

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:

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

Request For a Standing Offer Demande d'offre à commandes

Regional Individual Standing Offer (RISO)
Offre à commandes individuelle régionale (OCIR)

Canada, as represented by the Minister of Public Works and Government Services Canada, hereby requests a Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et Services Gouvernementaux Canada, autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

Comments - Commentaires

Vendor/Firm Name and Address
Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution
Public Works and Government Services Canada
ATB Place North Tower
10025 Jasper Ave./10025 ave Jasper
5th floor/5e étage
Edmonton
Alberta
T5J 1S6

Title - Sujet Refrigeration and Air Conditioning	
Solicitation No. - N° de l'invitation W684E-19ES77/A	Date 2019-01-18
Client Reference No. - N° de référence du client W684E-19ES77	GETS Ref. No. - N° de réf. de SEAG PW-\$PWU-066-11548
File No. - N° de dossier PWU-8-41240 (066)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2019-02-11	Time Zone Fuseau horaire Mountain Standard Time MST
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Lee, Mony	Buyer Id - Id de l'acheteur pwu066
Telephone No. - N° de téléphone (780)224-6675 ()	FAX No. - N° de FAX (780)497-3510
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE 3 CDSB EDMONTON BUILDING 177 10500 STATION FORCES EDMONTON Alberta T5J4J5 Canada	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION

1. Introduction
2. Summary
3. Health & Safety
4. Debriefings
5. Anticipated migration to an e-Procurement Solution (EPS)
6. Security Requirement

PART 2 - INSTRUCTIONS TO OFFERORS

1. Standard Instructions, Clauses and Conditions
2. Submission of Offers
3. Enquiries - Request for Standing Offers (RFSO)
4. Applicable Laws

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. General
2. Offer Preparation Instructions

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures
2. Basis of Selection
3. Ranking

PART 5 - CERTIFICATIONS

1. Mandatory Certifications Required Precedent to Issuance of a Standing Offer
2. Additional Certifications Precedent to Issuance of a Standing Offer

PART 6 – SECURITY REQUIREMENT AND INSURANCE REQUIREMENTS

1. Security Requirement
2. Insurance Requirements

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer - Annex E
2. Security Requirement
3. Standard Clauses and Conditions
4. Term of Standing Offer
5. Authorities
6. Identified Users
7. Call-up Procedures
8. Call-up Instrument
9. Limitation of Call-ups
10. Priority of Documents
11. Certifications
12. Applicable Laws
13. Transition to an e-Procurement Solution (EPS)
14. Proactive Disclosure of Contracts with Former Public Servants

B. RESULTING CONTRACT CLAUSES

General Conditions:

(i)	GC1 General Provisions	R2810D;
(ii)	GC2 Administration of the Contract	R2820D;
(iii)	GC3 Execution and Control of the Work	R2830D;
(iv)	GC4 Protective Measures	R2840D;
(v)	GC5 Terms of Payment	R2550D;
(vi)	GC6 Delays and Changes in the Work	R2865D;
(vii)	GC7 Default, Suspension or Termination of Contract	R2870D;
(viii)	GC8 Dispute Resolution	R2884D;
(ix)	GC10 Insurance	R2900D;
Supplementary Conditions, if any;		
	Allowable Costs for Contract Changes Under GC6.4.1	R2950D;

ANNEXES

Annex A	Statement of Work
Annex B	Basis of Payment
Annex C	Health & Safety Requirements - Alberta
Annex D	Periodic Usage Report Form
Annex E	Offer
Appendix 1	Integrity Provisions
Appendix 2	Voluntary Certification to Support the Use of Apprentices
Annex F	Insurance Certificate (The Insurance Terms have been amended. Refer to Part 6 clause 3)
Annex G	Security Requirements Checklist (SRCL)
Annex H	Voluntary Reports for Apprentices Employed During the Contract

IMPORTANT NOTICE TO OFFERORS

SUPPORT THE USE OF APPRENTICES

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 Bidder's commitment to hire and train apprentices is available on Appendix 2.

INTEGRITY PROVISIONS - OFFER

Changes have been made to the Integrity Provisions - Offer as of 2017-04-27

See 01, Integrity Provision – Offer, of 2006 Standard Instructions - Request for Standing Offers for more information.

PART 1 - GENERAL INFORMATION

1. Introduction

The Request for Standing Offers (RFSO) template is divided into seven parts plus attachments and annexes, as follows:

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

Part 2, Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;

Part 3, Offer Preparation Instructions: provides Offerors with instructions on how to prepare their offer to address the evaluation criteria specified;

Part 4, Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, if applicable, and the basis of selection;

Part 5, Certifications: includes the certifications to be provided;

Part 6, Security and Insurance Requirements: includes specific requirements that must be addressed by Offerors; and

Part 7: 7A, Standing Offer, and 7B, Resulting Contract Clauses:

7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work, the Basis of Payment, Health & Safety, Usage Reports, Offer, SRCL, and any other annexes.

2. Summary

Work under this standing offer includes the provision of all labour, equipment, tools, material, transportation and supervision required to provide repairs and maintain air conditioning, refrigeration, make up air handling systems, equipment, roof top units and exhaust fans on an 'as required' basis at CFB/ASU Edmonton, Cardiff Transmitter Site and Riverbend Receiver Site.

It is anticipated that one firm will be issued a standing offer.

The standing offer will be issued for a term of three (3) years plus two (2) additional option years.

This procurement contains MANDATORY requirements. See Part 4 and 5 of the RFSO for details.

The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA).

3. Health & Safety Requirements

There are Health & Safety requirements associated with this requirement. See Annex C.

4. Debriefing

After issuance of a standing offer, offerors may request a debriefing on the results of the request for standing offers. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of notification that their offer was unsuccessful. The debriefing may be provided in writing, by telephone or in person. The debriefing will include an outline of the reasons the submission was not successful, making reference to the evaluation criteria. The confidentiality of information relating to other submissions will be protected.

5. Anticipated migration to an e-Procurement Solution (EPS)

Canada is currently developing an online EPS for faster and more convenient ordering of goods and services. In support of the anticipated transition to this system and how it may impact any resulting Standing Offer that is issued under this solicitation, refer to 7.13 Transition to an e-Procurement Solution (EPS).

The Government of Canada's press release provides additional information.

6. Security Requirement

There is a security requirement associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, offerors 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.

PART 2 - STANDING OFFER - INSTRUCTIONS TO OFFERORS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers RFSO by title, number and date are set out in the Standard Acquisition Clauses and Conditions Manual issued by Public Works and Government Services Canada (PWGSC). The Manual is available on the PWGSC Web site: <http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the terms and conditions of the Standing Offer and Resulting Contract(s).

The 2006 (2018-05-22) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of 2006, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

DELETE sixty (60) days and **INSERT** one hundred twenty (120) days

2. Submission of Offers

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

2.1 Revision of Offer:

An offer submitted in accordance with these instructions may be revised by letter or facsimile, provided that the revision is received at the office designated for the receipt of offers on or before the date and time set for the closing of the RFSO. The facsimile shall be on the offeror's letterhead or bear a signature that identifies the offeror.

A revision to the unit price schedule 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 offer shall be evaluated based on the original offer submitted and all other compliant revision(s).

Facsimile number for receipt of revisions: **(780) 497-3510**

2.2 Firm Price and/or Rates:

The Offeror is required to submit firm prices, rates or both that will apply for the entire period of the Standing Offer.

2.3 Form: Offers not submitted on the prescribed Offer Form will not be considered.

2.4 Alterations: Any alteration to the pre-printed or pre-typed sections of the Offer Form, or any condition or qualification placed upon the offer may be cause for disqualification of the offer. Alterations, corrections, changes or erasures made to statements or figures entered on the Offer Form by the offeror shall be initialed by the person or persons signing the offer. Initials shall be original(s). Alterations, corrections, changes or erasures that are not initialed shall be deemed void and without effect.

2.5 Incomplete Offers: Incomplete offers may be rejected.

2.6 Taxes

The offeror is responsible for all applicable taxes.

Offerors are not to include any amounts for the Goods and Services Tax (GST) or Harmonized Sales Tax (HST), whichever is applicable. Any amount levied in respect of the GST/HST shall be billed as a separate item on invoices submitted by the contractor, and shall be paid in addition to the amount approved by Canada for work performed under any resulting Contract. The Contractor shall be required to remit the appropriate amount to the Canada Revenue Agency in accordance with the applicable legislation.

The Federal Government is exempt from the Quebec Sales Tax (QST). Offerors shall not include in their prices any amount that is intended to cover the QST on goods and services performed in the execution of the Work except for such amounts for which an Input Tax Refund is not available. The successful Offeror should make arrangements directly with the Province of Quebec to recover any QST paid by it in performing the Work under the resulting Contract.

2.7 Performance Evaluation

Offerors shall take note that the performance of the Contractor during and upon completion of the work shall be evaluated by Canada. The evaluation shall be based on the quality of workmanship; timeliness of completion of the work; project management, contract management and management of health and safety. Should the Contractor's performance be considered unsatisfactory, the Contractor's bidding privileges on future work may be suspended indefinitely.

An electronic version of the form PWGSC-TPSGC 2913, SELECT - Contractor Performance Evaluation Report Form, used to record the performance is available on the Public Works and Government Services Canada (PWGSC) Web site.

3. Enquiries - Request for Standing Offers

All enquiries MUST be submitted in writing to the Standing Offer Authority no later than five (5) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors 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 offerors do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

4. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province of work.

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. General

- 1.1 Insert the hourly rate or unit price against each class of labour, plant, or item of specified material listed on the Unit Price Schedule of the Offer form. Insert the percentage mark-up for Unspecified Material, if any; mathematical extensions against all items including the Contractor's Mark-up on Unspecified Material if applicable, and Total Estimated Amount, GST/HST extra.
- 1.2 Submit the Offer, duly completed, to the office designated on page 1 of the RFSO in accordance with the Standard Instructions.
- 1.3 Sign and date the Offer in accordance with the RFSO.

2. Offer Preparation Instructions

Canada requests that offerors provide their offer in separately bound sections as follows:

Section I: Annex E - Financial Offer (1 hard copy)

Section II: Certifications (1 hard copy)

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

Canada requests that offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

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

To assist Canada in reaching its objectives, offerors are encouraged to:

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

Section I: Financial Offer

Offerors must submit their financial offer in accordance with the Annex B, Basis of Payment. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

.1 Electronic Payment of Invoices – Offer (see SC03 Part 7B)

In accordance with SC03, of Part 7B, if you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex E item 3.5 Electronic Payment Instruments, to identify which ones will be accepted.

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

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

Section II: Certifications

Offerors must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

a) MANDATORY REQUIREMENTS - Required as part of the Offer

- i) Pursuant to the General Instructions, submission of Request for Standing Offer (RFSO), offers must be submitted to the office designated for the receipt of offers, and must be received on or before the date and time set for solicitation closing shown on page 1 of the RFSO. A rate must be entered for each item listed in the unit price schedule of the offer.

b) MANDATORY REQUIREMENTS - Precedent to issuance of a Standing Offer

- i) Health & Safety Requirements
- ii) Code of Conduct Certifications (*see Part 5 - Certifications*)
- iii) Proof of Insurance - *upon request*
- iv) Former Public Servant – Competitive Requirements
- v) Security Requirements

1.2. Financial Evaluation

- 1.2.1 Price Schedule - A rate must be entered for each item.

- 1.2.2 Offers retained pursuant to Part 4, will be evaluated on the basis of the total estimated amount quoted, GST/HST extra. It is anticipated that one standing offer will be issued to the lowest compliant offeror.

2. Basis of Selection

2.1 Basis of Selection - Lowest Evaluated Price

An offer must comply with the requirements of the Request for Standing Offers to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

3. Ranking

- 3.1 Only 1 firm will be issued a standing offer.

- 3.2 The firm submitting the lowest price compliant submission will be issued a Standing Offer.

PART 5 - CERTIFICATIONS

Offerors must provide the required certifications and associated information to be issued a standing offer.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default in carrying out any of its obligations under any resulting contracts, if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority may render the Offer non-responsive, may result in the setting aside of the Standing Offer or constitute a default under the Contract.

1. Mandatory Certifications Required Precedent to Issuance of a Standing Offer

1.1 Code of Conduct and Certifications - Related documentation

By submitting an offer, the Offeror certifies, for itself and its affiliates, to be in compliance with the Code of Conduct and Certifications clause of the 2006 (2018-05-22) Standard Instructions. The related documentation therein required will help Canada in confirming that the certifications are true.

2. Additional Certifications Precedent to Issuance of a Standing Offer

The certifications listed below should be completed and submitted with the offer, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.

2.1 Health & Safety Requirements - per attached Annex C.

2.2 Insurance, (Annex F - Insurance Certificate)

2.3 Former Public Servant – Competitive Requirements M3025T (2014-11-27)

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 FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror 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 offer 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 Offeror a FPS in receipt of a pension?

YES () NO ()

If so, the Offeror 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, Offerors agree that the successful Offeror'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 Reduction Program

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of a work force reduction program?

YES () NO ()

If so, the Offeror must provide the following information:

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

PART 6 – SECURITY REQUIREMENT AND INSURANCE REQUIREMENTS

1. Security Requirement

1. Before issuance of a standing offer, the following conditions must be met:
 - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
 - (b) the Offeror'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 7A - Standing Offer;
 - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.
3. For additional information on security requirements, bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders"
<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31> document on the Departmental Standard Procurement Documents Web site.

2. Insurance Requirements

The Offeror must provide a certificate from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a standing offer as a result of the request for standing offer, can be insured in accordance with the Insurance Requirements specified in SACC Manual clause R2900D GC10 – Insurance.

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

Certificate of Insurance attached at Annex F.

1) Insurance Contracts

- (a) The Contractor must, at the Contractor's expense, obtain and maintain insurance contracts in accordance with the requirements of the Certificate of Insurance. Coverage must be placed with an Insurer licensed to carry out business in Canada.
- (b) 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.

2) Period of Insurance

- (a) The policies required in the Certificate of Insurance must be in force from the date of contract award and be maintained throughout the duration of the Contract.

3) Proof of Insurance

- (a) Before commencement of the Work the Contractor must deposit with Canada a Certificate of Insurance on the form attached herein.
- (b) Upon request by Canada, the Contractor must provide originals or certified true copies of all contracts of insurance maintained by the Contractor pursuant to the Certificate of Insurance.

4) Insurance Proceeds

In the event of a claim, the Contractor must, without delay, do such things and execute such documents as are necessary to effect payment of the proceeds.

5) Deductible

The payment of monies up to the deductible amount made in satisfaction of a claim must be borne by the Contractor.

PART 7 - CLAUSES & CONDITIONS

PART 7(A) - STANDING OFFER

1. Offer - attached at Annex E

- .1 General Provisions
- .2 Financial Terms
- .3 Prices

2. Security Requirement

1. The Offeror must, at all times during the performance of the 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 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 Offeror must comply with the provisions of the:
 - a) Security Requirements Check List and security guide (if applicable), attached at Annex G;
 - b) *Industrial Security Manual* (Latest Edition).

3. Standard Clauses and Conditions

- 1) .1 General Conditions - Standing Offer, 2005 (2017-06-21)
- 2) The documents identified by title, number and date in paragraph 1) are incorporated by reference and are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Web site:
<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R>

4. Term of Standing Offer

4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from April 1, 2019 to March 31, 2022.

4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional two (2) period, from April 1, 2022 to March 31, 2023 and April 1, 2023 to March 31, 2024 under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 15 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

5. Authorities

5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: *see front page of Standing Offer for details*
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Real Property Contracting

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, they are responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

5.2 Project Authority

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Project Authority is the representative of the department or agency (Departmental Representative) for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

6. Identified users

The Identified User authorized to make call-ups against the Standing Offer is: Department of National Defence (DND), CFB/ASU Edmonton, Alberta.

7. Call-up Procedures

1. Best Standing Offer: the offer that provides best value (lowest prices) will be retained.

The Project Authority will establish the scope of work to be performed by the successful firm and negotiate the level of effort required to perform the work based on the hourly rates contained in the Standing Offer.

2. Estimates

Where an estimate of the cost of performing specific work is required, the Identified User will provide the Offeror with a statement of the work required and the Offeror must provide the Identified User with an estimate of the cost of performing the specified work in accordance with the pricing provision of the Standing Offer. The Offeror must not undertake any of the specified work unless and until a call-up is issued by the Identified User. The estimated cost stated in the call-up must not be exceeded without the specific written authorization of the Identified User.

Solicitation No. - N° de l'invitation
W684E-19ES77/A
Client Ref. No. - N° de réf. du client
W684E-19ES77

Amd. No. - N° de la modif.
File No. - N° du dossier
PWU-8-41240

Buyer ID - Id de l'acheteur
PWU066
CCC No./N° CCC - FMS No./N° VME

8. CALL-UP INSTRUMENT

Public Works and
Government Services
Canada

Travaux publics et
Services gouvernementaux
Canada

CALL-UP AGAINST A STANDING OFFER COMMANDE SUBSÉQUENTE À UNE OFFRE PERMANENTE

In accordance with STANDING OFFER NO.: _____	Conformément à L'OFFRE PERMANENTE No. _____	Call-up no. - No de commande _____
Dated _____ and the terms and conditions therein, you are Requested to carry out the worked described below.	En date du _____ Et les modalités qui y sont énumérées, vous êtes prié d'exécuter les travaux décrits ci-après.	

Contractor's name and address - Nom et adresse de l'entrepreneur		Send invoice to - Expédier la facture à
Fax No. ()		attention:
Project no. - No du projet	Note: Quote standing offer number, project number and call-up number on your invoice. Inscrire le numéro de l'offre permanente, le numéro du projet et le numéro de commande sur la facture.	
Location of work - Endroit des travaux	Call-up cost, GST/HST extra - Coût de la commande, TPS en plus	

Work description - Description des travaux	
Certified pursuant to subsection 32 (1) of the Financial Administration Act Certifié en vertu du paragraphe 32 (1) de la Loi sur la gestion des finances publiques	
Signature _____	Date _____
Departmental Representative - Représentant du ministère	
Signature _____	Date _____

PWGSC-TPSGC 2829 (03/2006)

9. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$100,000.00 (Goods and Services Tax or Harmonized Sales Tax included). *(Note: Call-ups in excess of \$60,000.00 requires approval from Defence Construction Canada).*

10. Priority Documents

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

- a) the call up against the Standing Offer, including any annexes and any amendments;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2017-06-21), General Conditions - Standing Offers - Goods or Services
- d) any amendment or variation in the Standing Offer that is made in accordance with the terms and conditions of the Standing Offer;
- e) the general conditions dated and listed in Part 7B, Resulting Contract Clauses;
- f) the Supplemental general conditions;
- g) Annexes:
 - Annex A, Statement of Work / Specifications, and any amendment to the solicitation document incorporated in the Standing Offer before the date of the Standing Offer;
 - Annex B, Basis of Payment;
 - Annex C, Health & Safety Requirements – Alberta;
 - Annex D, Periodic Usage Report Form;
 - Annex F, Insurance
 - Annex G, Security Requirements Checklist (SRCL)
 - Annex H, Voluntary Reports for Apprentices Employed During the Contract;
- h) the Offeror's offer Annex E, dated _____ (insert date of offer).

11. Certifications

11.1 Compliance

Compliance with the certifications provided by the Offeror is a condition of authorization of the Standing Offer and subject to verification by Canada during the term of the Standing Offer and of any resulting contract that would continue beyond the period of the Standing Offer. In the event that the Offeror does not comply with any certification or it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

12. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province of work.

13. Transition to an e-Procurement Solution (EPS)

During the period of the Standing Offer, Canada may transition to an EPS for more efficient processing and management of individual call-ups for any or all of the SO's applicable goods and services. Canada reserves the right, at its sole discretion, to make the use of the new e-procurement solution mandatory.

Canada agrees to provide the Offeror with at least a three-month notice to allow for any measures necessary for the integration of the Offer into the EPS. The notice will include a detailed information package indicating the requirements, as well as any applicable guidance and support.

If the Offeror chooses not to offer their goods or services through the e-procurement solution, the Standing Offer may be set aside by Canada.

14. Proactive Disclosure of Contracts with Former Public Servants A3025C (2013-03-21)

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.

PART 7 (B) - RESULTING CONTRACT CLAUSES

- 1) The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer:
 - (a) Statement of Work - The Contractor must perform the Work described in the call-up against the Standing Offer;
 - (b) General Conditions:

(i)	GC1	General Provisions	R2810D	(2017-11-28);
(ii)	GC2	Administration of the Contract	R2820D	(2016-01-28);
(iii)	GC3	Execution and Control of the Work	R2830D	(2017-11-28);
(iv)	GC4	Protective Measures	R2840D	(2008-05-12);
(v)	GC5	Terms of Payment	R2550D	(2016-01-28);
(vi)	GC6	Delays and Changes in the Work	R2865D	(2016-01-28);
(vii)	GC7	Default, Suspension or Termination of Contract	R2870D	(2018-06-21);
(viii)	GC8	Dispute Resolution	R2884D	(2016-01-28);
(ix)	GC10	Insurance	R2900D	(2008-05-12);
 - (c) Supplementary Conditions, if any;
 - (d) Allowable Costs for Contract Changes Under GC6.4.1 R2950D (2015-02-25);
 - (e) Any amendment issued or any allowable bid revision received before the date and time set for solicitation closing;
 - (f) Any amendment incorporated by mutual agreement between Canada and the Contractor before acceptance of the bid; and
 - (g) Any amendment or variation of the contract documents that is made in accordance with the General Conditions.
- 2) The documents identified by title, number and date in paragraph 1) are incorporated by reference and are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Website: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R>
- 3) The language of the contract documents shall be the language of the Bid and Acceptance Form submitted.
- 4) A contract is formed between Canada and the Offeror only when a Call-up duly signed is issued by the Departmental Representative and accepted by the Offeror*. The Offeror shall then be referred to as "the Contractor" and the Contract includes the Offer, the Specifications referred to in the Unit Price Schedule, the General Conditions, and the Call-up.

5) Interpretation

"Accepted by the Offeror" * means that the Offeror has agreed to, and commenced performance of the work.

"Minister" includes a person acting for the Minister, the Minister's successor in office, their lawful deputy and their representatives appointed for the purpose of the Standing Offer.

"Departmental Representative" means the Project Authority who is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

"Superintendent" or "Supervisor" means the employee or representative of the Contractor designated by the Contractor to act as Superintendent;

"Unit Price Table" means the table of prices per unit set out in the Offer; and

"Work" means, subject only to any express stipulation in the Contract to the contrary, everything that is necessary to be done, furnished or delivered by the Contractor to perform the Contract in accordance with the work as described in each Call-up, and in the technical specifications or statement of work.

SUPPLEMENTAL CONDITIONS

SC01 INSERT the following supplementary conditions in the resulting General Conditions:

1.1. T1204 - Direct Request by Customer Department

- 1.1.1 Pursuant to paragraph 221 (1)(d) of the Income Tax Act, R.S. 1985, c.1 (5th Supp.), payments made by departments and agencies to contractors under applicable services contracts (including contracts involving a mix of goods and services) must be reported on a T1204 Government Service Contract Payments slip.
- 1.1.2 To enable departments and agencies to comply with this requirement, the Contractor must provide Canada, upon request, its business number or Social Insurance Number, as applicable. (These requests may take the form of a general call-letter to contractors, in writing or by telephone).

1.2. Periodic Reports

- 1.2.1 The Offeror shall provide to the Standing Offer Authority biannual reports on usage of the Standing Offer, showing the number and total value of call-ups by each consignee. Reports shall be submitted in the format shown on the attached Annex D "Periodic Usage Report Form" and forwarded to the Standing Offer Authority no later than fifteen (15) days after the designated reporting period.
- 1.2.2 The Offeror understands that failure to comply may result in the setting aside of the Standing Offer.

SC02 TERM OF CONTRACT

2.1 Period of the Contract

The Work must be completed in accordance with the call-up against the Standing Offer.

SC03 PAYMENT

3.1 CHANGES TO GC5 R2550D - TERMS OF PAYMENT

DELETE GC5.4, GC5.5, and GC5.6 and **INSERT** the following:

GC5.4 Payment

.1 Terms of Payment

1. Where the duration of the work identified in a call-up is greater than 30 days, the Contractor may submit monthly progress claims, and shall be entitled to receive progress payments at monthly or other agreed intervals. Subject to verification by the Departmental Representative, payment of the Contractor's invoice for work satisfactorily completed shall be made not later than 30 days after receipt thereof. The due date shall be the 30th day following receipt of a properly submitted invoice.
2. The Contractor shall submit a separate invoice for each Call-up to the Departmental Representative in accordance with any invoicing instructions set out herein. The properly submitted invoice shall be delivered to the Departmental Representative in the agreed format with sufficient detail, information, and backup to permit verification.

The Contractor's invoice shall show the following, as separate items:

- (a) the amount of the progress payment being claimed for Work satisfactorily performed excluding GST/HST;
- (b) the amount for any tax calculated (GST/HST) in accordance with the applicable federal tax legislation; and
- (c) the total amount which shall be the sum of the amounts referred to in (a) and (b) above.

3. The amount of the tax shown on the invoice shall be paid by Canada to the Contractor in addition to the amount of the progress payment for Work satisfactorily performed.
4. If, within 15 days of receipt of the invoice, additional information is requested by the Departmental Representative for the purpose of verification, the 30 day payment period shall commence upon receipt of the requested information. Payment shall be made prior to or on the thirtieth (30) day after receipt of the corrected invoice or the required information.
 - .1 Any monthly progress payment made to the Contractor may be subject to a 10% holdback which shall be released to the Contractor with the final payment unless the amount held back is required by Canada to remedy any defect in the Contractor's work.
 - .2 Where the duration of the Work identified in a call-up is equal to or less than thirty (30) days, the Contractor may receive a single payment as full consideration for the Work performed.
5. Upon completion of the Work in the progress claim, the Contractor maybe requested to provide a completed and signed statutory declaration containing a declaration that, up to the date of the progress claim, the Contractor has complied with all lawful obligations with respect to the Labour Conditions and that, in respect of the Work, all lawful obligations of the Contractor to its Subcontractors and Suppliers, referred to collectively in the declaration as "subcontractors and suppliers", have been fully discharged before any further payment is made.
6. Upon written notice by a Sub-Contractor, with whom the Contractor has a direct contract, of an alleged non payment to the Sub-Contractor, the Departmental Representative may provide the Sub-Contractor with a copy of the latest approved progress payment made to the Contractor for the Work.
7. Upon the satisfactory completion of all Work, the amount due, less any payments already made, shall be paid to the Contractor not later than thirty (30) days after receipt of a properly submitted invoice, and upon request, with a Statutory Declaration in accordance with paragraph 5 above.

3.2 Basis of Payment - see Annex B

3.3 Limitation of Price

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

3.4 Supplemental Invoicing Instructions

- .1 Invoices
 - .1 All invoices submitted for payment shall show:
 - .1 Construction Engineering Work Order Number,
 - .2 Construction Engineering File Number,
 - .3 Requisition Number, DSS 942 (Requisition on Contract),
 - .4 Public Works and Government Services Canada (PWGSC) Standing Offer Number, and
 - .5 same address as on PWGSC contract.
 - .2 Invoices are to include a breakdown as follows:
 - .1 Hourly rate per the Offer and hours of work for each tradesperson.
 - .2 An itemized list of materials used, by cost, shall be shown on all invoices submitted for payment.
 - .3 Extended total.
 - .4 Good and Services Tax (GST/HST) shall be shown as a separate item.
 - .5 Where subcontracting is involved a copy of subcontractor's invoice shall accompany the invoice against the requisition.
 - .6 Where discount or markup is applicable, indicate separately.
 - .3 Invoices submitted for payment against this contract that are not properly identified will be returned to the Contractor for proper annotation before certification for payment is made.

3.5 Electronic Payment of Invoices - Call-up (see *PART 3.1*)

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

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

ANNEX E item 7.1 must be completed to indicate which electronic payment instrument, if any, is acceptable.

Section GC5.11 Delay in Making Payment, Interest on Overdue Accounts, of GC5 - Terms of Payment R2550D will not apply to payments made using Electronic Instruments.

ANNEXES

Annex A	Statement of Work
Annex B	Basis of Payment
Annex C	Health & Safety Requirements
Annex D	Periodic Usage Report Form
Annex E	Offer
	Appendix 1 – Integrity Provisions
	Appendix 2 - Voluntary Certification to Support the Use of Apprentices
Annex F	Insurance Certificate
Annex G	Security Requirements Checklist (SRCL)
Annex H	Voluntary Reports for Apprentices Employed During the Contract

ANNEX A

STATEMENT OF WORK

Title: Refrigeration and Air Conditioning Mechanical Services

1.1 DESCRIPTION OF WORK

- .1 Work under this "Standing Offer Agreement" (SOA) covers the supply of all supervision, material, equipment, labour and tools to provide repairs and maintain air conditioning, refrigeration, make up air handling systems, equipment, roof top units and exhaust fans on an as required basis at CFB/ASU Edmonton, Cardiff Transmitter Site and Riverbend Receiver Site. The Offer must provide a 24 hour emergency repair service on an as and when required basis at CFB/ASU Edmonton, Cardiff Transmitter Site and Riverbend Receiver Site. To include installation, commissioning, and demolition of all refrigeration and air conditioning systems.
- .2 The intent of this SOA is for maintenance of existing system, not for the purchase of new HVAC systems.

1.2 CODES AND STANDARDS

- .1 All work to be performed in accordance with the following:
 - .1 American Society of Heating, Refrigeration and Air Conditioning Engineers (ASHRAE).
 - .1 ASHRAE 52-76, Method of Testing Air Cleaning Devices Used in General Ventilation for Removing Particulate Matter.
 - .2 Canadian General Standards Board (CGSB).
 - .1 CAN/CGSB-51.40-M80, Thermal Insulation, Flexible Elastomeric, Unicellular, Sheet and Pipe Covering.
 - .3 CAN/CGSB-115.10-M90, Disposable Air Filters for Removal of Particulate Matter from Ventilating Systems.
 - .4 CAN/CGSB-115.15-M91, High Efficiency, Rigid Type Air Filters for Removal of Particulate Matter from Ventilating Systems.
 - .5 Canadian Standards Association (CSA).
 - .1 CSA B52-M1995, Mechanical Refrigeration Code.
 - .2 CAN/CSA-C656-M92, Performance Standard for Single Package Central Air Conditioners and Heat Pumps.
 - .6 Environment Canada.
 - .1 EPA 1/RA/2-1996, Code of Practice for the Reduction of Chlorofluorocarbons Emissions from Refrigeration and Air Conditioning Systems.
 - .2 Environment Canada – 1994, Ozone Depleting Substances Alternatives and Suppliers List.
 - .3 Federal Halocarbon Regulations.
 - .7 CSA and ULC standards.
 - .8 Canadian Electrical Code current edition and all associated codes and regulations.
 - .9 Canadian Plumbing Code latest edition.
 - .10 Canadian Mechanical Refrigeration Code.
 - .11 All applicable municipal and local codes and regulations.
 - .12 National Building Code latest edition.

1.3 COMMENCEMENT OF WORK

- .1 No work shall commence without an approved written quote and a signed CF942 authorizing the Offeror to perform the work
- .2 Any unforeseen work (change orders) must be quoted and approved in writing (amendment to the CF942 contract).
- .3 Any work other than what is stated on the written quote or the signed CF942 (not authorized in writing) by the Project Authority or designated Department of National Defence (DND) representative will be done at the expense of the Offeror.

1.4 REPAIR SERVICE: (Normal)

1. Offeror will respond within 6 hours of notification of a repair, unless otherwise extended by the Project Authority or designated DND representative.
2. Offeror will have certified personnel on Base within 12 hours of notification of a repair (signed CF 942), unless otherwise extended by the Project Authority or designated DND representative.

1.5 EMERGENCY REPAIR SERVICE: (Urgent)

- .1 For emergency repair work a request shall be made by telephone with the CF 942 to follow. If the request is made outside of normal working hours (07:30-16:00) a CF 942 will be submitted at the start of the next business day.
- .2 The Project Authority or designated DND representative will provide the Names of personnel authorized to request an emergency repair call up
- .3 The Offeror will provide a 24 hour telephone number at which a representative may be contacted 7 days per week
- .4 Offeror will have certified personnel on Base within 3 hours of notification of an emergency repair, unless otherwise extended by the Project Authority or designated DND representative.
- .5 No emergency repair is to be carried out which exceeds 50% of the replacement cost of the unit.

1.6 QUALIFICATIONS OF EMPLOYEES

- .1 The Offeror under this contract (SOA) must be employed within Air Conditioning and Refrigeration Mechanical trade.
- .2 Employees under this contract (SOA) must be employed by the offeror within Air Conditioning and Refrigeration Mechanical trade.
- .3 Constructions, demolition and replacement of materials or equipment must be performed by journeyman certified personnel qualified to perform this type of work. A certified worker is a journeyman who holds an Air Conditioning and Refrigeration Mechanical trade qualification along with Heating, Refrigerating, and Air Conditioning Institute (HRAI) card in the province of Alberta for CFC/HCFC/HFC Control. This is a requirement to work on Federal land.
- .4 A copy of a Tradesmen's Certificate to be supplied to the Project Authority or DND representative upon request. The installation, commissioning, and demolition of all refrigeration and air conditioning systems shall be done in accordance with the Federal Halocarbon Regulations (2003), which includes provisions for certification of workers, leak testing and reporting, charging the system and reporting, etc.

1.7 INTENTION

- .1 The intent of this SOA (specifications) is to provide a means to ensure that all our facilities are fully operational. All repairs are to be performed under applicable codes. Due to multiple call-ups that can

occur at any one time it is highly recommended that contractor have available the ability to dispatch up to 4 personnel employed by the offeror within Air Conditioning and Refrigeration Mechanical trade.

1.8 GUARANTEE

- .1 Furnish a written guarantee stating that all equipment supplied and installed by the Offeror under this SOA will be free from defects for one (1) year from date of final acceptance; any defective materials or equipment that become evident during the guarantee period will be corrected at no additional cost to DND.

1.9 COOPERATION

- .1 The Offeror will be familiar with the building in which work is to be completed and must cooperate with others doing work in this building so as to avoid conflict.

1.10 INSTALLATION CLEAN UP

- .1 Thoroughly cleans equipment of dirt and other foreign substances. If needed, the equipment may be disconnected, and reconnected for cleaning. If needed, repair any damaged caused in the course of removal and installation of the equipment
- .2 Thoroughly clean worksite of dirt and other foreign substances at the completion of each work day whenever possible. The work site will be clean and neat at the completion of the authorized work.

1.11 OFFEROR'S USE OF SITE

- .1 The Project Authority or designated DND representative will provide reasonable access to all equipment covered by this SOA.
- .2 Do not unreasonably encumber site with materials or equipment.
- .3 All planned maintenance work will be performed during normal working hours from 0730 hours to 1600 hours, Monday to Friday inclusive.

1.12 SUB-CONTRACTING

1. Subject to the provisions of this clause, the Contractor may subcontract any part of the Work but not the whole of the Work.
2. The Contractor shall notify the Project Authority or designated DND representative in writing of the Contractor's intention to subcontract.
3. A notification shall identify the part of the Work and the Subcontractor with whom the Contractor intends to subcontract. If the contractor intends to use a sub-contractor to perform the work under a call-up, the sub-contractor must attend the first meeting with the contractor within the response time stated in the call-up.
4. The Project Authority or designated DND representative may for reasonable cause, object to the intended subcontracting by notifying the Contractor in writing within six(6) days of receipt by Project Authority or designated DND representative of a notification referred to in line item 1.12 (2).
5. If the Project Authority or designated DND representative objects to the subcontracting, the offeror shall not enter into the intended contract.
6. The Contractor shall not change, nor permit to be changed, a Subcontractor engaged by the Contractor, in accordance with this clause, without the written consent of Project Authority or designated DND representative.
7. The offeror shall ensure that all the terms and conditions of the Contract that are of general application shall be incorporated in every other contract issued as a consequence of the Contract, at whatever tier, except those contracts issued solely to suppliers at any tier for the supply of Plant or Material.
8. Neither a subcontracting nor Canada's consent to a subcontracting shall be construed to relieve the offeror from any obligation under the Contract or to impose any liability upon Canada.

1.13 MEETING

- .1 For planning purposes, the Offeror will meet and confirm Scope of Work (SOW) with the Project Authority, designated DND representative, and / or Fire Chief (or representative) prior to commencement of any work.

1.14 RECORD DOCUMENTS

- .1 The Offeror will Provide product data, as built drawings, operation and maintenance data for systems modification or major component replacement, as directed by Inspector.

1.15 POWER AND WATER SUPPLY

- .1 DND may provide, free of charge, temporary electricity and water for Construction purposes subject to the following terms:
- .2 The points of delivery and quantities may be limited. The onsite available may be Determined by the Project Authority or designated DND representative, written permission must be obtained before any connection is made.
- .3 From the point of delivery, the Offeror shall provide all equipment and temporary lines to supply services to the temporary work site. Equipment and temporary lines shall be installed at no cost to DND and operated in a manner approved by the Project Authority or designated DND representative.
- .4 The supply of temporary services by DND is subject to DND requirements and may be discontinued by the Project Authority or designated DND representative at any time without notice to the Offeror and DND will not accept any liability for any damage or delay caused by such withdrawal of temporary services.

1.16 PERMITS

- .1 A Dig Permit if excavations or in-ground work is required, will be obtained by the Offeror. No excavations or like work will start until all signatures are obtained and all Utilities will be marked and flagged. Hand digging is mandatory when Excavation is in close proximity of any underground utility. It is Offerers responsibility to obtain dig clearance from Alberta First call prior to obtaining final signature approvals from DND.
- .2 A Hot Work Permit, if required, will be obtained by the Offeror from the Project Authority or designated DND representative when performing any cutting, welding or the use of an open flame.
3. A Confined Space Entry Permit, if required, will be obtained by the Offeror from the Project Authority or designated DND representative of his/hers when performing any confined space

1.17 REPLACEMENT OF COMPONENTS

- .1 Permanent replacement of components/ equipment: will be factory approved parts and of the same brand name as the defective ones being removed and the offer must fill out the form in (Appendix A).
- .2 Any components replaced in a temporary emergency situation having a brand name other than the original defective component will be replaced as soon as possible with the required named component.

1.18 REPAIR REPORT

- .1 Upon completion of repairs, a report will be submitted to the Project Authority or designated DND representative by the service personnel performing the repairs.
- .2 The report will indicate the checks made, condition of the equipment, adjustments made, parts replaced and hours of repair service with service person's name. Recommendation as to maintenance work required will also be made in the report.
- .3 The Offeror will confirm the type of refrigerant used and amounts. Also, any refrigerant released must be reported in writing to the Project Authority or designated DND representative.

.4 The use of CFB/ASU Edmonton Refrigeration and Air Conditioning System Service Log and Release Form (Appendix B) is mandatory within the confines of CFB/ASU Edmonton

2.1 FIRE SAFETY PLAN

1. Offeror and their personnel will be familiar with the following Sections and their requirements.

2.2 FIRE DEPARTMENT BRIEFING

1. Project Authority or designated DND representative will make arrangements for Offeror to be briefed on Fire Safety at their pre-work conference by the Fire Chief.

2.3 REPORTING FIRES

1. Know location of nearest fire alarm pull box or telephone, including emergency phone number.

Base: 911 or (fire hall local 4434 on base only)

Cardiff Transmitter Site (Off Base): 911; and

Riverbend Receiver Site (Off Base): 911

2. Report immediately all fire, incidents to Base Fire Department as follows:

a. activate nearest fire alarm pull box

b. telephone. 911

3. Person activating fire alarm pull box will remain at the scene while safe to do so, and direct Fire Department to the emergency/accident

4. When reporting a fire or accident by telephone, give location name and / or number of the building and be prepared to verify the location

2.4 INTERIOR AND EXTERIOR FIRE PROTECTION AND ALARM SYSTEMS

1. Fire protection and alarm system will not be obstructed, shut-off, left inactive at the end of the working day

2.5 FIRE EXTINGUISHERS

1. The Offeror will Supply fire extinguishers at no cost to DND as scaled by Fire Chief, necessary to protect work in progress and contractor's physical plant on site.

2.6 BLOCKAGE OF ROADWAYS

1. Advise Fire Chief of any work that would impede fire apparatus response. This includes violation of minimum overhead clearance, as prescribed by Fire Chief, erecting of barricades and digging of trenches.

2.7 FIRE PRECAUTIONS

.1 Offerors are responsible for providing a Fire Watcher service on a scale established in conjunction with the Base Fire Chief prior to job start up.

.2 Base Fire Chief is to be advised of all cases involving the use of open flame or spark producing devices including heating equipment in or around buildings.

.3 Appropriate permits must be obtained prior to job start up.

2.8 SMOKING PRECAUTIONS

1. Although smoking is not permitted in hazardous areas, care must still be exercised in the use of smoking materials in non-restricted areas.

2. Smoking is not permitted in DND buildings.

2.9 RUBBISH AND WASTE MATERIALS

1. Rubbish and waste materials are to be kept to a minimum.
2. Burning of rubbish is prohibited.
3. Remove all rubbish from work site at end of workday or shift or as directed.
4. Store oily waste in approved receptacles to ensure maximum cleanliness and safety.
5. Deposit greasy or oily rags and materials subject to spontaneous combustion in approved receptacles and remove as required.

2.10 QUESTIONS AND/OR CLARIFICATION

1. Direct any questions or clarification on Fire Safety, in addition to above requirements, to Fire Chief.

2.11 FIRE INSPECTION

1. Site inspections by Fire Chief will be coordinated through Project Authority or designated DND representative.
2. Allow Fire Chief unrestricted access to work site.
3. Co-operate with Fire Chief during routine fire safety inspection of work site.
4. Immediately remedy all unsafe fire situations observed by Fire Chief.

3.1 CONSTRUCTION SAFETY MEASURES

1. All Contractors and their personnel must be familiar and comply with this section and its requirements.
2. Observe construction safety measures of National Building Code latest edition, National Fire Code of Canada latest edition, Workers'/Workmen's Compensation Board, Canada Labour Code, Part II and Canada Occupational Health & Safety Regulations and in any situation of conflict or discrepancy, the more stringent requirements must apply.

3.2 BASE RANGE AREA

1. When work is to be performed in the Base Range area, Offeror's and their personnel vehicles must be registered with the governing authority before entering the Range Control areas. The Offeror's superintendent will be provided with a radio that is able to communicate with the governing authority.

3.3 TOOLS AND EQUIPMENT

1. DND owned equipment, tools, devices, and machinery, including Personal Protective Equipment will not be provided to the Contractor.

3.4 CONFINED SPACE ENTRY POLICY

1. No employee shall enter or be permitted to enter any confined space unless such entry is made in compliance with the applicable Federal Occupational Health and Safety Regulations and the Canada Labour Code, Part II Standards. Contractor will make himself and employees aware of and abide by the Base Policy on confined space entry and the locations affected by said policy.

3.5 SCAFFOLDING

1. Design and construct scaffolding in accordance with CSA S269.

3.6 OVERLOADING

1. Ensure no part of work is subjected to loading that will endanger its safety or will cause permanent deformation.

3.7 WHMIS

1. Comply with all requirements of the Workplace Hazardous Materials Information System (WHMIS) regarding use, handling, storage, and disposal of hazardous materials and regarding labelling and provision of material safety data sheets acceptable to Human Resources Skills Development Canada and Health and Welfare Canada.
2. All employees who handle or are exposed to hazardous materials as defined under the Controlled Products Act (WHMIS Legislation) must be WHMIS trained in accordance with the Act.
3. Material Safety Data Sheets (MSDS) for all materials falling under the WHMIS program must be supplied to the work site by the Contractor or user(s), and readily accessible to all on-site personnel.
4. Deliver copies of WHMIS Material Safety Data Sheets to Engineer on delivery of materials.

3.8 FALL PROTECTION

1. Approved fall protection equipment and methods must be used in accordance with Canada Labour Code Part II and the associated CSA Standards.
2. Safety belts and lanyards must be worn where falling hazards exist, as described under the Canada Labour Code, Part II. Contractor and their personnel must ensure they adhere to and strictly enforce the applicable federal regulations where it is impractical to provide adequate work platforms or staging.
3. All elevated work sites must have the area underneath cordoned off to prevent injuries from falling objects and anyone working in the proximity of said elevated work sites must utilize proper Personal Protective Equipment to avoid injury from possible falling objects.

3.9 PERSONAL PROTECTIVE EQUIPMENT (PPE)

1. Contractors and their personnel must comply with all Federal Safety Standards in relation to Personal Protective Equipment.
2. Hardhats and safety boots must be worn at all times at construction sites and when operating mobile equipment and any location in which an overhead hazard exists and the individuals work within close proximity could possibly be exposed to that hazard.
3. Eye and/or face protection must be worn when handling materials liable to injure or irritate eyes when engaging in any work, producing hazard from flying objects or when operating power lawn equipment or tools.
4. Hearing protections must be worn when entering or working in elevated noise hazard area. This includes, but not limited to, constructions sites, shop operations, lawn care and operators of equipment or vehicles, which produce noise levels above 85 decibels.
5. Respirators must be worn when a workers is or may be exposed to an oxygen deficient area or to harmful concentration of gas, vapours, smoke, fumes, mists, dusts or as recommended by the Material Safety Data Sheets (MSDS).
6. Protective clothing must be worn at all times in all stores and industrial environments, construction sites and while performing any type of landscaping/lawn care activity. No shorts, muscle shirts, capri pants or non-safety footwear allowed at all times.

Appendix A

CFB Edmonton Engineering Svcs New Equipment List

ADDRESS OR BUILDING NO. _____

NEW INSTALLATION: ☐ YES ☐ NO REPLACEMENT: ☐ YES ☐ NO

INSTALLATION COMPANY: _____

NEW EQUIPMENT (NAME): _____

EQUIPMENT LOCATION: _____

MANUFACTURER: _____

SERIAL NO: _____

MODEL NO: _____

DATE INSTALLED: _____

CAPACITY: _____

TYPE OF REFRIGERATE USED: _____

QUANTITY: _____

UNIT NO: _____

NAME OF INSTALLER: _____

CERTIFICATE NO: _____

Appendix B
CFB/ASU Edmonton Refrigeration and Air condition System Service Log
& Release Report Form

CFB/ASU Edmonton Refrigeration and Air Conditioning System Service Log & Release Report Form

For this type of work...	...complete these items in these Sections- Print clearly			
	A	B	C	D
Commissioning	All	All	1.0, 1.1, 1.2, 3.0, 4.0	1 through 6, 10 (a)
Leak Test / Release	All	All	All	1, through 7, 10 (a) & (b)
Servicing of Sealed Systems Only (Refrigerant Circuit)	All	All	All	1 through 7, 10 (a)
De-Commissioning	All	All	Not applicable	1, 2, 5 through 10 (a)

SECTION A. ☐ Commissioning ☐ Leak Test ☐ Release Report ☐ Servicing ☐ Decommissioning

Building No. _____ Operator _____

Room No/Location _____ Owner _____

Owner Address _____

Equipment Description _____ Asset ID No. _____

SECTION B.

Work Order No. _____ Service Date _____

Model Number _____ Serial Number _____

Manufacturer _____

Contracting Company/Technician Employer _____

Technician/Contractor Name (print) _____

Technician's Trade Certificate No. _____ Expiry Date _____

SECTION C.

ACTIVITY	YES	NO	COMMENTS
1.0 Leak Test Performed			Date: _____ Method: _____
1.1 Leak(s) Detected			Quantity released (indicate lbs, oz or kg.): _____
1.2 Leak(s) Repaired			Date: _____
2.1 Halocarbon Recovered From System			Quantity: _____
2.2 Halocarbon Isolated in System			Details: _____
3.0 System Charged With Halocarbon			FACTORY <input type="checkbox"/> FIELD <input type="checkbox"/>
4.0 Reason for release (attach separate sheet if required detailing reason for release corrective action and steps to avoid further incidents)			Details: _____

SECTION D.

1. Technician's HRAI ODP Card No. _____ Expiry Date _____

2. Type of Halocarbon _____

3. Halocarbon Charge Capacity _____ (kg) (lb) (oz). Amount of Halocarbon Added _____ (kg) (lb) (oz)

4. Charged by: ☐ Contractor ☐ Factory ☐ DND (give DND cylinder ID No.) _____

5. Cooling Capacity of System _____ (tonnes) (BTU) (kW)

6. Halocarbon charged per circuit (1) _____ (2) _____ (3) _____ (4) _____ (5) _____ (kg) (lb) (oz)

7. Recovered into cylinder owned by: ☐ Contractor ☐ DND (give DND cylinder ID No.) _____

8. Final Destination of Equipment _____

9. Final Destination of Halocarbon _____

10. (a) Technician Signature _____ (b) Mech Tm Ldr Signature _____

****RELEASES**** If there is a release that is known or suspected to be 100kg or greater, immediately report to EC 24hr Spill Line at 780-499-2432, contact the B Env O at 4272 or (780) 722-3743 and send a completed release report to the B Env O within 24 hours; if the release is less than 100 kg, fill out the applicable sections of this report and return in accordance with direction provided in GSO 337.

Questions regarding this form can be directed to the Base Environmental Officer (780) 973-4011 ext. 4272

White & Canary to Mech Team Leader @ Engr Svcs Coy (Mech send Canary to B Env O after entry into HMS)

Pink in Owner Service Log File

Goldeneurod to Contractor

Current: 23 June 08 (Supersedes: 31 Mar 08)

Entered into HMS: Date: _____ Initial _____

ANNEX B

BASIS OF PAYMENT

1. Basis of Payment

Payments in respect of the agreed price shall be made upon satisfactory performance of the Work, and upon approval of the Departmental Representative, but such payments shall not exceed the amount(s) as specified in the Call Up, for the Work without written authorization.

In consideration of the Contractor satisfactorily completing all of its obligations under the resulting Contract, the Contractor will be paid a firm price, Goods and Services Tax or Harmonized Sales Tax extra.

1. Hourly Rates:

The Contractor will be paid firm hourly rates in accordance with the pricing schedule contained in ANNEX E, for work performed in accordance with the Contract.

ANNEX C

MANDATORY HEALTH AND SAFETY - *for Work in the Province of Alberta*

1.) SPECIAL INSTRUCTIONS TO BIDDERS (SI):

WCB AND SAFETY PROGRAM

- 1) The recommended Bidder shall provide to the Contracting Authority, prior to Standing Offer issue:
 - 1.1 a Workers Compensation Board Premium Rate Statement - Alberta, or equivalent documentation from another jurisdiction;
 - 1.2 a Workers Compensation Board letter of good standing, also listing covered Directors, Principals, Proprietor(s) or Partners who will be or who are anticipated to be present on the work site(s), or equivalent documentation from another jurisdiction; and
 - 1.3 a Certificate of Recognition (COR) or Registered Safety Plan (RSP). A health and safety policy and program, as required by other provincial/territorial Occupational Health and Safety Acts, will be acceptable in lieu of a COR or RSP.
- 2) The recommended Bidder shall deliver all of the above documents to the Contracting Authority on or before the date stated (usually 3-5 days after notification) by the Contracting Authority. Failure to comply with the request may result in the bid being declared non-compliant.

2.) SUPPLEMENTARY CONDITIONS (SC):

SC04 Workplace Safety and Health

1. EMPLOYER/PRIME CONTRACTOR

- 1.1 The Contractor shall, for the purposes of the Occupational Health and Safety Act, Alberta, and for the duration of the Work:
 - 1.1.1 act as the Employer, where there is only one employer on the work site, in accordance with the Authority Having Jurisdiction;
 - 1.1.2 accept the role of Prime Contractor, where there are two or more employers involved in work at the same time and space at the work site, in accordance with the Authority Having Jurisdiction; and
 - 1.1.3 agree, in the event of two or more Contractors working at the same time and space at the work site, without limiting the General Conditions, to Canada's order * to:
 - 1.1.3.1 accept, as the Prime Contractor, the responsibility for Canada's other Contractor(s); or
 - 1.1.3.2 accept that Canada's other Contractor is Prime Contractor and conform to that Contractor's Site Specific Health and Safety Plan.

* "order" definition: *after contract award, Contractor is ordered by a Change Order*

2. SUBMITTALS

2.1 The Contractor shall provide to Canada:

- 2.1.1 prior to the pre-construction meeting, a transmittal and copy of a completed Notice of Project form PWGSC - TPSGC 458 (form will be provided to the proposed contractor prior to award), as sent to the Authority Having Jurisdiction (AHJ); and
- 2.1.2 prior to commencement of work and without limiting the terms of the General Conditions:
 - 2.1.2.1 copies of all other necessary permits, notifications and related documents as called for in the scope of work/specifications and/or by the AHJ; and
 - 2.1.2.2 a site specific Health and Safety Plan as requested.

NOTE: Please do not include any forms that include personal 3rd party information such as the names of the contractor's employees and their related claims information.

3. LABOUR AUTHORITY CONTACT:

The contact below represents the Labour Authority in the jurisdiction (AHJ). They are not representatives of the Workers Compensation.

Do not contact the people referenced below for issues pertaining to WCB or WCB Clearances. Those queries must be directed specifically to the WCB, and where the WCB has both a Labour and Compensation component, WCB issues must be directed to the Compensation/Employer Services sections.

ALBERTA North

Alberta Human Resources and Employment
Workplace Health and Safety
10th Floor, 7th Street Plaza
10030-107 Street
Edmonton, Alberta, T5J 3E4

Telephone: 1(866) 415-8690
Facsimile: (780) 427-0999

All submissions are to be scanned and emailed to
whs@gov.ab.ca

ANNEX D

PERIODIC USAGE REPORT FORM

As a requirement of this Request for Standing Offer, a report shall be submitted as follows:

Return to:

Mony Lee	(780) 497-3510	Mony.lee@pwgsc-tpsgc.gc.ca
<i>Name</i>	<i>Fax</i>	<i>Email Address</i>

at:

Public Works and Government Services Canada
Real Property Contracting, Procurement Branch
ATB Place, North Tower, 5th Floor, 10025 Jasper Avenue
Edmonton, AB
T5J 1S6

REPORT ON THE VOLUME OF BUSINESS

SUPPLIER: _____

REPORT FOR THE PERIOD ENDING: _____

Description of Work	Call-up #	TOTAL BILLING

NIL REPORT: We have not done any business with the federal government for this period _____

PREPARED BY:

NAME: _____

SIGNATURE: _____

TELEPHONE NO.: _____

ANNEX E

OFFER

Description of Work: Refrigeration & Air Condition Maintenance Services
CFB/ASU Edmonton, Department of National Defence

1. OFFER

- .1 This Standing Offer is made by the Offeror to Canada;
- .2 This Offer is to furnish all necessary tools, plant, equipment, services, materials and labour to execute and complete the Work described above in careful and workmanlike manner;
- .3 The Work shall be more particularly described in individual Call-ups to be issued by the Project Authority, hereinafter called the "Departmental Representative";
- .4 Individual Call-ups may be issued, from time to time, during the period identified in Part 7A, clause 4.1, hereinafter called the "Term".

2. GENERAL PROVISIONS

- .1 This Offer when signed by or on behalf of the Offeror, the Specifications referred to in the Unit Price Schedule below and the General Conditions shall constitute the complete Offer subject to the provisions contained therein;
- .2 The Hourly Rate and the Unit Price, as offered, govern in calculating each Estimated Total Price; any errors in the extension of the Unit Price and in the addition of the Estimated Total Prices will be corrected in order to obtain the actual Total Estimated Amount;
- .3 This Offer supersedes and cancels all communications, negotiations and agreements relating to the Work other than those contained in the Offer;

The Offeror agrees:

- .1 to carry out individual work projects as requisitioned from time to time by the Departmental Representative in **Call- ups Against a Standing Offer**, form PWGSC/TPSGC 2829 or 942, copies of which the Offeror acknowledges to have in its possession, in accordance with the requirements set out therein and in consideration of payment of amounts to be determined pursuant to section 3. Below;
- .2 to provide, on demand from the Departmental Representative, a detailed price estimate, calculated in accordance with section 4 below, and a proposed work schedule for each work project; and
- .3 to commence Work promptly upon receipt of each Call-up issued pursuant to this Offer, duly signed by the Departmental Representative.
- .5 This Offer does not constitute a binding contract between Canada and the Offeror. The Departmental Representative shall have the right to issue a Call-up with those other offerors which have also submitted offers to Canada.
- .6 A contract is formed between Canada and the Offeror only when a Call-up duly signed is issued by the Departmental Representative and accepted by the Offeror. The Offeror shall then be referred to as "the Contractor" and the Contract includes the Offer, the Specifications referred to in the Unit Price Schedule below, the General Conditions and the Call-up .

- .7 The estimated number of hours, the quantities of material and plant, and the amount of the Allowance for Unspecified material set out in the Unit Price Schedule are for the purpose of comparative evaluation of the offers and do not express an obligation on the part of Canada to order any or all of the work, material or plant listed therein.
- .8 The Offeror declares that no bribe, gift or benefit has been or will be paid, given, promised or offered directly or indirectly to any official or employee of Canada or to a member of the family of such person, with a view to influence the entry into or the administration of any contract which may result from this Offer.

3. FINANCIAL TERMS

- .1 Each item specified in the Unit Price Schedule in subsection 4.1 includes wages, traveling time and costs, allowances, supervision, liabilities as employer, insurance, and the use of all tools, tackle, etc., overhead, profit and all other liabilities whatsoever.
- .2 Unspecified Material shall be reimbursed at net cost, as supported by invoices, plus Markup as established in section 4 of this Offer. "Net Cost" means all amounts reasonably and properly paid by the Offeror in respect of materials required for and used in the Work, and includes packing, handling and delivery charges, less any trade discounts received by the Offeror. The Offeror's Markup on Unspecified Material covers overheads, profit, and all other expenses whatsoever.
- .3 The prices inserted in section 4 of this Offer include all applicable federal, provincial, and municipal taxes.
 - .1 However, they do not include any amount for the Goods and Services Tax (GST) or Harmonized Sales Tax (HST). The appropriate GST/HST amounts will be paid by Canada to the Offeror in addition to the amounts paid against the amount of the contract. The Offeror shall make appropriate remittances to Revenue Canada in accordance with the legislation.
 - .2 The prices do not include the Québec Sales Tax. The Offeror shall arrange directly with the Province of Québec for the reimbursement of Provincial Sales Tax paid to this Province for the purpose of any contract resulting from this Offer.
- .4 Payment by Canada for the Offeror's own special equipment not covered by the Unit Price Schedule and required at the job site will be no greater than the local going rental rate for such equipment or the rate published by the local construction association for such equipment, whichever is the lower.
- .5 The cost of subcontract work, including special equipment rentals approved by the Project Authority, shall be reimbursed at actual cost with the addition of ten (10) percent to cover overheads, profit, and all other expenses whatsoever. "Actual cost" means all amounts reasonably and properly paid by the Contractor for those parts of the Work carried out by subcontractors.
- .6 Pricing
The prices requested in the Offer are:
 1. hourly rates for services rendered or equipment with operator(s);
 2. Or; per square meter prices for material removed and disposed of at our land farm;
 3. Or; per lineal meter for services rendered or material supplied;
 4. Or; per square meter prices for new material supplied inclusive of all associated costs;
 5. Mark up on allowance for unspecified material, rental equipment, sub-contractors, replacement parts, required permits and certificates for purposes of evaluation.

The rates requested in the offer and acceptance for specific types of service shall be the total cost to perform the work including but not limited to:

1. labour including supervision, allowances and liability insurance;
2. travel time;
3. transportation/vehicle expenses/delivery;
4. tools and tackle;
5. material required to supply the finished products described in the BOP;
6. overhead and profit;

7. Any other incidental expenses relating to the delivery of labour or services;
8. Hourly cost of equipment includes all costs (i.e. operator, fuel, repair, mobilization and demobilization, etc.).
9. It is considered that regular hours of work fall between 0730 and 1600 hours, Monday to Friday.

.7 Electronic Payment Instruments

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

- () VISA Acquisition Card;
() MasterCard Acquisition Card.

4. PRICES

The Offeror agrees that the following are the prices referred to in sections 2 and 3 above:

4.1 Unit Price Schedules - Rates

SCHEDULE A) Year One

Item	Description	Estimated Annual Usages	Unit	Unit Price	Extended Total
1.	During regular working hours: 07:30 -16:00 Monday thru Friday				
a.	Service call, including the first hour of on-site, productive labour, travel time and all related expenses: One Journeyman shop rate	20 calls	/call		
b.	Hourly shop rate, in addition to the above, for calls exceeding one hour: One Journeyman shop rate	500 hrs	/ hour		
2.	Outside Regular Working Hours 16:00 – 07:30 Monday Thru Friday				
a	Service call, including the first hour of on-site, productive labour, travel time and all related expenses: One Journeyman shop rate	10 calls	/call		
b.	Hourly shop rate, in addition to the above, for calls exceeding one hour: One Journeyman shop rate	50 hrs	/hour		
3.	Weekends and Statutory Holidays				
a.	Service call including the first hour of on-site, productive labour: One Journeyman shop rate	30 calls	/ call		
b.	Hourly shop rate, in addition to the above, for calls exceeding one hour: One Journeyman shop rate	100 hrs	/hour		

4.	Contractor's Mark Up on Allowance for unspecified material, replacement parts, required permits and certificates. { (% mark up X \$30,000.00) + \$30,000.00 }	\$30,000.00	%	_____ %	
Sub Total A): Estimated Total Amount Year 1 GST/HST Extra					

4.1 Unit Price Schedules - Rates (continued)

Schedule B) Year Two

Item	Description	Estimated Annual Usages	Unit	Unit Price	Extended Total
1.	During regular working hours: 07:30 -16:00 Monday thru Friday				
a.	Service call, including the first hour of on-site, productive labour, travel time and all related expenses: One Journeyman shop rate	20 calls	/call		
b.	Hourly shop rate, in addition to the above, for calls exceeding one hour: One Journeyman shop rate	500 hrs	/ hour		
2.	Outside Regular Working Hours 16:00 – 07:30 Monday Thru Friday				
a.	Service call, including the first hour of on-site, productive labour, travel time and all related expenses: One Journeyman shop rate	10 calls	/call		
b.	Hourly shop rate, in addition to the above, for calls exceeding one hour: One Journeyman shop rate	50 hrs	/hour		
3.	Weekends and Statutory Holidays				
a.	Service call including the first hour of on-site, productive labour: One Journeyman shop rate	30 calls	/ call		
b.	Hourly shop rate, in addition to the above, for calls exceeding one hour: One Journeyman shop rate	100 hrs	/hour		
4.	Contractor's Mark Up on Allowance for unspecified material, replacement parts, required permits and certificates. { (% mark up X \$30,000.00) + \$30,000.00 }	\$30,000.00	%	_____ %	
Sub Total B): Estimated Total Amount Year 2 GST/HST Extra					

4.1 Unit Price Schedules - Rates (continued)

Schedule C) Year Three

Item	Description	Estimated Annual Usages	Unit	Unit Price	Extended Total
1.	During regular working hours: 07:30 -16:00 Monday thru Friday				
a.	Service call, including the first hour of on-site, productive labour, travel time and all related expenses: One Journeyman shop rate	20 calls	/call		
b.	Hourly shop rate, in addition to the above, for calls exceeding one hour: One Journeyman shop rate	500 hrs	/ hour		
2.	Outside Regular Working Hours 16:00 – 07:30 Monday Thru Friday				
a	Service call, including the first hour of on-site, productive labour, travel time and all related expenses: One Journeyman shop rate	10 calls	/call		
b.	Hourly shop rate, in addition to the above, for calls exceeding one hour: One Journeyman shop rate	50 hrs	/hour		
3.	Weekends and Statutory Holidays				
a.	Service call including the first hour of on-site, productive labour: One Journeyman shop rate	30 calls	/ call		
b.	Hourly shop rate, in addition to the above, for calls exceeding one hour: One Journeyman shop rate	100 hrs	/hour		
4.	Contractor's Mark Up on Allowance for unspecified material, replacement parts, required permits and certificates. { (% mark up X \$30,000.00) + \$30,000.00 }	\$30,000.00	%	_____ %	
Sub Total C): Estimated Total Amount Year 3 GST/HST Extra					

continued

4.1 Unit Price Schedules - Rates (continued)

Schedule D) Option Year 1

Item	Description	Estimated Annual Usages	Unit	Unit Price	Extended Total
1.	During regular working hours: 07:30 -16:00 Monday thru Friday				
a.	Service call, including the first hour of on-site, productive labour, travel time and all related expenses: One Journeyman shop rate	20 calls	/call		
b.	Hourly shop rate, in addition to the above, for calls exceeding one hour: One Journeyman shop rate	500 hrs	/ hour		
2.	Outside Regular Working Hours 16:00 – 07:30 Monday Thru Friday				
a	Service call, including the first hour of on-site, productive labour, travel time and all related expenses: One Journeyman shop rate	10 calls	/call		
b.	Hourly shop rate, in addition to the above, for calls exceeding one hour: One Journeyman shop rate	50 hrs	/hour		
3.	Weekends and Statutory Holidays				
a.	Service call including the first hour of on-site, productive labour: One Journeyman shop rate	30 calls	/ call		
b.	Hourly shop rate, in addition to the above, for calls exceeding one hour: One Journeyman shop rate	100 hrs	/hour		
4.	Contractor's Mark Up on Allowance for unspecified material, replacement parts, required permits and certificates. { (% mark up X \$30,000.00) + \$30,000.00 }	\$30,000.00	%	____%	
Sub Total D): Estimated Total Amount Year 4 GST/HST Extra					

continued

4.1 Unit Price Schedules - Rates (continued)

Schedule E) Option Year 2

Item	Description	Estimated Annual Usages	Unit	Unit Price	Extended Total
1.	During regular working hours: 07:30 -16:00 Monday thru Friday				
a.	Service call, including the first hour of on-site, productive labour, travel time and all related expenses: One Journeyman shop rate	20 calls	/call		
b.	Hourly shop rate, in addition to the above, for calls exceeding one hour: One Journeyman shop rate	500 hrs	/ hour		
2.	Outside Regular Working Hours 16:00 – 07:30 Monday Thru Friday				
a.	Service call, including the first hour of on-site, productive labour, travel time and all related expenses: One Journeyman shop rate	10 calls	/call		
b.	Hourly shop rate, in addition to the above, for calls exceeding one hour: One Journeyman shop rate	50 hrs	/hour		
3.	Weekends and Statutory Holidays				
a.	Service call including the first hour of on-site, productive labour: One Journeyman shop rate	30 calls	/ call		
b.	Hourly shop rate, in addition to the above, for calls exceeding one hour: One Journeyman shop rate	100 hrs	/hour		
4.	Contractor's Mark Up on Allowance for unspecified material, replacement parts, required permits and certificates. { (% mark up X \$30,000.00) + \$30,000.00 }	\$30,000.00	%	____%	
Sub Total E): Estimated Total Amount Year 5 GST/HST Extra					

continued

4.1 Unit Price Schedules - Rates (continued)

4.2 TOTAL EVALUATED PRICE (Initial 1 Year Term + 2nd Year + 3rd + 4th + 5th)

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

These items will be used for cost evaluation purposes only and do not constitute a guarantee or commitment on behalf of Canada of the quantity or amount to be used under the Standing Offer.

A rate must be entered for each item.

The Offeror agrees that the Price(s) per Unit as tendered govern in calculating the Total Evaluated Price. The Offeror understands that any errors in the extension of the Price per Unit, in the addition of the Estimated Total Price, and Estimated Total Amount will be corrected in order to obtain the Total Evaluated Price.

Cost will be evaluated on the Total Evaluated Price in Column 6. It is anticipated that only one standing offer will be issued to the lowest compliant offeror.

SIGNATURE:

Name and title of the person authorized to sign on behalf of bidder (Type or Print)

Signature

Date

Offeror's Contact Information:

Name: _____

Title: _____

Telephone: _____

Facsimile: _____

Email: _____

APPENDIX 2 - VOLUNTARY CERTIFICATION TO SUPPORT THE USE OF APPRENTICES

(page 1 of 2)

PUBLIC WORKS AND GOVERNMENT SERVICES CANADA APPRENTICE PROCUREMENT INITIATIVE

1. To encourage employers to participate in apprenticeship training, Bidders, 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. 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. 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. Employers are also encouraged to find out what additional information and supports are available from their respective provincial or territorial jurisdiction.
4. Signed certifications on page 2 of 2 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 trades people, 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 * and to respect any hiring requirements prescribed by provincial or territorial statutes

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.

To support this initiative, a voluntary certification signaling the Contractor's commitment to hire and train apprentices is available at page 2 of 2.

If you accept fill out and sign page 2 of 2.

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

Voluntary Certification

(To be filled out and returned with bid on a voluntary basis)

(page 2 of 2)

Note: The contractor will be asked to fill out a report every six months or at project completion as per sample "Voluntary Reports for Apprentices Employed during the Contract" provided at Annex G.

Name: _____

Signature: _____

Company Name: _____

Company Legal Name: _____

Solicitation Number: _____

Number of company employees: _____

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

Trades of those apprentices:

ANNEX F

The Insurance Terms have been amended. Refer to Part 6 clause 3.

CERTIFICATE OF INSURANCE

Page 1 of 2



Travaux publics et
Services gouvernementaux
Canada

Public Works and
Government Services
Canada

Description and Location of Work Refrigeration and Air Conditioning Maintenance Services	Contract No.
	Project No.

Name of Insurer, Broker or Agent	Address (No., Street)	City	Province	Postal Code
Name of Insured (Contractor)	Address (No., Street)	City	Province	Postal Code
Additional Insured <i>Her Majesty the Queen in Right of Canada as represented by the Minister of Public Works and Government Services</i>				

Type of Insurance	Insurer Name and Policy Number	Inception Date D / M / Y	Expiry Date D / M / Y	Limits of Liability		
Commercial General Liability				Per Occurrence \$	Annual General Aggregate \$	Completed Operations Aggregate \$
Umbrella/Excess Liability				\$	\$	\$

I certify that the above policies were issued by insurers in the course of their Insurance business in Canada, are currently in force and include the applicable insurance coverage's stated on page 2 of this Certificate of Insurance, including advance notice of cancellation / reduction in coverage.

Name of person authorized to sign on behalf of Insurer(s) (Officer, Agent, Broker)
number

Telephone

Signature

Date D / M / Y

CERTIFICATE OF INSURANCE Page 2 of 2

General

The insurance policies required on page 1 of the Certificate of Insurance must be in force and must include the insurance coverage listed under the corresponding type of insurance on this page.

The policies must insure the Contractor and must include Her Majesty the Queen in Right of Canada as represented by the Minister of Public Works and Government Services as an additional Insured.

The insurance policies must be endorsed to provide Canada with not less than thirty (30) days' notice in writing in advance of a cancellation of insurance or any reduction in coverage.

Without increasing the limit of liability, the policies must protect all insured parties to the full extent of coverage provided. Further, the policies must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.

Commercial General Liability

The insurance coverage provided must not be substantially less than that provided by the latest edition of IBC Form 2100.

The policy must either include or be endorsed to include coverage for the following exposures or hazards if the Work is subject thereto:

- (a) Blasting.
- (b) Pile driving and caisson work.
- (c) Underpinning.
- (d) Removal or weakening of support of any structure or land whether such support be natural or otherwise if the work is performed by the insured contractor.

The policy must have the following minimum limits:

- (a) **\$2,000,000** Each Occurrence Limit;
- (b) **\$2,000,000** General Aggregate Limit per policy year if the policy contains a General Aggregate; and
- (c) **\$2,000,000** Products/Completed Operations Aggregate Limit.

Umbrella or excess liability insurance may be used to achieve the required limits.

Solicitation No. - N° de l'invitation
W684E-19ES77/A
Client Ref. No. - N° de réf. du client
W684E-19ES77

Amd. No. - N° de la modif.
File No. - N° du dossier
PWU-8-41240

Buyer ID - Id de l'acheteur
PWU066
CCC No./N° CCC - FMS No./N° VME

ANNEX G

SECURITY REQUIREMENT CHECKLIST (SRCL)

See attached.

ANNEX H - VOLUNTARY REPORT FOR APPRENTICES EMPLOYED DURING THE CONTRACT (Sample)

(This report is not required at bid deposit)

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

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 six months after the Contract award or at the end of the Contract, whichever comes first to the Contracting Authority.

Number of apprentices hired	Trade

(Add rows as needed)



Government
of Canada

Gouvernement
du Canada

Contract Number / Numéro du contrat

W684E-19ES77

UNCLASSIFIED

Security Classification / Classification de sécurité

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
DND		RPOU (West)
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
4. Brief Description of Work / Brève description du travail		
Refrigeration and Air Conditioning Mechanical Services		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No Non <input checked="" type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED 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"/>



Government
of Canada

Gouvernement
du Canada

Contract Number / Numéro du contrat

W684E-19ES77

UNCLASSIFIED Security Classification / Classification de sécurité

PART A (continued) / PARTIE A (suite)

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

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

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

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

Document Number / Numéro du document :

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

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

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

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

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

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

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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



Government
of Canada

Gouvernement
du Canada

Contract Number / Numéro du contrat

W684E-19ES77

Security Classification / Classification de sécurité

UNCLASSIFIED

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

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

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

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

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée
« Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec
des pièces jointes).