



**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

Réception des soumissions - TPSGC / Bid Receiving  
- PWGSC

1550, Avenue d'Estimauville  
1550, D'Estimauville Avenue  
Québec  
Québec  
G1J 0C7

FAX pour soumissions: (418) 648-2209

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government  
Services Canada**

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

**Proposition aux: Travaux Publics et Services  
Gouvernementaux Canada**

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

**Comments - Commentaires**

<b>Title - Sujet</b> Pool Maint. SportsCenter Valcartier	
<b>Solicitation No. - N° de l'invitation</b> W6856-20V301/B	<b>Date</b> 2019-10-01
<b>Client Reference No. - N° de référence du client</b> W6856-20V301	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$QCN-039-17774	
<b>File No. - N° de dossier</b> QCN-9-42005 (039)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2019-10-28</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Heure Normale du l'Est HNE
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Boisclair, Daniel	<b>Buyer Id - Id de l'acheteur</b> qcn039
<b>Telephone No. - N° de téléphone</b> (418) 649-2831 ( )	<b>FAX No. - N° de FAX</b> (418) 648-2209
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> Centre des Sports de la Base de Valcartier Piscine Extérieur et Intérieur Groupe de Soutien 2eDivision Canada COURCELETTE Québec G0A4Z0 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

TPSGC/PWGSC  
601-1550, Avenue d'Estimauville  
Québec  
Québec  
G1J 0C7

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

Solicitation No. - N° de l'invitation  
W6856-20V301/B  
Client Ref. No. - N° de réf. du client  
W6856-20V301

Amd. No. - N° de la modif.  
File No. - N° du dossier  
QCN-9-42005

Buyer ID - Id de l'acheteur  
QCN039  
CCC No./N° CCC - FMS No./N° VME

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This Request for Proposal cancels and supersedes previous Request for Proposal number W6856-20V301/A dated 2019-06-26 with a closing of 2019-08-06 at 2.00 PM EDT.

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirements**

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

### **1.2 Statement of Work**

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

### **1.3 Debriefings**

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

### **1.4 Trade Agreements**

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

### **1.5 epost Connect service**

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

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

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

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

Delete: 60 days  
Insert: 90 days

### 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.

**2.2.1** By using the epost Connect service provided by Canada Post Corporation ([https://www.canadapost.ca/web/en/products/details.page?article=epost\\_connect\\_send\\_a](https://www.canadapost.ca/web/en/products/details.page?article=epost_connect_send_a))  
The email address of PWGSC Quebec region Bid Receiving Unit is:  
[TPSGC.RQReceptionSoumissions-QRSupplyTendersReception.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.RQReceptionSoumissions-QRSupplyTendersReception.PWGSC@tpsgc-pwgsc.gc.ca)

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

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

**2.2.3** By mail or in person at:  
**Public Works and Government Services Canada (PWGSC)**  
**1550, Avenue of Estimaerville**  
**Quebec City, (Quebec)**  
**G1J 0C7**

### 2.3 Former Public Servant

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

## Definitions

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

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

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

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

## Former Public Servant in Receipt of a Pension

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

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

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

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

## Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

## **2.4 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

## **2.5 Applicable Laws**

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

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

## **2.6 Optional Site Visit**

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit, to be held at 72 de la Victoire, Valcartier Military Base, Courcelette (Quebec), G0A4Z0, October 16<sup>th</sup>, 2019. The site visit will begin at 9:00 am EDT and will be held at the Sports Center, Building 516.

Bidders are requested to communicate with the Contracting Authority no later than October 10<sup>th</sup>, 2019 at 2:00 pm EDT to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders may be requested to sign an attendance sheet. Bidders who do not attend or do not send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

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

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

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

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

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

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

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

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

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

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

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

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

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Buyer ID - Id de l'acheteur  
QCN039  
CCC No./N° CCC - FMS No./N° VME

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**Section I: Technical Bid**

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

**Section II: Financial Bid**

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

**3.1.1 Exchange Rate Fluctuation**

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

**Section III: Certifications**

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

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

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

#### 4.1.1 Technical Evaluation

Each bid will be reviewed to determine whether it meets the mandatory requirements of the bid solicitation. Any element of the bid solicitation identified with the words "must" or "mandatory" is a mandatory requirement.

Bids that do not comply with each and every mandatory requirement will be declared non-responsive and be disqualified.

##### 4.1.1.1 Mandatory Technical Criteria

The items listed below should be provided with the bid but may be provided later. If any of these elements are not provided as requested, the Contracting Authority will inform the Bidder of the time frame within which to provide the information. Failure to provide the items listed below within the time frame provided will render the bid non-responsive.

<b>1</b>	<p>The Bidder must submit in its proposal one (1) pool maintenance Project completed and of a <b>similar scope</b> to that required herein, completed within the last five (5) years (from closing date of bids).</p> <p><b>Similar Scope means:</b> <i>Having experience in completing institutional, municipal, and commercial pool maintenance contracts with an annual monetary contract value of \$ 40,000.00 and over.</i></p> <p>The Bidder should include in its bid, the following information:</p> <ul style="list-style-type: none"><li>(i) The date of the contract;</li><li>(ii) The value of the project;</li><li>(iii) A full description of the services included in the project;</li><li>(iv) The user's contact information:<ul style="list-style-type: none"><li>a. Name of the organization</li><li>b. Address</li><li>c. Contact person</li><li>d. Phone</li><li>e. Email</li></ul></li></ul> <p><b>You can use the template in section 4.1.1.2 or any other document to meet this criterion.</b></p> <p><b>The information provided may be subject to verification by users to certify the accuracy of the information.</b></p> <p><b>If the verification of information does not meet the above requirements, the bid will be declared non-responsive.</b></p>
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**4.1.1.2 Proposed model to meet the mandatory technical criterion number 1**

The bidder should include in his bid, the following information for each project;		Project 1
(i)	The date of the contract	
(ii)	The value of the project	
(ii)	A full description of the services included in the project	
(iv)	The user's contact information :	Project 1
a.	Name of the organization	
b.	Address	
c.	Contact person	
d.	Phone	
e.	Email	

**4.1.2 Financial Evaluation**

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

**4.2 Basis of Selection**

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

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## 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.

#### 5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

## **PART 6 - RESULTING CONTRACT CLAUSES**

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

### **6.1 Security Requirements**

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

### **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 period of the contract is from December 1<sup>st</sup>, 2019 to November 30<sup>th</sup>, 2022 inclusive.

#### **6.4.2 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 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 thirty (30) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

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## 6.5 Authorities

### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Daniel Boisclair  
Title: Supply Specialist  
Public Works and Government Services Canada  
Address: 1550 D'Estimauville Ave.,  
Quebec, QC,  
G1J 0C7

Telephone: 418-649-2831  
Facsimile: 418-648-2209  
E-mail address: [Daniel.Boisclair@tpsgc-pwgsc.gc.ca](mailto:Daniel.Boisclair@tpsgc-pwgsc.gc.ca)

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

### 6.5.2 Project Authority

The Project Authority for the Contract is: [\(will be completed upon contract award\)](#)

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_ \_\_\_\_ \_\_\_\_\_  
Facsimile: \_\_\_\_ \_\_\_\_ \_\_\_\_\_  
E-mail address: \_\_\_\_\_

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

### 6.5.3 Contractor's Representative

The Contractor's Representative for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_ \_\_\_\_ \_\_\_\_\_  
Facsimile: \_\_\_\_ \_\_\_\_ \_\_\_\_\_  
E-mail address: \_\_\_\_\_

## 6.6 Proactive Disclosure of Contracts with Former Public Servants

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

## 6.7 Payment

### 6.7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid the firm monthly prices, as specified in Annex B for a cost of \$ \_\_\_\_\_ (insert the amount at contract award). Customs duties are included and Applicable Taxes are extra.

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

### 6.7.2 SACC Manual Clauses

Number	Date	Title
H1008C	2008-05-12	Monthly Payment
C2000C	2007-11-30	Taxes - Foreign-based Contractor
A9117C	2007-11-30	T1204 - Direct Request by Customer Department

## 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.
2. Invoices must be distributed as follows:
  - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

## 6.9 Certifications and Additional Information

### 6.9.1 Compliance

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

## 6.10 Applicable Laws

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

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### 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, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) the Contractor's bid dated \_\_\_\_\_.

### 6.12 Defence Contract

SACC Manual clause [A9006C](#) (2012-07-16) Defence Contract

### 6.13 SACC Manual Clauses

Number	Date	Title
C0711C	2008-05-12	Time Verification
G1005C	2016-01-28	Insurance - No Specific Requirement
D3015C	2014-09-25	Dangerous Goods / Hazardous Products - Labelling and Packaging Compliance
A9062C	2011-05-16	Canadian Forces Site Regulations

## **ANNEX "A"**

### **STATEMENT OF WORK**

#### **PURPOSE**

SW-1 The purpose of this document is to set out the general and specific requirements for maintaining the indoor and outdoor pools at the Valcartier Garrison Sports Centre, on behalf of the Deputy Manager, PSP, CFB Valcartier, Department of National Defence (DND).

#### **LOCATION OF WORK**

SW-2 The work covered by this document will be carried out on Department of National Defence (DND) property at the following locations:

- Building VC-516, Valcartier Garrison, Quebec
- Building VC-173, Valcartier Garrison, Quebec

SW-3 The facilities included under the terms of this contract for indoor pool maintenance at building VC-516 are as follows:

- a. Open indoor pool (main pool):
  - 25 metres long by 13 metres wide, 325 square metres, rectangular shape;
- b. Indoor wading pool:
  - Non-standard shape, 85 square metres;
- c. Slide:
  - Spiral shape, 5 metres high by 27.4 metres long, with a ladder 1 metre wide by 7.6 metres long.

SW-4 The facilities included under the terms of this contract for outdoor pool maintenance at building VC-173 are as follows:

- a. Outdoor pool (main pool):
  - 25 metres long by 10 metres wide, 250 square metres, rectangular shape;
- b. Outdoor wading pool:
  - 12 metres long by 11 metres wide, round shape;
- c. Slide:
  - 2.5 metres long by 1.9 metres high.

### **DESCRIPTION OF WORK**

#### **General**

SW-5 The Contractor shall be responsible for supplying all labour needed to fully and satisfactorily complete the work described herein in accordance with the established schedule for the duration of the contract. DND shall provide all maintenance products and the equipment and accessories required to maintain the pools, wading pools and slides.

SW-6 The work covered by this document consists primarily of the following:

#### INDOOR POOL

- Cleaning the tile walls and bottom of the main pool and wading pool, skimmers, poles and ladders;
- Vacuuming the main pool and wading pool;
- Cleaning and polishing the slide;
- Cleaning the 49' × 3' chrome fence separating the wading pool from the main pool, the 36' × 3' chrome fence in the shallow end, the Miradors (lifeguard's seats), the four chrome flagpoles, the two chrome starting poles, and the six lexans (30" × 8") installed on the 49' × 3' fence separating the wading pool from the main pool;
- Cleaning the chair lift.

### OUTDOOR POOL

- Cleaning the concrete walls and bottom of the main pool and wading pool, skimmers, poles and ladders and waxing the slide;
- Vacuuming the main pool and wading pool.

### **Qualification**

SW-7 The Contractor shall provide qualified, competent personnel who satisfy the contract requirements and local ordinances. Upon request by the DND representative, the Contractor shall provide the names and contact information of the personnel assigned to perform the work. In addition, the Contractor's employees shall be registered on the list of individuals authorized to sign out keys for buildings VC-516 and VC-173 and will receive a set of keys from the facilities coordinator that gives access to each site.

### **Equipment and Products**

SW-8 The DND representative undertakes to provide the Contractor with the following: life jacket, long-handled brush, vacuum brush, robot pool cleaner and replacement bags, maintenance product for removing ring marks from the walls, product for cleaning stainless steel, and wax for the slide and polisher.

### **Kick-off Meeting and Familiarization Session**

SW-9 A kick-off meeting will be held within five business days following awarding of the contract. The DND representative shall contact the Contractor to set the date and location of the meeting.

SW-10 This kick-off meeting is an administrative information meeting intended to facilitate the successful performance of the service contract. No document may be modified at this meeting.

SW-11 As needed, a two-hour familiarization session on DND facilities and equipment for buildings VC-516 and VC-173 shall be given to the Contractor's staff by the DND representative. All personnel likely to perform the work shall be expected to attend.

### **Site Survey**

SW-12 The bidder must examine the work site to become familiar with project conditions and obtain all information required to properly execute the contract. Lack of knowledge of the site conditions will not, under any circumstances, constitute a valid reason for claiming additional payment.

SW-13 The bidder shall visit the site and the facilities. Before the bids are opened, it will be responsible for obtaining all information required to assess and execute the contract. The bidder shall read all contract documentation carefully and request clarification where necessary.

SW-14 The bidder shall perform its own assessments of the anticipated difficulties in performing the work. It shall visit the locations and determine the current condition of the facilities.

### **Availability and Time Frames**

SW-15 The facilities covered in this contract are used from 7:00 a.m. to 10:00 p.m. Monday to Friday, and from 9:00 a.m. to 10:00 p.m. on weekends.

SW-16 A four-hour waiting period is required between the time when the facilities stop being used and the time when the maintenance work begins.

SW-17 The maintenance work in this contract shall be carried out from Monday to Sunday, according to the following maintenance schedule:

**INDOOR POOL – BUILDING VC-516**

**From December 1, 2019, to November 30, 2022 (plus two option years)**

- The time/duration of the work is **provided for reference purposes**. The Contractor shall ensure that the main pool, the wading pool and the slide are cleaned at the following times:
  - Monday to Friday, starting at 2:00 a.m. and completed by 6:00 a.m;
  - Saturday and Sunday, starting at 5:45 a.m. and completed by 8:00 a.m.

DAY	TASKS	APPROXIMATE DURATION (hours / every week)	APPROXIMATE DURATION (hours / every 2 weeks)
<b>MONDAY</b>	Removing the robot from the pool and changing the bag	15 mins	
	Cleaning and scrubbing the tile walls of the wading pool		30 mins
	Cleaning the chairlift		10 mins
	Vacuuming the main pool	60 mins	
	Vacuuming the wading pool	30 mins	
	Cleaning and scrubbing the starting blocks (5)	30 mins	
	Emptying and cleaning the 13 skimmers of both pools	30 mins	
	Cleaning and polishing the slide		2 hours
	<b>Total</b>		<b>2 hours 45 mins</b>
<b>TUESDAY</b>	Removing the robot from the pool and changing the bag	15 mins	
	Cleaning and scrubbing the tile walls and floor of the wading pool		60 mins
	Cleaning the 49' × 3' chrome fence separating the wading pool from the main pool and the 36' × 3' chrome fence in the shallow end		60 mins
	Cleaning the six lexans (30" × 8') installed on the 49' × 3' fence separating the wading pool from the main pool	45 mins	
	Vacuuming the main pool	60 mins	
	Vacuuming the wading pool	30 mins	
	Emptying and cleaning the 13 skimmers of both pools	30 mins	
	Removing and cleaning the ladders (2) in the shallow end of the main pool, and applying a protective coating	60 mins	
	<b>Total</b>		<b>4 hours</b>
<b>WEDNESDAY</b>	Removing the robot from the pool and changing the bag	15 mins	
	Cleaning and scrubbing the main pool's tile walls		90 mins
	Cleaning the Miradors (lifeguard's seats), the four chrome flagpoles, and the two chrome starting poles		45 mins
	Vacuuming the main pool	60 mins	
	Vacuuming the wading pool	30 mins	
	Emptying and cleaning the 13 skimmers of both pools	30 mins	
	Cleaning and scrubbing the starting blocks (5)	30 mins	
	Removing and cleaning the ladders (2) in the shallow end of the main pool, and applying a protective coating	60 mins	
	<b>Total</b>		<b>3 hours 45 mins</b>

<b>THURSDAY</b>	Removing the robot from the pool and changing the bag	15 mins	
	Cleaning and scrubbing the tile floor of the main pool		90 mins
	Cleaning the six lexans (30" × 8') installed on the 49' × 3' fence separating the wading pool from the main pool	45 mins	
	Vacuuming the main pool	60 mins	
	Vacuuming the wading pool	30 mins	
	Emptying and cleaning the 13 skimmers of both pools	30 mins	
	Removing and cleaning the ladders (2) in the wading pool, and applying a protective coating	60 mins	
	Cleaning and/or removing ring marks on the tiles of the main pool		90 mins
	<b>Total</b>	<b>4 hours</b>	<b>3 hours</b>
<b>FRIDAY</b>	Removing the robot from the pool and changing the bag	15 mins	
	Vacuuming the main pool	60 mins	
	Cleaning and scrubbing the starting blocks (5)	30 mins	
	Vacuuming the wading pool	30 mins	
	Emptying and cleaning the 13 skimmers of both pools	30 mins	
	Cleaning ring marks on the tiles of the wading pool		60 mins
	<b>Total</b>	<b>2 hours 45 mins</b>	<b>1 hour</b>
<b>SATURDAY</b>	Removing the robot from the pool and changing the bag	15 mins	
	Vacuuming the main pool	60 mins	
	Vacuuming the wading pool	30 mins	
	Emptying and cleaning the 13 skimmers of both pools	30 mins	
	<b>Total</b>	<b>2 hours 15 mins</b>	
<b>SUNDAY</b>	Removing the robot from the pool and changing the bag	15 mins	
	Vacuuming the main pool	60 mins	
	Vacuuming the wading pool	30 mins	
	Emptying and cleaning the 13 skimmers of both pools	30 mins	
	<b>Total</b>	<b>2 hours 15 mins</b>	
<b>OVERALL TOTAL</b>		<b>21 hours 45 mins</b>	<b>10 hours 55 mins</b>

**OUTDOOR POOL AND WADING POOL – BUILDING VC-173**

**June 12, 2020, to September 10, 2020 – June 11, 2021, to September 9, 2021 – June 10, 2022, to September 8, 2022 (plus two option years)**

- The time/duration of the work is **provided for reference purposes**. The Contractor shall ensure that the main pool, the wading pool and the slide are cleaned at the following times:
  - Monday to Friday, starting at 2:00 a.m. and completed by 7:00 a.m.;
  - Saturday and Sunday, starting at 2:00 a.m. and completed by 8:00 a.m.

DAY	TASKS	APPROXIMATE DURATION (hours / every week)	APPROXIMATE DURATION (hours / every 2 weeks)
<b>MONDAY</b>	Removing the robot from the pool and changing the bag	15 mins	
	Cleaning and scrubbing the concrete walls of the wading pool		30 mins
	Vacuuming the main pool	60 mins	
	Vacuuming the wading pool	30 mins	
	Cleaning and washing the diving board of the main pool	30 mins	
	Emptying and cleaning the skimmers of both pools	30 mins	
	Cleaning and waxing the slide of the main pool		30 mins
	<b>Total</b>		<b>2 hours 45 mins</b>
<b>TUESDAY</b>	Removing the robot from the pool and changing the bag	15 mins	
	Cleaning and scrubbing the concrete floor of the wading pool		60 mins
	Vacuuming the main pool	60 mins	
	Vacuuming the wading pool	30 mins	
	Cleaning and washing the diving board of the main pool	30 mins	
	Emptying and cleaning the skimmers of both pools	30 mins	
	Removing and cleaning the ladders (2) in the shallow end of the main pool, and applying a protective coating	60 mins	
	<b>Total</b>		<b>3 hours 45 mins</b>
<b>WEDNESDAY</b>	Removing the robot from the pool and changing the bag	15 mins	
	Cleaning and scrubbing the concrete walls of the main pool		90 mins
	Vacuuming the main pool	60 mins	
	Vacuuming the wading pool	30 mins	
	Emptying and cleaning the skimmers of both pools	30 mins	
	Cleaning and washing the diving board of the main pool	30 mins	
	Removing and cleaning the ladders (2) in the deep end of the main pool, and applying a protective coating	60 mins	
	<b>Total</b>		<b>3 hours 45 mins</b>

<b>THURSDAY</b>	Removing the robot from the pool and changing the bag	15 mins	
	Cleaning and scrubbing the concrete floor of the main pool		90 mins
	Vacuuming the main pool	60 mins	
	Vacuuming the wading pool	30 mins	
	Emptying and cleaning the skimmers of both pools	30 mins	
	Cleaning and washing the diving board of the main pool	30 mins	
	Cleaning and/or removing ring marks on the walls of the main pool		90 mins
	<b>Total</b>	<b>2 hours 45 mins</b>	<b>3 hours</b>
<b>FRIDAY</b>	Removing the robot from the pool and changing the bag	15 mins	
	Vacuuming the main pool	60 mins	
	Vacuuming the wading pool	30 mins	
	Emptying the skimmers of both pools	30 mins	
	Cleaning and/or removing ring marks on the walls of the wading pool		60 mins
	Cleaning and washing the diving board of the main pool	30 mins	
	<b>Total</b>	<b>2 hours 45 mins</b>	<b>1 hour</b>
<b>SATURDAY</b>	Removing the robot from the pool and changing the bag	15 mins	
	Vacuuming the main pool	60 mins	
	Vacuuming the wading pool	30 mins	
	Cleaning and washing the diving board of the main pool	30 mins	
	Emptying and cleaning the skimmers of both pools	30 mins	
	<b>Total</b>	<b>2 hours 45 mins</b>	
<b>SUNDAY</b>	Removing the robot from the pool and changing the bag	15 mins	
	Vacuuming the main pool	60 mins	
	Vacuuming the wading pool	30 mins	
	Cleaning and washing the diving board of the main pool	30 mins	
	Emptying and cleaning the skimmers of both pools	30 mins	
	<b>Total</b>	<b>2 hours 45 mins</b>	
<b>OVERALL TOTAL</b>		<b>21 hours 45 mins</b>	<b>7 hours 30 mins</b>

## **PROCEDURES AND QUALITY STANDARDS**

SW-18 The Contractor shall comply with and ensure that its personnel meet all contract requirements.

SW-19 The work covered under this contract shall be performed in accordance with the cleaning product manufacturers' requirements and with the quality standards set out below (not an exhaustive list).

### **Removing the robot and changing the bag**

SW-20 Stop the robot by either unplugging it or moving the power switch to the OFF position. Pull the cord to remove the robot from the water. Open the bag housing and change the bag. Place the old bag in the bag boiler.

### **Cleaning the concrete walls of the pool (main pool) and the wading pool**

SW-21 While wearing a life jacket (provided by DND), spray the edge of the wall with the product provided by the DND representative, and scrub from one skimmer to another to completely remove the ring marks on the walls. Use the same procedure to clean the skimmer openings and behind the ladder rungs.

### **Vacuuming the main pool**

SW-22 Using the vacuum and its extension pole, clean the entire bottom of the pool, vacuuming up all residue.

### **Vacuuming the wading pool**

SW-23 Using the vacuum and its extension pole, clean the entire bottom of the wading pool, vacuuming up all residue.

### **Emptying and cleaning the skimmers**

SW-24 Using the appropriate screwdriver (provided by DND), remove the skimmer covers to access the basket. Remove the debris and deposit it in a bucket (provided by DND). Remove the sieve and clean it with a brush, using the product provided by DND. This task is important to reduce the chloramine level in the water.

### **Cleaning and waxing the slides of the indoor and outdoor pools**

SW-25 The slides of the indoor and outdoor pools must be rinsed with clear water and cleaned with a small quantity of a product provided by DND. The slides must be waxed once a week with liquid wax provided by DND, following the manufacturer's instructions, and then polished (product provided by Contractor) using a very soft puff.

### **Removing, cleaning and applying a protective coating to the ladders**

SW-26 Remove the ladders from the water and clean and lubricate (protect) all stainless steel materials. Using a scouring pad (provided by DND), rub the stainless steel to remove calcium and other types of build-up. Wipe with a dry cloth and protect the finish by rubbing with a cloth moistened with 3M Stainless Steel Cleaner and Polish (provided by DND), but without leaving it slippery.

### **Cleaning and washing the diving board of the outdoor pool**

SW-27 Scrub the diving board with a brush and/or floor soap/detergent (provided by DND).

**ANNEX "B"**

**BASIS OF PAYMENT**

<b>Year 1: Period from 2019-12-01 to 2020-11-30</b>						
	Location of Work and Facilities Description		Quantity	Unit	Firm Monthly Price	Total Price per Year
	1	Building VC-516 – Indoor Facilities	12	month	\$	\$
	2	Building VC-173 – Outdoor Facilities	3	month	\$	\$
<b>Year 2: Period from 2020-12-01 to 2021-11-30</b>						
	Location of Work and Facilities Description		Quantity	Unit	Firm Monthly Price	Total Price per Year
	1	Building VC-516 – Indoor Facilities	12	month	\$	\$
	2	Building VC-173 – Outdoor Facilities	3	month	\$	\$
<b>Year 3: Period from 2021-12-01 to 2022-11-30</b>						
	Location of Work and Facilities Description		Quantity	Unit	Firm Monthly Price	Total Price per Year
	1	Building VC-516 – Indoor Facilities	12	month	\$	\$
	2	Building VC-173 – Outdoor Facilities	3	month	\$	\$
<b>Year 4: Period from 2022-12-01 to 2023-11-30</b>						
	Location of Work and Facilities Description		Quantity	Unit	Firm Monthly Price	Total Price per Year
	1	Building VC-516 – Indoor Facilities	12	month	\$	\$
	2	Building VC-173 – Outdoor Facilities	3	month	\$	\$
<b>Year 5: Period from 2023-12-01 to 2024-11-30</b>						
	Location of Work and Facilities Description		Quantity	Unit	Firm Monthly Price	Total Price per Year
	1	Building VC-516 – Indoor Facilities	12	month	\$	\$
	2	Building VC-173 – Outdoor Facilities	3	month	\$	\$
<b>TOTAL (CAD) (including customs fees and transportation)</b>						\$

**ANNEX "C"**  
**SECURITY REQUIREMENTS CHECK LIST**



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat W6856-20V301
Security Classification / Classification de sécurité

SM

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

<b>PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE</b>		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine MDN	2. Branch or Directorate / Direction générale ou Direction PSP	
3. a) Subcontract Number / Numéro du contrat de sous-traitance N/A	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant N/A	
4. Brief Description of Work / Brève description du travail ENTRETIEN, NETTOYAGE DES PISCINES EXTÉRIEUR ET INTÉRIEUR		
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: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>	Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>	Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>
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"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité





Contract Number / Numéro du contrat <b>W6856-20V301</b>
Security Classification / Classification de sécurité

**PART A (continued) PARTIE A (suite)**

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

If Yes, indicate the level of sensitivity:  
 Dans l'affirmative, indiquer le niveau de sensibilité :

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

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

Document Number / Numéro du document :

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

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

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

Special comments:  
 Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.  
 REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
 Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  No / Non  Yes / Oui  
 If Yes, will unscreened personnel be escorted?  
 Dans l'affirmative, le personnel en question sera-t-il escorté?  No / Non  Yes / Oui

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

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

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

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



Contract Number / Numéro du contrat <b>W6856-20V301</b>
Security Classification / Classification de sécurité

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

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.  
 Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.  
 Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC				
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET / TRÈS SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	OSMIC TOP SECRET / OSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			SECRET	TOP SECRET / TRÈS SECRET
										A	B	C			
Information / Assets / Renseignements / Biens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Media / Support TI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Link / Lien électronique	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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).