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

800 Burrard Street, Room 219

800, rue Burrard, pièce 219

Vancouver

British Columbia

V6Z 0B9

Bid Fax: (604) 775-9381

Request For a Standing Offer Demande d'offre à commandes

Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

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

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

Comments - Commentaires

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

Issuing Office - Bureau de distribution

Public Works and Government Services Canada - Pacific Region

800 Burrard Street, Room 219

800, rue Burrard, pièce 219

Vancouver

British C

V6Z 0B9

Title - Sujet RISO - CFB Comox Intrusion Alarm R&	
Solicitation No. - N° de l'invitation W6862-190063/A	Date 2019-07-18
Client Reference No. - N° de référence du client W6862-190063	GETS Ref. No. - N° de réf. de SEAG PW-\$PWY-025-8625
File No. - N° de dossier PWY-9-42015 (025)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2019-08-09	Time Zone Fuseau horaire Pacific Daylight Saving Time PDT
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Fung, Donna (PWY)	Buyer Id - Id de l'acheteur pwy025
Telephone No. - N° de téléphone (604)671-9689 ()	FAX No. - N° de FAX (604)775-6633
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE See herein	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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

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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

- | | |
|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Part 1 | General Information: provides a general description of the requirement; |
| Part 2 | Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO; |
| Part 3 | Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified; |
| Part 4 | Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection; |
| Part 5 | Certifications and Additional Information: includes the certifications and additional information to be provided; |
| Part 6 | Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and |
| Part 7 | 7A, Standing Offer, and 7B, Resulting Contract Clauses:

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

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

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist, the Insurance Requirements, the Electronic Payment Instruments, and any other annexes

1.2 Summary

- 1.2.1 The Department of National Defence is seeking a qualified firm to maintain existing or install replacement Intrusion Alarm (IA) and Camera systems at 19 Wing Comox and its satellite facilities. This may include, but is not limited to:

- supply, install and verify replacement equipment/systems,
- maintain and repair existing security systems and video equipment,
- supply replacement equipment for installing by DND technicians.

The successful Contractor will provide the specific requirements on an as requested basis at 19 Wing Comox and satellite sites including and HMCS Quadra (just outside of Comox, British Columbia) and CFS Holberg Radar site (approx. 350Km North of CFB Comox on Vancouver Island).

The existing security and video systems at 19 Wing Comox/CFS Holberg/HMCS Quadra/Seal Bay Armouries consist of:

- twenty four separate intrusion alarm systems,
- monitored by two Sure-guard System 3 receivers,
- SIS monitoring System consisting of a server and 2 desktop monitoring computers,
- two Hirsch Access control/IA systems with Velocity Monitoring. Each has a separate server,
- two standalone Bosch Camera Systems with 3 cameras each,
- Genetec Situational Awareness camera system with 5 Axis cameras,
- Genetec monitoring system with 10 Axis cameras in CFS Holberg,
- two Genetec Access Control Systems with cameras,
- Southwest Microwave Perimeter Fence Protection System.

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

1.3 Security Requirements

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, offerors should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

1.4 Debriefings

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

1.5 Anticipated migration to an e-Procurement Solution (EPS)

Canada is currently developing an online EPS for faster and more convenient ordering of goods and services. In support of the anticipated transition to this system and how it may impact any resulting Standing Offer that is issued under this solicitation, refer to 7.15 Transition to an e-Procurement Solution (EPS).

The Government of Canada's [press release](#) provides additional information.

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) 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.

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

The 2006 (2019-03-04) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

2.1.1 SACC Manual Clauses

2.1.1.1 Firm Price and/or Rates

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

2.1.1.2 Prices – Items

Offerors must submit firm prices for all items listed in Annex B.

2.2 Submission of Offers

Offers must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated in the RFSO.

Due to the nature of the Request for Standing Offers, transmission of offers by facsimile to PWGSC will not be accepted.

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 FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the offer non-responsive.

Definitions

For the purposes of this clause,

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

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

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

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Offeror a FPS in receipt of a pension? **YES** () **NO** ()

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

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

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

Work Force Adjustment Directive

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES** () **NO** ()

If so, the Offeror must provide the following information:

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

All enquiries must be submitted in writing to the Standing Offer Authority no later than ten (10) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 offerors.

2.6 Optional Site Visit

There will be a site visit on July 31, 2019 at 10:00am. Interested bidders are to meet at the main gate, 19 Wing Comox, Lazo, BC. Bidders will be required to wear personal protective equipment, including hard hat, high visibility vest, and safety footwear.

All site visit attendees must first pre-register with the Contracting Authority, Donna Fung, by email at donna.fung@pwgsc-tpsgc.gc.ca no later than July 26, 2019 with the name(s) of the individual(s) attending the site visit and the name of the company. A maximum of two (2) representatives per bidder will be permitted to examine the sites.

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

Due to the nature of the RFSO, offers transmitted by epost Connect service and by facsimile will not be accepted.

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

Section I: Technical Offer (3 hard copies)

Section II: Financial Offer (1 hard copy)

Section III: Certifications (1 hard copy)

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

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

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

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, Offerors 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 Offer

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

Section II: Financial Offer

Offerors must submit their financial offer in accordance with Annex B, Basis of Payment.

3.1.1 Electronic Payment of Invoices - Offer

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

If Annex E 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

The requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All bids including such provision will render the bid non-responsive.

Section III: Certifications Offerors must submit the certifications and additional information required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation -Mandatory Criteria

CRITERIA	MET	
a) The Contractor must hold a current and valid Security Business License issued by the British Columbia Registrar of Security Service. Provide copy.	Yes	No
b) The Contractor must have an <u>employee</u> in possession of a current and valid Class SA Field Safety Representative (FSR) certificate of qualification. Provide copy.	Yes	No
c) The Contractor must ensure a qualified Security Systems Technician (must be an employee) with a current and valid Security Workers License, issued by British Columbia Registrar of Security Service, will be on the job site at all times work is performed. Provide copy.	Yes	No
d) PREVIOUS EXPERIENCE: The Contractor possesses five (5) consecutive years of security system installation and maintenance and repair services experience within the last ten (10) years on contracts of similar size and scope to the requirement identified in the solicitation. Similar in size and scope is defined as : - A complex of similar use or type (e.g. commercial, industrial, warehousing, hangers, offices) - A complex with a similar number and variety of buildings and equipment Provide details in the table below.	Yes	No
e) REFERENCES: The Contractor must provide references from the PREVIOUS EXPERIENCE customers to support that the Contractor has a good track record in providing security system installation and maintenance services of a similar scope. For each reference, list the name of the customer and key contact information. References may be verified. Provide details in the table below.	Yes	No
f) All employees working on site must have training in WHMIS. Provide copy.	Yes	No
g) The Contractor must provide a written Company Safety Plan. Provide copy.	Yes	No
h) The Contractor must provide a written Company Environmental Plan. Provide copy.	Yes	No

Previous Experience: The Contractor possesses five (5) consecutive years of security system installation and maintenance and repair services experience within the last ten (10) years on contracts of similar size and scope to the requirement identified in the solicitation. Provide the following information for each contract. Reproduce the table as necessary for each contract.

CONTRACT:	
Brief description of work	
Location (address)	
Location type	
Time Frame (from/to) minimum 2 consecutive years	
\$ value / month	
Number of full-time and/or part-time personnel	
Current point of contact (customer name and phone #)	

4.1.2 Evaluation of Price – Offer

The price of the offer will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

4.2 Basis of Selection – Mandatory Technical Criteria Only

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Offer

Offerors must submit the following duly completed certifications as part of their offer.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all offerors must provide with their offer, **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 the Issuance of a Standing Offer and Additional Information

The certifications and additional information listed below should be submitted with the offer, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror 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 offer 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 property 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 Offeror 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 - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror 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-Labour's](https://www.canada.ca/en/employment-social-development/canada-labour's) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4>).

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

5.2.3 Status and Availability of Resources

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

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

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

6.1 Security Requirements

1. At the Request for Standing Offers closing date, the following conditions must be met:
 - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
 - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicate in Part 7A - Standing Offer;
 - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. For additional information on security requirements, offerors should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

7.1.1 The Offeror offers to perform the Work in accordance with the Statement of Work at Annex A.

7.2 Security Requirements

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

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

NOTE: There are multiple levels of personnel security screenings associated with this file. In this instance, a Security Classification Guide must be added to the SRCL clarifying these screenings. The Security Classification Guide is normally generated by the organization's project authority and/or security authority.

7.3 Standard Clauses and Conditions

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

7.3.1 General Conditions

2005 (2017-06-21) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from 1 September 2019 to 31 August 2022 (estimated).

7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for two (2) additional one-year periods under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority thirty (30) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

7.5 Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Donna Fung
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Real Property Contracting
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The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

7.5.2 Project Authority

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

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

7.5.3 Offeror's Representative

To Be Determined

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Department of National Defence / Real Property Operations Section (Comox) Real Property Operations Unit (Pacific).

7.8 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using the duly completed forms or their equivalents as identified in paragraphs 2 and 3 below, or by using Canada acquisition cards (Visa or MasterCard) for low dollar value requirements.

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.
2. Any of the following forms could be used which are available through [PWGSC Forms Catalogue](#) website:
 - PWGSC-TPSGC 942 Call-up Against a Standing Offer
 - PWGSC-TPGSC 942-2 Call-up Against a Standing Offer - Multiple Delivery
 - PWGSC-TPSGC 944 Call-up Against Multiple Standing Offers (English version)
 - PWGSC-TPSGC 945 Commande subséquente à plusieurs offres à commandes (French version)

or

3. An equivalent form or electronic call-up document which contains at a minimum the following information:
 - standing offer number;
 - statement that incorporates the terms and conditions of the Standing Offer;
 - description and unit price for each line item;
 - total value of the call-up;
 - point of delivery;
 - confirmation that funds are available under section 32 of the Financial Administration Act;
 - confirmation that the user is an Identified User under the Standing Offer with authority to enter into a contract.

7.9 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$60,000.00 (Applicable Taxes included).

7.10 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$315,000.00 (*Applicable Taxes included*) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or three (3) months before the expiry date of the Standing Offer,

whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

7.11 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2017-06-21), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010C (2018-06-21), General Conditions: Services (medium complexity);
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Security Requirements Check List;
- h) Annex D, Insurance Requirements;
- i) the Offeror's offer dated _____.

7.12 Certifications and Additional Information

7.12.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.

7.13 Applicable Laws

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

7.14 Transition to an e-Procurement Solution (EPS)

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

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

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

7.15 Insurance Requirements

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

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

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

B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

7.1 Statement of Work

The Contractor must perform the Work described in the call-up against the Standing Offer.

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

2010C (2018-06-21), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

Section 13, Interest on Overdue Accounts, will not apply to payments made by credit cards.

7.3 Term of Contract

7.3.1 Delivery Date

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

7.4 Proactive Disclosure of Contracts with Former Public Servants

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

7.5 Payment

7.5.1 Basis of Payment – Progress

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices as specified in Annex B. Customs duties are included, and Applicable Taxes are extra.

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.

1. Canada will make progress payments in accordance with the payment provisions of the Contract, no more than once a month, for cost incurred in the performance of the Work, up to ninety-five percent (95%) of the amount claimed and approved by Canada if:
 - a. an accurate and complete claim for payment using form PWGSC-TPSGC 1111, Claim for Progress Payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
 - b. the amount claimed is in accordance with the basis of payment;
 - c. the total amount for all progress payments paid by Canada does not exceed ninety-five percent (95%) of the total amount to be paid under the Contract;
 - d. all certificates appearing on form PWGSC-TPSGC 1111 have been signed by the respective authorized representatives.
2. The balance of the amount payable will be paid in accordance with the payment provisions of the Contract upon completion and delivery of all work required under the Contract if the Work has been accepted by Canada and a final claim for the payment is submitted.
3. Progress payments are interim payments only. Canada may conduct a government audit and interim time and cost verifications and reserves the rights to make adjustments to the Contract from time to time during the performance of the Work. Any overpayment resulting from progress payments or otherwise must be refunded promptly to Canada.

7.5.2 SACC Manual Clauses

A9117C (2007-11-30), T1204 - Direct Request by Customer Department

C0705C (2010-01-11), Discretionary Audit

C0710C (2007-11-30), Time and Contract Price Verification

7.5.5 Electronic Payment of Invoices – Call-up

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

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

7.6 Invoicing Instructions

1. 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 any maintenance reports must be forwarded to the address shown on page 1 of the Contract for certification and payment.

7.7 Canadian Forces Site Regulations

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

7.8 Worker's Compensation

The Contractor must maintain its account in good standing with the applicable provincial or territorial Workers' Compensation Board for the duration of the Contract.

ANNEX A

STATEMENT OF WORK

DEPARTMENT OF NATIONAL DEFENCE

STANDING OFFER AGREEMENT FOR

SUPPLY AND INSTALL SECURITY AND VIDEO EQUIPMENT

CANADIAN FORCES BASE COMOX

LAZO, B.C.

STANDING OFFER AGREEMENT
DATE: 7 May 2019

1. Background

- 1.1 The Department of National Defence is seeking a qualified firm to maintain existing or install replacement Intrusion Alarm (IA) and Camera systems at 19 Wing Comox and its satellite facilities. This may include, but is not limited to:
 - 1.1.1 - supply, install and verify replacement equipment/systems,
 - 1.1.2 - maintain and repair existing security systems and video equipment,
 - 1.1.3 - supply replacement equipment for installing by DND technicians.
- 1.2 The successful Contractor will provide the below specific requirements on an as requested basis at 19 Wing Comox and satellite sites including and HMCS Quadra (just outside of Comox, British Columbia) and CFS Holberg Radar site (approx. 350Km North of CFB Comox on Vancouver Island).
- 1.3 The existing security and video systems at 19 Wing Comox/CFS Holberg/HMCS Quadra/Seal Bay Armouries consist of:
 - 1.3.1 – twenty four separate intrusion alarm systems,
 - 1.3.2 - monitored by two Sure-guard System 3 receivers,
 - 1.3.3 - SIS monitoring System consisting of a server and 2 desktop monitoring computers,
 - 1.3.4 - two Hirsch Access control/IA systems with Velocity Monitoring. Each has a separate server,
 - 1.3.5 - two standalone Bosch Camera Systems with 3 cameras each,
 - 1.3.6 – Genetec Situational Awareness camera system with 5 Axis cameras,
 - 1.3.7 – Genetec monitoring system with 10 Axis cameras in CFS Holberg,
 - 1.3.8 – two Genetec Access Control Systems with cameras,
 - 1.3.9 – Southwest Microwave Perimeter Fence Protection System.

2. General Requirements

- 2.1 Some drawings with existing conditions can be supplied to the proponent post award but DND cannot guarantee they will be available for all buildings, and actual conditions are to be verified on site.
- 2.2 Security Clearance

The Contractor will require an escort for all field work being completed within the secure zone. Escorts shall be Commissionaires or members / employees of DND. The cost of providing escorts shall be borne by the Crown. No cost for escorts shall be included in the tendered rates.

The Contractor is responsible to ensure that all personnel working on-site are included on a current Visitor Clearance Request (VCR).
- 2.3 All works to be completed in accordance with the latest edition of all applicable codes and regulations, specifically the Treasury Board information or technology standard (TBITS),

National Building Code and Canadian Electrical Code. All methods used shall be "environmentally safe" and work completed will undergo review from Wing Environmental personnel from time to time.

- 2.4 The successful proponent will name a competent site superintendent post award who will be present onsite for all works completed under this SOA. The Designated Site Supervisor will not change unless written authorization is provided from DND.
- 2.5 It is the responsibility of the successful proponent to coordinate any sub trades as required under a call-up should they be required.
- 2.6 The successful proponent will not commence work unless written approval, in the form of a signed commitment of services form 942 is provided from DND. Ample notification will be given to DND and any building users with regards to required shut-downs. All work areas will be visually delineated prior to commencing work to ensure that DND personnel do not enter the immediate workspace. The foregoing applies only to personnel that are not involved in the Standing Offer. The successful proponent will abide by all Wing standing orders and other regulations in force on site, where the work is performed.
- 2.7 DND will be provided ample time to inspect the work upon completion (minimum 48 hours). The successful proponent will make good any defective materials as required by DND at no expense to the Crown. It shall be the responsibility of the successful proponent to make good any damage caused to DND or private property resulting from, or attributing to their work, at their own expense.

3. Specific Requirements

- 3.1 The proponent will work with the DND representatives to further refine the following specific requirements. All DND recommendations are to be reviewed to ensure technical feasibility.

Goods will be supplied, installed and/or commissioned on an as requested basis to the latest code requirements, as defined by the manufacturer. At times a call-up will be made for supply and delivery of equipment only. Call-ups will be done each time a service is requested, on a time and material basis as per the tendered rates, up to the maximum upset limit of the contract. Time schedules and action plans will be required for each call-up.

- 3.2 Work under each call-up will cover the supply of all material, labor, equipment and supervision to provide the requirements as detailed in the Call-up.
- 3.3 The following is a general overview of what could be requested under the SOA (but not limited to):
- Design replacement systems
 - Supply parts for installation by DND Technicians
 - Install as per manufacturer instructions and manuals
 - Inspections
 - Testing
 - Certification
 - Commissioning
 - Maintenance / Repair / Servicing
 - Training

3.4 Certification and qualifications

3.4.1 Security Systems Technician - to be a registered technician and have a Security Worker License issued by the Province of British Columbia as a "Security Alarm Installer".

3.4.2 Security Systems Technician means a person who designs, installs, repairs, maintains, replaces, tests, services the operation of all electronic security alarm systems in accordance with the provisions of Security Services Act and regulations administered by Ministry of Public Safety & Solicitor General, Policing and Community Safety Branch, Security Programs and Police Technology Division.

3.5 The material will meet the following, as applicable:

- ULC listed and labeled
- All components shall be non-proprietary and non-exclusive to any installing dealer.
- All components shall be off the shelf
- IP Communication standards for Intrusion Detection system needs to meet CAN/ULC-S304 level A4 as a minimum requirement.

3.6 The materials to be supplied and installed will be, but not limited to:

3.6.1 Detector, camera, transceiver, alarm expansion board, flush and surface mounting box, power supply and all related wiring etc, from any or all of the manufacturers. See Annex A for examples of some of the equipment that may be purchased / installed under this contract (but not limited to).

3.6.2 Shipping will be paid at cost for security device purchases.

3.7 Detailed reporting may be requested on all services under this SOA, inclusive of as-built drawings and system operation and maintenance manuals (as-requested).

All maintenance records shall be provided on forms acceptable to the local authority having jurisdiction.

4. Deliverables

4.1 The deliverables of this Standing Offer will be specifically defined for each call-up. Deliverables requested could include, (but not limited to);

4.1.1 Any draft reports are to be submitted in electronic copy to DND for review

4.1.2 Any final reports are to be provided in the following format:

- 3 hard copy sets
- 1 Electronic set on CD in .pdf format as well as in fully editable format (i.e. ".doc", ".dwg" etc...)

5. Authorization of Work and Call-ups under this Standing Offer Agreement

5.1 Each call-up under this contract will be requested and authorized by DND by using a requisition form DSS 942.

5.2 Call-ups under this Standing Offer Agreement will be authorized as follows:

-
- 5.3 The DND Contract Coordinator will provide the contractor with a description of the call-up to be performed in sufficient detail to enable the contractor to establish a fixed or a maximum upset price for the call-up.
- 5.4 The Contractor will submit a cost estimate to DND prior to commencement of the work. The Contractor will be authorized to proceed with the work in writing in accordance with paragraph above.
- 5.5 When the call-up is completed the Contractor will report this information to DND. Details of any other costs incurred above the agreed price must be submitted to DND for prior approval.
- 5.6 If a stop work order is invoked after commencement of the work, it will be the firm's responsibility to demonstrate to DND that productive work was performed between the time of authorization and the stop work order. Furthermore, the firm will be required to substantiate all costs, which they may have incurred, in association with such productive work.
- 5.7 Sub-trades must be approved by the DND representative before commencement of work.
- 6. Safety Requirements**
- 6.1 Safety Plan. The Contractor is responsible to produce a written Occupational Health and Safety Plan to the standard outline by BC Safety Authority OSHR.
- 6.2 General. The Contractor will be responsible to take all necessary steps to protect personnel (workers, visitors, general public) and property from any harm during the course of the contract.
- 6.3 Construction Safety Measures. The Contractor must comply with applicable Sections of Part 8, Construction Safety Measures, of the National Building Code of Canada, Workers Compensation Board and with all other applicable provisions of Federal, Provincial and Municipal safety laws to prevent accident or injury to persons on, about or adjacent to the site of the work. This includes Confined Space Entry Procedures.
- 6.3.1 In event of conflict between any provisions of above authorities, the most stringent provision will apply.
- 6.4 Work Procedures and Equipment.
- 6.4.1 All work procedures and equipment will be in accordance with legislated standards.
- 6.4.2 A "Hot Work" permit is required for any hot work such as welding, cutting, or brazing in any area on Base (see Annex A to this specification). Hot Work permits are issued and controlled by the Wing Fire Chief.
- 6.4.3 Position cranes, hoists or scaffolding and operate them in a manner that will not result in damage to nearby aircraft, equipment or personnel even if slung loads or smaller objects fall or the equipment collapses.
- 6.5 Barricades. Barricade dangerous work sites, trenches and excavations.
- 6.6 Unguarded Work Sites. When work sites are left unguarded, especially overnight, powered equipment must be left at zero energy potential, material must be safely positioned and stacked, and portable ladders leading to elevated work platforms removed and secured.

6.7 Lockout Procedure. When persons would be placed at risk should the facility, machine or equipment become energized or move during inspection, maintenance, or repair, lockout procedures are required. Lockouts must be initiated by qualified Department of National Defence (DND) trades people although each tradesperson or worker responsible for the job or the equipment/facility will separately lockout.

6.8 Safety Personnel and Responsibility:

6.8.1 The Contractor shall supply competent personnel, implement their safety program and ensure that DND and provincial safety and health standards are being complied with.

6.8.2 DND shall monitor daily to ensure safety requirements are met and safety records are properly kept and maintained. Initial disregard for safety standards will cause the contract to be reviewed and a written record of the review will become part of the contract document.

6.8.3 The Contractor will report to the contract supervisor and jurisdictional authorities any accident or incident involving contractor, DND or public personnel and/or property arising from the Contractor's execution of work.

6.9 Delay Due to Health and Safety Regulations Infractions:

6.9.1 The Contractor will include all provisions of the contract in any agreement with sub-contractors and hold all sub-contractors equally responsible for safe work performance.

6.9.2 If the Contractor is responsible for a delay in the progress of work due to an infraction of legislated health and safety requirements, the Contractor will, without additional cost to DND, work such overtime, acquire and use equipment or material for the execution as deemed necessary in the opinion of the contract supervisor, to avoid delay in the final completion of the work or any operation thereof.

7. WHMIS

7.1 Comply with requirements of Workplace Hazardous Materials Information System (WHMIS) regarding use, handling, storage, and disposal of hazardous materials; and regarding labeling and provision of material safety data sheets acceptable to Labour Canada and Health and Welfare Canada.

7.2 Deliver copies of WHMIS data sheets to Technical Authority on delivery of materials.

8. Protection

The Contractor must provide continual protection from his work to personnel, vehicles, equipment or other surrounding facilities by using drop sheets, barricades, warning signs, lights or other protective devices considered necessary by the Technical Authority.

9. Environmental

9.1 Hazardous Materials

9.1.1 Material Safety Data Sheets must be provided to the Technical Authority for any controlled product being brought onto 19 Wing.

9.1.2 Contractor personnel will have been trained in Workplace Hazardous Material legislation as contained in Occupational Health and Safety Regulations of the Canada Labour Code.

9.1.3 Spills of any size will be immediately reported to the Technical Authority and to the Wing Environmental Officer.

10. Possible Equipment/Software to be Purchased/Supported per manufacturer (info only)

Manufacturer	Model	Electronic devise
Honeywell	Model DT 7450	Detector
Bosch	UML-202-90	20" LCD CCTV Monitor
Bosch	VDC-445V04-20	Colour Flexidome Camera
GE	SR-1087TM	Reed Switch, Surface Mount
GE	SR-2202AU	Reed Switch, Overhead door
GE	SR-2804TM	Reed Switch Explosion Proof
GE	SR-6198-N	Detector, explosion Proof
GE	AP669	Detector Ceiling Mount
GE	AP669BP	Detector base plate
GE	VR1500 Series	Video Receiver (MM)
GE	VT1500 Series	Video Transmitter (MM)
GE	VDR Series	Video Receiver (SM)
GE	VR6010DRDT	Video Receiver (MM)
GE	VR1900 Series	Video Receiver (MM)
GE	VT1900 Series	Video Receiver (MM)
GE	D1000 Series	Data Transceiver
DSC	PC4020NKC	Alarm panel
DSC	T-LINKL250	Communicator Board
DSC	PC4204	Power Supply
DSC	PC4116	Zone Expander
DSC	LCD-4501C	Keypad
Panasonic	WV-SC386	PTZ PoE Camera
Panasonic	WJ-ND300A	Network Disk Recorder
SIS Software	Release 1.6 (Build 106)	Alarm Center Monitoring/Dispatch Module
SIS Software		Action 32 Receiver Communication module
Genetec	SV032v2	NVR
Axis	Q6115E60HZ	PTZ Camera
Axis	M3046V	fixed dome camera
Axis	T91B61	wall-mount bracket

ANNEX B

BASIS OF PAYMENT

- 1) The prices per unit will govern in establishing the Total Extended Amounts. Any arithmetical errors in this Annex will be corrected by Canada.
- 2) Canada may reject the bid if any of the prices submitted do not reasonably reflect the cost of performing the part of the work to which that price applies.

UNIT PRICE SCHEDULES - RATES

(A) Years 1 & 2

Item	Firm Call Out Rate	ETT*	Estimated #Trips	Unit Price	Extended Amount
1	Detachment Holberg (approx. 330 km north from 19 Wing Comox)	_____min	2	\$ _____	\$ _____

*ETT – Estimated Travel Time (in minutes) is one way from supplier's base to the job site above.

Supplier's base is located at: _____

Call out rates: All-inclusive firm call out rates shall be based only on direct travel from contractor's plant to the sites of work specified below and direct return to contractor's plant (direct return trip). Full rates shall be charged only once for each call out.

Item	Class of Labour, Material or Plant	Unit	Estimated Quantities	Unit Price	Extended Amount
2	Hourly rate, including travel time and all related expenses. During regular hours: 7:30-15:30 hours, Monday through Friday				
	i) Security System Technician	per hour	900	\$ _____	\$ _____
	ii) Security Alarm Installer Under Supervision	per hour	100	\$ _____	\$ _____
3	Hourly rate, including travel time and all related expenses. Outside Regular Hours: Monday through Sunday, including all day Saturday, Sunday and holidays.				
	i) Security System Technician	per hour	40	\$ _____	\$ _____
	ii) Security Alarm Installer Under Supervision	per hour	20	\$ _____	\$ _____

4	Hourly rate, including travel time and all related expenses. Emergency Firm Rates: Anytime as requested, on site within maximum of 4 hours from call i) Security System Technician ii) Security Alarm Installer Under Supervision	per hour per hour	16 8	\$ _____ \$ _____	\$ _____ \$ _____
5	Firm rate for each permit or certificate required for the work (includes administrative costs and travel costs associated with obtaining and delivering the permit or certificate.)	per permit or certificate	20	\$ _____	\$ _____

Item	Class of Labour, Material or Plant	Estimated Expenditure or Units	Mark-up Percentage	Extended Amount: Expenditure with Mark-up
6	Contractor's Mark Up on allowance for unspecified material, replacement parts, and sub-contractors. Includes administrative costs and travel costs associated with the allowance. (\$100,000 + % markup =)	\$100,000.00	_____ %	\$ _____
7	Contractor's Mark Up on allowance for rental of specialized equipment. Includes administrative costs and travel costs associated with the allowance. (\$10,000 + % markup =)	\$10,000.00	_____ %	\$ _____
Extended Amount (A): Estimated Amount for Years 1 & 2, GST extra (Line Items 1 – 7)				\$ _____

(B) Year 3

Call out rates: All-inclusive firm call out rates shall be based only on direct travel from contractor's plant to the sites of work specified below and direct return to contractor's plant (direct return trip). Full rates shall be charged only once for each call out.

Item	Firm Call Out Rate	ETT*	Estimated # Trips	Unit Price	Extended Amount
8	Detachment Holberg (approx. 330 km north from 19 Wing Comox)	_____min	1	\$ _____	\$ _____

*ETT – Estimated Travel Time (in minutes) is one way from supplier's base to the job site above.

Item	Class of Labour, Material or Plant	Unit	Estimated Quantities	Unit Price	Extended Amount
9	Hourly rate, including travel time and all related expenses. During regular hours: 7:30-15:30 hours, Monday through Friday i) Security System Technician ii) Security Alarm Installer Under Supervision	per hour per hour	450 50	\$ _____ \$ _____	\$ _____ \$ _____
10	Hourly rate, including travel time and all related expenses. Outside Regular Hours: Monday through Sunday, including all day Saturday, Sunday and holidays. i) Security System Technician ii) Security Alarm Installer Under Supervision	per hour per hour	20 10	\$ _____ \$ _____	\$ _____ \$ _____
11	Hourly rate, including travel time and all related expenses. Emergency Firm Rates: Anytime as requested, on site within maximum of 4 hours from call i) Security System Technician ii) Security Alarm Installer Under Supervision	per hour per hour	8 4	\$ _____ \$ _____	\$ _____ \$ _____
12	Firm rate for each permit or certificate required for the work (includes administrative costs and travel costs associated with obtaining and delivering the permit or certificate.)	per permit or certificate	10	\$ _____	\$ _____

Item	Class of Labour, Material or Plant	Estimated Expenditure or Units	Mark-up Percentage	Extended Amount : Expenditure with Mark-up
13	Contractor's Mark Up on allowance for unspecified material, replacement parts, and sub-contractors. Includes administrative costs and travel costs associated with the allowance. (\$50,000 + % markup =)	\$50,000.00	_____ %	\$ _____

14	Contractor's Mark Up on allowance for rental of specialized equipment. Includes administrative costs and travel costs associated with the allowance. (\$5,000 + % markup =)	\$5,000.00	_____ %	\$ _____
Extended Amount (B): Estimated Amount for Year 3, GST extra (Line Items 8-14)				\$ _____

(C) Option Year 1

Call out rates: All-inclusive firm call out rates shall be based only on direct travel from contractor's plant to the sites of work specified below and direct return to contractor's plant (direct return trip). Full rates shall be charged only once for each call out.

Item	Firm Call Out Rate	ETT*	Estimated # Trips	Unit Price	Extended Amount
15	Detachment Holberg (approx. 330 km north from 19 Wing Comox)	_____ min	1	\$ _____	\$ _____

*ETT – Estimated Travel Time (in minutes) is one way from supplier's base to the job site above.

Item	Class of Labour, Material or Plant	Unit	Estimated Quantities	Unit Price	Extended Amount
16	Hourly rate, including travel time and all related expenses.				
	During regular hours: 7:30-15:30 hours, Monday through Friday				
	i) Security System Technician	per hour	450	\$ _____	\$ _____
	ii) Security Alarm Installer Under Supervision	per hour	50	\$ _____	\$ _____
17	Hourly rate, including travel time and all related expenses.				
	Outside Regular Hours: Monday through Sunday, including all day Saturday, Sunday and holidays.				
	i) Security System Technician	per hour	20	\$ _____	\$ _____
	ii) Security Alarm Installer Under Supervision	per hour	10	\$ _____	\$ _____
18	Hourly rate, including travel time and all related expenses. Emergency Firm Rates: Anytime as requested, on site within maximum of 4 hours from call				

	i) Security System Technician	per hour	8	\$ _____	\$ _____
	ii) Security Alarm Installer Under Supervision	per hour	4	\$ _____	\$ _____
19	Firm rate for each permit or certificate required for the work (includes administrative costs and travel costs associated with obtaining and delivering the permit or certificate.)	per permit or certificate	10	\$ _____	\$ _____

Item	Class of Labour, Material or Plant	Estimated Expenditure or Units	Mark-up Percentage	Extended Amount: Expenditure with Mark-up
20	Contractor's Mark Up on allowance for unspecified material, replacement parts, and sub-contractors. Includes administrative costs and travel costs associated with the allowance. (\$50,000 + % markup =)	\$50,000.00	_____ %	\$ _____
21	Contractor's Mark Up on allowance for rental of specialized equipment. Includes administrative costs and travel costs associated with the allowance. (\$5,000 + % markup =)	\$5,000.00	_____ %	\$ _____
Estimated Amount for Option Year 1, GST extra (Line Items 15 - 21)				Extended Amount (C): \$ _____

(D) Option Year 2

Call out rates: All-inclusive firm call out rates shall be based only on direct travel from contractor's plant to the sites of work specified below and direct return to contractor's plant (direct return trip). Full rates shall be charged only once for each call out.

Item	Firm Call Out Rate	ETT*	Estimated # Trips	Unit Price	Extended Amount
22	Detachment Holberg (approx. 330 km north from 19 Wing Comox)	_____ min	1	\$ _____	\$ _____

***ETT – Estimated Travel Time (in minutes) is one way from supplier's base to the job site above.**

Item	Class of Labour, Material or Plant	Unit	Estimated Quantities	Unit Price	Extended Amount
23	Hourly rate, including travel time and all related expenses. During regular hours: 7:30-15:30 hours, Monday through Friday				

	i) Security System Technician	per hour	450	\$ _____	\$ _____
	ii) Security Alarm Installer Under Supervision	per hour	50	\$ _____	\$ _____
24	Hourly rate, including travel time and all related expenses. Outside Regular Hours: Monday through Sunday, including all day Saturday, Sunday and holidays.				
	i) Security System Technician	per hour	20	\$ _____	\$ _____
	ii) Security Alarm Installer Under Supervision	per hour	10	\$ _____	\$ _____
25	Hourly rate, including travel time and all related expenses. Emergency Firm Rates: Anytime as requested, on site within maximum of 4 hours from call				
	i) Security System Technician	per hour	8	\$ _____	\$ _____
	ii) Security Alarm Installer Under Supervision	per hour	4	\$ _____	\$ _____
26	Firm rate for each permit or certificate required for the work (includes administrative costs and travel costs associated with obtaining and delivering the permit or certificate.)	per permit or certificate	10	\$ _____	\$ _____

Item	Class of Labour, Material or Plant	Estimated Expenditure or Units	Mark-up Percentage	Extended Amount: Expenditure with Mark-up
27	Contractor's Mark Up on allowance for unspecified material, replacement parts, and sub-contractors. Includes administrative costs and travel costs associated with the allowance. (\$50,000 + % markup =)	\$50,000.00	_____ %	\$ _____
28	Contractor's Mark Up on allowance for rental of specialized equipment. Includes administrative costs and travel costs associated with the allowance. (\$5,000 + % markup =)	\$5,000.00	_____ %	\$ _____
Extended Amount (D): Estimated Amount for Option Year 2, GST extra (Line Items 22-28)				\$ _____

TOTAL EVALUATED AMOUNT:

Extended Amounts (A) + (B) + (C) + (D)	= Total Offer Amount (GST extra)
(A) \$_____ + (B) \$_____ + (C) \$_____ + (D) \$_____	= \$_____

All price proposals which are greater than 25 percent above the average price will cause their respective complete proposals to be set aside and receive no further consideration.

Travel and living expenses – Meals and Accommodations: (For work at Detachment Holberg area only.)

The Contractor will be reimbursed for the authorized living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the meal, and incidental expense allowances specified in the Treasury Board Travel Directive, and with the other provisions of the directive referring to “travelers”, rather than those referring to “employees”.

Website: http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/tbm_113/menu-travel-voyage-eng.asp

All travel must have the prior authorization of the Project Manager or the acting Project Manager in his/her absence.

SUPPLIER CONTACTS: The names, titles and telephone numbers of the Offeror's permanent staff members cleared to receive call-ups from Identified Users:

NAME	TITLE	TELEPHONE NO.	E-MAIL

Solicitation No. - N° de l'invitation
W6862-190063/A
Client Ref. No. - N° de réf. du client

Amd. No. - N° de la modif.
File No. - N° du dossier
PWY-9-42015

Buyer ID - Id de l'acheteur
PWY025
CCC No./N° CCC - FMS No./N° VME

NAME AND ADDRESS OF BIDDER

Legal Name: _____

Operating Name (if any): _____

Address: _____

Telephone: _____ Fax: _____

PBN: _____ E-mail address: _____

Industrial Security Program Organisation Number (ISP ORG#) _____

SIGNATURE

Name and title of person authorized to sign on behalf of Bidder (Type or print)

Signature

Date

Solicitation No. - N° de l'invitation
W6862-190063/A
Client Ref. No. - N° de réf. du client

Amd. No. - N° de la modif.
File No. - N° du dossier
PWY-9-42015

Buyer ID - Id de l'acheteur
PWY025
CCC No./N° CCC - FMS No./N° VME

ANNEX C

SECURITY REQUIREMENTS CHECK LIST



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

W6862-190063

Security Classification / Classification de sécurité
UNCLASS

SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A CONTRACT INFORMATION / PARTIE A INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	2. Branch or Directorate / Direction générale ou Direction Detachment Comox/ Real Property Operations (Pacific)	
3. a) Subcontract Number / Numéro du contrat de sous-traitance N/A	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant N/A	
4. Brief Description of Work / Brève description du travail Video Surveillance Equipment and Intrusion Alarms SOA		
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 <input type="checkbox"/> Yes Non 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 <input type="checkbox"/> Yes Non 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 <input type="checkbox"/> Yes Non 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 <input checked="" type="checkbox"/> Yes Non 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 <input type="checkbox"/> Yes Non Oui		
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>



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PART A (continued) / PARTIE A (suite)

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

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

Document Number / Numéro du document :

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

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

- | | | | |
|-----------------------------------------------------------------------------|-----------------------------------------------------------------|------------------------------------------------------|------------------------------------------------------------------|
| <input checked="" type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input checked="" 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 : See Security Guide for details.

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

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

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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

TBS/SCT 350-103(2004/12)

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Canada



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).



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PART D - AUTHORIZATION / PARTIE D - AUTORISATION

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

Name (print) - Nom (en lettres moulées)

Emilie Aumont, Capt.

Title - Titre

Det Comox, RP Ops (Pacific), RO

Signature

Telephone No. - N° de téléphone
250-339-8211 6021

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel
emilie.aumont@forces.gc.ca

Date

23-Oct-17

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

Name (print) - Nom (en lettres moulées)

Sasa Medjovic - Title - Titre
Senior Security Analyst
Tel: 613-996-0286

Signature

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel
E-mail: sasa.medjovic@forces.gc.ca

Date

2018-Oct-25

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)

Donna Fung

Title - Titre

Supply Specialist

Signature

Telephone No. - N° de téléphone
604-671-9689

Facsimile No. - N° de télécopieur
604-775-6633

E-mail address - Adresse courriel
donnafung@pwgsc.gc.ca

Date

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

Name - Nom

Andree Francis
Contract Security Officer, Contract Security Division
Andree.Francis@tpsgc-pwgsc.gc.ca

Title - Titre

Signature

Telephone

E-mail address - Adresse courriel

Date

ANNEX D

INSURANCE REQUIREMENTS

Commercial General Liability Insurance

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

ANNEX E

ELECTRONIC PAYMENT INSTRUMENTS

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

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