



**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

Travaux publics et Services gouvernementaux  
Canada

Place Bonaventure, portail Sud-Oue  
800, rue de La Gauchetière Ouest  
7e étage, suite 7300

Montréal  
Québec

H5A 1L6

FAX pour soumissions: (514) 496-3822

**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**

There is a security requirement associated with this  
requirement

**Vendor/Firm Name and Address**

Raison sociale et adresse du  
fournisseur/de l'entrepreneur

**Issuing Office - Bureau de distribution**

Travaux publics et Services gouvernementaux Canada  
Place Bonaventure, portail Sud-Oue

800, rue de La Gauchetière Ouest  
7e étage, suite 7300

Montréal  
Québec

H5A 1L6

<b>Title - Sujet</b> SO - Contractor for electrical serv	
<b>Solicitation No. - N° de l'invitation</b> EF944-192892/A	<b>Date</b> 2019-05-31
<b>Client Reference No. - N° de référence du client</b> EF944-192892	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$MTC-460-15356
<b>File No. - N° de dossier</b> MTC-8-41403 (460)	<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 2019-07-15</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Heure Avancée de l'Est HAE	
<b>Delivery Required - Livraison exigée</b> .	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Cossette Fontaine, Jessica	<b>Buyer Id - Id de l'acheteur</b> mtc460
<b>Telephone No. - N° de téléphone</b> (514)603-6205 ( )	<b>FAX No. - N° de FAX</b> (514)496-3822
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> MINISTERE DES TRAVAUX PUBLICS ET SERVICES GOUVERNEMENTAUX CANADA PL.BONAVENTURE,PORTAIL S-E,BUR.7300 800 RUE DE LA GAUCHETIERE OUEST MONTREAL Québec H5A 1L6 Canada	
<b>Security - Sécurité</b> This request for a Standing Offer includes provisions for security. Cette Demande d'offre à commandes comprend des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<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>

## REQUEST FOR STANDING OFFER (RFSO)

Contractor for Electrical services  
3600 Casavant, St-Hyacinthe

### IMPORTANT NOTICE TO OFFERORS

#### PROMPT PAYMENT IN THE CONSTRUCTION INDUSTRY

##### Prompt Payment Principles

Public Services and Procurement Canada advocates that construction-related payments should follow these three principles:

- **Promptness:** The department will review and process invoices promptly. If disputes arise, Public Services and Procurement Canada will pay for items not in dispute, while working to resolve the disputed amount quickly and fairly
- **Transparency:** The department will make construction payment information such as payment dates, company names, contract and project numbers, publicly available; likewise, contractors are expected to share this information with their lower tiers
- **Shared responsibility:** Payers and payees are responsible for fulfilling their contract terms including their obligations to make and receive payment, and to adhere to industry best practices

For more information: <http://www.tpsgc-pwgsc.gc.ca/biens-property/divulgate-disclosure/psdic-ppci-eng.html>

#### THIS DOCUMENT CONTAINS AN INDUSTRIAL SECURITY REQUIREMENT

For further instructions please consult "Special Instruction to Offeror", SI08, "Industrial Security related requirements" and "Supplementary Conditions" SC01 Industrial Security requirements, document safeguarding location.

#### 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 Annex G.

#### PWGSC UPDATE ON ASBESTOS USE

Effective April 1, 2016, all Public Works and Government Services Canada (PWGSC) contracts for new construction and major rehabilitation will prohibit the use of asbestos-containing materials. Further information can be found at <http://www.tpsgc-pwgsc.gc.ca/comm/vedette-features/2016-04-19-00-eng.html>

#### ADDITION OF TERMINOLOGY

Take note of the additional paragraph is included in clause R2810D identified in SC04.

Solicitation No. - N° de l'invitation  
EF944-192892/A  
Client Ref. No. - N° de réf. du client  
R.004242.001

Amd. No. - N° de la modif.  
File No. - N° du dossier  
MTC-8-41403

Buyer ID - Id de l'acheteur  
MTC460  
CCC No./N° CCC - FMS No./N° VME

## **TABLE OF CONTENTS**

### **GENERAL INSTRUCTIONS to OFFERORS - CONSTRUCTION SERVICES (GI)**

- GI01 Integrity Provisions - Offer
- GI02 Completion of Offer
- GI03 Identity or Legal Capacity of the Offeror
- GI04 Applicable Taxes
- GI05 Capital Development and Redevelopment Charges
- GI06 Listing of Subcontractors and Suppliers
- GI07 Submission of Offer
- GI08 Revision of Offer
- GI09 Rejection of Offer
- GI10 Offer Costs
- GI11 Procurement Business Number
- GI12 Compliance with Applicable Laws
- GI13 Approval of Alternative Materials
- GI14 Performance Evaluation
- GI15 Conflict of Interest-Unfair Advantage
- GI16 Code of Conduct for Procurement – Offer

### **SPECIAL INSTRUCTIONS TO OFFERORS (SI)**

- SI01 Introduction
- SI02 Offer documents
- SI03 Enquiries during the Solicitation Period
- SI04 Quantity
- SI05 PWGSC obligations
- SI06 Revision of Offer
- SI07 Offer Validity Period
- SI08 Industrial Security Related Requirement
- SI09 Web Sites

### **CALL-UPS CLAUSES OR RESULTING CONTRACT DOCUMENTS (CD)**

#### **STANDING OFFER PARTICULARS (SOP)**

- SOP01 General
- SOP02 Bid evaluation procedure
- SOP03 Period of the Standing Offer
- SOP04 Call-Up Limitation
- SOP05 Call-Up Procedure
- SOP06 Standing Offer Responsible

#### **SUPPLEMENTARY CONDITIONS (SC)**

- SC01 Industrial Security Related Requirements, Documents Safeguarding
- SC02 Limitation of Liability
- SC03 Insurance Terms
- SC04 Interpretation

- ANNEX A STATEMENT OF WORK**
- ANNEX B PRICE PROPOSAL FORM**
- ANNEX C SECURITY REQUIREMENT CHECK LIST (SRCL)**
- ANNEX D INTEGRITY PROVISIONS – LIST OF NAMES**
- ANNEX E CERTIFICATE OF INSURANCE**
- ANNEX F LIST OF DIRECTORS**
- ANNEX G VOLUNTARY CERTIFICATION TO SUPPORT THE USE OF APPRENTICES**
- ANNEX H VOLUNTARY REPORTS FOR APPRENTICES EMPLOYED DURING THE CONTRACT**

## GENERAL INSTRUCTIONS TO OFFERORS – CONSTRUCTION SERVICES (GI)

### GI01 (2016-04-04) Integrity provisions—Offer

1. The *Ineligibility and Suspension Policy* (the “Policy”) in effect on the date the offer solicitation is issued, and all related Directives in effect on that date, are incorporated by reference into, and form a binding part of the offer solicitation. The Offeror must comply with the Policy and Directives, which can be found at [Ineligibility and Suspension Policy](#).
2. Under the Policy, charges and convictions of certain offences against a Offeror, its affiliates or first tier subcontractors, and other circumstances, will or may result in a determination by Public Works and Government Services Canada (PWGSC) that the Offeror is ineligible to enter, or is suspended from entering into a contract with Canada. The list of ineligible and suspended Suppliers is contained in PWGSC’s Integrity Database. The Policy describes how enquiries can be made regarding the ineligibility or suspension of Suppliers.
3. In addition to all other information required in the offer solicitation, the Offeror must provide the following:
  - a. by the time stated in the Policy, all information required by the Policy described under the heading “Information to be Provided when Offering, Contracting or Entering into a Real Property Agreement”; and
  - b. with its offer, a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier subcontractors that, to the best of its knowledge and belief, may be similar to one of the listed offences in the Policy. The list of foreign criminal charges and convictions must be submitted using an Integrity Declaration Form, which can be found at [Declaration form for procurement](#).
4. Subject to subsection 5, by submitting an offer in response to this offer solicitation, the Offeror certifies that:
  - a. it has read and understands the [Ineligibility and Suspension Policy](#);
  - b. it understands that certain domestic and foreign criminal charges and convictions, and other circumstances, as described in the Policy, will or may result in a determination of ineligibility or suspension under the Policy;
  - c. it is aware that Canada may request additional information, certifications, and validations from the Offeror or a third party for purposes of making a determination of ineligibility or suspension;
  - d. it has provided with its offer a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier subcontractors that, to the best of its knowledge and belief, may be similar to one of the listed offences in the Policy;
  - e. none of the domestic criminal offences, and other circumstances, described in the Policy that will or may result in a determination of ineligibility or suspension, apply to it, its affiliates and its proposed first tier subcontractors; and
  - f. it is not aware of a determination of ineligibility or suspension issued by PWGSC that applies to it.
5. Where an Offeror is unable to provide any of the certifications required by subsection 4, it must submit with its offer a completed Integrity Declaration Form, which can be found at [Declaration form for procurement](#).
6. Canada will declare non-responsive any offer in respect of which the information requested is incomplete or inaccurate, or in respect of which the information contained in a certification or declaration is found by Canada to be false or misleading in any respect. If Canada establishes after award of the Contract that the Offeror provided a false or misleading certification or declaration, Canada may terminate the Contract for default. Pursuant to the Policy, Canada may also determine the Offeror to be ineligible for award of a contract for providing a false or misleading certification or declaration.

### GI02 (2014-03-01) Completion of offer

1. The offer shall be
  - a. submitted on the Offer and Acceptance Form provided through the Government Electronic Tendering Service (GETS) or on a clear and legible reproduced copy of such Offer and Acceptance Form that must be identical in content and format to the Offer and Acceptance Form provided through GETS;
  - b. based on the Offer Documents listed in the Special Instructions to Offerors;

- c. correctly completed in all respects;
  - d. signed by a duly authorized representative of the Offeror; and
  - e. accompanied by
    - i. any other document or documents specified elsewhere in the solicitation where it is stipulated that said documents are to accompany the offer.
2. Subject to paragraph 6) of GI09, any alteration to the pre-printed or pre-typed sections of the Offer and Acceptance Form, or any condition or qualification placed upon the offer may be cause for disqualification. Alterations, corrections, changes or erasures made to statements or figures entered on the Offer and Acceptance Form by the Offeror shall be initialed by the person or persons signing the offer. Alterations, corrections, changes or erasures that are not initialed shall be deemed void and without effect.
3. Unless otherwise noted elsewhere in the Offer Documents, facsimile copies of offers are not acceptable.
4. Canada will make available Notices of Proposed Procurement (NPP), offer solicitations and related documents for download through the Government Electronic Tendering Service (GETS). Canada is not responsible and will not assume any liabilities whatsoever for the information found on websites of third parties. In the event an NPP, offer solicitation or related documentation would be amended, Canada will not be sending notifications. Canada will post all amendments, including significant enquiries received and their replies, using GETS. It is the sole responsibility of the Offeror to regularly consult GETS for the most up-to-date information. Canada will not be liable for any oversight on the Offeror's part nor for notification services offered by a third party.

#### **GI03 (2015-02-25) Identity or legal capacity of the Offeror**

In order to confirm the authority of the person or persons signing the offer or to establish the legal capacity under which the Offeror proposes to enter into Contract, any Offeror who carries on business in other than its own personal name shall, if requested by Canada, provide satisfactory proof of

- a. such signing authority; and
- b. the legal capacity under which it carries on business;

prior to contract award. Proof of signing authority may be in the form of a certified copy of a resolution naming the signatory(ies) that is (are) authorized to sign this offer on behalf of the corporation or partnership. Proof of legal capacity may be in the form of a copy of the articles of incorporation or the registration of the business name of a sole proprietor or partnership.

#### **GI04 (2015-02-25) Applicable Taxes**

"Applicable Taxes" means the Goods and Services Tax (GST), the Harmonized Sales Tax (HST), and any provincial tax, by law, payable by Canada such as, the Quebec Sales Tax (QST) as of April 1, 2013.

#### **GI05 (2017-04-27) Capital development and redevelopment charges**

For the purposes of GC1.8, of R2810D "Laws, Permits and Taxes", in the General Conditions of the Contract, only fees or charges directly related to the processing and issuing of building permits shall be included. The Offeror shall not include any monies in the offer amount for special municipal development, redevelopment or other fees or charges which a municipal authority may seek as a prerequisite to the issuance of building permits.

#### **GI06 (2015-02-25) Listing of Subcontractors and Suppliers**

Notwithstanding any list of Subcontractors that the Offeror may be required to submit as part of the offer, the Offeror shall, within 48 hours of receipt of a notice to do so, submit all information requested in the said notice including the names of Subcontractors and Suppliers for the part or parts of the Work listed. Failure to do so shall result in the disqualification of its offer.

#### **GI07 (2014-03-01) Submission of offer**

1. The Offer and Acceptance Form, duly completed, shall be enclosed and sealed in an envelope provided by the Offeror, and shall be addressed and submitted to the office designated on the Front Page "Invitation to Tender" for the receipt of offers. The offer must be received on or before the date and time set for solicitation closing.
2. Unless otherwise specified in the Special Instructions to Offerors
  - a. the offer shall be in Canadian currency;
  - b. the requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All offers including such provision will render the offer non-responsive.
3. Prior to submitting the offer, the Offeror shall ensure that the following information is clearly printed or typed on the face of the offer envelope:
  - a. Solicitation Number;
  - b. Name of Offeror;
  - c. Return address; and
  - d. Closing Date and Time.
4. Timely and correct delivery of offers is the sole responsibility of the Offeror.
5. Offers received by fax will be accepted as official and must meet the following requirements
  - a. Must be completed on the Price Proposal Form
  - b. Must indicate
    - Request for standing offer number
    - Solicitation number
    - Offeror's name
    - Closing Date and Time
  - c. Must be received before offer closing time at fax number (514) 496-3822

#### **GI08 (2010-01-11) Revision of offer**

1. An offer submitted in accordance with these instructions may be revised by letter or facsimile provided 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 solicitation. The letter or facsimile shall be on the Offeror's letterhead or bear a signature that identifies the Offeror.
2. A revision to a offer that includes unit prices must clearly identify the change(s) in the unit price(s) and the specific item(s) to which each change applies.
3. A letter or facsimile submitted to confirm an earlier revision should be clearly identified as a confirmation.
4. Failure to comply with any of the above provisions may 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).

#### **GI09 (2014-09-25) Rejection of offer**

1. Canada may accept any offer, whether it is the lowest or not, or may reject any or all offers.
2. Without limiting the generality of paragraph 1) of GI09, Canada may reject an offer if any of the following circumstances is present:
  - a. the Offeror's offering privileges are suspended or are in the process of being suspended;

- b. the offering privileges of any employee or subcontractor included as part of the offer are suspended or are in the process of being suspended, which suspension or pending suspension would render that employee or subcontractor ineligible to offer on the Work, or the portion of the Work the employee or subcontractor is to perform;
  - c. the Offeror is bankrupt, or where for whatever reason, its activities are rendered inoperable for an extended period;
  - d. evidence, satisfactory to Canada, of fraud, bribery, fraudulent misrepresentation or failure to comply with any law protecting individuals against any manner of discrimination, has been received with respect to the Offeror, any of its employees or any subcontractor included as part of its offer;
  - e. evidence satisfactory to Canada that based on past conduct or behavior, the Offeror, a sub-contractor or a person who is to perform the Work is unsuitable or has conducted himself/herself improperly;
  - f. with respect to current or prior transactions with Canada
    - i. Canada has exercised, or intends to exercise, the contractual remedy of taking the work out of the Offeror's hands with respect to a contract with the Offeror, any of its employees or any subcontractor included as part of its offer; or
    - ii. Canada determines that the Offeror's performance on other contracts is sufficiently poor to jeopardize the successful completion of the requirement being offer on.
3. In assessing the Offeror's performance on other contracts pursuant to subparagraph 2)(f)(ii) of GI09, Canada may consider, but not be limited to, such matters as:
- a. the quality of workmanship in performing the Work;
  - b. the timeliness of completion of the Work;
  - c. the overall management of the Work and its effect on the level of effort demanded of the department and its representative; and
  - d. the completeness and effectiveness of the Offeror's safety program during the performance of the Work.
4. Without limiting the generality of paragraphs 1), 2) and 3) of GI09, Canada may reject any offer based on an unfavourable assessment of the
- a. adequacy of the offer price to permit the work to be carried out and, in the case of a offer providing prices per unit, whether each such price reasonably reflects the cost of performing the part of the work to which that price applies;
  - b. Offeror's ability to provide the necessary management structure, skilled personnel, experience and equipment to perform competently the work under the Contract; and
  - c. Offeror's performance on other contracts.
5. Where Canada intends to reject an offer pursuant to a provision of paragraphs 1), 2), 3) or 4) of GI09, other than subparagraph 2)(a) of GI09, the contracting Authority will inform the Offeror and provide the Offeror ten (10) days within which to make representations, before making a final decision on the offer rejection.
6. Canada may waive informalities and minor irregularities in offers received if Canada determines that the variation of the offer from the exact requirements set out in the Offer Documents can be corrected or waived without being prejudicial to other Offerors.

#### **GI10 (2015-02-25) Offer costs**

No payment will be made for costs incurred in the preparation and submission of an offer in response to the offer solicitation. Costs associated with preparing and submitting an offer, as well as any costs incurred by the Offeror associated with the evaluation of the offer, are the sole responsibility of the Offeror.

#### **GI11 (2015-02-25) Procurement Business Number**

Offerors are required to have a Procurement Business Number (PBN) before Contract award. Offerors may register for a PBN in the Supplier Registration Information system on the [Contracts Canada](#) Web site. For non-Internet registration, Offerors may contact the nearest [Supplier Registration Agent](#).

### **G112 (2013-04-25) Compliance with applicable laws**

1. By submission of an offer, the Offeror certifies that the Offeror has the legal capacity to enter into a contract and is in possession of all valid licences, permits, registrations, certificates, declarations, filings, or other authorizations necessary to comply with all federal, provincial and municipal laws and regulations applicable to the submission of the offer and entry into any ensuing contract for the performance of the work.
2. For the purpose of validating the certification in paragraph 1) of G112, a Offeror shall, if requested, provide a copy of every valid licence, permit, registration, certificate, declaration, filing or other authorization listed in the request, and shall provide such documentation within the time limit(s) set out in the request.
3. Failure to comply with the requirements of paragraph 2) of G112 shall result in disqualification of the offer.

### **G113 (2015-02-25) Approval of alternative materials**

When materials are specified by trade names or trademarks, or by manufacturers' or suppliers' names, the offer shall be based on use of the named materials. During the solicitation period, alternative materials may be considered provided full technical data is received in writing by the Contracting Authority at least ten (10) calendar days prior to the solicitation closing date. If the alternative materials are approved for the purposes of the offer, an addendum to the offer documents shall be issued.

### **G114 (2010-01-11) Performance evaluation**

1. Offerors shall take note that the performance of the Offeror 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 Offeror's performance be considered unsatisfactory, the Offeror's offering privileges on future work may be suspended indefinitely.
2. The form [PWGSC-TPSGC 2913](#), SELECT - Contractor Performance Evaluation Report Form, is used to record the performance.

### **G115 (2011-05-16) Conflict of interest—unfair advantage**

1. In order to protect the integrity of the procurement process, Offerors are advised that Canada may reject an offer in the following circumstances:
  - a. if the Offeror, any of its subcontractors, any of their respective employees or former employees was involved in any manner in the preparation of the offer solicitation or in any situation of conflict of interest or appearance of conflict of interest;
  - b. if the Offeror, any of its subcontractors, any of their respective employees or former employees had access to information related to the offer solicitation that was not available to other Offerors and that would, in Canada's opinion, give or appear to give the Offeror an unfair advantage.
2. The experience acquired by a Offeror who is providing or has provided the goods and services described in the offer solicitation (or similar goods or services) will not, in itself, be considered by Canada as conferring an unfair advantage or creating a conflict of interest. This Offeror remains however subject to the criteria established above.
3. Where Canada intends to reject an offer under this section, the Contracting Authority will inform the Offeror and provide the Offeror an opportunity to make representations before making a final decision. Offerors who are in doubt about a particular situation should contact the Contracting Authority before offer closing. By submitting an offer, the Offeror represents that it does not consider itself to be in conflict of interest nor to have an unfair advantage. The Offeror acknowledges that it is within Canada's sole discretion to determine whether a conflict of interest, unfair advantage or an appearance of conflict of interest or unfair advantage exists.

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## **GI16 (2016-04-04) Code of Conduct for Procurement—offer**

The [Code of Conduct for Procurement](#) provides that Offerors must respond to offer solicitations in an honest, fair and comprehensive manner, accurately reflect their capacity to satisfy the requirements set out in the offer solicitation and resulting contract, submit offers and enter into contracts only if they will fulfill all obligations of the Contract. By submitting an offer, the Offeror is certifying that it is complying with the *Code of Conduct for Procurement*. Failure to comply with the *Code of Conduct for Procurement* may render the offer non-responsive.

## SPECIAL INSTRUCTIONS TO OFFEROR'S (SI)

### SI01 INTRODUCTION

1. Public Works and Government Services Canada (PWGSC) is inviting Offerors to submit proposals for Standing Offers. The selected offerors shall provide a range of services as identified in the Statement of Work section of this document.
2. It is PWGSC's intention to authorize up to (1) Standing Offer, each for a period of (2) years with a possibility of (3) additional (1) year period under the same conditions. The total dollar value of all Standing Offers is estimated to be 860 502.00\$ (GST or HST included). Individual call-ups will vary, up to a maximum of 25 000.00\$ (GST or HST included). **Offerors should note that there is no guarantee that the full or any amount of the Standing Offers will be called-up; PWGSC will issue call-ups only when the specific services to be provided under the Standing Offer are needed.** Please refer to Section SOP05, CALL-UP PROCEDURE.

### SI02 OFFER DOCUMENTS

1. The following are the Offer Documents:
  - a. Request for Standing Offer - Page 1;
  - b. General Instructions to Offeror's- Construction Services
  - c. Special Instructions to Offerors;
  - d. Clauses & Conditions identified in "Call-up Clauses or Resulting Contract Documents;
  - e. Drawings and Specifications;
  - f. Price Proposal form and related Appendix(s); and
  - g. Any amendment issued prior to solicitation closing.

Submission of an Offer constitutes acknowledgement that the Offeror has read and agrees to be bound by these documents.

2. Offers received by fax will be accepted as official.

### SI03 ENQUIRIES DURING THE SOLICITATION PERIOD

1. Enquiries regarding this Offer must be submitted in writing to the Contracting Authority named on the Request for Standing Offer (RFSO) Page 1 at e-mail address [Jessica.cossettefontaine@tpsgc-pwgsc.gc.ca](mailto:Jessica.cossettefontaine@tpsgc-pwgsc.gc.ca). Except for the approval of alternative materials as described in G13 enquiries should be received no later than (5) calendar days prior to the date set for solicitation closing to allow sufficient time to provide a response. Enquiries received after that time may result in an answer NOT being provided.
2. To ensure consistency and quality of the information provided to Offerors the Contracting Authority will examine the content of the enquiry and shall decide whether or not to issue an amendment.
3. All enquiries and other communications related to this offer sent throughout the solicitation period must be directed ONLY to the Contracting Authority named in paragraph 1. above. Failure to comply with this requirement may result in the offer being declared non-compliant.

### SI04 QUANTITY

The amount of work and estimated expenditure specified in the RFSO are only an approximation of requirements. The making of an offer by the Offeror shall not constitute an agreement by Canada. Canada may make one or several call-ups against a standing offer.

## SI05 PWGSC OBLIGATION

A RFSO does not commit PWGSC to authorize the utilization of a standing offer or to pay any cost incurred in the submission of offers, or cost incurred in making necessary studies for the preparation thereof, or to procure or contract for any services. PWGSC reserves the right to reject or authorize for utilization any offer in whole or in part, with or without further discussion or negotiation. Canada reserves the right to cancel or amend the RFSO at any time.

## SI06 REVISION OF OFFER

An offer may be revised by letter or facsimile in accordance with "General Instructions to Offerors – Construction Services to Offerors". The facsimile number for receipt of revisions is (514) 496-3822.

## SI07 OFFER VALIDITY PERIOD

1. The offer cannot be withdrawn for the period of 60 days following the RFSO closing date.
2. Canada reserves the right to seek an extension to the offer validity period. Upon notification in writing from Canada, Offerors shall have the option to either accept or reject the proposed extension.
3. If the extension referred to in paragraph 2 of SI09 is accepted, in writing, by all those who submitted offers, then Canada shall continue immediately with the evaluation of the offers and its approvals processes.
4. If the extension referred to in paragraph 2 of SI09 is not accepted in writing by all those who submitted offers then Canada shall, at its sole discretion, either
  - a. continue to evaluate the offers of those who have accepted the proposed extension and seek the necessary approvals; or
  - b. cancel the request for proposal.
5. The provisions expressed herein do not in any manner limit Canada's rights in law or under G109 "General Instructions to Offerors – Construction Services".

## SI08 INDUSTRIAL SECURITY RELATED REQUIREMENTS

1. At offer closing, the Offeror must hold a valid Security Clearance as indicated in section SC01 of the Supplementary Conditions. Failure to comply with this requirement will render the offer non-compliant and no further consideration will be given to the offer.
2. The successful Offeror's personnel, as well as any subcontractor and its personnel, who are required to perform any part of the work pursuant to the subsequent contract must meet the mandatory security requirement as indicated in section SC01 of the Supplementary Conditions. **Individuals who do not have the required level of security will not be allowed on site.** It is the responsibility of the successful Offeror to ensure that the security requirements are met throughout the performance of the contract. Canada will not be held liable or accountable for any delays or additional costs associated with the successful Offeror's non-compliance with the mandatory security requirement.
3. For additional information on security requirements, offerors should consult the "Security Requirements for PWGSC Offer Solicitations - Instructions for Offerors" on the Standard Procurement Documents Web site [Industrial Security Program](#)

## SI10 WEB SITES

The connection to some of the Web sites in the solicitation documents is established by the use of hyperlinks. The following is a list of the addresses of the Web sites:

Solicitation No. - N° de l'invitation  
EF944-192892/A  
Client Ref. No. - N° de réf. du client  
R.004242.001

Amd. No. - N° de la modif.  
File No. - N° du dossier  
MTC-8-41403

Buyer ID - Id de l'acheteur  
MTC460  
CCC No./N° CCC - FMS No./N° VME

Buy and Sell <https://www.achatsetventes-buyandsell.gc.ca>

Canadian economic sanctions <http://www.international.gc.ca/sanctions/index.aspx?lang=eng>

Contractor Performance Evaluation Report (Form PWGSC-TPSGC 2913)  
<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/2913.pdf>

Standard Acquisition Clauses and Conditions (SACC) Manual  
<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R>

PWGSC, Industrial Security Services <Http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>

PWGSC, Code of Conduct and Certifications  
<http://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/contexte-context-eng.html>

Construction and Consultant Services Contract Administration Forms Real Property Contracting  
<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>

Declaration Form  
<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html>

Performance Bond (form PWGSC-TPSGC 505)  
[http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/505\\_eng.pdf](http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/505_eng.pdf)

Trade agreements  
<https://buyandsell.gc.ca/policy-and-guidelines/Policy-and-Legal-Framework/Trade-Agreements>

## CALL-UPS CLAUSES OR RESULTING CONTRACT DOCUMENTS (CD)

1. The following are the "call up" contract documents:
  - a. Contract Page when signed by Canada;
  - b. Duly completed Price Proposal Form and any Appendices attached thereto;
  - c. Drawings and Specifications;
  - d. General Conditions and clauses

GC1	General Provisions – Construction Services	R2810D	(2017-01-28);
GC2	Administration of the Contract	R2820D	(2016-01-28);
GC3	Execution and Control of the Work	R2830D	(2018-06-21);
GC4	Protective Measures	R2840D	(2008-05-12);
GC5	Terms of Payment	R2850D	(2016-01-28);
GC6	Delays and Changes in the Work	R2860D	(2016-01-28);
GC7	Default, Suspension or Termination of Contract	R2870D	(2018-06-21);
GC8	Dispute Resolution	R2884D	(2016-01-28);
GC09	Insurance	R2900D	(2008-05-12);
	Allowable Costs for Contract Changes under GC6.4.1	R2950D	(2015-02-25);
	Supplementary Conditions		
  - e. Any amendment issued or any allowable offer revision received before the date and time set for solicitation closing;
  - f. Any amendment incorporated by mutual agreement between Canada and the Offeror before acceptance of the offer; 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 above 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>
3. The language of the contract documents is the language of the Price Proposal Form submitted.

## STANDING OFFER PARTICULARS

### SOP01 GENERAL

1. The Offeror acknowledges that a standing offer is not a contract and that the issuance of a Standing Offer and Call-up Authority does not oblige or commit Canada to procure or contract for any services listed in the Standing Offer.
2. The Offeror offers to provide and deliver to Canada the services described in the Standing Offer, in accordance with the pricing set out in the Request for Standing Offer if, and when the Contracting Authority may request such services, in accordance with the conditions listed at subsection 3 below.
3. The Offeror understands and agrees that:
  - a. a call-up against the Standing Offer will form a contract only for those services which have been called-up, provided that such call-up is made in accordance with the provisions of the Standing Offer;
  - b. Canada's liability is limited to that which arises from call-ups against the Standing Offer made within the period specified in the Standing Offer;
  - c. Canada has the right to procure the services specified in the Standing Offer by means of any other contract, standing offer or contracting method;
  - d. the Standing Offer cannot be assigned or transferred in whole or in part;
  - e. the Standing Offer may be set aside by Canada at any time.

### SOP02 BID EVALUATION PROCEDURE

1. **Financial evaluation**
  - a. The price of the bid will be evaluated in Canadian dollars, excluding applicable taxes.
2. **Basis of selection**
  - b. A bid must comply with all requirements of the bid solicitation to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

### SOP03 PERIOD OF THE STANDING OFFER

The period for placing call-ups against the Standing Offer shall be for 2 years commencing from the start date identified on the Standing Offer.

#### Option extend:

The Contractor grants to Canada the irrevocable option to extend the term of the Standing Offer by up to (3) additional (1) year period under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

#### **SOP04 CALL-UP LIMITATION**

Each call-up against the Standing Offer will have a maximum limitation of expenditure of 25 000.00\$ (Applicable Taxes included).

#### **SOP05 CALL-UP PROCEDURE**

1. Services will be called-up as follows:

For each individual call-up the Offeror will be provided the scope of work and will submit an offer to the Departmental Representative in accordance with the unit rates established under the Standing Offer. The Offeror's offer shall include all of the work as specified including; mobilizing, sub-trades, materials, labour, tools, administration fees and supervision including building permits as per local regulations.

2. The Offeror will be authorized in writing by the Contracting Authority to proceed with the work by issuance of a Call-up against the Standing Offer using form.
3. Any proposed changes to the scope of work are to be discussed with the Departmental Representative but any resulting changes can only be authorized by an amendment issued by the Contracting Authority.

#### **SOP06 STANDING OFFER RESPONSIBLES**

##### Standing Offer Contracting Authority is :

Name : Jessica Cossette Fontaine

Title : Supply Officer

Department : Publics Works and Government Services of Canada

Division : Procurement

Telephone : 514-603-6205

e-mail : jessica.cossettefontaine@tpsgc-pwgsc.gc.ca

The Contracting Authority is responsible for the establishment and administration of the Standing Offer and it's revision if needed. The Contracting Authority is responsible for all contractual related questions regarding call-ups.

##### Standing Offer Technical Authority is :

The Technical Authority represents the Department or Organisation for which the works are executed within a call-up. The Technical Authority is responsible for all technical related questions regarding call-ups.

Name : Céline Périard

Title : Officer Property and Facilities

Department : Property Services

Telephone : 514-229-9176

e-mail : celine.periard@tpsgc-pwgsc.gc.ca

Solicitation No. - N° de l'invitation  
EF944-192892/A  
Client Ref. No. - N° de réf. du client  
R.004242.001

Amd. No. - N° de la modif.  
File No. - N° du dossier  
MTC-8-41403

Buyer ID - Id de l'acheteur  
**MTC460**  
CCC No./N° CCC - FMS No./N° VME

The selected Offeror for the standing offer is :

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

Contact : \_\_\_\_\_

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

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

e-mail : \_\_\_\_\_

## SUPPLEMENTARY CONDITIONS (SC)

### SC01 INDUSTRIAL SECURITY RELATED REQUIREMENTS, DOCUMENT SAFEGUARDING

The following security requirement (SRCL and related clauses) applies and form part of the Contract.

#### SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE N° EF944-192892

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

### SC02 LIMITATION OF LIABILITY

GC1.6 of R2810D is deleted and replaced with the following:

GC1.6 Indemnification by the Contractor

1. The Contractor shall indemnify and save Canada harmless from and against all claims, demands, losses, costs, damages, actions, suits, or proceedings whether in respect to losses suffered by Canada or in respect of claims by any third party, brought or prosecuted and in any manner based upon, arising out of, related to, occasioned by, or attributable to the activities of the Contractor in performing the Work, provided such claims are caused by the negligent or deliberate acts or omissions of the Contractor, or those for whom it is responsible at law.
2. The Contractor's obligation to indemnify Canada for losses related to first party liability shall be limited to:
  - a. In respect to each loss for which insurance is to be provided pursuant to the insurance requirements of the Contract, the Commercial General Liability insurance limit for one occurrence, as referred to in the insurance requirements of the Contract.
  - b. In respect to losses for which insurance is not required to be provided in accordance with the insurance requirements of the Contract the greater of the Contract Amount or \$5,000,000, but in no event shall the sum be greater than \$20,000,000.

The limitation of this obligation shall be exclusive of interest and all legal costs and shall not apply to any infringement of intellectual property rights or any breach of warranty obligations.

3. The Contractor's obligation to indemnify Canada for losses related to third party liability shall have no limitation and shall include the complete costs of defending any legal action by a third party. If requested by Canada, the Contractor shall defend Canada against any third party claims.
4. The Contractor shall pay all royalties and patent fees required for the performance of the Contract and, at the Contractor's expense, shall defend all claims, actions or proceedings against Canada charging or claiming that the Work or any part thereof provided or furnished by the Contractor to Canada infringes any patent, industrial design, copyright trademark, trade secret or other proprietary right enforceable in Canada.
5. Notice in writing of a claim shall be given within a reasonable time after the facts, upon which such claim is based, became known.

### **SC03 INSURANCE TERMS**

- 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 agreement. The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the agreement 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 and be maintained throughout the duration of the standing offer period.
  - (b) The Contractor must be responsible to provide and maintain coverage for Products/Completed Operations hazards on its Commercial General Liability insurance policy, for a period of six (6) years beyond the date of the Certificate of Substantial Performance.
- 3) Proof of Insurance
  - (a) Before commencement of the Work, and no later than thirty (30) days after acceptance of its offer, 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.

Solicitation No. - N° de l'invitation  
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#### **SC04 INTERPRETATION**

R2810D General Condition GC1.1.2 Terminology is modified to include the following,

“Architectural and Engineering Services ”:

means services to provide a range of investigation and recommendation reports, planning, design, preparation, or supervision of the construction, repair, renovation or restoration of a work and includes contract administration services, for real property projects.

“Construction Services ”:

means construction, repair, renovation or restoration of any work except a vessel and includes; the supply and erection of a prefabricated structure; dredging; demolition; environmental services related to a real property; or, the hire of equipment to be used in or incidentally to the execution of any construction services referred to above.

“Facility Maintenance Services ”:

means services related to activities normally associated with the maintenance of a facility and keeping spaces, structures and infrastructure in proper operating condition in a routine, scheduled, or anticipated fashion to prevent failure and/or degradation including inspection, testing, servicing, classification as to serviceability, repairs, rebuilding and reclamation, as well as cleaning, waste removal, snow removal, lawn care, replacement of flooring, lighting or plumbing fixtures, painting and other minor works.



Services publics et  
Approvisionnement Canada

Public Services and  
Procurement Canada

Canada

## ANNEX A – STATEMENT OF WORK



Au service du  
GOUVERNEMENT,  
au service des  
CANADIENS.

**PUBLIC WORKS AND  
GOVERNMENT SERVICES CANADA**

### STATEMENT OF WORK

**RELATING TO SERVICES OF AN  
ELECTRICAL CONTRACTOR**

**FOR THE BUILDING LOCATED AT**

**3600 CASAVANT  
SAINT-HYACINTHE, QUEBEC**

**February 2019**





**3600 Casavant W., St-Hyacinthe**

Specifications

For services of Electrical Contractor

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<b>SPECIFICATIONS</b>	<b>SECTIONS</b>	<b>NUMBER OF PAGES</b>
-	Index	1
-	Specifications	5
-	General Security	15



**3600 Casavant W, St-Hyacinthe**

Specifications

For services of Electrical Contractor

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**Section Specifications**

1. General
2. Scope of Work
3. Labor
4. Working Hours, Safety
5. Work Conditions
6. Site Security
7. Protection of persons and Property
8. Fire protection
9. Cooperation
10. Worksheet
11. Cleaning
12. Warranty

**General Security Section**

1. General clauses
2. Special clauses

1. **GENERAL**

Contract documents (conditions - standing offers - general safety) must be reviewed at the same time as this statement of work and all general provisions.

2. **SCOPE OF WORK**

2.1 **General**

2.1.1 The Contractor must provide the labour and tools required to carry out the tasks set out in section 2.3 of this statement of work and related to the building.

2.1.2 Materiel may be supplied by the Departmental Representative or, upon request, by the Contractor. In that event, costs shall be reimbursed in accordance with clause 1.0 of Appendix "A".

2.1.3 The Contractor must respond to routine service requests within three hours following receipt of the notice sent by the Departmental Representative. In case of emergency, this response time shall not exceed one hour.

2.1.4 Services shall be provided only following submission of a request.

2.2 **Standing offer**

Provided service is deemed satisfactory, call-ups shall be issued and their duration set by the Departmental Representative for periods of up to the maximum duration of the standing offer. The standing offer shall be in effect for a period of two (2) years with three additional (1) year option.

2.3 **Work likely to be required** (Non-comprehensive list)

Electrician - construction and renovation specialist

- Installation of electrical outlets and light switches on line voltage or low voltage, installation of motion detectors, etc.;
- Installation of wiring and fire alarm components;
- Installation and relocation of relays to control starters of various voltages and phases;
- Installation of special security and monitoring devices;
- Installation and relocation of lighting fixtures;
- Installation and relocation of combination starters and switches with or without fuses;
- Installation of circuit breakers in diecast housings, distribution panels and dry-type transformers;

- Coordination with the work of other trades;
- Connection of mechanical equipment;
- Tools required (non-comprehensive list):
  - ✓ Full electrician's toolbox in accordance with the *Régie du bâtiment du Québec* (RBQ);
  - ✓ Ammeter, voltmeter;
  - ✓ Hammer drill and bits up to 1" in diameter;
  - ✓ Cordless drill;
  - ✓ Ladder and scaffolding;
  - ✓ Personal safety equipment.

**2.4 Required licences**

Electrical contractor's licence (Master electrician).  
Construction journeyman electrician's licence.

**3. LABOR**

- 3.1 The labor will be provided by the contractor and must be fully qualified.
- 3.2 The Technical Authority of the building reserves the right to refuse and request the replacement of any person whom it deems unacceptable.
- 3.3 The Contractor shall supervise its employees to ensure their proper conduct and personal attire and to restrict movement in buildings to the particular

**4. HOURS OF WORK/SECURITY**

Hours of work shall be between 6:00 a.m. and 12:00 p.m. and 12:30 p.m. and 4:00 p.m., Monday to Friday inclusively, except statutory holidays (see list in appendix A). A special site access pass will be required at all times.

**5. WORKING CONDITIONS**

Working conditions are as prescribed by Labour Canada.

**6. JURIDICTION**

Only the building manager and representative thereof are authorized to sign invoices and forms for the purchase of materiel.

**7. SECURITY OF PREMISES**

- 7.1 The contractor, who will be awarded the Standing Offer, will not be able to start work until he has obtained the basic secure clearance of his employees.
- 7.2 The contractor and his representatives must comply with building safety regulations.
- 7.3 The Contractor shall provide instructions, notices, notices to notify the Technical Authority and/or the authorized representative of the building and the occupants of the building of work in progress.
- 7.4 Equipment must be delivered to the location specified by the building administrator. The contractor representatives will be required to vacate this location upon receipt of the equipment unless otherwise authorized by the Building Technical Authority.
- 7.5 The contractor or its representatives must sign the register at the location designated by the Building representative authority or his authorized representative. They must indicate the time of entry and exit and the reasons for the visit.

**8. PERSON PROTECTION AND PROPERTY**

- 8.1 Take all necessary measures and precautions to protect persons and property against any accident or damage during the performance of maintenance or repair services.
- 8.2 The Contractor will be explicitly and fully responsible for accidents or damage to persons and property caused by its on-site activities.

**9. FIRE PROTECTION**

Fire Commissioner of Canada fire protection standards shall be in effect.

**10. COOPERATION**

- 7.1 The Contractor shall cooperate with other contractors and/or departmental employees.
- 7.2 The Contractor shall take all necessary measures with the Departmental Representative prior to the start of work.

- 7.3 The Contractor shall notify the Departmental Representative by telephone of the Contractor's arrival on the site, departure from the site for any reason, and departure following the completion of work.

**11. WORKSHEET**

- 11.1 After each repair or service, provide three (3) copies of a worksheet with detailed certificate. The worksheet should identify the task performed, the parts that have been changed and / or repaired, and the number of hours each worker assigned to the work. The contractor will submitted separate worksheets for maintenance and repair work. In case of emergency calls, the worksheets, in addition to detailing what is requested above, should indicate the exact date and time of the call, the identity of the person who requested the service, the time of arrival of the contractor on the premises and the time he left.
- 11.2 The building Technical Authority or its authorized representative will keep a copy signed by the contractor and will immediately send a copy to the client Department. The third copy shall remain the property of the contractor.
- 11.3 Where there is no authorized representative on site, the contractor must send the administrator two "2) copies of the worksheet duly signed by the security guard on duty.

**12. CLEANUP**

The Contractor shall remove from the site and dispose of outside the building all debris resulting from work carried out under this contract, and clean the work area.

**13. WARRANTY**

The Contractor shall provide a one-year warranty on labour and materials, effective as of the date of the provisional acceptance of the work, in addition to the warranties provided by suppliers or manufacturers.

1. GENERAL PROVISIONS

- 1.1 By accepting this contract, the Contractor agrees to take on all responsibilities normally assumed by the principal contractor and the employer, pursuant to the *Quebec Act Respecting Occupational Health and Safety*, and to supervise all work.
- 1.2 The Contractor must manage its activities in a manner to ensure that the health and safety of personnel, the occupants of the building or facility, and the public, as well as environmental protection, always take precedence over issues of cost or work scheduling. The Contractor must also comply with all requirements contained in this statement of work.
- 1.3 The Contractor must at all times comply with the provisions of the *Quebec Act Respecting Occupational Health and Safety*, the *Quebec Safety Code for the Construction Industry*, and the *Quebec Regulation Respecting Occupational Health and Safety*, where applicable.
- 1.4 The Contractor must perform all work in accordance with the latest editions of the *National Fire Code of Canada*, the *National Building Code of Canada*, the *Canadian Electrical Code* and all other applicable codes or standards.
- 1.5 The Contractor must provide the Departmental Representative with a specific prevention program for all activities likely to be carried out in the building by the Contractor at least 10 days prior to the start of work. Should the original work schedule change, the Contractor shall update the prevention program accordingly. The Departmental Representative may, after receiving the program and at any time in the course of the work, require that the program be amended or completed to better reflect workplace realities. The Contractor must then make the required corrections prior to the start of work.

The program must be based on risk identification, and take into account the information and requirements contained in this statement of work. The program must be applied throughout the life of the contract, and must meet the following requirements:

- identify the risks associated with each category of task to be carried out under the contract and the corresponding preventive measures based on regulatory requirements;
- identify the person responsible for applying the preventive measures;
- consider the risks that could affect the health and safety of workers, occupants of the building or facility, and the public;
- include a procedure to be followed in the event of an accident;
- include an inspection schedule for the work site based on identified risks;
- include repair tasks that could possibly be assigned to it under this contract;

- include a commitment in writing from all parties that they will comply with this prevention program.
- 1.6 If needed, the Contractor must provide the Departmental Representative with a mechanical inspection certificate for machinery used in the work, (e.g., lift platforms or others).
- 1.7 The Contractor must provide the Departmental Representative with copies of the training certificates required for work covered in this statement of work and the work safety plan (e.g., health and safety on construction sites, asbestos, padlocking, first aid, etc.).
- 1.8 At least three days prior to using controlled products at the work site, the Contractor must provide the Departmental Representative with material safety data sheets for these products.
- 1.9 The Contractor must ensure that all equipment and tools used to carry out work are maintained and in good working order. The Departmental Representative reserves the right to prohibit the use of all equipment and tools deemed dangerous, defective or inappropriate.
- 1.10 Each workday, the Contractor must inspect work sites and submit duly completed inspection schedules to the Departmental Representative.
- 1.11 Regardless of the number of workers assigned to the work, the Contractor must designate one person to be responsible for health and safety at the work site, and grant that person the authority to order work stoppage and resumption as deemed necessary for health and safety reasons.
- 1.12 The Contractor shall follow first aid and first responder standards in compliance with applicable policies and regulations, as well as any other provision contained in this statement of work.
- 1.13 The Contractor must ensure that its workers have received the training and information required to carry out the work safely, and that all required safety devices and equipment are available, are in compliance with standards, laws and regulations, and are used by the workers.
- 1.14 The Contractor must be familiar with the evacuation procedure for the building or facility, and provide its workers with training and information that will allow them to implement the procedure.
- 1.15 The Contractor must advise its workers that they have the right to refuse any work that poses a danger to their health or safety.
- 1.16 The Contractor shall mark off, control access to and barricade the work area as needed.

- 1.17 The Contractor shall take all necessary measures to keep the work site clean and orderly for the duration of the work and, at the end of each workday, ensure nothing at the work site represents a safety hazard.
- 1.18 When workers are required to work alone in an isolated location where it is impossible for them to obtain help, the Contractor shall identify the risks involved and provide the Departmental Representative with a procedure aimed at eliminating these risks and rapidly obtaining help in the event of an emergency.
- 1.19 If an incident occurs, the Contractor must take all necessary measures, including imposing a work stoppage, to protect the health and safety of workers and the public, and shall immediately notify the Departmental Representative.
- 1.20 The use of subcontractors is prohibited except with special authorization from the Departmental Representative, whose decision will be based on the subcontractor's ability to fulfill the requirements of this statement of work.
- 1.21 **At the work site, the Contractor must take the special situations listed below into consideration when drawing up the work safety plan.**

In some areas, asbestos is present in pipe insulation. While this statement of work does not call for handling asbestos, the Contractor must immediately notify the work site manager (chief of operations) if asbestos insulation is damaged during the work, or if the work unexpectedly requires asbestos handling. The main areas and equipment where the presence of asbestos is an issue are the:

- plants;
- crawl space;
- heating pipes.

If the Contractor is asked to carry out work where asbestos dust is likely to be released, the Contractor must comply with the requirements of clause 2.3. Some work may be required to be performed on the roof. The Contractor shall include fall prevention measures in the prevention program.

Some work may be required near water or retention ponds. The Contractor shall include measures to prevent drowning, electrical shock or electrocution in the prevention program.

Some work at heights may be required at the receiving area, plants or other areas. The Contractor shall include the procedures to follow when working at heights in the prevention program.

Some inspections or verifications may be requested in the electrical rooms. The Contractor shall include measures to ensure the safety of persons in these areas in the prevention program.

Work in confined spaces may be required. The Contractor shall include the procedures to follow when working in these areas, and take the requirements of clause 2.4 into account in the prevention program.

Work in laboratories may be required. The Contractor shall consult the Departmental Representative to determine whether special procedures must be followed.

## **2. SPECIAL PROVISIONS**

### **2.1 Padlocking**

2.1.1 For any work on equipment powered by electricity or that could be activated accidentally, the Contractor shall provide and implement a written padlocking procedure and complete the Request for Electrical Isolation (ELF #13) form provided by the building manager.

Though not exhaustive, the following is a list of situations in which the form must be completed:

- Main building service feeders
- Feeder power panels and sub-panels
- Busbars (insulated)
- Motor control centres
- Emergency power circuits
- Fire alarm and fire protection systems
- Mechanical protection systems (sump pump, etc.)
- Alarm circuit for building services, particularly all heating, ventilation and air conditioning systems
- Circuits feeding several pieces of equipment
- Circuits feeding one piece of equipment used in a heating or cooling system

The Contractor shall duly complete the form and have it countersigned by the Departmental Representative before undertaking any work.

2.1.2 Notwithstanding the preceding paragraphs, in an emergency, the Contractor shall obtain oral confirmation of power shut-off and immediately thereafter record the request for isolation or electrical transfer in writing.

2.1.3 The procedure described in paragraph 2.1.1 must comply with the principles listed in the "Le cadenassage" pamphlet published by the *Association paritaire en santé et sécurité du secteur de la construction* (ASP Construction).

- 2.1.4 Supervisors and all workers concerned shall have passed ASP Construction's "Les techniques de cadenassage" course or an equivalent course given by another organization. (ASP Construction can be reached at 514 355-6190 or 1 800 361-6190.)
- 2.1.5 The Contractor must identify all situations involving work on live equipment in writing, and the preventive measures that will be taken, including personal protective equipment.

## **2.2 Work at heights**

- 2.2.1 The Contractor must supply the equipment required to work at heights (e.g., ladders, stepladders, scaffolding, etc.).
- 2.2.2 The Contractor must ensure that any person carrying out work that poses a risk of falling more than 2.4 m uses fall protection equipment.
- 2.2.3 The Contractor must plan and organize work so as to eliminate danger at source or ensure collective protection, thereby minimizing the use of personal protective equipment. When personal fall protection is required, workers must use a safety harness that complies with CSA standard CAN/CSA Z-259.10 M90. A safety belt must not be used as fall protection.
- 2.2.4 Any protective equipment, tool or method that cannot be installed or used without compromising the health and safety of workers or the public is deemed to be inadequate for the work being carried out.
- 2.2.5 The use of safety harnesses is mandatory when working on all telescopic, articulating or rotating platform lifts.
- 2.2.6 The Contractor must mark off a danger area around any locations where equipment is used for work at heights.

## **2.3 Asbestos**

Prior to starting work where asbestos dust is likely to be released, the Contractor must:

- 2.3.1 Provide a written procedure that takes into account all the items listed in section 3.23 of the *Quebec Safety Code for the Construction Industry S-2.1, r.6*.
- 2.3.2 Prove that all workers have received training on the risks related to asbestos and the procedure described above (ASP Construction, sec. 3.23.7).
- 2.3.3 Prove that all the materiel and equipment necessary to comply with the procedure and to carry out work safely is available.

## 2.4 Confined spaces

PWGSC is classifying and assessing all confined spaces on properties for which it is responsible. Confined spaces are divided into three classes: 1- low-risk, 2- medium-risk, 3- high-risk. An assessment is produced for each confined space. This report shows all the characteristics and entrance requirements of the confined space and will serve as a basis for the issuance of permits and the development of work procedures.

All confined spaces must be properly identified according to their classification. A signboard approved by PWGSC must be placed at the entrance of confined spaces or installed as close as possible to such spaces.

### 2.4.1 **Class 1**

Regarding all class 1 (low-risk) confined spaces, all persons involved shall have taken the basic training. Though it is not necessary to implement special work practices in low-risk confined spaces, the Contractor must implement methods that ensure the health and general safety of persons who must work in such spaces.

Before gaining access to confined spaces, the Contractor must inform the manager responsible for the workplace or the supervisor of the expected date and time of entry and exit.

Persons who have access to low-risk confined spaces must record the relevant information in the Confined Space Entry Log, i.e., all persons entering this class of confined space must record each entry and each exit.

### 2.4.2 **Class 2 and 3**

Regarding all class 2 and 3 confined spaces (medium- and high-risk), the following measures shall be strictly applied.

2.4.2.1 The Contractor's prevention program must include a written procedure that identifies:

- Required work tools;
- Instruments installed or to be installed in the confined space and measures to be taken for their installation, use, maintenance, protection and moving;
- Pipes and conduits entering the confined space;
- Risks and security measures to be taken depending on the work to be carried out;
- Contaminants that may be found in the confined space;
- Appropriate rescue methods and equipment as well as emergency measures.

2.4.2.2 The Contractor must complete an entry permit that shall be valid for the duration of a work shift and must take into

account the information contained in the assessment report and special conditions related to the work to be carried out. A sample form shall be provided by the Departmental Representative. However, the Contractor may use its own form if it includes all the information that appears on the sample form.

2.4.2.3 The Contractor must complete a Hot Work Permit when the work to be carried out includes operations such as welding, cutting or any other activity that creates flames or sparks. This form shall be provided by the Departmental Representative.

2.4.2.4 All persons with access to a confined space shall have the following training certificates:

- Safety for work in PWGSC confined spaces (ASP Construction)
- Workplace First Aid and CPR (organization recognized by the *Commission de la santé et de la sécurité du travail* (CSST))
- Use of ventilating equipment (ASP Construction)
- Use of safety harness (ASP Construction)
- Use and maintenance of respiratory protection equipment (ASP Construction)
- Gas detection equipment (ASP Construction)

When the use of air adduction equipment or autonomous respirators is planned, thorough training in the preparation, maintenance and use of such equipment (manufacturer, supplier or recognized organization) is required.

In remote areas where no local rescue or emergency response unit is available, the Contractor must designate persons who are capable of carrying out rescue operations in confined spaces. Rescuers designated by the Contractor must have relevant training in the use of rescue equipment.

2.4.2.5 All persons with access to a confined space shall present a medical certificate confirming that they are fit to work in a closed space. This certificate shall be valid for two years.

2.4.2.6 Employees who are required to work in sewage collection systems or other similar systems must be immunized against infectious diseases, in compliance with the immunization program prescribed by Health Canada, i.e., against diphtheria and tetanus.

- 2.4.2.7 Although it is required only in the above cases, anti-diphtheria-tetanus vaccination is strongly recommended for all work in confined spaces.
- 2.4.2.8 The Contractor shall establish emergency and rescue procedures in cooperation with municipal and ambulance services. These procedures, together with the relevant telephone numbers and the location of the nearest telephone, shall be conspicuously posted near the work area.
- 2.4.2.9 Prior to entry into a confined space, and every 15 minutes thereafter, the Contractor must take readings of oxygen concentration, flammable gases and all toxic gases likely to be present, in particular carbon monoxide and hydrogen sulphide. These readings must be recorded in a log, unless the detecting devices are equipped with an alarm and operate on a continuous basis. Detecting devices that are used must be calibrated and adjusted by a qualified person according to the manufacturer's specifications, so that the alarms comply with the limits set out on the permit.
- 2.4.2.10 The Contractor is responsible for providing and maintaining gas detecting devices. The Departmental Representative may at any time require the Contractor's devices to be checked for accuracy by a qualified person. In the event of failure of a detecting device, work must be suspended immediately and all workers must leave the confined space. In these circumstances, no claim for time lost shall be accepted.
- 2.4.2.11 If a detecting device alarm is activated, all workers must leave the confined space. The Contractor must then find the source of contamination, neutralize it, ventilate the confined space to eliminate contaminant residues and authorize access to the confined space only when concentrations of oxygen and other gases have returned to normal.
- 2.4.2.12 Compressed gas cylinders or welding equipment must not be brought into confined spaces. This equipment must remain outside and must not block entrances or exits; all cylinders must be properly secured.
- 2.4.2.13 Power tools and electrical devices used to gain access to confined spaces must be grounded and, when necessary, designed to be explosion-proof. All equipment must be connected to a ground fault interrupter outlet or step-down transformer. The Contractor must, at his own expense, hire a qualified electrician to adjust power receptacles and/or

- circuit breakers the Contractor intends to use that do not meet these criteria.
- 2.4.2.14 The Contractor must provide a ventilation system to keep concentrations of contaminants below admissible limits.
- 2.4.2.15 The Contractor must put up signs to prevent unauthorized persons from entering the confined space.
- 2.4.2.16 When the noise level cannot be kept below 85 dB, the Contractor must provide all workers with ear protection adapted to the desired level of attenuation and the work to be carried out.
- 2.4.2.17 The Contractor must ensure that all workers wear the required personal protective equipment.
- 2.4.2.18 The Contractor must assign a competent person to assume the function of security guard. The security guard must:
- Be familiar with work procedures in confined spaces.
  - Ensure constant communication with all workers in the confined space. The instructions that are applied must be adapted to confined spaces. The Contractor must choose means of communication according to identified risks and other relevant factors, i.e., the protective equipment workers must wear, noise levels in confined spaces and surrounding areas, remoteness, lighting conditions, etc.
  - Be familiar with gas detecting devices and ensure that they are operating properly throughout the duration of the work.
  - Be familiar with auxiliary ventilation systems and ensure that they are operating properly throughout the duration of the work.
  - Be familiar with emergency procedures.
  - Ensure that:
    - ✓ All workers who enter the confined space adhere to the Contractor's work procedures;
    - ✓ The working conditions and the environment inside the confined space are in no way detrimental to workers' health and safety.
- 2.4.2.19 The security guard must be posted at the entrance of the confined space at all times and must not leave that post as long as there is a worker inside the confined space.

- 2.4.2.20 The Contractor must designate a person to be in charge of confined space safety. This person must be present on the job site at all times.
  
- 2.4.2.21 The same person may not act as a security guard and be responsible for the safety of confined spaces unless all requirements of both functions can be met.

## APPENDIX "A"

### BASIS OF PAYMENT

#### GENERAL

Hours worked must be recorded on time sheets. A work order indicating hours worked must be submitted to the Departmental Representative for approval and will serve as a valid document for invoice verification.

**The Department is not bound to use the services, in whole or in part, of the Contractor.**

#### 1.0 Invoicing - payment

Invoicing shall be by work order.

Payments shall be made following receipt of invoices.

Reimbursement for parts supplied by the Contractor shall be as follows:

- ^ Upon the request of the Departmental Representative, following presentation of supplier's original invoice.
- ^ Addition of the percentage (%) set out in the bid (table of unit costs for services).
- ^ Authorization from the Departmental Representative is required for purchases of materiel.

#### 2.0 Extension

There will be three additional (1) year option.

#### 3.0 Insurance

See general conditions.

#### 4.0 CNESST

A CNESST certificate must be presented at the start of the contract.

#### 5.0 List of Canadian Statutory Holidays

Statutory holidays are those prescribed by the Canadian Department of Labo



**ANNEX B - PRICE PROPOSAL FORM**

**3600 CASAVANT**  
**TABLE SERVICE UNIT PRICE**  
**HOURLY RATE SERVICES**

\* COMPLETE ONLY CELLS IN LIGHT GRAY ZONE SHADED

\*Firm hourly rate including travel expenses (if applicable)

PERIOD: 2 FIRST YEARS CONTRACT				
DESCRIPTION	UNIT	HOURLY RATE	ESTIMATED TOTAL QUANTITY OF HOURS	TOTAL
<b>STAFF IN REGULAR TIME</b> (Article 4 of scope of work )				
<b>JOB :</b>				
APPRENTI-ELECTRICIAN	HOURS		1800	
COMPANION ELECTRICIAN	HOURS		1800	
TOTAL : REGULAR TIME ( a )				
<b>PERSONNEL IN OVERTIME</b> ( Saturday, Sunday and holidays)				
<b>JOB :</b>				
APPRENTI-ELECTRICIAN	HOURS		125	
COMPANION ELECTRICIAN	HOURS		125	
TOTAL : OVERTIME ( b )				
	%	COST		
<b><u>MATERIALS :</u></b>				
PROFIT PERCENTAGE ON MATERIALS				
COST OF MATERIALS		60000\$		
TOTAL : COST OF MATERIALS INCLUDING PROFIT ( c )				
TOTAL ( a ) + ( b ) + ( c )				

PERIOD: Option year 1				
DESCRIPTION	UNIT	HOURLY RATE	ESTIMATED TOTAL QUANTITY OF HOURS	TOTAL
<b>STAFF IN REGULAR TIME</b> (Article 4 of scope of work )				
<b>JOB :</b>				
APPRENTI-ELECTRICIAN	HOURS		500	
COMPANION ELECTRICIAN	HOURS		500	

<b>TOTAL : REGULAR TIME ( a )</b>				
<b>PERSONNEL IN OVERTIME</b> ( Saturday, Sunday and holidays)				
<b>JOB :</b>				
APPRENTI-ELECTRICIAN	HOURS		25	
COMPANION ELECTRICIAN	HOURS		25	
<b>TOTAL : OVERTIME ( b )</b>				
	%	ESTIMATED COST		
<b>MATERIALS :</b>				
PROFIT PERCENTAGE ON MATERIALS				
COST OF MATERIALS		15000\$		
<b>TOTAL : COST OF MATERIALS INCLUDING PROFIT ( c )</b>				
<b>TOTAL ( a ) + ( b ) + ( c )</b>				

**PERIOD: Option Year 2**

DESCRIPTION	UNIT	HOURLY RATE	ESTIMATED TOTAL QUANTITY OF HOURS	TOTAL
<b>STAFF IN REGULAR TIME</b> (Article 4 of scope of work)				
<b>JOB :</b>				
APPRENTI-ELECTRICIAN	HOURS		500	
COMPANION ELECTRICIAN	HOURS		500	
<b>TOTAL : REGULAR TIME ( a )</b>				
<b>PERSONNEL IN OVERTIME</b> ( Saturday, Sunday and holidays)				
<b>JOB :</b>				
APPRENTI-ELECTRICIAN	HOURS		25	
COMPANION ELECTRICIAN	HOURS		25	
<b>TOTAL : OVERTIME ( b )</b>				
	%	ESTIMATED COST		
<b>MATERIALS :</b>				
PROFIT PERCENTAGE ON MATERIALS				
COST OF MATERIALS		15000\$		
<b>TOTAL : COST OF MATERIALS INCLUDING PROFIT ( c )</b>				
<b>TOTAL ( a ) + ( b ) + ( c )</b>				

**PERIOD: Option Year 3**

DESCRIPTION	UNIT	HOURLY RATE	ESTIMATED TOTAL QUANTITY OF HOURS	TOTAL
<b>STAFF IN REGULAR TIME</b>				
(Article 4 of scope of work)				
<b>JOB :</b>				
APPRENTI-ELECTRICIAN	HOURS		500	
COMPANION ELECTRICIAN	HOURS		500	
<b>TOTAL : REGULAR TIME ( a )</b>				
<b>PERSONNEL IN OVERTIME</b>				
( Saturday, Sunday and holidays)				
<b>JOB :</b>				
APPRENTI-ELECTRICIAN	HOURS		25	
COMPANION ELECTRICIAN	HOURS		25	
<b>TOTAL : OVERTIME ( b )</b>				
	%	ESTIMATED COST		
<b>MATERIALS :</b>				
PROFIT PERCENTAGE ON MATERIALS				
COST OF MATERIALS		7500\$		
<b>TOTAL : COST OF MATERIALS INCLUDING PROFIT ( c )</b>				
<b>TOTAL ( a ) + ( b ) + ( c )</b>				

GRAND TOTAL (a) + (b) + (c) for all years

\$

\*Hourly rates must include all labor costs for the work of staff, including all fringe benefits, transportation, administrative expenses and profit of the Entrepreneur.



SECURITY REQUIREMENTS CHECK LIST (SRCL)

LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		Public Works and Government Services Canada
2. Branch or Directorate / Direction générale ou Direction		BI
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 Entrepreneur Électricien		
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 <b>no</b> overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale <b>sans</b> 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"/>
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"/>



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

Special comments:  
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 / 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



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

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

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED? / La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

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

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED? / La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

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



Contract Number / Numéro du contrat <b>EF944-192892</b>	
UNCLASSIFIED	Security Classification / Classification de sécurité <b>SANS CLASSIFICATION</b>

**PART D - AUTHORIZATION / PARTIE D - AUTORISATION**

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées) Périard, Céline		Title - Titre Agente des immeubles et infrastructures	Signature <i>Céline Périard</i>
Telephone No. - N° de téléphone 514-496-3694	Facsimile No. - N° de télécopieur 514-496-3522	E-mail address - Adresse courriel celine.periard@tpsgc.gc.ca	Date 2019/02/01

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées) Melinte, Bianca <i>MIREILLE PASSEMARS</i>		Title - Titre 66 ASU # 41	Signature <i>Bianca Melinte</i>
Telephone No. - N° de téléphone 514-496-3372 <i>413. 4497</i>	Facsimile No. - N° de télécopieur -	E-mail address - Adresse courriel <i>mireille.passemars</i> bianca.melinte@tpsgc-pwgsc.gc.ca	Date 2019.02.04

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?  
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

No / Non  Yes / Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées) <b>Paul Lepinski</b>		Title - Titre Agent à la Sécurité des contrats   Contract Security Officer Programme de la Sécurité des contrats   Contract Security Program	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date



**ANNEX E - CERTIFICATE OF INSURANCE (Not required at solicitation closing)**

**CERTIFICATE OF INSURANCE**



Description and Location of Work  Contractor for Electrical services for various repairs, renovations and or construction work.	Contract No. EF944-192892
	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  
  
*Her Majesty the Queen in Right of Canada as represented by the Minister of Public Works and Government Services*

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

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)

Telephone number

Signature

Date D / M / Y

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 Policy shall be endorsed to provide the Owner with not less than 30 day notice in writing in advance of any cancellation or change or amendment restricting 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) **\$5,000,000** Each Occurrence Limit;
- (b) **\$10,000,000** General Aggregate Limit per policy year if the policy contains a General Aggregate; and
- (c) **\$5,000,000** Products/Completed Operations Aggregate Limit.

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



## ANNEX G 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, Offerors, 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](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 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 journeyman-apprentice ratio is defined as the number of qualified/certified journeymen 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 offer on a voluntary basis)

(page 2 of 2)

*Note: The Offeror 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 C*

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:

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