



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Travaux publics et Services gouvernementaux
Canada

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

Montréal

Québec

H5A 1L6

FAX pour soumissions: (514) 496-3822

INVITATION TO TENDER

APPEL D'OFFRES

**Tender 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.

Soumission 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 et 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

Travaux publics et Services gouvernementaux Canada
Place Bonaventure, portail Sud-Oue
800, rue de La Gauchetière Ouest
7^e étage, suite 7300
Montréal
Québec
H5A 1L6

Title - Sujet Maintenance of mechanical systems	
Solicitation No. - N° de l'invitation K4C20-190938/A	Date 2019-09-09
Client Reference No. - N° de référence du client K4C20-190938	GETS Ref. No. - N° de réf. de SEAG PW-\$MTC-460-15457
File No. - N° de dossier MTC-8-41399 (460)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2019-10-10	
Time Zone Fuseau horaire Heure Avancée de l'Est HAE	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Cossette Fontaine, Jessica	Buyer Id - Id de l'acheteur mtc460
Telephone No. - N° de téléphone (514) 603-6205 ()	FAX No. - N° de FAX (514) 496-3822
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: MINISTERE DE L'ENVIRONNEMENT MARC STE-MARIE - CHEF DES INSTALLATIONS DORVAL Québec Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

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

1.2 Statement of Work

The Work to be performed is detailed under Article 2 of the resulting contract clauses.

"Further to Article 800 of the Canadian Free Trade Agreement (CFTA), CFTA does not apply to this procurement."

1.3 Debriefings

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

1.4 National Security Exception

The national security exceptions provided for in the trade agreements have been invoked; therefore, this procurement is excluded from all of the obligations of all the trade agreements.

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.

The following section 22 is added to 2003. Standard Instructions - Goods or Services - Competitive Requirements:

22 Performance Evaluation

Bidders shall take note that the performance of the Contractor during and upon completion of the work shall be evaluated by Canada. The evaluation shall be based on the quality of workmanship; timeliness of the work; project management; contract management and management of health and safety. Should the Contractor's performance be considered unsatisfactory, the Contractor's bidding privileges on future work may be suspended indefinitely. The form PWGSC-TPSGC 2913, SELECT - Contractor Performance Evaluation Report Form is used to record the performance.

2.2 Submission of Bids

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

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

2.3 Former Public Servant

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 (jessica.cossettefontaine@tpsgc-pwgsc.gc.ca) no later than 5 calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

2.6 Applicable Laws

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for site visit to be held on **September 26, 2019 at 10:00 am** at 2121 North Service Road (TransCanada Highway) in Dorval (QC), H9P 1J3.

Bidders are asked to communicate with the Contracting Authority no later than two (2) days before the scheduled visit to confirm attendance and provide the names of the person(s) who will attend. Bidders will be required to sign an attendance form. Bidders should confirm in their bids that they have attended the site visit. Bidders who do not attend or send a representative will not be given an alternative appointment and their bids will be rejected as non-compliant. 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

Due to the nature of the bid solicitation, bids transmitted by epost Connect service and by facsimile will not be accepted.

Canada requests that bidders provide their bid in separately bound sections as follows:

- Section I: Technical Bid (3 hard copies)
- Section II: Financial Bid (1 hard copy)
- Section III: Certifications (1 hard 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 explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Bid

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

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

See section 2 of Annex A, item 1.1.1

4.1.1.2 Point Rated Technical Criteria

See section 2 of Annex A, item 1.1.2 and Annex B

4.2 Basis of Selection

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation;
2. Bids not meeting (a) 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 70 % for the technical merit and 30 % 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 70 %.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30 %.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. 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.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 70/30 ratio of technical merit and price, respectively. The total available points equals 260 and the lowest evaluated price is \$45,000 (45).

Solicitation No. - N° de l'invitation
K4C20-190938/A
Client Ref. No. - N° de réf. du client
K4C20-19-0938

Amd. No. - N° de la modif.
File No. - N° du dossier
MTC-8-41399

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

Basis of Selection - Highest Combined Rating Technical Merit (70%) and Price (30%)

	Bidder 1	Bidder 2	Bidder 3
Overall Technical Score	210/260	180/260	195/260
Bid Evaluated Price	\$55,000.00	\$50,000.00	\$45,000.00
Calculations			
Technical Merit Score	210/260 x 70 = 56.54	180/260 x 70 = 48.46	195/260 x 70 = 52.50
Pricing Score	45/55 x 30 = 24.55	45/50 x 30 = 27.00	45/45 x 30 = 30.00
Combined Rating	81,09	75,46	82,50
Overall Rating	2	3	1

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.3 Additional Certifications Precedent to Contract Award

5.3.1 Status and Availability of Resources

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

clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

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

5.3.2 Education and Experience

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

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

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Facility Security Clearance at the level of **SECRET**, issued by the Contract Security Program (CSP) of the Industrial Security Sector (ISS), Public Works and Government Services (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid personnel security screening at the level of **SECRET**, granted or approved by the CSP/ISS/PWGSC. Until the security screening of the Contractor personnel required by this Contract has been completed satisfactorily by the CSP/ISS/PWGSC, the Contractor personnel **MAY NOT ENTER** sites without an escort.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP/ISS/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).

6.2 Statement of Work

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

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

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

6.4 Term of Contract

6.4.1 Period of the Contract

The Work is to be performed during the period of Novembre 1st, 2019 to October 31, 2020.

6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year period under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 60 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name : Jessica Cossette Fontaine
Title: Supply Officer
Public Works and Government Services Canada
Acquisitions Branch
800 de la Gauchetière West, suite 7300
Montreal (QC), H5A 1L6
Telephone : 514-603-6205
Facsimile : 514-496-3822
E-mail address : jessica.cossettefontaine@tpsgc-pwgsc.gc.ca

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

6.5.2 Technical Authority

Name : Moufid Samri
Title : Team Manager – Procurement – Operations (East)
Environment and Climate Change Canada
Finance Branch
105 McGill
5th Floor
Montreal (QC), H2Y 2E7
Telephone : 514-496-2617
Facsimile : 514-283-4439
E-mail address : moufid.samri@canada.ca

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

6.6 Proactive Disclosure of Contracts with Former Public Servants

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

6.7 Payment

6.7.1 Basis of Payment

The Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work, in accordance with the Basis of payment in annex A (section 4), to a limitation of expenditure of \$_____ (*insert the amount at contract award*). Customs duties are included and Applicable Taxes are extra.

6.7.2 Limitation of Expenditure

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

whichever comes first.

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

6.8 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
 - b. a copy of the release document and any other documents as specified in the Contract;
 - c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
 - d. a copy of the monthly progress report.
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the following address for certification and payment.

_____ (Insert the name of the organization)
_____ (Insert the address of the organization)

6.9 Certifications and Additional Information

6.9.1 Compliance

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

6.10 Applicable Laws

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

6.11 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 2010C (2018-06-21), General conditions: Services (medium complexity)
- (c) Annex A, Statement of Work
- (d) Annex B, Evaluation Table
- (e) Annex C, Security Requirements Check List;
- (f) Annex D, List of Directors
- (g) the Contractor's bid dated _____

6.12 Contract Financial Security

1. The Contractor must provide one of the following contract financial securities within 30 calendar days after the date of contract award:
 - a. a performance bond form [PWGSC-TPSGC 505](#) in the amount of 50 percent of the Contract Price; or
 - b. a performance bond form [PWGSC-TPSGC 505](#) and a labour and material payment bond form [PWGSC-TPSGC 506](#), each in the amount of 50 percent of the Contract Price; or
 - c. a labour and material payment bond form [PWGSC-TPSGC 506](#) in the amount of 50 percent of the Contract Price; or
 - d. a security deposit as defined in clause [E0008C](#) in the amount of 20 percent of the Contract Price.

Any bond must be accepted as security by one of the bonding companies listed in [Treasury Board Contracting Policy, Appendix L](#), Acceptable Bonding Companies.

2. Security deposits in the form of government guaranteed bonds with coupons attached will be accepted only if all coupons that are unmatured, at the time the security deposit is provided, are attached to the bonds. The Contractor must provide written instructions concerning the action to be taken with respect to coupons that will mature while the bonds are pledged as security, when such coupons are in excess of the security deposit requirement.
3. If Canada does not receive the required financial security within the specified period, Canada may terminate the Contract for default pursuant to the Contract default provision.

6.13 SACC Manual Clauses

E0008C (2018-06-21) - Security deposit definition: Contract
A9068C (2010-01-11) - Government Site Regulations
C0710C (2007-11-30) - Time and Contract Price Verification

ANNEX A

STATEMENT OF WORK



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SECTION 01

1.0 Description of services

1.1 Scope of service and general terms

Environment and Climate Change Canada is seeking a Contractor able to offer the services of an operational team for the operation and maintenance of the building and minor repairs to it, while maintaining all operational, computer, development, research and administrative activities of the Meteorological Service of Canada (MSC) at 2121 North Service Road, Trans-Canada Highway, Dorval, QC, H9P 1J3.

The Contractor's responsibilities related to this service involve the continual supply of qualified labour to operate, maintain, modify and repair (minor repairs as part of preventive maintenance) the building's mechanical, electrical and architectural systems.

The maintenance work is predetermined by an automated preventive maintenance system. Work instructions are given by Environment and Climate Change Canada (Canadian Meteorological Centre/CMC).

For these services, the Contractor shall have an obligation of result regarding the quality of the workforce, the quality of the work carried out, and the proper operation of the equipment.

This work shall be under the responsibility of the Contractor's team leader.

The Contractor shall hold a valid General Contractor's licence issued by the Régie du Bâtiment du Québec (RBQ). Furthermore, the Contractor shall also hold a valid licence as an electrical contractor, also issued by the Régie du Bâtiment du Québec (RBQ).

This contract shall be for a period of one (1) year *plus* a possibility of two (2) optional years.

Optional years;

The extension years are conditional on remission of a written notice of the extension by ECCC at least sixty (60) days prior to the date on which the contract ends. Provide the cost of those years in accordance with the section 4 documents.

1.2 Description of duties

The Contractor shall provide the labour needed to carry out work related to maintenance, operations, modifications and minor repairs stemming from preventive maintenance, as defined in this section and preauthorized by the Environment and Climate Change Canada representative.

This contract shall be considered as a minimum standard to be met by the Contractor in its work and shall in no way constitute the limit of its responsibilities and obligations.

Personnel shall ensure the operation of the building, respond to service calls from the clientele, carry out planned and unplanned preventive maintenance work, scheduled and unscheduled repairs,



modifications, and repairs with or without detailed work procedures that, as applicable, shall be submitted by the Environment and Climate Change Canada representative.

Preventive maintenance services serve to ensure the maintenance of technical components using a predetermined maintenance procedure, using specialized labour and specific equipment and materials. This preventive maintenance work shall, in general, be carried out in accordance with a set schedule.

Repair and modification services serve to repair, maintain and improve ECCC facilities using the specialized labour available, and equipment and materials specific to ECCC's needs.

The Contractor shall ensure and coordinate the various services and activities described in this contract, through its Team Leader. The Contractor shall ensure that the services and labour are available when requested.

The Contractor shall continually and diligently ensure the availability of labour for the CMC's needs. This availability includes but is not limited to the following:

- Implement mechanisms to quickly respond to ECCC requests.
- Ensure that ECCC is quickly informed of actions taken regarding its requests.
- Implement mechanisms to ensure permanent and effective lines of communication between the Contractor and its resources.
- Provide the required labour to fill, at all times, the regular schedule set by ECCC.

1.3 Regular personnel required

The Contractor shall be responsible for retaining labour as set forth in these specifications.

Employees shall be present at all times in the building in accordance with the schedules set forth in the specifications and in compliance with the required qualifications to carry out the scheduled work for the position.

The Contractor shall be responsible for establishing mechanisms for replacing its employees. To this end, the Contractor shall take care to meet the needs and obligations set forth in the provisions of these specifications.

Employees designated by the Contractor as replacements shall meet the same requirements regarding competencies and experience set forth in the specifications and shall be authorized in advance by ECCC. The Contractor shall provide a list of replacement employees to the person in charge at Environment and Climate Change Canada, shall update it, and shall remit it once per month to the ECCC representative.

If, in exceptional circumstances, the Contractor is only able to ensure replacement with a member of the regular team on overtime, such overtime shall be at the Contractor's expense and entirely assumed by the Contractor.



The operating team shall consist of:

- One (1) team leader
- Four (4) maintenance mechanics
- One (1) electrical and control technician
- One (1) labourer

1.3.1 Team leader

One (1) team leader:

The team leader shall have at least a college diploma as a building mechanical technician. From the time of receiving the diploma, the team leader must demonstrate at least 6 months of relevant and verifiable experience in Canada in the last 10 years in the operation of a building 20,000 m² in size, including the operation of water cooling systems and cooling towers. The team leader should have knowledge of pneumatic control systems. He should have experience operating a tier 2 or higher computer room. He should have knowledge of and know how to use building automation systems and computerized preventive maintenance operation systems. He must be able to obtain and maintain a secret security clearance. The team leader should also have at least 6 months of relevant and verifiable experience in personnel management.

Or

If the team leader does not have a diploma, he shall have a certificate of qualification as a stationary engineer that is valid in Canada. From the time of receiving the diploma, the team leader must demonstrate at least 6 months of relevant and verifiable experience in Canada in the last 10 years in the operation of a building 20,000 m² in size, including the operation of water cooling systems and cooling towers. The team leader should have knowledge of and proficiency with pneumatic control systems. He should have experience operating a tier 2 or higher computer room. He should have knowledge of and know how to use building automation systems and computerized preventive maintenance operation systems. He must be able to obtain and maintain a secret security clearance. The team leader should also have at least 6 months of relevant and verifiable experience in personnel management.

Or

He shall have a valid certificate of qualification as a journeyman construction electrician in Canada. From the beginning of the validity of the certificate, the team leader must demonstrate at least 6 months of relevant and verifiable experience in Canada in the last 10 years in the operation of a building 20,000 m² in size, including the operation of water cooling systems and cooling towers. The team leader should have knowledge of and proficiency with pneumatic control systems. He should have experience operating a tier 2 or higher computer room. He should have knowledge of and know how to use building automation systems and computerized preventive maintenance operation systems. He must be able to obtain and maintain a secret security clearance. The team leader should also have at least 6 months of relevant and verifiable experience in personnel management.



The team leader shall direct the operation and maintenance team and shall personally carry out certain maintenance and repair work on occasion. He shall enter data in the preventive maintenance system and retrieve tasks to be distributed to his staff.

He shall prepare reports. He shall also be independent and have leadership and team spirit qualities. He shall be the primary contact and technical support for Environment and Climate Change Canada's Installation Superintendent.

He may be required to unload trucks using a stacking truck. He must successfully obtain and maintain a stacking truck operator's licence.

1.3.2 Maintenance mechanics

Four (4) maintenance mechanics:

The mechanics shall have a vocational diploma as a stationary engineer issued by a recognized Canadian institution and a completed 4B license valid in Canada. From the start of validity of the licence, the mechanics must demonstrate at least 6 months of relevant and verifiable experience in Canada in the last 10 years in the operation of a building with central HVAC, including the operation of water cooling systems and cooling towers. They should have knowledge of pneumatic control systems. They should have knowledge of and know how to use building automation systems. They should have experience operating a tier 2 or higher computer room. They must be able to obtain and maintain a secret security clearance.

Or

The mechanics shall have a college diploma as building mechanical technicians issued by a recognized Canadian institution. From the time of receiving the diploma, they must demonstrate at least 6 months of relevant and verifiable experience in Canada in the last 10 years in the operation of a building more than 20,000 m² in size, including the operation of water cooling systems and cooling towers. They should have knowledge of pneumatic control systems. They should have knowledge of and know how to use building automation systems. They should have experience operating a tier 2 or higher computer room. They must be able to obtain and maintain a secret security clearance.

Or

The mechanics shall have a vocational diploma as electro-mechanical technicians issued by a recognized Canadian institution. From the time of receiving their diploma, they must demonstrate at least 6 months of relevant and verifiable experience in Canada in the last 10 years in the operation of a building with central HVAC, including the operation of water cooling systems and cooling towers. They should have knowledge of pneumatic control systems. They should have knowledge of and know how to use building automation systems. They should have experience operating a tier 2 or higher computer room. They must be able to obtain and maintain a secret security clearance.

Or



The mechanics shall have a vocational diploma as industrial mechanics issued by a recognized Canadian institution. From the time of receiving their diploma, they must demonstrate at least 6 months of relevant and verifiable experience in Canada in the last 10 years in the operation of a building with central HVAC, including the operation of water cooling systems and cooling towers. They should have knowledge of pneumatic control systems. They should have knowledge of and know how to use building automation systems. They should have experience operating a tier 2 or higher computer room. They must be able to obtain and maintain a secret security clearance.

Or

The mechanics shall have a journeyman refrigeration mechanic's card issued by the CCQ. From the time of receiving their journeyman's certificate, they must demonstrate at least 6 months of relevant and verifiable experience in Canada in the last 10 years in the operation of a building with central HVAC, including the operation of water cooling systems and cooling towers. They should have knowledge of pneumatic control systems. They should have knowledge of and know how to use building automation systems. They should have experience operating a tier 2 or higher computer room. They must be able to obtain and maintain a secret security clearance.

They shall carry out work related to preventive maintenance, modifications and repairs in all mechanical fields.

Through the appropriate operation of equipment, they shall ensure continual comfort for occupants and operational reliability of the computer equipment room.

They shall enter data in the preventive maintenance system and prepare reports.

They shall respond to service calls.

They may be required to unload trucks using a stacking truck. They must successfully obtain and maintain a stacking truck operator's licence.

They shall, as needed, carry out snow removal work in the winter and landscaping in the summer.

They shall work on shifts, based on the hours set forth in this contract.

1.3.3 Electrical and control technician

One (1) electrical and control technician.

The technician shall have a valid certificate of qualification as a journeyman construction electrician. From the time when the card became valid, the technician must have at least 6 months of significant and verifiable experience in Canada in the last 10 years in the maintenance and operation of electrical equipment, high-capacity backup generators (more than 500 kW), electronic controls and pneumatic controls. He should have knowledge of and know how to use building automation systems. He should have experience operating a tier 2 or higher computer room. He must be able to obtain and maintain a secret security clearance.



He shall carry out work related to maintenance, modifications and repairs in the fields of electricity (output and control). He may also be required to assist mechanics in carrying out certain mechanical maintenance work.

He shall also carry out minor electrical installation work.

He shall respond to service calls and shall work days.

He may be required to unload trucks using a stacking truck. He must successfully obtain and maintain a stacking truck operator's licence.

1.3.4 Labourer

1.3.5 One (1) labourer

The labourer shall have a vocational diploma in general building maintenance issued by a recognized Canadian institution. From the time of receiving the diploma, he must demonstrate at least 6 months of relevant and verifiable experience in Canada in the last 10 years in building maintenance. He should have experience operating a tier 2 or higher computer room. He must be able to obtain and maintain a secret security clearance.

Or

If the labourer does not have a diploma, the labourer shall have at least 6 months of relevant and verifiable experience in Canada in building maintenance. He should have experience operating a tier 2 or higher computer room. He must be able to obtain and maintain a secret security clearance.

He shall have general knowledge of plumbing, mechanics, carpentry and welding, and the manual skills appropriate to the related work.

He shall assist maintenance mechanics and the electrical and control technician in carrying out preventive maintenance and repair tasks, and personally carry out tasks in the field of physical building maintenance.

He shall respond to service calls.

He shall, as needed, carry out snow removal work in the winter and landscaping in the summer.

He shall be required to unload trucks using a stacking truck and carry out small moves inside the building. He must successfully obtain and maintain a stacking truck operator's licence.

1.4 Emergency service (stand-by)

An emergency service (stand-by) shall be provided by the Contractor 365 days per year during hours when ECCC administrative staff are absent, i.e. from 2:00 p.m. to 6:00 a.m. from Monday to Friday inclusively, and 24/7 on Saturdays, Sundays and statutory holidays, throughout the term of the contract, to ensure adequate coverage for any emergency situation that may arise regarding the operation and maintenance of the building.

This emergency service (stand-by) shall be provided directly by the Team Leader (or his designated replacement), using a cellular telephone provided by the Contractor. The cellular telephone number



shall be provided to the Environment and Climate Change Canada representative prior to the first day on which the contract officially starts.

After receiving instructions and authorization from the on-duty ECCC representative, the Team Leader (or his designated replacement) shall be able to take the necessary adequate action to permanently or temporarily resolve any problem that may present a risk for Environment and Climate Change Canada operations. Environment and Climate Change Canada shall provide a contact list for authorized providers and ECCC subcontractors.

If needed, a replacement may be used to replace the Team Leader for stand-by activities. However, the replacement shall demonstrate knowledge of site operations, and the aptitudes and authority required for this purpose.

Environment and Climate Change Canada reserves the right to refuse that stand-by activities be carried out by an employee designated by the Contractor, if Environment and Climate Change Canada deems that the employee does not have the necessary skills to adequately ensure the service. Environment and Climate Change Canada's decision may not be appealed and the Contractor shall comply with it immediately.

The Contractor shall establish a stand-by rate by period of eight (8) hours in Block 3 of the pricing chart in Appendix A. That rate excludes recalls, which shall be reimbursed in accordance with the terms of Block 2 of Appendix A.

The Contractor shall be reimbursed for each full period of eight (8) consecutive hours, in accordance with the established price.

For emergency calls, the Contractor shall be reimbursed for the time needed for recalled employees to travel to work, and the time actually worked, or a minimum of three hours at the rate in Block 2 of Appendix A.

For travel time, a maximum of one (1) hour per employee may be claimed per occurrence, and that hour shall cover round-trip travel.

Kilometrage costs shall be reimbursed in accordance with the "Travel Directive" published by the Treasury Board, plus the administration costs and profits indicated in Block 5 of Appendix A.

The Contractor shall also ensure a recall service for employees responsible for the operation and maintenance of facilities to resolve urgent problems outside normal CMC business hours.

These recalls are generally the result of the stand-by activity described above.

No stand-by costs shall be reimbursed by the CMC for other employees affected by the recall service.

1.5 Relief team

Pursuant to this contract, the Contractor shall maintain a relief team of technicians. This team shall consist of at least one mechanic, one electrician and one labourer. This team may be called on as replacements for, but not limited to, absences, vacations, sick leave, worker's compensation cases, etc.



This team shall consist of staff with the same profiles as described in point 1.3 of the specifications. The Contractor shall provide the list of this staff once per month with its monthly report. The creation and maintenance of this team shall be the responsibility of the Contractor, at its cost, in accordance with article 2.4 of this contract, including the break-in period. If an employee on the Contractor's relief team leaves during the term of the contract, the Contractor shall be required to advise ECCC immediately and ensure replacement within 30 days of the employee's departure. Training of the replacement employee shall be at the Contractor's expense.

No stand-by costs shall be reimbursed by the CMC for this service.

2.0 Specific conditions

2.1 General

Hours worked in relation to these specifications shall be reimbursed to the Contractor on presentation to the CMC representative of the invoice, the reports required in these specifications, and timesheets signed by ECCC. ECCC has, in these specifications, identified certain reports to be provided. This list may be changed during the mandate based on contract needs. The Contractor shall comply with new report requests that may be made by ECCC and provide them with invoicing or the monthly report.

Hours worked for maintenance, modifications, operations and repairs as set forth in these specifications shall be carried out and reimbursed at the regular rate, in accordance with the hourly rates set forth in Block 1 of Appendix A.

Those hourly rates may be increased in accordance with the percentage for administration fees and profit for the Contractor, as set forth in Block 4 of Appendix A.

The hours established in Block 1 are estimates and may vary from one trade to another. Block 1 shall be treated as a whole, and the total amount for Block 1 cannot be exceeded over a period of one year.

Overtime hours worked for maintenance, modifications, operations and repairs shall be carried out and reimbursed at the hourly rates set forth in Block 2 of Appendix A.

Overtime shall always be authorized in advance by the Department's representative.

Those hourly rates may be increased in accordance with the percentage for administration fees and profit for the Contractor, as set forth in Block 4 of Appendix A.

The hours established in Block 2 are estimates and may vary from one trade to another. Block 2 shall be treated as a whole, and the total amount for Block 2 cannot be exceeded over a period of one year.

Block 2 is not subject to the cost of living indicator in the option years

Stand-by periods, evaluated at 843 blocks per year, shall be reimbursed in accordance with the amount set forth in Block 3 of Appendix A.

That rate may be increased in accordance with the percentage for administration fees and profit for the Contractor, as set forth in Block 4 of Appendix A.



Block 3 is not subject to the cost of living indicator in the option years.

The percentage for profits and administration established by the Contractor in Block 4 of Appendix A shall include all management implementation costs incurred by the Contractor for work included in these specifications. This includes, but is not limited to, the following: costs for clerical staff, the person/people in charge, clothing for staff on the onsite operations and maintenance team and their personal protective equipment, postal expenses, telephone, courier, accounting, and all costs related to the Contractor's activities.

The Contractor shall be responsible for all administrative activities related to the implementation of the Contract, including invoicing.

The Contractor shall be responsible for all management and invoicing activities related to the contract. Environment and Climate Change Canada shall not pay direct costs for these activities, which shall be included in administration costs and profit paid as a percentage of service costs, as indicated in Appendix A.

Block 4 is not subject to the cost of living indicator in the option years.

2.2 Familiarization with the work area

In submitting a bid, the Contractor acknowledges having read the specifics and roles of the building to be operated. Any breach by the Contractor in this regard shall be considered a breach of the contract.

The Contractor and all employees named in the list shall be familiar with the building and the equipment related to the contract. (See the "Training" section in article 2.4).

2.3 Security requirements

In addition to the security requirements set forth in the contract, the Contractor shall sign the attendance register when entering and leaving the site.

The identification card issued by the building security service shall be visible at all times.

The Contractor shall comply with all security measures regarding the risk of fire and accidents, measures recommended in national and provincial codes and required by authorities with jurisdiction over work materials, methods and habits. The Contractor agrees to comply with security requirements set forth for this building by the Environment and Climate Change Canada representative.

2.3.1 Non-accredited personnel



A contractor who sends an employee who is not accredited at the security level required to do the work or for his or her shift shall advise ECCC at least 24 hours in advance and use a security guard. The employee shall be accompanied at all times, at the Contractor's expense. In such a case, the Contractor shall pay at least four hours of salary to the security guard. The amount of the invoice received for the security guard for this service shall be deducted from the next invoice. The Contractor shall be required to use the services of the security service authorized by the Government of Canada.

2.3.2 Security screening

The Contractor agrees to read the security policy and to comply with it (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=16578>) (SM). Check whether this is the same reference as given by our industrial security. If so, it is part of obtaining security clearance.

The Contractor and representatives of its firm, its employees and its subcontractors shall submit to the building's security regulations.

At no time may the Contractor remove materials or equipment from the CMC without written authorization from the Environment and Climate Change Canada representative.

The Contractor's employees and/or subcontractors shall wear an identity card issued by Environment and Climate Change Canada at all times and in plain sight.

Apart from the people on the operations team who are deemed to be on duty, for security purposes, the contractor's employees and subcontractors shall be prohibited from circulating outside their work areas or in the building without an escort or permission from the person in charge at Environment and Climate Change Canada.

The Contractor shall obtain all required identity cards from Environment and Climate Change Canada and return them to Environment and Climate Change Canada no later than the completion date for the work, for additional services, or for the purposes of this contract.

The contractor shall issue a cheque for \$35.00, payable to the Receiver General of Canada, for each card not returned within five (5) days of the date of completion of the work.

2.4 Training and break-in

Prior to the start of the contract, the Contractor's employees shall take training to be familiar with the building's operations and components. The training shall be given by Environment and Climate Change Canada.

Costs related to time (salary) for employees on the operations team and relief employees (article 1.5) during this training shall be at the Contractor's expense. See the training plan in Appendix B.

The Contractor shall ensure that all employees are present who will be part of the operations team, as well as all members of the relief team.



Any new employees of the Contractor who join the operations team, as well as relief employees during the term of the contract shall follow the training period prior to assuming their duties. This training shall then be given by the team leader under the direction of the Department's representative.

Costs related to time (salary) for new employees who join the operations team and relief employees joining the team during the term of the contract shall be at the Contractor's expense.

During the training and break-in period, no employee of the Contractor may work alone in the building. Consequently, the Contractor shall, at its own expense, provide an employee who is fully authorized to work alone to accompany the new employee. This requirement shall not apply for the first three months of the contract, to allow the Contractor to become familiar with the site. After that period, ECCC shall apply this rule, without any opportunity for an appeal by the Contractor.

The number of hours of training indicated in Appendix B is an estimate and may be more or less, depending on the individuals' ease of understanding.

New employees of the Contractor shall undergo a break-in period on day shift with the Team Leader, in accordance with the Team Leader's normal schedule, which is eight hours per day, Monday to Friday. The Contractor shall compensate for supervision of missing hours, i.e. hours on the weekend and/or week-time hours between the end of the Team Leader's shift and the arrival of the mechanic on the next relief shift at its own cost. This break-in period will provide for an assessment of the quality and aptitudes of the Contractor's employee. This break-in period may vary depending on the quality of candidates, but may not exceed three months. The end of the break-in period shall be conditional on assessment and acceptance by ECCC. During this break-in period, and when the Team Leader is not present on the site, the employee in question may at no time remain alone in the building and must be accompanied at all times, by a regular, full-time employee of the Contractor who is fully trained, at the Contractor's expense. At no time shall an employee who has not completed the break-in period be assigned alone on a night or day shift. If, for functional reasons, this must ever occur, the Contractor shall, at its own expense, assign a second fully trained employee to accompany the new employee. In such cases, the maximum break-in period may be extended to six months, at ECCC's discretion. At no time shall the Contractor be reimbursed for overtime required by the presence of a second employee.

2.5 Labourer

The labourer shall be provided by the Contractor and shall be fully qualified to maintain equipment in proper operating condition, in accordance with the original manufacturer's specifications.

All tradesmen/tradeswomen assigned to the contract shall have the relevant experience, qualifications and valid competency cards required for their respective trades, all in accordance with the description given in point 1.3. The required documents demonstrating that the employees meet the requirements cited above shall be submitted to Environment and Climate Change Canada at the start of the contract



and prior to the employee assuming their duties, in the case of employees joining the contract during the mandate.

If an employee of the Contractor is declared unable to adequately carry out his duties, Environment and Climate Change Canada, through its on-site representative, reserves the right to require that the Contractor replace the employee in question within 24 hours and immediately remove the employee in question from 2121 North Service Road, Trans-Canada Highway without any further notice. Environment and Climate Change Canada's decision shall be without appeal. The Contractor shall immediately replace the employee in question.

Only qualified employees with the appropriate certification shall be permitted to carry out mechanical and electrical work.

The contractor shall monitor its employees to ensure that their personal attire and movements within the buildings meet the requirements specific to the work they are carrying out.

The Contractor shall submit and update a full list of its staff working at the CMC, including the following information:

- First and last names
- Full address
- Home phone number
- Security clearance file number
- Any other information required by Environment and Climate Change Canada
- Proof of the required security clearance

This information shall be included in the monthly reports.

Positions left vacant due to the following shall be filled permanently by the Contractor within 30 days of the employee's departure:

- Staff who leave voluntarily for other employment
- Staff dismissed or fired by the Contractor
- Staff dismissed or fired following application of article 2.5, inability to carry out the work
- Extended CSST (more than 30 days)
- Extended illness (more than 30 days)
- Personal leave of more than 30 days
- Any other case involving evaluated or anticipated absence of more than 30 days

In all other cases, the Contractor shall cover the hours of work using internal staff or the relief team. No overtime shall be paid to the Contractor by ECCC to cover normal contract hours when the Contractor uses its internal or relief team. The Contractor shall ensure that work hours are covered at all times.

The Contractor shall be required to advise ECCC in writing (by mail) of any change that it makes to the schedule before such change is made. This notice shall include the name of the absent employee, the



name of the person replacing the employee, the shift involved in the replacement, and the reason why the employee is being replaced. A summary table shall be provided with the monthly report.

2.6 Instructions

The Contractor shall receive its work instructions or directives from the designated Environment and Climate Change Canada representative and shall comply with them. If necessary, the Contractor shall submit any document relevant to the performance of the Contract to the administrator of the building at 2121 North Service Road, Trans-Canada Highway, Dorval, QC, H9P 1J3.

2.7 Work schedule

2.7.1 Day work schedule

The day work schedule for the Team Leader, electrical and control technician, and labourer shall be from 6:00 a.m. to 2:30 p.m., Monday to Friday inclusively, except statutory holidays, for a total of 40 hours per week per employee. A half-hour unpaid lunch break and two 15-minute breaks shall be provided.

2.7.2 Shift work schedule

The work schedules for day shift and night shift maintenance mechanics shall be from 6:00 a.m. to 6:00 p.m., with or without 24-hour rotation, 365 days per year.

The Contractor shall, in its regular rate, include overtime by its employees to cover the schedule in accordance with labour standards.

A half-hour paid lunch break and two 15-minute breaks shall be provided. The duration of the shifts shall be 12 consecutive hours. Only one (1) maintenance mechanic shall work on each shift, without exception.

For employees working on a schedule who must work on days deemed to be statutory holidays, the Contractor shall, for this purpose, establish an hourly rate to cover all such hours for the four employees working this type of schedule. The rate shall reflect the requirements of Quebec's "*Labour Code*". That rate shall be established in Block 2 of Appendix A, for approximately 528 hours.

Environment and Climate Change Canada reserves the right to accept or refuse any proposal regarding changes to the shift hours that are able to accommodate for the Department and Contractor at no additional cost.

2.7.3 Hours worked outside the schedule or overtime

Any overtime shall be approved in advance by the Environment and Climate Change Canada representative.



All hours worked outside the regular work schedule shall be paid at the overtime rates set forth in Block 2 of Appendix A.

For recalls, the Contractor shall be reimbursed for the time needed for recalled employees to travel to work, and the time actually worked. For travel time, a maximum of one (1) hour per employee may be claimed per occurrence, and that hour shall cover round-trip travel. The rate shall be the one indicated in Block 2 of Appendix A and travel costs shall be reimbursed in accordance with the "Travel Directive" published by the Treasury Board.

Stand-by periods shall begin and end in accordance with the following schedule: from 12:00 a.m. on Monday to 7:00 a.m. on Monday, from 3:30 p.m. to 7:00 a.m. the next day from Monday to Friday morning, from 3:30 p.m. to Midnight on Friday, and from Midnight to Midnight on Saturdays, Sundays and statutory holidays. The Contractor shall be reimbursed based on the rate proposed in Block 3 of Appendix A for each full or partial period of eight (8) consecutive hours.

2.7.4 Recognized statutory holidays

New Year's Day, Good Friday, Easter Monday, National Patriots Day, Saint Jean-Baptiste Day, Canada Day, Labour Day, Thanksgiving, Remembrance Day, Christmas, Boxing day.

2.8 Register

The Contractor shall at all time keep a register of daily work in which it shall record the work carried out. That register shall be and shall remain the sole property of Environment and Climate Change Canada. The contractor shall also be required to complete the log book of operational activities.

2.10 Reports, certificates and worksheets

The Contractor shall complete the work orders provided to it and remit them to ECCC upon completion of the work. All information relevant to the work that has just been carried out shall be recorded thereon. The Environment and Climate Change Canada representative shall retain a copy signed by the Contractor. Each month, the Contractor shall review the work orders completed, those pending, those that have not been started and those in progress and include that information in the monthly report to be presented to ECCC.

The Contractor shall provide a written report within 24 hours of an incident requiring emergency repairs or resulting in a shutdown of Environment and Climate Change Canada systems, detailing the causes and proposed solutions.

Each month, the Contractor shall provide an activity report and a management report regarding the Contractor's activities at the CMC. This shall include, but not be limited to, activities related to preventive and corrective maintenance activities, service calls, the management of work in progress, initiatives, training activities, mock emergency exercises, etc. These reports shall form the basis for



discussion at a monthly meeting between the Contractor's management group and the management team at Environment and Climate Change Canada.

Pursuant to this contract, the Contractor shall train its employees and keep a record of training. The training record shall be submitted to ECCC and shall remain its sole property. The Team Leader shall complete the record by entering the required information and having it signed by the employees in question.

2.11 Quality control

Although Environment and Climate Change Canada shall periodically review the Contractor's work, this shall not release the Contractor from the responsibility to carry out the work in accordance with the contract documents. The Contractor shall carry out its own quality control to ensure that its work complies with said documents.

Only work carried out to the entire satisfaction of Environment and Climate Change Canada shall be accepted, not only as regards security, effectiveness and sustainability, but also accuracy of details and proper performance.

2.12 Files

The Contractor shall keep all documents related to the performance of the contract at the site, including a copy of the contract. These documents shall be kept in the Team Leader's office and shall remain accessible for consultation by ECCC.

2.13 Uniform

All employees of the Contractor shall, at all times at the work site, wear a clean shirt of a single colour, bearing a logo identifying the Contractor. Costs related to staff clothing shall be assumed by the Contractor.

2.14 Repairs and defects

The Contractor shall be responsible for minor repairs resulting from preventive maintenance or adjustments to equipment or systems, if carried out by its employees.

During repairs carried out by the Contractor, the Contractor shall leave all defective parts that have been replaced on the premises for verification purposes, and shall record said repair in the daily report.

2.15 Preventive maintenance schedule

The Contractor and its staff shall carry out preventive maintenance tasks in accordance with the maintenance management system and existing schedules for this building. Schedules shall be strictly followed. Any delay in carrying out preventive maintenance shall be reported to ECCC. An explanation shall be provided.



2.16 Minimum standards

Meet or exceed the requirements of the minimum acceptable standards of the various relevant federal, provincial and municipal codes and legislation, such as the *National Building Code*, the *National Fire Code*, the *Canadian Plumbing Code*, the *Canadian Electrical Code*, the *Canadian Construction Safety Code*, and provincial legislation regarding construction safety, or any other applicable legislation on CMC property.

2.17 *Materials and tools*

2.17.1 Materials

Any replacement of parts shall be approved in advance by the Environment and Climate Change Canada representative.

The material used to carry out the work shall be provided by Environment and Climate Change Canada. The Contractor, on request from the ECCC representative, shall evaluate the required quantity and transmit that information.

ECCC has a warehouse of material from which the Contractor may procure parts for the purposes of the contract. The Contractor agrees to comply with regulations regarding the use of the warehouse, as applicable.

2.17.2 Tools

The basic manual tools used shall be provided by Environment and Climate Change Canada. The Contractor shall be given the tools and an inventory to be checked and accepted by signature. The Contractor shall then be responsible for the inventory and shall, at its own expense, immediately replace any tools that are missing during the term of the contract. Only broken or defective tools shall be replaced at the expense of Environment and Climate Change Canada. Broken or defective tools shall be remitted to Environment and Climate Change Canada prior to replacement.

The Contractor shall update the inventory of tools on an annual basis for approval by the Department's representative.

The Contractor shall accept responsibility for any lost or damaged materials, equipment and tools provided by Environment and Climate Change Canada as a result of its actions, or those of its employees or subcontractors.

The computer equipment required to carry out the work shall be provided by Environment and Climate Change Canada.

2.18 Protection of persons and property

Take all security measures and necessary precautions to protect people and property from any accidents or damage while carrying out work pursuant to these specifications.

The Contractor shall be explicitly and fully responsible for accidents or damage caused to people or property due to its activities on the premises.



Particular care shall be taken to avoid dirtying, scratching, damaging or bumping coverings or finished surfaces by contact with equipment, ladders, scaffolding or any other items that may be used while carrying out the work. In the event of negligence, the Contractor shall reimburse damages to ECCC.

2.19 Cleanliness of the premises

Accumulation of debris shall not be permitted. After each work period, the Contractor shall remove from the premises all scrap and waste resulting from the work. The premises shall be left in a state of cleanliness that is satisfactory to the Environment and Climate Change Canada representative.

2.20 Protection measures and warning signs

The Contractor shall use protection measures and warning signs in all areas deemed necessary by the Contractor or by ECCC to protect building occupants, including the Contractor's employees. To this end, install the materials needed to protect the existing materials, erect screens to hinder dust and debris from spreading beyond the work area, protect material and furniture from dust by covering them with tarps taped to the floor, and install warning signs in all situations in which there is a risk of accidental injury (e.g. protective eyewear/helmets required, danger, work, etc.) or when requested by Environment and Climate Change Canada.

All signs, notices and other such elements shall be bilingual and shall be provided by ECCC, at its cost.

2.21 Fire protection

Throughout all operations, the Contractor shall comply with the "Fire Protection Engineering Standards" from the Dominion Fire Commissioner, at Human Resources and Skills Development, Labour Program, Fire Protection Services Division. The latter is the authority regarding fire protection at the CMC for Environment and Climate Change Canada.

Moreover, the Contractor shall at all times comply with the requirements of Environment and Climate Change Canada's fire protection officer and directives from Environment and Climate Change Canada.

2.22 Interruptions

Work shall be carried out in such a way as to not hinder the normal operations of the building's users and shall follow a schedule that is likely to minimize inconveniences for occupants and users of the building. In establishing the schedule, cooperate with the Environment and Climate Change Canada representative to ensure that the measures taken are acceptable to Environment and Climate Change Canada.

Service interruptions:

Plan service interruptions in cooperation with Environment and Climate Change Canada.

Cooperate with Environment and Climate Change Canada staff to minimize disruptions to their everyday activities.

Prepare a schedule in advance for all work that is likely to disrupt everyday activities.

Have the schedule approved by Environment and Climate Change Canada.



Give Environment and Climate Change Canada 72 hours advance notice before blocking access to existing facilities, sectors or corridors, or before interrupting mechanical or electrical services. Await authorization before proceeding.

Minimize the duration of service interruptions.

Protect existing services appropriately and safely and, in the event of a break, immediately take all necessary measures to the satisfaction of Environment and Climate Change Canada.

To minimize the impact of interruptions, install detours, bridging, alternative power supplies, etc.

2.23 Labour Code

Environment and Climate Change Canada applies the *Canada Labour Code* to all its facilities. The Contractor's employees shall comply with it.

2.24 Health and safety

See section 6.

Ensure that workers apply the health and safety directives issued by Environment and Climate Change Canada.

2.25 Workplace Hazardous Materials Information System (WHMIS)

The Contractor shall comply with federal and provincial WHMIS legislation. The Contractor's responsibilities shall include, but not be limited to, the following tasks:

- Ensure appropriate labelling on all controlled products on the premises.
- Ensure that its workers are familiar with WHMIS and the controlled products present at the CMC. To this end, the Contractor shall ensure that all employees have their WHMIS card. The Contractor shall include this information in its monthly report.
- Apply current regulations.
- Ensure, validate and monitor the use of the WHMIS system by its employees.

The Contractor shall demonstrate to Environment and Climate Change Canada that all its employees assigned to this contract have received WHMIS training and that they are aware of the requirements of that system. Environment and Climate Change Canada may require the replacement of any person who does not satisfy this requirement or if WHMIS is not implemented in an acceptable manner. WHMIS training shall be at the expense of the Contractor.

WHMIS binders shall be updated by Environment and Climate Change Canada. However, this shall not release the Contractor from taking part in the update. When the Contractor's employees receive a new product, they shall be required to advise the ECCC representative and to provide the ECCC representative with the new material safety data sheets. If an employee of the Contractor finds that a material safety data sheet is missing, this shall be reported to the ECCC representative.



2.26 Cooperation with other Contractors

The Contractor shall cooperate fully with other Contractors or workers sent to the Environment and Climate Change Canada work sites.

2.27 Space reserved for the Contractor

The Department shall provide the Contractor with space that the Department's representative deems necessary to carry out its duties without any inconveniences.

The Contractor shall not register, publicize or use the address of a Government of Canada building in any way for business purposes.

The Department shall not be responsible for damages to supplies, materials or equipment stored in the building and owned by the Contractor, or personal effects brought into the building by the contractor's employee(s).

2.28 Communication

A list shall be provided to the contract administrator indicating where the Contractor or its Team Leader may be contacted at any time of the day or night, including addresses and telephone numbers, and that list shall be updated as needed by the Contractor.

The Contractor shall, at its own cost, provide a cellular telephone to the Team Leader. If Environment and Climate Change Canada deems it necessary to provide cellular telephones to other employees, the cost for such cellular telephones shall be assumed by Environment and Climate Change Canada.

2.29 Language of work

The language of work is French. Knowledge of English is an asset.

2.30 Details of elements to be provided in the monthly report

The monthly report shall contain at least the following information:

- Relevant activities during the month
 - Tracking of work orders
 - Priorities for the coming month, review of those of the past month
 - Follow-up on contract amendments
 - The names of the permanent team members, the status of their training and their security clearance
 - Follow-up table on security clearances for employees working on obtaining them
 - The names of the relief team members, the status of their training and their security clearance
 - Summary of replacements during the month
 - The name of the person(s) on stand-by for the coming month
 - Contact information for the Contractor's employees (article 2.3)
 - Any other element that may be added during the term of the mandate, at ECCC's discretion
- The Contractor acknowledges the obligation to comply with additional requests from ECCC.



2.31 Payment

Operating team

Work hours pursuant to operations, modifications, maintenance, and minor repairs carried out by the regular team on-site shall be reimbursed on presentation of a monthly invoice from the Contractor. It shall include copies of all timesheets signed by the ECCC representative, a summary table that shall include the hours worked in the month, overtime hours, details of stand-by bonuses and administration costs. This table shall include all information and details that were necessary for the preparation of the invoice. Copies of all reports and other documents required by ECCC shall also be provided.

The invoice shall clearly, and in full detail, indicate the hours actually worked by employees. The bump-up by the Contractor for administration and profit shall be indicated separately and shall be faithful to the percentage set forth by the Contractor in Block 4 of Appendix A.

ECCC shall approve the invoice following receipt of all documents required by the contract and a review of all information provided by the Contractor. An incorrect invoice or missing information shall result in the rejection of the invoice, which shall be returned to the supplier for correction.



SECTION 02

1.0 Evaluation Criteria

1.1 Technical evaluation

1.1.1 **Mandatory criteria**

The bidder shall, at the time of closing of the request for proposals, have three (3) years of legal existence in providing maintenance services similar* to those at the CMC. Provide letters patent, excerpts of contracts, or any document clearly demonstrating this fact.

The bidder shall demonstrate the existence of a relief team that meets the requirements of article 1.3 in section 01. The bidder shall provide the résumés of the members of the relief team and guarantee their assignment to the contract.

The bidder shall provide a copy of its quality assurance program, attach your program.

The bidder shall provide a copy of its health and safety program, attach your program.

The bidder shall provide a copy of its training program, attach your program.

Any failure to comply with the above points shall result in the rejection of the bid.

**Similar: Building with a large main computer centre or a public building providing services 24/7 such as a hospital or a building under the national security classification.*

1.1.2 **Weighted criteria**

1.1.2.1 **The bidder**

1. The bidder should provide at most 5 projects carried out in the last 10 years. To be acceptable, the projects shall have a value of greater than \$200,000 annually (before taxes), the work shall have been carried out over a period of at least 12 months, and the number of employees involved at the site shall be 4 or more. The bidder shall also provide a description of the main services and a description of the site, as well as a reference for the project, with contact information.

Marking will be as follows:

1 project = 1 point

2 projects = 3 points

3 projects = 6 points

4 projects = 8 points

5 projects = 10 points

Maximum total : 10 points

1.1.2.2 **Personnel's seniority with the firm**



Team Leader:

- 6 months to 1 year : 5 points
- 1 year to 2 years : 7 points
- More than 2 years : 10 points

Mechanic 1 :

- 6 months to 1 year : 5 points
- 1 year to 2 years : 7 points
- More than 2 years : 10 points

Mechanic 2 :

- 6 months to 1 year : 5 points
- 1 year to 2 years : 7 points
- More than 2 years : 10 points

Mechanic 3 :

- 6 months to 1 year : 5 points
- 1 year to 2 years : 7 points
- More than 2 years : 10 points

Mechanic 4 :

- 6 months to 1 year : 5 points
- 1 year to 2 years : 7 points
- More than 2 years : 10 points

Technician :

- 6 months to 1 year : 5 points
- 1 year to 2 years : 7 points
- More than 2 years : 10 points

Labourer :

- 6 months to 1 year : 5 points
- 1 year to 2 years : 7 points
- More than 2 years : 10 points

Maximum total: 70 points



SECTION 03

INSTRUCTIONS TO BIDDERS



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1.0 Instructions

The following instructions provide information regarding each element for which the Contractor shall provide a price. These elements are indicated in Appendix A.

A price shall be provided for each element, or the bid shall be deemed to be invalid.

The Contractor shall provide prices or percentages in each box with a grey background.

1.1 Block 1 - Regular hours

The Contractor shall indicate the regular hourly rate that it plans to charge for each of the resources listed under items A, B, C and D in Block 1 of the price table, which shall constitute the on-site operating and maintenance team.

The Contractor shall indicate the hourly rate in column C and perform the requested calculation ($A \times B \times C$) in column D, which will give the total bid per resource, per year.

The Contractor shall then perform the requested addition on the "Block 1 total" line.

The Team Leader, electrical and control technician, and labourer shall work days from Monday to Friday and the maintenance mechanics shall work 12 hour shifts. The Contractor's price shall reflect this information.

The hourly rates indicated shall include the cost of any type of general administration and any form of transportation, but shall exclude any form of profit for labour.

Block 1 shall be treated as a whole, i.e. the hours may vary from one trade to another; however, the total amount for Block 1 may not be exceeded for a full year.

1.1.1 Example of Block 1

	Resources	A - Number of resources required	B - Estimated hours of work per year per person	C - Contractor's hourly rate	D - Annual total $A \times B \times C = D$
1	Block for regular hours (annually)				
A	Team Leader	1	2080	\$10.00	\$20,800.00
B	Maintenance mechanics	4	2192	\$5.00	\$43,840
C	Electrical and control technician	1	2080	\$5.00	\$10,400.00
D	Labourer	1	2080	\$5.00	\$10,400.00
Block 1 total for regular hours					\$85,440



1.2 Block 2 - Overtime hours

The Contractor shall indicate the hourly rate that it plans to charge for overtime for each resource identified in Block 2 of the table, in accordance with the identified condition.

The Contractor shall indicate the hourly rate in column C with the grey background and perform the requested calculation (A x B x C) in column D, which will give the total bid per resource.

The Contractor shall then perform the requested addition on the "Block 2 total" line.

The number of hours indicated for each resource represents an estimate of needs, and shall only be reimbursed to the Contractor if used, conditional on approval by the CMC.

1.2.1 Example of Block 2

	Resources	A - Number of resources required	B - Estimated hours of work per year per person	C - Contractor's hourly rate	D - Annual total A x B x C = D
2	<i>Block for overtime hours</i>				
	<i>Statutory holidays (annual) dedicated to shift workers only</i>				
B	Maintenance mechanics	4	132	\$5.00	\$2,640.00
	<i>Overtime rate (excluding Sundays and statutory holidays annually)</i>				
A	Team Leader	1	96	\$5.00	\$480.00
B	Maintenance mechanics	4	96	\$5.00	\$1,920.00
C	Electrical and control technician	1	80	\$5.00	\$400.00
D	Labourer	1	48	\$5.00	\$240.00
	<i>Overtime rate (Sundays and annual statutory holidays)</i>				
A	Team Leader	1	40	\$5.00	\$200.00
B	Maintenance mechanics	4	48	\$5.00	\$240.00
C	Electrical and control technician	1	48	\$5.00	\$240.00
D	Labourer	1	48	\$5.00	\$240.00
Block 2 - Overtime rate					\$6,600.00



Block 2 shall be treated as a whole, i.e. the hours may vary from one trade to another; however, the total amount for Block 2 may not be exceeded for a full year.

The hourly rates indicated shall include the cost of any type of general administration and any form of transportation, but shall exclude any form of profit for labour.

1.3 Block 3 - Stand-by premium

The Contractor shall indicate the rate it plans to charge to cover the Team Leader's stand-by periods outside normal building operation hours.

These periods are defined as 843 8-hour periods per year.

The Contractor shall indicate the rate per period in column C and perform the requested calculation ($A \times B \times C$) in column D, which will give the total bid for stand-by for the Team Leader.

The Contractor shall then perform the requested addition on the "Block 3 total" line.

1.3.1 Example of Block 3

3	<i>Block for stand-by premium (annually)</i>				
	Resources	A - Number of resources required	B - Estimated hours of work per year per person	C - Contractor's hourly rate	D - Annual total $A \times B \times C = D$
A	Team Leader / Chef d'équipe	1	843	\$5.00	\$4,215.00
Block 3 - Stand-by premium					\$4,215.00

1.4 Block 4 - Rate for administration and commissioner profit

The Contractor shall indicate the percentage that it plans to charge to bump up the costs that it indicated in blocks 1 to 3.

This percentage is then multiplied by the amounts in blocks 1, 2 and 3 and the amount is entered under Block 4 total.

This rate includes all management and implementation costs incurred for the Contractor's activities pursuant to this project.

These rates include, but are not limited to, the cost of clerical staff, the person(s) in charge, directors' salaries, postal, courier and accounting costs, and all other costs related to the Contractor's activities.



1.4.1 Example of Block 4

<i>Total labour – Block 1 + Block 2 + Block 3</i>			<i>\$96,255.00</i>
4	<i>Block for the Contractor's rate for administration and profit on labour (annually)</i>		
	% for administration costs and profit on labour	1.00%	
Value representing Block 4			\$962.55

1.5 Total bid

The Contractor shall calculate the total for each block to obtain the total annual bid. The Contractor shall then transfer the annual amounts to the last page of the bid document to calculate the total for the entire term, including the option years.

1.5.1 Example

Total bid	Block 1	\$85,440.00
	Block 2	\$6,600.00
	Block 3	\$4,215
	Block 4	\$962.55
	Total	\$97,217.55



Total value for the contract period, including option years	Year 1	\$97,217.55
	Year 2	\$99,161.90
	Year 3	\$101,145.38
	Total	\$297,524.83

Note: The amounts indicated in the examples are for reference purposes only. They do not represent our estimate of the bid.



SECTION 04

PRICE TABLES



Fill in the grey boxes and transfer the total to the bid form.

Block 1 - Regular hours - Year 1

	Resources	A - Number of resources required	B - Estimated hours of work per year per person	C - Contractor's hourly rate	D - Annual total / A x B x C = D
1	Block for regular hours (annually)				
A	Team Leader	1	2,080	\$ _____	\$ _____
B	Maintenance mechanics	4	2,192	\$ _____	\$ _____
C	Electrical and control technician	1	2,080	\$ _____	\$ _____
D	Labourer	1	2,080	\$ _____	\$ _____
Block 1 total for regular hours					\$ _____



Fill in the grey boxes and transfer the total to the bid form.

Block 2 - Overtime hours - Year 1

	Resources	A - Number of resources required	B - Estimated hours of work per year per person	C - Contractor's hourly rate	D - Annual total
2	Block for overtime hours				
	Statutory holidays (annually) dedicated to shift workers only				
B	Maintenance mechanics	4	132	\$ _____	\$ _____
	Overtime rate (excluding Sundays and statutory holidays - annually)				
A	Team Leader	1	96	\$ _____	\$ _____
B	Maintenance mechanics	4	96	\$ _____	\$ _____
C	Electrical and control technician	1	80	\$ _____	\$ _____
D	Labourer	1	48	\$ _____	\$ _____
	Overtime rate (Sundays and statutory holidays - annually)				
A	Team Leader	1	40	\$ _____	\$ _____
B	Maintenance mechanics	4	48	\$ _____	\$ _____
C	Electrical and control technician	1	48	\$ _____	\$ _____
D	Labourer	1	48	\$ _____	\$ _____
Block 2 - Overtime rate					\$ _____

**Block 3 - Stand-by premium - Year 1**

3	<i>Block for stand-by premium (annually)</i>				
	Resources	A - Number of resources required	B - Estimated period (8 hours) per year per person	C - Contractor's hourly rate	D - Annual total
A	Team Leader	1	843	\$ _____	\$ _____
Block 3 - Stand-by premium					\$ _____

<i>Total labour - Block 1 + Block 2 + Block 3</i>	\$ _____
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Block 4 - Administration and profit on labour - Year 1

4	<i>Block for the Contractor's rate for administration and profit on labour (annually)</i>	
	% for administration costs and profit on labour	_____ %
Value representing Block 4		\$ _____



1 Total value - Year 1

Total value for the first year	Block 1	\$ _____
	Block 2	\$ _____
	Block 3	\$ _____
	Block 4	\$ _____
	Total	\$ _____



Labor services for the maintenance and operation of mechanical and electrical services

Block 1 - Regular hours - Year 2

	Resources	A - Number of resources required	B - Estimated hours of work per year per person	C - Contractor's hourly rate	D - Annual total / A x B x C = D
1	<i>Block for regular hours (annually)</i>				
A	Team Leader	1	2,080	\$ _____	\$ _____
B	Maintenance mechanics	4	2,192	\$ _____	\$ _____
C	Electrical and control technician	1	2,080	\$ _____	\$ _____
D	Labourer	1	2,080	\$ _____	\$ _____
Block 1 total for regular hours					\$ _____



Labor services for the maintenance and operation of mechanical and electrical services

Fill in the grey boxes and transfer the total to the bid form.

Block 2 - Overtime hours - Year 2

	Resources	A - Number of resources required	B - Estimated hours of work per year per person	C - Contractor's hourly rate	D - Annual total
2	Block for overtime hours				
	Statutory holidays (annually) dedicated to shift workers only				
B	Maintenance mechanics	4	132	\$ _____	\$ _____
	Overtime rate (excluding Sundays and statutory holidays - annually)				
A	Team Leader	1	96	\$ _____	\$ _____
B	Maintenance mechanics	4	96	\$ _____	\$ _____
C	Electrical and control technician	1	80	\$ _____	\$ _____
D	Labourer	1	48	\$ _____	\$ _____
	Overtime rate (Sundays and statutory holidays - annually)				
A	Team Leader	1	40	\$ _____	\$ _____
B	Maintenance mechanics	4	48	\$ _____	\$ _____
C	Electrical and control technician	1	48	\$ _____	\$ _____
D	Labourer	1	48	\$ _____	\$ _____
Block 2 - Overtime rate					\$ _____

**Block 3 - Stand-by premium - Year 2**

3	<i>Block for stand-by premium (annually)</i>				
	Resources	A - Number of resources required	B - Estimated period (8 hours) per year per person	C - Contractor's hourly rate	D - Annual total
A	Team Leader	1	843	\$ _____	\$ _____
Block 3 - Stand-by premium					\$ _____

<i>Total labour - Block 1 + Block 2 + Block 3</i>	\$ _____
---	----------

Block 4 - Administration and profit on labour - Year 2

4	<i>Block for the Contractor's rate for administration and profit on labour (annually)</i>	
	% for administration costs and profit on labour	_____%
Value representing Block 4		\$ _____



2 Total value - Year 2

Total value for the second year	Block 1	\$ _____
	Block 2	\$ _____
	Block 3	\$ _____
	Block 4	\$ _____
	Total	\$ _____



Block 1 - Regular hours - Year 3

	Resources	A - Number of resources required	B - Estimated hours of work per year per person	C - Contractor's hourly rate	D - Annual total / A x B x C = D
1	Block for regular hours (annually)				
A	Team Leader	1	2,080	\$ _____	\$ _____
B	Maintenance mechanics	4	2,192	\$ _____	\$ _____
C	Electrical and control technician	1	2,080	\$ _____	\$ _____
D	Labourer	1	2,080	\$ _____	\$ _____
Block 1 total for regular hours					\$ _____



Labor services for the maintenance and operation of mechanical and electrical services

Fill in the grey boxes and transfer the total to the bid form.

Block 2 - Overtime hours - Year 3

	Resources	A - Number of resources required	B - Estimated hours of work per year per person	C - Contractor's hourly rate	D - Annual total
2	Block for overtime hours				
	Statutory holidays (annually) dedicated to shift workers only				
B	Maintenance mechanics	4	132	\$ _____	\$ _____
	Overtime rate (excluding Sundays and statutory holidays - annually)				
A	Team Leader	1	96	\$ _____	\$ _____
B	Maintenance mechanics	4	96	\$ _____	\$ _____
C	Electrical and control technician	1	80	\$ _____	\$ _____
D	Labourer	1	48	\$ _____	\$ _____
	Overtime rate (Sundays and statutory holidays - annually)				
A	Team Leader	1	40	\$ _____	\$ _____
B	Maintenance mechanics	4	48	\$ _____	\$ _____
C	Electrical and control technician	1	48	\$ _____	\$ _____
D	Labourer	1	48	\$ _____	\$ _____
Block 2 - Overtime rate					\$ _____

**Block 3 - Stand-by premium - Year 3**

3	<i>Block for stand-by premium (annually)</i>				
	Resources	A - Number of resources required	B - Estimated period (8 hours) per year per person	C - Contractor's hourly rate	D - Annual total
A	Team Leader	1	843	\$ _____	\$ _____
Block 3 - Stand-by premium					\$ _____

<i>Total labour - Block 1 + Block 2 + Block 3</i>	\$ _____
---	----------

Block 4 - Administration and profit on labour - Year 3

4	<i>Block for the Contractor's rate for administration and profit on labour (annually)</i>	
	% for administration costs and profit on labour	_____ %
Value representing Block 4		\$ _____



3 Total value - Year 3

Total value for the third year	Block 1	\$ _____
	Block 2	\$ _____
	Block 3	\$ _____
	Block 4	\$ _____
	Total	\$ _____



Labor services for the maintenance and operation of mechanical and electrical services

Total contract

Total value for the contract period	Year 1	\$ _____
	Year 2	\$ _____
	Year 3	\$ _____
	Total	\$ _____



SECTION 05

TRAINING PLAN



1. Mandatory training

Mandatory Training	Team leader	Maintenance mechanics	Electrical & control technician	Labourer
Total of hours estimated for the mechanic training	15.5	15.5	15.5	11.5
Smardt Chiller + cooling water towers	2	2	2	2
Chiller 185 tons York	1	1	1	1
Ventilation system	1	1	1	1
Reverse Osmosis system	0,5	0,5	0,5	0,5
Air compressor systems	0,5	0,5	0,5	0,5
Humidification and heating system	2	2	2	2
Heat exchangers	1	1	1	1
Computer room cooling system	1	1	1	1
Water detection system	0,5	0,5	0,5	0,5
Chemical	4	4	4	0
Daily inspection	2	2	2	2
Total of hours estimated for the electrical training	7	7	7	0
Electric network plan	4	4	4	0
Rotary UPS system	1	1	1	0
Static UPS system	1	1	1	0
Temporary generators system	1	1	1	0
Total of hours estimated for the plumbing training	2,5	2,5	0	2,5



Domestic water network	2	2	0	2
Hot water domestic system	0,5	0,5	0	0,5
Total of hours estimated for the automation training	6	6	6	0
Automation system	4	4	4	0
Preventive maintenance system	2	2	2	0
Total of hours estimated for the security training	2,5	2,5	2,5	2,5
Fire alarm system (Controls Panels)	1	1	1	1
Fire protection system (Fireflex)	0,5	0,5	0,5	0,5
Total of hours estimated for the general building training	12	12	12	12
Lift truck	8	8	8	8
Tractor	2	2	2	2
Building site visit and overview	2	2	2	2
Total of estimative hours necessitated for training	45.5	45.5	43.0	28.5

**2. Distribution of the training hours on 5 days - For reference only**

Distribution of the training hours on 5 days	Jour /Day 1	Jour /Day 2	Jour /Day 3	Jour /Day 4	Jour /Day 5	Training given by
Mecanical	9	6.5	2	0		
Smardt Chiller + water tower	2					ECCC and/or contractor team lead
Chiller 185 tons	1					ECCC and/or contractor team lead
Ventilation systems	1					ECCC and/or contractor team lead
Osmosis system	0,5					ECCC and/or contractor team lead
Air compressor systems	0,5					ECCC and/or contractor team lead
Humidification and heating system	2					ECCC and/or contractor team lead
Heat exchange system		1				ECCC and/or contractor team lead
Computer room cooling system		1				ECCC and/or contractor team lead
Water detection System		0,5				ECCC and/or contractor team lead
Water chemical processing		4				ECCC and/or contractor team lead
Daily inspection			2			ECCC and/or contractor team lead
Electrical	0	0	7			
Unifilaire electricity network			4			ECCC and/or contractor team lead
Rotary UPS System			1			ECCC and/or contractor team lead
Static UPS system			1			ECCC and/or contractor team lead
Temporary generator system			1			ECCC and/or contractor team lead



Distribution of the training hours on a 5 days schedule	Day 1	Day 2	Day 3	Day 4	Day 5	Training given by
Plumbing	0	2.5	0	0		
Domestic water network		2				ECCC and/or contractor team lead
Domestic Hot water system		0.5				ECCC and/or contractor team lead
Automation	0	0	0	6		
Automation system				4		ECCC and/or contractor team lead
Preventive maintenance system				2		ECCC and/or contractor team lead
Secutity	0	0	0	2.5		
Fire alarm system (Panels)				1		ECCC and/or contractor team lead
Fire protection system (Fireflex)				0.5		ECCC and/or contractor team lead
General	2	0	0	0	10	
Lift truck					8	ECCC and/or contractor team lead
Tractor					2	ECCC and/or contractor team lead
Building visit	2				0	ECCC and/or contractor team lead
Total	9.5	9	9	8.5	10	



SECTION 6

Health and Safety



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1.0 Meetings

Meetings: The Contractor shall attend site meetings and operations meetings concerning health and safety, at the request of ECCC.

2.0 Regulatory requirements

The Contractor shall comply with the specified regulations and standards to ensure that operations are carried out under safe conditions. The Contractor shall take the most recent edition into account.

Canada Labour Code, Part II

Canada Occupational Health and Safety Regulations

National Building Code of Canada, Part 8, "Safety Measures at Construction and Demolition Sites"

National Fire Code of Canada, Division B, Part 4, "Flammable and Combustible Liquids"

National Fire Code of Canada, Division B, Part 5, "Hazardous Processes and Operations"

The Quebec *Act respecting occupational health and safety* and its regulations, including:

- Construction projects;
- Control of chemical and biological agents;
- Designated substances;
- Workplace Hazardous Materials Information System (WHMIS);
- First aid;
- Ministry of Labour guides about the items listed above.
- *Occupational Health and Safety Act*
- Occupational health and safety: Guide for Joint Health and Safety Committees and Delegates
- WHMIS
- The Quebec *Trades Qualification and Apprenticeship Act* and Regulations
- The Quebec *Gasoline Handling Act*
- The Quebec *Building Code Act*
- *The Quebec Fire Code*
- *The Quebec Electrical Code*

3.0 Contractor responsibility

The Contractor has sole responsibility for the health and safety of individuals on the work site, the security of assets on the premises, and the protection of individuals near the premises and their environs: i.e., if they may be affected by the execution of work.

The Contractor shall comply with health and safety requirements prescribed in the contractual documents, applicable federal/provincial/municipal legislation, regulations, by-laws and the health and safety plan prepared for the contract (e.g. occupational health and safety acts and



regulations related to the contract, the *Canada Labour Code, Part II*), and ensure that its employees also comply.

4.0 Designated substance report

The Contractor shall consult the designated substance report, where applicable.

5.0 Contract-specific health and safety plan

Prior to undertaking the contract, the Contractor shall prepare a written contract-specific health and safety plan for review and approval by ECCC that takes into account the Contractor's risk assessment. The Contractor shall continue to implement, update and ensure compliance with the plan until the end of the contract. The plan shall also take into account the specifications, scope and purpose of the contract. Work shall not begin until a contract-specific health and safety plan has been approved.

Any changes related to exclusion or substitution of any portion or provision of the minimum health and safety guidelines specified in this document or the revised contract-specific health and safety plan shall be submitted in writing to ECCC. ECCC shall also respond in writing to indicate whether it shall accept the change or whether improvements need to be made.

6.0 Contractor accident and incident report

The Contractor shall notify ECCC immediately in the event of an accident, injury, near incident, fire, explosion or chemical spill on the work site, as well as any visit from a government representative tasked with ensuring that the above requirements are met.

The Contractor shall submit a written report within 24 hours following an accident or other incident.

7.0 Unforeseen hazards

Should any unforeseen safety hazard or factor or any situation of this nature arise while the work is being carried out, the Contractor shall stop work immediately and inform ECCC either orally or in writing.

8.0 Work stoppage

The Contractor shall give precedence to the health and safety of the public and site personnel and to environmental protection over cost and schedule considerations for the work.

The Environment and Climate Change Canada contract manager, the contract manager's designated personnel, or designated health and safety personnel can stop the work for health and safety reasons.



9.0 Correction of non-compliance

The Contractor shall immediately address health and safety non-compliance issues reported to it by ECCC or any other designated health and safety employee.

The Contractor shall submit a written report to ECCC indicating action taken to correct non-compliance with the health and safety issue(s) identified.

The Environment Canada contract manager, the contract manager's designated personnel, or designated health and safety personnel can stop the work if the Contractor does not take the necessary action to comply with health and safety regulations.

10.0 Disciplinary action

If the Contractor does not take health and safety policies, procedures and measures into consideration or does not comply with them, the Environment and Climate Change Canada contract manager, the contract manager's designated personnel, or designated health and safety personnel can impose disciplinary action. This includes but is not limited to:

- Formal written notice to the foreman for minor health and safety infractions committed by one or more employees and/or a subcontractor.
- After three (3) formal written notices against one or more employees and/or a subcontractor, the employee(s)/subcontractor shall be escorted from the site and shall not be permitted to work at the site again.
- Cancellation of the contract in the event that the Environment and Climate Change Canada contract manager, the Contractor's designated personnel, or designated health and safety personnel determine that the failure to comply with health and safety regulations is endangering the lives of the Contractor's or subcontractor's workers and/or Environment and Climate Change Canada employees.

11.0 Posted documents and/or materials

The Contractor shall post and retain the following documents, data and materials in an easily accessible location on site:

- Health and safety prevention program
- Health and safety regulations document for the CMC contract
- Employer's CSST Compliance Certificate number
- Copy of worker profile form
- CMC site regulations
- List of emergency contact information for CMC
- Location of toilets
- Names and telephone numbers of joint occupational health and safety committee (OHSC) members
- Designations of hazardous physical agents and related warnings - WHMIS data sheets



- Fire emergency evacuation plans
- Reports
 - Contractor's health and safety reports
 - Health and safety reports following ECCC inspection
 - Contractor's accident/incident investigation report (if applicable)
 - Department of Labour notices, orders and reports (if applicable)
- *Act respecting occupational health and safety (CSST)*

The Contractor shall comply with and enforce provincial requirements concerning the posting of information for the public.

12.0 Blasting

Blasting or other use of explosives by the Contractor is prohibited.

13.0 Powder-actuated devices

The Contractor shall not use powder-actuated devices or tools without written permission from ECCC.

14.0 Site health and safety policies and directives

The Contractor shall comply with and follow all prescribed health and safety policies and directives on site, particularly the following:



14.1 Worker profile sheet

The Contractor shall submit a worker profile form to ECCC, including all related documentation such as copies of licences, certificates and permits confirming the appropriate qualifications for performing the work under the given contract, for each worker requiring access to the site, before they begin work.

14.2 Hot work permit

The Contractor shall request a formal hot work permit from ECCC for review and approval. The permit must be issued before hot work is begun.

14.3 Hot tap permit

The Contractor shall request a formal hot tap permit from ECCC for review and approval. Approval must be given before hot tap work is begun.

14.4 Lockout and tag-out (LOTO) - isolation procedures

The Contractor shall submit a completed lockout (isolation) permit to ECCC for review and approval for all work requiring a lockout. Approval must be given before lockout work is begun.

14.5 Live work procedure

The Contractor shall submit a procedure and request a permit for live work to ECCC for review and approval, for all live work. Approval must be given before live work is begun.

14.6 Emergency and fire evacuation routes

The Contractor shall ensure that training is received on the procedure for evacuating the site in the event of a fire and/or emergency. The Contractor shall take this course and obtain approval before starting work on site.

14.7 Confined spaces permit

The Contractor shall take the necessary training in order to be able to enter confined spaces. The Contractor shall also submit its confined space program before beginning work of any kind, and complete the confined space permit form.



15.0 General safe working practices

15.1 The Contractor shall know the locations of emergency exits in the building where the work is being done. The Contractor shall also be familiar with and understand the building fire/emergency evacuation plans.

15.2 The Contractor and its employees shall request assistance when materials or equipment are too cumbersome to be handled alone. Do not make any extreme effort to lift or move materials or equipment. Maintain proper posture when lifting and using lifting belts. Place all objects lifted near the person lifting, and use the legs as much as possible when lifting. Avoid twisting of the back.

15.3 The Contractor and its employees shall keep first aid kits near work areas and ensure that the kits are properly stocked prior to starting work.

15.4 The Contractor and its employees shall have on site at all times an employee/workplace first-aid attendant trained by a CSST-accredited organization and be able to produce a copy of the first-aid certificate.

15.5 The Contractor shall wear and use the proper personal protective clothing for each job or task (e.g. safety boots, eye protection, ear protection).

15.6 The Contractor shall use only approved tools or equipment (e.g. the Canadian Standards Association [CSA]), and inspect tools prior to use. All tools are provided by EC.

15.7 The Contractor shall be aware of hazards in the general work areas, including electrical connections, conduits, lighting, pipes and sharp objects.

15.8 The Contractor shall be aware of potential tripping hazards in the building, such as extension cords strung across hallways. The Contractor must correct these situations immediately.

15.9 The Contractor shall keep the work areas tidy and free of accumulation of waste products and debris.

15.10 The Contractor shall remove waste products and debris from the site and deposit in waste containers at the end of each day. Environment Canada shall provide waste and recycling containers.

15.11 The Contractor shall clean work areas daily prior to leaving the site.



15.12 The Contractor shall always store combustible and flammable materials in the appropriate storage areas.

15.13 The Contractor shall always put up warning signs for work being done overhead. The Contractor shall perform work outside of business hours if it is likely to disturb the work of building users or if required by ECCC.

15.14 The Contractor must be familiar with WHMIS requirements and symbols prior to performing the work.

15.15 The Contractor shall inform ECCC if the work makes the site less safe.

15.16 Contractors, subcontractors and suppliers shall respect the building's "no smoking" restrictions.

15.17 Contractor access is restricted to the work area.

15.18 The Contractor shall not unduly clutter the site with materials or equipment.

15.19 The Contractor shall move stored products or equipment that interferes with the operations of other tradespeople.

15.20 The Contractor shall complete the work in full, to the satisfaction of ECCC.

15.21 ECCC reserves the right to deny access for any employee hired by the Contractor.

15.22 Contractors shall use only the main entrance to enter and exit the building, unless ECCC authorizes them to use another access door.

15.23 Regardless of working hours, all workers hired by the Contractor shall identify themselves and sign the log books at the building reception, upon arrival and when leaving, specifying arrival and departure time.



15.24 The Contractor is responsible for repairing all damage to Crown property or equipment while carrying out the obligations of this contract, where such damage may be attributable to the use of equipment or materials of any kind on the part of the Contractor and/or its employees, or that may have been caused in another manner by its employees. Where applicable, the Contractor shall replace damaged materials or equipment with new materials or equipment, to match existing material or equipment in value, quality and manufacture.

15.25 The Contractor is not permitted to bring onto Crown property or into the building any substance or chemical that falls under the WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM (WHMIS) without following proper WHMIS procedures.

15.26 The Contractor shall ensure that all equipment used to perform the work is in good repair. ECCC reserves the right to take out of service any equipment that is deemed to be unsafe, unsuitable or defective.

15.27 The Contractor shall be entirely responsible for all equipment, materials and/or belongings, etc. of the company and/or employees while work is being done on site.

15.28 ECCC is entitled to question the Contractor in relation to security matters.

15.29 The Contractor shall neither permit any public inspection or visit, for the purpose of advertising or work references, nor erect or permit the erection of any advertising signage in connection with the work being done.

15.31 CMC has very limited parking. Parking by the Contractor, its employees and subcontractors is prohibited.

15.32 The Contractor shall use fall protection equipment when there is a danger of workers falling 10 feet (3 metres) or more, in accordance with the definitions and criteria set out in the *Occupational Health and Safety Act*.

15.33 Only qualified employees hired by the Contractor shall perform the work.

16.0 General safe working practices: power tools

16.1 The Contractor shall read all instruction manuals and owner's manuals prior to operating power tools. Tools shall be used only by personnel who understand their operation and features.

16.2 The Contractor shall use power tools only for the job for which they are designed.



16.3 The Contractor shall disconnect power tools when they are not being used or prior to changing, cleaning or adjusting blades, bits or attachments.

16.4 If a power tool is making unusual sounds or not working properly, the Contractor shall turn it off and carefully disconnect the power cord. The power tool shall be repaired prior to using it again.

16.5 Power tools shall never be carried by their power cord.

16.6 Power tools shall not be disconnected by pulling on the cord.

16.7 The Contractor shall regularly inspect the bolts, nuts and screws on large power tools.

16.8 The Contractor shall keep work areas around power tools clean at all times to avoid tripping and tangling hazards.

16.9 The Contractor shall not wear jewellery or loose clothing when operating power tools.

16.10 The Contractor shall be careful of sleeves and tie back long hair when operating power tools.

16.11 The Contractor shall always wear protective equipment as required for each power tool (e.g. eye protection, hearing protection, gloves, dust masks).

16.12 Power tools shall not be operated where the operator cannot maintain his or her balance and where the operator's work posture poses a hazard.

16.13 The Contractor shall be careful when operating power tools.

16.14 The Contractor shall not engage in horseplay (no joking around, running unnecessarily or acting in a boisterous manner) when operating power tools or when near power tools.

16.15 Comply with all regulations and acts relating to the operation of power tools.

16.16 All power tools shall be CSA approved.



16.17 All portable power tools used shall be double insulated or grounded as necessary.

16.18 All portable power tools used in hazardous areas shall be manufactured for use in such areas and shall be marked appropriately.

16.19 Where portable air-powered tools are being used, a restraining device shall be used to avoid any risk of injury to the user as the result of the tool falling or by accidental disconnection of the main air supply.

16.20 All powder-activated devices shall be CSA approved.

16.21 Contractors operating powder-activated devices shall hold the appropriate licence and shall obtain written authorization from EC to operate these devices.

16.22 All chainsaws shall be CSA approved.

16.23 All machines with exposed, moving, rotating electrically charged or hot parts shall be equipped with machine guards that prevent the Contractor from coming into contact with the listed hazards.

16.24 If ECCC observes any defects that render a power tool unsafe to use, the Contractor shall immediately turn off the power tool and stop using it.

16.25 The Contractor shall immediately take the tool out of service and repair it fully prior to putting it back into service.

16.26 Only qualified employees hired by the Contractor shall use power tools.

17.0 General safe working practices: welding

17.1 The Contractor shall obtain a hot work permit before performing any welding, grinding or cutting operations.

17.2 The Contractor shall use approved personal protective equipment (PPE) at all times during welding, grinding and cutting operations, in accordance with health and safety legislation.

17.3 The Contractor shall use fire extinguishers that are easily accessible and situated in clearly marked locations close to the work area, at all times during welding operations.



17.4 To avoid danger, the Contractor shall keep flammable material at a sufficient distance from the area where welding, grinding and cutting operations are being performed.

17.5 The Contractor shall use fire blankets installed near the areas where welding, grinding and cutting operations are being performed.

17.6 The Contractor shall inspect all welding, grinding and cutting equipment before each use, to ensure its integrity and to ensure that it can be used safely.

17.7 The Contractor shall ensure that a safety watcher is present at all times during welding, grinding and cutting operations.

17.8 The Contractor shall use only welding, grinding and cutting equipment that is in good condition.

17.9 The Contractor shall obtain authorization from ECCC before working near smoke and heat detectors or near sprinkler heads. After authorization has been obtained from ECCC, the Contractor shall ensure that the affected devices are deactivated or take the necessary measures to avoid triggering false alarms, including working outside of business hours, before welding, grinding or cutting work begins.

17.10 The Contractor shall provide advance notice of welding, grinding or cutting work if building personnel and employees are likely to be disturbed by the work. If the work will disturb building personnel and employees, it should be completed outside of business hours or on weekends.

17.11 Only qualified employees hired by the Contractor can perform welding, grinding and cutting work.

17.12 Cutting and grinding work cannot be done in the computer room. This work must be done in the garage or outdoors.



18.0 General safe working practices: electrical

18.1 The Contractor shall label the conduits and cables that go through the walls or that are connected to junction boxes or connection panels using coloured strips of tape as follows:

Usage	Primary colour	Secondary colour
Up to 250 volts	Yellow	(None)
250 to 600 volts	Yellow	Green
Telephone	Green	(None)
Other communications devices	Green	Blue
Fire detector	Red	(None)
Other safety devices	Red	Yellow
Direct digital controls	Orange	(None)
SCADA system	Grey	Brown

18.2 The Contractor shall disconnect superfluous electrical equipment from the main power source, including raceways, wires, boxes, panels and connected parts. The source may be an electrical panel, a main switchboard system, a splitter box or a main switch. Junction boxes and safety switches are not considered to be a power source.



18.3 The Contractor shall ensure that information is provided for updating all electrical panel legends and single-line diagrams to reflect the removal or addition of any installations.

18.4 Any holes or damage caused to walls, floors, ceilings, etc. resulting from the Contractor removing or adding installations shall be repaired, and the surfaces shall be repainted in a suitable, uniform manner. The Contractor shall seal the firewall structures or walls using approved fire stop materials.

18.5 Electrical rooms, panels, splitter and meter boxes shall be locked at all times. Only employees authorized by ECCC may access these installations.

18.6 The Contractor shall label electrical outlets with panel and circuit numbers. The labels shall be yellow for UPS power, red for supply current and ivory for normal power.

18.7 The labels shall be printed with a label-making machine. The Contractor shall stick the labels on the switch and plug covers to identify the corresponding panels and circuits.

18.8 Power shall be supplied only to electrical components that are approved by the provincial authority responsible for hydroelectricity distribution or that are authorized by ECCC.

18.9 Employees hired by the Contractor to install, remove or maintain electrical equipment shall wear personal protective equipment (PPE) at all times, in accordance with health and safety legislation.

18.10 All new electrical devices installed by the Contractor shall be compliant with the most recent edition of the *Canadian Electrical Code* and the *Quebec Electrical Code* in force at the time of installation.

18.11 The electrical safety authority shall inspect all electrical work done by the Contractor on the premises.

18.12 The Contractor shall label all panel wires, junction boxes and terminal elements using self-adhesive labels indicating their specific circuit number.

18.13 The Contractor shall label light switch covers with panel and circuit numbers. The covers shall be made of stainless steel and be stamped "347 volts" for a 347-volt system.



18.14 The Contractor shall use only industrial or commercial electrical components and equipment. Residential components are prohibited.

18.15 The Contractor shall ensure that safety locks and safety watchers are present at all times, where such measures are required by federal and provincial health and safety legislation and in accordance with contract documents or health and safety policies.

18.16 Employees of the Contractor shall not work on live circuits without written authorization from ECCC. This authorization requires appropriate review and approval of the following: safe working practices submitted in writing, emergency measures and procedures, discussions, and the level of training for all personnel required working on live circuits.

18.17 The Contractor shall not shut off any electrical systems without the prior approval of ECCC.

18.18 The Contractor shall take the necessary measures to ensure that the work area is clean and tidy before leaving the site at the end of each day. Once a given task is completed, waste materials shall be collected, the floors cleaned, and dust, dirt and fingerprints removed from surfaces and equipment in the general work area.

18.19 The Contractor shall provide continuous monitoring of live circuits that may be a potential hazard to personnel and/or visitors.

18.20 The Contractor shall put up appropriate signage, in sufficient numbers and in both official languages, in work areas that may constitute a potential hazard or danger to personnel or visitors.

18.21 The Contractor shall use appropriate lighting when performing electrical work on the site in question and retain this lighting for operating and maintaining equipment.

18.22 The Contractor shall allocate and maintain a minimum safe work space of 1 metre around electrical equipment.

18.23 Only qualified employees hired by the Contractor can perform electrical work.

ANNEX B

EVALUATION TABLE

TEAM LEADER

	College diploma as a building mechanical technician OR education in engineering OR certificate as a stationary engineer or certificate as a journeyman construction electrician	Experience managing a building of 20,000 m ² including water cooling equipment and cooling towers	Experience operating a tier 2 computer room	Knowledge of pneumatic controls	Knowledge of the use of building automation systems and computerized preventive maintenance operating systems	experience in personnel management
A college diploma as a building mechanical technician. A minimum of 6 months of relevant and verifiable experience in Canada in the last 10 years in the operation of a building 20,000 m ² in size, including the operation of water cooling systems and cooling towers. Knowledge of pneumatic control systems. Experience operating a tier 2 or higher computer room. Knowledge of and know how to use building automation systems and computerized preventive maintenance operation systems. At least 6 months of relevant and verifiable experience in personnel management.						
OR A certificate of qualification as a stationary engineer that is valid in Canada. A minimum of 6 months of relevant and verifiable experience in Canada in the last 10 years in the operation of a building 20,000 m ² in size, including the operation of water cooling systems and cooling towers. Knowledge of and proficiency with pneumatic control systems. Experience operating a tier 2 or higher computer room. Knowledge of and know how to use building automation systems and computerized preventive maintenance operation systems. At least 6 months of relevant and verifiable experience in personnel management.	College diploma: 5 Certificate as a mechanic: 4 Certificate as a electrician: 4	With College Diploma: 6 to less than 12 months: 4 1 to less than 2 years: 6 More than 2 years: 8 With a Mechanic Certificate: 6 to less than 12 months: 4 1 to less than 2 years: 6 More than 2 years: 8 With a Electrician Certificate: 6 to less than 12 months: 4 1 to less than 2 years: 6 More than 2 years: 8	6 to less than 12 months: 4 1 to less than 2 years: 6 More than 2 years: 8	No: 0 Yes: 3	No: 0 Yes: 3	6 to less than 12 months: 4 1 to less than 2 years: 6 More than 2 years: 8
OR A certificate of qualification as a journeyman construction electrician . A minimum of 6 months of relevant and verifiable experience in Canada in the last 10 years in the operation of a building 20,000 m ² in size, including the operation of water cooling systems and cooling towers. Knowledge of and proficiency with pneumatic control systems. Experience operating a tier 2 or higher computer room. Knowledge of and know how to use building automation systems and computerized preventive maintenance operation systems. At least 6 months of relevant and verifiable experience in personnel management.						

MAXIMUM TOTAL PER CRITERIA	5	8	8	3	3	8
MAXIMUM TOTAL	35 POINTS					

MECHANIC

MECHANIC	Vocational diploma as a stationary engineer + 4B licence OR College diploma as a building mechanical engineer OR Vocational diploma as an electro-mechanical technician OR Vocational diploma as an industrial mechanic OR Journeyman refrigeration mechanics card issued by the CCQ	Experience operating a building with central HVAC, including the knowledge of pneumatic control systems, operation of water cooling equipment and cooling towers.	Knowledge and use of building automation systems	Experience operating a tier 2 computer room
	A vocational diploma as a stationary engineer issued by a recognized Canadian institution and a completed 4B licence valid in Canada. A minimum of 6 months of relevant and verifiable experience in Canada in the last 10 years in the operation of a building with central HVAC, including the operation of water cooling systems and cooling towers. Knowledge of pneumatic control systems. Knowledge of and know how to use building automation systems. Experience operating a tier 2 or higher computer room. OR A college diploma as building mechanical technicians issued by a recognized Canadian institution. A minimum of 6 months of relevant and verifiable experience in Canada in the last 10 years in the operation of a building more than 20,000 m2 in size, including the operation of water cooling systems and cooling towers. Knowledge of pneumatic control systems. Knowledge of and know how to use building automation systems. Experience operating a tier 2 or higher computer room. OR A vocational diploma as electro-mechanical technicians issued by a recognized Canadian institution. A minimum of 6 months of relevant and verifiable experience in Canada in the last 10 years in the operation of a building with central HVAC, including the operation of water cooling systems and cooling towers. Knowledge of pneumatic control systems. Knowledge of and know how to use building automation systems. Experience operating a tier 2 or higher computer room.	6 to less than 12 months: 4 1 to less than 2 years: 6 More than 2 years: 8	No: 0 Yes: 2	6 to less than 12 months: 4 1 to less than 2 years: 6 More than 2 years: 8
	A vocational diploma as industrial mechanics issued by a recognized Canadian institution. A minimum of 6 months of relevant and verifiable experience in Canada in the last 10 years in the operation of a building with central HVAC, including the operation of water cooling systems and cooling towers. Knowledge of pneumatic control systems. Knowledge of and know how to use building automation systems. Experience operating a tier 2 or higher computer room. OR A journeyman refrigeration mechanic's card issued by the CCQ.	College diploma in building mechanics: 5 Vocational diploma as a stationary engineer + 4B licence: 4 Vocational diploma as an electro-mechanical technician: 4 Vocational diploma as an industrial mechanic: 4 Journeyman refrigeration mechanic's card (issued by the CCQ): 4	No: 0 Yes: 2	6 to less than 12 months: 4 1 to less than 2 years: 6 More than 2 years: 8
	A vocational diploma as industrial mechanics issued by a recognized Canadian institution. A minimum of 6 months of relevant and verifiable experience in Canada in the last 10 years in the operation of a building with central HVAC, including the operation of water cooling systems and cooling towers. Knowledge of pneumatic control systems. Knowledge of and know how to use building automation systems. Experience operating a tier 2 or higher computer room. OR A journeyman refrigeration mechanic's card issued by the CCQ.	25 POINTS MAXIMUM TOTAL / MECHANIC 100 POINTS MAXIMUM TOTAL FOR ALL MECHANICS	2	8

TECHNICIAN

	Certificate of qualification as a journeyman construction electrician	Experience maintaining and operating electrical equipment, high-capacity backup generators (more than 500 kw), electronic controls, and pneumatic controls	Knowledge and use of building automation systems	Experience operating a tier 2 computer room
A valid certificate of qualification as a journeyman construction electrician. A minimum of 6 months of significant and verifiable experience in Canada in the last 10 years in the maintenance and operation of electrical equipment, high-capacity backup generators (more than 500 kw), electronic controls and pneumatic controls. Knowledge of and know how to use building automation systems. Experience operating a tier 2 or higher computer room.	No: 0 Yes: 5	6 to less than 12 months: 4 1 to less than 2 years: 6 More than 2 years: 8	No: 0 Yes: 4	6 to less than 12 months: 4 1 to less than 2 years: 6 More than 2 years: 8

MAXIMUM TOTAL PER CRITERIA

25 POINTS

5

8

4

8

MAXIMUM TOTAL

LABOURER

	Vocational diploma in general building maintenance	Experience in building maintenance	Experience operating a tier 2 computer room
A vocational diploma in general building maintenance issued by a recognized Canadian institution. A minimum of 6 months of relevant and verifiable experience in Canada in the last 10 years in building maintenance. Experience operating a tier 2 or higher computer room.	No: 0 Yes: 5	If vocational diploma: 6 to less than 12 months: 4 1 to less than 2 years: 6 More than 2 years: 8 No vocational diploma: 6 months to less than 1 years: 2 1 to less than 2 years: 4 2 to less than 5 years: 6 More than 5 years: 8	0 months to less than 6 months: 1 6 to less than 12 months: 3 1 to less than 2 years: 5 More than 2 years: 7
OR If the labourer does not have a diploma, the labourer shall have at least 6 months of relevant and verifiable experience in Canada in building maintenance. Experience operating a tier 2 or higher computer room.			

MAXIMUM TOTAL PER CRITERIA

MAXIMUM TOTAL

20 POINTS

5

8

7

ANNEX C



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

K4C20-19-0938

Security Classification / Classification de sécurité
Aucune classification

SECURITY REQUIREMENTS CHECK LIST (SRCL)

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE			
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction	
Environnement Canada		DABIS	
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
N/A		N/A	
4. Brief Description of Work / Brève description du travail			
Service de main-d'œuvre pour l'entretien et l'opération des systèmes mécaniques et électriques			
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"/>	



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 : Accès à la salle informatique

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

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

10. b) May unscreened personnel be used for portions of the work?

Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?

☐ No ☒ Yes
Non Oui

If Yes, will unscreened personnel be escorted?

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

☐ No ☒ Yes
Non Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?

Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?

Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

☒ No ☐ Yes
Non Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?

Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

☒ No ☐ Yes
Non Oui

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?

Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?

Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

☒ No ☐ Yes
Non Oui



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

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

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

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

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

☒ No
Non

☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

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

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



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

K4C20-19-0938

Security Classification / Classification de sécurité
Aucune classification

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

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

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Marc Ste-Marie	Gestionnaire immobilier	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
514-421-7260	514-421-7238	marc.ste-marie@canada.ca
		Date
		01-11-18

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

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Lori Nelson	Regional Security Admin Officer	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
780 951 8895		lori.nelson@canada.ca
		Date
		February 27, 2019

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
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16. Procurement Officer / Agent d'approvisionnement

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

17. Contract Name (print)	Anik Farrell - CSO 613-946-5194 anik.farrell@tpsgc-pwgsc.gc.ca	matière de sécurité	Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date	

ANNEX D

**COMPLETE LIST OF EACH INDIVIDUALS WHO ARE CURRENTLY
DIRECTORS AND OR OWNER OF THE BIDDER**

NOTE TO BIDDERS

WRITE DIRECTOR'S AND OR OWNERS SURNAMES AND GIVEN NAMES
