



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Bid Receiving - PWGSC / Réception des
soumissions - TPSGC

11 LaurierSt./ 11, rue Laurier

Place du Portage, Phase III

Core 0B2 / Noyau 0B2

Gatineau

Québec

K1A 0S5

Bid Fax: (819) 997-9776

REQUEST FOR PROPOSAL

DEMANDE DE PROPOSITION

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

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

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

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

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du

fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Infrastructure Maintenance and Solution Services Division
(FK)

L'Esplanade Laurier,

East Tower 4th Floor

L'Esplanade Laurier,

Tour est 4e étage

140 O'Connor, Street

Ottawa

Ontario

K1A 0R5

Title - Sujet FIRM-1272-SHEILD MAINTENANCE	
Solicitation No. - N° de l'invitation EJ196-191776/C	Date 2019-11-12
Client Reference No. - N° de référence du client 20191776	
GETS Reference No. - N° de référence de SEAG PW-\$\$FK-301-77982	
File No. - N° de dossier fk301.EJ196-191776	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2019-12-09	Time Zone Fuseau horaire Eastern Standard Time EST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Ruest, Stéfán	Buyer Id - Id de l'acheteur fk301
Telephone No. - N° de téléphone (873) 469-3950 ()	FAX No. - N° de FAX (819) 956-3600
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: See Herein	

Instructions: See Herein

Instructions: Voir aux présentes

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

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This bid solicitation cancels and supersedes previous bid solicitation number EJ196-191776/B dated September 10, 2019 with a closing of date of October 21, 2019 at 14:00H.

IMPORTANT NOTICE TO BIDDERS

Support the use of apprentices

Through Canada's Economic Action Plan 2013, the Government of Canada proposes to support the employment of apprentices in federal construction and maintenance projects. To support this initiative, a voluntary certification signaling the Contractor's commitment to hire and train apprentices is available at Annex F.

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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

The Annexes include the Statement of Work, the Security Requirements Check List, the Electronic Payment Instruments, the Federal Contractors Program for Employment Equity - Certification, Cost Estimate Form for Extra Work and the Voluntary Certification to Support the Use of Apprentices.

1.2 Summary

- 1.2.1 Public Works and Government Services Canada has a requirement for a Contractor to provide maintenance services on five (5) Radio Frequency (RF) shielded rooms at 3701 Carling Avenue, Ottawa, Ontario, Canada to ensure the integrity and performance of the shielding systems as indicated in the scope of work.

The contract will be valid for a period of 5 years.

- 1.2.2 There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.
- 1.2.3 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), the Canadian Free Trade Agreement (CFTA) and Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP).

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- 1.2.4 There is a mandatory bidders site visit associated with this requirement where personnel security screening is required prior to gaining access to PROTECTED information, assets or sites. Consult Part 2 – Bidder Instructions.
- 1.2.5 The Federal Contractors Program (FCP) for employment equity applies to this procurement; refer to Part 5 – Certifications and Additional Information, Part 7 - Resulting Contract Clauses and the annex titled Federal Contractors Program for Employment Equity - Certification.
- 1.2.6 This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

1.3 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

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

Delete: 60 days
Insert: 120 days

2.2 Submission of Bids

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

Note: For bidders choosing to submit using epost Connect for bids closing at the Bid Receiving Unit in the National Capital Region (NCR) the email address is:

tpsgc.dgareceptiondessoumissions-abbidreceiving.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.

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 no later than 10 calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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

2.6 Mandatory Site Visit

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at **3701 Carling Avenue, Ottawa, Ontario on November 29th, 2019 at 10:00am**. The site visit will begin at 10:15am EST, everyone must clear security before entering. Bidder is required to bring and wear safety footwear for access to the site.

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Personnel security screening is required prior to gaining authorized access to *PROTECTED information, assets, or sites*. Bidders must communicate with the Contracting Authority no later than **November 27th at 2:00pm**, to confirm attendance and provide the name(s) and the date of birth(s) of the person(s) who will attend. The Bidder's Company Security Officer (CSO) must ensure that their representatives hold a valid security clearance at the required level for the site visit. Failure to comply with the security requirements will result in the representative(s) being denied access to the site.

Bidders will be required to sign an attendance sheet. Bidders should confirm in their bid that they have attended the site visit. Bidders who do not attend the mandatory site visit or do not send a representative will not be given an alternative appointment and their bid will be declared non-responsive. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

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

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

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

Section I: Technical Bid (1 hard copy *and/or* 1 soft copy on USB key),
Section II: Financial Bid (1 hard copy *and/or* 1 soft copy on USB key),
Section III: Certifications (1 hard copy *and/or* 1 soft copy on USB key).

Bidders can provide all soft copies on one USB key containing Section I, Section II and Section III in well identified separate files (Technical Bid, Financial Bid and Certifications).

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.

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

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 - see *Part 4, subsection 4.1.1*

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

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

Section II: Financial Bid

3.1.1 Bidders must submit their financial bid in accordance with the Pricing Schedule detailed below in Canadian funds. The total amount of Applicable Taxes are excluded.

The following requirement must be strictly adhered to. Failure to do so will render the bidders' proposal as non-responsive.

It is mandatory that bidders submit firm prices/rates for the five year period of the Contract for all items listed hereafter.

Pricing Schedule 1 - Firm Price

Submit a firm all-inclusive prices including all necessary tools, equipment and services, consumable materials, labour for all inspections, transportation, testing, cleaning, maintenance services as detailed in Annex A, Statement of Work.

Period	Firm Monthly Rate	Number of Months	Firm Annual Rate
Year 1	\$	x 12	\$
Year 2	\$	x 12	\$
Year 3	\$	x 12	\$
Year 4	\$	x 12	\$
Year 5	\$	x 12	\$
Total of Pricing Schedule 1			\$

IN THE CASE OF ERROR IN THE EXTENSION OF PRICES, THE UNIT PRICE WILL GOVERN. CANADA MAY ENTER INTO CONTRACT WITHOUT NEGOTIATION.

Pricing Schedule 2: Extra Work – As and When Requested

Extra work as described in Annex A - PWGSC Statement of Work, "Extra Work" will be conducted on an "As and When Requested" basis where charges shall be made for actual labour, repair and replacement parts. **Estimated quantity of hours per year for extra work is for evaluation purposes only.**

When "As and When Requested" work is requested during the contract period, the contractor must complete and submit the Annex C "Cost Estimate Form for Extra Work". Written authorization must be obtained from the Technical Authority prior to conducting any extra work.

Submit a Firm All-inclusive Labour Rate (including Overhead, Profit, and all related Costs) and material cost in Canadian funds.

2.1 LABOUR: Our fixed hourly rate per Non-working project Manager shall be:

Regular Time: Monday to Friday 06.00 until 18.00	Year 1	Year 2	Year 3	Year 4	Year 5
Rate/Hour	\$ /HR	\$ /HR	\$ /HR	\$ /HR	\$ /HR
Estimated quantity of hours per year	100	100	100	100	100
Extended Price	\$	\$	\$	\$	\$
2.1(i) SUB-TOTAL:					\$

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ii) Overtime: Friday 18:00 until Saturday at 24:00	Year 1	Year 2	Year 3	Year 4	Year 5
Rate/Hour	\$ /HR	\$ /HR	\$ /HR	\$ /HR	\$ /HR
Estimated quantity of hours per year	100	100	100	100	100
Extended Price	\$	\$	\$	\$	\$
2.1(ii) SUB-TOTAL:					\$

iii) Premium Overtime Sunday and statutory Holidays	Year 1	Year 2	Year 3	Year 4	Year 5
Rate/Hour	\$ /HR	\$ /HR	\$ /HR	\$ /HR	\$ /HR
Estimated quantity of hours per year	100	100	100	100	100
Extended Price	\$	\$	\$	\$	\$
2.1(iii) SUB-TOTAL:					\$

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2.2 LABOUR: Our fixed hourly rate per Qualified Plumber shall be:

Regular Time: <i>Monday to Friday 06.00 until 18.00</i>	Year 1	Year 2	Year 3	Year 4	Year 5
Rate/Hour	\$ /HR	\$ /HR	\$ /HR	\$ /HR	\$ /HR
Estimated quantity of hours per year	100	100	100	100	100
Extended Price	\$	\$	\$	\$	\$
2.2 (i) SUB-TOTAL:					\$

ii) Overtime: Friday 18:00 until Saturday at 24:00	Year 1	Year 2	Year 3	Year 4	Year 5
Rate/Hour	\$ /HR	\$ /HR	\$ /HR	\$ /HR	\$ /HR
Estimated quantity of hours per year	100	100	100	100	100
Extended Price	\$	\$	\$	\$	\$
2.2 (ii) SUB-TOTAL:					\$

iii) Premium Overtime Sunday and statutory Holidays	Year 1	Year 2	Year 3	Year 4	Year 5
Rate/Hour	\$ /HR	\$ /HR	\$ /HR	\$ /HR	\$ /HR
Estimated quantity of hours per year	100	100	100	100	100
Extended Price	\$	\$	\$	\$	\$
2.2 (iii) SUB-TOTAL:					\$

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2.3 LABOUR: Our fixed hourly rate per Qualified Electrician shall be:

Regular Time: <i>Monday to Friday 06.00 until 18.00</i>	Year 1	Year 2	Year 3	Year 4	Year 5
Rate/Hour	\$ /HR	\$ /HR	\$ /HR	\$ /HR	\$ /HR
Estimated quantity of hours per year	100	100	100	100	100
Extended Price	\$	\$	\$	\$	\$
2.3 (i) SUB-TOTAL:					\$

ii) Overtime: Friday 18:00 until Saturday at 24:00	Year 1	Year 2	Year 3	Year 4	Year 5
Rate/Hour	\$ /HR	\$ /HR	\$ /HR	\$ /HR	\$ /HR
Estimated quantity of hours per year	100	100	100	100	100
Extended Price	\$	\$	\$	\$	\$
2.3 (ii) SUB-TOTAL:					\$

iii) Premium Overtime Sunday and statutory Holidays	Year 1	Year 2	Year 3	Year 4	Year 5
Rate/Hour	\$ /HR	\$ /HR	\$ /HR	\$ /HR	\$ /HR
Estimated quantity of hours per year	100	100	100	100	100
Extended Price	\$	\$	\$	\$	\$
2.3 (iii) SUB-TOTAL:					\$

2.4 LABOUR: Our fixed hourly rate per Shield Effectiveness Testing Technician shall be:

Regular Time: <i>Monday to Friday 06.00 until 18.00</i>	Year 1	Year 2	Year 3	Year 4	Year 5
Rate/Hour	\$ /HR	\$ /HR	\$ /HR	\$ /HR	\$ /HR
Estimated quantity of hours per year	100	100	100	100	100
Extended Price	\$	\$	\$	\$	\$
2.4(i) SUB-TOTAL:					\$

ii) Overtime: Friday 18:00 until Saturday at 24:00	Year 1	Year 2	Year 3	Year 4	Year 5
Rate/Hour	\$ /HR	\$ /HR	\$ /HR	\$ /HR	\$ /HR
Estimated quantity of hours per year	100	100	100	100	100
Extended Price	\$	\$	\$	\$	\$
2.4(ii) SUB-TOTAL:					\$

iii) Premium Overtime Sunday and statutory Holidays	Year 1	Year 2	Year 3	Year 4	Year 5
Rate/Hour	\$ /HR	\$ /HR	\$ /HR	\$ /HR	\$ /HR
Estimated quantity of hours per year	100	100	100	100	100
Extended Price	\$	\$	\$	\$	\$
2.4(iii) SUB-TOTAL:					\$

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2.5 LABOUR: Our fixed hourly rate per Radio Frequency Shield Mechanic shall be:

Regular Time: <i>Monday to Friday 06.00 until 18.00</i>	Year 1	Year 2	Year 3	Year 4	Year 5
Rate/Hour	\$ /HR	\$ /HR	\$ /HR	\$ /HR	\$ /HR
Estimated quantity of hours per year	100	100	100	100	100
Extended Price	\$	\$	\$	\$	\$
2.5(i) SUB-TOTAL:					\$

ii) Overtime: Friday 18:00 until Saturday at 24:00	Year 1	Year 2	Year 3	Year 4	Year 5
Rate/Hour	\$ /HR	\$ /HR	\$ /HR	\$ /HR	\$ /HR
Estimated quantity of hours per year	100	100	100	100	100
Extended Price	\$	\$	\$	\$	\$
2.5(ii) SUB-TOTAL:					\$

iii) Premium Overtime Sunday and statutory Holidays	Year 1	Year 2	Year 3	Year 4	Year 5
Rate/Hour	\$ /HR	\$ /HR	\$ /HR	\$ /HR	\$ /HR
Estimated quantity of hours per year	100	100	100	100	100
Extended Price	\$	\$	\$	\$	\$
2.5(iii) SUB-TOTAL:					\$

2.6 LABOUR: Our fixed hourly rate per Qualified HVAC/Sheet Metal Technician shall be:

Regular Time: <i>Monday to Friday 06.00 until 18.00</i>	Year 1	Year 2	Year 3	Year 4	Year 5
Rate/Hour	\$ /HR	\$ /HR	\$ /HR	\$ /HR	\$ /HR
Estimated quantity of hours per year	100	100	100	100	100
Extended Price	\$	\$	\$	\$	\$
2.6(i) SUB-TOTAL:					\$

ii) Overtime: Friday 18:00 until Saturday at 24:00	Year 1	Year 2	Year 3	Year 4	Year 5
Rate/Hour	\$ /HR	\$ /HR	\$ /HR	\$ /HR	\$ /HR
Estimated quantity of hours per year	100	100	100	100	100
Extended Price	\$	\$	\$	\$	\$
2.6(ii) SUB-TOTAL:					\$

iii) Premium Overtime Sunday and statutory Holidays	Year 1	Year 2	Year 3	Year 4	Year 5
Rate/Hour	\$ /HR	\$ /HR	\$ /HR	\$ /HR	\$ /HR
Estimated quantity of hours per year	100	100	100	100	100
Extended Price	\$	\$	\$	\$	\$
2.6(iii) SUB-TOTAL:					\$

2.7 LABOUR: Our fixed hourly rate per Sprinkler and Fire Protection Installer shall be:

Regular Time: <i>Monday to Friday 06.00 until 18.00</i>	Year 1	Year 2	Year 3	Year 4	Year 5
Rate/Hour	\$ /HR	\$ /HR	\$ /HR	\$ /HR	\$ /HR
Estimated quantity of hours per year	100	100	100	100	100
Extended Price	\$	\$	\$	\$	\$
2.7(i) SUB-TOTAL:					\$

ii) Overtime: Friday 18:00 until Saturday at 24:00	Year 1	Year 2	Year 3	Year 4	Year 5
Rate/Hour	\$ /HR	\$ /HR	\$ /HR	\$ /HR	\$ /HR

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Estimated quantity of hours per year	100	100	100	100	100
Extended Price	\$	\$	\$	\$	\$
2.7(ii) SUB-TOTAL:					\$

iii) Premium Overtime Sunday and statutory Holidays	Year 1	Year 2	Year 3	Year 4	Year 5
Rate/Hour	\$ /HR	\$ /HR	\$ /HR	\$ /HR	\$ /HR
Estimated quantity of hours per year	100	100	100	100	100
Extended Price	\$	\$	\$	\$	\$
2.7(iii) SUB-TOTAL:					\$

2.8 LABOUR: Our fixed hourly rate per Pressure System Welder shall be:

Regular Time: Monday to Friday 06.00 until 18.00	Year 1	Year 2	Year 3	Year 4	Year 5
Rate/Hour	\$ /HR	\$ /HR	\$ /HR	\$ /HR	\$ /HR
Estimated quantity of hours per year	100	100	100	100	100
Extended Price	\$	\$	\$	\$	\$
2.8(i) SUB-TOTAL:					\$

ii) Overtime: Friday 18:00 until Saturday at 24:00	Year 1	Year 2	Year 3	Year 4	Year 5
Rate/Hour	\$ /HR	\$ /HR	\$ /HR	\$ /HR	\$ /HR
Estimated quantity of hours per year	100	100	100	100	100
Extended Price	\$	\$	\$	\$	\$
2.8(ii) SUB-TOTAL:					\$

iii) Premium Overtime Sunday and statutory Holidays	Year 1	Year 2	Year 3	Year 4	Year 5
Rate/Hour	\$ /HR	\$ /HR	\$ /HR	\$ /HR	\$ /HR
Estimated quantity of hours per year	100	100	100	100	100
Extended Price	\$	\$	\$	\$	\$
2.8(iii) SUB-TOTAL:					\$

2.9 LABOUR: Our fixed hourly rate per Welder shall be:

Regular Time: <i>Monday to Friday 06.00 until 18.00</i>	Year 1	Year 2	Year 3	Year 4	Year 5
Rate/Hour	\$ /HR	\$ /HR	\$ /HR	\$ /HR	\$ /HR
Estimated quantity of hours per year	100	100	100	100	100
Extended Price	\$	\$	\$	\$	\$
2.9(i) SUB-TOTAL:					\$

ii) Overtime: Friday 18:00 until Saturday at 24:00	Year 1	Year 2	Year 3	Year 4	Year 5
Rate/Hour	\$ /HR	\$ /HR	\$ /HR	\$ /HR	\$ /HR
Estimated quantity of hours per year	100	100	100	100	100
Extended Price	\$	\$	\$	\$	\$
2.9(ii) SUB-TOTAL:					\$

iii) Premium Overtime Sunday and statutory Holidays	Year 1	Year 2	Year 3	Year 4	Year 5
Rate/Hour	\$ /HR	\$ /HR	\$ /HR	\$ /HR	\$ /HR
Estimated quantity of hours per year	100	100	100	100	100
Extended Price	\$	\$	\$	\$	\$
2.9(iii) SUB-TOTAL:					\$

2.10 LABOUR: Our fixed hourly rate per Drywall Applicator shall be:

Regular Time: <i>Monday to Friday 06.00 until 18.00</i>	Year 1	Year 2	Year 3	Year 4	Year 5
Rate/Hour	\$ /HR	\$ /HR	\$ /HR	\$ /HR	\$ /HR
Estimated quantity of hours per year	100	100	100	100	100
Extended Price	\$	\$	\$	\$	\$
2.10(i) SUB-TOTAL:					\$

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ii) Overtime: Friday 18:00 until Saturday at 24:00	Year 1	Year 2	Year 3	Year 4	Year 5
Rate/Hour	\$ /HR	\$ /HR	\$ /HR	\$ /HR	\$ /HR
Estimated quantity of hours per year	100	100	100	100	100
Extended Price	\$	\$	\$	\$	\$
2.10(ii) SUB-TOTAL:					\$

iii) Premium Overtime Sunday and statutory Holidays	Year 1	Year 2	Year 3	Year 4	Year 5
Rate/Hour	\$ /HR	\$ /HR	\$ /HR	\$ /HR	\$ /HR
Estimated quantity of hours per year	100	100	100	100	100
Extended Price	\$	\$	\$	\$	\$
2.10(iii) SUB-TOTAL:					\$

2.11 MATERIALS: Materials will be charged at our laid-down cost plus a mark-up of:

	Year 1	Year 2	Year 3	Year 4	Year 5
Percentage Mark Up	%	%	%	%	%
Estimated Expenditure	\$1000.00	\$1000.00	\$1000.00	\$1000.00	\$1000.00
Extended Price:	\$	\$	\$	\$	\$
2.11 SUB-TOTAL:					\$

* The Extended Price for materials is calculated by adding the mark-up quoted to the total estimated expenditure (Example: Year 1, \$500.00 estimated expenditure; 10% mark-up quoted = \$500.00 + (\$500.00 x 10%) = \$550.00). The estimated expenditures is for evaluation purposes only.

Parts will be supplied FOB Destination including all delivery charges. The following definitions have been used to arrive at the figures as noted:

i) **MARK-UP** - The difference between the Contractors's laid-down cost for product and resale price to the Crown. Mark-up includes applicable internal cost allocation by the Contractor such as material handling and general and administrative (G&A) expenses plus profit.

ii) **LAID-DOWN COST** - The cost incurred by a vendor to acquire a specific product or service for resale to the government. This includes but is not limited to the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage.

AUTHORIZATION FOR DELIVERY: The consignee shall request delivery of goods/services identified in Pricing Schedule 2, 2.1(i) to 2.1 (iii) and 2.2 on an authorization form provided by the Technical Authority.

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TOTAL ASSESSED PROPOSAL PRICE**Sum of Basis of Pricing**

Pricing Schedule 1: = Subtotal \$ _____ +

Pricing Schedule 2: 2.1(i) to 2.10 (iii) = Subtotal \$ _____ +

Pricing Schedule 2: 2.11 = Subtotal \$ _____ =

Total assessed proposal price = \$ _____

**IN THE CASE OF ERROR IN THE EXTENSION OF PRICES, THE UNIT PRICE WILL GOVERN.
CANADA MAY ENTER INTO CONTRACT WITHOUT NEGOTIATION.**

3.1.2 Electronic Payment of Invoices – Bid

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

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

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

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 Submission of Evidence

Submission of Evidence as described at 4.1.1.1.1 should be included with the bid at time of solicitation closing. However, if the following is not submitted with the bid by the solicitation closing date, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

The evidence provided by the Bidder may be verified.

4.1.1.2 Mandatory Contractor's Experience and Past Performance

M.1 The Bidder must have a minimum of 10 years of experience within the past 15 years in depth knowledge, working, testing and making repairs using the "ITSG-02 Criteria for the Design, Fabrication, Supply, Installation and Acceptance Testing of Walk-in, radio-Frequency-Shield Enclosures" in accordance with the Communication Security Establishment (CSE) standards,

The Bidder must provide evidence of its experience by referencing projects/contracts that total 10 years' experience within the last 15 years whereby the organization has performed satisfactorily. The bidder must complete the form (RFP) in order to demonstrate that it has the required experience.

- The Bidder should provide the information using the form below. **The form can be duplicated as needed to include additional projects/contracts.**
- Past fifteen (15) years is defined as from September 1 2004 up to and including the RFP closing date

In cases where the performance period of the project or contract overlap with or duplicate in part the performance period of another project or contract, the overlapping or duplicate period will only be considered once when calculating the minimum requirement of ten (10) years' experience.

4.1.1.2.1

	M.1 PROJECT/CONTRACT REFERENCE
Name of client organization or Company	_____
Name and title of client contact who can confirm the information presented in the proposal	Name: _____ Title: _____

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Telephone and e-mail address of client contact	Phone Number: _____ E-mail: _____
Performance period of the project or contract (indicate year, month, day)	From: _____ (yyyy/mm/dd) To: _____ (yyyy/mm/dd)
Description of Project/Contract	

4.1.1.3 The Bidder must have a minimum of 5 years' experience maintaining and repairing ETS Lindgren and Raymond EMC type doors - both pneumatic and manual doors as listed below.

Door Manufacturer	Door Model
ETS Lindgren	Ray Proof SL2219
Raymond EMC	Quiet Door 2926
ETS Lindgren	DKE 3X7 LH
Raymond EMC	Quiet Door HTh
Raymond EMC	Quiet Door
Raymond EMC	Quiet Door
Lindgren	DKE -37D

The Bidder must provide evidence of its experience by referencing projects/contracts that total 5 years' experience within the last 15 years whereby the organization has performed satisfactorily. The bidder must complete the form (RFP) in order to demonstrate that it has the required experience.

- The Bidder should provide the information using the form below. **The form can be duplicated as needed to include additional projects/contracts.**
- Past fifteen (15) years is defined as from September 1 2004 up to and including the RFP closing date

In cases where the performance period of the project or contract overlap with or duplicate in part the performance period of another project or contract, the overlapping or duplicate period will only be considered once when calculating the minimum requirement of ten (10) years' experience.

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4.1.1.3.1

	M.2 PROJECT/CONTRACT REFERENCE
Name of client organization or Company	_____
Name and title of client contact who can confirm the information presented in the proposal	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone Number: _____ E-mail: _____
Performance period of the project or contract (indicate year, month, day)	From: _____ (yyyy/mm/dd) To: _____ (yyyy/mm/dd)
Description of Project/Contract	

4.1.1.4 The Bidder must have a minimum of ten (10) years of experience maintaining and repairing Radio Frequency Interference/Electromagnetic interference Rooms.

The Bidder must provide evidence of its experience in maintaining and repairing Radio Frequency Interference/Electromagnetic interference Rooms, by referencing projects/contracts that total 10 years' experience within the last 15 years whereby the organization has performed satisfactorily. The Bidder must complete the form (RFP) in order to demonstrate that it has the required experience.

- The Bidder should provide the information using the form below. **The form can be duplicated as needed to include additional projects/contracts.**
- Past fifteen (15) years is defined as from September 1 2004 up to and including the RFP closing date

In cases where the performance period of the project or contract overlap with or duplicate in part the performance period of another project or contract, the overlapping or duplicate period will only be considered once when calculating the minimum requirement of ten (10) years' experience.

4.1.1.4.1

	M.3 PROJECT/CONTRACT REFERENCE
Name of client organization or Company	_____
Name and title of client contact who can confirm the information presented in the proposal	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone Number: _____ E-mail: _____
Performance period of the project or contract (indicate year, month, day)	From: _____ (yyyy/mm/dd) To: _____ (yyyy/mm/dd)
Description of Project/Contract	

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4.2 Reference Checks

In conducting its evaluation of the bids, Canada may, but will have no obligation to contact any or all references supplied by bidders to verify and validate any information submitted by them.

4.3 Basis of Selection

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

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5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Status and Availability of Resources

5.2.3.1.1 *SACC Manual* clause [A3005T](#) (2010-08-16) Status and Availability of Resources.

5.2.3.2 Education and Experience

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

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 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 7 - Resulting Contract Clauses;
- (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
- (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

2. 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.

6.2 Employee Information for Security

The Bidder must specify the following information regarding employees proposed in Part 4, Section 4.1.1 (Technical Bid) to provide services against any resulting contract:

LEGAL NAME (First and Last)	DATE OF BIRTH dd-mm-yyyy	CURRENT CLEARANCE HELD

6.3 Insurance Requirements

6.3.1 Insurance - Proof of Availability Prior to Contract Award

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Contract at clause 7.13.

If the information is not provided in the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

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

7.3 Security Requirements

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**, with approved Document safeguarding 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 **CLASSIFIED** information, assets or 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.
3. Processing of **CLASSIFIED/PROTECTED** information electronically at the Contractor/Offeror's site is NOT permitted under this Contract/Standing Offer.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP/ISS/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
 - a) Security Requirements Check List and security guide (if applicable), attached at Annex B;
 - b) *Industrial Security Manual* (Latest Edition).

7.4 Term of Contract

7.4.1 Period of Contract

The period of the Contract is from _____ to _____ inclusive. *(to be inserted at contract award)*

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Stefan Ruest
Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Real Property Contracting Directorate
140 O'Connor Street, East Tower, 4th Floor
Ottawa, ON K1A 0S5

Telephone: 613-295-7625

E-mail address: stefan.ruest@pwgsc-tpsgc.gc.ca

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

7.5.2 Technical Authority

"TO BE PROVIDED AT CONTRACT AWARD"

The Technical Authority for the Contract is:

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

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

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.

In its absence, the Technical Authority is:

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

Telephone: ____-____-_____

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

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

7.5.3 Contractor's Representative

The name and particulars of the person to be contacted for general enquiries and follow-up purposes:

Name: _____
Title: _____
Company Name: _____
Address: _____

Telephone: _____
Facsimile: _____
Cellular: _____
E-mail: _____

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Payment

7.7.1 Limitation of Expenditure

The Contractor will supply the goods and services under the Contract to an estimated total expenditure that must not exceed \$ (to be determined) (Applicable Taxes excluded) of which \$ (to be determined) (Applicable Taxes excluded) is for goods and/or services enumerated or described in Pricing Schedule 1, and \$ (to be determined) (Applicable Taxes excluded) is for additional goods and/or services that may be requested on an "As and When Requested" basis at the prices and/or rates set out in Pricing Schedule 2.

7.7.2 Basis of Payment - Firm Prices and "As and When"

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm prices, in accordance with General Conditions 2035 16 (2014-09-25) 'Payment Period' and the following tables. Applicable Taxes are extra, if applicable.

- a) Firm rates will be paid in accordance with Pricing Schedule 1 in twelve (12) equal monthly payments.
- b) "As and When Requested" Work:

Any costs incurred for Extra Work will be paid, in accordance with Pricing Schedule 2 and the Statement of Work, Annex A, on an "as and when requested" basis, after completion, inspection and acceptance of the work performed.

Canada's total liability to the Contractor under the "as and when requested" portion of the Contract must not exceed **(to be determined)**. Applicable Taxes are extra, if applicable.

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 percent committed, or
- (b) if the Contractor considers that the said sum may be exceeded, the Contractor must promptly notify the contracting Authority

whichever comes first.

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.

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

7.7.3 SACC Manual Clauses

A9117C (2007-11-30) T1204 - Direct Request by Customer Department, apply to and form part of the Contract.

7.7.4 Electronic Payment of Invoices – Contract

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

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

7.8 Invoicing Instructions - Maintenance Services

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

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

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

- (a) The original and two (2) copies of the invoices and monthly maintenance reports must be forwarded to the following address for certification and payment:

(Inserted at contract award)

7.9 Certifications and Additional Information

7.9.1 Compliance

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

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

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

7.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____. (Inserted at contract award)

7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2018-06-21);
- (c) Annex A, Statement of Work;
- (d) Annex B, Security Requirements Check List;
- (e) Annex E, Cost Estimate Form for Extra Work;
- (f) the Contractor's bid dated _____.

7.12 Foreign Nationals (Canadian Contractor **OR** Foreign Contractor)

SACC Manual clause [A2000C](#) (2006-06-16) Foreign Nationals (Canadian Contractor)

OR

SACC Manual clause [A2001C](#) (2006-06-16) Foreign Nationals (Foreign Contractor)

7.13 Insurance Requirements

7.13.1 Insurance – Specific Requirements

The Contractor must comply with the insurance requirements specified in the **following article 7.13.2 Commercial General Liability Insurance**. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

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

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

7.13.2 Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.

-
- h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
 - m. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
 - n. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:

Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the

amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

7.14 Cellular Phones and/or Pagers

The Contractor's Foreman or Site Supervisor must be equipped with a cellular phone and/or pager at all times. All expenses including installation, air time, activating fees, and the cost of the phones/pagers themselves, will be the responsibility of the Contractor. The Contractor must maintain an uninterrupted communication service.

7.15 Government Site Regulations

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

7.16 Pre-Commencement Meeting

A pre-commencement meeting is mandatory for the Contractor prior to commencing any work and minutes of the meeting will be taken. The time and place of this meeting will be determined by the Technical Authority.

The Contractor is to supply the Technical Authority with a copy of its safety policy as required by the applicable Provincial Occupational Safety and Health Regulations.

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EJ196-191776

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File No. - N° du dossier
FK301.EJ196-191776

Buyer ID - Id de l'acheteur
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ANNEX "A"

STATEMENT OF WORK

(See attached document)

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ANNEX "B"

SECURITY REQUIREMENTS CHECK LIST

(See attached document)

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ANNEX "C" to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

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

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

ANNEX "D" to PART 5 OF THE BID SOLICITATION

FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

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

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

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

Complete both A and B.

A. Check only one of the following:

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

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

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

OR

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

B. Check only one of the following:

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

OR

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

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ANNEX "E"

COST ESTIMATE FORM FOR EXTRA WORK

(See attached document)

ANNEX "F"

Voluntary Certification to Support the Use of Apprentices

1. To encourage employers to participate in apprenticeship training, Contractors bidding on construction and maintenance contracts by Public Works and Government Services Canada (PWGSC) are being asked to sign a voluntary certification, signaling their commitment to hire and train apprentices.
2. Canada is facing skills shortages across various sectors and regions, especially in the skilled trades. Equipping Canadians with skills and training is a shared responsibility. In Economic Action Plan (EAP) 2013, the Government of Canada made a commitment to support the use of apprentices in federal construction and maintenance contracts. Contractors have an important role in supporting apprentices through hiring and training and are encouraged to certify that they are providing opportunities to apprentices as part of doing business with the Government of Canada.
3. Through the Economic Action Plan 2013 and support for training programs, the Government of Canada is encouraging apprenticeships and careers in the skilled trades. In addition, the government offers a tax credit to employers to encourage them to hire apprentices. Information on this tax measure administered by the Canada Revenue Agency can be found at: www.cra-arc.gc.ca. Employers are also encouraged to find out what additional information and supports are available from their respective provincial or territorial jurisdiction.
4. Signed certifications will be used to better understand contractor use of apprentices on Government of Canada maintenance and construction contracts and may inform future policy and program development.
5. The Contractor hereby certifies the following:

In order to help meet demand for skilled tradespeople, the Contractor agrees to use, and require its subcontractors to use, reasonable commercial efforts to hire and train registered apprentices, to strive to fully utilize allowable apprenticeship ratios¹ and to respect any hiring requirements prescribed by provincial or territorial statutes.

The Contractor hereby consents to this information being collected and held by PWGSC, and Employment and Social Development Canada to support work to gather data on the hiring and training of apprentices in federal construction and maintenance contracts.

Name:
Signature:
Company Name:
Company Legal Name:
Solicitation Number:

Optional information to provide:

¹ The journey-person-apprentice ratio is defined as the number of qualified/certified journeypersons that an employer must employ in a designated trade or occupation in order to be eligible to register an apprentice as determined by provincial/territorial (P/T) legislation, regulation, policy directive or by law issued by the responsible authority or agency.

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Number of apprentices planned to be working on this contract:
Trades of those apprentices:

1.0 General

1.1 Objective:

- a. The Contractor must provide maintenance services on five (5) Radio Frequency (RF) shielded rooms, to ensure the integrity and performance of the shielding systems as indicated in the scope of work.
- b. The Contractor must furnish all necessary travel, labour, tools, materials, permits and services to perform the work required under the terms and conditions of this contract.

1.2 Terminology:

- a. Checking/check: visual observation to ensure the device or system is in place and is not obviously damaged or obstructed.
- b. Inspect/inspection: physical examination to determine that the device or system will perform in accordance with its intended function.
- c. Testing/test: full operation of a device or system to ensure that it will perform in accordance with its intended operation or function.
- d. Maintenance/Maintaining: routine recurring work; checking, inspecting, testing & service required to keep the components, sub-systems, system and integrated systems as identified in the scope of work, in such condition that they may be continuously utilized, at their original or designed capacity and efficiency for their intended purpose.
- e. Service: to make fit for use, adjust, repair, or maintain in order to keep the equipment identified in scope of work, in an operational condition as per their original design intent.
- f. Service call: onsite diagnosis and correction made by a qualified person.
- g. Qualified Person: Someone who is certified and employed by the Original Equipment Manufacturer (OEM) or their local representative certified by the manufacturer, and who has a minimum of five (5) years of experience in the field of service and maintenance of such equipment.
- h. Commercial Electrician: someone who is in possession of a valid Certificate of Qualification (C of Q) at the Journeyman level as a Commercial Electrician ("Electrician-Construction and maintenance") issued by the Ontario College of Trades.
- i. Master Electrician: an individual who is licensed by the ESA under the Ontario Electricity Act, Regulation 570/05 to assume the responsibilities for the carrying out of electrical work on behalf of an electrical Contractor.
- j. Plumber: someone who is in possession of a valid Certificate of Qualification (C of Q) at the Journeyman level as a "Plumber" issued by the Ontario College of Trades.
- k. Welder: someone who is in possession of a valid Certificate of Qualification (C of Q) at the Journeyman level as a "Welder" issued by the Ontario College of Trades.
- l. Pressure Systems Welder: someone who is in possession of a valid Certificate of Qualification (C of Q) at the Journeyman level as a "Pressure Systems Welder" issued by the Ontario College of Trades.
- m. Drywall Applicator: someone who is in possession of a valid Certificate of Qualification (C of Q) at the Journeyman level as a "Drywall, Acoustic and Lathing Applicator" issued by the Ontario College of Trades.
- n. Sprinkler and Fire Protection Installer: someone who is in possession of a valid Certificate of Qualification (C of Q) at the Journeyman level as a "Sprinkler and Fire Protection Installer" issued by the Ontario College of Trades.
- o. HVAC /Sheet Metal technician: A registered Journeyman Class fabrication sheet metal worker, sometimes called precision sheet metal worker, who make ducts, gutters, and other metal products. ... Installation and repair of sheet-metal in heating, ventilation,

and air conditioning (HVAC) systems.
2.0 Scope of Work

2.1 General:

- a. The Contractor must complete all required maintenance listed below and as per manufacturer's recommendations, for the five (5) Radio Frequency (RF) shielded rooms.
- b. Maintenance must include all labour, materials and equipment required to carry out the maintenance.
- c. The Contractor must be responsible to supply all the necessary safety equipment including: PPE, arc flash, fall protection, lift, scaffold, and ladders.
- d. The Contractor must have readily available licensed sub-contractors with the following expertise: Qualified Electrician, Qualified Plumber, Fire Alarm technician, Sprinkler and Fire Protection Installer, Drywall Applicator, Welder, Pressure System Welder and HVAC/Sheet Metal technician.

2.2 Preventive Maintenance Scope and Schedule:

Equipment	Monthly	Quarterly
Pneumatic doors	<ol style="list-style-type: none">1. Inspect door operation, check for wear and tear of operation mechanisms.2. Make adjustments as required, providing smooth operation.3. Verify hinge and latch fasteners.4. Clean door contact surfaces.5. Clean door frame contact surfaces6. Clean door knife edge and fingerstock.7. Perform visual inspection of the air compressors and lines for the presence of moisture.8. Inspect all pneumatic components for air leaks.9. Ensure air supply auto drains are operational.10. Inspect and adjust overhead door operator as required.11. Test emergency shut-off valves.12. Test emergency escape buttons.13. Adjust and record air pressure.14. Lubricate as required.15. Follow any other recommended maintenance in accordance with manufacturer's maintenance instructions.	<ol style="list-style-type: none">1. Retorque door framing.
Manual doors	<ol style="list-style-type: none">1. Clean the brass doorsill and all four knife edges of the door.	<ol style="list-style-type: none">1. Retorque door framing.

	<p>2. Check for broken fingerstock.</p> <p>3. Inspect the latching roller pin assembly, retighten and lubricant as required.</p> <p>4. Clean the brass doorframe and beryllium copper fingerstock.</p> <p>5. Polish the brass frame.</p> <p>6. Clean, lubricate cams, cam followers and bearings of fingerstock.</p> <p>7. Follow any other recommended maintenance in accordance with manufacturer's maintenance instructions.</p>	
Ventilation Waveguides		<p>1. Inspect for signs of damage or corrosion.</p> <p>2. Clean any corrosion that may exist.</p> <p>3. Vacuum-clean all dirt and lint from the honeycomb.</p> <p>4. Re-torque framing.</p>
Penetration Waveguides		<p>1. Clean and re-tighten as required.</p> <p>2. Inspect attached equipment and penetration fittings.</p>
Power and Comm. Filters		<p>1. Clean and re-tightened as required.</p> <p>2. Inspect attached equipment and penetration fittings.</p> <p>3. Inspect electrical power filters for overheating, inspect voltage surge arrestors and discharging resistors.</p>
Shielded Enclosure		<p>1. Inspect main ground connection and retorque connections.</p> <p>2. Inspect enclosure walls and roof for signs of damage or corrosion.</p> <p>2. Clean any corrosion that</p>

		may exist.
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2.3 Materials:

- a. The Contractor must use only materials and parts recommended by the manufacturer of the shield enclosure equipment and approved by Technical authority for replacement.
- b. Materials and parts must be new and as specified by the manufacturer of shield enclosure equipment components.
- c. If such products are not readily available, the Technical authority may accept alternative products of quality and capability to perform at ratings equivalent to those published for original shield equipment and parts for such products.

2.4 Manufacturer's Instructions:

- a. Unless otherwise specified, obtain and comply with manufacturer's latest printed instructions for materials and maintenance methods.
- b. Notify Technical authority in writing of any conflict between this statement of work and manufacturer's instructions.
- c. Provide pdf electronic file of the manufacturer's installation instructions and product data prior to installing any new materials or equipment.

2.5 Alternations and Substitutions:

- a. Contractor must **not** make any change in the design and installation of shield enclosure equipment, parts and devices without prior written authority by the Technical Authority.

2.6 Execution:

- a. Provide periodic inspections and preventive maintenance services of five (5) RF Rooms in accordance with ITSG-02 and with manufacturer's maintenance instructions as per the operation and maintenance manuals.
- b. Daily and weekly maintenance is not in the Contractor's scope and will be done by the Site Authority.
- c. Responsibility of the Contractor when interfacing with existing Base shielded enclosures and system equipment will be limited to the interface between shield devices and existing building systems and components covered under this Service Contract.
- d. Upon completion of scheduled inspections and testing and repairs, the Contractor must inform the Technical Authority, and describe all work performed, number of hours and parts replaced.
- e. The Contractor must ensure that all reports have been reviewed and signed by the Site Authority.

2.6 Record Keeping and Reporting:

- a. **A log book must be provided and maintained at the site by the Contractor in which all inspections, repairs, adjustments, etc, must be recorded. Any alterations to the shield or its penetrations must be recorded in the log book, which will remain in the possession of the Site Authority.**

- b. The Contractor must report immediately any condition which might impact user safety or the allowable shielding effectiveness levels to the Technical Authority.

2.7 Corrosion Resistant Paint:

- a. Apply at least one coat of corrosion resistant zinc primer paint to shielded enclosure equipment, components, ferrous supports and site fabricated work.

2.8 Corrosion Prevention:

- a. To promote long-term reliability, the corrosion prevention practices of MIL-HDBK-1250 must be employed. In no case must dissimilar metals with an anodic index difference greater than 0.5 V be used in close proximity to each other. Zinc plated materials must not be used. Copper metallized fabric must not be used.

2.9 Work Schedules:

- a. Work schedules must be provided for the preventive maintenance services, shield equipment repairs and shield equipment inventory record of all Base shielded enclosures and equipment.
- b. The Contractor must be responsible for the coordination of preventive maintenance work schedules with Engineer and shield occupants. Engineer and Engineering Technical Advisor will provide Contractor with approved work schedules in electronic and hard copy format.

2.10 Radio Frequency Shielded Rooms Description and Inventory:

- a. Room #1:
 - i. One (1) pneumatic door.
 - ii. Two (2) manual doors.
- b. Room #2:
 - i. One (1) manual door.
- c. Room #3:
 - i. One (1) pneumatic door.
 - ii. One (1) manual door.
 - iii. One (1) manual double door.
- d. Room #4:
 - i. One (1) manual door.
- e. Room #5:
 - i. Three (3) manual doors

Number of Units	Make	Model
1	ETS Lindgren	Ray Proof SL2219 (SKE)
1	Raymond EMC	Quiet Door 2926 - PAS
1	Raymond EMC	Quiet Door
1	ETS Lindgren	DKE 3X7 LH
1	Raymond EMC	Quiet Door HTh
1	Raymond EMC	Quiet Door
1	Raymond EMC	Quiet Door
1	Raymond EMC	Quiet Door 2926
1	Lindgren	DKE -37D
1	Lindgren	DKE -37D
1	Lindgren	DKE -67D (Double Door)

2.10

Testing and Certification:

- a. A certified test report must be provided by the Contractor for each RF Shielding every three (3) years.
- b. The RF Shielded Enclosure must conform to the following Codes and Standards:
 - i. ITSG-02 Criteria for the Design, Fabrication, Supply, Installation and Acceptance Testing of Walk-in, Radio-Frequency-Shielded Enclosures.
 - ii. The shielded enclosure must meet or exceed the following shielding effectiveness levels as per ITSG-02: Frequency Field Component Minimum Attenuation: 10 kHz Magnetic 55 dB, 200 kHz Magnetic 95 dB, 1 MHz Magnetic 100 dB, 400 MHz Plane-wave 100 dB, 1 GHz Plane-wave 100 dB, 10 GHz Plane-wave 100 dB.
- c. Testing must be performed by a certified RF testing technician and witnessed by the Technical Authority. Give the Technical authority minimum of fourteen (14) business days notice.

3.0 Service

3.1 Inspection and Maintenance:

- a. All equipment must be inspected as noted above.

3.2 Scheduling:

- a. Preventive maintenance must be performed during regular working hours, 08:00 to 15:00 hours Monday through Friday, excluding legal holidays.
- b. Within 30 days after contract award, the Contractor must provide a detailed schedule of maintenance to be applied for the term of this contract.
 - i. This schedule must contain and reflect the manufacturer's recommended maintenance and all requirements of this Statement of Work.
 - ii. The proposed schedule must be reviewed by the technical authority and may require revision by the Contractor to meet the technical authority's requirements. Any such changes must be considered as part of this statement of work. The technical authority must approve any variance from this schedule.

3.3 Call Backs/Emergency Calls:

- a. The Contractor must provide twenty-four (24) hour, seven (7) days a week emergency call back service for the duration of the contract at no extra cost.
- b. The Contractor must respond within 30 minutes and be on site ready to work within two (2) hours of receiving the emergency call. All work for emergency service must be executed by qualified service personnel named in the contract, and such work must proceed continuously until the system is returned to safe operating condition.

3.4 Non-working Service Manager:

- a. The non-working service manager must be in full charge of the operations of the Contractor in performance of the services and must be authorized to accept any notice, consent, order, direction, decision or other communication on behalf of the Contractor that may be given.
- b. In the event that there is an emergency, the technical authority may request that the Contractor's Non-working service manager respond on-site within two (2) hours of receiving the call on a 24 hour, 7 day basis.

4.0 Extra work and Exclusions

4.1 Extra Work - As and When Requested

- a. The Contractor must identify modifications or improvements to the equipment or system(s) that will enhance equipment serviceability, life expectancy and/or efficiency.
- b. The Contractor must calculate the cost of the repairs, modifications or improvements in

accordance with "the Pricing Schedule 2".

4.2 Repair and Replacement Parts Components:

- a. The Contractor is responsible to report and - upon approval - replace any parts or components of the shielding found to be defective in the enclosures, materials, and workmanship.
- b. The Contractor must provide a detailed cost estimate, identifying parts and labour required and the estimated time for completion in accordance with "the Pricing Schedule 2".

5.0 **Health and Safety Requirements**

5.1 Environmental Protection:

The Contractor must conform to all applicable environmental laws and regulations in effect.

- a. The Contractor must take the proper precautions to ensure against spills or damage to surfaces by providing protection during inspections and repairs. In the event of an accidental spill, the contractor must notify the site authority immediately, so that remedial action may be taken.
- b. The Contractor must not leave waste materials on site unless approved by the site authority.
- c. The Contractor must not dispose waste or volatile materials, such as mineral spirits or paints and oil thinner into drains, waterways, storm or sanitary sewers.
- d. The Contractor must control the disposal of the runoff of water containing suspended materials or other harmful substances in accordance with local By-Laws.

5.2 WHMIS and Safety Training:

- a. The Contractor must comply with the requirements of the Workplace Hazardous Materials Information System (WHMIS) regarding use, handling, storage, and disposal of hazardous materials, regarding labeling and the provision of material safety data sheets acceptable to Human Resources Development Canada, Labour Program.
 - I. Ensure that all service personnel have all the applicable safety training to perform the work on this contract.
 - II. The training must include but are not limited to: fall protection, and any other safety training required by all applicable Acts, Codes and Regulations for the performing the work required by the contract.
- b. The Contractor must provide a copy of its "Safe Work Policy" to the technical authority within eight (8) weeks after the Contract is awarded.
- c. The Contractor must ensure that the work area is maintained in a safe condition at all times during performance of work.
- d. The Contractor must comply with all Laws and Regulations, Federal, Provincial or Municipal, relative to servicing the equipment herein, and must pay for any and all permits and or certificates required.

6.0 **Standards and Codes**

- a. All work must conform to the latest code requirements of the National Building Code, Ontario Electrical Code, Human Resources and Skills Development Canada, Water ULC and NFPA. Follow all recommendations outlined by the manufacturer. Drawings are to be read in

conjunction with the aforementioned codes and standards with the installation performed only by Contractors licensed and familiar with the above requirements. In the case of conflict or discrepancy the most stringent requirement must apply.

- b. All materials and equipment must be new and free from defects. Guarantee in writing, including the manufacturer's warranty, the material and workmanship, for a period of one (1) year after acceptance. Equals will be allowed, but only by written permission of the Technical Authority as reviewed during the tender period.
- c. ITSG-02, "Criteria for the Design, Fabrication, Supply, Installation and Acceptance Testing of Walk-in, Radio-Frequency-Shielded Enclosures" by the Communication Security Establishment (CSE) standards.
- d. Latest manufacturer's operation and maintenance instructions.

7.0 Reporting

7.1 Submissions:

All Reports are to be type written, and submitted electronically via Email in PDF format to the Technical Authority.

7.2 Service Reports:

- a. Provide all services reports in Electronic format (via E-mail) - in PDF format.
- b. Provide the manufacturers recommended checklist for each piece of equipment in accordance with the manufacturer's recommended maintenance - with every monthly report.
- c. A signed written service report must be completed and left with the site authority each time service is performed.

7.3 All reports must include:

- a. date and time of inspection or repair
- b. building name and location
- c. technician's name and signature
- d. description of work performed
- e. parts replaced
- f. condition of equipment

8.0 Security Requirement

The Contractor and any sub-contractor must hold a valid security clearance of SECRET for the length of the contract.



SECURITY REQUIREMENTS CHECK LIST (SRCL)

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	Public Works and Government Services Canada	2. Branch or Directorate / Direction générale ou Direction RPB
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Repair and testing of existing shield enclosures DRDC - 3701 Carling Avenue, Ottawa, Ontario as issued by DND OPI report		
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 type="checkbox"/> No Non <input checked="" 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 checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input checked="" 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

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

Special comments:

Commentaires spéciaux :

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		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

EJ196191776

Security Classification / Classification de sécurité
UNCLASSIFIED

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
Luckman, Calvin	Senior Maintenance Management Specialist	
Telephone No. - N° de téléphone 613-371-0935	Facsimile No. - N° de télécopieur 613-948-5914	E-mail address - Adresse courriel calvin.luckman@tpsgc-pwgsc.gc.ca
		Date 2019/07/23

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

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Locas, Lucie / ARNAUD JEAN-LOUIS	SO	
Telephone No. - N° de téléphone 819-639-2284	Facsimile No. - N° de télécopieur 819-956-4777	E-mail address - Adresse courriel lucie.locas@pwgsc.gc.ca
		Date 2019.07.24

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes? ☐ No / Non ☐ Yes / Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Stefan Ruest	Digitally signed by Stefan Ruest Date: 2019.09.05 11:44:27 -04'00'	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
		Date

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

Name	- Titre	Signature
Vikenti Gorokhovski Contract Security Officer, Contract Security Division vikenti.gorokhovski@tpsgc-pwgsc.gc.ca		
Telephone	Facsimile	E-mail address - Adresse courriel
Tel/Tél 613-957-9337		Date 2019.07.25 09:02:04 -04'00'

ANNEX E

Cost Estimate Form For Extra Work

Contract Number: EJ196-

Contractor: _____

Date: _____

Estimate Number: _____

(Please attach a separate sheet if required)			
	Hourly Rate as per Contract		
I Direct Costs	No. of Hours	Rate	Total
i Direct Labour			
Repair Work Labour			
Emergency Calls Labour			
Other Labour (Specify: _____)			
Total Direct Labour			\$ _____ (i)
ii Direct Material Costs *			
Replacement Parts			
Repair Parts			
Other Material (Specify: _____)			\$ _____ (ii)
Total Direct Material Costs			
iii Other Direct Costs			
Other (Specify: _____)			
Total Other Direct Costs			\$ _____ (iii)
II Total Price			Total
Total Direct Costs (i + ii + iii) (Applicable Taxes extra)			\$ _____

Note: *Materials will be charged at our laid-down cost plus a mark-up in accordance with Pricing Schedule 2.

Name: _____
(Please print)

Signature: _____

ANNEX E
Cost Estimate Form For Extra Work

Contract Number: EJ196-

Contractor:_____

Date:_____

Estimate Number:_____

Name: _____
(Please print)

Signature: _____