



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

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

**11 LaurierSt./ 11, rue Laurier**

**Place du Portage, Phase III**

**Core 0B2 / Noyau 0B2**

**Gatineau**

**Québec**

**K1A 0S5**

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

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

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

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

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

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

**Comments - Commentaires**

This document contains a security requirement.

**Vendor/Firm Name and Address**

**Raison sociale et adresse du**

**fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Infrastructure Maintenance and Solution Services Division  
(FK)

L'Esplanade Laurier,

East Tower 4th Floor

L'Esplanade Laurier,

Tour est 4e étage

140 O'Connor, Street

Ottawa

Ontario

K1A 0R5

<b>Title - Sujet</b> Centrifugal Chillers		
<b>Solicitation No. - N° de l'invitation</b> EJ196-180992/A	<b>Date</b> 2019-02-18	
<b>Client Reference No. - N° de référence du client</b> 20180992		
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$FK-280-76483		
<b>File No. - N° de dossier</b> fk280.EJ196-180992	<b>CCC No./N° CCC - FMS No./N° VME</b>	
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2019-04-03</b>		<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>		
<b>Address Enquiries to: - Adresser toutes questions à:</b> Grogan, Lynn		<b>Buyer Id - Id de l'acheteur</b> fk280
<b>Telephone No. - N° de téléphone</b> (613) 296-2961 ( )		<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA PORTAGE III 11 LAURIER ST Gatineau Quebec K1A0S5 Canada		

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

## **IMPORTANT NOTICE TO BIDDERS**

### **Security**

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

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

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

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

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

## **TABLE OF CONTENTS**

### **PART 1 - GENERAL INFORMATION**

- 1.1 INTRODUCTION
- 1.2 SUMMARY
- 1.3 DEBRIEFINGS

### **PART 2 - BIDDER INSTRUCTIONS**

- 2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS
- 2.2 SUBMISSION OF BIDS
- 2.3 FORMER PUBLIC SERVANT
- 2.4 ENQUIRIES - BID SOLICITATION
- 2.5 APPLICABLE LAWS
- 2.6 MANDATORY SITE VISIT

### **PART 3 - BID PREPARATION INSTRUCTIONS**

- 3.1 BID PREPARATION INSTRUCTIONS
  - Section I Technical Bid
  - Section II Financial Bid
  - Section III Certifications

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

- 4.1 EVALUATION PROCEDURES
- 4.2 BASIS OF SELECTION

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

- 5.1 CERTIFICATIONS REQUIRED WITH THE BID
- 5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION

### **PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS**

- 6.1 SECURITY REQUIREMENTS
- 6.2 EMPLOYEE INFORMATION FOR SECURITY

### **PART 7 - RESULTING CONTRACT CLAUSES**

- 7.1 STATEMENT OF WORK
- 7.2 STANDARD CLAUSES AND CONDITIONS
- 7.3 SECURITY REQUIREMENTS
- 7.4 TERM OF CONTRACT
- 7.5 AUTHORITIES
- 7.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS
- 7.7 PAYMENT
- 7.8 INVOICING INSTRUCTIONS
- 7.9 CERTIFICATIONS AND ADDITIONAL INFORMATION
- 7.10 APPLICABLE LAWS
- 7.11 PRIORITY OF DOCUMENTS
- 7.12 FOREIGN NATIONALS (CANADIAN CONTRACTOR)
- 7.13 INSURANCE
- 7.14 CELLULAR PHONES AND/OR PAGERS
- 7.15 CANADIAN FORCES SITE REGULATIONS
- 7.16 PRE-COMMENCEMENT MEETING
- 7.17 VOLUNTARY REPORTS FOR APPRENTICES EMPLOYED DURING THE CONTRACT

LIST OF ANNEXES:

ANNEX "A" STATEMENT OF WORK

ANNEX "B" SECURITY REQUIREMENTS CHECK LIST (SRCL)

ANNEX "C" COST ESTIMATE FORM FOR EXTRA WORK

ANNEX "D" ELECTRONIC PAYMENT INSTRUMENTS

ANNEX "E" VOLUNTARY CERTIFICATION TO SUPPORT THE USE OF APPRENTICES

## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Security Requirements Checklist, the Cost Estimate Form for Extra Work, the Electronic Payment Instruments and the Voluntary Certification to Support the Use of Apprentices.

### **1.2 Summary**

- 1.2.1 To provide maintenance services on Centrifugal Chiller equipment, including all necessary tools, services, materials and labour on equipment in accordance with the Statement of Work attached herein as Annex A. This requirement is for Public Works and Government Services Canada (PWGSC) located at CFS Leitrim, 3545 Leitrim Road, Ottawa, Ontario, K1A 0K2. The period of any resulting Contract will be for a period of five (5) years.
- 1.2.2 There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.
- 1.2.3 The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-European Union Comprehensive Economic, Trade Agreement (CETA), the Canadian Free Trade Agreement (CFTA) and the Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP).
- 1.2.4 There is a mandatory site visit associated with this requirement where personnel security screening is required prior to gaining access to (PROTECTED information, assets or sites). Consult Part 2 – Bidder Instructions.

- 1.2.5 This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

### **1.3 Debriefings**

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

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

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

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: one hundred and twenty (120) days

### 2.2 Submission of Bids

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

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

### 2.3 Former Public Servant

This clause is to identify any bidder who may be a former public servant for:

- a. approval purposes when the successful bidder is a former public servant in receipt of a pension paid under the [Public Service Superannuation Act](#);
- b. the application of the \$5,000 contract fee limit, including Applicable Taxes, when the successful bidder is a former public servant, including former members of the Canadian Forces and the Royal Canadian Mounted Police, in receipt of a lump sum payment pursuant to a work force adjustment program; and
- c. to advise the successful bidder that the published proactive disclosure reports will include information to indicate if the successful bidder is a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension.

Providing this information is a condition precedent to contract award as opposed to a mandatory requirement for evaluation purposes.

For more information, consult sections [3.90 Former Public Servants](#) and [7.65 Proactive Disclosure](#) of the [Supply Manual](#).

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

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## Definitions

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

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

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

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

## Former Public Servant in Receipt of a Pension

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

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

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

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

## Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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



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

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

## **2.4 Enquiries - Bid Solicitation**

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

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

## **2.5 Applicable Laws**

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

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

## **2.6 Mandatory Site Visit**

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at **CFS Leitrim, 3545 Leitrim Road, Ottawa, Ontario, K1A 0K2 on March 19, 2019. The site visit will begin at 10:00 am EDT, in the main entrance.**

Personnel security screening is required prior to gaining authorized access to PROTECTED information, assets, or sites. Bidders must communicate with the Contracting Authority **Lynn Grogan, no later than February 28, 2019 at 3:00 pm EST** to confirm attendance and provide the name(s) of the person(s) who will attend. The Bidder's Company Security Officer (CSO) must ensure that their representatives hold a valid security clearance at the required level for the site visit. Failure to comply with the security requirements will result in the representative(s) being denied access to the site.

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

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

## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

- If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 8 of the 2003 standard instructions and as amended in Part 2 - Bidder Instructions, Article 2.1 Standard Instructions, Clauses and Conditions. Bidders are required to provide their bid in a single transmission. The epost Connect service has the capacity to receive multiple documents, up to 1GB per individual attachment.

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

Section I: Technical Bid  
Section II: Financial Bid  
Section III: Certifications

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

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

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

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

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

See Part 4, subsection 4.1.1

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

**3.1.1** Bidders must submit their financial bid in accordance with the Pricing Schedule detailed below. The total amount of Applicable Taxes are excluded.

The following requirement must be strictly adhered to. Failure to do so shall render the bidders' proposal as non-responsive.

The bidders must submit firm prices/rates for the five (5) year period of the Contract for all items listed hereafter.

**Pricing Schedule 1 - Firm Price**

Submit firm all inclusive prices for maintenance and inspection services as detailed in Annex A, Statement of Work in Canadian funds.

Building: CFS Leitrim., 3545 Leitrim Road, Ottawa (ON), K1A 0K2

No. of units	Location Room No.	Make	Model	Serial Number	Details	Year 1	Year 2	Year 3	Year 4	Year 5
1	Chiller Room Chiller #1	York	YTA1B1B2-CGF	YNBM-146477	Open Drive Centrifugal R-123 Chiller (175 tons) C/W Purge Unit, Solid State Starter and ISN Code Pak Controller	\$	\$	\$	\$	\$
1	Chiller Room Chiller #2	York	YTA1B1B2-CGF	YNBM-146478	Open Drive Centrifugal R-123 Chiller (175 tons) C/W Purge Unit, Solid State Starter and ISN Code Pak Controller	\$	\$	\$	\$	\$
1	Chiller Room Chiller #3	York	YTA1B1B2-CGF	YNBM-146476	Open Drive Centrifugal R-123 Chiller (175 tons) C/W Purge Unit, Solid State Starter and ISN Code Pak Controller	\$	\$	\$	\$	\$
3	Chiller Room	York	Ventguard II		Relief Valve and Rupture Disc	\$	\$	\$	\$	\$
3	Chiller Room	Redi-Purge	N/A	N/A	Refrigerant Emission Collection Canisters	\$	\$	\$	\$	\$
1	Chiller Room	York	RSR 1100V	KBCP033	Portable Recovery Pak Refrigerant Recovery System	\$	\$	\$	\$	\$
3	Chiller Room	Armstrong	6X4X10 4030	12300 (#5) 12301 (#6) 12302 (#7)	Condenser Water Pumps (P5, P6, P7) 15HP, 39 L/S, c/w Strainer	\$	\$	\$	\$	\$
2	Chiller Room	Armstrong	4X3X10 4030	12298 (#3) 12299 (#4)	Glycol Pumps (P3 & P5) for Dry Fluid Coolers, 15HP, 26.5 L/S	\$	\$	\$	\$	\$
1	Chiller Room	Drew	9412-01-6	022294I	Glycol Feed Unit for Dry Fluid Cooler Loop	\$	\$	\$	\$	\$
1	Chiller Room	DigiTrace 9200 Series	920* E6FWL* SIS30 4*SS3104	4100040	Heat Tracing Controller Assembly for Chilled Water Loop	\$	\$	\$	\$	\$

3	Outside	Marley	SPX Aquatower	10153584-A1 10153584-B1 10153584-C1	Cooling Towers, (10HP Balder Reliance Super E Service Duty 841XL motors, 575V-3PH-60Hz) c/w Caloritech Basin Heating System (per tower)	\$	\$	\$	\$	\$
4	Outside	Engineered Air	DCU-1270	N-691	Dry Fluid Coolers (D.F. Cooler #1, #2, #3, #4), 2 Fan, 15 HP	\$	\$	\$	\$	\$
Sub Total						\$	\$	\$	\$	\$
TOTAL for 5 Years						\$				

**Note:** Chemical treatment of chiller condenser water and chilled water is the responsibility of the Technical Authority.

**IN THE CASE OF ERROR IN THE EXTENSION OF PRICES, THE UNIT PRICE WILL GOVERN.  
CANADA MAY ENTER INTO CONTRACT WITHOUT NEGOTIATION.**

#### Summary of Pricing Schedule 1

Period	Firm Quarterly Rate	Number of Quarters	Firm Price
Year 1	\$	x 4	\$
Year 2	\$	x 4	\$
Year 3	\$	x 4	\$
Year 4	\$	x 4	\$
Year 5	\$	x 4	\$
Total			\$

**IN THE CASE OF ERROR IN THE EXTENSION OF PRICES, THE UNIT PRICE WILL GOVERN.  
CANADA MAY ENTER INTO CONTRACT WITHOUT NEGOTIATION.**

**Pricing Schedule 2: Extra Work - As and When Requested**

Extra work as described in Annex A – Statement of Work, "Extra Work" will be conducted on an as and when requested basis where charges shall be made for actual labour and repair and replacement parts. Estimated quantity of hours per year for extra work is for evaluation purposes only.

When "As and When" work is requested during the Contract period, the contractor must complete and submit the Annex C "Cost Estimate Form for Extra Work". Written authorization must be obtained from the Technical Authority prior to conducting any extra work.

**Submit** a Firm All inclusive Labour Rate (including Overhead, Profit, and all related costs) in Canadian funds.

**2.1 LABOUR:** Our firm hourly rate per qualified A/C Chiller personnel shall be:

i) Regular Hours: 8:00 to 16:00, Monday to Friday	Year 1 Rate	Year 2 Rate	Year 3 Rate	Year 4 Rate	Year 5 Rate
Rate/Hour	\$_____/HR	\$_____/HR	\$_____/HR	\$_____/HR	\$_____/HR
Estimated quantity of hours per year	33	33	33	33	33
Extended Price	\$	\$	\$	\$	\$
<b>2.1(i) SUB-TOTAL:</b>					\$

ii) Outside Regular Hours: Monday to Saturday, Time and a Half	Year 1 Rate	Year 2 Rate	Year 3 Rate	Year 4 Rate	Year 5 Rate
Rate/Hour	\$_____/HR	\$_____/HR	\$_____/HR	\$_____/HR	\$_____/HR
Estimated quantity of hours per year	3	3	3	3	3
Extended Price	\$	\$	\$	\$	\$
<b>2.1(ii) SUB-TOTAL:</b>					\$

iii) Sunday & Statutory Holidays, Double Time	Year 1 Rate	Year 2 Rate	Year 3 Rate	Year 4 Rate	Year 5 Rate
Rate/Hour	\$_____/HR	\$_____/HR	\$_____/HR	\$_____/HR	\$_____/HR
Estimated quantity of hours per year	3	3	3	3	3
Extended Price	\$	\$	\$	\$	\$
<b>2.1(iii) SUB-TOTAL:</b>					\$

**2.2 MATERIALS:** Materials will be charged at our laid-down cost plus a mark-up of:

	Year 1 Rate	Year 2 Rate	Year 3 Rate	Year 4 Rate	Year 5 Rate
<b>Percentage Mark Up</b>	_____ %	_____ %	_____ %	_____ %	_____ %
<b>Estimated Expenditure</b>	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00
<b>Extended Price:</b>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>2.2 SUB-TOTAL:</b>					\$ _____

\* The Extended Price for materials is calculated by adding the mark-up quoted to the total estimated expenditure (Example: Year 1, \$500.00 estimated expenditure; 10% mark-up quoted = \$500.00 + (\$500.00 x 10%) = \$550.00).

Parts will be supplied FOB Destination including all delivery charges. The following definitions have been used to arrive at the figures as noted:

i) MARK-UP - The difference between the Contractor's laid-down cost for product and resale price to the Crown. Mark-up includes applicable internal cost allocation by the Contractor such as material handling and general and administrative (G&A) expenses plus profit.

ii) LAID-DOWN COST - The cost incurred by a vendor to acquire a specific product or service for resale to the government. This includes but is not limited to the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage.

AUTHORIZATION FOR DELIVERY: The consignee shall request delivery of goods/services identified in Pricing Schedule 2., 2.1 (i), (ii), (iii); and 2.2 on an authorization form provided by the Technical Authority.

#### **TOTAL ASSESSED PROPOSAL PRICE**

##### **Sum of Basis of Pricing**

Pricing Schedule 1: = Subtotal \$ \_\_\_\_\_ +

Pricing Schedule 2: 2.1 (i) to (iii) = Subtotal \$ \_\_\_\_\_ +

Pricing Schedule 2: 2.2 = Subtotal \$ \_\_\_\_\_ +

**Total assessed proposal price = \$ \_\_\_\_\_**

**IN THE CASE OF ERROR IN THE EXTENSION OF PRICES, THE UNIT PRICE WILL GOVERN.  
CANADA MAY ENTER INTO CONTRACT WITHOUT NEGOTIATION.**

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

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

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

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

### **Section III: Certifications**

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



## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

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

#### 4.1.1 Technical Evaluation

##### 4.1.1.1 Submission of Evidence

Submission of Evidence as described at 4.1.1.2 to 4.1.1.3 should be included with the bid at time of solicitation closing. However, if the following is not submitted with the bid by the solicitation closing date, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

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

##### 4.1.1.2 Chiller technician

To carry out the work on this requirement, the Bidder must provide **three (3) Chillers technicians to perform maintenance of the Chiller equipment.**

The Bidder must provide the name of each Chiller Technicians:

	First and Last Name
Chiller Technician 1	
Chiller Technician 2	
Chiller Technician 3	

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

- A valid Ozone Depletion Prevention Card for the Province of Ontario (or approved interprovincial equivalent); and
- A valid Refrigeration and Air Conditioning Certification License for the Province of Ontario (or approved Red Seal interprovincial equivalent); and
- A valid Confined Space Entry Certificate; and
- A valid Fall Protection Certificate.

##### 4.1.1.3 Non-Working Service Manager

	First and Last Name
Non-Working Service Manager	

#### **4.2 Basis of selection**

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

## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

### 5.1 Certifications Required with the Bid

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

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

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

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

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

#### 5.2.1 Integrity Provisions – Required Documentation

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

#### 5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

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

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

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

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

#### **5.2.3.2 SACC Manual clause A3010T (2010-08-16) Education and Experience**

## PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

### 6.1 Security Requirements

1. Before award of a contract, the following conditions must be met:
  - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
  - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
  - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

### 6.2 Employee Information for Security

The Bidder should specify the following information regarding employees proposed in Part 4, Section 4.1.1 (Technical Bid) to provide services against any resulting contract:

	FIRST AND LAST NAME	DATE OF BIRTH (day/month/year)	CURRENT CLEARANCE HELD
Technician 1			
Technician 2			
Technician 3			
Non-Working Service Manager			

## PART 7 - RESULTING CONTRACT CLAUSES

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

### 7.1 Statement of Work

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

To provide maintenance services on Centrifugal Chiller equipment, including all necessary tools, services, materials and labour on equipment in accordance with the Statement of Work attached herein as Annex A. This requirement is for Public Works and Government Services Canada (PWGSC) located at CFS Leitrim, 3545 Leitrim Road, Ottawa, Ontario, K1A 0K2. The period of any resulting Contract will be for a period of five (5) years.

#### 7.1.1 Replacement of Specific Individuals

1. If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
2. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:
  - (a) the name, qualifications and experience of the proposed replacement; and
  - (b) proof that the proposed replacement has the required security clearance granted by Canada, if applicable.
3. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

#### Names of qualified employees

The contractor must provide the names of the qualified Technicians who will be assigned to work on this Contract. The names provided below must be the same personnel listed in part 4 & part 6 of the proposal.

Technician 1 (first & last name)	Technician 2 (first & last name)	Technician 3 (first & last name)	Non-Working Service Manager (first & last name)

## **7.2 Standard Clauses and Conditions**

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

### **7.2.1 General Conditions**

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

## **7.3 Security Requirements**

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

## **7.4 Term of Contract**

### **7.4.1 Period of Contract**

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

## **7.5 Authorities**

### **7.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Lynn Grogan  
Supply Specialist  
Public Services and Procurement Canada  
Acquisitions Branch  
Real Property Contracting Directorate  
L'Esplanade Laurier, 4th Floor - 4059  
140 O'Connor Street  
Ottawa, Ontario K1A 0S5

Telephone: 613-296-2961

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

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

### 7.5.2 Technical Authority

*"TO BE PROVIDED AT CONTRACT AWARD"*

The Technical Authority for the Contract is:

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

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

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

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

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

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

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

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

### 7.5.3 Contractor's Representative

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

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

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

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

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

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

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

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

### 7.7 Payment

#### 7.7.1 Limitation of Expenditure

The Contractor will supply the goods and services under the Contract to an estimated total expenditure that must not exceed \$ **(to be determined)** (Applicable Taxes excluded) of which \$ **(to be determined)** (Applicable Taxes excluded) is for goods and/or services enumerated or described in Pricing Schedule 1, and \$ **(to be determined)** (Applicable Taxes excluded) is for additional goods and/or services that may be requested on an "As and When Requested" basis at the prices and/or rates set out in Pricing Schedule 2.

#### 7.7.2 Basis of Payment - Firm Prices and "As and When"

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm prices, in accordance with General Conditions 2035 16 (2014-09-25) 'Payment Period' and the following tables. Applicable Taxes are extra, if applicable.

- a) Firm rates will be paid in accordance with Pricing Schedule 1 in four (4) equal quarterly payments.



b) "As and When Requested" Work:

Any costs incurred for Extra Work will be paid, in accordance with Pricing Schedule 2 and the Statement of Work, Annex A, on an "as and when requested" basis, after completion, inspection and acceptance of the work performed.

Canada's total liability to the Contractor under the "as and when requested" portion of the Contract must not exceed **(to be determined)**. Applicable Taxes are extra, if applicable.

The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- (a) when it is 75 percent committed, or
- (b) if the Contractor considers that the said sum may be exceeded, the Contractor must promptly notify the contracting Authority

whichever comes first.

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

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

### 7.7.3 Pricing Schedule

*(At contract award - insert appropriate Pricing Schedule table(s) here)*

### 7.7.4 Electronic Payment of Invoices – Contract

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

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

### 7.8 Invoicing Instructions - Maintenance Services

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

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

2. The Contractor must distribute the invoices and reports as follows:

- (a) The original and two (2) copies of the invoices and quarterly maintenance reports must be forwarded to the address shown on page 1 of the Contract for certification and payment.

## **7.9 Certifications and Additional Information**

### **7.9.1 Certifications**

SACC Manual clause A3015C (2014-06-26) Certifications - Contract

### **7.9.2 Compliance**

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

### **7.10 Applicable Laws**

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

### **7.11 Priority of Documents**

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2018-06-21);
- (c) Annex A, Statement of Work;
- (d) Annex B, Security Requirements Check List;
- (e) Annex C, Cost Estimate Form for Extra Work;
- (f) the Contractor's bid dated \_\_\_\_\_ (*insert date of bid*).

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

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

## **7.13 Insurance or Insurance Requirements**

### **7.13.1 Insurance – Specific Requirements**

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

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

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

### **7.13.2 Commercial General Liability Insurance**

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
  - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
  - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
  - m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
  - n. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.

o. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

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

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

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

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

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

**7.14 Cellular Phones and/or Pagers**

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

**7.15 Canadian Forces Site Regulations**

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

**7.16 Pre-Commencement Meeting**

A pre-commencement meeting is mandatory for the Contractor prior to commencing any work and minutes of the meeting will be taken. The time and place of this meeting will be determined by the Technical Authority.

The Contractor is to supply the Technical Authority with a copy of its safety policy as required by the applicable Provincial Occupational Safety and Health Regulations.

**7.17 Voluntary Reports for Apprentices Employed during the Contract**

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

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

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

Number of apprentices hired	Trade specialty

(Add lines if needed)

**SW 1. General**

- .1 The Contractor shall furnish all necessary tools, services, materials and labour to execute the work required for the maintenance of the equipment contained herein and shall execute such work in a careful and workmanlike manner and in accordance with all related Codes, Standards and Regulations from all levels of Government (Provincial/Territorial, Municipal and Federal).
- .2 To carry out the work on this requirement, Service personnel employed by the Contractor must be in possession of:
  - .1 ***Air Conditioning Equipment*** - Three (3) service personnel with:
    - A valid Ozone Depletion Prevention Card for the Province of Ontario (or approved interprovincial equivalent); and
    - A valid Refrigeration and Air Conditioning Certification License for the Province of Ontario (or approved Red Seal interprovincial equivalent); and
    - A valid Confined Space Entry Certificate; and
    - A valid Fall Protection Certificate
- .3 Apprentices employed by the Contractor must be fully registered in a Tradesman Program related to the services in Annex A, Statement of Work. Apprentices must work under the direction of a Journeyman Mechanic. Canada reserves the right to request proof of registration in a Tradesman Program related to the services in Annex A, Statement of Work at any time during the term of the contract.

**SW 2. Statement of Work - All inclusive, comprehensive preventive maintenance**

.1 General

The Contractor shall provide all required maintenance as per SW 3, Service and the manufacturer's recommendations, including but not limited to the items listed below, to maintain the equipment listed in SW 5, Equipment Inventory.

.2 Included in Contract

- a) Labour for all inspections, leak testing, cleaning, lubrication, maintenance and repairs.
- b) Provide all replacement parts and components, refrigerant. Provide also all related piping and valves, associated electrical and controls (including motor starters).
- c) The Contractor shall replace any defective system components with components matching original supplier's specifications to ensure system integrity. Replacement components shall be new or manufacturer warranted "as new" rebuilt (with Technical Authority's approval). For the period of this contract, the Contractor must have access, at all times, to sufficient direct replacement parts to ensure immediate repair of any component which would render the system out of service or inaccessible to operator interaction.
- d) The full oil charge and filter(s) shall be replaced at intervals as per manufacturer's recommendations or more often if conditions indicate deterioration. The contractor shall provide a full oil analysis report for the chiller(s), from a sample taken prior to an oil change or at the end of each cooling season within the last month of chiller operation. The reports shall include recommendations based on analysis data and manufacturer's guidelines. They are to be submitted no later than December 15th of each year, to permit any required corrective work to be performed during this off season. The contractor is responsible for disposing of used oil and oil contaminated materials.
- e) Condenser tubes are to be inspected on each chiller once a year during the off season, and cleaned as often as necessary to maintain proper heat transfer as per chiller's capacity. While the condensers are open for yearly cleaning and inspection, any leaking tubes are to be identified and replaced as necessary. The Technical Authority shall be informed whenever annual tube maintenance is done and allowed to inspect the unit prior to re-closing.

**SW 2. Statement of Work (cont'd)**

- f) In the third year of the contract, a refrigerant sample from each chiller shall be submitted to a full chemical analysis and a detailed report submitted. A complete report shall be submitted to the Technical Authority.
- g) In the third year of the contract, each chiller condenser and cooler shall be submitted to an Eddy Current Test (electronic tube testing) to determine the condition of the unit. A complete report shall be submitted to the Technical Authority.
- h) Annual testing of dry fluid cooler heat transfer media (glycol) to ensure proper heat transfer, corrosion inhibitors and system freeze protection. In addition, a glycol sample from the system shall be submitted to a full chemical analysis and a detailed report submitted. A complete report shall be submitted to the Technical Authority.  
***The Contractor shall not add heat transfer media (glycol) to the system without prior consent from the Technical Authority.***
- i) The dry fluid coolers and associated pump strainers shall be thoroughly cleaned every 6 months and shall be coordinated with the Technical Authority.
- j) The cooling towers shall be thoroughly cleaned on a monthly basis. Ten (10) minor cleanings which will consist of rinsing of the tower fill and vacuuming of debris and two (2) major cleanings which will consist of pressure washing of the towers including the basins and vacuuming of debris. All associated pump strainers shall be thoroughly cleaned every 6 months and shall be coordinated with the Technical Authority.

**.3 Performance**

The Contractor shall maintain the equipment at its original performance level to provide conditions within the range required by the equipment being served by this system or as otherwise specified by the Technical Authority.

**.4 Exclusions**

The Contractor is not required as part of this contract to make renewals or repairs necessitated by reason of the negligent operation or misuse of the equipment by others or by reason of any other cause beyond his control except ordinary wear and tear of the equipment.

- 1. The contractor shall provide clear and concise rational of the events leading up to the failure.

**.5 Extra Work**

- .1 The Contractor must notify the Technical Authority by phone within an hour and subsequently to follow up with a written report by fax or e-mail within 24 hours of any equipment failure requiring a repair(s) and/or negligent operation or misuse of the equipment by others. The Contractor may be required to make the repair(s) or replace components necessitated by such occurrence at extra cost.
- 2 The Contractor must identify modifications or improvements to the equipment or system(s) that will enhance equipment serviceability, life expectancy and/or efficiency.
- .3 The Contractor must calculate the cost of the repairs (SW2.2.5.1), modifications or improvements (SW2.2.5.2) based on Basis of Pricing "Pricing Schedule 2". The Contractor may be called upon to effect this work.

**.6 Wiring Diagrams - Adjustments Procedures and Operational Descriptions**

Prove to the satisfaction of the Technical Authority when requested, possession of complete schematic wiring diagrams, detailed adjustment procedures and detailed operational descriptions of all equipment included in this Contract.

**SW 2. Statement of Work (cont'd)**

**.7 Environmental Protection**

***The Contractor shall conform to all applicable environmental laws and regulations in effect including the Federal Halocarbon Regulations.***

- .1 During repair or replacements the Contractor shall use closed-loop refrigerant recovery equipment to minimize Refrigerant emissions. A complete leak test on all refrigeration systems shall be performed twice during the calendar year (6 month intervals), and repairs made as required. Units shall then be tagged as leak free.
- .2 The Contractor must ensure that all Federal Halocarbon Regulation log book(s) entries are completed after each service and/or leak test. A copy of each leak test notice must be submitted to the Technical Authority with each respective invoice or upon request.
- .3 The Contractor shall ensure against oil spills or damage to surfaces and roofing system by providing protection such as plywood or plastic under the equipment during service operations. In the event of an accidental spill, the Contractor shall notify the Technical Authority immediately so that remedial action can be taken.
- .4 The Contractor shall not leave waste materials on site unless approved by the Technical Authority.
- .5 The Contractor shall not dispose of waste or volatile materials, such as mineral spirits or paints and oil thinner into waterways, storm or sanitary sewers.
- .6 The Contractor shall control the disposal of the runoff of water containing suspended materials or other harmful substances in accordance with local authority requirements.

**SW 3. Service**

- .1 All equipment shall be inspected monthly or more frequently if found necessary, to provide trouble free operation.
- .2 Scheduling

Unless otherwise directed, preventive maintenance shall be performed during regular working hours, Monday through Friday, 08:00 to 16:00 hours excluding statutory holidays.

**.3 Maintenance Plan**

Contractor shall produce a detailed comprehensive maintenance service plan specific to the equipment inventory which must outline all tasks, procedures, all maintenance routines and frequencies to meet or exceed manufacturers' recommendations identifying the maintenance that will be performed annually, semiannually, quarterly and monthly. This maintenance plan shall contain and reflect the manufacturer's recommended maintenance and all requirements of this agreement. The proposed maintenance plan shall be reviewed by the Technical Authority and may require revision by the Contractor to meet Technical Authority's requirements. Any such changes shall be considered as part of this agreement. This plan must fully list all operating inspections, maintenance schedules and tests necessary to maximize equipment longevity and ensure the optimum level of performance over the full operating range of the equipment. The comprehensive maintenance service plan shall be submitted to the Technical Authority in the Microsoft Office Suite format (including sample inspections sheets for all routines), within 60 calendar days after award of the Contract.

**The Maintenance Plan must be viewed and approved by the Technical Authority prior to acceptance and implementation.**

**.4 Control Systems:**

Conduct periodic tests of the Control Systems where applicable, to ensure all circuits and settings are properly adjusted to suit requirements of the design capabilities of the system as originally furnished by the manufacturer. The frequency of testing controls will be according to manufacturer's specifications.

---



**SW 3. Service (cont'd)**

**.5 Emergency calls:**

.1 The Contractor must provide twenty-four (24) hour, seven (7) days a week emergency call back service for the duration of the contract.

.2 The Contractor must respond within **30 minutes** and be on site ready to work within two (2) hours of receiving the emergency call. All work for emergency service must be executed by qualified service personnel named in the Contract and such work must proceed continuously until the system is returned to safe operating condition.

**.6 Non-working Service Manager**

The non-working Service Manager is an administration function with knowledge and experience in HVAC maintenance and will be the liaison between all service technicians performing the work and the Technical Authority. They must be in full charge of the operations of the contractor in the performance of the services and shall be authorized to accept any notice, consent, order, direction, decision or other communication on behalf of the contractor that may be given under the contract.

In the event of an emergency, the non-working Service Manager will be contacted and an action plan discussed and implemented to mitigate any potential impact on the client's operation. The manager must be able to communicate in English or French.

The Technical Authority may request that the Contractor's non-working Service Manager respond on site within two (2) hours of receiving the call on a 24 hour, 7 day basis.

**SW 4. Reporting**

.1 The Contractor shall report to the Technical Authority verbally, **and** by e-mail, within twenty-four (24) hours, every visit required other than regular maintenance. The report shall detail all work completed, work outstanding and the reasons therefore and an estimated time frame for completion.

The Contractor shall call to the attention of operating staff verbally followed by a written report to the Technical Authority any improper procedures which may be noted by him and provide written instruction to guide the Technical Authority's staff.

The Contractor shall notify the Technical Authority in writing of any malfunction of equipment or systems related to, but not part of, the contract equipment which could adversely affect the reliability or cause damage to the system components under the maintenance contract

**.2 Equipment report cards:**

A completed service report card outlining any and all service performed on the equipment shall be enclosed in a clear vinyl envelope and affixed safely to the equipment. These report cards are to remain with the equipment for the duration of the contract and are to be turned over to the Technical Authority upon contract completion or termination.

**.3 Service Reports:**

A signed, written service report shall be completed at each regular maintenance visit, attesting that maintenance was performed as per the Maintenance Plan (SW3.3) and must be left on site in a suitable protective binder.

**.4 Analysis reports:**

- Oil analysis reports are to be submitted, as stipulated in SW2.2 (d)
- Refrigerant analysis reports are to be submitted as per SW2.2 (f)
- Eddy Current Tube analysis reports (condensers and coolers) are to be submitted as per SW2.2 (g)
- Heat transfer media (glycol) analysis reports are to be submitted as per SW2.2 (h)

**SW 4. Reporting (cont'd)**

*Attestation of maintenance as per Maintenance Plan (SW3.3) including any recommendations and/or comments shall be submitted with the quarterly invoice to the attention of:*

Public Works and Government Services Canada  
Maintenance & Operational Assurance  
180 Kent Street, 18<sup>th</sup> Floor  
Ottawa, Ontario  
K1A 0S5

Attention of: **TECHNICAL AUTHORITY**

**Invoices Must include:**

- (a) PWGSC reference Statement of Work 8M3-1588-7 and Contract Number EJ196-180992
- (b) period covered by invoice
- (c) building name & address

**NOTE:** *Invoices will be returned unpaid if attestation of maintenance has not been received for the invoiced period.*

**SW 5 Equipment Inventory**

Building: CFS Leitrim, 3545 Leitrim Street, Ottawa, ON, K1A 0K2

No. of units	Location Room No.	Make	Model	Serial Number	Details
1	Chiller Room Chiller #1	York	YTA1B1B2-CGF	YNBM-146477	Open Drive Centrifugal R-123 Chiller (175 tons) C/W Purge Unit, Solid State Starter and ISN Code Pak Controller
1	Chiller Room Chiller #2	York	YTA1B1B2-CGF	YNBM-146478	Open Drive Centrifugal R-123 Chiller (175 tons) C/W Purge Unit, Solid State Starter and ISN Code Pak Controller
1	Chiller Room Chiller #3	York	YTA1B1B2-CGF	YNBM-146476	Open Drive Centrifugal R-123 Chiller (175 tons) C/W Purge Unit, Solid State Starter and ISN Code Pak Controller
3	Chiller Room	York	Ventguard II		Relief Valve and Rupture Disc
3	Chiller Room	Redi-Purge	N/A	N/A	Refrigerant Emission Collection Canisters
1	Chiller Room	York	RSR 1100V	KBCP033	Portable Recovery Pak Refrigerant Recovery System
3	Chiller Room	Armstrong	6X4X10 4030	12300 (#5) 12301 (#6) 12302 (#7)	Condenser Water Pumps (P5, P6, P7) 15HP, 39 L/S, c/w Strainer
2	Chiller Room	Armstrong	4X3X10 4030	12298 (#3) 12299 (#4)	Glycol Pumps (P3 & P5) for Dry Fluid Coolers, 15HP, 26.5 L/S
1	Chiller Room	Drew	9412-01-6	022294I	Glycol Feed Unit for Dry Fluid Cooler Loop
1	Chiller Room	DigiTrace 9200 Series	920*E6FWL*SIS30 4*SS3104	4100040	Heat Tracing Controller Assembly for Chilled Water Loop
3	Outside	Marley	SPX Aquatower	10153584-A1 10153584-B1 10153584-C1	Cooling Towers, (10HP Balder Reliance Super E Service Duty 841XL motors, 575V-3PH-60Hz) c/w Caloritech Basin Heating System (per tower)
4	Outside	Engineered Air	DCU-1270	N-691	Dry Fluid Coolers (D.F. Cooler #1, #2, #3, #4), 2 Fan, 15 HP

**Note:** Chemical treatment of chiller condenser water and chilled water is the responsibility of the Technical Authority.



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**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 PWGSC/DND		2. Branch or Directorate / Direction générale ou Direction RPB/RP OPS	
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 Five (5) Year comprehensive maintenance contract on chillers, cooling towers, fluid coolers & associated equipment 3545 CFS Leitrim Road Ottawa			
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"/>	

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

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  
If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité : ☒ No ☐ Yes  
Non Oui

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

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

Document Number / Numéro du document :

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

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

☐ RELIABILITY STATUS  
COTE DE FIABILITÉ

☐ CONFIDENTIAL  
CONFIDENTIEL

☒ SECRET  
SECRET

☐ TOP SECRET  
TRÈS SECRET

☐ TOP SECRET - SIGINT  
TRÈS SECRET - SIGINT

☐ NATO CONFIDENTIAL  
NATO CONFIDENTIEL

☐ NATO SECRET  
NATO SECRET

☐ COSMIC TOP SECRET  
COSMIC TRÈS SECRET

☐ SITE ACCESS  
ACCÈS AUX EMPLACEMENTS

Special comments: Requires Escort for Work in High Security Zones as Required  
Commentaires spéciaux :

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

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

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

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

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

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



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Contract Number / Numéro du contrat

EJ196-18-0992

Security Classification / Classification de sécurité

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

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

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	Confidential Confidentiel	Secret	Top Secret Très Secret	NATO Restricted NATO Diffusion Restreinte	NATO Confidential	NATO Secret	COSMIC Top Secret COSMIC Très Secret	Protected Protégé			Confidential Confidentiel	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.

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

☒ No  
Non ☐ Yes  
Oui

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

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## Annex C, Cost Estimate Form For Extra Work

**Contractor:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Estimate #:** \_\_\_\_\_

**Description of Work:**

(Please attach a separate sheet if required)

		Hourly Rate as per Contract	
<b>I Direct Costs</b>	<b>No. of Hours</b>	<b>AC/Chiller Technician</b>	<b>Total</b>
<b>i Direct Labour</b>			
Repair Work Labour			
Emergency Calls Labour			
Other Labour (Specify: _____)			
Total Direct Labour			\$ _____ (i)
<b>ii Direct Material Costs *</b>			
Replacement Parts			
Repair Parts			
Other Material (Specify: _____)			\$ _____ (ii)
Total Direct Material Costs			
<b>iii Other Direct Costs</b>			
Other (Specify: _____)			
Total Other Direct Costs			\$ _____ (iii)
<b>II Total Price</b>			<b>Total</b>
<b>Total Direct Costs (i + ii + iii) (GST/HST extra)</b>			\$ _____

- Note: Materials will be charged at our laid-down cost plus a mark-up in accordance with Pricing Schedule 2.

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

(Please print)

**Signature:** \_\_\_\_\_

**ANNEX “D” to PART 3 OF THE BID SOLICITATION**

**ELECTRONIC PAYMENT INSTRUMENTS**

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

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



## ANNEX “E”

### Voluntary Certification to Support the Use of Apprentices

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

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

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

*Name:*

*Signature:*

*Company Name:*

*Company Legal Name:*

*Solicitation Number:*

*Optional information to provide:*

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

*Trades of those apprentices:*

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