



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada
Room 310,
269 Main Street,
Winnipeg
Manitoba
R3C 1B3
Bid Fax: (204) 983-0338

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

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 - Western
Region
Room 310,
269 Main Street,
Winnipeg
Manitoba
R3C 1B3

Title - Sujet HVAC Maintenance	
Solicitation No. - N° de l'invitation EJ196-192914/A	Date 2019-09-10
Client Reference No. - N° de référence du client PSPC-EJ196-192914	
GETS Reference No. - N° de référence de SEAG PW-\$PWZ-304-10885	
File No. - N° de dossier PWZ-9-42037 (304)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2019-10-21	Time Zone Fuseau horaire Central Daylight Saving Time CDT
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: Guilford, Alison	Buyer Id - Id de l'acheteur pwz304
Telephone No. - N° de téléphone (204) 228-7215 ()	FAX No. - N° de FAX (204) 983-7796
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: PUBLIC SERVICES AND PROCUREMENT CANADA GOVERNMENT OF CANADA BUILDING QIMUGJUK BUILDING 969 FEDERAL ROAD IQALUIT NUNAVUT X0A 0H0 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée See Herein	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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EJ196-192914/A
Client Ref. No. - N° de réf. du client
EJ196-192914

Amd. No. - N° de la modif.
File No. - N° du dossier
PWZ-9-42037

Buyer ID - Id de l'acheteur
pwz304
CCC No./N° CCC - FMS No./N° VME

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**THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT / DOCUMENT CONTIENT DES
EXIGENCES RELATIVES À LA SÉCURITÉ**

PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

The Annexes include the Statement of Work, the Basis of Payment, Security Requirements, the Security Requirements Checklist, the Electronic Payment Instruments, the Federal Contractors Program for Employment Equity - Certification, the Insurance Requirements, the Task Authorization Form 572 and any other annexes.

1.2 Summary

Public Service and Procurement Canada (PSPC) at the Government of Canada Building, in Iqaluit, Nunavut has a requirement for Heating, Ventilation, and Air Conditioning (HVAC) Maintenance. The Scope of Work detailed herein includes, but shall not be limited to, the provision, by the Contractor, of all labour, supervision, material and equipment necessary to complete the work and provide the services as detailed herein. The contract will have scheduled services and on an as and when requested basis, for a five year period.

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

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA).

This procurement is subject to the following Comprehensive Land Claims Agreement: Agreement Between the Inuit of the Nunavut Settlement Area and Her Majesty the Queen in Right of Canada.

There is an optional site visit associated with this requirement. Consult Part 2 – Bidder Instructions.

The Federal Contractors Program (FCP) for employment equity applies to this procurement; refer to Part 5 – Certifications and Additional Information, Part 7 - Resulting Contract Clauses and the annex titled Federal Contractors Program for Employment Equity – Certification.

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

1.3 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The [2003](#) (2019-03-04), Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 120 days

2.2 Submission of Bids

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

Bid Receiving Public Works and Government Services Canada
310 - 269 Main Street
Winnipeg, Manitoba R3C 1B3

E-post Connect: ROReceptionSoumissions.WRBidReceiving@tpsgc-pwgsc.gc.ca
Bid Fax: (204) 983-0338

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.

2.3 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 no later than **10 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 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least 15 days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

2.6 Applicable Laws

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

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.

2.7 Optional Site Visit

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at Government of Canada Building (GOCB), Qimugjuk Building, 969 Federal Road, Iqaluit, NU on 2 October 2019. The site visit will begin at 10:00 (EDT), at the Front Door.

Bidders are requested to communicate with the Contracting Authority no later than 30 September 2019 at 3:00 (EDT) to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders may be requested to sign an attendance sheet. Bidders who do not attend or do not send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

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 (2 hard copies)
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.

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.

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 demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Section II: Financial Bid

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

3.1.2 Electronic Payment of Invoices – Bid

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

If Annex I 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.

3.1.3 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.
- (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

Refer to Annex G.

4.1.1.2 Inuit Benefits Plan (IBP)

In this requirement, the Inuit Benefits Plan will form part of a bidder's technical bid, in accordance with the criteria listed in Annex H.

In this requirement, it is not mandatory for Bidders to include the Inuit Benefits Plan (IBP) as part of their proposal.

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

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

4.2 Basis of Selection

4.2.1 Highest Combined Rating of Technical Inuit Benefits Plan (IBP) Merit and Price (A0027T)

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria; and
 - c. obtain the required minimum of "0" points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 100 points.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 10% for the technical merit and 90% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 10%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 90%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.

Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real 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 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.

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex titled Federal Contractors Program for Employment Equity - Certification, before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Status and Availability of Resources

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

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

5.2.3.2 Education and Experience

5.2.3.2.1 SACC Manual clause [A3010T](#) (2010-08-16), Education and Experience

PART 6 - SECURITY REQUIREMENTS

6.1 Security Requirements

1. Before award of a contract, the following conditions must be met:

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
- (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
- (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex A and the Contractor's technical bid.

7.1.2 Task Authorization

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

7.1.2.1 Task Authorization Process

1. The Technical Authority will provide the Contractor with a description of the task using the Task Authorization form specified in Annex E.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis(bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Technical Authority, within two (2) calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Technical Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

7.1.2.2 Task Authorization Limit

The Technical Authority may authorize individual task authorizations up to a limit of **\$(to be determined)**, Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Technical Authority and the Contracting Authority before issuance.

7.1.2.3 Canada's Obligation - Portion of the Work - Task Authorizations

Canada's obligation with respect to the portion of the Work under the Contract that is performed through task authorizations is limited to the total amount of the actual tasks performed by the Contractor.

7.1.2.4 Periodic Usage Reports - Contracts with Task Authorizations

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below or in Annex F. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

The data must be submitted on a quarterly basis to the Contracting Authority.

The quarterly periods are defined as follows:

1st quarter: October 1 to December 31;
2nd quarter: January 1 to March 31;
3rd quarter: April 1 to June 30; and
4th quarter: July 1 to September 30.

The data must be submitted to the Contracting Authority no later than fifteen (15) calendar days after the end of the reporting period.

Reporting Requirement – Details

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

For each authorized task:

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and
- vi. the active status of each authorized task, as applicable.

For all authorized tasks:

- i. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

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

7.3 Security Requirements

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

1. The Contractor must, at all times during the performance of the Contract, 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 personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. The 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).

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from _____ (*fill in start date of the period*) to _____ inclusive (*fill in end date of the period*).

7.4.2 Comprehensive Land Claims Agreements (CLCAs)

This procurement is subject to the following Comprehensive Land Claims Agreement: Agreement Between the Inuit of the Nunavut Settlement Area and Her Majesty the Queen in Right of Canada.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Alison Guilford
Procurement Specialist
Public Works and Government Services Canada
Procurement Branch
Western Region
310 - 269 Main Street
Winnipeg, Manitoba R3C 1B3

Telephone: 204-228-7215
Facsimile: 204-983-7796
E-mail address: alison.guilford@pwgsc-tpsgc.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.

Solicitation No. - N° de l'invitation
EJ196-192914/A
Client Ref. No. - N° de réf. du client
EJ196-192914

Amd. No. - N° de la modif.
File No. - N° du dossier
PWZ-9-42037

Buyer ID - Id de l'acheteur
pwz304
CCC No./N° CCC - FMS No./N° VME

7.5.2 Technical Authority

The Technical Authority for the Contract is: **(To Be Determined)**

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

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

The Technical 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 Technical Authority; however, the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

7.5.3 Contractor's Representative

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

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

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Payment

7.7.1 Basis of Payment - Firm Unit Price(s)

For the Work described in SW 1 (.1, .2, .3, .5), SW 2 (.1, .2, .3, .4, .6, .7), SW 3 (.1, .2, .3, .4, .5, .6, .7, .9), SW 4 (.1, .2, .3, .4), and SW 5 of the Statement of Work in Annex A:

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid a firm price for a cost of \$_____ (*insert the amount at contract award*). 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.

7.7.2 Basis of Payment - Firm Unit Price(s) or Firm Lot Price - Task Authorizations

For the Work described in SW 1.4, SW 2.5 and SW 3.8 of the Statement of Work in Annex A:

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid the firm unit price(s) in accordance with the basis of payment, in Annex B, as specified in the authorized TA. 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 authorized, in writing, by the Contracting Authority before their incorporation into the Work.

7.7.3 Multiple Payment

SACC Manual clause [H1001C](#) (2008-05-12), Multiple Payment

7.7.4 SACC Manual Clauses

SACC Manual clause [A9117C](#) (2007-11-30), T1204 - Direct Request by Customer Department
SACC Manual clause [C0710C](#) (2007-11-30), Time and Contract Price Verification

7.7.5 Electronic Payment of Invoices – Contract

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

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

7.7.6 Discretionary Audit

SACC Manual clause [C0100C](#) (2010-01-11), Discretionary Audit - Commercial Goods and/or Services

7.8 Invoicing Instructions - Maintenance Services

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

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

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

The original and two (2) copies of the invoices and quarterly maintenance reports must be forwarded to the following address for certification and payment.

Original and one (1) copy to be sent to:

Public Works and Government Services Canada
Chief, Maintenance & Operational Assurance
400 Cooper, 6th Floor
Ottawa, Ontario K1A 0S5
ATTENTION: DEPARTMENTAL REPRESENTATIVE

One (1) copy to be sent to:

Public Services and Procurement Canada
PO Box 400, Building 2225
Iqaluit, Nunavut X0A 0H0

7.9 Certifications and Additional Information

7.9.1 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.

7.9.2 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

7.10 Applicable Laws

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

7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2018-06-21), General Conditions - Higher Complexity - Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) Annex D, Insurance Requirements;
- (g) the signed Task Authorizations (including all of its annexes, if any);
- (h) the Contractor's bid dated _____, (*insert date of bid*).

7.12 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.

7.13 SACC Manual Clauses

SACC *Manual* clause [A9019C](#) (2011-05-16) Hazardous Waste Disposal
SACC *Manual* clause [A9039C](#) (2008-05-12) Salvage
SACC *Manual* clause [A9068C](#) (2010-01-11) Government Site Regulations

ANNEX A

STATEMENT OF WORK

Public Service and Procurement Canada (PSPC) at the Government of Canada Building, in Iqaluit, Nunavut has a requirement for Heating, Ventilation, and Air Conditioning (HVAC) Maintenance. The Scope of Work detailed herein includes, but shall not be limited to, the provision, by the Contractor, of all labour, supervision, material and equipment necessary to complete the work and provide the services as detailed herein. The contract will have scheduled services and on an as and when requested basis, for a five year period.

SW 1. General

- .1 The Contractor must furnish all labour, supervision, material and equipment to execute the work required for the maintenance of the equipment contained herein and shall execute such work in a careful and workmanlike manner and in accordance with all related Codes, Standards and Regulations from all levels of Government (Provincial/Territorial, Municipal and Federal). Where specific Codes, Standards and Regulations are referenced, please refer to the most current version/revision.
- .2 To carry out the HVAC Maintenance work on this requirement, Contractor's Resources must be in possession of:

- .1 *Air Conditioning Equipment:*

- A valid Refrigeration and Air Conditioning Mechanic for the Nunavut Territory (or approved Red Seal Interprovincial equivalent);
- A valid Ozone Depletion Prevention Card (or approved interprovincial equivalent);
- A valid Fall Protection Certificate;
- A valid Confined Space Entry Certificate.

- .2 *Oil Fired Appliances:*

- A valid Oil Certification License (or approved Red Seal Interprovincial equivalent);
- A valid Fall Protection Certificate;
- A valid Confined Space Entry Certificate.

The Contractor's Resources named in 'Air Conditioning Equipment' above may also be named in 'Oil Fired Appliances' provided they hold the required certification of each category.

- .3 Apprentices employed by the Contractor must be fully registered in a Tradesman Program related to the services in Annex A, Statement of Work. Apprentices must work under the direct supervision of a Journeyman Mechanic. Canada reserves the right to request proof of registration in a Tradesman Program related to the services in Annex A, Statement of Work at any time during the term of the contract.
- .4 To carry out the "as and when requested" Plumbing Work on this requirement, Contractor's Resources must be a licensed/registered Plumber. Apprentices must work under the direct supervision of a Journeyman Plumber.
- .5 Should any other tradespeople need to be subcontracted (i.e. Electrician), they must be a licensed/registered tradesperson.

SW 2. Statement of Work – All Inclusive, Comprehensive Preventive Maintenance

.1 The Contractor shall provide maintenance as detailed below to maintain the equipment listed in SW 5, Equipment Inventory.

.2 Included In Contract:

HVAC Equipment:

- a) Labour for all inspections, leak testing, cleaning, lubrication, maintenance and repairs.
- b) Provide all replacement parts and components, heat transfer media (e.g. Isopropylene Glycol), refrigerant, associated electrical and controls (including motor starters), related piping and valves up to and including unit isolation valves, insulation, connecting duct work, condensate drainage system(s), excluding variable speed drives (VSD).
- c) The Contractor shall replace any defective system components with components matching original supplier's specifications to ensure system integrity. Replacement components shall be new or manufacturer warranted "as new" rebuilt (with Departmental Representative's approval). For the period of this contract, the Contractor must have access, at all times, to sufficient direct replacement parts to ensure immediate repair of any component which would render the system out of service or inaccessible to operator interaction. Failure to comply with these requirements will be assessed by the Departmental Representative and may result in reduction of contract payments relative to the duration and consequences of the "out of service" condition.
- d) Annual testing of heat transfer media (Isopropylene Glycol) to ensure heat transfer, corrosion inhibitors and system freeze protection. In addition, a glycol sample taken from the system shall be submitted for a full chemical analysis and the results will be included in a detailed report. The complete report shall be submitted to the Departmental Representative.

The Contractor shall not add heat transfer media (Isopropylene Glycol) to the system without prior consent from the Departmental Representative.

e) Daily Building Systems Patrol for GOCB:

The Contractor shall provide a qualified Contractor's Resource to perform a Daily Building Systems Patrol. This Contractor's Resource must be an employee of the Contractor, no sub-Contractors will be allowed. The Daily Building Systems Patrol will be performed, Monday to Sunday, including statutory holidays. The Daily Building Systems Patrol shall be performed daily for a duration of approximately two (2) hours between the hours of 0800 - 1200. The Daily Building System Patrol must be completed according to the tasks outlined in the attached Daily Patrol Log Sheet – Appendix A to this Statement of Work. The Contractor's Resource will indicate completion of each task and note readings and/or make comments as appropriate. Any proposed changes to Daily Patrol Log Sheet – Appendix A must be submitted to the Departmental Representative for approval. The Departmental Representative reserves the right to amend the Daily Patrol Log Sheet – Appendix A at any time to suit operational requirements.

.3 Performance

The Contractor shall maintain the equipment at its original performance level to ensure conditions remain within the range required by the equipment being served by this system or as otherwise specified by the Departmental Representative.

.4 Exclusions

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

The Contractor shall provide clear and concise rationale of the events leading up to any failure.

.5 As and When Requested Work

- .1 The Contractor must notify the Departmental Representative by phone within one hour and subsequently to follow-up with a written report by fax or e-mail within 24 hours of any equipment failure requiring a report(s) and/or negligent operation or misuse of the equipment by others. The Contractor may be required to make the repair(s) or replace components necessitated by such occurrence at extra cost.
- .2 The Contractor is encouraged to identify modifications or improvements to the equipment or system(s) that will enhance equipment serviceability, life expectancy and/or efficiency.
- .3 The Contractor will calculate the cost of the repairs (SW 2.5.1), modifications or improvements (SW 2.5.2) based on Basis of Payment Pricing Schedule 2 – Task Authorizations – “As and When Requested”.

.6 Wiring Diagrams – Adjustments Procedures and Operational Descriptions

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

.7 Environment Protection

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

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

SW 3. Service

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

.2 Scheduling

Preventative maintenance shall be performed during regular business hours. Regular business hours are 0800 to 1600 hours, Monday through Friday inclusive, excluding Statutory Holidays (New Year's Day, Louis Riel Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Civic Holiday Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day and Boxing Day).

.3 Maintenance Plan

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

The Maintenance Plan must be reviewed and approved by the Departmental Representative prior to acceptance and implementation.

.4 Control Systems

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

.5 Air Filter Service

The Contractor shall replace filters as required to fit the filter sections provided by the manufacturer. The filter size shall match the original as supplied by the manufacturer.

For general purpose air handling, use filters as described in (a) below. For computer room or other areas requiring higher than standard filter efficiency, use filters as described in (b) below.

a) General Purpose Filter Specifications

The media shall be contained in a fiberboard casing and supported between a metal or fiberboard grid. Filter to be listed with U.L.C. as Class II. The filter media is to be formed of continuous interlaced glass filament held in place with a thermos plastic bond and coated with a fire retarding adhesive film. This adhesive shall be non-toxic, non-hygroscopic and have a flash point in excess of 260° C.

Filters shall have an initial resistance rating of 35-55 Pa at 2.54 m/s and 236 l/s per .093 meter² face area for a 50 mm thick filter; and a rated average arrestance of 80%-85% based on A.S.H.R.A.R. 52.1 – 1992 and section 7.4 of ARI Standard 850-93.

b) Computer Room / Special Areas Filter Specification

Pleated type, cotton or synthetic fibre media supported by metal grid, and secured with odorless, waterproof cement in a rigid double wall beverage board frame. Filter to be listed U.L.C. Class II. Filters shall have an initial resistance rating of 55-62 Pa at 2.54 m/s and 236 l/s per .093 m² face area for a 100 mm thick; and a rated average efficiency of 25%-30% based on A.S.H.R.A.E. 52-1-1992 and section 7.4 of ARI Standard 850-93.

.6 Water Treatment for Low Pressure Steam Humidification System

The Contractor shall provide water treatment services for the Low Pressure Steam Humidification System. These services will include weekly water analysis and the necessary chemical treatment to ensure proper protection of the system(s) and associated equipment as per manufacturer's recommendations. Chemical treatment product shall be SA1 2451 or an approved alternate. The Contractor shall ensure that a sufficient supply of the product is readily available for use on site.

.8 Emergency Calls - As and When Requested Work

- .1 The Contractor must provide twenty-four (24) hour, seven (7) days a week emergency call back service for the duration of the contract.
- .2 The Contractor must respond within 30 minutes and be on site ready to work within one (1) hour of receiving the emergency call. All work for emergency service must be executed by qualified service personnel named in the contract and such work must proceed continuously until the system is returned to safe operating condition.

.9 Non-Working Service Manager

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

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

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

SW 4. Reporting

- .1 The Contractor shall report to the Departmental Representative verbally, and by fax, **within twenty-four (24) hours** following every visit other than regular maintenance required. The report shall detail all work completed, any work outstanding and the rationale why the work is not complete and an estimated time frame for completion.

The Contractor shall verbally notify the PSPC operating staff of any improper procedures which may be noted by Contractor. A written report will be submitted to the Departmental Representative. The

Contractor may be asked to provide written instruction to guide PSPC staff in the use of proper procedure upon approval by the Departmental Representative.

The Contractor shall notify the Departmental Representative in writing of any malfunction of equipment or systems related to, but no part of, the contract equipment which could adversely affect the reliability or cause damage to the system components under this maintenance contract.

.2 Equipment Report Cards

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

.3 Service Reports

A signed, written service report shall be completed at each regular maintenance visit, attesting that maintenance was performed as per the Maintenance Plan (SW3.3).

.4 Analysis Reports

Heat transfer media (Isopropylene Glycol) analysis reports are to be submitted as per SW 2.2(d).

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

Public Works and Government Services Canada
Chief, Maintenance & Operational Assurance
400 Cooper, 6th Floor
Ottawa, Ontario K1A 0S5

ATTENTION: DEPARTMENTAL REPRESENTATIVE

Invoices Must Include:

- (a) PWGSC reference contract number (EJ196-192914)
- (b) period covered by invoice
- (c) building name and address

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

SW 5. Equipment Inventory

Building: Government of Canada Building, Iqaluit, Nunavut

No. of Units	Location Room No.	Make	Model	Serial Number	Details
1	Mechanical Penthouse Fan Room	HAAKON	MCCA050	7364-AHU-1	Packaged Air Handling Unit (AHU-1.1) c/w Glycol Heating Coil and DX Cooling Coil. Pro and Bag Filters to be changed a minimum of twice per year (Spring/Fall). Includes Cutler Hammer Variable Speed Controllers

					(40HP model SV9000 for Supply Fan and 7.5HP for Return Fan.
1	Roof Top	Trane	RAUCC40EB	C99E12368M	40 Ton Air Cooled Roof Top Condensing Unit (RCU-1.1) for AHU-1.1
1	Mechanical Penthouse Fan Room	Nortec	TBD	600928300001	Direct Stream Injection Type Humidifier (HU-1.1) for AHU-1.1
1	Mechanical Penthouse Boiler Room	Pro-Stream	D450-S-15-FDO	84195	Packaged Low Pressure Steam Humidification System (B-1.3). Includes Boiler, Feedwater system, Chemical Treatment and Water Softening Systems and all associated pumps and controls.
2	Mechanical Penthouse Boiler Room	Well McLain	WMBL788WF	990431	Forced Draft, Oil Fired Heating Boilers (B01.1, B-1.2) c/w burners, All Associated Controls, Fill (2.1) and Expansion (2.2) Tanks and Full Pump Assembly.
		Well McLain	WMBL788WF	99042	
1	Mechanical Penthouse Boiler Room	Aero	100-70 w/FAFC-4	9907R102	Oil Fired Domestic Hot Water Heater (DHWH-1.1) c/w expansion tank (1.1)
2	Utilidor	Armstrong	H32	N/A	Domestic Water Recirculating Pumps for freeze protection (P-1.1, P-1.2)
1	Mechanical Penthouse Boiler Room	Armstrong	H32	N/A	Domestic Hot Water Recirculating Pump (P-1.3)
1	First Floor Janitor Closet Room	Armstrong	Astro Series	N/A	Tempered Domestic Water Recirculating Pump (P-1.4)
2	Mechanical Penthouse Boiler Room	Armstrong	1050-2B	N/A	Primary Heating Water Circulating Pumps (P-3.1, P-3.2)
2	Mechanical Penthouse Boiler Room	Armstrong	1060-3D	N/A	Secondary Heating Water Circulating Pumps (P-3.3, P-3.4)
1	Mechanical Penthouse Fan Room	Armstrong	S-55	N/A	AHU-1.1 Heating Coil Circulating Pump (P-3.5)
1	1 st Floor Lan Room (119)	Airflow	CM15A	N/A	(DX) Packaged Terminal Air Conditioner (PTAC-2.2 & RCU-2.2) c/w Dataguard 5.0 Microprocessor Controller
1	2 nd Floor Lan Room (244)	Skymark	AC036F12B-A	0611-7656C	(DX) Packaged Terminal Air Conditioner (PTAC-2.1 & RCU 2.1) c/w Honeywell VisionPRO TH8000 Programmable T-sat
1	Mechanical Penthouse Fan Room	Greenheck	BSQ-90-5	N/A	Janitor Room Exhaust Fan (EF-1.1)
1	Main Floor Washroom Room 104	Greenheck	CSP-218	N/A	Washroom Exhaust Fan (EF-1.2)

1	Service Evidence Room 140	Greenheck	CSP-234	N/A	Secure Evidence Room Exhaust Fan (EF-1.3)
1	Mechanical Penthouse Fan Room	Greenheck	BSQ-90-4	N/A	Photo Copy Room Exhaust Fan (EF-1.4)
1	Kitchen Room 241	Broan	81000	N/A	Kitchen Range Hood (RH-1.1)
1	Coffee Room Room 116	Broan	81000	N/A	Coffee Room Range Hood (RH-1.2)
1	Main Electrical Room	Greenheck	CSP-224	N/A	Electrical Room Cooling Fan (F02.1)
1	Emergency Generator Room	Greenheck	BSQ-240-15	N/A	Emergency Generator Room Cooling Fan (F-3.1)
1	Mechanical Penthouse Fan Room	Greenheck	BSQ-100-7	N/A	Atrium Smoke Evacuation Fan (EF-5.1)
1	Mechanical Penthouse Boiler Room	Greenheck	BSQ-90-5	N/A	Mechanical Room Cooling Fan (F-4.1)
1	Emergency Generator Room	Rosemex	H-60	N/A	Emergency Generator Room Unit Heater (UH-1.1) On Glycol Loop, c/w T-Stat.
1	Main Electrical Room	Rosemex	H-18	N/A	Main Electrical Room Unit Heater (UH-1.2) On Glycol Loop, c/w T-Stat.
1	Mechanical Penthouse Boiler Room	Rosemex	H-40	N/A	Mechanical Penthouse Boiler Room Unit Heater (UH-2.1) On Glycol Loop, c/w T-Stat.
1	Mechanical Penthouse Fan Room	Rosemex	H-40	N/A	Mechanical Penthouse Unit Heater (UH-2.2) On Glycol Loop, c/w T-Stat.
2	Front Lobby Vestibule Room 101	Rosemex	F-600-B	N/A	Front Lobby Vestibule Cabinet Unit Heater (CUH-1.1, 1.2) On Glycol Loop, c/w T-Stat.
1	Main Floor Stairwell Room 151	Rosemex	F-400-B	N/A	Main Floor Stairwell Cabinet Unit Heater (CUH-1.2) On Glycol Loop, c/w T-Stat.
1	Rear Entrance Corridor Room 127	Rosemex	F-400-B	N/A	Rear Entrance Corridor Cabinet Unit Heater (CUH-3.1) On Glycol Loop, c/w T-Stat.
1	Main Floor Corridor	Halsey Taylor	OVL-2 ER-Q	N/A	Refrigerated Drinking Fountain (DF-1)
1	Second Floor Corridor	Halsey Taylor	OVL-2 ER-Q	N/A	Refrigerated Drinking Fountain (DF-1)

Note:

- Air cooled condensers for RCU-1.1, RCU-2.1 and RCU-2.2 are to be cleaned no less than semi-annually. Evaporators for AHU-1.1, PTAC units 2.1 and 2.2 are to be cleaned no less than annually. Coordinate cleaning with PSPC on site representative.
- A thorough inspection and cleaning of the boiler(s) waterside and fireside shall be performed on an annual basis and must be coordinated with the PSPC site authority.

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- An annual combustion test is to be performed on each boiler during seasonal start-up. A copy of the combustion test report(s) shall be submitted to the Departmental Representative upon completion.

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ANNEX A

APPENDIX A - DAILY PATROL AND LOG SHEET

See attached.

ANNEX B

BASIS OF PAYMENT

This section, when completed, will be considered as the bidder's Financial Offer.

Rates MUST include ALL costs associated with providing the service in accordance with the Annex A - Statement of Work, attached herein. Applicable Taxes are extra. Payment will be made in accordance with the pricing identified in the Basis of Payment.

Bidders shall provide bids as per unit of issue requested. It is the responsibility of the bidder to provide conversion to the unit of issue requested. Failure to do so will render the bid non-responsive without further consideration.

Should there be an error in the extended pricing of the Bidder's proposal, the unit pricing shall prevail and the extended pricing shall be corrected in the evaluation. Any errors in the quantities of the Bidder's proposal shall be changed to reflect the quantities stated in the RFP.

The quantities specified below are provided for evaluation purposes only.

Rates quoted must remain firm for the period of the Contract. Rates MUST include ALL costs associated with providing the service in accordance with the Statement of Work, Annex A attached herein. GST, if applicable, is to be shown as a separate item on any resulting invoice. Payment will be made in accordance with the following pricing.

(Note: No additional charges will be allowed for travel to the site.)

Pricing Schedule 1 – Firm Unit Prices: The Contractor will be paid the following firm unit prices for work performed, inclusive of all materials, commodities, articles, services and things required for incorporation into the Work, in accordance with the Statement of Work at Annex A.

1.1 Scheduled Services:					
Period	Firm Quarterly Rate		Unit of Issue		Extended Price
Year 1	\$	x	Quarterly	=	\$
Year 2	\$	x	Quarterly	=	\$
Year 3	\$	x	Quarterly	=	\$
Year 4	\$	x	Quarterly	=	\$
Year 5	\$	x	Quarterly	=	\$
Pricing Table 1 (5 Years) Subtotal:					\$

Pricing Schedule 2 – Task Authorizations – “As and When Requested”: The Contractor will be paid the following firm rates, for work performed pursuant to this Contract, in accordance with the Statement of Work at Annex A.

The Work described in the TA must be in accordance with the scope of the Contract (7.1.2 Task Authorization).

2.1 i) Task Authorizations – “As and When Requested” – Regular Business Hours (Monday to Friday):					
Period	Hourly Rate		No. of Hours		Extended Price
Year 1	\$	x	8	=	\$
Year 2	\$	x	8	=	\$
Year 3	\$	x	8	=	\$
Year 4	\$	x	8	=	\$
Year 5	\$	x	8	=	\$
Pricing Table 2.1 i) Subtotal:					\$

2.1 ii) Task Authorizations – “As and When Requested” – Outside Regular Business Hours (Monday to Friday):					
Period	Hourly Rate		No. of Hours		Extended Price
Year 1	\$	x	4	=	\$
Year 2	\$	x	4	=	\$
Year 3	\$	x	4	=	\$
Year 4	\$	x	4	=	\$
Year 5	\$	x	4	=	\$
Pricing Table 2.1 ii) Subtotal:					\$

2.1 iii) Task Authorizations – “As and When Requested” – Outside Regular Business Hours (Saturday, Sunday and Statutory Holidays):					
Period	Hourly Rate		No. of Hours		Extended Price
Year 1	\$	x	3	=	\$
Year 2	\$	x	3	=	\$
Year 3	\$	x	3	=	\$
Year 4	\$	x	3	=	\$
Year 5	\$	x	3	=	\$
Pricing Table 2.1 iii) Subtotal:					\$

2.2 Materials/Replacement Parts: (except free issue) may be charged at the Contractor's laid down cost plus a mark-up of % not to exceed the Manufacturer's suggested retail price. Cost must be supported by copies of the contractor's paid invoices being submitted with invoice.

Pats will be supplied FOB Destination including all delivery charges.

Note: Free Issue is defined as the material/replacement parts supplied without charge to the Contractor, up to the Contractor's plant, in order that it be incorporated into the Work, including all materials, commodities, articles, services and things required for incorporation into the Work.

Laid Down Cost is defined as the cost incurred by a vendor to acquire a specified product or service for resale to the government. This includes the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage, but excludes sales taxes. Mark-Up is defined as the difference between the vendor's laid-down cost for a product or service and the resale price to the government (exclusive of sales taxes) consisting of the cost of necessary services, applicable overhead and profit.

Period	Estimated Expenditure		Percentage Mark-Up		Extended Price
Year 1	\$10,000.00	x	_____ %	=	\$
Year 2	\$ 7,500.00	x	_____ %	=	\$
Year 3	\$ 6,500.00	x	_____ %	=	\$
Year 4	\$ 6,500.00	x	_____ %	=	\$
Year 5	\$ 6,500.00	x	_____ %	=	\$
Pricing Table 2.2 Subtotal:					\$

Summary of Pricing:

Pricing Table 1 Subtotal:	\$
Pricing Table 2.1 i) Subtotal:	\$
Pricing Table 2.1 ii) Subtotal:	\$
Pricing Table 2.1 iii) Subtotal:	\$
Pricing Table 2.2 Subtotal:	\$
Total Evaluated Price:	\$


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ANNEX C

SECURITY REQUIREMENTS CHECK LIST

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		Security Classification / Classification de sécurité UNCLASSIFIED

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

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PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ 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



RELIABILITY STATUS

COTE DE FIABILITÉ



CONFIDENTIAL

CONFIDENTIEL



SECRET

SECRET



TOP SECRET

TRÈS SECRET



TOP SECRET - SIGINT

TRÈS SECRET - SIGINT



NATO CONFIDENTIAL

NATO CONFIDENTIEL



NATO SECRET

NATO SECRET



COSMIC TOP SECRET

COSMIC TRÈS SECRET



SITE ACCESS

ACCÈS AUX EMPLACEMENTS

Special comments:

Commentaires spéciaux :

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

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

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☒ No ☐ Yes
Non ☐ Oui

If Yes, will unscreened personnel be escorted?

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



No

Yes



No

Yes

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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

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

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

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No ☐ Yes
Non 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 ☐ Yes
Non Oui

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

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

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ANNEX D

INSURANCE REQUIREMENTS

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 Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
 - 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.

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ANNEX E

TASK AUTHORIZATION FORM

Task Authorization Order No.:			Date:		
Services For:			Supplier Information:		
Contact Information					
Contracting Authority: Alison Guilford			Contractor:		
Telephone: 204-228-7215			Telephone:		
Technical Authority:					
Telephone:					
Contract No.: EJ196-192914/xxx/WPG			Delivery Date:		FOB:
Terms: Please refer to the Contract for complete Terms and Conditions.					
1.0 Description of Tasks to be Performed:					
2.0 Period of Services:					
Start Date:			End Date:		
3.0 Location:					
4.0 Costs:					
Item No.	Category of Personnel / Item Description	Unit of Issue	No. of Days / Quantity	Per Diem Rate / Unit Price	Extended Price
				Subtotal	
				GST/HST	
				TOTAL	
5.0 Authorities:					
<p>Authorization: This form must contain the signature of both the Contractor and the Technical Authority in order for this Task Authorization to be valid. The services detailed under this Task Authorization must be identified on the supporting Contract. Services are not to be provided prior to the completion and signature of this form. Contact the Contracting Officer for more information.</p>					
Supplier: _____ <div style="text-align: center;">Signature</div>			_____ <div style="text-align: center;">Date</div>		
Technical Authority: ____ I approve this Task Authorization. ____ I do not approve this Task Authorization for the following reasons: _____ _____ <i>Pursuant to subsection 32(1) of the Financial Administration Act, funds are available.</i> _____ <div style="display: flex; justify-content: space-between;"> <div>Signature</div> <div>Date</div> </div>					

ANNEX F

TASK AUTHORIZATION CONTRACT USAGE REPORT

As required for this Task Authorization Contract, quarterly usage tracking of all TAs made for the goods and/or services supplied under Contract. The Contractor agrees and understands that it is their responsibility to implement a system for tracking TAs under this Contract in for the purposes of providing a usage report. This is to ensure that the Limitation of Expenditure indicated for this Contract is not exceeded.

Each Task Authorization Usage Report must include all the completed TAs for goods and services supplied under this Contract.

Task Authorization Usage Report Submission Schedule:

REPORT DUE	WORK PERIOD START DATE	WORK PERIOD END DATE
January 15	October 1	December 31
April 15	January 1	March 31
July 15	April 1	June 30
October 15	July 1	September 30

The Contractor hereby offers to provide information on completed TAs using the following format:

TASK AUTHORIZATION NO.	DOLLAR VALUE (GST INCLUDED)	CUMULATIVE DOLLAR VALUE (GST INCLUDED)	COMMENTS
Total Dollar Value of TAs for this Period:			
Accumulated TAs to Date (Cumulative Dollar Value + Period Dollar Value):			

☐ Check this box if you are submitting a NIL **REPORT** (We have not done any business with the Federal Government under this contract, for this period).

Please send all reports to the attention of the Contracting Officer: TPSGC.ROPAequipedesoutien-WRAPSupportTeam.PWGSC@tpsgc-pwgsc.gc.ca

ANNEX G

MANDATORY REQUIREMENTS

Proposals will be evaluated in accordance with the mandatory criteria as detailed herein.

Canada will not evaluate information such as references to Web site addresses where additional information can be found. Proposals not meeting the mandatory criteria will be excluded from further consideration.

It is requested that supporting documentation be provided with the bid at solicitation close and be cross-referenced to indicate where in the documentation it demonstrates compliance. It is the Bidders responsibility to ensure that the submitted documentation provides detail to prove that the proposed Contractor's Resources meet the mandatory criteria.

If the supporting documentation referenced above has not been provided at bid closing, the Contracting Authority will notify the Bidder that they must provide supporting documentation within two (2) business days following notification. Failure to comply with the request of the Contracting Authority within that time period, will deem the bid non-responsive and the bid will be given no further consideration.

ITEM	MANDATORY CRITERIA
M1	The Bidder must confirm they can meet the requirements and perform the work as detailed in Annex A - Statement of Work.
M2	Provision of firm prices, as specified in Annex B.

ITEM	MANDATORY CRITERIA	MET	NOT MET
M1	Workplace Safety and Insurance Board – Letter of Good Standing The Bidder must have an account in good standing with the applicable provincial or territorial Workplace Safety and Insurance Board. The Bidder must provide a certificate or letter from the applicable Workers' Compensation Board confirming the Bidder's good standing account.		
M2	CONTRACTOR'S RESOURCES The Bidder must confirm the following requirements <u>for each individual proposed</u> to perform the work. Bidders should provide the certificate/document name, the page number, and item/section number that contains information to verify that the criteria has been met.		
M2.1	Contractor's Resources must include a minimum of two (2) Refrigeration and Air Conditioning Mechanic Journeymen licensed in Nunavut Territory (or approved Red Seal Interprovincial equivalent).		
M2.2	Contractor's Resources must include a minimum of two (2) Oil Certification Licensed in Nunavut Territory (or approved Red Seal Interprovincial equivalent).		
M2.3	Contractor's Resources must include a Journeyman Plumber licensed in Nunavut Territory (or approved Red Seal Interprovincial equivalent).		

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M2.4	Contractor's Resources must have A valid Ozone Depletion Prevention Card (or approved interprovincial equivalent).		
M2.5	Contractor's Resources must have a valid Fall Protection Certificate.		
M2.6	Contractor's Resources must have a valid Confined Space Entry Certificate.		

Contractor's Resources

In order to verify Security Clearance (Refer to 6.1 Security Requirements), the Bidder should complete the following information regarding resources proposed to provide services against any resulting Contract. Listed resources must be the same resources named in Mandatory Criteria, M2 Contractor's Resources.

	Legal Name (First and Last)	Date of Birth	Valid Clearance Held
Non-working Service Manager			
Service personnel			
Service personnel			
Service personnel			
Service personnel			
Service personnel			
Service personnel			
Service personnel			
Service personnel			

ANNEX H

NUNAVUT AGREEMENT, INUIT BENEFITS PLAN

Nunavut Agreement

In this requirement, it is not mandatory for Bidders to include the Inuit Benefit Plan (IBP) as part of their proposal. This procurement is subject to the Agreement Between the Inuit of the Nunavut Settlement Area and Her Majesty the Queen in Right of Canada

Bidders are requested to maximize Inuit employment, subcontracting and on-the-job training opportunities, and involve Inuit businesses, in carrying out the work under this project.

The Nunavut Agreement contains a provision requiring the inclusion of socio-economic bid criteria in the solicitation document, when practicable and consistent with sound procurement management principles. These socio-economic bid criteria are often referred to as Inuit Benefits Criteria, and bidders propose Inuit benefits in their bid submission via an Inuit Benefits Plan.

The provisions that apply to this procurement are contained in Part 6 – Bid Criteria of Article 24 – Government Contracts of the Nunavut Agreement. <http://nlca.tunngavik.com/>

24.6.1 Whenever practicable, and consistent with sound procurement management, and subject to Canada's international obligations, all of the following criteria, or as many as may be appropriate with respect to any particular contract, shall be included in the bid criteria established by the Government of Canada for the awarding of its government contracts in the Nunavut Settlement Area:

- (a) the existence of head offices, administrative offices or other facilities in the Nunavut Settlement Area;
- (b) the employment of Inuit labour, engagement of Inuit professional services, or use of suppliers that are Inuit or Inuit firms in carrying out the contracts; or
- (c) the undertaking of commitments, under the contract, with respect to on-the- job training or skills development for Inuit.

INUIT FIRM

"Inuit firm" means an entity which complies with the legal requirements to carry on business in the Nunavut Settlement Area, and which is

- (a) a limited company with at least 51% of the company's voting shares beneficially owned by Inuit,
- (b) a cooperative controlled by Inuit, or
- (c) an Inuk sole proprietorship or partnership;

"Inuit" shall be a person whose name appears on the most current Inuit Enrolment List created in accordance with the requirements of Article 35.2.1. of the Agreement Between The Inuit of the Nunavut Settlement Area and Her Majesty the Queen in Right of Canada.

PART A - INUIT BENEFITS PLAN (IBP)

Evaluation and Assessment of IBP Guarantee

For a bid to be assigned points for guarantees made in respect of any IBP bid criteria, **THE BIDDER MUST PROVIDE PROOF WITH THEIR BID** to demonstrate how they will meet the objective of each criterion. Bidders may use the attached GUARANTEE TABLES to supplement the IBP submission provided in their bid.

Proof of efforts and/or guarantees made by Bidders should include, but not be limited to, the names of persons or companies contacted and the nature of the undertakings at the time of the submission as applicable. Bidders must ensure their IBP documentation demonstrates sufficient evidence to assess the compliance of their bid against the criteria listed herein. It is the Bidders' responsibility to provide sufficient information in its bid to enable the Evaluation Committee to complete its evaluation. **BIDDERS WILL ONLY BE ELIGIBLE TO RECEIVE POINTS FOR DEMONSTRATED COMMITMENTS.** Bidders must include all reference material to be considered. Only material and/or documents submitted as part of the bid proposal will be considered. URL links to website will not be considered.

Canada reserves the right to verify any information provided in the IBP and that untrue statements may result in the tender being declared non-responsive.

INUIT BENEFIT PLAN CRITERIA

ITEM	CATEGORY	Available Points												
1.0	This procurement is subject to the Agreement Between the Inuit of the Nunavut Settlement Area and Her Majesty the Queen in Right of Canada. Canada reserves the right to confirm validity of all declarations / guarantees.													
1.1	HEAD OFFICE: Bidders are requested to demonstrate the existence of the bidder's head offices, staffed administrative offices or other staffed facilities in the Nunavut Settlement Area.	/5												
1.2	<p>TRAINING: Bidders will be evaluated on their undertaking of a commitment with respect to delivery of on-the-job training and apprenticeship programs for Inuit from the Nunavut Settlement Area at no additional cost under this Contract. "Training and Apprenticeship" is considered delivered when the receiving individuals have acquired certifiable work skills. This is typically achieved through an independent third party certification process.</p> <p>To establish the training score, each responsive bid will be prorated against the bidder proposing the highest number of total Inuit training hours, with the proposal committing to the highest number of training hours receiving full points.</p> <table><tr><td></td><td>Bidder 1</td><td>Bidder 2</td><td>Bidder 3</td></tr><tr><td>Total number of Inuit training hours proposed</td><td>20 hours</td><td>35 hours</td><td>60 hours</td></tr><tr><td>Calculation of points</td><td>20/60 = 33% of total points available</td><td>35/60 = 58% of total points available</td><td>60/60 = 100 % of total points available</td></tr></table>		Bidder 1	Bidder 2	Bidder 3	Total number of Inuit training hours proposed	20 hours	35 hours	60 hours	Calculation of points	20/60 = 33% of total points available	35/60 = 58% of total points available	60/60 = 100 % of total points available	/15
	Bidder 1	Bidder 2	Bidder 3											
Total number of Inuit training hours proposed	20 hours	35 hours	60 hours											
Calculation of points	20/60 = 33% of total points available	35/60 = 58% of total points available	60/60 = 100 % of total points available											
1.3	<p>LABOUR: The employment of onsite Inuit in carrying out the work of the contract.</p> <p>Bidder will be evaluated on their firm guarantee to use Inuit from the Nunavut Settlement Area in carrying out the work. The percentages identified below relate specifically to on-site labour hours regardless of whether they are Prime Contractor staff and/or Sub-contractor staff.</p> <p>Percentages should be supported by a list of specific positions, categories, overall percentage of labour, labour hours and the total project hours that may or will be staffed by onsite Inuit. Onsite Inuit employment will be confirmed during activities based on supporting documentation provided by the Contractor and Departmental Representative if applicable.</p> <p>0-100% of total labour hours = 0-40 points. Points will be assigned based on a percentage % of the total Points available: ___ % x total points available</p> <p>Example: Bidder guarantees 65% of labor hours will be Inuit = 65% of total points (40)</p> <p>65 % x 40 = 26 points</p> <p>NOTE: Bidder must demonstrate how they will meet their Labor %. Simply indicating a "%" commitment is not sufficient to achieve points. Your score will be adjusted in accordance with your backup documentation.</p> <p>*** Penalties Conditions will apply to this criterion.</p>	/40												

1.4	<p>SUB-CONTRACTORS/SUPPLIERS:</p> <p>The use of sub-contractors or suppliers that are Inuit in carrying out the contract. Bidder will be evaluated on their firm guarantee to use Inuit Sub-Contractors for services or the procurement of supplies and equipment from Inuit from the Nunavut Settlement Area associated with the Contract.</p> <p>Note: if the Prime Contractor is an Inuit owned business, the total value of the Inuit contracting shall also include the contractor's share of the contract.</p> <p><u>Bidders should provide their guarantee of Inuit Subcontractors in accordance with the following:</u></p> <p>Estimated value of Contract: \$ _____</p> <p>- <u>Less Non-Inuit subcontracting:</u> \$ _____ =</p> <p>Total guaranteed for Inuit Subcontractors/Suppliers: \$ _____</p> <p>Points will be assigned to bidder as follows: Total guaranteed / Estimated value of contracting = ____a____ % Points will be assigned based on a percentage % of the total points available: _a_ % x total points = assigned points</p> <p>Example: Estimated value of Contract: \$100,000 - <u>Less Non-Inuit subcontracting:</u> \$ 45,000 = Total guaranteed for Inuit Subcontractors/Suppliers: \$ 55,000</p> <p>\$55,000 / \$100,000 = 0.55 x 100 = 55%</p> <p>55 % x 40 = 22 points</p> <p>NOTE: Percentages MUST BE SUPPORTED by a list of specific subcontractor/suppliers that can be confirmed as Inuit subcontractors. Verification of Inuit businesses will be made through: The Inuit Firm Registry Database http://inuitfirm.tunngavik.com/</p> <p>*** Penalties Conditions will apply to this criterion.</p>	/40
1.5	TOTAL POINTS AVAILABLE	/100

PART B - BIDDER GUARANTEE AND CERTIFICATION

1. At time of bid submission - The tables below may be used by bidders to submit their proposals.
2. Information provided may be subject to verification.
3. For follow-up purposes, the communities may receive copies of the contractors Inuit Benefits plan and periodically receive performance monitoring results

TABLE 1 – Head Office

Provide Current Business address
Bidders MUST demonstrate the existence of head offices, staffed administrative offices or other staffed facilities in the Nunavut Settlement Area.

TABLE 2 – Guarantee of Inuit Training

Name & Position Title (Provide name(s) where possible)	Type of Training	Inuit Training Hours
Bidders MUST include type of training and hours of training.		

TABLE 3 – Guarantee of Onsite Inuit Labour Content

Total No. Of onsite Inuit Employee Hours for This Contract
Total Employee Hours for This Contract

A/B = _____ %

Name & Position Title (Provide name(s) where possible)	Onsite Inuit Employee Hours	Total Employee Hours
Bidders to include the # of hours to be worked, categories, overall percentage of labor, labour hours and the total project hours		

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TABLE 4 – Guarantee of Inuit Content for Sub-Contracting/Suppliers Content:

Total Estimated Cost for Supplies/Materials, Equip and Services Procured From Inuit Companies for This Contract

Total Bid Price

= _____ %

Name & Position Title (Provide name(s) where possible)	Inuit Company	Non-Inuit Company
Bidder to include the value of work to be Sub-Contracted. NOTE: only subcontractors and suppliers that can be confirmed as Inuit businesses will be included in the calculations. Verification of Inuit businesses will be made in accordance with 3.4 Subcontractors / Suppliers.		

Bidder Certification

The Bidder must submit the following certification if a guarantee of IBP is being provided, either at time of bid submission, or prior to contract award.

INUIT BENEFITS PLAN CERTIFICATION:

PRINT NAME

SIGNATURE

DATE

The bidder certifies its **IBP** guarantee for contracting submitted with its bid is accurate and complete.

PART C - CONTRACTOR ACHIEVEMENT REPORTING AND CERTIFICATION

1. For the successful Contractor only - If an IBP guarantee is provided as part of the bid, the successful Contractor must provide a summary of activities undertaken to meet the guarantees made as part of the IBP portion of their bid. The following table must be completed with supporting information (such as invoices, work logs, payroll receipts, etc.) by the contractor on a quarterly basis.
2. The contractor must indicate if any objectives were not met *and* identify why not.
3. Information provided may be subject to verification.
4. The IBP Certification and IBP Achievement Reports must be submitted prior to final payment with details how the Contractors met its' IBP guarantee.
5. Failure to comply with the request to submit the certification and report within 15 business days may result in a full 1% penalty.
6. For follow-up purposes, the communities may receive copies of the contractors Inuit Benefits plan and periodically receive performance monitoring results

Return Reports to:

Contracting Authority Name: Alison Guilford
Email: alison.guilford@pwgsc-tpsgc.gc.ca

TABLE 1 – Head Office

Provide Current Business address
Contractors must demonstrate the existence of head offices, staffed administrative offices or other staffed facilities in the Nunavut Settlement Area.

TABLE 2 – Achievement of Inuit Training

Name & Position Title (Provide name(s) where possible)	Type of Training	Inuit Training Hours
Bidders MUST include type of training and hours of training.		

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TABLE 3 – Achievement of onsite Inuit Labour Content

Total No. Of onsite Inuit Employee Hours for This Contract = _____ %
Total Employee Hours for This Contract

Name & Position Title (Provide name(s) where possible)	Onsite Inuit Employee Hours	Total Employee Hours
Contractor to include the # of hours worked		

TABLE 4 – Achievement of Inuit Content for Sub-Contracting/Suppliers Content:

Total Cost For Supplies/Materials, Equipment and Services Procured From Inuit Companies for This Contract
Final Contract Value: = _____ %

Company Name	Inuit Company	Non-Inuit Company
Contractor must include the value of Sub-Contracted work		

Contractor Certification

INUIT BENEFIT PLAN ACHIEVEMENT CERTIFICATION:

PRINT NAME

SIGNATURE

DATE

The Contractor certifies the information contained in the ACHIEVEMENT TABLES is accurate and complete.

INUIT BENEFITS PLAN PENALTY CONDITIONS

1. Under the provisions of the proposed contract, where the contractor meets the IBP guarantees specified and certified in his bid, the contractor will be paid the agreed contract price.
2. If the contractor does not meet the certified percentage of onsite Inuit employee hours worked on the Contract and fails to fulfill their onsite Inuit employment guarantees, an amount of up to .5% of the final contract value may be deducted from the final payment. (Table 1A)
3. If the contractor does not meet the certified percentage of Inuit Sub-contractors/Suppliers, and fails to fulfill their Inuit sub-contractors/suppliers guarantees, an amount of up to .5% of the final contract value may be deducted from the final payment. (Table 1B)
4. Canada will have the right to hold back, drawback, deduct or set off from and against the amounts of any monies owing at any time by Canada to the Contractor, any penalties owing and unpaid under this section.
5. Nothing in this section must be interpreted as limiting the rights and remedies which Canada may otherwise have under the Contract.
6. Canada reserves the right, at their sole discretion, to reduce or eliminate damages if it can be clearly demonstrated that significant efforts were made to meet the IBP guarantee and the minimum requirements could not be met due to circumstances out of the Contractor's control.

NOTE: "FINAL CONTRACT VALUE" for the purposes of the penalty calculation the final contract value includes all amendments to the original award amount unless identified as being excluded from the IBP calculation at the time of change order or amendment negotiation.

TABLE 1A - ASSESSMENT OF ONSITE INUIT LABOUR PENALTY			
ITEM#	REQUIREMENT	WEIGHT	SCORE
1	<p>Calculate the percentage of guarantee achieved for Onsite Inuit content based on the following formula, where:</p> <p>Guarantee percentage = $\frac{\text{Achieved}}{\text{Proposed}} \times 100\%$ * 60</p> <p>Notes: percentage of 50% or less receives zero points</p>	60	
2	<p>CONTRACTOR DUE DILIGENCE:</p> <p>Case-by-case-consideration is given to contractor's ability to demonstrate diligent efforts to achieve Onsite Inuit employment guarantees.</p> <p>Points awarded for contractor due diligence based on the following scale:</p> <p>0-13 points - Contractor demonstrated little to no effort and made no attempt to meet the IBP employment guarantee. 14-27 points - Contractor demonstrated moderate effort while attempting to meet the IBP employment guarantee. 28-40 points - Contractor demonstrated outstanding effort while attempting to meet the IBP employment guarantee.</p>	40	
3	TOTAL ASSESSED SCORE	100	
4	<p>TOTAL CALCULATED PENALTY: (100 - total assessed score)% x (Final contract value) x .5%</p>	\$	
5	COMMENTS/JUSTIFICATIONS:		
6	<p>SIGNATURE OF EVALUATION PANEL:</p> <p>Departmental Representative: _____</p> <p>Technical Authority: _____</p> <p>Contracting Officer (PWGSC): _____</p>		

TABLE 1B - ASSESSMENT OF INUIT SUB-CONTRACTING/SUPPLIER PENALTY			
ITEM#	REQUIREMENT	WEIGHT	SCORE
1	<p>Calculate the percentage of guarantee achieved for Inuit content based on the following formula, where: Guarantee percentage = $\frac{\text{Achieved}}{\text{Proposed}} \times 60$</p> <p>Note: Guarantee percentage of 50% or less receives zero points.</p>	60	
2	<p>CONTRACTOR DUE DILIGENCE:</p> <p>Case-by-case-consideration is given to contractor's ability to demonstrate diligent efforts to achieve Inuit sub-contracting / supplier guarantees.</p> <p>Points awarded for contractor due diligence based on the following scale: 0-13 points - Contractor demonstrated little to no effort and made no attempt to meet the IBP sub-contracting/supplier guarantees. 14-27 points - Contractor demonstrated moderate effort while attempting to meet the IBP sub-contracting/supplier guarantees. 28-40 points - Contractor demonstrated outstanding effort while attempting to meet the IBP sub-contracting/supplier guarantees.</p>	40	
3	TOTAL ASSESSED SCORE	100	
4	<p>TOTAL CALCULATED PENALTY: $(100 - \text{total assessed score})\% \times (\text{Final contract value}) \times .5\%$</p>	\$	
5	COMMENTS/JUSTIFICATIONS:		
6	<p>SIGNATURE OF EVALUATION PANEL:</p> <p>Departmental Representative: _____</p> <p>Technical Authority: _____</p> <p>Contracting Officer (PWGSC): _____</p>		

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ANNEX I to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

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

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

ANNEX J to PART 5 OF THE BID SOLICITATION

FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\) – Labour's](#) website.

Date: _____ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- ☐ A1. The Bidder certifies having no work force in Canada.
- ☐ A2. The Bidder certifies being a public sector employer.
- ☐ A3. The Bidder certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
- ☐ A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.

A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

- ☐ A5.1. The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.

OR

- ☐ A5.2. The Bidder certifies having submitted the [Agreement to Implement Employment Equity \(LAB1168\)](#) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- ☐ B1. The Bidder is not a Joint Venture.

OR

- ☐ B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)

Please Observe Lock Out and Confined
Space Procedures When Inspecting all
Equipment



Date: _____ Name: _____

Equipment Location	Equipment Description (PSPC Inventory Number)	Task	Frequency	Completed		Comments
				Yes	No	
Mechanical Penthouse Fan Room	-Packaged Air Handling Unit (AHU-1.1) -Direct Steam Injection Humidifier (HU-1.1) -AHU-1.1 Heating Coil -Circulating Pump (P-3.5) -Remote Condensing Units For PTACS (RCU-2.1, 2.2) -Janitor Room Exhaust Fan (EF-1.1) -Photocopy Room Exhaust Fan (EF-1.4) -Atrium Smoke Evacuation Fan (EF-5.1) -Mechanical Penthouse Fan Room Unit Heater (UH-2.2)	<u>Inspect penthouse fan room for obvious signs of:</u> fluid leaks from pumps, coils, valves and fittings, broken or loose pipe/duct hangers and supports, noisy equipment, torn duct or pipe insulation, loose or hanging wires/electrical conduits, open roof access doors, unusual odours (sewer gas, overheated motor etc.), roof leaks, open control or electrical panel access covers/doors, burnt out lighting fixture lamps or control panel indicating lamps, broken or malfunctioning door or equipment hardware. -Verify proper operation of unit heater (UH-2.2) by adjusting thermostat set-point. Return thermostat set-point to original setting. -Verify mechanical penthouse fan room is clean	Daily	<input type="checkbox"/>	<input type="checkbox"/>	
		<u>Observe and record the following for AHU-1.1:</u> -filter section static pressure differential (S.P.) -outdoor air temperature (O.A.T.) -return air temperature (R.A.T.) -return air relative humidity (R.A.R.H.) -mixed air temperature (M.A.T.) -supply air temperature (S.A.T.) -heating water supply temperature (H.W.S.T.) -heating water return temperature (H.W.R.T.) -heating water supply pressure (H.W.S.P.) -low pressure steam humidifier pressure (L.P.S.P.)		<input type="checkbox"/>	<input type="checkbox"/>	S.P. : ____ Pa O.A.T. : ____ °C R.A.T. : ____ °C R.A.R.H. : ____ % M.A.T. : ____ °C S.A.T. : ____ °C H.W.S.T. : ____ °C H.W.R.T. : ____ °C H.W.S.P. : ____ kPa L.P.S.P. : ____ kPa

Indicate any deficient items in comments column

Daily Patrol and Log Sheet

Equipment Location	Equipment Description (PSPC Inventory Number)	Task	Frequency	Completed		Comments
				Yes	No	
Mechanical Penthouse Boiler Room	-Packaged Low Pressure Steam Humidification System (B-1.3) -Heating Boilers (B-1.1, 1.2) -Domestic Hot Water Boiler (DHW-H-1.1) -Domestic Hot Water Recirc. Pump (P-1.3) -Primary Heating Water Circulating Pumps (P-3.1, 3.2) -Secondary Heating Water Circulating Pumps (P-3.3, 3.4) -Mechanical Room Cooling Fan (F-4.1) -Mechanical Penthouse Boiler Room Unit Heater (UH-2.1)	Inspect mechanical penthouse boiler room for obvious signs of: -fluid leaks from pumps, coils, valves and fittings, broken or loose pipe/duct hangers and supports, noisy equipment, torn duct or pipe insulation, loose or hanging wires/electrical conduits, open roof access doors, unusual odours (sewer gas, overheated motor etc.), roof leaks, open control or electrical panel access covers/doors, burnt out lighting fixture lamps or control panel indicating lamps, broken or malfunctioning door or equipment hardware. -Verify mechanical penthouse boiler room is clean -Check that all ventilation and combustion air openings and louvers are clean and free of debris -Verify boiler water levels -Check that all stack dampers are open -Check flame colour and height -Check that boilers cut-in and cut-out at the correct pressures and temperatures -Examine the boiler furnace for foreign material -Check for evidence of soot and smoke -Verify proper operation of unit heater (UH-2.1) by adjusting thermostat set-point. Return thermostat set-point to original setting.	Daily	<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	D.H.W.R.P. : kPa D.H.W.S.T. : °C P.H.W.S.P. : kPa P.H.W.S.T. : °C P.H.W.R.T. : °C S.H.W.S.P. : kPa S.H.W.S.T. : °C S.H.W.R.T. : °C -boiler log book <input type="checkbox"/>
		Observe and record the following: -Domestic hot water return pressure (D.H.W.R.P.) -Domestic hot water supply temperature (D.H.W.S.T.) -Primary heating water supply pressure (P.H.W.S.P.) -Primary heating water supply temperature (P.H.W.S.T.) -Primary heating water return temperature (P.H.W.R.T.) -Secondary heating water supply pressure (S.H.W.S.P.) -Secondary heating water supply temperature (S.H.W.S.T.) -Secondary heating water return temperature (S.H.W.R.T.) -Maintain boiler log book				Indicate any deficient items in comments column

Daily Patrol and Log Sheet

Equipment Location	Equipment Description (PSPC Inventory Number)	Task	Frequency	Completed		Comments
				Yes	No	
Main Floor and Second Floor	<ul style="list-style-type: none"> — Packaged Terminal Air Conditioners (PTAC-2.1, 2.2) — Washroom Exhaust Fan (EF-1.2) — Secure Evidence Room Exhaust Fan (EF-1.3) — Range Hoods (RH-1.1, 1.2) — Electrical Room Cooling Fan (F-2.1) — Emergency Generator — Cooling Fan (F-3.1) — Emergency Generator Room Unit Heater (UH-1.1) — Main Electrical Room Unit Heater (UH-1.2) — Tempered Domestic Water Recirc. Pump (P-1.4) — Cabinet Unit Heaters (CUH-1.1, 1.2, 2.1, 3.1) — Refrigerated Drinking Fountains (DF-1) 	<p>Inspect rooms and equipment for obvious signs of:</p> <ul style="list-style-type: none"> -fluid leaks from coils, condensate pans, valves and fittings, broken or loose pipe/duct hangers and supports, noisy equipment, torn duct or pipe insulation, loose or hanging wires/electrical conduits, open equipment access doors, unusual odours (sewer gas, overheated motor etc.), ceiling leaks, open control or electrical panel access covers/doors, burnt out lighting fixture lamps or control panel indicating lamps, broken or malfunctioning door or equipment hardware. 0Verify that electrical rooms are clean and that electrical panel/lighting control panel covers are closed 1Verify proper operation of unit heaters (UH-1.1, 1.2), cabinet unit heaters (CUH-1.1, 1.2, 2.1, 3.1) and cooling fans (F-2.1, 3.1) by adjusting thermostat set-point. Return thermostat set-point to original setting. 2Operate switches to verify proper operation of exhaust fans/range hoods (EF-1.2, 1.3, RH-1.1, 1.2) return switches to their normal position. <p>Access the PTAC DataGuard Controllers for , Packaged Terminal Air Conditioners PTAC-2.1 and PTAC-2.2; observe and record the following:</p> <ul style="list-style-type: none"> — Alarms — Room Temperature (R.T.) — Relative Humidity (R.H.) — Room Temperature Set-Point (R.T.S.P.) — Relative Humidity Set-Point (R.H.S.P.) <p>Indicate any deficient items in comments column</p>	Daily	<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	<p>O Alarms:</p>
						<p>Room Temperature (R.T.) PTAC-2.1: _____ °C PTAC-2.2: _____ °C</p> <p>Relative Humidity (R.H.) PTAC-2.1: _____ % PTAC-2.2: _____ %</p> <p>Room Temperature Set-Point (R.T.S.P.) PTAC-2.1: _____ °C PTAC-2.2: _____ °C</p> <p>Relative Humidity Set-Point (R.H.S.P.) PTAC-2.1: _____ % PTAC-2.2: _____ %</p>

Daily Patrol and Log Sheet

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Equipment Location	Equipment Description (PSPC Inventory Number)	Task	Frequency	Completed		Comments
				Yes	No	
Utilidor	- Domestic Water Recirc. Pumps (P-1.1, 1.2)	Inspect utilidor for obvious signs of: -fluid leaks from pumps, fin tube radiators and piping, valves and fittings, broken or loose pipe/duct hangers and supports, noisy equipment, torn pipe insulation, loose or hanging wires/electrical conduits, open equipment access doors, unusual odours (sewer gas, overheated motor etc.), open control panel access covers/doors, burnt out lighting fixture lamps or control panel indicating lamps, broken or malfunctioning door or equipment hardware. -Verify that utilidor is clean	Daily	<input type="checkbox"/>	<input type="checkbox"/>	
		<u>Observe and record the following:</u> -City water pressure (C.W.P.)		<input type="checkbox"/>	<input type="checkbox"/>	C.W.P. : ____kPa
		Indicate any deficient items in comments column				

Note:
 0A copy of this report must be left on site with the PSPC representative.
 1Upon Director's request, submit one copy of a daily patrol and log for review.