



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada

800 Burrard Street, Room 219

800, rue Burrard, pièce 219

Vancouver

British Columbia

V6Z 0B9

Bid Fax: (604) 775-9381

REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

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

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

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

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

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du

fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Public Works and Government Services Canada - Pacific
Region

800 Burrard Street, Room 219

800, rue Burrard, pièce 219

Vancouver

British C

V6Z 0B9

Title - Sujet Elevating Devices Safety Inspections	
Solicitation No. - N° de l'invitation EZ899-190463/A	Date 2018-10-09
Client Reference No. - N° de référence du client	
GETS Reference No. - N° de référence de SEAG PW-\$PWY-037-8457	
File No. - N° de dossier PWY-8-41044 (037)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-11-20	Time Zone Fuseau horaire Pacific Standard Time PST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Costa (PWY), Michaela	Buyer Id - Id de l'acheteur pwy037
Telephone No. - N° de téléphone (236) 888-7800 ()	FAX No. - N° de FAX (604) 775-6633
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: PWGSC - Various Locations, BC	

Instructions: See Herein

Instructions: Voir aux présentes

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

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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

1. At the date of bid closing, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. 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) (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

1.2 Statement of Work

To provide all labour, material and equipment for Annual Elevator Safety Inspection of elevating devices in Federal Government owned facilities located in the Province of British Columbia. The services must be provided in accordance with Annex A, Statement of Work - Specifications.

1.3 Debriefings

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

1.4 Trade Agreements

The requirement is subject to the provisions of the 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).

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The [2003](#) 2018-05-22 Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 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.

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

2.2.1 Revision of Bids

A bid submitted in accordance with these instructions may be revised by letter or facsimile (604-775-9381) provided the revision is received at the office designated for the receipt of bids, on or before the date and time set for the closing of the solicitation. The letter or facsimile shall be on the Bidder's letterhead or bear a signature that identifies the Bidder.

A revision to a bid that includes unit prices must clearly identify the change(s) in the unit price(s) and the specific item(s) to which each change applies.

A letter or facsimile submitted to confirm an earlier revision shall be clearly identified as a confirmation. Failure to comply with any of the above provisions shall result in the rejection of the non-compliant revision(s) only. The bid shall be evaluated based on the original bid submitted and all other compliant revision(s).

2.3 Former Public Servant

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

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Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;

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

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

2.4 Enquiries - Bid Solicitation

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

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

2.5 Applicable Laws

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

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 Opening of Bids

There will be no public opening.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Due to the nature of the bid solicitation, bids transmitted by epost Connect service and by facsimile will not be accepted.

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

- Section I: Technical Bid – 3 hard copies
- Section II: Financial Bid – 1 hard copy
- Section III: Certifications – 1 hard copy

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

Canada requests that bidders follow the format instructions described below in the preparation of 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) (<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

Bidders must submit their technical bid in accordance with Annex E, Evaluation Criteria and Basis of Selection.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with Annex C, Basis of Payment.

3.1.1 SACC Manual Clauses

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Mandatory technical evaluation criteria are included in Annex E, Evaluation Criteria and Basis of Selection.

4.1.2 Financial Evaluation

4.1.2.1 Financial Criteria

Financial evaluation criteria are included in Annex E, Evaluation Criteria and Basis of Selection.

4.2 Basis of Selection

The Basis of Selection is included in Annex E, Evaluation Criteria and Basis of Selection.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Status and Availability of Resources

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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

5.2.3.2.1 *SACC Manual* clause [A3010T](#) 2010-08-16, Education and Experience

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

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

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

6.2 Statement of Work

To provide all labour, material and equipment for Annual Elevator Safety Inspection of elevating devices in Federal Government owned facilities located in the Province of British Columbia. The services must be provided in accordance with Annex A, Statement of Work - Specifications.

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

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

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from _____ to _____ inclusive (*to be determined - estimated to be approximately from December 1, 2018 to November 30, 2021*)

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6.4.2 Option to Extend the Contract

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

Canada may exercise this option at any time by sending a written notice to the Contractor at least 30 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Michaela Costa
Title: Supply Officer
Public Works and Government Services Canada
Procurement Branch
Directorate: Real Property Contracting
Address: Room 219 - 800 Burrard Street
Vancouver, BC V6Z 0B9
Telephone: 236-888-7800
E-mail address: Michaela.Costa@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.

6.5.2 Project Authority *(to be provided at contract award)*

The Project Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: ____-____-_____
Facsimile: ____-____-_____
E-mail address: _____

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

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6.5.3 Contractor's Representative *(Fill in or delete as applicable)*

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: _____
Facsimile: _____
E-mail address: _____

6.6 Proactive Disclosure of Contracts with Former Public Servants

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

6.7 Payment

6.7.1 Basis of Payment – Monthly Payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- a) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b) all such documents have been verified by Canada;
- c) the Work performed has been accepted by Canada.

6.8 Invoicing Instructions

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

Refer to Annex A, Statement of Work - Specifications, for details.

6.9 Certifications and Additional Information

6.9.1 Compliance

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

6.10 Applicable Laws

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

6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010C 2018-06-21, General Conditions - Services (Medium Complexity)
- (c) Annex A, Statement of Work - Specifications
- (d) Annex B, Security Requirements Check List
- (e) Annex C, Basis of Payment
- (f) Annex D, Insurance Requirements
- (g) the Contractor's bid dated _____ (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award: “, as clarified on _____” or “, as amended on _____” and insert date(s) of clarification(s) or amendment(s)*)

6.12 Insurance – Specific Requirements

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

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

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

6.13 Cooperation with other Contractors

The Contractor must cooperate fully with other contractors or workers sent by Canada to the premises where the Services are to be performed.

6.14 Government Site Regulations

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

6.15 Pre-Commencement Meeting

A pre-commencement meeting is mandatory for the Contractor after contract award. 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.

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6.16 Voluntary Reports for Apprentices Employed during the Contract

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

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

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

Number of apprentices hired	Trade specialty

(Add lines if needed)

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ANNEX A

STATEMENT OF WORK - SPECIFICATIONS

ANNUAL ELEVATING DEVICES SAFETY INSPECTIONS

- 1. Required Services**
- 2. Elevating Device Inventory, Contract Year One**
- 3. Elevating Device Inventory, Contract Subsequent Years**

1. Required Services

1. Scope of Work

This contract covers the Labour Canada Annual Safety Inspections of elevating devices in most Federal Government owned facilities occupied by Public Service employees throughout the Province of British Columbia.

Carry out all inspections according to the latest applicable and adopted by B.C. CSA Standard CAN/CSA 844 Safety Code for Elevators, and the Canada Occupational Health and Safety Regulations (Attachment 1), and Treasury Board Directives (Attachment 2). The Contractor is responsible for keeping informed and complying with the most up-to-date versions of these instruments.

Inspect the elevating devices listed in Sections 2 and 3, Elevating Devices Inventories. The inventories are approximate, and may vary slightly from year to year. Note that some facilities may choose to use their own inspection agency, and that is acceptable.

Certify the elevating devices meet the code standards and are in a safe operating condition, identify deficiencies and make recommendations to correct problems, or shut down equipment to prevent further use if found unsafe and in urgent need of repairs.

Immediately notify Public Works and Government Services of any elevating equipment shutdown due to a failed inspection.

.1 Frequencies of Examination and Inclusions:

1. Labour Canada Safety Inspections:

Perform an annual safety inspection of elevating devices listed on attached inventory.

Complete all inspections by third week of second-to-last month of contract year.
2. Provide a certificate of inspection and test for each elevating device inspected and include:
 - (a) the signature of the inspector who carried out the work;
 - (b) the date of inspection or test and the identification (B.C. Government ID number) of the elevating device that was inspected;
 - (c) include name and address of building, and name and phone number of on-site contact person.
 - (d) include equipment information: manufacturer's name, type, capacity, operating speed, number of floors.
 - (e) record observations of the person carrying out the inspection and note any deficiencies and corrective action required; specify time frame for deficiency to be corrected or repaired.
 - (f) leave one copy of the report on-site with contact person on-site or in elevating device mechanical room, send another copy attached to the original invoice (see Invoicing instructions).
3. Verify that previous records of inspection are available on site. Every record of Inspection is retained by the operating agency in the workplace in which the elevating device is located, for a period of at least two years after the date on which it was signed and it will be available at all reasonable times for inspection.

4. If upon inspection, an elevating device is not safe to operate the inspector must:
 - (a) immediately seal the elevating device, post notice on equipment, and so inform the local operating agency that the use of the elevating device is prohibited;
 - (b) take possession of or cancel the certificate of inspection, if any;
 - (c) inform as soon as possible the Public Works and Government Services representative of the problem (see contacts at end).
5. Provide consultation and information on request whenever an investigation is being conducted by PWGSC. Provide copies of annual inspection reports, interpretations of code regulations, recommendations, inventory information, etc. at no extra cost to the department.

Time spent looking up contact names, addresses, e-mails, phone numbers, miscellaneous travel arrangements, and time spent searching equipment locations will not be charged as an extra cost.

Other costs due such as requested additional inspections or investigations involving written reports and field travel must be negotiated separately.
6. Co-operate in keeping elevating device inventory up to date. Notify the PWGSC of any changes to inventory in Crown-owned buildings.

Note: if a Federal facility has chosen to use a different inspection agency, it will be noted on the inventory listing whenever PWGSC becomes aware of it.
7. Processing of Invoices and Certificates of Inspection:
 - Invoices sent to Public Works must include the following information:
 - PWGSC contract number
 - Your Procurement Business Number(PBN)
 - Name and address of location (where elevators are located)
 - Name of inspector, with his signature or initials
 - Elevator Provincial Identification numbers
 - The unit price being charged for each elevating device
 - Certificates (reports) of inspection for each elevating device
 - Issue invoice(s) for each site or location. Do not mix multiple sites all on one invoice.
 - The quoted unit price per elevator will be a flat fee for the duration of the contract. No other charges for time spent in the performance of this contract will be accepted.
 - Provide two copies of Certificate of Inspection: send one to the location where elevating device is located, and second copy included with the invoice sent to Public Works. Invoices received without corresponding Certificates of Inspection will not be accepted.
 - Submit all invoices no later than three weeks prior to end of Federal fiscal year which is March 31.

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- For sites listed in inventory, send original invoice and legible copies of certificate of inspection to:

Public Works and Government Services Canada
Attn. Elevating Devices Technical Services
219-800 Burrard St., Vancouver, B.C.
V6Z 0B9

Additional copies may be sent by e-mail as PDF attachments to:
tom.lloyd@pwgsc.gc.ca

2. Occupational Health and Safety:

Employ qualified personnel to conduct all tests and issue reports certifying the results.
Perform the work in compliance with Worker's Compensation Board of B.C. and Canada Labour Code safety standards.

3. Mandatory Security Clearance:

Submit to the Departmental Representative, for security clearance, names and addresses of all individuals who will be performing the inspections. All staff performing inspections must hold a valid security clearance to RELIABILITY STATUS, granted or approved by CISD/PWGSC prior to commencing work.

4. Working Hours and Site Security:

Perform all work during both the regular facility working hours and the regular working hours of the elevator trade, with minimum disruption to building operations.

Phone the on-site contact in advance to arrange inspection date. If due to site operations the inspection cannot be carried out, arrange an alternative inspection date with on-site contact at no extra cost to this contract.

Comply with all local site security regulations.

5. Operation:

Confirm the original elevating device performance including but not limited to, rated speed, acceleration, deceleration, door opening and door closing times, safety and governor operation.

6. Group Supervisory Control Systems:

Inspect the group supervisory control system, where applicable, to ensure all circuits and time settings are property adjusted to suit building traffic requirements within the design capabilities of the system.

7. Wiring Diagrams and Maintenance Log:

Check that complete schematic wiring diagrams of all equipment included in this contract and maintenance log are kept in elevator machine room.

8. Repair Notification:

Immediately inform the PWGSC in writing of necessary repairs required.

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9. Exclusions:

Do not make repairs or renewals for any reason or cause. Do not install additional attachments on the elevation devices or to make any improvements whether or not these are recommended or directed by Insurance companies or by any enforcing authority. Do not carry out safety tests additional to those specified in the contract.

10. Payments:

- Only one annual inspection charge for each elevating device over Federal fiscal year period will be accepted and paid (obtain prior authorization if additional Inspection is needed).
- If elevating devices have been decommissioned or removed from service, and there are no other chargeable units at that site, and at least one month notice has not been given, then contractor is entitled to charge the full inspection fee.

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2. Elevating Device Inventory, Contract Year One

Management	Building Name	Address	Unit type	Unit Number
Nav. Can. Air.	Victoria Int. Airport	#12 - 9600 Canora Rd. Sidney, BC V8L 4R1	Hydro Pass	11175
Can. Forestry	Canadian Forestry Services	506 West Burnside Rd. Victoria, BC V8Z 1M5	Hydro Pass	9904
RCMP-Brookfield.	RCMP Courtenay	800 Ryan Road, Courtenay, BC V9N 7T1	Passenger	9027
RCMP	Prince George RCMP	4020 - 5th. St., Prince George, BC V2N 4P7	Hydraulic Pass	19614
CSC	Pacific Institution #832	33344 King Rd., Abbotsford BC V2S 4P4	Stair Lift	13209
CSC	Pacific Institution #832	33344 King Rd., Abbotsford BC V2S 4P4	HC Lift	30027
CSC	Pacific Institution #832	33344 King Rd., Abbotsford BC V2S 4P4	Hydro Pass	30234
CSC	Pacific Institution #832	33344 King Rd., Abbotsford BC V2S 4P4	MRL Pass	30378
CSC	Matsqui Complex #831	33344 King Rd., Abbotsford BC V2S 4P4	Dumbwaiter	9343
CSC	Matsqui Complex #831	33344 King Rd., Abbotsford BC V2S 4P4	Hydraulic	30328
CSC	Matsqui Complex #831	33344 King Rd., Abbotsford BC V2S 4P4	MRL Pass	30377
CSC	Fraser Valley Inst. Bldg Q	33344 King Rd., Abbotsford BC	Hydro LULA Pass	30368
CSC	Fraser Valley Inst. Bldg R	33344 King Rd., Abbotsford BC V2S 4P4	MRL Pass	30379
Agri. & Agri-Food	Agassiz Agriculture Canada	6947 No. 7 Hwy. Agassiz, BC V0M 1A0	Hydro Pass	30261
Agri. & Agri-Food	Agassiz Agriculture Canada	6947 No. 7 Hwy. Agassiz, BC V0M 1A0	Platform Lift	10158
CSC	Kent Institution	Cemetery Road, Agassiz, BC V0M 1A0	HC Lift	30004
CSC	Kent Institution	Cemetery Road, Agassiz, BC V0M 1A0	HC Lift	30016
F & O	Kent Institution	Cemetery Road, Agassiz, BC V0M 1A0	Passenger	30381
F & O	Kwikwexwelhp Healing / Maint.	16255 Morris Valley, Harrison Mills, BC	HC Lift	30334
F & O	Kwikwexwelhp Healing / Maint.	16255 Morris Valley, Harrison Mills, BC	Hydro Pass	30366
F & O	Medium Inst.n Bldg. K	8751 Stave Lake Street, Mission, BC V2V 4L8	Otis pass. Cable 2F	30383
F & O	Medium Inst. Bldg. P	8751 Stave Lake Street, Mission, BC V2V 4L8	Otis pass. Cable 2F	30382
F & O	Minimum Inst. Bldg. 24	33737 Dewdney Trunk Road, Mission	Sch. pass. Cable 3F	30399
F & O	Aquaculture Research	4160 Marine Drive, West Vancouver, BC V7V	C	10502
F & O	Capilano Hatchery	Capilano Hatchery, North Vancouver, BC	Hydro plate	9911
Nav. Canada Air.	Boundary Bay Control Tower	Airport, 40th Ave. & 72nd St. Delta, BC V4K	Hydro Pass	9183
Wildlife Canada	Alaksen Centre	5421 Robertson Rd., RR#1, Delta, BC V4K	Stair Lift	30024
F & O	Marine Station	Seal Cove Road, Prince Rupert BC V8J 4K2	HC Lift	30463
CFIA	Canadian Food Inspection	3155 Willingdon Green, Bby. BC V5G 4P2	Hydro Pass	10159
CBSA / PWGSC	Douglas Border Crossing	220 Hwy. 99, Surrey, BC V3S 9N7	Hydro Pass	40000
CBSA / PWGSC	Pacific Hwy. Border	28 - 176th St. Surrey, BC V4P 1M7	Hydro Pass	10028
CBSA / PWGSC	Pacific Hwy. Border	28 - 176th St. Surrey, BC V4P 1M7	Hydro Pass	10029
CBSA / PWGSC	Pacific Hwy. Border	28 - 176th St. Surrey, BC V4P 1M7	Hydro Pass	30355

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3. Elevating Device Inventory, Contract Subsequent Years

Management	Building Name	Address	Unit type	Unit Number
CBSA	Huntingdon Border	Port #2 Sumas Way, Abbotsford, BC V0X 1M0	Hydro Pass	30013
CBSA	Huntingdon Border	Port #2 Sumas Way, Abbotsford, BC V0X 1M0	Hydro Pass	30014
Parks Canada	Fort Langley Nat. Historic Site	23433 Mavis Ave. Fort Langley, BC V1M 2R5	HC Lift	17420
Parks Canada	Fort Langley Nat. Historic Site	23433 Mavis Ave. Fort Langley, BC V1M 2R5	HC Lift	18073
Agri. & Agri-Food	Pacific Research Centre	4200 Hwy 97, Summerland BC V0H 1Z0	Hydro Pass	10026
Agri. & Agri-Food	Pacific Research Centre	4200 Hwy 97, Summerland BC V0H 1Z0	Hydro Pass	10033
Dominion Observ.	Astrophysical Observatory Pentic	717 White Lake Road, Kaleden BC V0H 1K0	Hydro Pass	20373
CBSA / PWGSC	Osoyoos Border Crossing	202 97th. St. Osoyoos BC V0H 1V1	Hydro Pass	30220
CBSA / PWGSC	Osoyoos Border Crossing	202 97th. St. Osoyoos BC V0H 1V1	HC Lift	30225
Parks Canada	Kootenay Visitor Centre	Main Street E. Radium Hot Springs, BC V0A 1M0	HC Lift	19724
Parks Canada	Kootenay National Park	Kootenay National Park, Radium, BC V0A 1M0	Passenger	471
Parks Canada	Kootenay National Park	Kootenay National Park, Radium, BC V0A 1M0	Drum Freight	472
Parks Canada	Kootenay National Park	Kootenay National Park, Radium, BC V0A 1M0	HC Lift	30167
D.N.D. ESQ.	Dock Yard 211	CFB Esquimalt DY211, Victoria BC V0S 1B0	Hydro Pass	30047
D.N.D. ESQ.	Dock Yard 211	CFB Esquimalt, Dockyard 211, Vic. BC V0S 1B0	Geared	615
D.N.D. ESQ.	Dock Yard 199	CFB Esquimalt DY199, Victoria BC V0S 1B0	Hydro Pass	10126
D.N.D. ESQ.	Dock Yard 508	CFB Esquimalt DY508	Hydro	543
D.N.D. ESQ.	Dock Yard 575	CFB Esquimalt DY575	Hydro Pass	10119
D.N.D. ESQ.	Dock Yard 250	DY 250 FMF Cape Breton, Victoria BC V0S 1B0	Hydro Pass	30322
D.N.D. ESQ.	Dock Yard 250	DY 250 FMF Cape Breton, Victoria BC V0S 1B0	Hydro Pass	12157
D.N.D. ESQ.	Dock Yard 250	DY 250 FMF Cape Breton, Victoria BC V0S 1B0	Hydro Pass	30253
D.N.D. ESQ.	Dock Yard 250	DY250 FMF Cape Breton, Victoria BC V0S 1B0	HC Lift	30254
D.N.D. ESQ.	Dock Yard 250	DY 250 FMF Cape Breton, Victoria BC V0S 1B0	HC Lift	30250
D.N.D. ESQ.	Dock Yard 250	DY 250 FMF Cape Breton, Victoria BC V0S 1B0	Hydro Pass	30353
D.N.D. ESQ.	Dock Yard 250	DY 250 FMF Cape Breton, Victoria BC V0S 1B0	Hydro Pass	30426
D.N.D. ESQ.	Dock Yard 250	DY 250 FMF Cape Breton, Victoria BC V0S 1B0	Hydro Pass	30475
D.N.D. ESQ.	Dock Yard 10	DY 10, Victoria BC V0S 1B0	Platform Lift	11223
D.N.D. ESQ.	Dock Yard 80	CFB Esquimalt DY80, Victoria, BC V0S 1B0	Hydro	946
D.N.D. ESQ.	Dock Yard 83	Dock Yard 83, Victoria BC V0S 1B0	Traction	608
D.N.D. ESQ.	Dock Yard 85	CFB Esquimalt DY85, Victoria, BC V0S 1B0	Hydro	7052
D.N.D. ESQ.	Dock Yard 100	CFB Esquimalt DY100, Victoria, BC V0S 1B0	Hydro Pass	30017
D.N.D. ESQ.	Dock Yard 100	CFB Esquimalt DY100, Victoria, BC V0S 1B0	Hydro Pass	30018
D.N.D. ESQ.	CANFLTPAC Dock Yard 77	CFB Esquimalt, DY 77/81 Victoria BC V0S 1B0	HC Lift	30297
D.N.D. ESQ.	CANFLTPAC Dock Yard 77	CFB Esquimalt, DY 77/81 Victoria BC V0S 1B0	Hydro Pass	30298
D.N.D. ESQ.	CANFLTPAC Dock Yard 77	CFB Esquimalt, DY 77/81 Victoria BC V0S 1B0	Hydro Pass	30299
D.N.D. ESQ.	Dock Yard 109	CFB Esquimalt DY109, Victoria, BC V0S 1B0	Traction	609
D.N.D. ESQ.	Crane no. 5 Dock yard	DY Crane #5, Jetty A Victoria BC V0S 1B0	Man Lift	9029
D.N.D. ESQ.	CFB Esquimalt, dock yard 571	CFB Esquimalt DY571 O/S wire	Dumbwaiter	623
D.N.D. ESQ.	CFB Esquimalt, dock yard 571	CFB Esquimalt DY571 O/S wire	HC Lift	30042
D.N.D. ESQ.	NCO Mess, Dock Yard 585	Signal Hill O/S wire Victoria BC V0S 1B0	Hydro Pass	30020

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Management	Building Name	Address	Unit type	Unit Number
D.N.D. ESQ.	NCO Mess, Dock Yard 585	Signal Hill O/S wire Victoria BC V0S 1B0	Hydro	30021
D.N.D. ESQ.	Offices Quarters Dock Yard 586	Signal Hill O/S wire Victoria BC V0S 1B0	roped hydro	30084
D.N.D. ESQ.	Offices Quarters, Dock Yard 586	Signal Hill O/S wire Victoria BC V0S 1B0	roped hydro	30085
D.N.D. ESQ.	Offices Quarters, Dock Yard 586	Signal Hill O/S wire Victoria BC V0S 1B0	Hydro Pass	30083
D.N.D. ESQ.	Offices Quarters, Dock Yard 586	Signal Hill O/S wire Victoria BC V0S 1B0	Dumbwaiter	30069
CSC	William Head Kitchen, Bldg 101	6000 William Head Road Victoria, BC V9C 0B5	Dumbwaiter	7800
D.N.D. ESQ.	Base Admin Bldg. #38	Rocky Pt. Bldg 38, Victora.BC V5B 5B4 s of Metchosin	HC Lift	30008
D.N.D. ESQ.	CFB Albert Head, bldg 1075	100 Albert Head Rd., Victoria, BC V9C 4B4	HC Lift	30286
D.N.D. ESQ.	CFB Albert Head, bldg 1076	100 Albert Head Rd., Victoria, BC V9C 4B4	Hydro Pass	30256
D.N.D. ESQ.	Firefighter's Training Facility	Wilfert Rd. Training Facility, Colwood, BC V0S 1B0	Hydro Pass	30086
D.N.D. ESQ.	Naden Building 2, Military Police	CFB Esquimalt, Naden Bldg.2, Victoria BC V0S 1B0	HC Lift	30043
D.N.D. ESQ.	Naden Bldg. 30	CFB Esquimalt, Naden Bldg. 30, Victoria BC V0S 1B0	HC Lift	30032
D.N.D. ESQ.	Naden Building 34	CFB Esquimalt, Naden Bldg.34, Victoria BC V0S 1B0	Platform Lift -	621
D.N.D. ESQ.	Naden Building 34	CFB Esquimalt, Naden Bldg.34, Victoria BC V0S 1B0	HC Lift	30033
D.N.D. ESQ.	Naden Building 54	CFB Esquimalt, Naden Bldg. 54, Victoria BC V0S 1B0	Hydro Pass	30247
D.N.D. ESQ.	Naden Bldg. 88 Sports Arena	CFB Esquimalt, Naden Bldg. 88, Victoria BC V0S 1B0	HC Lift	30031
D.N.D. ESQ.	Naden Bldg. 92	CFB Esquimalt, Naden Bldg. 92, Victoria BC V0S 1B0	HC Lift	30058
D.N.D. ESQ.	Naden Bldg. 92	CFB Esquimalt, Naden Bldg. 92, Victoria BC V0S 1B0	HC Lift	30436
D.N.D. ESQ.	Naden Building, 136	CFB Esquimalt, Naden Bldg. 136, Victoria BC V5B 5B4	HC Lift	30283
D.N.D. ESQ.	NAD 97	CFB Esquimalt, NAD 97, Victoria BC	Hydro Pass	9833
D.N.D. ESQ.	NAD 97	CFB Esquimalt, NAD 97, Victoria BC	Hydro Pass	9834
D.N.D. ESQ.	NOTC Ph 2 Building 1372	Workpoint NOTC Phase 2, Victoria BC V0S 1B0	Hydro Pass	21764
D.N.D. ESQ.	NOTC Ph 2 Building 1372	Workpoint NOTC Phase 2, Victoria BC V0S 1B0	Hydro Pass	21765
D.N.D. ESQ.	Collier Training 1094	Workpoint 1094, Victoria BC V0S 1B0	Hydro Pass	11528
D.N.D. ESQ.	Barracks Building 1020	Workpoint Barracks Bldg.1020, Victoria BC V0S 1B0	HC Lift	30057
D.N.D. ESQ.	Training Bldg. 1367	Nixon Block Work Pt. Victoria BC V0S 1B0	HC Lift	30082
D.N.D. ESQ.	CFB Fire Hall	1350 Esquimalt Rd, Victoria BC V9A 3R1	MRL	30359
Nav. Can. Air.	Victoria Int. Airport	#12 - 9600 Canora Rd. Sidney, BC V8L 4R1	Hydro Pass	11175
F & O	Coast Guard	25 Huron St. Victoria BC V8V 4V9	Hydro	476
D.N.D. ESQ.	HMCS Malahat	HMCS Malahat, 20 Huron St. Victoria BC	Hydro Pass	10036
D.N.D. ESQ.	HMCS Malahat	HMCS Malahat, 20 Huron St. Victoria BC	Plate Lift	10040
NRC Herzberg	Astrophysical Observatory	5071 West Saanich Rd.Victoria, BC V9E 2E7	Hydro Pass	11235
NRC Herzberg	Astrophysical Observatory	5071 West Saanich Rd.Victoria, BC V9E 2E7	Roped Hydro	30260
NRC Herzberg	Astrophysical Observatory	5071 West Saanich Rd.Victoria, BC V9E 2E7	HC Lift	30198
Agri. & Agri-Food	Canadian Food Inspection	8801 East Saanich Road, Sidney, BC V8L 1H3	HC Lift	30035
Parks Canada	Gulf Islands Nat. Park	2220 Harbour Rd. Sidney, BC V8L 2P6	HC Lift	30255
F & O	Sidney, IOS / DFO	9860 West Saanich Road, Sidney, BC V8L 4B2	Dumbwaiter	128
F & O	Sidney, IOS / DFO	9860 West Saanich Road, Sidney, BC V8L 4B2	Hydro	542
F & O	Sidney, IOS / DFO	9860 West Saanich Road, Sidney, BC V8L 4B2	Dumbwaiter	554
F & O	Sidney, IOS / DFO	9860 West Saanich Road, Sidney, BC V8L 4B2	Hydro Pass	639
F & O	Sidney, IOS / DFO	9860 West Saanich Road, Sidney, BC V8L 4B2	HC Lift	30003
F & O	Sidney, IOS / DFO	9860 West Saanich Road, Sidney, BC V8L 4B2	HC Lift	30080
F & O	Sidney, IOS / DFO	9860 West Saanich Road, Sidney, BC V8L 4B2	HC Lift	30464

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F & O	Sidney, IOS / DFO	9860 West Saanich Road, Sidney, BC V8L 4B2	HC Lift	30469
Can. Forestry	Canadian Forestry Services	506 West Burnside Rd. Victoria, BC V8Z 1M5	Traction	672
Can. Forestry	Canadian Forestry Services	506 West Burnside Rd. Victoria, BC V8Z 1M5	Hydro Pass	9904
Can. Forestry	Canadian Forestry Services	506 West Burnside Rd. Victoria, BC V8Z 1M5	RH Pass	10056
F & O	Pacific Bio. Stn. Taylor Bldg.	3190 Hammond Bay Rd. Nanaimo, BC V9T 6N7	Traction	630
D.N.D. Com. / Laz.	Comox - Lazo DND	1879 Military Row, Hangar #7, Comox BC, V0R 2K0	Hydro	626
D.N.D. Com. / Laz.	Comox - Lazo DND	1879 Military Row, Hangar #7, Comox BC, V0R 2K0	Hydro	627
D.N.D. Com. / Laz.	Comox - Lazo DND	1879 Military Row, Hangar #7, Comox BC, V0R 2K0	Hydro Pass	628
D.N.D. Com. / Laz.	Comox - Lazo DND	1879 Military Row, Hangar #14, Comox, BC, V0R 2K0	Hydro Pass	30099
D.N.D. Com. / Laz.	Comox - Lazo DND	1879 Military Row, Combined Mess, Comox, BC	Plate Lift	9254
D.N.D. Com. / Laz.	Enlisted Mess Bldg. 105,	1879 Military Row, Comox, BC V0R 2K0	HC Lift	30231
D.N.D. Com. / Laz.	Officer's Mess Bldg. 105	1879 Military Row, Comox, BC V0R 2K0	HC Lift	30232
D.N.D. Com. / Laz.	Comox- CFB	1879 Military Row, Health Care Facility, Otis #1	Hydro Pass	30348
D.N.D. Com. / Laz.	Comox- CFB	1879 Military Row, Health Care Facility, Otis #2	Hydro Pass	30349
D.N.D. Com. / Laz.	Comox - Lazo DND	1879 Military Row, Cont.Tower, Comox BC, V0R 2K0	Traction	30187
RCMP-Brookfield.	RCMP Courtenay	800 Ryan Road, Courtenay, BC V9N 7T1	Passenger	9027
F & O	Coast Guard Cape Lazo	Coast Guard, Wireless Rd., Comox BC, V9N 7T1	HC Lift	30005
Parks Canada	Kwisitis (Wickaninn) Visitors	486 Wick Rd. Ucluelet, BC V0R 3A0	HC Lift	30229
F & O	Ucluelet, Coast Guard	Box 190, Ucluelet BC V0R 3A0	HC Lift	30055
RCMP	Prince George RCMP	4020 - 5th. St., Prince George, BC V2N 4P7	Hydraulic	19614
CSC	Pacific Institution #832	33344 King Rd., Abbotsford BC V2S 4P4	Stair Lift	13209
CSC	Pacific Institution #832	33344 King Rd., Abbotsford BC V2S 4P4	HC Lift	30027
CSC	Pacific Institution #832	33344 King Rd., Abbotsford BC V2S 4P4	Hydro Pass	30234
CSC	Pacific Institution #832	33344 King Rd., Abbotsford BC V2S 4P4	MRL Pass	30378
CSC	Matsqui Complex #831	33344 King Rd., Abbotsford BC V2S 4P4	Dumbwaiter	9343
CSC	Matsqui Complex #831	33344 King Rd., Abbotsford BC V2S 4P4	Hydraulic	30328
CSC	Matsqui Complex #831	33344 King Rd., Abbotsford BC V2S 4P4	MRL Pass	30377
CSC	Fraser Valley Inst. Bldg Q	33344 King Rd., Abbotsford BC	Hydro LULA	30368
CSC	Fraser Valley Inst. Bldg R	33344 King Rd., Abbotsford BC V2S 4P4	MRL Pass	30379
Agri. & Agri-Food	Agassiz Agriculture Canada	6947 No. 7 Hwy. Agassiz, BC V0M 1A0	Hydro Pass	30261
Agri. & Agri-Food	Agassiz Agriculture Canada	6947 No. 7 Hwy. Agassiz, BC V0M 1A0	Platform Lift	10158
CSC	Kent Institution	Cemetery Road, Agassiz, BC V0M 1A0	HC Lift	30004
CSC	Kent Institution	Cemetery Road, Agassiz, BC V0M 1A0	HC Lift	30016
F & O	Kent Institution	Cemetery Road, Agassiz, BC V0M 1A0	Passenger	30381
F & O	Kwikwexwelhp Healing / Maint.	16255 Morris Valley, Harrison Mills, BC	HC Lift	30334
F & O	Kwikwexwelhp Healing / Maint.	16255 Morris Valley, Harrison Mills, BC	Hydro Pass	30366
F & O	Medium Inst.n Bldg. K	8751 Stave Lake Street, Mission, BC V2V 4L8	Otis pass.	30383
F & O	Medium Inst. Bldg. P	8751 Stave Lake Street, Mission, BC V2V 4L8	Otis pass.	30382
F & O	Minimum Inst. Bldg. 24	33737 Dewdney Trunk Road, Mission	Sch. pass.	30399
F & O	Aquaculture Research	4160 Marine Drive, West Vancouver, BC V7V 1N6	C	10502
F & O	Capilano Hatchery	Capilano Hatchery, North Vancouver, BC	Hydro plate	9911
Nav. Canada Air.	Boundary Bay Control Tower	Airport, 40th Ave. & 72nd St. Delta, BC V4K 3N2	Hydro Pass	9183
Wildlife Canada	Alaksen Centre	5421 Robertson Rd., RR#1, Delta, BC V4K 3N2	Stair Lift	30024

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Management	Building Name	Address	Unit type	Unit Number
F & O	Marine Station	Seal Cove Road, Prince Rupert BC V8J 4K2	HC Lift	30463
CFIA	Canadian Food Inspection	3155 Willingdon Green, Bby. BC V5G 4P2	Hydro Pass	10159
CBSA / PWGSC	Douglas Border Crossing	220 Hwy. 99, Surrey, BC V3S 9N7	Hydro Pass	40000
CBSA / PWGSC	Pacific Hwy. Border	28 - 176th St. Surrey, BC V4P 1M7	Hydro Pass	10028
CBSA / PWGSC	Pacific Hwy. Border	28 - 176th St. Surrey, BC V4P 1M7	Hydro Pass	10029
CBSA / PWGSC	Pacific Hwy. Border	28 - 176th St. Surrey, BC V4P 1M7	Hydro Pass	30355

ATTACHMENT 1

(The Contractor is responsible for keeping informed and complying with the most up-to-date version of this instrument)

Canada Occupational Health and Safety Regulations SOR/86-304

Regulations are current to 2018-08-19

Last amended on 2018-06-25

PART IV Elevating Devices

- 4.1 Application
- 4.2 Standards
- 4.3 Use and Operation
- 4.5 Inspection and Testing
- 4.7 Repair and Maintenance

Application

Elevating Devices

Application

4.1 This Part does not apply to elevating devices used in the underground workings of mines.

Standards

4.2 (1) Every elevating device and every safety device attached thereto shall

(a) meet the standards set out in the applicable CSA standard referred to in subsection (2) in so far as is reasonably practicable; and

(b) be used, operated and maintained in accordance with the standards set out in the applicable CSA standard referred to in subsection (2).

(2) For the purposes of subsection (1), the applicable CSA standard for

(a) elevators, dumbwaiters, escalators and moving walks is CSA Standard CAN3-B44-M85, Safety Code for Elevators, other than clause 9.1.4 thereof, the English version of which is dated November 1985 and the French version of which is dated March 1986;

(b) manlifts is CSA Standard B311-M1979, Safety Code for Manlifts, the English version of which is dated October, 1979 and the French version of which is dated July, 1984 and Supplement No. 1-1984 to B311-M1979, the English version of which is dated June, 1984 and the French version of which is dated August, 1984; and

(c) elevating devices for the handicapped is CSA Standard CAN3-B355-M81, Safety Code for Elevating Devices for the Handicapped, the English version of which is dated April, 1981 and the French version of which is dated December, 1981.

SOR/88-632, s. 8; SOR/94-263, s. 10.

Use and Operation

4.3 No elevating device shall be used or operated with a load in excess of the load that it was designed and installed to move safely.

4.4 (1) Subject to subsection (3), no elevating device shall be used or placed in service while any safety device attached thereto is inoperative.

(2) Subject to subsection (3), no safety device attached to an elevating device shall be altered, interfered with or rendered inoperative.

(3) Subsections (1) and (2) do not apply to an elevating device or a safety device that is being inspected, tested, repaired or maintained by a qualified person.

Inspection and Testing

4.5 Every elevating device and every safety device attached thereto shall be inspected and tested by a qualified person to determine that the prescribed standards are met

(a) before the elevating device and the safety device attached thereto are placed in service;

(b) after an alteration to the elevating device or a safety device attached thereto; and

(c) once every 12 months.

4.6 (1) A record of each inspection and test made in accordance with section 4.5 shall

(a) be signed by the person who made the inspection and test;

(b) include the date of the inspection and test and the identification and location of the elevating device and safety device that were inspected and tested; and

(c) set out the observations of the person inspecting and testing the elevating device and safety device on the safety of the devices.

(2) Every record referred to in subsection (1) shall be made by the employer and kept by him in the work place in which the elevating device is located for a period of two years after the date on which it is signed in accordance with paragraph (1)(a).

ATTACHMENT 2

(The Contractor is responsible for keeping informed and complying with the most up-to-date version of this instrument)

Treasury Board Occupational Health and Safety Directive

(As of January 1, 2011)

Part IV - Elevating Devices

This part of the Directive enhances and or supplements Part IV (Elevating Devices) [<http://laws-lois.justice.gc.ca/eng/regulations/SOR-86-304/page-13.html#h-40>] of the COHSR and should be read in that context.

It includes a process under which the employer (the Treasury Board) has delegated to the deputy heads of custodian departments and agencies the responsibility for establishing contracts with provincial and territorial elevating device inspection authorities to ensure that inspections required by the Code are carried out at facilities under their custody or charge.

Scope

Notwithstanding the scope of other federal government codes or standards on elevating devices, this Directive is primarily concerned with occupational safety. This Directive shall apply in all government-owned buildings occupied by employees. For those employees occupying buildings not owned by the federal government, it shall be applied to the maximum extent that is reasonably practical. Privately owned facilities occupied by the public service are expected to comply with the applicable provincial or territorial requirements.

4.1 Installation and Alteration

- 4.1.1 The safety inspector shall advise the operating authority when his or her inspection of an installation or alteration is complete.

4.2 Inspection and Testing

- 4.2.1 All elevating devices require a safe operating certificate for each elevator. The operation certificate shall be issued by the authorized inspection agency and shall be made available to the appropriate health and safety committee.
- 4.2.2 The authorized inspection agency shall inspect all elevating devices.
- 4.2.3 The operating authority is responsible for ensuring that safety inspections are performed by authorized inspection agencies in accordance with the requirements set out in the Code and this Directive.
- 4.2.4 The operating authority shall provide safety inspectors with accreditation identifying them as persons qualified and authorized to perform safety inspections of elevating devices in accordance with this Directive.
- 4.2.5 Operating authorities shall establish and maintain a list of all elevating devices for which they are responsible that are subject to the requirements of this directive.

- 4.2.6 The operating authority shall provide a safety inspector conducting an inspection or test pursuant to this Directive, on request, an assistant capable of taking all necessary precautions to ensure that inspector's safety during the inspection or test and to assist in the safe conduct of the inspection or test.
- 4.2.7 When a safety inspector finds on inspection that an elevating device is not safe to operate, the inspector shall
- (a) immediately seal the elevating device and inform the operating authority that using the elevating device is prohibited; and
 - (b) take possession of or cancel the certificate of inspection, if any.
- 4.2.8 On discovering any defect or condition in the elevating device that may render it unsafe to operate, the operating authority shall immediately take the device out of service until repairs have been completed and inspected and a new record of inspection issued.
- 4.2.9 The operating authority shall ensure that the maintenance and repair of elevating devices, or safety devices attached to it, is performed by a qualified person in accordance with standards that comply with good industrial safety practice.

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ANNEX B

SECURITY REQUIREMENTS CHECK LIST



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat EZ899 - 190463
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	Public Works and Government Services Canada	2. Branch or Directorate / Direction générale ou Direction RPS - PTS
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 Elevator Safety Inspections		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No Non <input checked="" type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" 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"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada

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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? If Yes, indicate the level of sensitivity: Dans l'affirmative, indiquer le niveau de sensibilité :	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
9. Will the supplier require access to extremely sensitive INFOSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? Short Title(s) of material / Titre(s) abrégé(s) du matériel : Document Number / Numéro du document :	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)	
10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis	
<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL
<input type="checkbox"/> TOP SECRET- SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> SECRET SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL
	<input type="checkbox"/> NATO SECRET NATO SECRET
	<input type="checkbox"/> TOP SECRET TRÈS SECRET
	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
Special comments: Commentaires spéciaux : Elevator Lobbies and elevator mechanical rooms	
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? If Yes, will unscreened personnel be escorted? Dans l'affirmative, le personnel en question sera-t-il escorté?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)	
INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS	
11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises? Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
11. b) Will the supplier be required to safeguard COMSEC information or assets? Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
PRODUCTION	
11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises? Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)	
11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data? Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency? Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui

TBS/SCT 350-103(2004/12)

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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	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
				CONFIDENTIEL	SECRET	TRÈS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL		COSMIC TOP SECRET COSMIC TRÈS SECRET	A	B	C	CONFIDENTIEL	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 indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

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ANNEX C

BASIS OF PAYMENT

The prices are in Canadian dollars, FOB destination, Canadian customs duties and excise taxes included. Applicable Taxes are extra.

During the period of the contract, the Contractor will be paid as specified below for Work performed in accordance with the Contract.

The rates specified below, include all overhead, including cost of labour, fringe benefits, administrative time, travel and living expenses, internal equipment charges (including equipment charges considered to be internal although they may be rented), that may need to be incurred to satisfy the terms of the contract. These expenses cannot be charged directly and/or separately from the all-inclusive rates.

The inclusion of volumetric data in this document are estimates only and does not represent a commitment by Canada.

The rates are firm/fixed for the full period of the Contract.

PRICE TABLE – Period of the Contract *(Estimated to be approximately from December 1, 2018 to November 30, 2021)*

A) Contract Period (Year 1, 2, and 3)

Item	Description	Unit	Estimated Quantity	Unit Price	Extended Amount
Year 1	Elevator Safety Inspection Services by certified Inspector	Each	33	\$ _____	\$ _____
Year 2	Elevator Safety Inspection Services by certified Inspector	Each	132	\$ _____	\$ _____
Year 3	Elevator Safety Inspection Services by certified Inspector	Each	132	\$ _____	\$ _____
Total Estimated Cost – Contract Period - <i>(excluding applicable taxes)</i>					\$ _____

B) Optional Periods (Option Year 1 and 2)

Item	Description	Unit	Estimated Quantity	Unit Price	Extended Amount
Option Year 1	Elevator Safety Inspection Services by certified Inspector	Each	132	\$ _____	\$ _____
Option Year 2	Elevator Safety Inspection Services by certified Inspector	Each	132	\$ _____	\$ _____
Total Estimated Cost – Option year 1 and 2 <i>(excluding applicable taxes)</i>					\$ _____

TOTAL ESTIMATED PRICE (A+ B): \$ _____ **(excluding applicable taxes)**

ANNEX D

INSURANCE REQUIREMENTS

Commercial General Liability Insurance

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

ANNEX E

EVALUATION CRITERIA AND BASIS OF SELECTION

1. Technical Evaluation

1.1 Mandatory Technical Criteria

The Bidder must meet all of the following mandatory criteria in order to be considered. Failure to do so will result in the bid being declared non-responsive and no further consideration will be given.

1.2 Certificates

The Bidder must provide a copy of the proposed Inspector's qualified Elevator Inspector certificate, such as NAESA International QEI, Safety Codes Officer Level 2 (Safety Codes Council or Alberta), certified licensed Safety Officer-Elevator by the BC Safety Authority, or equivalent.

1.3 Personnel Security Information

The Bidder must provide the following information regarding employees proposed in the Bid to provide services against any resulting contract:

LEGAL NAME (FIRST AND LAST)	DATE OF BIRTH (DDD/MM/YYYY)	CURRENT CLEARANCE LEVEL HELD

1.4 Previous Experience and Performance

The Bidder must provide evidence of the proposed Inspector's experience and past performance by referencing *two* (2) projects or contracts, wherein the elevator inspection services provided are comparable to those described in this solicitation.

It is desirable that the proposed inspector have a minimum of five (5) years of full-time experience as an elevator inspector.

The evidence provided by the bidder may be verified by the Crown. *Failure by the bidder to provide the required evidence or in the event that the evidence cannot be verified shall result in the Bidder being disqualified and no further consideration will be given to the Bidder.* If the Bidder submits references in excess of the stated requirement above, only the references up to the identified limit will be assessed.

PWGSC reserves the right to verify information for completeness and accuracy and to confirm reference satisfaction with services provided. In the event where the information cannot be verified or the service found to be unsatisfactory, shall result in the bid being considered non-responsive and no further consideration will be given to the Bidder.

Buyer ID - Id de l'acheteur
PWY037
CCC No./N° CCC - FMS No./N° VME

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2. Financial Evaluation

Bidders must submit their financial bid as outlined in Annex C.

The Bidder must respond to the Price Tables by inserting in its financial bid its quoted firm all-inclusive rates.

The volumetric data in the Price Table are provided for bid evaluation price determination purposes. The specified estimated quantities and expenditures do not represent a commitment by Canada.

For bid evaluation and Contractor selection purposes only, the evaluated price of the bid will be determined in accordance with the **Total Estimated Price**: (Excluding Applicable Taxes) in Annex C, Basis of Payment.

3. 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.

4. Submission Checklist

The Bidder is responsible for following the instructions and meeting all submission requirements outlined in the Request for Proposal.

The following list of documents and forms is provided with the intention of assisting the Bidder in ensuring a complete submission.

- ☐ Front Page of the Request for Request for Proposal (RFP) – completed and signed
- ☐ Front page(s) of any solicitation amendment – completed and signed
- ☐ Mandatory technical criteria as per ANNEX E – EVALUATION CRITERIA AND BASIS OF SELECTION, including:
 - a copy of the proposed inspector(s) Certificate;
 - the proposed personnel security information, and
 - the proposed inspector(s) Experience and Past Performance.
- ☐ Price Proposal Form (ANNEX C – BASIS OF PAYMENT)
- ☐ Certifications required with the bid, **as applicable** (See PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION)
- ☐ List of Names (ANNEX F – INTEGRITY PROVISIONS)

