated with each piece of equipment, in a manner that will identify the Contractor's conformance to 2.2 Maintenance Services below, and the applicable Codes and Standards, as described below in 2.4 Safety Codes. This Log may be used as proof of delivery should there be a discrepancy between services rendered and the services invoiced. The maintenance requirements and intervals provided within the Elevating Devices Log must be adhered to as a minimum. Should the contractor deem the maintenance requirements and intervals be increased, the contractor may do so but shall advise the Technical Authority and the increased maintenance requirements and intervals must be noted in the Maintenance Log Book.
- .2 Any site specific examination/test frequencies for this contract will be provided in the Particular Requirements of this document.
- .3 The contractor shall provide an equipment specific Maintenance Control Program as per the requirements of the ASME A17.1/CSA B 44 Safety Code for Elevators (requirement 8.6.1.2.1). If any portion of the MCP is deemed more stringent than the Particular Requirements of this document then it shall be incorporated.

**2.2 Maintenance Services**

- .1 The Contractor shall regularly and systematically, at the frequency specified in Section 2, Particular Requirements, of the Specifications, examine, clean, adjust, calibrate and lubricate all components of the equipment. If conditions warrant, the Contractor shall repair or replace all components using only genuine replacement parts.
- .2 For the purposes of the contract "**Genuine Replacement Parts**" means only:
  - .1 parts made by the original manufacturer;
  - .2 parts approved for use by the original manufacturer; or
  - .3 parts approved for proposed application by the Technical Authority in writing; the Technical Authority reserves the right to have such replacement parts certified for their proposed application by an independent laboratory of its choice, at the expense of the Contractor, prior to granting approval.
- .3 The Contractor shall:
  - .1 provide lubricants, hydraulic fluids, car cab lighting, car fluorescent ballasts starters and tubes, signal lamps, pit lamps, lamps on car top, lamps in relevant machinery spaces, all hydraulic equipment, cathodic protection and car sub flooring and floor finishing (except carpets);
  - .2 clean hoistways, pits, car tops, car ceilings, ceiling cavities, suspended ceilings and trusses.

**ELEVATING DEVICES MAINTENANCE  
SPECIFICATIONS**

Specification no.  
**8M25-**

Section 1  
General Requirements

### **2.3 Safety Devices and Tests**

- .1 The Contractor shall inspect and adjust all safety devices as often as necessary and perform all tests as required by the applicable Codes and Standards described in paragraph 2.4 below. Where regulations require the enforcing/inspection authority to witness such tests, the Contractor shall conduct the test in their presence.
- .2 The Contractor shall co-ordinate and assist the enforcing/inspection authority in the performance of their annual inspection and tests of equipment.

### **2.4 Safety Codes**

- .1 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:
  - .1 ASME A17.1/CSA B44, Safety Code for Elevators and Escalators (including all Appendices),
  - .2 CSA B44.1/ASME A17.5 Elevator & Escalator Electrical Equipment
  - .3 B44.2-10 Maintenance Requirements and Intervals for Elevators, Dumbwaiters, Escalators, and Moving Walks.
  - .4 CAN/CSA-B355, Standard for Lifts for Persons with Physical Disabilities (including Appendices A and B),
  - .5 National Building Code,
  - .6 National Fire Code,
  - .7 Provincial/Territorial Acts and Regulations and
  - .8 Municipal Bylaws,
  - .9 National Electrical Code.
- .2 Where concurrent regulations exist the most stringent set of regulations shall apply.

### **2.5 Operation**

- .1 The Contractor shall maintain the original performance of the equipment within the limits outlined in the Codes and Standards described in paragraph 2.4 above, including but not limited to:
  - .1 rated speed,
  - .2 acceleration,
  - .3 deceleration,
  - .4 door opening and closing times and
  - .5 safeties and governor operation.

### **2.6 Group Dispatching System**

- .1 The Contractor shall conduct periodic tests of the group dispatching system to ensure all circuits and time settings are properly adjusted to suit building traffic requirements, in accordance with the design capabilities of the system and applicable Codes.
- .2 Upon award of the contract and within the first three (3) months the contractor shall complete a traffic study of all group passenger elevators and provide statistical data to the Departmental Representative. In compliance with requests, by the Departmental Representative, the Contractor shall provide additional traffic studies that include relevant statistical data.

### **2.7 Exclusions**

- .1 The Contractor is not required to make renewals or repairs due to:
  - .1 negligent operation or misuse of equipment by others and
  - .2 causes beyond the Contractor's control except those due to ordinary wear and tear of equipment.

**ELEVATING DEVICES MAINTENANCE  
SPECIFICATIONS**

Specification no.  
**8M25-**

Section 1  
General Requirements

- .2 The Contractor is not responsible for
  - .1 refinishing, protecting, repairing or the replacement of the car enclosure, balustrades, car and hoistway door panels, frames and sills,
  - .2 cleaning, washing, waxing and polishing of car floors and
  - .3 the performance of safety tests additional to those specified in the contract, the installation of additional parts on the equipment nor the substitution of any parts with parts of a design different from those that constituted the equipment at the time the contract was signed, regardless of whether or not these measures are recommended or directed by an insurance company or by an enforcing/inspection authority.
- .3 Further exclusions may be specified in Section 2, Particular Requirements, of the Specifications.

**2.8 Working Hours**

The Contractor shall perform all work during the regular working hours (07:00 hours to 17:00 hours) of the regular working days (Monday to Friday excluding legal holidays), unless otherwise specified in Section 2, Particular Requirements, of the Specifications.

**2.9 Answering Service**

The Contractor shall provide a comprehensive answering service 24 hours a day, 7 days a week.

**2.10 Callback Service**

The Contractor shall provide callback service between regular examinations within the response time specified in Section 2, Particular Requirements, of the Specifications, at no additional cost. .

**2.11 Stock of Parts for Maintenance Service**

- .1 The Contractor shall maintain, in each building, an adequate stock of frequently replaced parts organized neatly in a cabinet.
- .2 The Contractor shall have available any part requiring replacement. The Contractor shall provide all parts promptly to ensure repair or replacement work is completed in an expeditious manner to minimize equipment outage time. Canada shall not assume responsibility for the safekeeping of parts stored on its premises.

**2.12 Repairs**

- .1 The Contractor shall immediately inform the Departmental Representative, in writing, of the need for repairs that are excluded from the contract.
- .2 Problem Solving Escalation Procedures: if, within the first four (4) hours of working on the equipment, the technician has not made significant progress in effecting repairs and returning the equipment to normal operation, the contractor shall make arrangements for a technician with the appropriate expertise to be on site without undue delay to facilitate the repair. This escalation process must not result in any additional costs to the Departmental Representative.
- .3 Disputes: in the event of a dispute over equipment operation, repairs, billing, invoices or any other item, work must continue during the dispute to ensure the operation and/or reliability of the equipment is not jeopardized.

**2.13 Cleaning and Painting**

- .1 The Contractor shall thoroughly clean and paint within one (1) year of the commencement date stipulated in under Article "Period of Contract" of the resultant contract , and every three (3) years thereafter:
  - .1 all elevator machine room equipment and
  - .2 the elevator machine room floors including secondary spaces and pits

## **2.14 Wiring Diagrams, Adjustment Procedures and Operational Descriptions**

- .1 The Contractor shall prove to the satisfaction of the Departmental Representative:
  - .1 possession of complete schematic wiring diagrams,
  - .2 possession of detailed adjustment procedures, and
  - .3 possession of detailed operational descriptions of all equipment included in the contract.
- .2 The Contractor shall conspicuously post in every elevator machine room framed copies of approved laminated schematic wiring diagrams. The Contractor shall keep these diagrams up to date during the entire Term of the contract by indicating any change to circuitry. Engineer approved copy of the original and revised diagrams shall be provided to the Technical Authority upon request. Where wiring diagrams, adjustments procedures and operational descriptions are available in electronic form, the Contractor shall update the documents in electronic form consistent with PWGSC standards and provide copies to the Technical Authority upon request.

## **2.15 Reporting Requirements**

- .1 The Contractor shall maintain, as a minimum, records of all maintenance activities, adjustments, verifications, tests, repairs and modifications for the duration of the contract, and provide them to the Technical Authority upon request.
- .2 When malfunctioning elevating equipment cannot be returned to service within the same day, the Contractor shall provide, by the end of the following working day, a written report to the Technical Authority describing the nature of the problem and the expected date of the service resumption.
- .3 When it is necessary to take all or part of the system(s) out of service, for inspections, tests and/or maintenance/service repairs etc., arrangements must be made with the Technical Authority a minimum of seventy two (72) hours in advance. Details must be provided electronically to the Technical Authority outlining the scope of the work to be done, anticipated time frame and the equipment involved.
- .4 The Contractor shall employ proven information collection and delivery techniques, methodologies and systems to meet PWGSC requirements.
- .5 The Contractor shall ensure that computer systems and information are protected with due regard to security, and ensure information disaster recovery and backup plans and procedures are in place.
- .6 Copies of all maintenance related work tickets and visitation records must be provided with the monthly invoicing for verification that the frequencies as stated in the contract have been met.

## **2.16 Environmental Protection**

- .1 Without restricting the generality of Section 18- Compliance with applicable laws, of the General Conditions 2035 (2018-06-21), the Contractor shall ensure that;
  - .1 there is no contaminated waste left on site and
  - .2 disposal of all waste or volatile materials such as paints, oils, thinners, cleansers, etc. is completed through proper means and not waterways, storm or sanitary sewers.

**ELEVATING DEVICES MAINTENANCE  
SPECIFICATIONS**

Specification no.

Section 2  
Particular Requirements

**Building Name and Address:** Government Conference Centre  
2 Rideau Street  
Ottawa, Ontario

**Equipment Inventory:**

- (1) 3000lb Otis Gen2 Elevator System, E1
- (2) 4000lb Otis Gen2 Elevator System, E3
- (3) 3000lb Otis Gen2 Elevator System, E4
- (4) 4000lb Otis Gen2 Elevator System, E5
- (5) 2100lb Otis Gen2 Elevator System, E2

1. **SPECIAL EXCLUSIONS:** None
2. **PRO-RATION:** None
3. **SPECIAL LABOUR:**

Contractor to provide a cost breakdown for each elevating device, per inspection, based on the **EXAMINATION FREQUENCY** requirements indicated in item 5 below.

Contractor must indicate the dollar value (on a per elevator basis) assigned to the 5 year full load tests, which was part of the overall price submitted.
4. **OTHER SPECIAL CONDITIONS:**

A written Maintenance Control Program (MCP) shall be in place to maintain the equipment in compliance with the requirements of Clause 8.6. of the ASME A17.1-2010/B44-10 Safety Code for Elevators. The MCP shall incorporate as a minimum the examinations and frequencies of the CSA B44.2-10. (for exceptions see 5. Examination Frequency)

This program shall be available on site and, upon request, for review/acceptance by the Departmental Representative.

**Note:** Landing and car doors (4.5.1) of CSA B44.2-10 shall be carried out as a monthly requirement.
5. **EXAMINATION FREQUENCY:**

Elevators

Shall be monthly, a minimum of (5 hours) per month shall be dedicated for the on-site maintenance of the devices within the inventory of this facility.

ELEVATING DEVICES MAINTENANCE  
SPECIFICATIONS

Specification no.  
8M25-

Section 1  
General Requirements

5. EXAMINATION FREQUENCY *cont'd*

Task inspections and frequency intervals as described in the “*CSA B44.2-10 Maintenance requirements and intervals for elevators, dumbwaiters, escalators, and moving walks*”, shall be adhered to as a minimum.

**Important Note:** Landing and car doors (4.5.1) of CSA B44.2-10 shall be carried out as a monthly requirement.

Governors shall be manually examined monthly to ensure all parts are operating freely as per 8.6.19.3 of the ASME A17.1/CSA B44 Safety Code for Elevators (See tables provided on Page 3 & 4 of Particular Requirements, for minimum frequencies).

If the manufacturer or contractor deems that frequencies and intervals be increased they shall be permitted to do so, however there shall be no increase in maintenance costs.

**Lifts for Physical Disabilities:** Ensure that maintenance is carried out as per the requirements of the CSA B355-15 Lift for Persons with Physical Disabilities

6. CALLBACK SERVICE:

Include twenty four (24) hour per day seven (7) days per week callback service at no additional cost.

7. RESPONSE TIME:

For release of trapped passengers, on-site, response times are: thirty (30) minutes during regular working hour calls and within on (1) hour for after hour calls. All other trouble calls within (2) hours

**ELEVATING DEVICES MAINTENANCE  
SPECIFICATIONS**

Specification no.

Section 2  
Particular Requirements

**.8 MAINTENANCE TASK & FREQUENCY TABLE ELEVATORS:**

**Table 1**  
**Elevator and dumbwaiter - Minimum maintenance frequencies**  
(see Clause 4.)

*Note: All clause references provided below refer to CSA B44.210 Maintenance requirements and intervals for elevators, dumbwaiters, escalators, and moving walks.*

Every month clause reference	Every 3 months clause reference	Every 12 months (clause reference)	Every 3 years (clause reference)	Every 5 years (clause reference)
Landing and car doors (4.5.1)  Governors (see 8.6.19.3 of ASME A17.1/CSA B44)	Inspection of record of oil usage (4.30)  Maintenance required by 8.6.1.2. of ASME A17.1/CSA B44 (4.1.3)	Ascending car overspeed protection (4.18)  Auxiliary power lowering (4.20)  Broken rope, tape, or chain switch (4.24)  Car Emergency lighting systems (4.17)  Cylinder and pressure piping (4.9)  Cylinder corrosion protection monitoring means (4.32)  Driving-machine brakes (4.6.1)  Firefighters' emergency operation (4.23)  Flexible hose and fitting assemblies (4.12)  Governors (4.3.1 and 4.3.2.1)  Landing and car doors (4.5.2)  Low oil protection (4.11)  Normal and final terminal stopping device (4.21)  Plunger gripper (4.16)  Pressure switch (4.10)	Pressure vessels (4.14)  Unexposed piston rods (4.13)	Car and counterweight oil buffers (4.7)  Driving -machine brakes (4.6.3 & 4.6.4)  Emergency brake (4.29)  Emergency terminal speed-limiting and stopping device (4.22)  Governors (4.3.2.2)  Inner landing zone (4.28)  Leveling zone and leveling speed (4.27)]  Overspeed valves (4.15)  Power opening of doors (4.26)  Wire ropes (coated) (4.4.3(b))

(continued on page 4)



**ELEVATING DEVICES MAINTENANCE  
SPECIFICATIONS**

Specification no.  
**8M25-**

Section 1  
General Requirements

**.8 MAINTENANCE TASK & FREQUENCY TABLE ELEVATORS: *cont'd***

**Table 1**

**Elevator and dumbwaiter - Minimum maintenance frequencies**  
**(see Clause 4.)**

*Note:* All clause references provided below refer to CSA B44.210 *Maintenance requirements and intervals for elevators, dumbwaiters, escalators, and moving walks.*

<b>Every month</b> (clause reference)	<b>Every 3 months</b> (clause reference)	<b>Every 12 months</b> (clause reference)	<b>Every 3 years</b> (clause reference)	<b>Every 5 years</b> (clause reference)
		Relief valve setting (4.8)  Safeties (4.2.1)  Standby or emergency power (4.19)  Two-way communication means (4.33)  Wire ropes (4.4.1, 4.4.3(a), 4.4.4, and 4.4.5)  Written checkout procedure of E/E/PES device (4.25) ( <i>definition below</i> )		

Definition of E/E/PES **electrical/electronic/programmable electronic (E/E/PE)**: based on electrical (E), and/or electronic (E), and/or programmable electronic (PE) technology.

NOTE: The term is intended to cover any and all devices or systems operating on electrical principles.

EXAMPLE: Electrical/electronic/programmable electronic devices include

(a) electromechanical devices (electrical)

(b) solid-state nonprogrammable electronic devices (electronic)

(c) electronic devices based on computer technology (programmable electronic)

Remote Monitoring System Maintenance

- 1 The remote monitoring system is considered as part of the elevator system and, as such, maintenance of the system must be included as part of the overall preventative contract for the elevator equipment.
- 2 The maintenance of the computer equipment is based on normal maintenance usually required for personal computers.
- 3 System Maintenance
  - .1 Inspection of modem, hard drive and printer quarterly.
  - .2 Evaluate system operation at reasonable levels based on usage of the system.
  - .3 Back-up data system based on reasonable intervals,
  - .4 Inspect external connections on a monthly basis.
  - .5 Clean the monitor screen at reasonable intervals based on site conditions.
- 4 Interface Panel Maintenance
  - .1 Clean interface panel quarterly.
  - .2 Inspect interface panel monthly.
  - .3 Check all connections annually for integrity.
- 5 Testing
  - .1 Test the UPS system quarterly, minimum.
  - .2 Inspect the data integrity quarterly.
  - .3 Test the interactive security features bi weekly.
  - .4 Review the traffic analysis data at least monthly or sooner as required.
- 6 Comply fully with the equipment manufacture's maintenance procedures and recommendations.
- 7 Reports: provide reports in a form acceptable to the Technical Authority when requested.

MAY 04 2018



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

R041738.973

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

TS/S/CT 850-103(2004/12)

Security Classification / Classification de sécurité  
UNCLASSIFIED

Canada



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

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

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ 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

☐ RELIABILITY STATUS

COTE DE FIABILITÉ

☐ CONFIDENTIAL

CONFIDENTIEL

☐ SECRET

SECRET

☐ TOP SECRET

TRÈS SECRET

☐ TOP SECRET - SIGHT

TRÈS SECRET - SIGHT

☐ NATO CONFIDENTIAL

NATO CONFIDENTIEL

☐ NATO SECRET

NATO SECRET

☐ COSMIC TOP SECRET

COSMIC TRÈS SECRET

☒ SITE ACCESS

ACCÈS AUX EMPLACEMENTS

Special comments: Government Conference Centre 2 Rideau Street Ottawa ON Elevator Maintenance Services  
Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

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'héberger 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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

UNCLASSIFIED

Canada





Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

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

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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