



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Réception des soumissions - TPSGC / Bid Receiving
- PWGSC

1550, Avenue d'Estimauville

1550, D'Estimauville Avenue

Québec

Québec

G1J 0C7

REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

Proposal To: Public Works and Government Services Canada

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

Proposition aux: Travaux Publics et Services Gouvernementaux Canada

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

Comments - Commentaires

THIS REQUEST CONTAINS A SECURITY
REQUIREMENT.

Vendor/Firm Name and Address

Raison sociale et adresse du

fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

TPSGC-PWGSC

601-1550, Avenue d'Estimauville

Québec

Québec

G1J 0C7

Title - Sujet Maintenance of boilers and rel. sys	
Solicitation No. - N° de l'invitation EE517-192692/A	Date 2019-06-05
Client Reference No. - N° de référence du client EE517-192692	
GETS Reference No. - N° de référence de SEAG PW-\$QCM-017-17694	
File No. - N° de dossier QCM-8-41254 (017)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2019-07-03	Time Zone Fuseau horaire Heure Avancée de l'Est HAE
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Cloutier, Annabelle	Buyer Id - Id de l'acheteur qcm017
Telephone No. - N° de téléphone (418) 649-2768 ()	FAX No. - N° de FAX (418) 648-2209
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: TRANSPORT CANADA 1000 BOULEVARD LAURE SEPT-ÎLES Québec G4R 4K2 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

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

1.2 Statement of Work

The Work to be performed is detailed under Article 6.2 of the resulting contract clauses.

1.3 Debriefings

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

1.4 Trade Agreements

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

1.5 epost Connect service

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

The 2003 standard instructions is amended as follows:

- Section 08, entitled Transmission by facsimile or by epost Connect, is amended as follows:
subsection 2. is deleted entirely and replaced with the following:

2. epost Connect

- Unless specified otherwise in the bid solicitation, bids may be submitted by using the [epost Connect service](#) provided by Canada Post Corporation.
 - PWGSC, National Capital Region: The only acceptable email address to use with epost Connect for responses to bid solicitations issued by PWGSC headquarters is:

tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca

or, if applicable, the email address identified in the bid solicitation.

- PWGSC regional offices: The only acceptable email address to use with epost Connect for responses to bid solicitations issued by PWGSC regional offices is identified in the bid solicitation.
- To submit a bid using epost Connect service, the Bidder must either:
 - send directly its bid only to the specified PWGSC Bid Receiving Unit, using its own licensing agreement for epost Connect provided by Canada Post Corporation; or
 - send as early as possible, and in any case, at least six business days prior to the solicitation closing date and time, (in order to ensure a response), an email that includes the bid solicitation number to the specified PWGSC Bid Receiving Unit requesting to open an epost Connect conversation. Requests to open an epost Connect conversation received after that time may not be answered.
 - If the Bidder sends an email requesting epost Connect service to the specified Bid Receiving Unit in the bid solicitation, an officer of the Bid Receiving Unit will then initiate an epost Connect conversation. The epost Connect conversation will create an email notification from Canada Post Corporation prompting the Bidder to access and action the message within the conversation. The Bidder will then be able to transmit its bid afterward at any time prior to the solicitation closing date and time.
 - If the Bidder is using its own licensing agreement to send its bid, the Bidder must keep the epost Connect conversation open until at least 30 business days after the solicitation closing date and time.
 - The bid solicitation number should be identified in the epost Connect message field of all electronic transfers.
 - It should be noted that the use of epost Connect service requires a Canadian mailing address. Should a bidder not have a Canadian mailing address, they may use the Bid Receiving Unit address specified in the solicitation in order to register for the epost Connect service.
 - For bids transmitted by epost Connect service, Canada will not be responsible for any failure attributable to the transmission or receipt of the bid including, but not limited to, the following:
 - receipt of a garbled, corrupted or incomplete bid;
 - availability or condition of the epost Connect service;
 - incompatibility between the sending and receiving equipment;
 - delay in transmission or receipt of the bid;
 - failure of the Bidder to properly identify the bid;

- vi. illegibility of the bid;
- vii. security of bid data; or,
- viii. inability to create an electronic conversation through the epost Connect service.
- h. The Bid Receiving Unit will send an acknowledgement of the receipt of bid document(s) via the epost Connect conversation, regardless of whether the conversation was initiated by the supplier using its own license or the Bid Receiving Unit. This acknowledgement will confirm only the receipt of bid document(s) and will not confirm if the attachments may be opened nor if the content is readable.
- i. Bidders must ensure that they are using the correct email address for the Bid Receiving Unit when initiating a conversation in epost Connect or communicating with the Bid Receiving Unit and should not rely on the accuracy of copying and pasting the email address into the epost Connect system.
- j. A bid transmitted by epost Connect service constitutes the formal bid of the Bidder and must be submitted in accordance with section 05.

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

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

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

2.2 Submission of Bids

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

2.2.1 By using the [epost Connect service provided by Canada Post Corporation](https://www.canadapost.ca/web/en/products/details.page?article=epost_connect_send_a) (https://www.canadapost.ca/web/en/products/details.page?article=epost_connect_send_a)

The email address of PWGSC Quebec region Bid Receiving Unit is:

TPSGC.RQReceptionSoumissions-QRSupplyTendersReception.PWGSC@tpsgc-pwgsc.gc.ca

Note: Bids will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions [2003](#), or to send bids through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

2.2.2 Tenders can also be transmitted by fax to 418-648-2209

2.2.3 By mail or in person at:
Bid Receiving Unit
Public Works and Government Services Canada (PWGSC)
1550, Avenue D'Estimauville
Quebec, Quebec G1J 0C7

2.3 Former Public Servant

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

within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

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

2.4 Enquiries - Bid Solicitation

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

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

2.5 Applicable Laws

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

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

2.6 Mandatory Site Visit

It is **mandatory** that the bidder or a representative of the latter attend one of the two site visits where the work will be carried out, which will be held on the following dates:

- Wednesday, June 19 2019, at 10H00, EDT
- Or
- Thursday, June 20 2019, at 14H00, EDT

Site visits will be held at: 1000, Boulevard Laure Est
Sept-Îles (Québec)
G4R 4K2.

Bidders must communicate with the Contracting Authority by e-mail at Annabelle.Cloutier@tpsgc-pwgsc.gc.ca no later than Tuesday June 18 2019, 14H00 EDT, to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders will be required to sign an attendance sheet. Bidders should confirm in their bid that they have attended the site visit. Bidders who do not attend the mandatory site visit or do not send a representative will not be given an alternative appointment and their bid will be declared non-responsive. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation

Important Notes:

- The wearing of helmet and safety shoes is mandatory.
- A parking plan can be found in Annex F. The participants can park for free at the location represented by an ambulance on the plan.
- The meeting place is inside the airport, in front of the airlines counters, the first door of the east terminal.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

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

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

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

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

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

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

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

Canada requests that bidders follow the format instructions described below in the preparation of hard copy of their bid:

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

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

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

Section I: Technical Bid

In their technical bid, Bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment.

3.1.1 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex “1” Electronic Payment Instruments, to identify which ones are accepted.

If Annex “1” Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

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

3.1.2 Exchange Rate Fluctuation

C3011T (2013-11-06), Exchange Rate Fluctuation

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

It is intended to award a contract to the contractor who submitted the bid with the lowest evaluated price, meeting the following mandatory criteria:

4.1.1.1.1 Letter of confirmation

The Proponent must submit with his bid 2 letters of confirmation duly completed and signed by a client for 2 different projects. Each letter of reference must be signed by a client for a contract that the contractor has undertaken and completed after January 1st, 2012. The Proponent must use the form in Annex D. The client must be in the public, parapublic, institutional, commercial or industrial domain. Each completed project must have been done in order to maintain a fuel oil thermal power station, whose appliances total a minimum of 250 HP of. The bidder must have acted as a specialized contractor for these projects.

The Letters of Confirmation must bear the client's original signature. In the event that at least one letter of reference is not attached to the Bidder's submission, the submission will be deemed non-responsive. The Contracting Authority of PWGSC reserves the right to contact the client and verify the information provided.

4.1.1.1.2 Attendance form

The Proponent must attach an Attendance form for the mandatory site visit with their submission, which must have been previously signed by the bidder and the Departmental Representative. The Proponent must use the form in Annex E.

In the case where the attendance form for the mandatory visit is not attached to the bid or if it is incomplete, the bid submitted will be deemed non-responsive.

4.1.2 Financial Evaluation

SACC Manual Clause [A0220T](#) (2014-06-26), Evaluation of Price

4.2 Basis of Selection

4.2.1 Basis of Selection - Mandatory Technical Criteria

SACC Manual Clause [A0031T](#) (2010-08-16), Basis of Selection - Mandatory Technical Criteria

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation.

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

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

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

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE N° EE517-192692

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC. Until the security screening of the Contractor personnel required by this Contract has been completed satisfactorily by 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 CISD/PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
 - a) Security Requirements Check List and security guide (if applicable), attached at Annex B;
 - b) *Industrial Security Manual* (Latest Edition).

6.2 Statement of Work

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

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

[2030](#) (2018-06-21) General Conditions - Higher Complexity – Goods, apply to and form part of the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from August 1st 2019 to July 31 2020 inclusive.

6.4.2 Option to Extend the Contract

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

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

6.4.3 Delivery Points

Delivery of the services will be made to the following delivery point:

AÉROPORT DE SEPT-ÎLES – YZV
1000, Boulevard Laure Est
Sept-Îles (Québec)
G4R 4K2.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Annabelle Cloutier
Title: Acting supply officer
Public Works and Government Services Canada
Acquisitions Branch
Address: 1550, avenue d'Estimauville
Quebec (Quebec) G1J 0C7

Telephone: 418 649-2768
Facsimile: 418 648-2209
E-mail address: Annabelle.Cloutier@tpsgc-pwgsc.gc.ca

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

6.5.2 Project Authority

(Will be completed at contract award)

The Project Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: _____
Facsimile: _____
E-mail address: _____

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

6.5.3 Contractor's Representative

(Will be completed at contract award)

The Contractor's Representative for the Contract is:

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: _____

Facsimile: _____

E-mail address: _____

6.6 Proactive Disclosure of Contracts with Former Public Servants

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

6.7 Payment

6.7.1 Basis of Payment

6.7.1.1 Basis of Payment: Firm prices

For the work described in sections 2A, 2B and 2E of the Statement of Work:

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid a firm price, in accordance with the Basis of Payment at Annex B of the present document. Customs duties are included and Applicable Taxes are extra.

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

6.7.1.2 Basis of Payment: Limitation of expenditure

For the work done « as and when requested » (Repair Work and Emergencies) only:

The Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work in accordance with the Basis of payment in Annex B, to a limitation of expenditure of \$_____ (*will be completed at contract award*). Customs duties are *included* and Applicable Taxes are extra.

6.7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____. (*will be completed at contract award*) Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75% committed, or
 - b. four months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6.7.3 Monthly payment

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

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

6.7.4 SACC Manual Clauses

A9117C (2007-11-30) T1204 – Direct request by customer department

6.7.5 Electronic Payment of Invoices – Contract

(*Will be completed at contract award*)

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);

6.8 Invoicing Instructions

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

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

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

6.9 Certifications and Additional Information

6.9.1 Compliance

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

6.10 Applicable Laws

(Will be completed at contract award)

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

6.11 Priority of Documents

(Will be completed at contract award)

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

- (a) the Articles of Agreement;
- (b) the general conditions 2030 (2018-06-21) Higher Complexity – Goods;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of payment;
- (e) Annex C, Security Requirements Check List;
- (f) Annex D, Letters of confirmation;
- (g) Annex E, Attendance form;
- (h) the Contractor's bid dated _____.

6.12 SACC Manual Clauses

A9062C (2010-01-11) Government Site Regulations.

N° de l'invitation - Sollicitation No.
EE517-192692/A
N° de réf. du client - Client Ref. No.
R.103222.001

N° de la modif - Amd. No.
File No. - N° du dossier
QCM-8-41254

Id de l'acheteur - Buyer ID
QCM017
N° CCC / CCC No./ N° VME - FMS

ANNEX A -STATEMENT OF WORK

Statement of Work

SEPT-ÎLES AIRPORT - YZV

**1000, Laure Blvd. East
Sept-Îles (QUEBEC)
G4R 4K2**

Maintenance of Boilers and Related Heating Systems

April 2019

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3. Protection of person and Property
4. Defects and Adverse Conditions
5. Parts and Tools
6. Estimation
7. Workforce
8. Commencement of Work
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Section 2 – Scope of Work**2A General Instructions**

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6. Periodic Monitoring (Non-Exhaustive List)
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2B Preventive Maintenance – Firm Part

- . Periodic Monitoring (boilers)
 - Daily Monitoring (365 days)
 - Weekly Maintenance (52 weeks)
 - Monthly Maintenance (According to the Devices' Operating Period)
- . Electric Boilers
 - Quarterly Maintenance (3) months
- . Pumps
 - Annual Maintenance (12) months

2C Preventive Maintenance – Variable Part

2D Preventive Maintenance – List of Equipment undergoing Maintenance Work

2E Preventive Maintenance – Optional Part

Heating Shutdown

Heating Start-up

Section 3 – General Safety

1. General Clauses
2. Special Clauses

Appendix A - Forms Exemple

Periodic Monitoring

Weekly Maintenance

Monthly Maintenance

Work Order

END OF SECTION

1. Work Address

1000, Laure Blvd. East
Sept-Îles (QUEBEC)
G4R 4K2

2. Access to Site

1. Access to site procedures will be prescribed by the Departmental Representative.
2. Access to buildings will be subjected to operative regulations unique to each building.
3. The Contractor will limit to a minimum the number of vehicles parked on site and the vehicles must be identified.
4. All employees must wear clothing identified with the company's name as well as an identification card

3. Protection of Person and Property

1. Take all necessary safety measures and precautions to protect persons and property against any accident or damage during the performance of maintenance or repair services.
2. The contractor will be explicitly and fully responsible for accidents or damage to person and property due to on-site activities.
3. Special care shall be taken to avoid staining, scratching, damaging or striking facings of finished surfaces by contact with equipment, ladders, scaffolding or any other parts that may be used during the execution of the work.

4. Defects and abnormal Conditions

1. The contractor is responsible for maintenance, repair or adjustment to the equipment or systems, if performed by their subcontractor. However, work done by another contractor of our choice is not the responsibility of the contractor, except if the contractor subsequently performs an inspection of the equipment or systems thus repaired or adjusted.
2. After repairs, the contractor must leave any defective part that has been replaced on site for verification purposes and include it in the report.

5 Parts and Tools

1. The Contractor shall repair or, where necessary, replace worn parts with new parts.
2. The contractor shall provide the instruments, tools and all materials (or parts) required for the maintenance, repair or replacement of the parts covered by the contract.
3. Spare parts must be genuine, new and free from defects, and must come from equipment manufacturers. Where authentic replacement parts or materials cannot be purchased, the Contractor must use equivalent parts of at least the same quality or better than the originals; equivalents must be approved by the Department or its representative. The Department reserves the right to determine the spare parts' quality; this decision will be final, without possible appeal.
4. Any parts set up without the Department's approval or found to be non-compliant according to the Department will have to be replaced within eight (8) days, otherwise, the Contractor will be deemed in default. Any change of parts must first be authorized by the Department's Representative.

6 Estimation

1. The Department's Representative has the right to request an estimation, free of charge, from the Contractor for unplanned work. Prices will be based on hourly rates and markup rate for materials submitted in this contract.
2. To include in price estimation :
 - . anticipated number of hours
 - . description and cost of parts, machines and material that might be required for execution of work
 - . delivery dates imposed by supplier
 - . work schedule

7 Workforce

1. Labour shall be supplied by the Contractor and shall be fully qualified to keep the equipment in good running condition according to the manufacturer original specifications.
2. These employees must hold a competency card in good standing issued by the Commission de la Construction du Québec (CCQ) for the trade in question.
3. The Contractor shall supervise its employees so as to ensure that their conduct and attire are appropriate and that their movement within the buildings is limited to the specific requirements of the work to be executed.
4. The Departmental Representative shall make available to the Contractor a person to provide guidance as needed during the work period.

8 Commencement of Work

1. The Contractor shall commence maintenance of the systems immediately upon receipt of the Contract Award Notice.

9 Work Time

1. The period and the work schedule shall be established and harmonized with the schedule previously agreed on between the contractor and the Departmental Representative and/or his authorized representative.

10 Work Hours and Disponibility

1. Checklist for inspection and maintenance work

- a. Inspection, maintenance and repairs shall take place primarily during regular business hours on weekdays and weekends, from 7:30 to 16:00. The Contractor shall, however, be careful not to disrupt any events taking place on the premises and shall maintain minimum security over system operation.
- b. The Contractor shall execute, under this contract, all the work set out in the scope of work according to the frequency required and the schedule established with the Departmental Representative.

2. Service calls and emergency calls:

- a. Emergency calls :
 - i. The Contractor shall respond to emergency calls 24 hours a day seven days a week.
 - ii. Not more than three (3) hours shall pass from the time the call is made to the time the Contractor's staff arrives at the premises for the emergency call.
- b. Service calls:
 - i. Unless otherwise indicated or unless the building manager deems the call to be an emergency call, work shall be executed between 7:30 and 16:00. Monday to Friday and shall continue uninterrupted until it is complete, bearing in mind the indicated schedule.
 - ii. Repair work must begin within five (5) business days. However, the Departmental Representative may extend that period if he or she sees fit.

3. Maintenance work must be performed during normal business hours, from 7:30 to 16:00 Monday to Friday, excluding statutory holidays. The contractor must perform his work so as to minimize the impact on the operations of the airport and its occupants.

1 – General Requirements

When a holiday coincides with a weekend day, the Contractor must inquire as to the day on which this holiday is postponed from the Departmental Representative

The statutory holidays are:

- New Year's Day
 - Good Friday
 - Easter Monday
 - Victoria Day
 - St-Jean-Baptiste Day
 - Canada Day
 - Labour Day
 - Thanksgiving
 - Remembrance Day
 - Christmas Day
 - Boxing Day
4. Work hours will be mainly during daytime. At least 48 hours' notice must be given for evening work, failing which they will be charged the additional rate. At all times, a pass will be required for access to the site.
 5. If, by their nature, certain work requires the prolonged shutdown of essential mechanical systems; they must then be performed at no additional cost, in part or in whole, outside normal working hours. The contractor and the Departmental Representative will agree on the best times to perform these tasks.

11 Communication

1. Call locations, including addresses and phone numbers where the Contractor, Superintendent or Manager can be contacted at any time of the day and night, will need to be on a prepared and updated list and handed over to the Departmental Representative prior to the start of the work.

12 Work Conditions

1. The working conditions are those prescribed by the Department of Labour of Canada.

13 Building Manager

1. The Departmental Representative is the only person authorized to sign the invoices and the equipment purchase form.

14 Premises Safety

1. The contractor and his firm's representatives must comply with the building's safety regulations.
2. The contractor will provide instructions, notices, signs to notify the Departmental Representative and the occupants of the building of any work in progress.
3. The Contractor or its representatives must sign the Attendance Register at the location designated by the Departmental Representative or his authorized representative. They must indicate the time of entry and exit and the reasons for the visit.

15 Knowledge of Sites and Systems

1. To be able to submit his bid, the contractor must necessarily participate in a site visit. In addition, the contractor must inquire about the systems, the existing conditions of the premises, and the working conditions in the building where the work is to be performed.
2. No additional claims for special equipment will be considered by the Department Representative due to lack of any information.
3. All technical information required by the Contractor before submitting a bid may be obtained from the Contracting Authority.

16 Fire Protection

1. During all operations, compliance with the "Technical Standards for Fire Protection" of the Treasury Board Secretariat.

These standards are available at the following address:

<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=17316>

Copies of these standards can be obtained from:

Treasury Board of Canada Secretariat
Strategic Communications and Corporate Affairs 90
Elgin Street, 8th Floor
Ottawa, Canada K1A 0R5
Email: publicenquiries-demandesderenseignement@tbs-sct.gc.ca Phone : (613) 369-3200
Toll free: 1 877 636-0656
Teletypewriter (TTY): (613) 369-9371

17 Cooperation

1. The Contractor shall collaborate with other contractors and/or departmental employees.
2. The Contractor must take all necessary measures with the building's Departmental Representative before starting the work.
3. The Contractor must report by telephone to the Departmental Representative his arrival on site, the departure from site for whatever reason and his departure from the site at the end of the work.

18 Cleanliness of premises

1. The accumulation of debris will not be allowed. After each work period, the contractor will remove all the waste and scrap from the completion of his work. He must leave the premises in a state of cleanliness satisfactory to the Ministerial Representative.

19 Parking

1. Parking spaces are available at the location provided for this purpose according to the current pricing per vehicle for employees.

20 Instructions

1. The Contractor must comply with the instructions or directions it will receive from the Departmental Representative to: Transport Canada 1000 Boulevard Laure East
2. The Contractor will send, typed, to the Departmental Representative its reports and any other release relevant to the performance of its contract.

21 Work Sheet

1. After each repair or service, provide three (3) copies of a worksheet with detailed spare certificates. 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 submit 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.
2. The Departmental Representative of the building 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 will remain the property of the contractor.

3. When there is no authorized representative on site, the Contractor must send the Departmental Representative two (2) copies of the worksheet duly signed by the security guard on duty.
4. The Departmental Representative must have received the sheet (s) of work in order to proceed with the payment of the invoice.

22. Manufacturer's Instructions

1. The maintenance of the service on the systems and the equipment, will have to be ensured by the contractor in strict accordance with the instructions and directives of the manufacturers and suppliers concerned..

23 Additions/modifications

1. The Ministry reserves the right to move, modify or add devices and equipment attached to them. The contractor will be required to maintain it at no additional cost, provided that the amount of equipment added does not exceed 5% of the existing quantities.

END OF SECTION

SECTION 2A - General Instructions**1. Planning for Decommissioning**

It is the responsibility of the Contractor, for each maintenance, to notify the Departmental Representative in the manner specified in advance, if the gas detection systems are to be serviced, calibrated and about any tests.

2. Power down

No power down of any of the owner's equipment and/or equipment shall be performed unless an official notice is given to the contractor by the Departmental Representative and/or his authorized representative.

3. Inspection Register

The Contractor will be required to notify the Department Representative of all maintenance to the ventilation and cooling systems, which will provide a record of all maintenance.

4. General Notes

- a. The purpose of the estimate is to keep the equipment in a very good state of operation. This estimate must be considered as a minimum standard by which the contractor must work and in no way constitutes the limit of their responsibilities and obligations.
- b. All the maintenance and verifications described in sections 5 to 11 of this section, aimed at the prevention of breakage and aimed at the continued proper operation of the equipment, shall be performed according to the frequencies and requirements of the equipment manufacturer's standards, whatever they are and in accordance with the applicable versions of the Federal Regulations, as well as the requirements of the provincial and municipal legislations and regulations of the Insurance Bureau and/or their subsequent revisions.
- c. The contractor who obtains the contract will provide the labor, work, tools, scaffolding and all that is required to perform the maintenance work of the gas detection systems.
- d. The contractor is also responsible for maintaining the equipment in a sanitary and clean condition.
- e. In addition, they are responsible for following the maintenance of the boiler room and for ordering and changing the materials necessary for the proper functioning of the gas detection systems at their own expense, which include:
 - Oil change, oiling and greasing according to the manufacturers' recommendations.
 - Cleaning the controls and different equipment according to manufacturers' recommendations and the Specifications.
 - Adjusting control devices and equipment, including the two (2) boilers which must maintain an efficiency equal to or greater than 80% for most operating conditions.
 - Adjusting water treatment and the steam network supply valves, etc.

- f. Operation and maintenance work must be carried out daily (at least) by a 4B-Class Stationary Engineer and the maximum interval between two (2) consecutive visits must not exceed twenty-four (24) hours, according to the Government of Quebec's Regulation Respecting Stationary Enginemen. A minimum of one (1) hour of monitoring is required and it could take up to three (3) hours, depending on maintenance needs.
- g. In-service testing on all the safety devices of the terminal's and garage's heating network to make sure they are working adequately.
- h. Maintenance of all the resealable safety devices of the terminal's and garage's heating network to make sure they are working adequately.
- i. Add the chemicals to the water treatment unit and adjust it taking into account the manufacturer's recommendations and good engineering practices.
- j. Thoroughly inspect and maintain the stack of the terminal's two (2) boilers and the garage's two (2) boilers.
- k. The Contractor shall provide technical support throughout the duration of the contract to address any problem regarding the equipment described in the attached "List of Equipment Requiring Maintenance Work" in Section 2D.

5. Scope of Work

- 5.1 As part of a process aiming at optimizing the operation of its building, the Airport has set targets of ensuring temperature constancy, increasing the operational lifetime of its equipment, reducing energy costs, reducing greenhouse gas emissions and increasing the comfort of its occupants.
- 5.2 Maintenance and optimization work include, for no additional cost:
 - Local emergency service, 24 hours a day, 365 days a year, including service calls for the entire heating system
 - Reporting
 - Immediate service reports by email
 - Informing on-site maintenance staff during scheduled maintenance visits and spot repairs.
- 5.3 The affected systems are located on the premises of the Sept-Îles Airport, 1000 Laure East Blvd., Sept-Îles.
- 5.4 In accordance with this document, the Contractor must provide all the skilled local staff, materials, parts and tools and incur the costs thereof and any other maintenance and optimization work-related cost.
- 5.5 The targeted equipment is:
 - The mechanical equipment described in the "Space Heating Equipment" table and which the Contractor is responsible for recording the exact quantities.

6. Periodic Monitoring (Non-exhaustive List)

Periodic monitoring must be undertaken on a daily basis for the entire operating period of the boilers at the rate of one (1) hour per twenty-four (24) hours as provided for in the *Regulation Respecting Stationary Enginemen, M-6, R.I.*

Visits should begin at 08:00 a.m. and the maximum interval between two (2) consecutive visits should not exceed twenty-four (24) hours.

The tasks to be performed when visiting the premises include but are not limited to:

- Complete a register identifying the facilities, place, date, time, operating networks and/or components at the time of the visit, readings of the measuring instruments set up on the devices and systems, use of the schedule of readings by operating staff on site, description of abnormal conditions, actions taken and signature.
- Drain the water columns.
- Check the low water controls' operation.
- Check the water levels of the different equipment in operation, when necessary.
- Carry out water testing (boilers and cooling tower water system).
Important: Do not add chemical products.
- Perform manual emptying.
- In general, check the equipment's operation.
- Visually inspect the machinery rooms, boiler rooms and lean-to buildings.
- Conduct readings of the fuel oil tank.
- Keep the premises clean at all times.
- ■ Any abnormality detected during a site visit must be reported by the Stationary Engineer to the Department's Representative.

The Contractor will, upon request, provide the required competency certificates and licenses.

7. Maintenance Work

Repetitive maintenance work carried out recurrently on the equipment identified in these Specifications in order to mitigate the impacts of normal wear and tear include:

- Preventative maintenance management
- Task planning and workforce assignment
- Cleaning
- Supplying and replacing maintenance parts, if necessary
- Checking and testing equipment to identify the need to replace or fix some parts
- Necessary calibration and adjustments to keep the equipment in optimal operating and safety conditions. This must be performed according to the minimum rate of occurrence for the standard work described in this document.

8. Inspection Reports and Records

Upon completing periodic checks and tests, the Contractor will provide the Departmental Representative with a complete printout of the checks, inspections and trials of the systems and all their components listed on the attached "List of Equipment Requiring Maintenance Work" in Section 2D to attest their adequate operation. The Contractor must also report any defect on that equipment and provide the protocols upon request. Reports must be submitted to the Departmental Representative no later than ten (10) business days and they may be mailed, emailed or faxed.

The format and information to be included in each report should be based, as appropriate, on the templates provided for guidance by each of the standards governing the relevant periodic checks and tests and should be submitted for approval by the Departmental Representative before the contract's execution. The Departmental Representative reserves the right to modify these reports or require additional typewritten reports.

Each report must be checked and countersigned by the building's Technical Manager or another person designated by the latter prior to distribution. In case of non-compliance with established procedures, Transport Canada reserves the right to refuse payment. The Departmental Representative must receive the report(s) in order to proceed with invoice payment.

Moreover, the Contractor must record in writing all the tests carried out on the equipment targeted for maintenance in the log book available in the room. This register will be available for consultation during the time required between two inspections, maintenance or testing, but not less than two years. The inspection date and inspector's initials must be recorded in the registers every month.

9. Schedule of Tasks to be Performed

Within one week of the contract being awarded, the Contractor will have to provide the Departmental Representative with a detailed schedule of checks and maintenance visits on an annual basis along with a detailed description of the monitoring method used for the entire duration of the contract for approval.

If the Departmental Representative finds out that the Contractor is not using this schedule when performing the scheduled work, then it will be assumed that the instructions therein are not being followed. The Departmental Representative may then require that the scheduled work be resumed in whole or in part, at the Contractor's expense.

The Contractor must perform at least all the required tasks, at the established rate of occurrence, for all the facilities belonging to the system categories included in the contract.

These tasks must be carried out according to good engineering practice and the specific provisions that may be stipulated, in addition to the description of the tasks to be performed.

10. Condition and Number of Devices and Equipment

At the time of contract awarding, the two (2) parties agree that the equipment is in working condition; if not, the Contractor will have previously provided the Departmental Representative with a report describing all the major repairs necessary for the equipment's normal operation.

11. Maintenance Requirements

For maintenance work, detailed descriptions of planned tasks and rate of occurrence for their undertaking are included in this document.

Only the Department's Representative can change the maintenance work rate of occurrence and the Contractor must get his/her approval if he/she wants to make changes to the standard work to be carried out or its rate of occurrence.

Within five (5) business days of each inspection, maintenance or repair visit, a computerized service report will be sent to the Department's Representative by email. This report must include a list of the checks carried out, devices inspected, defects detected, irregularities, corrections made or to be carried out, repairs and replacements done along with a description of the parts that were replaced. This report must also indicate the type of visit, Technician's name, number of hours worked, date and details of the work performed.

A task left unrecorded will be deemed not carried out.

If the Department's Representative finds that the Contractor did not perform his/her tasks adequately or is delaying some tasks or he/she is not receiving inspection reports as required, those tasks will be deemed not carried out. In any case of negligence, the Department's Representative may rely on a third party to get the work done.

If the Departmental Representative finds that the Contractor did not carry out some planned tasks adequately and is of the opinion that such a situation jeopardizes the equipment's operation or undermines the occupants' safety and well-being, he/she may set, in writing, a deadline for the Contractor to perform those tasks. After the deadline's expiry, the Departmental Representative may have the work performed by a third party, at the Contractor's expense.

12. Unplanned Work

If repair work is to be carried out, the Contractor must provide a detailed tender of the work to be performed, including the number of hours required for repair work and the materials required. If necessary, the parts required for repairs will be invoiced at cost

13. Boiler Room Operating Schedule

The Contractor will have his/her Stationary Engineer proceed to the weekly maintenance and operation program on the schedule pre-approved by the Department Representative, during normal working hours, i.e. between 7:30 and 16:00, the latter being the time which the visit should approximately to be completed at each week during the boiler room's operating period.

The Contractor will have his/her Stationary Engineer proceed to the monthly maintenance and operation program on the schedule pre-approved by the Department Representative, during normal working hours, i.e. between 7:30 and 16:00, the latter being the time which the visit should approximately to be completed at each week during the boiler room's operating period.

SECTION 2B Preventive Maintenance – Firm Part**Periodic Monitoring (Boilers)****Daily Monitoring (365) Days**

Every day (7 days a week), during the heaters' operating period, and at his or her own expense, the Contractor will have the 4th Class Stationary Engineer carry out the following tasks among others:

1. See Appendix A for the form to be used and completed at each visit. The daily report must always be available at the workplace for consultation by the Department's Representative.
 - a. Have a look at the boiler room's equipment and make sure there are no leaks (pipe, valve, etc.).
 - b. Write down outside and inside temperature.
 - c. Write down fuel oil use.
 - d. Note which boilers are in use and alternate them.
 - e. Record the boilers' water consumption.
 - f. Check and adjust, if necessary, the pressure of the water supply pumps in service and write it down.
 - g. Check and adjust, if necessary, the return condensate's temperature and record it.
 - h. Check and adjust, if necessary, water level in each boiler and record it.
 - i. Check, adjust and clean, if necessary, low water controls and record them.
 - j. Record the temperature of gases exiting the boilers.
 - k. Check and write down the temperature of the water delivered by the boilers.
 - l. Check and record fuel pressure on each boiler.
 - m. Check and correct, if necessary and according to current standards and good engineering practice, water condition in the boilers by testing (hardness, PH, sulphite, alkalinity, particles and chlorides) and changing water as needed for ideal conditions as recommended by the manufacturer and the chemical supplier. Adjust the chemical treatment as appropriate.
 - n. **Reconcile all the details in the water treatment register (provided by the Contractor). The water treatment register must always be available at the workplace for consultation by the Department's Representative.**
 - o. Check the amount of salt in the softener and add more if necessary.
 - p. Check and adjust, if necessary, the boiler drain valves.
 - q. Complete the daily report (Appendix A form), including the notes taken as well as any breakages, repairs and additional adjustments made during the daily inspection procedures

Daily inspection will take place during normal working hours between 7:30 a.m. and 4:00 p.m., which is the time when the visit should be approximately completed

Boiler Maintenance (boilers)**Weekly Maintenance (52) Weeks**

Every week, and at his or her own expense, the Contractor will have the Stationary Engineer carry out the following tasks among others:

- **See Appendix A for the form to be used and completed at each visit. The weekly report must always be available at the workplace for consultation by the Department's Representative.**
 - a. Have a look at the buildings' facilities, including the service garage and make sure there are no leaks (pipe, valve, etc.).
 - b. Check, clean and fix, if necessary, water level controls for boilers and other reservoirs and record them.
 - c. Check, clean and fix, if necessary, the burner ignition system and record it.
 - d. Check, clean and fix, if necessary, the fuel burner controls (stopping manually the burners and checking the flame cut-out).
 - e. Stop and reactivate the boiler, and clean and repair, if necessary, the boiler ignition controls, observe the flame characteristics and write it down.
 - f. Check, clean and fix, if necessary, the lights and alarm controls of the boilers and other appliances inherent in the boiler room's operation and record it.
 - g. At the request of the Department's Representative, alternate the operating boilers and record it.
 - h. Clean the glass from the flame detector and write it down.
 - i. Check, clean and fix, if necessary, all the pump seals, collars and bearing, the fans, and mechanical controls and registers necessary for the boiler room's proper running and record it.
 - j. Check, clean and fix, if necessary, the straps (if any) and engine couplings and write it down.
 - k. Check, clean and fix, if necessary, the duct seals and record it.
 - l. Check the mechanical appliances' oil and add more according to the manufacturer's recommendations and record it.
 - m. Record the boiler's temperature readings.
 - n. Check the pressure tanks to make sure they are not damaged or leaking

Boiler Maintenance (boilers)

Monthly Maintenance (according the Devices' Operating Period)

Every month, and at his or her own expense, the Contractor will have the Stationary Engineer carry out the following tasks among others:

- **See Appendix A for the form to be used and completed at each visit. The monthly report must always be available at the workplace for consultation by the Department's Representative.**
 - a) Check, note, clean and fix, if necessary, the boiler's and boiler room's air inlets.
 - b) Use of fuel oil:
 - I. Check, note, clean and fix, if necessary, the oil supply system, including controls and valves.
 - c) Clean the flame detector and its components and record it.
 - d) Check and clean the electrical and mechanical controls of the boilers and the other appliances necessary for the boiler room's operation, in particular the pressure switches and pressuretrols and record it.
 - e) Measure and record gas, CO₂, CO, O₂ emission and temperature in the stack and perform a "smoke test" at different operating conditions, according to current norms and good engineering practices, and identify the boiler room's combustion efficiency at all operating conditions. Combustion efficiency should be 80% or higher for most operating conditions; in the event of a lower performance, the Contractor is responsible for having the boiler adjusted at his or her own expense

Electric Boilers

Quarterly Maintenance (3) months.

- ☐ Remove, clean and put back in its place the low water cutoff sensor.
- ☐ Tighten all electrical connections.
- ☐ Make sure the contacts of the relays and the magnetic contactors are not stitched, corroded, burned or welded.
- ☐ Check if each coil is working.
- ☐ Check that fuse holders are not burned or discolored.
- ☐ Make sure the safety valve is working.
- ☐ Make sure the low water cutoff is working.

Annual Maintenance (12) months.

- ☐ Remove, clean and put back in its place the low water cutoff sensor.
- ☐ Tighten all electrical connections.
- ☐ Check that the contacts of the relays and the magnetic contactors are not stitched, corroded, burned or welded.
- ☐ Check if each coil is working.
- ☐ Check that fuse holders are not burned or discolored.

Boiler, General Information

- ☐ Close, let cool down and drain the tank.
- ☐ Open all the manholes and access panels.
- ☐ Fix leaks.
- ☐ Check the panel joints, seals and gaskets.
- ☐ Check condition and refurbish
 - i) the water chamber
 - ii) manholes and other openings
 - iii) the water column and fittings
 - iv) relief valves
 - v) shutoff valves and check valves
- ☐ Run all faucets thoroughly.
- ☐ Inspect pressure tanks to make sure they are not damaged or leaking.

Low Water Level Control

- ☐ Clean the float housing and related lining.
- ☐ Check the integrity of the float welds.
- ☐ Check signalling mechanisms.
- ☐ Replace the gasket.
- ☐ Test by performing quick and slow blowdown.

Controls

- ☐ Tighten all electrical connections.
- ☐ Check all the fuses and contacts.
- ☐ Check grounding.
- ☐ Check thermal relays.
- ☐ Check the control transformer.
- ☐ Check the timer.
- ☐ Check the pressure transmitter.
- ☐ Check all the lights and safety alarms: high and low cutoffs, thermostat.

Pumps

Annual Maintenance (12) months.

Motor

- ☐ Check if the motor overheats, vibrates or makes excessive noise.
- ☐ Check the belt's tension, alignment and condition.
- ☐ If necessary, oil the bearings.
- ☐ Lubricate as needed (for constant use only).
- ☐ Make sure the safety screens are secure, clean the motor and tighten all the b.

Pump

- ☐ Check suction pressure and discharge pressure.
- ☐ Check the system for leaks, replace the seal rings or the gland if necessary.
- ☐ Check pump and bearings for overheating, vibration or excessive noise.
- ☐ Check lubricant and replenish. Adjust the lubricant flow rate as needed.
- ☐ Lubricate as needed (for constant use only).
 - i. Constant use – every six months.
 - ii. Seasonal use – every year.
- ☐ Make sure the pump turns freely by hand.

Coupling

- ☐ Check if parts are worn out.
- ☐ Make sure the shaft is securely fastened.
- ☐ Check the protective screens.

Piping

- ☐ Check the shut-off valves: make them run all the way, close them or leave them running at 1/4 of their fully-open position, as needed. Check the gland.
- ☐ Clean the strainer.
- ☐ Check for corrosion, flag for repainting.
- ☐ Check insulation and supports.
- ☐ Clean the pump and work area of the time being.

SECTION 2C Preventive Maintenance – Variable Part

1. Repair work and service calls must be pre-authorised by the Department Representative and confirmed by sending a completed and signed work order form (see annex B).
2. The following are exclusive to the Variable Part :
 - a. Repairs to boiler equipment components inspected during maintenance;
 - b. Service calls for overall operation of equipment and its related repairs;
 - c. Emergency calls for the operation of equipment and its related repairs.
3. Hourly rates and markup rate for materials, detailed at Part 2A and 2B of the Basis of Payment, are applicable to these interventions.

SECTION 2D Preventive Maintenance – List of Equipment undergoing Maintenance Work

Space Heating Equipment (NOTE - 1)

Qty	Description	Brand	Mark	Location
2	Oil Furnace	Cleaver-Brooks	CB-100-125	Boiler Room Terminal Building
1	Electric Boiler	Caloritech	VWB-30-1080	Boiler Room Terminal Building
1	Pump P-1A	Itt Bell & Gossett	1510 BF 6 3AC C 250 US gpm @ 25' 3 HP – 1800 rpm	Boiler Room Terminal Building
1	Pump P-1B	Itt Bell & Gossett	1510 BF 6 3AC C 250 US gpm @ 25' 3 HP – 1800 rpm	Boiler Room Terminal Building
1	Pump P-2A	Itt Bell & Gossett	1510 BF 6.625 2.5AB 150 USgpm @ 40' 3 HP – 1800 rpm	Boiler Room Terminal Building
1	Pump P-2B	Itt Bell & Gossett	1510 BF 6.625 2.5AB 150 USgpm @ 40' 3 HP – 1800 rpm	Boiler Room Terminal Building
1	Pump P-3A	Itt Bell & Gossett	1510 BF 7.375 2BC 120 USgpm @ 50' 5 HP – 1800 rpm	Boiler Room Terminal Building
1	Pump P-3B	Itt Bell & Gossett	1510 BF 7.375 2BC 120 USgpm @ 50' 5 HP – 1800 rpm	Boiler Room Terminal Building
1	Pump P-2	Armstrong		Boiler Room Terminal Building
1	Pump P-3	Armstrong		Boiler Room Terminal Building
1	Pump Oil-Fueled P-3	Plad	Modèle : 03HB1131 2.3 USgpm @ 200 psi 1.5 HP – 1750 rpm	Boiler Room Terminal Building
1	Pump Oil-Fueled P-4	Plad	Modèle : 03HB1131 2.3 USgpm @ 200 psi 1.5 HP – 1750 rpm	Boiler Room Terminal Building

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Qty	Description	Brand	Mark	Location
1	Pump	Armstrong		Mécanique tour de contrôle.
1	Oil Furnace	Cleaver-Brooks	CBH-186-70	Chaudière Garage
1	Oil Furnace	Freco	660	Chaudière Garage
1	Oil Furnace	Caloritech	VWB-2-262.5	Boiler Room Garage
1	Pump Electric Boiler	Armstrong	3D 4380 90 USgpm @ 10' 1 HP – 1200 rpm	Boiler Room Garage
1	Pump 1	Armstrong	4D 4030 BFS 6-3/4 250 USgpm @ 45' 5 HP – 1750 rpm	Boiler Room Garage
1	Pump 2	Armstrong	4D 4030 BFS 6-3/4 250 USgpm @ 45' 5 HP – 1750 rpm	Boiler Room Garage
	Pump 3	Darling	3 LA 2HP	Garage
Note – 1: Including maintenance and emergency call service free of charge (24/7)				

SECTION 2E Preventive Maintenance – « Optional Part »**Boiler Maintenance (Boilers) – Heating Shutdown**

Annual Maintenance (12) months

Every year, and at his or her own expense, the Contractor will have the Stationary Engineer carry out the following tasks among others:

- Upon the boilers' interruption at the beginning summer (**between May 15th and June 15th**) and according to the agreement between the Department's Representative and the Contractor, the latter must proceed with the boiler room's shutdown procedures and its annual cleaning, in accordance with the manufacturers' recommendations.
- The Contractor will submit a detailed report on the boilers' condition and forward a detailed proposal regarding the work and materials required for the equipment's repair.
- The Contractor must obtain the airport Manager's approval before carrying out any repair work.

- **Boiler – General Informations**
 - a) Shut down the machine, let it cool down and proceed with blowing-down
 - b) Open all the combustion chamber's manholes, hand holes and access panel
 - c) Clean the combustion chamber
 - d) Inspect tubing and check for signs of leakage, overheating or oil stains
 - e) Check whether heating surfaces show soot deposits or signs of corrosion and clean them
 - f) Check the refractory arch for deformation or signs of flaking, cracking or movement and fix it.
 - g) Check the seal gaskets of the combustion chamber and doors and all other jointings of seals and the lining, if applicable
 - h) Replace the door seals
 - i) Check the condition.
 - i. of collectors (aqua tubular boilers) and the steam collector (smoke tube boilers)
 - ii. of manholes, hand holes and other openings
 - iii. of tubing flow control openings
 - iv. of pressure relief valves; check how the safety valves are running and refurbish the devices every 5 years
 - v. of shut-off valves and flow control valvest
 - j) Inspect the water side of the boiler and check for scale deposits (clean as needed).

- k) Clean the furnace flue and smoke collector. If necessary, clean the damper and check how it is running.
- l) Check the boiler tie rods, including the diagonal and through tie rods, as applicable.
- m) Check the flue gas deflectors and fix them if necessary.
- n) Check the condition of the boiler's blowdown lines.
- o) Run all the valves all the way. Lubricate and replace the gland as needed.
- p) An independent company must inspect the inside of the boiler and issue a certificate before the boiler is restarted.
- q) When the work is complete, fill the boiler and hydrostatically test the boiler filled with water and check for leaks.
- r) Replace the safety valves and test the boiler by starting it.

□ **Fans**

- a) Open the access panel, clean and make sure the terminals are tight.
- b) Lubricate the motor bearings.
- c) Check and lubricate the fan shaft bearings.
- d) Clean the motor, fan, housing and dampers.
- e) Check the integrity of the assembly, ducts and flexible connections.
- f) Check the condition and alignment of the motor-fan couplings, pulleys and belts.
- g) Check and lubricate the dampers, the motor of the modulating device, control device and linkage.
- h) Calibrate the pressure transd

□ **Low Flow and High Temperature Switches**

- a) Clean the switch chamber and float or sensors, as appropriate, and related piping.
- b) Check the integrity of the pipe fittings connected to the low flow switch. Remove the plugs from the connections and check the condition of the connected hoses.
- c) Make sure the low flow switch's control circuit locking device is working properly.
- d) Replace the stuffing box or seal gaskets if necessary.
- e) Check the water column isolation valves and replace the stuffing box if necessary.
- f) Check the low flow switch by slowly closing the boiler discharge valve and reducing the water flow in the boiler to the cutoff point.

□ **Controls**

- a) Check all electrical connections.
- b) Check fuses and contacts.
- c) Check the grounding.
- d) Check the thermal relays.
- e) Check the comparator.

- f) Check the timer.
- g) Check the pressure transducers.
- h) Check all safety indicators and alarms, high flow and low flow switches, high temperature switches, the thermostat, flame sensor and fuel shut off valves

□ **Oil Burner**

- a) Check the opening of the nozzle for soot deposits; clean or replace as needed.
- b) Check and clean the burner, blower motor (if equipped) and ignition circuits.
- c) Ensure the ignition system is operating normally and adjust or replace high voltage wires as required.
- d) Check the air intake box dampers and make sure they are in good condition and move freely.
- e) Ensure the fuel supply pressure of the burner is adequate.
- f) Ensure the fuel shutoff valves are working adequately.
- g) Ensure the air diffuser is in good condition and, if mobile, is positioned according to the latest combustion test.
- h) Make sure the flame is not in contact with metal surfaces.
- i) Ensure the burner safety valves are working properly by testing them.
- j) Lubricate the fuel system valves and replace the gland as required.
- k) On oil spreadings, visually search for signs of leakage.
- l) Switch the boiler on and carry out a combustion test (CO_2 , excess O_2 , NO_x , chimney temperature) and adjust as needed. Check the supply of secondary air above the ignition layer and the air intake in the chimney and adjust as needed

□ **Final Step**

- a) Clean the work area.
- b) Clean and fix the motors, pumps and fans, if necessary and record it.
- c) Place the boilers and other appliances in a standby state until the boiler start date, following the manufacturers' recommendations and good engineering practice and write it down.
- d) Fill the water side of the boiler with rust remover, descaling agent and/or any other product in accordance with the procedures recommended by the water treatment products manufacturer and according to good engineering practice for the shutdown duration.
- e) Carry out the maintenance of all the safety devices that can be reclosed on the boiler room and garage water system, in accordance with the current CSA B51 standard. Note that the maintenance interval is 5 years. Therefore, it will be necessary to check when the last maintenance of each equipment was done and perform maintenance when required. It should also be noted that the maintenance interval may change if data from the manufacturer indicates a different one.
- f) Non-resealable safety devices must be replaced in accordance with the manufacturer's recommended service life and other relevant standards. In the case of non-resealable safety devices, notify Departmental Representative when replacement is needed.

- Carry out a full inspection of the boiler and main chimney stacks, terminal and garage for any unsafe conditions and clear as required. **The interval between two inspections must not exceed 12 months. Refer to the current National Fire Code for complete details on chimney inspection and maintenance.**
- Write a report on the maintenance and operation work that was done by including all of the notes taken and inspections indicated above.
- Write a report on the recommended work to be done before restarting the boiler, in addition to improvements and including estimates.

Note 1: Ensure that all the safety instructions are followed when performing the work described below. Those instructions include locking and labeling procedures and confined space work measures.

Note 2: This list is general and may differ from the manufacturer's maintenance instructions. It is recommended that you follow the manufacturer's instructions for the maintenance of specific equipment. Drawings should also be consulted to check the manifold's internal components and the tubing configuration.

Note 3: Check that the CSA/UL plate has the CSA/UL logo, serial number and power. The label must be an approved material.

Boiler Maintenance (Boilers) – Heating Start-Up

Annual Maintenance (12) months

Every year, and at his or her own expense, the Contractor will have the Stationary Engineer carry out the following tasks among others:

- a) The beginning of boiler room operations is defined by an agreement between the Contractor and the Department's Representative (between September 15th and October 15th).
- b) Before starting the boilers, undertake a general check.
- c) Check and adjust the controls if necessary.
- d) Check and adjust, if necessary, the chemical treatment and check the pumps.
- e) Check and adjust the valves and regulators.
- f) Drain, clean, fill and adjust the boiler's water levels.
- g) Start all the components necessary for the boiler's adequate running.
- h) Start the boiler according to the manufacturer's recommendations for a cold start.
- i) Inspect the burner, boiler and controls before the start up.
- j) Start the burner and check the control device.
- k) Check the safety devices and the relief valve.
- l) Perform a combustion analysis.
- m) Make the necessary adjustments.

- n) Check and validate boiler control operation compliance with control sequence programming of the centralized management system.
- o) Report all operating conditions.
- p) Review the owner's operating instructions and log with the boiler operator.
- q) Perform in-service testing of all safety devices on the heating system of the boiler room and garage, in accordance with the current CSA B51 standard. Note that the number of times testing is done may change if manufacturer data indicates a different one.
- r) Carry out the daily, weekly and monthly maintenance and operation program.

1 General Clauses

The following general and/or specific clauses may apply to the contract in full or only in part. Before undertaking any work, the Contractor must check with the Department Representative to determine the relevance of complying with the requirements below and comply with them if necessary.

- 1.1 By accepting this contract, the Contractor agrees to oversee all the responsibilities normally assigned to the General Contractor and the employer under the *Act Respecting Occupational Health and Safety* and supervise the work.
- 1.2 The Contractor must manage his/her activities with the aim of ensuring his/her staff's, the public's and the building or facility occupants' health and safety as well as the environment's protection always take precedence over matters related to costs and work schedule. In addition, the Contractor must comply with all the requirements in this notice.
- 1.3 The Contractor must always comply with the provisions of the *Act Respecting Occupational Health and Safety*, the *Safety Code for the Construction Industry*, and the *Regulation Respecting Occupational Health and Safety*, where applicable.
- 1.4 The Contractor must perform all the work in accordance with the most recent edition of the *National Fire Code of Canada*, the *National Building Code* and the *Canadian Electrical Code* and all other applicable codes or standards.
- 1.5 The Contractor must send the Departmental Representative a specific Prevention Program for all the activities that he/she may carry out in the building at least ten (10) days prior to the beginning of the work. The Contractor is expected to update that Prevention Program if the work progresses differently from its original forecast. The Departmental Representative may, following receipt of the program and at any time during the work, ask that the program be modified or completed to better reflect the reality of the work environment. The Contractor must then make the necessary corrections before work starts.

This program must be based on risk identification and take into account the information and requirements herein mentioned. It must be implemented throughout the contract's duration and meet the following requirements:

- include the company's Occupational Health and Safety Policy
- include the Occupational Health and Safety Organizational Chart
- identify the risks specific to each category of tasks that will be carried out for the contract's performance and the corresponding preventative measures based on regulatory requirements
- select the person who will be in charge of implementing preventative measures
- consider risks that may affect the health and safety of workers as well as the building or facility occupants and the public
- include first-aid standards
- include procedures to be followed in case of an accident
- include a workplace inspection grid based on the program's risk identification content
- include any possible repair tasks that may be assigned to him/her within this contract
- include all the stakeholders' written commitment to respect this Prevention Program.

- 1.6 In addition to the program specified in the previous clause, for all the cases where the work to be performed is considered a construction site under the *Act Respecting Occupational Health and Safety L.R.Q., c. S-2.1*, the Contractor must develop and provide the Departmental Representative with a Prevention Program specific to the work to be performed, which must also be forwarded to the *CNESST* and the *Association paritaire pour la santé et la sécurité du travail* (Occupational Health and Safety Equal Labor/Management Representation Association) in accordance with section 198 of that Act. All the requirements for this program are the same as those specified in the previous clause.
- 1.7 For all the cases where the work to be performed is considered a construction site under the *Act Respecting Occupational Health and Safety L.R.Q., c. S-2.1*, a construction site opening notice must be sent to the *CNESST* prior to the start of the work and a copy must be given to the Departmental Representative. A copy of this notice must be posted and clearly visible on the site. During demobilization, a construction site closure notice must be sent to the *CNESST* with a copy to the Departmental Representative.
- 1.8 The Contractor must submit the following documents to the Departmental Representative:
 - a copy of the training certificates required for the implementation of these Specifications and labor security planning (for example: general health and safety for construction sites, asbestos, lockout, first aid, etc.)
 - a copy of all material safety data sheets for controlled products used at the workplace at least three days prior to their use at the workplace
 - medical examination certificates of his/her supervisory staff and all staff where medical examinations are required under a law, regulation, directive, specification or Prevention Program. He/she must also submit gradually and without delay medical examination certificates of all newcomers to the workplace
 - a copy of all the plans signed and sealed by an Engineer and an attestation of conformity required under the *Safety Code for the Construction Industry (S-2.1, r.4)*, another Act, another regulation or another clause of these Specifications or the contract. A copy of those documents must also be sent to the *CSST* and made available at all times at the work station
 - a mechanical inspection certificate for the machinery used to perform the work (for example: elevating platforms)
 - an investigation report, within 24 hours, for any accident resulting in an injury and any incident that highlights a potential risk
 - a copy, within 24 hours, of any inspection report, correction notice or recommendation issued by federal or provincial inspectors.
- 1.9 The Contractor must ensure the maintenance and good condition of the equipment, tools and protective equipment used to perform the work. Equipment, tools or protective equipment that cannot be set up or used without compromising the workers' or public's health and safety is deemed inadequate for the work to be undertaken. The Technical Manager reserves the right to prevent the use of this equipment or those tools as deemed unsafe, defective or unsuitable.
- 1.10 The Contractor must ensure his/her workers received the training and information necessary to perform the work safely and all the required tools and protective equipment are available, in compliance with the standards, laws and regulations and they are used.
- 1.11 The Contractor must take all the necessary measures to ensure implementation and compliance with the health and safety requirements listed in the contract, provincial regulations, applicable standards and the Prevention Program specific to the work to be undertaken and comply without delay with any order or notice of correction issued by the *Commission de la santé et de la sécurité du travail* (Commission on Occupational Health and Safety).

- 1.12 Regardless of the number of workers assigned to the work, the Contractor shall designate a person to act as the Health and Safety Officer in the workplace and give him/her the authority to order the shutdown and recovery of work when deemed necessary for health and safety reasons.
- 1.13 Without limiting the scope of the foregoing clause, the Departmental Representative may at any time order that the work be stopped if, in his opinion, the health or safety of the staff assigned to the work, the public or the environment is in danger or at risk.
- 1.14 The Contractor must make all necessary arrangements to ensure efficient communication of health and safety information. As soon as they arrive at the workplace, all the workers must be informed of the particularities of the Prevention Program, their obligations and rights. He/she must keep and update a register with the information shared and the signature of all the workers who got that information.
- The Contractor must notify his/her staff that they have the right to refuse any work that endangers their health or safety.
- 1.15 The Contractor must inspect the work site and, at the request of the Departmental Representative, submit the completed workplace inspection grid once a week or according to the rate of occurrence decided by the Departmental Representative on the call-up form.
- 1.16 The Contractor must immediately take all necessary measures to correct exemptions from laws and regulations and hazardous situations identified by a Government Inspector, the Departmental Representative, PSPC's Health and Safety Coordinator or during periodic inspections. He/she must provide the Departmental Representative with written confirmation of all the steps taken to correct exemptions and hazardous situations.
- 1.17 The Contractor is responsible for first aid standards in accordance with applicable policies and regulations as well as any other clauses listed in these Specifications.
- 1.18 The Contractor must be aware of the building and facility evacuation procedures and train and inform his/her employees regarding those procedures for compliance purposes.
- 1.19 For all the cases where the work to be performed is considered a construction site under the *Act Respecting Occupational Health and Safety L.R.Q., c. S-2.1*, a Decision-Making Representative of the Contractor must attend all the meetings where health and safety on the site is discussed. The Contractor must set up a Site Committee and hold meetings in accordance with the requirements of the *Safety Code for the Construction Industry S-2.1, r.4.*
- 1.20 For all the cases where the work to be performed is considered a construction site under the *Act Respecting Occupational Health and Safety L.R.Q., c. S-2.1*, the following information and documents must be posted on a place easily accessible by workers:

Notice of the construction site's opening

- Project Manager's identification
- Company's Occupational Health and Safety Policy
- Site-Specific Prevention Program
- Emergency Plan
- Material safety data sheets for all the controlled products used on the site
- Minutes of the Site Committee meetings
- Names of the Site Committee representatives

3 – General Safety

- Rescuers' names
- Intervention and Correction Reports issued by the *CNESST*

- 1.21 The Contractor must delimit the work area, control access and barricade if necessary.
- 1.22 The Contractor shall take all the necessary measures to keep the workplace clean and tidy throughout the work's duration and ensure that at the end of each working day, the workplace is safe.
- 1.23 When a worker undertakes a task alone in an isolated location where it is impossible for him/her to request assistance, the Contractor shall identify the risks related to this situation and provide the Departmental Representative with procedures to prevent these risks and quickly get help in case of an emergency.
- 1.24 When a source of danger not mentioned in the Specifications arises during the undertaking of the work, the Contractor must immediately stop the work, put in place temporary protection measures for the workers and the public and notify the Departmental Representative verbally and in writing. The Contractor must then get the necessary modifications approved before proceeding with the Prevention Program in order to have the work resume safely.
- 1.25 In the event of an incident, the Contractor must take all the necessary measures, including stopping the work, to ensure the occupational health and safety of staff and the public and communicate promptly with the Departmental Representative.
- 1.26 Subcontracting is prohibited unless otherwise authorized by the Departmental Representative. The latter will consider the subcontractor's ability to comply with the requirements mentioned in these Specifications.
- 1.27 Stud guns or other cartridge devices may only be used with the permission of the Departmental Representative.

Notwithstanding the above:

- Anyone who uses a stud gun must hold a training certificate and meet all the requirements of Section 7 of the *Safety Code for the Construction Industry (S-2.1, r.4)*
 - Any other cartridge device must be used in accordance with the manufacturer's instructions and applicable standards and regulations.
- 1.28 On the workplace, the Contractor must take into account the following particularities when developing the work safety plan:

In some premises, asbestos is present in the pipe insulation. Although the Specifications do not provide for the handling of asbestos, the Contractor must immediately notify Departmental Representative of any damage to that insulation during work or if unplanned work will lead to handling that asbestos.

If any work likely to generate asbestos dust is requested, the Contractor must comply with the requirements of Clause 3.23 of the *Safety Code for the Construction Industry*, the *Act Respecting Occupational Health and Safety (LRQ, C. S-2.1)*.

Some work may be requested on the roof. The Contractor must indicate in his Prevention Program the measures to be taken to prevent falls.

Some work may be requested near a body of water or a retention pond. The Contractor must indicate in his Prevention Program the measures to be taken to prevent the risk of drowning as well as electric shocks or electrocutions.

Some work at heights may be requested. The Contractor must indicate in its Prevention Program the measures to be taken for this work at heights.

Some inspections or checks may be requested in the electrical rooms. The Contractor must indicate in his Prevention Program the measures he/she intends on taking to ensure the protection of people in these places.

Some work is required in confined spaces. The Contractor shall indicate in his Prevention Program the measures he/she intends on taking to work in those places and take into account the requirements of Section 3.21 of the *Safety Code for the Construction Industry, the Act Respecting Occupational Health and Safety (RSQ, c S-2.1)*.

Some work may be requested in laboratories. The Contractor must ask the Départemental Representative if special procedures need to be taken.

2 Specific Clauses

2.1 Lockout

- 2.1.1 For any work on equipment powered by electricity or any other energy source, the Contractor must send lockout procedures to the Department's Representative and implement them.
- 2.1.2 Supervisory personnel and all the staff involved in work requiring lockout must have received lockout training from a recognized institution. The Contractor must show the training certificates to the Department's Representative.
- 2.1.3 Prior to initiating equipment lockout in a busy site, the Contractor must check with the Site Representative to see if cutting power may have an impact on site operations or its occupants.
- 2.1.4 Prior to initiating equipment lockout, the Contractor must ask the Site Representative to provide him/her with the information necessary to identify the cut-off points of the equipment to be padlocked, validate that information, padlock and conduct "zero energy" testing before the work gets carried out.
- 2.1.5 The Contractor must complete the Lockout Form provided by the Site Representative, when applicable.

2.2 Electric Work

- 2.2.1 The Contractor must make sure all electrical work is performed by qualified employees in accordance with provincial regulations on qualification and professional training.
- 2.2.2 Electrical equipment that needs to be worked on has to be de-energized unless it cannot be completely disconnected.
- 2.2.3 The Contractor must comply with all the requirements of the "Lockout" Clause of this Section.
- 2.2.4 The Contractor notifies the Department's Representative in writing of any work that cannot be done without power. He/she will have to prove to the Department's Representative that it is impossible to do the work on power off mode and provide all the necessary information to complete and obtain a current-carrying work permit (work method, electric arc level assessment, protection area, protective equipment, etc..) before work begins.
- 2.2.5 The live work permit must be comprised of at least the following:
 - Circuit and equipment description and location
 - Justification for the need to carry out live work
 - Description of safe work practices to implement
 - Conclusions of the electric shock hazard analysis
 - Delimitation of the protection area against electric shocks
 - Conclusions of the electric arc flash hazard analysis
 - Description of the protection area against electric arc flashes
 - Description of the personal protective equipment required
 - Description of ways to restrict access to unskilled people
 - Evidence that an information session took place
 - Signed approval of live work (by a person in a position of authority or the owner).

- 2.2.6 If, for the operational needs of the site occupants, the Contractor must do live work, he will have to get all the necessary information to complete a current-carrying work permit (work method, electric arc level assessment, protection area, protective equipment, etc.) and have it signed by the Site Representative designated by the Department's Representative before work begins.
- 2.2.7 In addition to the requirements set out in the preceding clauses, the Contractor must comply with the requirements of CSA Z462 *Sécurité en matière d'électricité au travail* (Work-Related Electrical Safety).

2.3 Risk of Fall Prevention

- 2.3.1 The Contractor must provide the necessary equipment for work at heights (i.e. ladders, step ladders, platform lifts, scaffolding, etc.).
- 2.3.2 Anyone using a platform lift (scissor gate, telescopic mast, articulated mast, rotor mast, etc.) must be trained for that purpose.
- 2.3.3 Safety harnesses are mandatory on all platform lifts, whether it be telescopic, articulated or rotor masts.
- 2.3.4 Delineate a danger zone around each platform lift.
- 2.3.5 Any floor or roof opening must be surrounded by a railing or tightly covered and resistant to the loads it may be subjected to, regardless of the opening's size and height of fall.
- 2.3.6 Anyone working less than two meters from a site with a three-meters or more risk of fall must use a safety harness in accordance with the regulations' requirements, unless a railing or another object offers the same protection.
- 2.3.7 Despite the regulations' requirements, the Department's Representative may require that railings be set up, or safety harnesses be worn for specific situations where there is a risk of fall of less than 3 meters.
- 2.3.8 The Department's Representative may also require that railings be set up, or safety harnesses be worn for temporary situations where there is a risk of fall of less than 3 meters.

2.4 Asbestos

- 2.4.1 Before beginning any work likely to generate asbestos dust, the Contractor must:
 - Provide written procedures considering all the items mentioned in Section 3.23 of the *Safety Code for the Construction Industry S-2.1, r-4*.
 - Prove that all the workers affected were trained in asbestos hazards and the procedures outlined above (ASP Construction) (Section 3.23.7).
 - Prove that he/she has all the equipment required to comply with the procedures and safely carry out the work.

2.5 Special Conditions for Confined Spaces

- 2.5.1 For each confined space the Contractor must have access to, the Prevention Program must be comprised of written procedures that identify:
- The tools needed to perform the work
 - The equipment set up or to be set up in the confined space and the setting up, use, maintenance, protection or removal measures to be taken
 - The pipes and lines entering the confined space
 - The risks and safety measures to be taken depending on the work to be done
 - The Contaminants that could be found in the confined space
 - The adequate rescue equipment and means as well as emergency measures.
- 2.5.2 The Contractor must complete a security clearance for each entry into a confined space he/she must have access to. He/she must first send a blank copy of the security clearance to the Department Representative; the latter may request that the content be amended if it is not complete. The security clearance is valid for the duration of a shift and must take into account the assessment report's information and the specific conditions regarding the work to be performed.
- 2.5.3 The Contractor must have a clearance for hot work issued by the Department Representative when the work to be performed involves welding, cutting or any other activity generating a flame or sparks.
- 2.5.4 Anyone who has access to confined spaces, including the Security Guard, must have the following training certificates:
- PSPC Confined Space Work Safety (ASP Construction or equivalent course)
 - First Aid in the Workplace and CPR (Organization recognized by the CSST)
 - Use of Air Moving Devices (ASP Construction or equivalent course)
 - Safety Harness Use (ASP Construction or equivalent course)
 - Use and Maintenance of Respirators (ASP Construction or equivalent course)
 - Gas Detection Devices (ASP Construction or equivalent course)
 - Complete Training in the Preparation, Maintenance and Use of Air-Supplied Respirators or Stand-Alone Respirators, as Needed (manufacturer, supplier or recognized organization)
 - In remote areas where there are no local emergency and emergency response units available, the Contractor must designate persons capable of performing rescue operations in confined spaces. Rescuers designated by the Contractor must be trained in the use of life-saving equipment.
- 2.5.5 Anyone required to use air-supplied respirators must provide a medical certificate confirming their suitability for the use of this type of device. The certificate is valid for a period of two years.

- 2.5.6 Employees who are required to work in sewer collection systems or similar systems must be immunized against infectious diseases, i.e. diphtheria and tetanus in accordance with Health Canada's Immunization Guide, as well as hepatitis "B" to work at Correctional Services Canada.
- 2.5.7 Diphtheria and tetanus vaccination is strongly recommended for all confined space work.
- 2.5.8 The Contractor will prepare emergency and rescue procedures with Municipal Services and Ambulance Services. The procedures, phone numbers and location of the nearest phone must be prominently displayed near the workstation.
- 2.5.9 Prior to entering a confined space and continuously thereafter, the Contractor must conduct readings of oxygen concentration, flammable gases and any toxic gases that may be present, including carbon monoxide and hydrogen sulphide, and ensure that no one enters the confined space if gas concentrations exceed regulatory limits. Readings must be recorded in the security clearance. The detection devices used must be calibrated and adjusted by a skilled person and according to the manufacturer's instructions, so that the alarms comply with the limits established on the security clearance.
- 2.5.10 The Contractor must provide the gas detection devices and keep them in good condition. At any time, the Department's Representative may have the Contractor's equipment checked by a qualified person. In case of a detection device failure, the work must be suspended immediately, all the workers must leave the confined space and under no circumstances will a claim for wasted time be accepted.
- 2.5.11 If a detection device's alarm goes off, everyone must exit the confined space. The Contractor must then find the source of contamination, neutralize it, open up the confined space to remove contaminant residue and only allow access to the confined space when the oxygen and gas concentrations have returned to their normal levels.
- 2.5.12 Compressed gas cylinders or welding machines must not be brought into confined spaces: such equipment must be kept outside and must not block access or discharge. Cylinders must be properly secured.
- 2.5.13 Electrical tools and devices used to access confined spaces must be grounded and, where necessary, designed to be explosion-proof. All the equipment must be connected to a circuit interrupter in the event of a ground fault or a step-down transformer. The Contractor must, at his/her own expense, have a qualified electrician modify the power outlets and/or circuit breakers that he/she intends to use and do not meet those criteria.
- 2.5.14 The Contractor must provide a ventilating system to maintain contaminant concentrations below the limit.
- 2.5.15 The Contractor must set up signs to prevent unauthorized persons from entering a confined space.
- 2.5.16 Where it is impossible to maintain noise levels below 85 dB, the Contractor shall provide all workers with ear protectors adapted to the desired level of sound attenuation and the work to be performed.
- 2.5.17 The Contractor must make sure all his/her staff wears the personal protective equipment required.

2.5.18 The Contractor must assign a competent person to act as a Custodian. The Custodian is required to:

- Know the confined space work procedures.
- Ensure constant communication with all the workers in the confined space. The instructions applied must be adapted to confined spaces. The Contractor must choose the means of communication taking into account the identified risks and other relevant factors, i.e. the protective equipment workers need to wear, noise levels in the confined spaces and the surrounding area, distance, lighting conditions, etc.
- Be familiar with gas detection devices and ensure they work adequately for the duration of the work.
- Be familiar with add-on ventilating systems and ensure they work adequately for the duration of the work.
- Know the procedures in case of an emergency.
- Ensure:

All staff entering a confined space follow the Contractor's work procedures. The working conditions and environment within the confined space do not affect the workers' health and safety.

2.5.19 The Custodian shall stand and remain constantly at the entrance of the confined space and never leave his position, as long as a worker remains in the confined space.

2.5.20 The Contractor must designate a person responsible for the safety of confined spaces. This person must always be present at the construction site.

2.5.21 The same person may act as Custodian and be responsible for the safety of confined spaces, provided that he/she can meet all the requirements of these two positions.

2.6 Hot Work

2.6.1 Hot work refers to any work that uses an open flame or can produce heat or sparks such as riveting, welding, cutting, brazing, grinding, burning, heating, etc.

2.6.2 At the beginning of each shift and for each area, the Contractor must have the Site Manager issue a "hot work permit".

2.6.3 A functional portable fire extinguisher adequate for fire hazards must be available and readily accessible within 5 m of any flame and source of sparks or intense heat.

2.6.4 The Contractor must designate a person responsible for conducting continuous fire hazard monitoring for a minimum of one hour after the completion of each hot work. That person must sign the permit's section for that purpose and give it to the Site Manager after the one-hour delay.

2.7 Welding and Cutting


In addition to the requirements set out in the previous clauses, the Contractor must comply with the following requirements:

- Carry out welding and cutting operations in accordance with the requirements of the Safety Code for the Construction Industry, S-2.1, r.4 and CSA W117.2 Safety in Welding, Cutting and Allied Processes.
- Discontinue any activity that generates flammable or combustible gases, vapors or dusts near welding or cutting operations.
- Store compressed gas cylinders on a fireproof surface and make sure the room is well ventilated.
- Store all oxygen cylinders at least 6 meters away from flammable gas cylinders (i.e. acetylene) or a combustible material such as oil or grease, unless they are separated by a barrier made of non-combustible material as specified in Section 3.13.4 of the Safety Code for the Construction Industry, S-2.1, r.4.
- Store bottles away from heat sources.
- Do not store bottles near stairs, exits, corridors and elevators.
- Do not put acetylene in contact with metals such as silver, mercury, copper and brass alloys with more than 65% of copper, to avoid the risk of an explosive reaction.
- Check the electric-arc welding equipment to make sure it has the required voltage and is grounded.
- Make sure the electric welding device's contact wires are not damaged.
- Place welding equipment on a weather-protected flat ground.
- Place fire-resistant fabrics when the welding work is done in stacking mode as there may be sparks falling.
- Remove or protect flammable or combustible materials that are within 15 meters of welding work.
- Never weld or cut on a closed container.
- Never cut, weld or perform open flame work on a container, tank, pipe or any other container that may contain a flammable or explosive substance or residues of such products unless air samples were taken and indicated that the work could be carried out safely or arrangements were made to ensure workers' safety.

END OF SECTION

Periodic Monitoring

Form given as an example. The Contractor may provide his or her own monitoring record and submit it to the Department's Representative for approval.



Registre de surveillance périodique MMF (maximum de 24 heures entre les visites)

Identification de l'installation:

Lieu:

Identification bouilloire:

Type

Combustible

En service

Bouilloire# 1

Bouilloire à vapeur haute pression

Gaz

Date de la visite						
Heure de la visite						
Initiales de l'opérateur						
Compteur d'eau "make-up"						
Compteur gaz						
Dégazeur						
Niveau d'eau de la bouilloire						
Niveau du réservoir de condensation						
Niveau du réservoir d'expansion						
Pompe						
Pression de gaz à l'entrée						
Pression de gaz au brûleur						
Pression de vapeur						
Pression valve de réduction						
Pression d'eau						
Pression d'eau à la pompe						
Pression du réservoir d'expansion						
Sécurité (essais)						
Température extérieure						
Température intérieure						
Température d'alimentation de l'eau						
Température de retour de l'eau						
Température réservoir de condensation						
Température des gaz de combustion						

Condition anormale détectée, commentaires et mesures prises:

Opérateur 1

Date

Opérateur 2

Date

Opérateur 3

Date

Superviseur SPAC

Date

Weekly Maintenance

Form given as an example. The Contractor may provide his or her own monitoring record and submit it to the Department's Representative for approval.



Vérification et entretien de la chaufferie vérification hebdomadaire

Date : _____
Heure : _____

CHAUDIÈRES		#1	#3
	Manufacturier		
	Modèle		
	Numéro de série		
	BHP		
	Type		

Vérification HEBDOMADAIRE	#1	#3
Faire le tour des équipements de la chaufferie et s'assurer qu'il n'y a aucune fuite (tuyau, valve, etc.)		
Faire le tour des installations des bâtiments 100, 200, 400 et 500 incluant le tunnel de service et s'assurer qu'il n'y a aucune fuite (tuyau, valve, etc.).		
Vérifier, nettoyer et réparer, si besoin, les détenteurs et les valves de sécurité sur le réseau à vapeur interne à la chaufferie, sur les chaudières et sur les autres appareils mécaniques et le noter.		
Vérifier, nettoyer et réparer, si besoin, les contrôles de niveau d'eau pour les chaudières et les autres réservoirs et le noter.		
Vérifier, nettoyer et réparer, si besoin, le système d'allumage des brûleurs et le noter.		
Vérifier, nettoyer et réparer, si besoin, les contrôles d'alimentation des brûleurs en carburant (arrêt manuel des brûleurs et vérifier la coupure de la flamme).		
Arrêter et remettre en marche la chaudière, nettoyer et réparer, si nécessaire, les contrôles d'allumage des chaudières et observer les caractéristiques de la flamme et le noter.		
Vérifier, nettoyer et réparer, si besoin, les voyants lumineux et les contrôles d'alarme des chaudières et des autres appareils inhérents au fonctionnement de la chaufferie et le noter.		



Vérification et entretien de la chaufferie vérification hebdomadaire

À la demande du représentant ministériel, alterner le fonctionnement des chaudières et le noter.		
Nettoyer le verre du détecteur de flamme et le noter.		
Vérifier, nettoyer et réparer, si besoin, tous les joints d'étanchéité, les mobiles et les roulements des pompes, ventilateurs, registres et contrôles mécaniques reliés au bon fonctionnement de la chaufferie et le noter.		
Vérifier, nettoyer et réparer, si nécessaire, les courroies (le cas échéant) et les accouplements des moteurs et le noter.		
Vérifier, nettoyer et réparer, si besoin, les joints d'étanchéité des conduits et le noter.		
Ajuster les vannes de réduction pour le chauffage des bâtiments 100, 400 et 500 lorsque requis par le représentant ministériel (verbalement) et le noter.		
Vérifier l'huile des appareils mécaniques et en ajouter selon les besoins et les recommandations du fabricant et le noter.		
Si condition anormale indiquer Oui sinon Non. Si Oui, indiquer le détail de condition anormale dans la case "Remarque" ici-bas.		
Remarque :		
Signature MMF: _____ Date: _____		
Signature Superviseur TPSGC: _____ Date: _____		

Monthly Maintenance

Form given as an example. The Contractor may provide his or her own monitoring record and submit it to the Department's Representative for approval.



Vérification et entretien de la chaufferie vérification mensuelle

Date : _____

Heure : _____

CHAUDIÈRES		#1	#2
	Manufacturier		
	Modèle		
	Numéro de série		
	BHP		
	Type		

Vérification MENSUELLE		#1	#2
Vérifier, noter, nettoyer et réparer, si nécessaire, les entrées d'air dans la chaudière et les admissions d'air dans la chaufferie.			
Utilisation du gaz naturel: Vérifier, noter, nettoyer et réparer, si nécessaire, le réseau d'alimentation en gaz naturel incluant les contrôles et les valves.			
Nettoyer le détecteur de flamme et les éléments qui s'y rattachent et le noter.			
Vérifier et nettoyer les contrôles électriques et mécaniques des chaudières et des autres appareils se rattachant au fonctionnement de la chaufferie, en particulier, les pressostats et les pressurtrils et le noter.			
Mesurer et noter l'émission des gaz d'échappement :			
Co2 :			
Co :			
O2 :			
Température des gaz dans la cheminée :			
Eff% :			
Faire un "smoke test" à différents régimes, selon les normes en vigueur et les règles de l'art et déterminer le rendement de combustion de la chaudière à tous les régimes. Le rendement devrait être de 80% et plus pour la majorité des régimes; dans le cas où on a un rendement inférieur, l'entrepreneur à la charge de faire ajuster la chaudière à ses frais.			




Vérification et entretien de la chaufferie vérification mensuelle

Si condition anormale indiquer Oui sinon Non. Si Oui, indiquer le détail de condition anormale dans la case "Remarque" ici-bas.		
Remarque :		
Signature MMF: _____ Date: _____		
Signature Superviseur TPSGC: _____ Date: _____		

APPENDIX – A FORMS EXEMPLE

April 2019

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 Public Works and Government Services Canada Travaux publics et Services gouvernementaux Canada		WORK ORDER ORDRE DES TRAVAUX		Quote on invoice - Inscrire sur votre facture
Subject to the GENERAL CONDITIONS and in accordance with your quotation dated _____ you are		Sous réserve des CONDITIONS GÉNÉRALES et conformément à votre soumission en date du _____ autorisation vous		<input type="checkbox"/> For confirmation only En confirmation seulement
authorized to proceed with the work described below.		est donnée de mettre à exécution les travaux décrits ci-après.		
Contractor's name and address - Nom et adresse de l'entrepreneur		Send invoice to - Expédier la facture à :		
Vendor No. N° fournisseur	FMS SGF	<div style="border: 1px solid black; width: 100px; height: 15px;"></div>	ABE EAA	<div style="border: 1px solid black; width: 100px; height: 15px;"></div>
Location of work - Endroit des travaux				
Description of work - Description des travaux				
			Payment - Paiement Progress claim or invoice required <input type="checkbox"/> Yes <input type="checkbox"/> No Demande d'acompte ou facture requise <input type="checkbox"/> Oui <input type="checkbox"/> Non	
Expected dates - Dates prévues Start date Date du début		Work authorized by Departmental Representative Travaux autorisés par le représentant ministériel Signature _____ Date _____		Work cost including applicable taxes except GST Coûts des travaux incluant les taxes applicables sauf TPS \$ _____ (GST extra) (TPS en plus)
Completion date Date du parachèvement				

ANNEX B – BASIS OF PAYMENT

PART 1A– BOILER ROOM MONITORING AND MAINTENANCE SERVICE

For the work described in Section 2A and 2B (Firm part) of the Statement of Work:

Clause	Duration	FIRM Multiple Price (A)
1.1	Year 1, firm From August 1st, 2019 to July 31, 2020	_____ \$
1.2	Year 2, Option 1 From August 1st, 2020 to July 31, 2021	_____ \$
1.3	Year 3, Option 2 From August 1st, 2021 to July 31, 2022	_____ \$
1.4	Year 4, Option 3 From August 1st, 2022 to July 31, 2023	_____ \$
Total calculated price for the complete duration of the contract: (A)_{1.1} + (A)_{1.2} + (A)_{1.3} + (A)_{1.4} = (B)		_____ \$

Note to Part 1: Firm multiple prices include skilled labor, expertise, materials, transportation, tools, equipment, accessories and any other supplies or knowledge necessary to carry out the work related to inspection, preventative maintenance and routine operations.

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File No. - N° du dossier
QCM-8-41254

Buyer ID - Id de l'acheteur
QCM017
CCC No./N° CCC - FMS No./N° VME

PART 1B– BOILER MAINTENANCE – HEATING START-UP AND SHUTDOWN (Optional part)

For the work described in Section 2E (Optional part) of the Statement of Work

Clause	Duration	FIRM Multiple Price OPTIONAL (C)
1.1	Year 1, firm From August 1st, 2019 to July 31, 2020	_____ \$
1.2	Year 2, Option 1 From August 1st, 2020 to July 31, 2021	_____ \$
1.3	Year 3, Option 2 From August 1st, 2021 to July 31, 2022	_____ \$
1.4	Year 4, Option 3 From August 1st, 2022 to July 31, 2023	_____ \$
Total calculated price for the complete duration of the contract: (C)_{1.1} + (C)_{1.2} + (C)_{1.3} + (C)_{1.4} = (D)		_____ \$

Note to Part 1B: Optional multiple prices include skilled labor, expertise, materials, transportation, tools, equipment, accessories and any other supplies or knowledge necessary to carry out the work related to inspection, preventative maintenance and routine operations.

(Continues next page)

PART 2 – WORK ON REQUEST – REPAIRS AND EMERGENCIES

2A) Rates for Direct and Productive On-Site Labor

Clause	Trade	Duration	Firm Hourly Rate (E)	Estimated Use (F)	Calculated Price (E) x (F) = (G)
2.1	4th Class Stationary Engineer <u>Normal Working Hours</u> (between 7:30 et 16:00- From Monday to Friday)	2019-2020	_____ \$	70 h.	_____ \$
2.2		2020-2021	_____ \$	70 h.	_____ \$
2.3		2021-2022	_____ \$	70 h.	_____ \$
2.4		2022-2023	_____ \$	70 h.	_____ \$
2.5	4th Class Stationary Engineer <u>Outside Normal Working Hours</u> (Weekday evenings, Saturday, Sunday and statutory holidays)	2019-2020	_____ \$	7 h.	_____ \$
2.6		2020-2021	_____ \$	7 h.	_____ \$
2.7		2021-2022	_____ \$	7 h.	_____ \$
2.8		2022-2023	_____ \$	7 h.	_____ \$
2.9	Pipe Fitter <u>Normal Working Hours</u> (between 7:30 a.m. and 4:00 p.m. from Monday to Friday)	2019-2020	_____ \$	10 h.	_____ \$
2.10		2020-2021	_____ \$	10 h.	_____ \$
2.11		2021-2022	_____ \$	10 h.	_____ \$
2.12		2022-2023	_____ \$	10 h.	_____ \$
2.13	Pipe Fitter <u>Outside Normal Working Hours</u> (Weekday evenings, Saturday, Sunday and statutory holidays)	2019-2020	_____ \$	7 h.	_____ \$
2.14		2020-2021	_____ \$	7 h.	_____ \$
2.15		2021-2022	_____ \$	7 h.	_____ \$
2.16		2022-2023	_____ \$	7 h.	_____ \$
2.17	Heating Pipe Fitter <u>Normal Working Hours</u> (between 7:30 a.m. and 4:00 p.m. from Monday to Friday)	2019-2020	_____ \$	10 h.	_____ \$
2.18		2020-2021	_____ \$	10 h.	_____ \$
2.19		2021-2022	_____ \$	10 h.	_____ \$
2.20		2022-2023	_____ \$	10 h.	_____ \$
2.21	Heating Pipe Fitter <u>Outside Normal Working Hours</u> (Weekday evenings, Saturday, Sunday and statutory holidays)	2019-2020	_____ \$	7 h.	_____ \$
2.22		2020-2021	_____ \$	7 h.	_____ \$
2.23		2021-2022	_____ \$	7 h.	_____ \$
2.24		2022-2023	_____ \$	7 h.	_____ \$
Total calculated price for the complete duration of the contract: (G) _{2.1} + (G) _{2.2} + (G) _{2.3} + ... + (G) _{2.23} + (G) _{2.24} = (H)					_____ \$

(Continues next page)

2B) Markup Rate for Materials and Outsourcing

Clause	Trade	Firm Markup (I)	Estimated Time (J)	Calculated Price (I) x (J) = (K)
2.25	Material At cost, plus a markup of	_____ %	15 000 \$	_____ \$
2.26	Outsourcing At cost, plus a markup of	_____ %	5 000 \$	_____ \$
Total calculated price for the complete duration of the contract: (K)_{2.25} + (K)_{2.26} = (L)				_____ \$

Notes to Part 2 – Work on Demand – Repairs and Emergencies:

- i. Regarding Part 2A), direct or productive labor is solely dedicated to on-site work, and that includes service calls. Time is calculated from the moment the Contractor is on the premises. Regular hours are for daytime. Hourly rates do not apply to neither meal time nor travel time outside the work site. Hourly rate must include the service truck, the Foreman's truck if applicable, as well as the hand tools (i.e. non-electric, electric, pneumatic, etc.).
- ii. For emergency calls only, a maximum travelling time of one-hour (round trip) will be paid.
- iii. Regarding Part 2B), the Department will pay the Contractor for the amounts agreed upon for each repair authorized by the Department Representative. The Contractor will only be paid for the authorized materials and work executed with prior approval of the Department Representative before beginning work.
- iv. Regarding the work in Part 2 – Work on Request – Repairs and Emergencies, the Technical Manager must place a separate order whenever work on request is required. No ON DEMAND work will be performed without the Department's prior authorization. No additional work will be authorized by the Department without a written submission (fax, mail or email) from the Contractor. This work will be billed according to the rates indicated in this document. The amounts quoted for work on demand are estimates and only the work that was ordered and carried out will be payable by the Crown.
- v. Regarding Part 2 – Work on Demand – Repairs and Emergencies, hourly rates and mark-up on the parts' cost price will be valid for the duration of the contract.
- vi. Regarding clause 2.25, payment for materials and spare parts will be made at cost plus a mark-up percentage to cover costs and profit. Upon Transport Canada's request, the Contractor will be required to provide original supporting documentation of the cost price. Look for the most cost-effective cost price for materials and parts. Transport Canada reserves the right to check the cost price with the supplier.

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3. Total Evaluated Price – For Evaluation Purposes Only

Total Evaluated Price : (B) + (D) + (H) + (L)	_____ \$
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Note: Annex B includes the Estimated Time and Calculated Price columns. Estimated time is based on Canada's projected requirements and may not represent the actual time required

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ANNEX C - SECURITY REQUIREMENTS CHECK LIST



Government
of Canada

Gouvernement
du Canada

Contract Number / Numéro du contrat

EE517-192693

Security Classification / Classification de sécurité

SECURITY REQUIREMENTS CHECK LIST (SRCL)

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Transport Canada		2. Branch or Directorate / Direction générale ou Direction Groupe Programmes
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 Entretien du système de sonde de détection 1 an + 3 années d'option		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No Non <input checked="" type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>



PART A (continued) / PARTIE A (suite)

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

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

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

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

Document Number / Numéro du document :

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

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

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

Special comments:

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? ☐ No ☒ Yes
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☐ Non ☒ Oui

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté?

☐ No ☒ Yes
☐ Non ☒ Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data? ☒ No ☐ Yes
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? ☒ Non ☐ Oui

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



Government of Canada
Gouvernement du Canada

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Security Classification / Classification de sécurité

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

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

Name (print) - Nom (en lettres moulées) Jean-Yves Michaud	Title - Titre Gest des biens, SPAC	Signature 	Date 18/01/2019
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	

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

Name (print) - Nom (en lettres moulées) Karen Young	Title - Titre Directrice, aéroport de Sept-Îles	Signature 	Date 17 janvier 2019
Telephone No. - N° de téléphone 418 962-8212	Facsimile No. - N° de télécopieur 418 962-8262	E-mail address - Adresse courriel karen.young@tc.gc.ca	

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) Odette Doucet	Title - Titre AII, SPAC	Signature 	Date 17/01/2019
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	

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

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

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ANNEX D – CONFIRMATION LETTER 1

Message to the contractor:

The project that is presented by the bidder must comply with the following requirements:

1. Must have performed preventative maintenance for a public, parapublic, institutional, commercial or industrial domain client;
2. Must have maintained a fuel oil thermal power station, whose appliances total a minimum of 250 HP of heating power.
3. The maintenance contract must have been undertaken and completed after January 1st, 2012.

This hereby confirms that the following contractor: _____

Has executed the work as a specialized contractor for the work for the following project:

This project meets all the above requirements. The specified work was carried out to our satisfaction, in accordance with the terms and conditions, schedule and budget of the contract.

Summary of work done on project:

Client Representative Name

Title

Signature

Client Name

Telephone

Date

Start date of the contact

End date of the contract

PWGSC RESERVES THE RIGHT TO VERIFY REFERENCES

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ANNEX D – CONFIRMATION LETTER 2

Message to the contractor:

The project that is presented by the bidder must comply with the following requirements:

1. Must have performed preventative maintenance for a public, parapublic, institutional, commercial or industrial domain client;
2. Must have maintained a fuel oil thermal power station, whose appliances total a minimum of 250 HP of heating power.
3. The maintenance contract must have been undertaken and completed after January 1st, 2012.

This hereby confirms that the following contractor: _____

Has executed the work as a specialized contractor for the work for the following project:

This project meets all the above requirements. The specified work was carried out to our satisfaction, in accordance with the terms and conditions, schedule and budget of the contract.

Summary of work done on project:

Client Representative Name

Title

Signature

Client Name

Telephone

Date

Start date of the contact

End date of the contract

PWGSC RESERVES THE RIGHT TO VERIFY REFERENCES

Solicitation No. - N° de l'invitation
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ANNEX E – ATTENDANCE FORM

Maintenance of boilers and related heating systems
FILE no : EE517-192692/A
PROJECT no : R.103222.001

MANDATORY INFORMATION MEETING ON JUNE 19 OR JUNE 20, 2019

This duly signed form must be submitted with the bid, otherwise the submission will be rejected.

Name of the contractor

Name of the Departmental Representative

Contractor's representative name

Signature

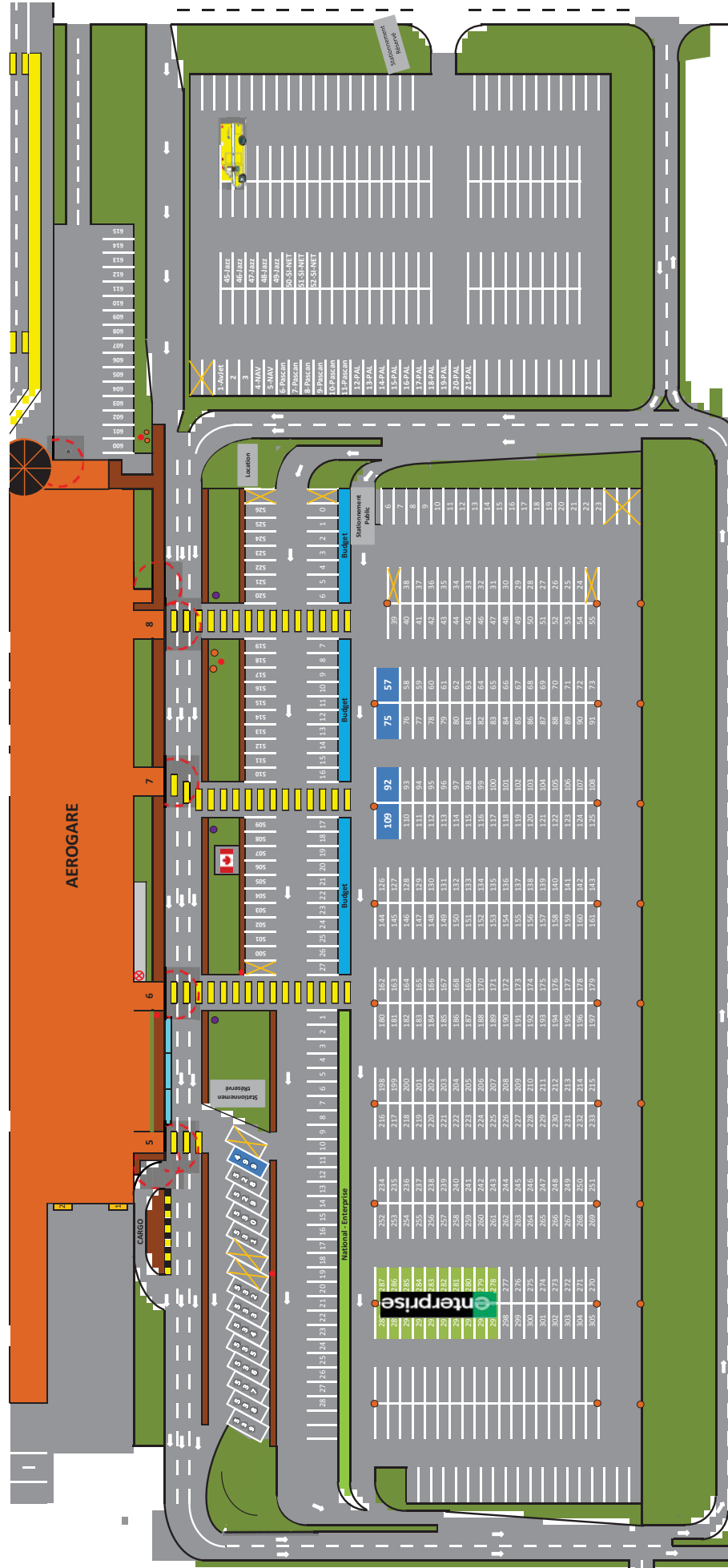
Signature

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ANNEX F – PARKING PLAN



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ANNEX "1" to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

The Bidder accepts any of the following Electronic Payment Instrument(s):

- ☐ VISA Acquisition Card;
- ☐ MasterCard Acquisition Card;
- ☐ Direct Deposit (Domestic and International);
- ☐ Electronic Data Interchange (EDI);