



**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

There are Security Requirements associated with this requirement.

Ce besoin comporte des exigences relatives à la sécurité.

Title - Sujet Building Automation Controls System	
Solicitation No. - N° de l'invitation EJ196-190744/A	Date 2019-12-05
Client Reference No. - N° de référence du client 20190744	
GETS Reference No. - N° de référence de SEAG PW-\$\$FK-315-78166	
File No. - N° de dossier fk315.EJ196-190744	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2020-01-14	Time Zone Fuseau horaire Eastern Standard Time EST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Lavigne, Pierre	Buyer Id - Id de l'acheteur fk315
Telephone No. - N° de téléphone (873) 354-5198 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA PORTAGE III 11 LAURIER ST Gatineau Quebec K1A0S5 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

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

Issuing Office - Bureau de distribution

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

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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Buyer ID - Id de l'acheteur
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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 G.

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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, Living Wall Maintenance Record, Voluntary Certification to Support the Use of Apprentices and any other annexes.

1.2 Summary

- 1.2.1 Public Services and Procurement Canada (PSPC) has a requirement for a Contractor to provide labour, transportation, equipment, and materials for the supply and installation of replacement plants and maintenance of the living wall located at the Wellington Building, 180 Wellington Street and to ensure all system components are functioning properly and plants are healthy and thriving. The Contractor must provide all tools, replacement or repair parts, materials, Personal Protective Equipment, services and labour to execute the work required for the maintenance and service of the equipment referred to in these documents on the terms and conditions in accordance with the Statement of Work attached herein as Annex A and must execute such work in a careful and workmanlike manner.
The period of any resulting Contract will be for a period of five (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 There is a mandatory 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.

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- 1.2.4 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.
- 1.2.5 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: 90 days

2.2 Submission of Bids

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

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 5 calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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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 the Wellington Building at 180 Wellington Street, Ottawa, Ontario on **Friday December 20 2019**. The site visit will begin at **09:00AM EST**, in Lobby at the Living Wall.

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 **Monday December 16 2019 2:00PM EST** to confirm attendance and provide the name(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* 1 soft copy on USB key),
Section II: Financial Bid (1 hard copy *and* 1 soft copy on USB key),
Section III: Certifications (1 hard copy *and* 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, 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.

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

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy](#)

on Green Procurement (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). 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, attached herein, in Canadian funds.

Wellington Building Living Wall	Year 1	Year 2	Year 3	Year 4	Year 5
Maintenance of all controls, irrigation systems and all its related equipment	\$	\$	\$	\$	\$
Maintenance of living wall plants	\$	\$	\$	\$	\$
Total	\$	\$	\$	\$	\$
Total of year 1 to 5	\$				

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

Summary of Pricing Schedule 1

Note: The annual totals from each table will be added together and these totals must be placed in the 'Firm Price' column of each Summary table for each respective year. These annual Firm Price totals must then be divided into quarterly rates and put in the appropriate Firm Quarterly Rate space.

Period	Firm Quarterly Rate	Number of Quarters	Annual Firm Price
Year 1	\$	x 4	\$
Year 2	\$	x 4	\$
Year 3	\$	x 4	\$
Year 4	\$	x 4	\$
Year 5	\$	x 4	\$
Total of Pricing Schedule 1			\$

Pricing Schedule 2: Extra Work – As and When Requested

Extra work as described in Annex A - Statement of Work - "Extra Work" will be conducted on an as and when requested basis where charges must be made for actual labour and repair and replacement parts.

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

Estimated quantity of hours per year for extra work and materials is for evaluation purposes only.

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

2.1 LABOUR: Our firm hourly rate per qualified **Certified Building Automation System Technician** will be:

i) Regular Time: <i>Monday to Friday 08:00 until 16:00</i>	Year 1	Year 2	Year 3	Year 4	Year 5
Rate/Hour	\$	\$	\$	\$	\$
Estimated quantity of hours per year:	2 hours				
Extended Price:	\$	\$	\$	\$	\$
2.1 (i) SUB-TOTAL: \$ _____					

ii) Overtime: <i>Monday to Friday 16:00 to 08:00 Saturday to 24:00</i>	Year 1	Year 2	Year 3	Year 4	Year 5
Rate/Hour	\$	\$	\$	\$	\$
Estimated quantity of hours per year:	2 hours				
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	\$	\$	\$	\$	\$
Estimated quantity of hours per year:	1 hour				
Extended Price:	\$	\$	\$	\$	\$
2.1 (iii) SUB-TOTAL: \$ _____					

2.2 LABOUR: Our firm hourly rate per qualified **Certified Mechanical System Technician** will be:

i) Regular Time: <i>Monday to Friday 08:00 until 16:00</i>	Year 1	Year 2	Year 3	Year 4	Year 5
Rate/Hour	\$	\$	\$	\$	\$
Estimated quantity of hours per year:	2 hours				
Extended Price:	\$	\$	\$	\$	\$
2.2 (i) SUB-TOTAL: \$ _____					

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ii) Overtime: Monday to Friday 16:00 to 08:00 Saturday to 24:00	Year 1	Year 2	Year 3	Year 4	Year 5
Rate/Hour	\$	\$	\$	\$	\$
Estimated quantity of hours per year:	2 hours				
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	\$	\$	\$	\$	\$
Estimated quantity of hours per year:	1 hour				
Extended Price:	\$	\$	\$	\$	\$
2.2 (iii) SUB-TOTAL: \$ _____					

2.3 LABOUR: Our firm hourly rate per qualified **Horticultural Technician** will be:

i) Regular Time: <i>Monday to Friday 08:00 until 16:00</i>	Year 1	Year 2	Year 3	Year 4	Year 5
Rate/Hour	\$	\$	\$	\$	\$
Estimated quantity of hours per year:	2 hours				
Extended Price:	\$	\$	\$	\$	\$
2.3 (i) SUB-TOTAL: \$ _____					

ii) Overtime: Monday to Friday 16:00 to 08:00 Saturday to 24:00	Year 1	Year 2	Year 3	Year 4	Year 5
Rate/Hour	\$	\$	\$	\$	\$
Estimated quantity of hours per year:	2 hours				
Extended Price:	\$	\$	\$	\$	\$
2.3 (ii) SUB-TOTAL: \$ _____					

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

2.4 PLANTS PRICE LIST: Our firm plant prices per pot are:

Plants Price List						
Plant Types / names	Plant Pot Size in inches	Plant Price per Pot Year 1	Plant Price per Pot Year 2	Plant Price per Pot Year 3	Plant Price per Pot Year 4	Plant Price per Pot Year 5
Schefflera arboricola mini luseanne	6	\$	\$	\$	\$	\$
Asplenium nidus	6	\$	\$	\$	\$	\$
Codiaeum variegatum	6	\$	\$	\$	\$	\$
Codiaeum variegatum 'mammy' (curly red)	8	\$	\$	\$	\$	\$
Ficus elastica burgundy	6	\$	\$	\$	\$	\$
Ficus elastica ruby red	6	\$	\$	\$	\$	\$
Ficus altissima audrey	6	\$	\$	\$	\$	\$
Ficus elastica tineke	6	\$	\$	\$	\$	\$
Ficus benjamina starlight	10	\$	\$	\$	\$	\$
Ficus benjamina margarite – lime green/dark green	10	\$	\$	\$	\$	\$
Dracaena janet craig	10	\$	\$	\$	\$	\$
Dracena deremensis Lime light	6	\$	\$	\$	\$	\$
Dracena deremensis Lime light	8	\$	\$	\$	\$	\$
Chamaedorea elegans neanthe bella	8	\$	\$	\$	\$	\$
Dracena marginata colourama	6	\$	\$	\$	\$	\$
Monstera deliciosa	10	\$	\$	\$	\$	\$
Philodendron red congo	10	\$	\$	\$	\$	\$
Schefflera Amate or actinophylla	8	\$	\$	\$	\$	\$
Schefflera trinette	8	\$	\$	\$	\$	\$
Chlorophytu comosum	8	\$	\$	\$	\$	\$
Zingiber officinale	6	\$	\$	\$	\$	\$

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Asplenium nidus 'osaka	8	\$	\$	\$	\$	\$
Dracaena wareneckii Lemon Lime	8	\$	\$	\$	\$	\$
Dracaena wareneckii Lemon Lime	6	\$	\$	\$	\$	\$
Totals		\$	\$	\$	\$	\$
2.4 Sub-Total		\$				

2.5 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	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
* Extended Price:	\$_____	\$_____	\$_____	\$_____	\$_____
2.5 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).

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 Contractor's laid-down cost for product and resale price to Canada. 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 Canada. 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), (ii), (iii); 2.2 (i), (ii), (iii); 2.3 (i), (ii), (iii), 2.4 and 2.5 on an authorization form provided by the Technical Authority.

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 Technical Criteria:

Submission of Certifications and Supporting Documents

Submission of Certifications and Supporting Documents as described must 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 certifications and Supporting Documents provided by the bidder may be verified.

4.1.1.2 Mandatory Experience and Past Performance of the Certified Building Controls Technician

The bidder must provide evidence to demonstrate that the service personnel proposed to perform maintenance of Building Automation System, have *two (2) years of recent experience* and past performance by referencing *two (2) similar projects/contracts within the last 8 years* whereby the service personnel have performed satisfactorily. The bidder must demonstrate for each personnel who will be performing work on the requirement that each proposed personnel has the required experience.

- The Bidder must provide the information using the form below.
- Similar is defined as maintenance service on Building Automation Systems, comparable in size, scope and complexity to the equipment listed in Annex A, Statement of Work, SW21 Equipment Inventory.
- Past eight (8) years is defined as from December 1 2011 up to an 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 five (5) years' experience.

PROJECT/CONTRACT REFERENCE NO. 1 - CERTIFIED BUILDING CONTROLS TECHNICIAN	
Name of client organization or Company	Name: _____
Name and title of client contact	Name: _____ Title: _____

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Telephone and email of client contact:	Phone No.: _____ Email: _____
Address/Location(s)/site(s) of the project or contract:	_____
Value of the project or contract	\$ _____
Performance period of the project or contract (indicate month and year)	From: Month _____ Year _____ To: Month _____ Year _____
Description of Project or Contract: _____ _____ _____ _____ _____ _____	

PROJECT/CONTRACT REFERENCE NO. 2 - CERTIFIED BUILDING CONTROLS TECHNICIAN	
Name of client organization or Company	Name: _____
Name and title of client contact	Name: _____ Title: _____
Telephone number and email of client contact:	Phone No.: _____ Email: _____
Address/Location(s)/site(s) of the project or contract:	_____
Value of the project or contract	\$ _____

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Performance period of the project or contract (indicate month and year)	From: Month _____ Year _____ To: Month _____ Year _____
Description of Project or Contract: _____ _____ _____ _____ _____ _____	

4.1.1.3 Mandatory Experience and Past Performance of the Certified Mechanical System Technician

The bidder must provide evidence to demonstrate that the service personnel proposed to perform maintenance of Mechanical System, have *two (2) years of recent experience* and past performance by referencing *two (2) similar projects/contracts within the last 8 years* whereby the service personnel have performed satisfactorily. The bidder must demonstrate for each personnel who will be performing work on the requirement that each proposed personnel has the required experience.

- The Bidder must provide the information using the form below.
- Similar is defined as maintenance service on Building Automation Systems, comparable in size, scope and complexity to the equipment listed in Annex A, Statement of Work, SW21 Equipment Inventory.
- Past eight (8) years is defined as from December 1 2011 up to an 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 five (5) years' experience.

PROJECT/CONTRACT REFERENCE NO. 1 - CERTIFIED MECHANICAL SYSTEM TECHNICIAN	
Name of client organization or Company	Name: _____
Name and title of client contact	Name: _____
	Title: _____
Telephone and email of client contact:	Phone No.: _____

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	Email: _____
Address/Location(s)/site(s) of the project or contract:	_____
Value of the project or contract	\$ _____
Performance period of the project or contract (indicate month and year)	From: Month _____ Year _____ To: Month _____ Year _____
Description of Project or Contract: _____ _____ _____ _____ _____ _____	

PROJECT/CONTRACT REFERENCE NO. 2 - CERTIFIED MECHANICAL SYSTEM TECHNICIAN	
Name of client organization or Company	Name: _____
Name and title of client contact	Name: _____ Title: _____
Telephone and email of client contact:	Phone No.: _____ Email: _____
Address/Location(s)/site(s) of the project or contract:	_____
Value of the project or contract	\$ _____

Performance period of the project or contract (indicate month and year)	From: Month _____ Year _____ To: Month _____ Year _____
Description of Project or Contract: _____ _____ _____ _____ _____ _____	

4.1.1.4 OEM refers to the Original Equipment Manufacturer or the current owner of the OEM.

4.1.1.4.1. A letter(s) from the OEM(s) (Original Equipment Manufacturer) of the equipment detailed below (see also Annex A, Statement of Work) should be submitted with the bid by the bid solicitation closing date.

The letter must confirm that the Bidder:

1. has access to the following in order to, service and maintain the components, sub-systems, systems and integrated systems identified above and within the attached inventory, Annex A, Statement of Work:

- 1.1 Service and maintenance tools & materials;
- 1.2 Compatible parts;
- 1.3 Software;
- 1.4 Hardware;
- 1.5 Firmware; **AND**

2. has access to the complete operational and adjustment procedures of the OEM for all components, sub-systems, systems, integrated systems and related equipment identified within the attached inventory. This includes direct access to manufacturer's technical support service and service bulletins.

AND/OR

4.1.1.4.2 Should the Bidder not be the OEM or the authorized service agent of the OEM(s) or not have a valid sub-contracting agreement with the OEM for the above noted equipment, a letter(s) from the authorized service agent of the OEM (s) (Original Equipment Manufacturer) of this equipment should be submitted with the bid by the bid solicitation closing date.

The letter must confirm that the Bidder:

1. has access to the following in order to, service and maintain the components, sub-systems, systems and integrated systems identified above and within the attached inventory, Annex A, Statement of Work:

- 2.1 Service and maintenance tools & materials;
- 2.2 Compatible parts;
- 2.3 Software;
- 2.4 Hardware;
- 2.5 Firmware; **AND**

2. has access to the complete operational and adjustment procedures of the OEM for all components, sub-systems, systems, integrated systems and related equipment identified within the attached inventory. This includes direct access to manufacturer's technical support service and service bulletins.

4.1.1.5 Card and Licensing Documentation

Valid copies of the following training certificates/cards should be submitted for each proposed Service personnel with the bid by the bid solicitation closing date. However, if the following is not submitted with the bid by the bid 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.

All certificates are to be recognized by the Human Resources Skills Development Canada (HRSDC) – Labor Program and/or Workplace Safety & Insurance Board (WSIB) and/or Construction Safety Association of Ontario (CSAO) and/or any other recognized legislative or regulatory body in the Province or territory in which the work is to be performed.

Each technician must be in possession of:

- a valid Fall Arrest certificate/wallet card
- a valid First Aid/CPR certificate/wallet card
- a valid Workplace Hazardous Material Inventory System (WHMIS) certificate/wallet card
- Personnel performing work on electrical equipment that is live or may become live must be in possession of a valid Arc Flash Training Certificate/wallet card.

4.1.1.6 Mandatory Experience and Past Performance of the Horticultural Technician

The bidder must provide evidence of its experience and past performance satisfactorily rendered for at least twelve (12) consecutive months within the past five (5) years, the services provided must be of comparable size, scope and complexity to those described in this Request for Proposal (RFP).

- The Bidder must provide the information using the form below.
- Similar is defined as horticultural maintenance service, comparable in size, scope and complexity to the equipment listed in Annex A, Statement of Work, SW21 Equipment Inventory.
- Past five (5) years is defined as from December 1 2014 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 five (5) years' experience.

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PROJECT/CONTRACT REFERENCE NO. 1 - HORTICULTURAL TECHNICIAN	
Name of client organization or Company	Name: _____
Name and title of client contact	Name: _____ Title: _____
Telephone and email of client contact:	Phone No.: _____ Email: _____
Address/Location(s)/site(s) of the project or contract:	_____
Value of the project or contract	\$ _____
Performance period of the project or contract (indicate month and year)	From: Month _____ Year _____ To: Month _____ Year _____
Description of Project or Contract: _____ _____ _____ _____ _____ _____	

4.1.1.7 Mandatory Full-time Supervisor(s) Expertise or Experience

a) The bidder must provide a minimum of one of the Contractor's Full-time Supervisor(s) who will be assigned to this Contract.

First and last Name of Full-time Supervisor(s): _____

b) The proposed Full-time Supervisor(s) must meet one (1) of the following four (4) criteria:

It is mandatory that the bidder provide the documentation as described below be submitted at bid closing. If the documentation is not provided this bid will be ruled non responsive and no further consideration will be given.

Expertise:

- (1) A College Diploma or University degree in Horticulture from a recognized College or University, **or**;
- (2) A designation as a Canadian Certified Horticultural Technician.

The bidder must provide evidence of the expertise of the proposed Full-time Supervisor(s) by providing a copy of their diploma, degree or certification.

OR

Experience:

- (3) A minimum of three (3) years experience as an Interior Plant Maintenance Technician, or manager of a plant maintenance company, or a combination of both, or;
- (4) A minimum of three (3) years experience as Owner of an Interior Plant Maintenance Company.

The bidder must provide evidence of the satisfactory experience of the proposed Full-time Supervisor(s) by referencing at least one (1) project / contract or client for whom the proposed Supervisor has worked to equate a total of at least three (3) years experience within the past six (6) years. References in excess of those allotted in the chart below may be submitted separately if required.

PROJECT/CONTRACT REFERENCE: Full-time Supervisor				
PROJECT/ CONTRACT NAME/NUMBER: _____ AND/OR PROJECT/CONTRACT LOCATION (SITE/BLDG) _____				
Name of client organization or Company:	Name of client contact: In order to provide a reference for this time frame (an additional name may be included)	Phone and Email of client contact:	Start Date (indicate day, month and year):	End Date (indicate day, month and year):
Name: _____	Name: _____ Name: _____	Tel: _____ Email: _____ (if an additional name is provided.) Tel: _____ Email: _____	Day _____ Month _____ Year _____	Day _____ Month _____ Year _____

4.1.1.8 Certified Building Controls Technician, Certified Mechanical System Technician and Horticultural Technician.

To carry out the work on this requirement, the Bidder must provide a total of three (3) qualified technicians; one (1) Certified Building Controls Technicians, one (1) Certified Mechanical System Technician and one (1) Horticultural Technician to perform maintenance of the Living Wall and its Building Automation Control System at 180 Wellington in Ottawa.

The Bidder must provide the name of each:

	First and Last Name
Certified Building Controls Technician	
Certified Mechanical System Technician	
Horticultural Technician	

The following certificates/cards must be provided for each Technicians proposed by the Bidder. Each of the certificate/card must be valid (not expired) as of the bid closing date of this RFP.

- a valid Fall Arrest certificate/wallet card
- a valid First Aid/CPR certificate/wallet card
- a valid Workplace Hazardous Material Inventory System (WHMIS) certificate/wallet card
- Personnel performing work on electrical equipment that is live or may become live must be in possession of a valid Arc Flash Training Certificate/wallet card.

4.2 Apprentices

Apprentices employed by the Contractor must be fully registered in a Tradesman Program related to the services in Annex A, Statement of Work. Apprentices must work, at any time, under the direction of a Journeyman Mechanic. Canada reserves the right to request proof of registration in a Tradesman Program at any time during the term of the contract

4.3 Reference Checks

Reference checks for the purpose of this technical evaluation may be used to verify and validate the bidder's response. In the event of contradiction between the information provided by the reference and the one provided by the bidder, the information provided by the reference will be retained for evaluation purposes. If the information provided by the Bidder cannot be verified or validated, the information will not be evaluated and the bid will receive a NOT MET for the criteria in question. Crown references will also be accepted.

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

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

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.2 Status and Availability of Resources

5.2.3.2.1 SACC Manual clause A3005T (2010-08-16) Status and Availability of Resources.

5.2.3.3 Education and Experience

5.2.3.3.1 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 of Public Works and Government Services Canada](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

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

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

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

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), **Public Works and Government Services Canada** (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, and all others must have a valid **SITE ACCESS** clearance, as required, granted or approved by CISD/PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
 - a) Security Requirements Check List and security guide (if applicable), attached at Annex 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 completed at contract award)*

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7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

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

Telephone: 873-354-5198
E-mail: pierre.lavigne@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: _____.

In its absence, the Technical Authority 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

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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 four (4) equal quarterly 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.

(At contract award - insert appropriate pricing table(s) here)

7.7.3 SACC Manual Clauses

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

A3015C (2014-06-26) Certifications - Contract

7.7.4 Electronic Payment of Invoices

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 on a quarterly basis and maintenance reports on a monthly basis described in the Statement of Work of the Contract.

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

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

- (a) The original of the invoice on a quarterly basis and the maintenance report on a monthly basis must be forwarded to the following address for certification and payment.

Public Works and Government Services Canada
Manager, Maintenance & Operational Assurance
180 Kent Street, 18th Floor
Ottawa, Ontario
K1A 0S5

Attention: (To be 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 Ontario.

7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035 ([2018-06-21](#)) General Conditions - Higher Complexity - Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Security Requirements Check List;
- (e) Annex E, Cost estimate Form for Extra Work;
- (f) Annex F, Living Wall Maintenance Record; and
- (g) 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. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
 - n. Advertising Injury: While not limited to, the endorsement must include coverage piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.
 - o. All Risks Tenants Legal Liability - to protect the Contractor for liabilities arising out of its occupancy of leased premises.
 - p. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
 - q. 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

The Contractor's Foreman or Site Supervisor must be equipped with a cellular phone at all times. All expenses including installation, air time, activating fees, and the cost of the phones themselves, is 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.

7.17 Voluntary Reports for Apprentices Employed during the Contact

The Contractor should compile and maintain records on the number of apprentices that were hired to work on the contract and their trade specialty.

The Contractor should provide this data in accordance with the format below. If no apprentices were hired during the contract period, the Contractor should still provide a "nil" report.

The data should be submitted to the Contracting Authority six months after contract award or at the end of the contract, whichever comes first.

Number of apprentices hired	Trade specialty

(Add lines if needed)

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Client Ref. No. - N° de réf. du client
EJ196-190744

Amd. No. - N° de la modif.
File No. - N° du dossier
FK315 EJ196-190744

Buyer ID - Id de l'acheteur
FK315
CCC No./N° CCC - FMS No./N° VME

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 form)

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File No. - N° du dossier
FK315 EJ196-190744

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ANNEX "F"

LIVING WALL MAINTENANCE RECORD

(See attached form)

ANNEX "G"

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

¹ The journeyman-apprentice ratio is defined as the number of qualified/certified journeymen 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.

Living Wall Maintenance – SOW

SW 1 Purpose

- 1.1.1 The purpose of this Statement of Work (SOW) is to provide labour, transportation, equipment, and materials for the supply and installation of replacement plants and maintenance of the living wall located at the Wellington Building, 180 Wellington Street and to ensure all system components are functioning properly and plants are healthy and thriving.

SW 2 General Requirements

- 2.1.1 The Contractor must comply with all Laws and Regulations: Federal, Provincial or Municipal, relative to servicing as well as maintaining the equipment the plants of the living wall, listed on the attached inventory listing, and must pay for any and all permits and certificates required.
- 2.1.2 The Contractor must provide all tools, replacement or repair parts, materials, Personal Protective Equipment, services and labour to execute the work required for the maintenance and service of the equipment referred to in these documents on the terms and conditions contained herein and must execute such work in a careful and workmanlike manner.
- 2.1.3 The performance of the work required must provide for operation of the complete system(s) based on original design or subsequent approved design modifications, and must be as recommended by the manufacturer(s) and agreed to by the Technical Authority.
- 2.1.4 Within seven (7) days after contract award the Contractor must supply Technical Authority with a copy of its safety policy plan as required by the applicable Provincial Occupational Safety and Health Regulations.

SW 3 Health and Safety Plan

- 3.1.1 Submit a site-specific Health and Safety Plan after date of Notice to Proceed and 3 days prior to commencement of the Work. Include:
- 1) A site-specific safety hazard assessment;
 - 2) Safety and health risk or hazard analysis for site tasks and operation;
 - 3) Use of personal protective equipment;
 - 4) Procedures to be implemented during emergency situations;
 - 5) Necessary staff certifications must be attached to the plan including fall protection certificates (working from heights). Staff certificates for Health and Safety Awareness Training for Workers and Supervisors, must be attached to the plan in order for the staff to be eligible to work on this Contract (MOL Reg. 297). Staff certificates for First aid must also be attached to the plan.
- 3.1.2 Submit a copy of the Contractor's Health and Safety Plan.

- 3.1.3 The Departmental Construction Safety Coordinator will review Contractor's site-specific Health and Safety Plan and provide comments to Contractor within 2 days after receipt of plan. Revise plan as appropriate and resubmit before commencement of the Work.
- 3.1.4 General Conditions
- 1) Continue to implement, maintain, and enforce plan until final demobilization from site.
 - 2) Relief from or substitution for any portion or provision of reviewed site-specific Health and Safety Plan must be submitted to the Technical Authority in writing, either accepting or requesting improvements.
 - 3) Update health and safety plan as required.
- 3.1.5 Responsibility
- 1) The Contractor must be responsible for safety of persons and property on site and for protection of persons off site and environment to the extent that they may be affected by conduct of Work.
 - 2) Comply with and enforce compliance by employees with safety requirements of Contract Documents, applicable federal, provincial, and local statutes, regulations, and ordinances, and with site-specific Health and Safety Plan.
 - 3) Should any unforeseen or peculiar safety-related factor, hazard, or condition become evident during performance of Work, immediately stop Work and advise Technical Authority verbally and in writing.
- 3.1.6 Correction
- 1) Address immediately health and safety noncompliance issues identified by the Technical Authority.
 - 2) Provide the Technical Authority with written report of action taken to correct noncompliance of health and safety issues identified.
 - 3) The Technical Authority may stop Work if noncompliance of health and safety regulations is not corrected.
 - 4) Give precedence to safety and health of public and site personnel and protection of environment over cost and schedule considerations for Work.
 - 5) Comply with safety measures respecting personnel, fire and chemical hazards as stated by Federal, Provincial, and Municipal codes, and other authorities having jurisdiction.

SW 4 Identification

- 4.1.1 All maintenance staff will be uniformed in a manner that clearly identifies the company they represent.

SW 5 Scope of Work

- 5.1.1 The work covered in this specification must include maintenance of the installed system including all hardware, firmware and software, mechanical as well as all equipment listed in SW 21 Equipment Inventory.

SW 6 Included in the contract

- 6.1.1 Labour for all inspections, cleaning, lubrication and plants maintenance;
- 6.1.2 All testing and cleaning of the equipment;
- 6.1.3 Provide maintenance on all related piping, valve, strainers and associated electrical and controls (including motor starters and all electrical component include in the controls panel).

The Contractor must maintain the equipment at its original performance level to ensure it operates within the range specified at the time of manufacture, installation or as otherwise specified by the Technical Authority.

The Contractor must obtain, at the contractor's own expense, the engineering data required to ensure the proper operation and adjustment of the equipment listed in SW22, Equipment Inventory. Possession of the wiring diagrams alone will not suffice. The contractor must obtain from the manufacturer a copy of detailed adjustment procedures and complete detailed operational descriptions of all equipment included in the Contract.

The Contractor is not required to make repairs or renewals necessitated by negligent operation or misuse of the equipment by others or by any other cause beyond their control, except ordinary wear and tear of the equipment. However, upon identification of such repairs or renewals or of necessary repairs not included as part of this contract, the Contractor must immediately inform the Technical Authority in writing within twenty-four (24) hours.

The Contractor must maintain all system software and firmware to the most current revision within the functional capabilities of the installed system, at no extra cost. Also supply devices or mean of communication necessary for the performance of this work be the responsibility or the contractor. This must be accomplished, as required, in full co-ordination with the Technical Authority.

When it is necessary to take all or part of the system out of service for inspection, service and/or maintenance, arrangements must be made with the Technical Authority at least seventy-two (72) hours in advance. Details must be provided as to what portion of the system will be out of service and the duration.

SW 7 Environmental Protection;

- 7.1.1 The contractor must conform to all applicable environmental laws and regulation in effect.
- 7.1.2 In the event of an accidental spill, the Contractor must notify the Technical Authority in writing via email within 1hrs so that remedial action can be taken.

During inspections, the Contractor must provide information as requested by the Technical Authority as to proper utilization of the systems.

The contractor will be on call 24/7 to receive any emergency service request. Any service request will be cover under section 14.2 (extra work).

- 7.1.3 The Contractor must immediately inform the Technical Authority in writing within 24 hours of necessary repairs not included herein as being part of the work to be performed under the Contract. The Contractor may be called upon to effect these repairs.
- 7.1.4 The Contractor must identify modifications or improvements to the equipment or system(s) that will enhance equipment serviceability, life expectancy and/or efficiency.

SW 8 Equipment report cards

- 8.1.1 A complete service report card outlining any and all service performed on the equipment must be enclosed in a clear vinyl envelope and affixed safely inside the controls panel.

SW 9 Controls System.

- 9.1.1 Conduct monthly tests of the controls system where applicable, to ensure all circuit and settings are properly adjusted to suit requirements of the design capabilities of the system as originally supplied by the manufacturer.
- 9.1.2 Contractors need to be able to add, modify, and change any program point, graphics, alarms, trend and password.
- 9.1.3 Also capable of back-up, download and any modification that might be requested.
- 9.1.4 At each maintenance visit, the Contractor must remove the USB stick that is located inside the controller door. The Contractor must retrieve and copy the data stored on the USB stick and must forward the data to the Horticulture technician and the Technical Authority for tracking and adjustment purpose.

SW 10 Water System

- 10.1.1 The contractor must do monthly inspection of water system. Inspect living wall to ensure that there is adequate water through it.
- 10.1.2 Check for moisture inside various plant pockets across the bottom of the wall. Check the actual plants to verify that they are not droopy or limp but rather that they are upright with foliage facing towards the interior lighting.

Ensure that the living wall is operating properly by inspecting the water level in the pump box. Verify that the water level is below the overflow/standpipe; is covering the pumps; and that there is a small burbling of water near the pump intake. In the event that there are issues with the water level or plumbing issues as indicated by burbling and churning water in places other than the pump intake, water level too low or too high, then actions are required to rectify the

matters immediately. The Contractor must call the National Service Call Centre 1-800-463-1850 to report the problem.

10.1.3 Ensure Y strainer is clear without obstructions of organic debris.

10.1.4 The Contractor must monitor the appearance and health of the plants to ensure that the flow or channel of the water has not changed, causing the roots of a plant or plants to become dry. Check water line to ensure water flows across the entire water line.

The Contractor must clear the drip emitter line at the top of the wall as required to ensure that there is equal flow of water across the wall. Over time, small particulate from decaying plant matter and rocks in the basin may accumulate in the irrigation system. The foreign materials must be removed by the Contractor to unplug the holes in the emitter pipe to ensure water lines are visibly operating correctly.

10.1.5 The Contractor must ensure that there are no drips from the wall landing outside of the basin. If the drip results from water being thrown off a plant, the Contractor must rearrange the plants or their leaves to stop the drip. If the leak persists it may be necessary to remove the leaves directly abutting the wall or completely removing the offending plant. If the drip arises from the synthetic growth media (referred to as SGM), gently pressing on the surface of the wall where the drip is starting may resolve the drip. As a last resort the flow of water to the top of the wall can be reduced. This should only be done when all other solutions have failed. Reducing the flow will reduce the drips but may leave the other areas of the wall dry. Adjustment to the plumbing valves is subject to the Technical Authority's approval

10.1.6 The Contractor must check the salinity and pH level of the basin water and compare to the float city water. The pH balance should range between 6.5 and 9.5. Adjust pH balance if required. If the basin electrical current (EC) is greater than 200+ ppm than float city water, follow the Use and Care Guide on how to lower the salinity by pumping out a quantity of basin water and refill basin from hose bib. The Contractor must close city water valve during this process and open again once completed.

10.1.7 The Contractor must monitor the water temperature and must inform Technical Authority in writing within twenty-four (24) hours if the temperature is not in the range of 15 and 18 degrees Celsius. Monitor the plant health and fertilize as required.

SW 11 Lights

11.1.1 The Contractor must monitor the lighting to ensure the levels of 125+ foot candles (fc) are maintained. If poor lighting is suspect, then the initial step would be to extend the duration of artificial light. The Contractor must notify the Technical Authority if they suspect any adjustments or changes to the lights are required.

SW 12 Pruning of the plants

- 12.1.1 The Contractor must ensure that the working area and basin are protected and kept clean during and after the pruning of plants.
- 12.1.2 The Contractor must prune plants to control their growth, avoid excessive weight on the wall and ensure even distribution of light on the plants. The Contractor is responsible for the removal of any plant foliage and debris caught around base of plant stem, in pockets or behind the plants on the wall.
- 12.1.3 The Contractor must prune plants to maintain them to a depth of no more than 12” out from the wall. The Contractor must prune vines to ensure that they remain compact and full. Pruning of the lower stems and inner foliage may be required on occasion. The Contractor must prune any woody stems that do not have any foliage.

SW 13 Replacing Plants

- 13.1.1 Once pruning has been completed it is possible to see if there are areas that need to be replanted. The Contractor must not unnecessarily remove and replace the same plant as this will damage the root cambium. The Contractor must ensure the entire root ball and any plant debris are removed when extracting dead plants. Regular plants replacement are at no extra cost to the contract.
- 13.1.2 Some larger plants may be planted in large pockets that have been cut into the first layer of the SGM and have been sewn shut with zip ties. The Contractor may have to cut the ties to remove the plant.
- 13.1.3 New plants can be added to the wall by using existing ‘pockets’ in the SGM. Making new pockets is not desirable. The Contractor must ensure all soil is removed from the root systems prior to installation in the wall and that roots are protected during the installation process. For plants with larger roots systems, the larger pockets may require to be closed using zip ties.
- 13.1.4 The Contractor must identify the number, size and type of plant replacements made each visit in the Living Wall Maintenance Record Sheet.
- 13.1.5 Replacement plant material must be equal to or surpass Foliage No.1 grade described in Interior Plant Specifications section of the ALCA Guide.
- 13.1.6 Plants must be clean and free from all dust and residues.
- 13.1.7 Whenever possible and practical plants shall be from Canadian sources. If imported, they must conform to all federal and provincial regulations.
- 13.1.8 When barerooting plants, the Contractor must ensure the work space remains protected and clean. The roots must be free of soil, undamaged, kept moist at all times, protected from cold and planted immediately.

SW 14 Problem Solving Escalation Procedures

14.1.1 If, within the first four (4) hours of working on the equipment, the Contractor's service technician has not made significant progress in effecting repairs and returning the equipment to service, the technician must contact the Contractor's technical support manager, service manager or engineering manager for direction as to further action. Those cost will be cover under section 14.2 (extra work).

14.1.2 If, within a further four (4) hours, the problem has not been corrected the Contractor must make arrangements for someone with the appropriate expertise to be on site without undue delay.

14.2 Extra Work

14.2.1 The Contractor may be required to make repairs not covered by the contract, upgrade obsolete system components, plants replacement, provide site specific training or make improvements to the BACS at extra cost as directed by the Technical Authority. However, upon identification of such repairs or renewals or of necessary repairs not included as part of this contract, the Contractor must immediately inform the Technical Authority in writing within twenty-four (24) hours.

14.2.2 The Contractor must calculate the cost of the repairs, upgrades, training or improvements, based on Basis of Pricing "Pricing Schedule 2" and complete the "Cost Estimate Form For Extra Work". The Contractor may be called upon to effect this work. Written authorization must be obtained from the Technical Authority prior to conducting any extra work.

SW 15 Codes and Standards

15.1.1 The Contractor must follow all applicable codes, guidelines and standards, such as, but not limited to the Canadian Electrical Code, National Building Code, Ontario Building Code, National Fire Code, as well as all Provincial and Territorial Acts and Regulations, Municipal By-laws, and any other relevant legislation from all levels of the Canadian Government which is applicable to the performance of the Work.

SW 16 Maintenance Personnel

16.1.1 The Contractor must provide sufficient qualified Personnel maintenance personnel to accomplish promptly and satisfactorily all work included in this agreement. Prior to commencement, the Contractor must provide the Technical Authority a list of the maintenance personnel assigned and must give written notice of changes in this personnel.

16.1.2 The Contractor must ensure that all work is performed under the competent supervision of a Non-working Service Manager having full authority to act for the Contractor. Such supervision must be provided for all work done by the Contractor's employees or any Sub-Contractor's employees to ensure performance in strict accordance with the provisions in this agreement. The Supervisor does not have to be on site to perform these functions.

- 16.1.3 All controls maintenance personnel must provide proof of minimum 2 year experience with Pro-face controls system of similar size and application or equivalent.
- 16.1.4 All maintenance personnel (mechanical) must provide proof of minimum 2 year experience with hydraulic, mechanical and related equipment as defined in SW7, Equipment Inventory.
- 16.1.5 The personnel working on the living wall must have a two year Horticultural Diploma or 4 year Horticultural Degree or be a Certified Horticultural Technician. Staff must have a minimum of one year of experience on interior plant maintenance.
- 16.1.6 All the Contractor's personnel must have all the applicable safety training to perform the work. This must include but not be limited to: WHIMS, fall arrest, confine spaces, Interior Exterminator Certifications as per Schedule 11 Bio-Pesticides, First Aid certification and Aerial Man-lift Certification for operation of the working platform lift and any other training required by all applicable acts and codes for the performance of the work.

SW 17 Schedule of Maintenance

- 17.1.1 All equipment including plants must be inspected monthly or more frequently if found necessary, to provide trouble free operation. There must be no additional costs to the contract resulting from the contractor increasing the inspection frequencies.
- 17.1.2 The performance of the work required must provide for operation of the complete system(s) based on original design or subsequent approved design modifications, and must be as recommended by the manufacturer(s).
- 17.1.3 Regular monthly maintenance services are to be scheduled during weekend hours. Access will be coordinated with the Technical Authority.
- 17.1.4 Within seven (7) days after contract award the Contractor must provide a detailed schedule of maintenance to be applied for the term of this contract. This schedule must contain and reflect the manufacturer's recommended maintenance and all requirements of this agreement. The Contractor must submit in writing the plan of operation for the routine living wall maintenance which must be performed during weekend hours. The plan of operation will indicate the names of the staff who will need access to the building and the hours and day that the maintenance will occur. This information will be forwarded by the Technical Authority to security for access purposes. The plan must indicate the date and time required for the loading dock for the delivery and pick up of the working platform lift required for the plant maintenance as well as methods used to protect and cordon off the work area. A list of all products to be used for fertilizing cleaning and pest management along with MSDS sheets and labels must be included in the plant of operation.
- 17.1.5 The proposed schedule must be reviewed by the Technical Authority and may require revision by the Contractor to meet the Technical Authority requirements. Any such changes must be considered as part of this agreement.

SW 18 **Service Calls**

- 18.1.1 Regular service calls must be answered by a qualified service technician and performed during regular working hours, 8:00 am to 4:00 p.m., Monday through Friday, excluding legal holidays. All regular service calls must be answered and actioned within 48h of the reception of the request.
- 18.1.2 All emergency calls outside regular hours must be answered by a qualified service technician within four (4) hours of receiving the call on a twenty-four (24) hours at no extra cost to the contract. Request for emergency repair services must be accepted from the Technical Authority and he must be notified within 24hrs cover under SW14.2.
- 18.1.3 The Contractor must furnish the Technical Authority with a telephone number where service personnel may be contacted at all times. Service personnel must report on site ready to service the system within four (4) hours of receiving the request for service and such work must proceed continuously until the system is returned to safe operating condition.

SW 19 **Contacting and Reporting**

- 19.1.1 The Contractor must forward a signed, written report to the Technical Authority after every maintenance, repair and/or inspections. The report must detail all work completed, work outstanding, abnormal situations not corrected, the reasons therefore and an estimated time frame for completion. Any defects which cannot be corrected immediately must be reported verbally as soon as possible within twenty-four (24) hours to the Technical Authority.

SW 20 **Living Wall Maintenance Record Sheet**

- 20.1.1 The Living Wall Maintenance Record Sheet must be submitted the next business day following the visit. Record all maintenance completed including plant maintenance, water status inspection, pest management during that quarter.
- 20.1.2 Copies of the completed and signed Living Wall Maintenance Record (Appendix "B") must be submitted with the quarterly invoice, in order that the invoice may be processed.
- 20.1.3 The Contractor must report the type and ratio of fertilizer used, if any.
- 20.1.4 Where pest control action has been taken, record the method or product used.
- 20.1.5 Forward copies of service reports and invoices to the attention of Technical Authority:
- 20.1.6 Reports are to include:
- | | |
|---------------------------------|------------------------------|
| a) date and time of inspection | b) building name and address |
| c) reference & contract numbers | d) name of service personnel |
| e) operators signature | f) work performed |
| g) hours spent on site | h) parts replaced |
| i) rescheduled work | |

- 20.1.7 Records and logs must be kept of each maintenance task. Cumulative records for each major component and for the complete system must be organized chronologically, and available to the Technical Authority on request.
- 20.1.8 The Contractor must provide amended documentation, in quantities as originally provided, to reflect all changes made to the system either through the Technical Authority's authorization or manufacturer's recommendation.

SW 21 **Equipment Inventory**

The maintenance contract must include all the components that form part of Living wall. This includes, but is not limited to, all sensors and end devices, controllers, touch screen, input/output devices, network communication devices, wiring, relays, software, firmware and hardware, pump, fan, pumps and strainer.

List of Equipment inventory

Living Wall, 180 Wellington					
Controls System					
Equipment	Make	Model #	Number of	Detail	Type of work
Pump #1			1	Main pump # 1	Mechanical
Pump #2			1	Main pump # 2	Mechanical
High Level Sensor			1	High Water	Controls
Low Level Sensor			1	Low Water	Controls
Autofill Solenoid valve			1	Solenoid valve	Mechanical
Solenoid Valve			1	Solenoid valve	Mechanical
Water temperature sensor			1	Temperature sensor	Controls
Auto fill Switch			1	Auto Fill Switch	Controls
PH Sensor			1	PH sensor switch	Controls
Conductivity Sensor			1	Conductivity Sensor	Controls
Alarm light			1	Light	Controls
Controls System	Pro-Face controller	LM4201TA DAC	1	4 line Display controller PFXLM4201TADAC	Controls
Fan	Fan		1	Plant fan with dimmer	Controls

This table is the initial plant inventory of the wall. This table is to be used as a reference only and does not constitute the plant replacement list.

Living Wall, 180 Wellington					
Initial Plant List					
Plant Species	Colour Range	Pot Size	# of plants	tll sq ftg	sq ftg / pot
colour patterns to make up 90% of wall					
Schefflera arboricola mini Luseanne (fibrous roots)	green	4	210	63	0.3
Ficus benjamina margarite - var lime green/dark green		10	30	45	1.5
Ficus lyrata		6	33	33	1
Dracaena reflexa		7	30	23	0.75
Chamaedorea elegans, Neanthe bella		8	10	15	1.5
Ficus altissima audrey	light green	6	30	23	0.75
Croton Petra	burgundy/orange	8	10	13	1
Ficus elastica burgundy		6	25	26	0.75
Dracaena marginata 'Colorama'		6	10	8	0.5
Ficus elastica ruby red	pink	6	30	35	0.75
Ficus elastica tineke	white	6	30	35	0.75
Ficus benjamina starlight	white/light green	10	20	32	1.5
Dracaena 'Lime Light' (2-2.5ft)		8	13	22	1.5
Schefflera arboricola 'Trinette'	yellow/light green	8	15	25	1.5
Dracaena Wareneckii Lemon Lime (2-2.5 ft)		8	6	12	1.5
no more than 10% in total					
Philodendron Monstera		10	2	4	2
Spathiphyllum (not root bound; doesn't need to be flowering)		4	4	1	0.3

This table is the replacement plant list that will be used for future plant replacement.

Living Wall, 180 Wellington	
Replacement Plant List	
Plant Types / names	Plant Pot Size in inches
Schefflera arboricola mini luseanne	6
Asplenium nidus	6
Codiaeum variegatum	6
Codiaeum variegatum 'mammy' (curly red)	8
Ficus elastica burgundy	6
Ficus elastica ruby red	6
Ficus altissima audrey	6
Ficus elastica tineke	6
Ficus benjamina starlight	10
Ficus benjamina margarite - var lime green/dark green	10
Dracaena janet craig	10
Dracena deremensis Lime light	6
Dracena deremensis Lime light	8
Chamaedorea elegans neanthe bella	8
Dracena marginata colourama	6
Monstera deliciosa	10
Philodendron red congo	10
Schefflera Amate or actinophylla	8
Schefflera trinette	8
Chlorophytu comosum	8
Zingiber officinale	6
Asplenium nidus 'osaka	8
Dracaena wareneckii Lemon Lime	8
Dracaena wareneckii Lemon Lime	6



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 MOA

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
180 Wellington Building Living wall maintenance

5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées? No / Non 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? No / Non 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) No / Non 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. No / Non 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? No / Non 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 NATO / OTAN Foreign / Étranger

7. b) Release restrictions / Restrictions relatives à la diffusion

No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:

7. c) Level of information / Niveau d'information

PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO RESTRICTED <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO DIFFUSION RESTREINTE <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	NATO CONFIDENTIAL <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>	NATO CONFIDENTIEL <input type="checkbox"/>	TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>
	NATO SECRET <input type="checkbox"/>	
	COSMIC TOP SECRET <input type="checkbox"/>	
	COSMIC TRÈS SECRET <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 / Non Yes / Oui
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

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

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

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

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

- | | | | |
|---|---|---|--|
| <input type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input 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 checked="" type="checkbox"/> SITE ACCESS
ACCÈS AUX EMPLACEMENTS | | | |

Special comments: **a minimum of site access clearance is required to enter the facility**
Commentaires spéciaux : _____

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

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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



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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED? / La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED? / La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



Contract Number / Numéro du contrat EJ196-190744
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) Blais, Roger		Title - Titre Sr Maintenance Management Specialist Inst	Signature
Telephone No. - N° de téléphone 819-775-4092	Facsimile No. - N° de télécopieur 819-775-4050	E-mail address - Adresse courriel roger.blais@tpsgc-pwgsc.gc.ca	Date
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Lamontagne, Stephen		Title - Titre SO	Signature
Telephone No. - N° de téléphone 613-998-5120	Facsimile No. - N° de télécopieur 613-949-2331	E-mail address - Adresse courriel stephen.lamontagne@pwgsc-tpsgc.gc.ca	Date
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature Laverdure, Cynthia <small>Digitally signed by Laverdure, Cynthia Date: 2018.06.27 13:11:28 -04'00'</small>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

Location/Contract Number: _____ Date of Visit: _____

Items Checked / Actions Taken:

General:

Notify upon completion: _____
Overall health and appearance: _____
Photos Taken: _____
Safety Precautions in place: _____
Safety Checklist Complete: _____
Clean work area before leaving: _____

Water Status:

Level adequate: _____
Leaks present: _____
Basin pH: _____
City Water pH: _____
Basin EC: _____
City Water EC: _____
Temperature: _____
Fertilizer: _____
Previous Flow Rate: _____
Current Flow Rate: _____
Drips: _____
Dry spots on wall: _____

Pest Control:

Aphids: _____
Mealy Bugs: _____
Scale: _____
Fungus Gnats: _____
Organic insecticides / area treated: _____
Biocontrols added: _____
Other: _____

Mechanical:

Pump operational: _____
Change pumps: _____
All valves labelled and zip tied: _____
Float Valve control operational: _____
Overflow operational: _____
Clean filters/ strainers: _____
Clean drains: _____
Lights Aligned Properly: _____
Lights Auto/Manual: _____

Light Hours On: _____

Plants:

Washed: _____

Dust / dirt level: _____

Pruning: _____

Remove dead material: _____

New plants added: _____

List new plants required for next visit: _____

Other Actions Taken / Recommendations / Comments:

Supervisor's Signature: _____

Date: _____