

**RETURN BIDS TO:**

## RETOURNER LES SOUMISSIONS À:

**Public Works and Government Services Canada  
Canada Place/Place du Canada  
10th Floor/10e étage  
9700 Jasper Ave/9700 ave Jasper  
Edmonton  
Alberta  
T5J 4C3  
Bid Fax: (780) 497-3510**

## Request For a Standing Offer Demande d'offre à commandes

### Regional Individual Standing Offer (RISO)

### Offre à commandes individuelle régionale (OCIR)

Canada, as represented by the Minister of Public Works and Government Services Canada, hereby requests a Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et Services Gouvernementaux Canada, autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

## Comments - Commentaires

**Vendor/Firm Name and Address**  
**Raison sociale et adresse du**  
**fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Public Works and Government Services Canada  
Canada Place / Place du Canada  
10th Floor / 10<sup>e</sup> étage  
9700 Jasper Ave / 9700 ave Jasper  
Edmonton  
Alberta  
T5J 4C3

<b>Title - Sujet</b> UPS and APU Systems Inspection, Mai	
<b>Solicitation No. - N° de l'invitation</b> W684E-19LP19/A	<b>Date</b> 2020-02-02
<b>Client Reference No. - N° de référence du client</b> W684E-19LP19	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$PWU-183-11790
<b>File No. - N° de dossier</b> PWU-9-42184 (183)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2020-02-24</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Mountain Standard Time MST
<b>Delivery Required - Livraison exigée</b>  See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Tikhonovitch (RPC), Alex	<b>Buyer Id - Id de l'acheteur</b> pwu183
<b>Telephone No. - N° de téléphone</b> (780)901-7940 ( )	<b>FAX No. - N° de FAX</b> (780)497-3510
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE EDMONTON GARRISON BLDG 177 PO BOX 10500 STATION FORCES EDMONTON Alberta T5J4J5 Canada	
<b>Security - Sécurité</b> This request for a Standing Offer includes provisions for security. Cette Demande d'offre à commandes comprend des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

---

## TABLE OF CONTENTS

<b>PART 1 - GENERAL INFORMATION .....</b>	<b>3</b>
1.1 INTRODUCTION .....	3
1.2 SUMMARY .....	3
1.3 SECURITY REQUIREMENTS .....	4
1.4 DEBRIEFINGS .....	4
1.5 ANTICIPATED MIGRATION TO AN E-PROCUREMENT SOLUTION (EPS) .....	4
1.6 HEALTH & SAFETY REQUIREMENTS .....	4
<b>PART 2 - OFFEROR INSTRUCTIONS .....</b>	<b>5</b>
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS .....	5
2.2 SUBMISSION OF OFFERS .....	5
2.3 FORMER PUBLIC SERVANT .....	6
2.4 ENQUIRIES - REQUEST FOR STANDING OFFERS .....	8
2.5 APPLICABLE LAWS .....	8
2.6 PUBLIC WORKS AND GOVERNMENT SERVICES CANADA APPRENTICE PROCUREMENT INITIATIVE .....	8
<b>PART 3 - OFFER PREPARATION INSTRUCTIONS .....</b>	<b>10</b>
3.1 OFFER PREPARATION INSTRUCTIONS .....	10
<b>PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION .....</b>	<b>12</b>
4.1 EVALUATION PROCEDURES .....	12
4.2 BASIS OF SELECTION .....	12
<b>PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION .....</b>	<b>13</b>
5.1 CERTIFICATIONS REQUIRED WITH THE OFFER .....	13
5.2 CERTIFICATIONS PRECEDENT TO THE ISSUANCE OF A STANDING OFFER AND ADDITIONAL INFORMATION .....	13
<b>PART 6 - SECURITY AND FINANCIAL REQUIREMENTS .....</b>	<b>14</b>
6.1 SECURITY REQUIREMENTS .....	14
6.2 FINANCIAL CAPABILITY .....	14
<b>PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES .....</b>	<b>15</b>
<b>A. STANDING OFFER .....</b>	<b>15</b>
7.1 OFFER - ATTACHED AT ANNEX E .....	15
7.2 SECURITY REQUIREMENTS .....	15
7.3 STANDARD CLAUSES AND CONDITIONS .....	15
7.4 TERM OF STANDING OFFER .....	16
7.5 AUTHORITIES .....	16
7.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS .....	17
7.7 IDENTIFIED USERS .....	17
7.8 CALL-UP PROCEDURES .....	17
7.9 ESTIMATES .....	17
7.10 CALL-UP INSTRUMENT .....	17
7.11 LIMITATION OF CALL-UPS .....	18
7.12 PRIORITY OF DOCUMENTS .....	18
7.13 CERTIFICATIONS AND ADDITIONAL INFORMATION .....	18
7.14 APPLICABLE LAWS .....	19
7.15 TRANSITION TO AN E-PROCUREMENT SOLUTION (EPS) .....	19
<b>B. RESULTING CONTRACT CLAUSES .....</b>	<b>19</b>
7.1 STATEMENT OF WORK .....	19
7.2 STANDARD CLAUSES AND CONDITIONS .....	19

Solicitation No. - N° de l'invitation  
W684E-19LP19/A  
Client Ref. No. - N° de réf. du client  
W684E-19LP19

Amd. No. - N° de la modif.  
File No. - N° du dossier  
PWU-9-42184

Buyer ID - Id de l'acheteur  
PWU183  
CCC No./N° CCC - FMS No./N° VME

---

7.3	TERM OF CONTRACT .....	21
7.4	PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS.....	21
7.5	PAYMENT.....	21
7.6	INVOICING INSTRUCTIONS.....	22
7.7	INSURANCE REQUIREMENTS.....	22
<b>ANNEX A</b>	.....	<b>24</b>
STATEMENT OF WORK .....		24
<b>ANNEX B</b>	.....	<b>25</b>
BASIS OF PAYMENT.....		25
<b>ANNEX C</b>	.....	<b>26</b>
HEALTH AND SAFETY REQUIREMENTS .....		26
<b>ANNEX D</b>	.....	<b>28</b>
PERIODIC USAGE REPORT FORM .....		28
<b>ANNEX E</b>	.....	<b>29</b>
OFFER.....		29
APPENDIX 1 - INTEGRITY PROVISIONS.....		43
APPENDIX 2 - VOLUNTARY CERTIFICATION TO SUPPORT THE USE OF APPRENTICES .....		44
<b>ANNEX F</b>	.....	<b>45</b>
INSURANCE REQUIREMENTS.....		45
<b>ANNEX G</b>	.....	<b>48</b>
VOLUNTARY REPORTS FOR APPRENTICES EMPLOYED DURING THE CONTRACT.....		48
<b>ANNEX H</b>	.....	<b>49</b>
SECURITY REQUIREMENTS CHECK LIST .....		49
<b>ANNEX J TO PART 3 OF THE REQUEST FOR STANDING OFFERS</b>	.....	<b>50</b>
ELECTRONIC PAYMENT INSTRUMENTS.....		50

---

## PART 1 - GENERAL INFORMATION

### 1.1 Introduction

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- |        |   |
|--------|---|
| Part 1 | General Information: provides a general description of the requirement;   |
| Part 2 | Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;   |
| Part 3 | Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;   |
| Part 4 | Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection; |
| Part 5 | Certifications and Additional Information: includes the certifications and additional information to be provided;   |
| Part 6 | Security and Financial Requirements: includes specific requirements that must be addressed by offerors; and   |
| Part 7 | 7A, Standing Offer, and 7B, Resulting Contract Clauses:   |
- 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
- 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work, the Basis of Payment, the Electronic Payment Instruments, and any other annexes

### 1.2 Summary

Inspection, Maintenance and Repair of Uninterruptible Power Systems (UPS), Auxiliary Power Units (APU) Standing Offer, Edmonton Garrison, Edmonton, AB.

Work under this standing offer includes the provision of skilled licensed labour, tools, equipment, supervision and material as requested by Department of National Defence in the form of call ups to inspect, maintain, and repair uninterruptible power supply (UPS), auxiliary power unit (APU) at various buildings, at the Edmonton Garrison, Riverbend Receiver Site, and Cardiff Transmitter Site. Services are to be provided on an "as required" basis. It is anticipated that only 1 firm will be issued a standing offer. The standing offer will be issued for a term of three (3) years plus two (2) additional one year options. The usage over the term is estimated at \$1,312,500.00 (GST/HST included). This procurement contains MANDATORY requirements. See Part 4 and 5 of the RFSO for details.

This RFSO allows offerors to use the epost Connect service provided by Canada Post Corporation to transmit their offers electronically. Offerors must refer to Part 2 of the RFSO entitled Offeror Instructions and Part 3 of the RFSO entitled Offer Preparation Instructions, for further information on using this method.

### 1.3 Security Requirements

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security and Financial Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, offerors 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>) website.

### 1.4 Debriefings

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

### 1.5 Anticipated migration to an e-Procurement Solution (EPS)

Canada is currently developing an online EPS for faster and more convenient ordering of goods and services. In support of the anticipated transition to this system and how it may impact any resulting Standing Offer that is issued under this solicitation, refer to 7.15 Transition to an e-Procurement Solution (EPS).

The Government of Canada's [press release](#) provides additional information.

### 1.6 Health & Safety Requirements

There are Health & Safety requirements associated with this requirement. See Annex C.

## PART 2 - OFFEROR INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) 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.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The [2006](#) (2019-03-04) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of [2006](#), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days  
Insert: 120 days

### 2.2 Submission of Offers

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

Note: For offerors choosing to submit using epost Connect for offers closing at the Bid Receiving Unit in the Western Region the email address is:

[ROReceptionSoumissions.WRBidReceiving@tpsgc-pwgsc.gc.ca](mailto:ROReceptionSoumissions.WRBidReceiving@tpsgc-pwgsc.gc.ca)

Note: Offers 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 [2006](#), or to send offers through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

Facsimile number: (780) 497-3510

#### 2.2.1 Revision of Offer

An offer submitted in accordance with these instructions may be revised by letter or facsimile, provided that the revision is received at the office designated for the receipt of offers on or before the date and time set for the closing of the RFSO. The facsimile shall be on the offeror's letterhead or bear a signature that identifies the offeror.

A revision to the unit price schedule must clearly identify the change(s) in the unit price(s) and the specific item(s) to which each change applies.

A letter or facsimile submitted to confirm an earlier revision shall be clearly identified as a confirmation.

Failure to comply with any of the above provisions shall result in the rejection of the non-compliant revision(s) only. The offer shall be evaluated based on the original offer submitted and all other compliant revision(s).

Facsimile number for receipt of revisions: (780) 497-3510

### **2.2.2 Firm Price and/or Rates**

The Offeror is required to submit firm prices, rates or both that will apply for the entire period of the Standing Offer.

### **2.2.3 Form**

Offers not submitted on the prescribed Offer Form will not be considered.

### **2.2.4 Alterations**

Any alteration to the pre-printed or pre-typed sections of the Offer Form, or any condition or qualification placed upon the offer may be cause for disqualification of the offer. Alterations, corrections, changes or erasures made to statements or figures entered on the Offer Form by the offeror shall be initialed by the person or persons signing the offer. Initials shall be original(s). Alterations, corrections, changes or erasures that are not initialed shall be deemed void and without effect.

### **2.2.5 Incomplete Offers**

Incomplete offers may be rejected.

### **2.2.6 Taxes**

The offeror is responsible for all applicable taxes.

Offerors are not to include any amounts for the Goods and Services Tax (GST) or Harmonized Sales Tax (HST), whichever is applicable. Any amount levied in respect of the GST/HST shall be billed as a separate item on invoices submitted by the contractor, and shall be paid in addition to the amount approved by Canada for work performed under any resulting Contract. The Contractor shall be required to remit the appropriate amount to the Canada Revenue Agency in accordance with the applicable legislation.

The Federal Government is exempt from the Quebec Sales Tax (QST). Offerors shall not include in their prices any amount that is intended to cover the QST on goods and services performed in the execution of the Work except for such amounts for which an Input Tax Refund is not available. The successful Offeror should make arrangements directly with the Province of Quebec to recover any QST paid by it in performing the Work under the resulting Contract.

### **2.2.7 Performance Evaluation**

Offerors shall take note that the performance of the Contractor during and upon completion of the work shall be evaluated by Canada. The evaluation shall be based on the quality of workmanship; timeliness of completion of the work; project management, contract management and management of health and safety. Should the Contractor's performance be considered unsatisfactory, the Contractor's bidding privileges on future work may be suspended indefinitely.

An electronic version of the form PWGSC-TPSGC 2913, SELECT - Contractor Performance Evaluation Report Form, used to record the performance is available on the Public Works and Government Services Canada (PWGSC) Web site.

## **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 FPS, offerors must provide the information required below

before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror 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 offer 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 Offeror a FPS in receipt of a pension? **YES** ( ) **NO** ( )

If so, the Offeror must provide the following information, for all FPS 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, Offerors agree that the successful Offeror'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 Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES** ( ) **NO** ( )

If so, the Offeror 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 - Request for Standing Offers**

All enquiries must be submitted in writing to the Standing Offer Authority no later than five (5) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors 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 offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

## **2.5 Applicable Laws**

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Alberta.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 offerors.

## **2.6 Public Works and Government Services Canada Apprentice Procurement Initiative**

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](http://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 (Appendix 2) 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 trades people, 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 ratios\* 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.

To support this initiative, a voluntary certification signaling the Contractor's commitment to hire and train apprentices is available at Appendix 2.

If you accept fill out and sign Appendix 2.

*\*The journey person-apprentice ratio is defined as the number of qualified/certified journey persons 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.*

## PART 3 - OFFER PREPARATION INSTRUCTIONS

### 3.1 Offer Preparation Instructions

- If the Offeror chooses to submit its offer electronically, Canada requests that the Offeror submits its offer in accordance with section 08 of the 2006 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation. The offer must be gathered per section and separated as follows:

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

- If the Offeror chooses to submit its offer in hard copies, Canada requests that the Offeror provides its offer in separately bound sections as follows:

Section I: Technical Offer (1 hard copy)  
Section II: Financial Offer (1 hard copy)  
Section III: Certifications (1 hard copy)

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

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

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

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

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

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

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

## **Section II: Financial Offer**

Offerors must submit their financial offer in accordance with the Annex B, Basis of Payment.

### **3.1.1 Electronic Payment of Invoices - Offer**

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

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

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

### **3.1.2 Exchange Rate Fluctuation**

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

## **Section III: Certifications**

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

## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.
- (c) Offers shall be evaluated on the basis of lowest compliant offer being recommended for issuance of a Standing Offer.

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1 Mandatory Technical Criteria**

- .1 Pursuant to the General Instructions, submission of Request for Standing Offer (RFSO), offers must be submitted to the office designated for the receipt of offers, and must be received on or before the date and time set for solicitation closing shown on page 1 of the RFSO. A rate must be entered for each item listed in the unit price schedule of the offer.

#### **4.1.2 Financial Evaluation**

##### **4.1.2.1 Evaluation of Price-Offer**

*SACC Manual* Clause [M0220T](#) (20016-01-28), Evaluation of Price-Offer

### **4.2 Basis of Selection**

#### **4.2.1 Basis of Selection - Mandatory Technical Criteria Only**

*SACC Manual* Clause M0031T (2007-05-25), Basis of Selection - Mandatory Technical Criteria Only

## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and additional information to be issued a standing offer.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

### 5.1 Certifications Required with the Offer

Offerors must submit the following duly completed certifications as part of their offer.

#### 5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

### 5.2 Certifications Precedent to the Issuance of a Standing Offer and Additional Information

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

#### 5.2.1 Integrity Provisions – Required Documentation

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

### 5.3.1 Additional Certifications Precedent to Issuance of a Standing Offer

**5.3.1.1 Requisite certificates or licenses identified in the RFSO** (eg: Journeyman Tickets) must be submitted upon request including all appendices.

#### 5.3.1.2 Status and Availability of Resources

SACC Manual Clause [M3020T](#) (2016-01-28), Status of Availability of Resources – Offer

**5.3.1.3 Health & Safety Requirements** - See Annex C.

## PART 6 - SECURITY AND FINANCIAL REQUIREMENTS

### 6.1 Security Requirements

1. Before issuance of a standing offer, the following conditions must be met:
  - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
  - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7A - Standing Offer;
  - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful Offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.
3. For additional information on security requirements, offerors should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

### 6.2 Financial Capability

Financial Statements: In order to confirm an offeror's financial capability to perform the Contract, the Standing Offer Authority may during the RFSO evaluation phase, request from that offeror current financial information. The requested financial information may include, but is not limited to, an offeror's most recent audited financial statements or financial statements certified by an offeror's chief financial officer. The information provided will be considered in the offer evaluation and selection process. If an offer is found to be non-responsive on the basis that an offeror is considered financially incapable of performing the Work, that offeror will receive a written notification from the Standing Offer Authority.

Should an offeror provide the requested information to Canada in confidence while indicating that the disclosed information is confidential, Canada will treat the information in a confidential manner in accordance with the Access to Information Act, R.S. 1985, c.A-1.

## **PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**

### **A. STANDING OFFER**

#### **7.1 Offer - attached at Annex E**

- .1 General Provisions
- .2 Financial Terms
- .3 Prices

#### **7.2 Security Requirements**

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

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

#### **7.3 Standard Clauses and Conditions**

All clauses and conditions identified in the Standing Offer and resulting contract(s) 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.

##### **7.3.1 General Conditions**

[2005](#) (2017-06-21), General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

##### **7.3.2 Standing Offers Reporting**

The Offeror must compile and maintain records on its provision of goods and services to Canada under contracts resulting from the Standing Offer. This data must include all purchases done by Canada, including those acquired and paid for by Canada acquisition cards.

The Offeror must provide this data in accordance with the reporting requirements detailed in annex entitled "Periodic Usage Report Form". If some data is not available, the reason must be indicated in the report. If no goods or services is provided during a given period, the Offeror must provide a "nil" report.



---

The data must be submitted on a *quarterly basis* to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

- first quarter: April 1 to June 30
- second quarter: July 1 to September 30
- third quarter: October 1 to December 31
- fourth quarter: January 1 to March 31

The data must be submitted to the Standing Offer Authority no later than 15 calendar days after the end of the reporting period.

## **7.4 Term of Standing Offer**

### **7.4.1 Period of the Standing Offer**

The period for making call-ups against the Standing Offer is from \_\_\_\_\_ to \_\_\_\_\_.

### **7.4.2 Extension of Standing Offer**

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional 2 one year periods, from \_\_\_\_\_ to \_\_\_\_\_ under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 30 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

## **7.5 Authorities**

### **7.5.1 Standing Offer Authority**

The Standing Offer Authority is:

Name: Alex Tikhonovitch  
Title: Procurement Specialist  
Public Services and Procurement Canada  
Procurement Branch  
Address: Canada Place, Suite 1000, 9700 Jasper Avenue, Edmonton, AB T5J 4C3

Telephone: (780) 901 - 7940  
Facsimile: (780) 497-3510  
E-mail address: alex.tikhonovitch@pwgsc-tpsgc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

### **7.5.2 Project Authority**

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

### 7.5.3 Offeror's Representative

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

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

### 7.6 Proactive Disclosure of Contracts with Former Public Servants

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

### 7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: The Department of National Defence, Edmonton Garrison, Edmonton, Alberta.

### 7.8 Call-up Procedures

1. Best Standing Offer: the offer that provides best value (lowest prices) will be retained.  
The Project Authority will establish the scope of work to be performed by the successful firm and negotiate the level of effort required to perform the work based on the hourly rates contained in the Standing Offer.

### 7.9 Estimates

Where an estimate of the cost of performing specific work is required, the Identified User will provide the Offeror with a statement of the work required and the Offeror must provide the Identified User with an estimate of the cost of performing the specified work in accordance with the pricing provision of the Standing Offer. The Offeror must not undertake any of the specified work unless and until a call-up is issued by the Identified User. The estimated cost stated in the call-up must not be exceeded without the specific written authorization of the Identified User.

### 7.10 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using the duly completed forms or their equivalents as identified in paragraphs 2 and 3 below, or by using Canada acquisition cards (Visa or MasterCard) for low dollar value requirements.

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.
2. Any of the following forms could be used which are available through [PWGSC Forms Catalogue](#) website:
  - PWGSC-TPSGC 942 Call-up Against a Standing Offer
  - PWGSC-TPGSC 942-2 Call-up Against a Standing Offer - Multiple Delivery

- PWGSC-TPSGC 944 Call-up Against Multiple Standing Offers (English version)
- PWGSC-TPSGC 945 Commande subséquente à plusieurs offres à commandes (French version)

or

3. An equivalent form or electronic call-up document which contains at a minimum the following information:
- standing offer number;
  - statement that incorporates the terms and conditions of the Standing Offer;
  - description and unit price for each line item;
  - total value of the call-up;
  - point of delivery;
  - confirmation that funds are available under section 32 of the Financial Administration Act;
  - confirmation that the user is an Identified User under the Standing Offer with authority to enter into a contract.

### 7.11 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$60,000.00 (Applicable Taxes included).

### 7.12 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 call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions [2005](#) (2017-06-21), General Conditions - Standing Offers - Goods or Services
- d) any amendment or variation in the Standing Offer that is made in accordance with the terms and conditions of the Standing Offer;
- e) the general conditions dated and listed in Part 7B, Resulting Contract Clauses;
- f) Annexes:
  - Annex A, Statement of Work / Specifications, and any amendment to the solicitation document incorporated in the Standing Offer before the date of the Standing Offer;
  - Annex B, Basis of Payment;
  - Annex C, Health & Safety Requirements – Alberta;
  - Annex D, Periodic Usage Report Form;
  - Annex F, Insurance Requirements;
  - Annex G; Voluntary Report for Apprentices Employed During the Contract;
  - Annex H; Security Requirements Check List;
- g) the Offeror's offer dated \_\_\_\_\_.

### 7.13 Certifications and Additional Information

#### 7.13.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.

#### 7.13.2 SACC Manual Clauses

SACC Manual clause [M3020C](#) (2016-01-28), Status of Availability of Resources - Standing Offer

## 7.14 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Alberta.

## 7.15 Transition to an e-Procurement Solution (EPS)

During the period of the Standing Offer, Canada may transition to an EPS for more efficient processing and management of individual call-ups for any or all of the SO's applicable goods and services. Canada reserves the right, at its sole discretion, to make the use of the new e-procurement solution mandatory.

Canada agrees to provide the Offeror with at least a three-month notice to allow for any measures necessary for the integration of the Offer into the EPS. The notice will include a detailed information package indicating the requirements, as well as any applicable guidance and support.

If the Offeror chooses not to offer their goods or services through the e-procurement solution, the Standing Offer may be set aside by Canada.

## B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

### 7.1 Statement of Work

The Contractor must perform the Work described in the call-up against the Standing Offer.

### 7.2 Standard Clauses and Conditions

1. The following are the "call up" contract documents:

- a. Contract Page when signed by Canada;
- b. Duly completed Price Proposal Form and any Appendices attached thereto;
- c. Drawings and Specifications;
- d. General Conditions and clauses
  - GC1 General Provisions – Construction Services [R2810D](#) (2017-08-17);
  - GC2 Administration of the Contract [R2820D](#) (2016-01-28);
  - GC3 Execution and Control of the Work [R2830D](#) (2019-11-28);
  - GC4 Protective Measures [R2840D](#) (2008-05-12);
  - GC5 Terms of Payment [R2550D](#) (2019-11-28);
  - GC6 Delays and Changes in the Work [R2860D](#) (2019-05-30);
  - GC7 Default, Suspension or Termination of Contract [R2870D](#) (2018-06-21);
  - GC8 Dispute Resolution [R2884D](#) (2016-01-28);
  - GC10 Insurance [R2900D](#) (2008-05-12);
  - Allowable Costs for Contract Changes under GC6.4.1 [R2950D](#) (2015-02-25);
  - Supplementary Conditions
- e. Any amendment issued or any allowable offer revision received before the date and time set for solicitation closing;
- f. Any amendment incorporated by mutual agreement between Canada and the Offeror before acceptance of the offer; and
- g. Any amendment or variation of the contract documents that is made in accordance with the General Conditions.

2. The documents identified by title, number and date above are incorporated by reference and are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Web site: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>
3. The language of the contract documents is the language of the Price Proposal Form submitted.

A contract is formed between Canada and the Offeror only when a Call-up duly signed is issued by the Departmental Representative and accepted by the Offeror\*. The Offeror shall then be referred to as "the Contractor" and the Contract includes the Offer, the Specifications referred to in the Unit Price Schedule, the General Conditions, and the Call-up.

#### Interpretation

"*Accepted by the Offeror*" \* means that the Offeror has agreed to, and commenced performance of the work.

"*Minister*" includes a person acting for the Minister, the Minister's successor in office, their lawful deputy and their representatives appointed for the purpose of the Standing Offer.

"*Departmental Representative*" means the Project Authority who is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

"*Superintendent*" or "*Supervisor*" means the employee or representative of the Contractor designated by the Contractor to act as Superintendent;

"*Unit Price Table*" means the table of prices per unit set out in the Offer; and

"*Work*" means, subject only to any express stipulation in the Contract to the contrary, everything that is necessary to be done, furnished or delivered by the Contractor to perform the Contract in accordance with the work as described in each Call-up, and in the technical specifications or statement of work.

## 7.2.2 CHANGES TO GC5 R2550D - TERMS OF PAYMENT

**DELETE** GC5.4, GC5.5, and GC5.6 and **INSERT** the following:

### GC5.4 Payment

#### .1 Terms of Payment

1. Where the duration of the work identified in a call-up is greater than 30 days, the Contractor may submit monthly progress claims, and shall be entitled to receive progress payments at monthly or other agreed intervals. Subject to verification by the Departmental Representative, payment of the Contractor's invoice for work satisfactorily completed shall be made not later than 30 days after receipt thereof. The due date shall be the 30th day following receipt of a properly submitted invoice.
2. The Contractor shall submit a separate invoice for each Call-up to the Departmental Representative in accordance with any invoicing instructions set out herein. The properly submitted invoice shall be delivered to the Departmental Representative in the agreed format with sufficient detail, information, and backup to permit verification.  
The Contractor's invoice shall show the following, as separate items:
  - (a) the amount of the progress payment being claimed for Work satisfactorily performed excluding GST/HST;

- (b) the amount for any tax calculated (GST/HST) in accordance with the applicable federal tax legislation; and
  - (c) the total amount which shall be the sum of the amounts referred to in (a) and (b) above.
- 3. The amount of the tax shown on the invoice shall be paid by Canada to the Contractor in addition to the amount of the progress payment for Work satisfactorily performed.
- 4. If, within 15 days of receipt of the invoice, additional information is requested by the Departmental Representative for the purpose of verification, the 30 day payment period shall commence upon receipt of the requested information. Payment shall be made prior to or on the thirtieth (30) day after receipt of the corrected invoice or the required information.
  - .1 Any monthly progress payment made to the Contractor may be subject to a 10% holdback which shall be released to the Contractor with the final payment unless the amount held back is required by Canada to remedy any defect in the Contractor's work.
  - .2 Where the duration of the Work identified in a call-up is equal to or less than thirty (30) days, the Contractor may receive a single payment as full consideration for the Work performed.
- 5. Upon completion of the Work in the progress claim, the Contractor maybe requested to provide a completed and signed statutory declaration containing a declaration that, up to the date of the progress claim, the Contractor has complied with all lawful obligations with respect to the Labour Conditions and that, in respect of the Work, all lawful obligations of the Contractor to its Subcontractors and Suppliers, referred to collectively in the declaration as "subcontractors and suppliers", have been fully discharged before any further payment is made.
- 6. Upon written notice by a Sub-Contractor, with whom the Contractor has a direct contract, of an alleged nonpayment to the Sub-Contractor, the Departmental Representative may provide the Sub-Contractor with a copy of the latest approved progress payment made to the Contractor for the Work.
- 7. Upon the satisfactory completion of all Work, the amount due, less any payments already made, shall be paid to the Contractor not later than thirty (30) days after receipt of a properly submitted invoice, and upon request, with a Statutory Declaration in accordance with paragraph 5 above.

### **7.3 Term of Contract**

#### **7.3.1 Period of the Contract**

The Work must be completed in accordance with the call-up against the Standing Offer.

#### **7.4 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.

### **7.5 Payment**

#### **7.5.1 Basis of Payment – see Annex B.**

#### **7.5.2 Limitation of Price**

---

SACC Manual clause [C6000C](#) (2017-08-17) Limitation of Price

### 7.5.3 SACC Manual Clauses

SACC Manual clause [A9117C](#) (2007-11-30), T1204 - Direct Request by Customer Department

### 7.5.4 Electronic Payment of Invoices – Call-up

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)

### 7.6 Invoicing Instructions

#### .1 Invoices

- .1 All invoices submitted for payment shall show:
  - .1 Construction Engineering Work Order Number,
  - .2 Construction Engineering File Number,
  - .3 Requisition Number, DSS 942 (Requisition on Contract),
  - .4 Public Works and Government Services Canada (PWGSC) Standing Offer Number, and
  - .5 same address as on PWGSC contract.
- .2 Invoices are to include a breakdown as follows:
  - .1 Hourly rate per the Offer and hours of work for each tradesperson.
  - .2 An itemized list of materials used, by cost, shall be shown on all invoices submitted for payment.
  - .3 Extended total.
  - .4 Good and Services Tax (GST/HST) shall be shown as a separate item.
  - .5 Where subcontracting is involved a copy of subcontractor's invoice shall accompany the invoice against the requisition.
  - .6 Where discount or markup is applicable, indicate separately.
- .3 Invoices submitted for payment against this contract that are not properly identified will be returned to the Contractor for proper annotation before certification for payment is made.

### 7.7 Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex F. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

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

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be

Solicitation No. - N° de l'invitation  
W684E-19LP19/A  
Client Ref. No. - N° de réf. du client  
W684E-19LP19

Amd. No. - N° de la modif.  
File No. - N° du dossier  
PWU-9-42184

Buyer ID - Id de l'acheteur  
PWU183  
CCC No./N° CCC - FMS No./N° VME

---

placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.



Solicitation No. - N° de l'invitation  
W684E-19LP19/A  
Client Ref. No. - N° de réf. du client  
W684E-19LP19

Amd. No. - N° de la modif.  
File No. - N° du dossier  
PWU-9-42184

Buyer ID - Id de l'acheteur  
PWU183  
CCC No./N° CCC - FMS No./N° VME

---

## **ANNEX A**

### **STATEMENT OF WORK**

Please see attached

Solicitation No. - N° de l'invitation  
W684E-19LP19/A  
Client Ref. No. - N° de réf. du client  
W684E-19LP19

Amd. No. - N° de la modif.  
File No. - N° du dossier  
PWU-9-42184

Buyer ID - Id de l'acheteur  
PWU183  
CCC No./N° CCC - FMS No./N° VME

---

## **ANNEX B**

### **BASIS OF PAYMENT**

Payments in respect of the agreed price shall be made upon satisfactory performance of the Work, and upon approval of the Departmental Representative, but such payments shall not exceed the amount(s) as specified in the Call Up, for the Work without written authorization.

In consideration of the Contractor satisfactorily completing all of its obligations under the resulting Contract, the Contractor will be paid a firm price, Goods and Services Tax or Harmonized Sales Tax extra.

.1 Hourly Rates:

The Contractor will be paid firm hourly rates as follows, for work performed in accordance with the Contract.

See attached Annex E for details.

---

## ANNEX C

### HEALTH AND SAFETY REQUIREMENTS

(Mandatory for Work in the Province of Alberta)

#### 1.) SPECIAL INSTRUCTIONS TO BIDDERS (SI):

##### WCB AND SAFETY PROGRAM

1. The recommended Bidder shall provide to the Contracting Authority, prior to Contract award:
  - 1.1 a Workers Compensation Board Premium Rate Statement - Alberta, or equivalent documentation from another jurisdiction;
  - 1.2 a Workers Compensation Board letter of good standing, also listing covered Directors, Principals, Proprietor(s) or Partners who will be or who are anticipated to be present on the work site(s), or equivalent documentation from another jurisdiction; and
  - 1.3 a Certificate of Recognition (COR) or Registered Safety Plan (RSP). A health and safety policy and program, as required by other provincial/territorial Occupational Health and Safety Acts, will be acceptable in lieu of a COR or RSP.
2. The recommended Bidder shall deliver all of the above documents to the Contracting Authority on or before the date stated (usually 3-5 days after notification) by the Contracting Authority. Failure to comply with the request may result in the bid being declared non-compliant.

#### 2.) SUPPLEMENTARY CONDITIONS (SC):

##### WORKPLACE SAFETY AND HEALTH

###### 1. EMPLOYER/PRIME CONTRACTOR

- 1.1 The Contractor shall, for the purposes of the Occupational Health and Safety Act, Alberta, and for the duration of the Work:
  - 1.1.1 act as the Employer, where there is only one employer on the work site, in accordance with the Authority Having Jurisdiction;
  - 1.1.2 accept the role of Prime Contractor, where there are two or more employers involved in work at the same time and space at the work site, in accordance with the Authority Having Jurisdiction; and
  - 1.1.3 agree, in the event of two or more Contractors working at the same time and space at the work site, without limiting the General Conditions, to Canada's order \* to:
    - 1.1.3.1 accept, as the Prime Contractor, the responsibility for Canada's other Contractor(s); or
    - 1.1.3.2 accept that Canada's other Contractor is Prime Contractor and conform to that Contractor's Site Specific Health and Safety Plan.

\* "order" definition: after contract award, Contractor is ordered by a Change Order

---

## 2. SUBMITTALS

### 2.1 The Contractor shall provide to Canada:

- 2.1.1 prior to the pre-construction meeting, a transmittal and copy of a completed Notice of Project form PWGSC - TPSGC 458 (form will be provided to the proposed contractor prior to award), as sent to the Authority Having Jurisdiction (AHJ); and
- 2.1.2 prior to commencement of work and without limiting the terms of the General Conditions:
  - 2.1.2.1 copies of all other necessary permits, notifications and related documents as called for in the scope of work/specifications and/or by the AHJ; and
  - 2.1.2.2 a site specific Health and Safety Plan as requested.

*NOTE: Please do not include any forms that include personal 3rd party information such as the names of the contractor's employees and their related claims information.*

### 3. LABOUR AUTHORITY CONTACT:

*The contact below represents the Labour Authority in the jurisdiction (AHJ). They are not representatives of the Workers Compensation.*

Do not contact the people referenced below for issues pertaining to WCB or WCB Clearances. Those queries must be directed specifically to the WCB, and where the WCB has both a Labour and Compensation component, WCB issues must be directed to the Compensation/Employer Services sections.

#### **ALBERTA North**

Alberta Human Resources and Employment  
Workplace Health and Safety  
10th Floor, 7th Street Plaza  
10030-107 Street  
Edmonton, Alberta, T5J 3E4

Telephone: 1(866) 415-8690  
Facsimile: (780) 427-0999

All submissions are to be scanned and emailed to  
[whs@gov.ab.ca](mailto:whs@gov.ab.ca)

Solicitation No. - N° de l'invitation  
W684E-19LP19/A  
Client Ref. No. - N° de réf. du client  
W684E-19LP19

Amd. No. - N° de la modif.  
File No. - N° du dossier  
PWU-9-42184

Buyer ID - Id de l'acheteur  
PWU183  
CCC No./N° CCC - FMS No./N° VME

## ANNEX D

### PERIODIC USAGE REPORT FORM

Return to:

Alex Tikhonovitch	(780) 497-3510	alex.tikhonovitch@pwgsc-tpsgc.gc.ca
<i>Name</i>	<i>Fax</i>	<i>Email address</i>

at:

Public Works and Government Services Canada  
Real Property Contracting, Procurement Branch  
Canada Place, 9700 Jasper Avenue, Suite 1000  
Edmonton, Alberta T5J 4C3

SUPPLIER: \_\_\_\_\_

REPORT FOR THE PERIOD ENDING: \_\_\_\_\_

Item No.	Description of Work	Value of the Call-Up/Contract	GST/HST
(A) Total Dollar Value Call-ups for this reporting period:			
(B) Accumulated Call-Up totals to date:			
(A+B) Total Accumulated Call-Ups:			

**NIL REPORT:** We have not done any business with the federal government for this period [    ]

PREPARED BY: \_\_\_\_\_

NAME: \_\_\_\_\_

TELEPHONE NO.: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

---

## ANNEX E

### OFFER

Description of Work:

INSPECTION, MAINTENANCE AND REPAIR OF UNINTERRUPTIBLE POWER SYSTEMS (UPS), AUXILIARY POWER UNITS (APU)

#### 1. OFFER

- .1 This Standing Offer is made by the Offeror to Canada;
- .2 This Offer is to furnish all necessary tools, plant, equipment, services, materials and labour to execute and complete the Work described above in careful and workmanlike manner;
- .3 The Work shall be more particularly described in individual Call-ups to be issued by the Project Authority, hereinafter called the "Departmental Representative";
- .4 Individual Call-ups may be issued, from time to time, during the period identified in Part 7A, clause 7.4.1, hereinafter called the "Term".

#### 2. GENERAL PROVISIONS

- .1 This Offer when signed by or on behalf of the Offeror, the Specifications referred to in the Unit Price Schedule below and the General Conditions shall constitute the complete Offer subject to the provisions contained therein;
- .2 The Hourly Rate and the Unit Price, as offered, govern in calculating each Estimated Total Price; any errors in the extension of the Unit Price and in the addition of the Estimated Total Prices will be corrected in order to obtain the actual Total Estimated Amount;
- .3 This Offer supersedes and cancels all communications, negotiations and agreements relating to the Work other than those contained in the Offer;

The Offeror agrees:

- .1 to carry out individual work projects as requisitioned from time to time by the Departmental Representative in Call-ups Against a Standing Offer, in Part 7A, clause 7.9, copies of which the Offeror acknowledges to have in its possession, in accordance with the requirements set out therein and in consideration of payment of amounts to be determined pursuant to section 3. Below;
- .2 to provide, on demand from the Departmental Representative, a detailed price estimate, calculated in accordance with section 4 below, and a proposed work schedule for each work project; and
- .3 to commence Work promptly upon receipt of each Call-up issued pursuant to this Offer, duly signed by the Departmental Representative.
- .4 This Offer does not constitute a binding contract between Canada and the Offeror. The Departmental Representative shall have the right to issue a Call-up with those other offerors which have also submitted offers to Canada.

- .5 A contract is formed between Canada and the Offeror only when a Call-up duly signed is issued by the Departmental Representative and accepted by the Offeror. The Offeror shall then be referred to as "the Contractor" and the Contract includes the Offer, the Specifications referred to in the Unit Price Schedule below, the General Conditions and the Call-up.
- .6 The estimated number of hours, the quantities of material and plant, and the amount of the Allowance for Unspecified material set out in the Unit Price Schedule are for the purpose of comparative evaluation of the offers and do not express an obligation on the part of Canada to order any or all of the work, material or plant listed therein.
- .7 The Offeror declares that no bribe, gift or benefit has been or will be paid, given, promised or offered directly or indirectly to any official or employee of Canada or to a member of the family of such person, with a view to influence the entry into or the administration of any contract which may result from this Offer.

### 3. FINANCIAL TERMS

- .1 Each item specified in the Unit Price Schedule in subsection 4.1 includes wages, traveling time and costs, allowances, supervision, liabilities as employer, insurance, and the use of all tools, tackle, etc., overhead, profit and all other liabilities whatsoever.
- .2 Unspecified Material shall be reimbursed at net cost, as supported by invoices, plus Markup as established in section 4 of this Offer. "Net Cost" means all amounts reasonably and properly paid by the Offeror in respect of materials required for and used in the Work, and includes packing, handling and delivery charges, less any trade discounts received by the Offeror. The Offeror's Markup on Unspecified Material covers overheads, profit, and all other expenses whatsoever.
- .3 The prices inserted in section 4 of this Offer include all applicable federal, provincial, and municipal taxes.
  - .1 However, they do not include any amount for the Goods and Services Tax (GST) or Harmonized Sales Tax (HST). The appropriate GST/HST amounts will be paid by Canada to the Offeror in addition to the amounts paid against the amount of the contract. The Offeror shall make appropriate remittances to Revenue Canada in accordance with the legislation.
  - .2 The prices do not include the Québec Sales Tax. The Offeror shall arrange directly with the Province of Québec for the reimbursement of Provincial Sales Tax paid to this Province for the purpose of any contract resulting from this Offer.
- .4 Payment by Canada for the Offeror's own special equipment not covered by the Unit Price Schedule and required at the job site will be no greater than the local going rental rate for such equipment or the rate published by the local construction association for such equipment, whichever is the lower.
- .5 The cost of subcontract work, including special equipment rentals approved by the Project Authority, shall be reimbursed at actual cost with the addition of ten (10) percent to cover overheads, profit, and all other expenses whatsoever. "Actual cost" means all amounts reasonably and properly paid by the Contractor for those parts of the Work carried out by subcontractors.
- .6 Pricing
  - .1 The prices requested in the Offer are:
    - i. hourly rates for regular hours;
    - ii. hourly rate for each hour outside of regular hours; and
    - iii. mark up on allowance for unspecified material, replacement parts, required permits and certificates for purposes of evaluation;

- 
- .2 The hourly rates requested in the offer and acceptance for specific types of service shall be the total cost to perform the work including but not limited to:
- i. labour including supervision, allowances and liability insurance;
  - ii. travel time;
  - iii. transportation/vehicle expenses;
  - iv. tools and tackle;
  - v. overhead and profit;
  - vi. any other incidental expenses other than supply of materials and replacement parts relating to the delivery of labour.

#### **4. PRICES**

The Offeror agrees that the following are the prices referred to in sections 2 and 3 above:

##### **4.1 Unit Price Schedules - Rates**

Rates must include any and all related expenses, including travel, meals and accommodation.

Taxes, if applicable, are not to be included.

Estimates have been provided for evaluation purposes only and may not reflect actual business volumes under the resulting Standing Offer. Unit prices will prevail, and in the event that there is a discrepancy between the unit price and the estimated total, Canada reserves the right to correct the estimated total using the firm unit price.

Offers will be compared based on the total evaluated price (see below).



Solicitation No. - N° de l'invitation  
W684E-19LP19/A  
Client Ref. No. - N° de réf. du client  
W684E-19LP19

Amd. No. - N° de la modif.  
File No. - N° du dossier  
PWU-9-42184

Buyer ID - Id de l'acheteur  
PWU183  
CCC No./N° CCC - FMS No./N° VME

## SCHEDULE A: Year 1

Item	Class of Labour, Material or Plant	Unit	Estimated Hours / Quantity	Unit Price	Estimated Total Price
<b>1.</b>	<b>Labour (hourly rates, including travel time and all related expenses):</b>				
<b>1a.</b>	<b>During Regular Working Hours: Monday through Friday (07:30-16:30 hours)</b>				
i	Journeyman Electrician	Per hour	250	\$_____/hour	\$
ii	Apprentice Electrician	Per hour	250	\$_____/hour	\$
iii	Helper	Per hour	250	\$_____/hour	\$
iv	Journeyman Diesel Mechanic	Per hour	250	\$_____/hour	\$
v	Apprentice Diesel Mechanic	Per hour	250	\$_____/hour	\$
vi	Helper	Per hour	250	\$_____/hour	\$
vii	Journeyman Gas Fitter First class	Per hour	250	\$_____/hour	\$
viii	Apprentice Gas Fitter	Per hour	250	\$_____/hour	\$
ix	Helper	Per hour	250	\$_____/hour	\$
x	Estimator (work may not proceed for various reasons)	Per hour	300	\$_____/hour	\$
<b>1b.</b>	<b>Outside Regular Working Hours: Monday through Friday (16:30-07:30 hours)</b>				
i	Journeyman Electrician	Per hour	50	\$_____/hour	\$
ii	Apprentice Electrician	Per hour	50	\$_____/hour	\$
iii	Helper	Per hour	50	\$_____/hour	\$
iv	Journeyman Diesel Mechanic	Per hour	50	\$_____/hour	\$
v	Apprentice Diesel Mechanic	Per hour	50	\$_____/hour	\$
vi	Helper	Per hour	50	\$_____/hour	\$
vii	Journeyman Gas Fitter First class	Per hour	50	\$_____/hour	\$
viii	Apprentice Gas Fitter	Per hour	50	\$_____/hour	\$
ix	Helper	Per hour	50	\$_____/hour	\$

Solicitation No. - N° de l'invitation  
W684E-19LP19/A  
Client Ref. No. - N° de réf. du client  
W684E-19LP19

Amd. No. - N° de la modif.  
File No. - N° du dossier  
PWU-9-42184

Buyer ID - Id de l'acheteur  
PWU183  
CCC No./N° CCC - FMS No./N° VME

x	Estimator (work may not proceed for various reasons)	Per hour	100	\$_____/hour	\$
<b>1c.</b>	<b>Outside Regular Working Hours: Weekends and Statutory Holidays</b>				
i	Journeyman Electrician	Per hour	50	\$_____/hour	\$
ii	Apprentice Electrician	Per hour	50	\$_____/hour	\$
iii	Helper	Per hour	50	\$_____/hour	\$
iv	Journeyman Diesel Mechanic	Per hour	50	\$_____/hour	\$
v	Apprentice Diesel Mechanic	Per hour	50	\$_____/hour	\$
vi	Helper	Per hour	50	\$_____/hour	\$
vii	Journeyman Gas Fitter First class	Per hour	50	\$_____/hour	\$
viii	Apprentice Gas Fitter	Per hour	50	\$_____/hour	\$
ix	Helper	Per hour	50	\$_____/hour	\$
x	Estimator (work may not proceed for various reasons)	Per hour	100	\$_____/hour	\$
<b>2.</b>	<b>Miscellaneous Materials and Replacement Parts</b>				
	Miscellaneous materials and replacement parts (except free issue) at laid-down cost (which includes invoice cost, transportation cost, exchange, customs and brokerage charges) plus a mark-up of ____ % (which includes purchasing expenses, internal handling, G & A expenses and profit) excluding sales tax, sales tax to be shown as a separate item. (% mark-up x \$100,000.00 =)	mark up %	\$100,000.00	_____%	\$
<b>Subtotal A: Item 1 &amp; Item 2 = Estimated Total Amount – GST Extra</b>					

## SCHEDULE B: Year 2

Item	Class of Labour, Material or Plant	Unit	Estimated Hours / Quantity	Unit Price	Estimated Total Price
<b>1.</b>	<b>Labour (hourly rates, including travel time and all related expenses):</b>				
<b>1a.</b>	<b>During Regular Working Hours: Monday through Friday (07:30-16:30 hours)</b>				
i	Journeyman Electrician	Per hour	250	\$_____/hour	\$
ii	Apprentice Electrician	Per hour	250	\$_____/hour	\$
iii	Helper	Per hour	250	\$_____/hour	\$
iv	Journeyman Diesel Mechanic	Per hour	250	\$_____/hour	\$
v	Apprentice Diesel Mechanic	Per hour	250	\$_____/hour	\$
vi	Helper	Per hour	250	\$_____/hour	\$
vii	Journeyman Gas Fitter First class	Per hour	250	\$_____/hour	\$
viii	Apprentice Gas Fitter	Per hour	250	\$_____/hour	\$
ix	Helper	Per hour	250	\$_____/hour	\$
x	Estimator (work may not proceed for various reasons)	Per hour	300	\$_____/hour	\$
<b>1b.</b>	<b>Outside Regular Working Hours: Monday through Friday (16:30-07:30 hours)</b>				
i	Journeyman Electrician	Per hour	50	\$_____/hour	\$
ii	Apprentice Electrician	Per hour	50	\$_____/hour	\$
iii	Helper	Per hour	50	\$_____/hour	\$
iv	Journeyman Diesel Mechanic	Per hour	50	\$_____/hour	\$
v	Apprentice Diesel Mechanic	Per hour	50	\$_____/hour	\$
vi	Helper	Per hour	50	\$_____/hour	\$
vii	Journeyman Gas Fitter First class	Per hour	50	\$_____/hour	\$
viii	Apprentice Gas Fitter	Per hour	50	\$_____/hour	\$

Solicitation No. - N° de l'invitation  
W684E-19LP19/A  
Client Ref. No. - N° de réf. du client  
W684E-19LP19

Amd. No. - N° de la modif.  
File No. - N° du dossier  
PWU-9-42184

Buyer ID - Id de l'acheteur  
PWU183  
CCC No./N° CCC - FMS No./N° VME

ix	Helper	Per hour	50	\$_____/hour	\$
x	Estimator (work may not proceed for various reasons)	Per hour	100	\$_____/hour	\$
<b>1c.</b>	<b>Outside Regular Working Hours: Weekends and Statutory Holidays</b>				
i	Journeyman Electrician	Per hour	50	\$_____/hour	\$
ii	Apprentice Electrician	Per hour	50	\$_____/hour	\$
iii	Helper	Per hour	50	\$_____/hour	\$
iv	Journeyman Diesel Mechanic	Per hour	50	\$_____/hour	\$
v	Apprentice Diesel Mechanic	Per hour	50	\$_____/hour	\$
vi	Helper	Per hour	50	\$_____/hour	\$
vii	Journeyman Gas Fitter First class	Per hour	50	\$_____/hour	\$
viii	Apprentice Gas Fitter	Per hour	50	\$_____/hour	\$
ix	Helper	Per hour	50	\$_____/hour	\$
x	Estimator (work may not proceed for various reasons)	Per hour	100	\$_____/hour	\$
<b>2.</b>	<b>Miscellaneous Materials and Replacement Parts</b>				
	Miscellaneous materials and replacement parts (except free issue) at laid-down cost (which includes invoice cost, transportation cost, exchange, customs and brokerage charges) plus a mark-up of ____ % (which includes purchasing expenses, internal handling, G & A expenses and profit) excluding sales tax, sales tax to be shown as a separate item. (% mark-up x \$100,000.00 =)	mark up %	\$100,000.00	_____%	\$
<b>Subtotal B: Item 1 &amp; Item 2 = Estimated Total Amount – GST Extra</b>					

### SCHEDULE C: Year 3

Item	Class of Labour, Material or Plant	Unit	Estimated Hours / Quantity	Unit Price	Estimated Total Price
<b>1.</b>	<b>Labour (hourly rates, including travel time and all related expenses):</b>				
<b>1a.</b>	<b>During Regular Working Hours: Monday through Friday (07:30-16:30 hours)</b>				
i	Journeyman Electrician	Per hour	250	\$_____/hour	\$
ii	Apprentice Electrician	Per hour	250	\$_____/hour	\$
iii	Helper	Per hour	250	\$_____/hour	\$
iv	Journeyman Diesel Mechanic	Per hour	250	\$_____/hour	\$
v	Apprentice Diesel Mechanic	Per hour	250	\$_____/hour	\$
vi	Helper	Per hour	250	\$_____/hour	\$
vii	Journeyman Gas Fitter First class	Per hour	250	\$_____/hour	\$
viii	Apprentice Gas Fitter	Per hour	250	\$_____/hour	\$
ix	Helper	Per hour	250	\$_____/hour	\$
x	Estimator (work may not proceed for various reasons)	Per hour	300	\$_____/hour	\$
<b>1b.</b>	<b>Outside Regular Working Hours: Monday through Friday (16:30-07:30 hours)</b>				
i	Journeyman Electrician	Per hour	50	\$_____/hour	\$
ii	Apprentice Electrician	Per hour	50	\$_____/hour	\$
iii	Helper	Per hour	50	\$_____/hour	\$
iv	Journeyman Diesel Mechanic	Per hour	50	\$_____/hour	\$
v	Apprentice Diesel Mechanic	Per hour	50	\$_____/hour	\$
vi	Helper	Per hour	50	\$_____/hour	\$
vii	Journeyman Gas Fitter First class	Per hour	50	\$_____/hour	\$

Solicitation No. - N° de l'invitation  
W684E-19LP19/A  
Client Ref. No. - N° de réf. du client  
W684E-19LP19

Amd. No. - N° de la modif.  
File No. - N° du dossier  
PWU-9-42184

Buyer ID - Id de l'acheteur  
PWU183  
CCC No./N° CCC - FMS No./N° VME

viii	Apprentice Gas Fitter	Per hour	50	\$_____/hour	\$
ix	Helper	Per hour	50	\$_____/hour	\$
x	Estimator (work may not proceed for various reasons)	Per hour	100	\$_____/hour	\$
<b>1c.</b>	<b>Outside Regular Working Hours: Weekends and Statutory Holidays</b>				
i	Journeyman Electrician	Per hour	50	\$_____/hour	\$
ii	Apprentice Electrician	Per hour	50	\$_____/hour	\$
iii	Helper	Per hour	50	\$_____/hour	\$
iv	Journeyman Diesel Mechanic	Per hour	50	\$_____/hour	\$
v	Apprentice Diesel Mechanic	Per hour	50	\$_____/hour	\$
vi	Helper	Per hour	50	\$_____/hour	\$
vii	Journeyman Gas Fitter First class	Per hour	50	\$_____/hour	\$
viii	Apprentice Gas Fitter	Per hour	50	\$_____/hour	\$
ix	Helper	Per hour	50	\$_____/hour	\$
x	Estimator (work may not proceed for various reasons)	Per hour	100	\$_____/hour	\$
<b>2.</b>	<b>Miscellaneous Materials and Replacement Parts</b>				
	Miscellaneous materials and replacement parts (except free issue) at laid-down cost (which includes invoice cost, transportation cost, exchange, customs and brokerage charges) plus a mark-up of ____ % (which includes purchasing expenses, internal handling, G & A expenses and profit) excluding sales tax, sales tax to be shown as a separate item. (% mark-up x \$100,000.00 =)	mark up %	\$100,000.00	_____%	\$
<b>Subtotal C: Item 1 &amp; Item 2 = Estimated Total Amount – GST Extra</b>					

## SCHEDULE D: Optional Year 1

Item	Class of Labour, Material or Plant	Unit	Estimated Hours / Quantity	Unit Price	Estimated Total Price
<b>1.</b>	<b>Labour (hourly rates, including travel time and all related expenses):</b>				
<b>1a.</b>	<b>During Regular Working Hours: Monday through Friday (07:30-16:30 hours)</b>				
i	Journeyman Electrician	Per hour	250	\$_____/hour	\$
ii	Apprentice Electrician	Per hour	250	\$_____/hour	\$
iii	Helper	Per hour	250	\$_____/hour	\$
iv	Journeyman Diesel Mechanic	Per hour	250	\$_____/hour	\$
v	Apprentice Diesel Mechanic	Per hour	250	\$_____/hour	\$
vi	Helper	Per hour	250	\$_____/hour	\$
vii	Journeyman Gas Fitter First class	Per hour	250	\$_____/hour	\$
viii	Apprentice Gas Fitter	Per hour	250	\$_____/hour	\$
ix	Helper	Per hour	250	\$_____/hour	\$
x	Estimator (work may not proceed for various reasons)	Per hour	300	\$_____/hour	\$
<b>1b.</b>	<b>Outside Regular Working Hours: Monday through Friday (16:30-07:30 hours)</b>				
i	Journeyman Electrician	Per hour	50	\$_____/hour	\$
ii	Apprentice Electrician	Per hour	50	\$_____/hour	\$
iii	Helper	Per hour	50	\$_____/hour	\$
iv	Journeyman Diesel Mechanic	Per hour	50	\$_____/hour	\$
v	Apprentice Diesel Mechanic	Per hour	50	\$_____/hour	\$
vi	Helper	Per hour	50	\$_____/hour	\$
vii	Journeyman Gas Fitter First class	Per hour	50	\$_____/hour	\$

Solicitation No. - N° de l'invitation  
W684E-19LP19/A  
Client Ref. No. - N° de réf. du client  
W684E-19LP19

Amd. No. - N° de la modif.  
File No. - N° du dossier  
PWU-9-42184

Buyer ID - Id de l'acheteur  
PWU183  
CCC No./N° CCC - FMS No./N° VME

viii	Apprentice Gas Fitter	Per hour	50	\$_____/hour	\$
ix	Helper	Per hour	50	\$_____/hour	\$
x	Estimator (work may not proceed for various reasons)	Per hour	100	\$_____/hour	\$
<b>1c.</b>	<b>Outside Regular Working Hours: Weekends and Statutory Holidays</b>				
i	Journeyman Electrician	Per hour	50	\$_____/hour	\$
ii	Apprentice Electrician	Per hour	50	\$_____/hour	\$
iii	Helper	Per hour	50	\$_____/hour	\$
iv	Journeyman Diesel Mechanic	Per hour	50	\$_____/hour	\$
v	Apprentice Diesel Mechanic	Per hour	50	\$_____/hour	\$
vi	Helper	Per hour	50	\$_____/hour	\$
vii	Journeyman Gas Fitter First class	Per hour	50	\$_____/hour	\$
viii	Apprentice Gas Fitter	Per hour	50	\$_____/hour	\$
ix	Helper	Per hour	50	\$_____/hour	\$
x	Estimator (work may not proceed for various reasons)	Per hour	100	\$_____/hour	\$
<b>2.</b>	<b>Miscellaneous Materials and Replacement Parts</b>				
	Miscellaneous materials and replacement parts (except free issue) at laid-down cost (which includes invoice cost, transportation cost, exchange, customs and brokerage charges) plus a mark-up of ____ % (which includes purchasing expenses, internal handling, G & A expenses and profit) excluding sales tax, sales tax to be shown as a separate item. (% mark-up x \$100,000.00 =)	mark up %	\$100,000.00	_____%	\$
<b>Subtotal C: Item 1 &amp; Item 2 = Estimated Total Amount – GST Extra</b>					



## SCHEDULE E: Optional Year 2

Item	Class of Labour, Material or Plant	Unit	Estimated Hours / Quantity	Unit Price	Estimated Total Price
<b>1.</b>	<b>Labour (hourly rates, including travel time and all related expenses):</b>				
<b>1a.</b>	<b>During Regular Working Hours: Monday through Friday (07:30-16:30 hours)</b>				
i	Journeyman Electrician	Per hour	250	\$_____/hour	\$
ii	Apprentice Electrician	Per hour	250	\$_____/hour	\$
iii	Helper	Per hour	250	\$_____/hour	\$
iv	Journeyman Diesel Mechanic	Per hour	250	\$_____/hour	\$
v	Apprentice Diesel Mechanic	Per hour	250	\$_____/hour	\$
vi	Helper	Per hour	250	\$_____/hour	\$
vii	Journeyman Gas Fitter First class	Per hour	250	\$_____/hour	\$
viii	Apprentice Gas Fitter	Per hour	250	\$_____/hour	\$
ix	Helper	Per hour	250	\$_____/hour	\$
x	Estimator (work may not proceed for various reasons)	Per hour	300	\$_____/hour	\$
<b>1b.</b>	<b>Outside Regular Working Hours: Monday through Friday (16:30-07:30 hours)</b>				
i	Journeyman Electrician	Per hour	50	\$_____/hour	\$
ii	Apprentice Electrician	Per hour	50	\$_____/hour	\$
iii	Helper	Per hour	50	\$_____/hour	\$
iv	Journeyman Diesel Mechanic	Per hour	50	\$_____/hour	\$
v	Apprentice Diesel Mechanic	Per hour	50	\$_____/hour	\$
vi	Helper	Per hour	50	\$_____/hour	\$
vii	Journeyman Gas Fitter First class	Per hour	50	\$_____/hour	\$
viii	Apprentice Gas Fitter	Per hour	50	\$_____/hour	\$

Solicitation No. - N° de l'invitation  
W684E-19LP19/A  
Client Ref. No. - N° de réf. du client  
W684E-19LP19

Amd. No. - N° de la modif.  
File No. - N° du dossier  
PWU-9-42184

Buyer ID - Id de l'acheteur  
PWU183  
CCC No./N° CCC - FMS No./N° VME

ix	Helper	Per hour	50	\$_____/hour	\$
x	Estimator (work may not proceed for various reasons)	Per hour	100	\$_____/hour	\$
<b>1c.</b>	<b>Outside Regular Working Hours: Weekends and Statutory Holidays</b>				
i	Journeyman Electrician	Per hour	50	\$_____/hour	\$
ii	Apprentice Electrician	Per hour	50	\$_____/hour	\$
iii	Helper	Per hour	50	\$_____/hour	\$
iv	Journeyman Diesel Mechanic	Per hour	50	\$_____/hour	\$
v	Apprentice Diesel Mechanic	Per hour	50	\$_____/hour	\$
vi	Helper	Per hour	50	\$_____/hour	\$
vii	Journeyman Gas Fitter First class	Per hour	50	\$_____/hour	\$
viii	Apprentice Gas Fitter	Per hour	50	\$_____/hour	\$
ix	Helper	Per hour	50	\$_____/hour	\$
x	Estimator (work may not proceed for various reasons)	Per hour	100	\$_____/hour	\$
<b>2.</b>	<b>Miscellaneous Materials and Replacement Parts</b>				
	Miscellaneous materials and replacement parts (except free issue) at laid-down cost (which includes invoice cost, transportation cost, exchange, customs and brokerage charges) plus a mark-up of ____ % (which includes purchasing expenses, internal handling, G & A expenses and profit) excluding sales tax, sales tax to be shown as a separate item. (% mark-up x \$100,000.00 =)	mark up %	\$100,000.00	_____%	\$
<b>Subtotal C: Item 1 &amp; Item 2 = Estimated Total Amount – GST Extra</b>					

Solicitation No. - N° de l'invitation  
W684E-19LP19/A  
Client Ref. No. - N° de réf. du client  
W684E-19LP19

Amd. No. - N° de la modif.  
File No. - N° du dossier  
PWU-9-42184

Buyer ID - Id de l'acheteur  
PWU183  
CCC No./N° CCC - FMS No./N° VME

4.2 TOTAL EVALUATED PRICE

Year 1 Estimated Total Amount	\$
Year 2 Estimated Total Amount	\$
Year 3 Estimated Total Amount	\$
Optional Year 1 Estimated Total Amount	\$
Optional Year 2 Estimated Total Amount	\$
<b>Total Evaluated Price</b>	<b>\$</b>

---

## APPENDIX 1 - INTEGRITY PROVISIONS

(Text copied from the Ineligibility and Suspension Policy <http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html> dated 2016-04-04)

**List of names:** All bidders, regardless of their status under the Policy, must submit the following information when participating in a procurement process or real property transaction:

- bidders that are corporate entities, including those bidding as joint ventures, must provide a complete list of the names of all current directors or, for a privately owned corporation, the names of the owners of the corporation;
- bidders bidding as sole proprietors, including sole proprietors bidding as joint ventures, must provide a complete list of the names of all owners; or
- bidders that are a partnership do not need to provide a list of names.

If the list of names has not been received in a procurement process or real property transaction by the time the evaluation of bids or offers is completed, or has not been received in a procurement process or real property transaction where no bid/offer will be submitted, the contracting authority will inform the bidder of a time within which to provide the information. Providing the required names is a mandatory requirement for award of a contract or real property agreement. Failure to provide the list of names within the time specified will render a bid or offer non-responsive, or the bidder otherwise disqualified for award of a contract or real property agreement.

---

---

---

---

---

---

---

---

---

---

---

Solicitation No. - N° de l'invitation  
W684E-19LP19/A  
Client Ref. No. - N° de réf. du client  
W684E-19LP19

Amd. No. - N° de la modif.  
File No. - N° du dossier  
PWU-9-42184

Buyer ID - Id de l'acheteur  
PWU183  
CCC No./N° CCC - FMS No./N° VME

---

## APPENDIX 2 - VOLUNTARY CERTIFICATION TO SUPPORT THE USE OF APPRENTICES

*Note: The contractor will be asked to fill out a report every six months as included in Annex G.*

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:

---

---

---

---

---

*A sample of the "Voluntary Reports for Apprentices Employed during the Contract" is provided at Annex G.*

---

## ANNEX F

### INSURANCE REQUIREMENTS

The Offeror must provide a certificate from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a standing offer as a result of the request for standing offer, can be insured in accordance with the Insurance Requirements specified in SACC Manual clause R2900D GC10 – Insurance.

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

1) Insurance Contracts

- (a) The Contractor must, at the Contractor's expense, obtain and maintain insurance contracts in accordance with the requirements of the Certificate of Insurance. Coverage must be placed with an Insurer licensed to carry out business in Canada.
- (b) Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the agreement. The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the agreement 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.

2) Period of Insurance

- (a) The policies required in the Certificate of Insurance must be in force and be maintained throughout the duration of the standing offer period.
- (b) The Contractor must be responsible to provide and maintain coverage for Products/Completed Operations hazards on its Commercial General Liability insurance policy, for a period of six (6) years beyond the date of the Certificate of Substantial Performance.

3) Proof of Insurance

- (a) Before commencement of the Work, and no later than thirty (30) days after acceptance of its offer, the Contractor must deposit with Canada a Certificate of Insurance on the form attached herein.
- (b) Upon request by Canada, the Contractor must provide originals or certified true copies of all contracts of insurance maintained by the Contractor pursuant to the Certificate of Insurance.

4) Insurance Proceeds

In the event of a claim, the Contractor must, without delay, do such things and execute such documents as are necessary to effect payment of the proceeds.

5) Deductible

The payment of monies up to the deductible amount made in satisfaction of a claim must be borne by the Contractor.

Solicitation No. - N° de l'invitation  
W684E-19LP19/A  
Client Ref. No. - N° de réf. du client  
W684E-19LP19

Amd. No. - N° de la modif.  
File No. - N° du dossier  
PWU-9-42184

Buyer ID - Id de l'acheteur  
PWU183  
CCC No./N° CCC - FMS No./N° VME

## CERTIFICATE OF INSURANCE

Page 1 of 2



Travaux publics et  
Services gouvernementaux  
Canada

Public Works and  
Government Services  
Canada

Description and Location of Work Department Of National Defence, Edmonton, Alberta	Contract No.
	Project No.

Name of Insurer, Broker or Agent Code	Address (No., Street)	City	Province	Postal
Name of Insured (Contractor) Code	Address (No., Street)	City	Province	Postal
Additional Insured <b><i>Her Majesty the Queen in Right of Canada as represented by the Minister of Public Works and Government Services</i></b>				

Type of Insurance	Insurer Name and Policy Number	Inception Date D / M / Y	Expiry Date D / M / Y	Limits of Liability		
<b>Commercial General Liability</b>				Per Occurrence \$	Annual General Aggregate \$	Completed Operations Aggregate \$
<b>Umbrella/Excess Liability</b>				\$	\$	\$

I certify that the above policies were issued by insurers in the course of their Insurance business in Canada, are currently in force and include the applicable insurance coverage's stated on page 2 of this Certificate of Insurance, including advance notice of cancellation / reduction in coverage.

<div></div> <div>Name of person authorized to sign on behalf of Insurer(s) (Officer, Agent, Broker) number</div> <div>Signature M / Y</div>	<div></div> <div>Telephone</div> <div></div> <div>Date D /</div>
---	--

Solicitation No. - N° de l'invitation  
W684E-19LP19/A  
Client Ref. No. - N° de réf. du client  
W684E-19LP19

Amd. No. - N° de la modif.  
File No. - N° du dossier  
PWU-9-42184

Buyer ID - Id de l'acheteur  
PWU183  
CCC No./N° CCC - FMS No./N° VME

---

## CERTIFICATE OF INSURANCE Page 2 of 2

### General

The insurance policies required on page 1 of the Certificate of Insurance must be in force and must include the insurance coverage listed under the corresponding type of insurance on this page.

The policies must insure the Contractor and must include Her Majesty the Queen in Right of Canada as represented by the Minister of Public Works and Government Services as an additional Insured.

The insurance policies must be endorsed to provide Canada with not less than thirty (30) days' notice in writing in advance of a cancellation of insurance or any reduction in coverage.

**Without increasing the limit of liability, the policies must protect all insured parties to the full extent of coverage provided. Further, the policies must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.**

### Commercial General Liability

The insurance coverage provided must not be substantially less than that provided by the latest edition of IBC Form 2100. The policy must either include or be endorsed to include coverage for the following exposures or hazards if the Work is subject thereto:

- (a) Blasting.
- (b) Pile driving and caisson work.
- (c) Underpinning.
- (d) Removal or weakening of support of any structure or land whether such support be natural or otherwise if the work is performed by the insured contractor.

The policy must have the following minimum limits:

- (a) **\$2,000,000** Each Occurrence Limit;
- (b) **\$2,000,000** General Aggregate Limit per policy year if the policy contains a General Aggregate; and
- (c) **\$2,000,000** Products/Completed Operations Aggregate Limit.

Umbrella or excess liability insurance may be used to achieve the required limits.





Solicitation No. - N° de l'invitation  
W684E-19LP19/A  
Client Ref. No. - N° de réf. du client  
W684E-19LP19

Amd. No. - N° de la modif.  
File No. - N° du dossier  
PWU-9-42184

Buyer ID - Id de l'acheteur  
PWU183  
CCC No./N° CCC - FMS No./N° VME

---

**ANNEX H**

**SECURITY REQUIREMENTS CHECK LIST**

Refer to attached document

Solicitation No. - N° de l'invitation  
W684E-19LP19/A  
Client Ref. No. - N° de réf. du client  
W684E-19LP19

Amd. No. - N° de la modif.  
File No. - N° du dossier  
PWU-9-42184

Buyer ID - Id de l'acheteur  
PWU183  
CCC No./N° CCC - FMS No./N° VME

---

## **ANNEX J to PART 3 OF THE REQUEST FOR STANDING OFFERS**

### **ELECTRONIC PAYMENT INSTRUMENTS**

The Offeror 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);



DEPARTMENT OF NATIONAL DEFENCE

SPECIFICATION

TO

**INSPECTION, MAINTENANCE AND REPAIR OF**  
**UNINTERRUPTIBLE POWER SYSTEMS (UPS), AUXILIARY**  
**POWER UNITS (APU)**

**FOR**

**VARIOUS BUILDINGS**

EDMONTON GARRISON

EDMONTON ALBERTA

<u>.Sec</u>	<u>.Sec</u>
General Instructions	1
Safety Requirements	2
Buildings and Sites	3
Generator Inspection	4
Uninterrupted Power Supply Inspection	5
Equipment Summary & Location's	6
Annex A – Fire Orders and Regulation for Offeror	7

----- END OF .Sec -----

1. The work under this Contract comprises of the supply of all the labour, equipment, materials, incidentals, and the supervision required to: Inspect, maintain, and repair uninterruptible power supply (UPS), auxiliary power unit (APU) at various buildings, at the Edmonton Garrison, Riverbend Receiver Site, and Cardiff Transmitter Site as needed.
2. **Also included** under this Contract are the labour, equipment, material and supervision required to inspect, operate, maintain, and repair all diesel driven engines and their interconnected support systems, including, but not limited to; replacing fluids, engine parts, batteries, cables, electric/electronic switches, components and circuitry, conductors, relays, hoses, and filters.
3. Annex 'A' - Fire Orders and Regulations for Offerors all form an integral part of this Specification and Contract.
4. Observe and enforce all Construction Safety Measures required by the National Building Code of Canada (NBCC), Canada Labour Code (CLC), Canada Occupational Safety and Health Regulations, the Provincial Government, as well as Workers' Compensation Board and Municipal Statutes and Authorities.
  - a. In the event of conflict between any provisions of above authorities, the most stringent provision shall apply.
  - b. Where work is performed at a height exceeding the standards in the above Codes, the Offeror shall provide fall protection systems using existing fall protection anchors, or in their absence, temporary anchors acceptable to the above Codes.
5. Perform all work in strict accordance with the latest editions of the National Building Code of Canada (NBCC) and the Canadian Electrical Code (CEC), as well as all other applicable Federal, Provincial and Municipal codes and standards pertaining to the trades involved in this Specification. In the event of conflict between any provisions of above authorities, the most stringent provision shall apply.
6. Movement around the site shall be subject to any restrictions imposed by the Garrison Commander, and/or by R.P.O.Sec. Edmonton Do not unreasonably encumber site with materials, waste, equipment and/or construction debris.
7. The Offeror is warned that vehicular speed limit as established by the Garrison Commander must be strictly observed when using any roads within the boundaries of the Garrison.
8. The placement of auxiliary power units and related equipment shall be considered as approximate. Completeness and accuracy is not guaranteed. Before performing any work, inform the R.P.O.Sec. Edmonton and verify actual locations.
9. Since work under this Contract involves breaking into, interfacing with, or connecting to existing electrical distribution systems, the Offeror shall perform the work at all times as

directed by DND (the overall technical authority) and the R.P.O.Sec. Edmonton Minimum disturbance to systems, personnel, occupants and the function of the building is imperative. Provide barriers, flashing lights, signs, and the like as required. In the event of planned work which may cause some disturbance to the workplace during normal work hours, a minimum of 48 hour notice in writing shall be given to the R.P.O.Sec. Edmonton of the facility of work.

10. Provide, construct, and maintain scaffolding in a safe, rigid and secure manner. Include integral wheels on scaffolding for mobility and ease of movement, and where required to facilitate the work. Erect independently from walls. Remove scaffolding when no longer required.
11. DND may temporarily provide free of charge, the use of existing electrical power and water for construction purposes. The use of these services is temporary and subject to termination without notice due to DND requirements without the acceptance of any liability for damage or delay.
  - a. R.P.O.Sec. Edmonton will confirm connection locations and supply resource availability on site with the Offeror. The Offeror must solicit written permission from the R.P.O.Sec. Edmonton, prior to any connection.
  - b. All temporary connections shall be implemented in accordance with the applicable Federal Codes involved, unless specified otherwise.
  - c. The Offeror shall provide, at no cost to DND, all labour and the temporary connections to existing facility equipment and lines. The Offeror is required to bring these services to the site or area of work to facilitate the Construction pertinent to this Contract.
12. Welding and use of open flame in or adjacent to DND structures requires the approval from the Garrison Fire Chief ( FC ) Explosive actuated fastening devices shall not be used without the written permission from R.P.O.Sec. Edmonton. Materials shall be new unless otherwise specified. Comply with manufacturer's latest printed instructions for materials and installation, and maintenance methods. Notify R.P.O.Sec. Edmonton in writing of any conflict between this Specification and Manufacturer's instructions.
13. Materials and equipment must be CSA and/or ULC certified.
14. Work Schedule: Scheduled work shall normally be performed between 0730 hours to 1600 hours Monday to Friday, with the exception of statutory holidays. Permission to work outside these hours shall be approved by the R.P.O.Sec. Edmonton prior to commencement of work.
15. Maybe required to be on call.
16. Emergency work:
  - a. The Offeror shall provide emergency services, and perform emergency work for R.P.O on a Twenty four (24) hour per day and seven (7) day per week basis. Upon being notified of an emergency, the Offeror shall respond immediately to the site within 3 hours: with a qualified tradesperson within three (3) hours from the time of the call receipt of call-up. Once on site, the Offeror shall take immediate

action and perform the necessary task and measures to rectify the situation. It is mandatory to inform the R.P.O.Sec. Edmonton the next business day during normal working hours.

- b. After hours service calls will be from 1600 hours through to 0730 hours.
- c. Equipment repairs or replacement shall be approved by the R.P.O.Sec. Edmonton to commencing work.

17. Communication: The Offeror shall be readily accessible and available at all times throughout this contract. All personnel assigned to the site by the Offeror shall be properly equipped with cell phones or pagers to ensure effective communication between the R.P.O.Sec. Edmonton and the Offeror. Provide the R.P.O.Sec. Edmonton with all pertinent contact numbers immediately after Contract award.

18. Building Entry and Security:

- a. The R.P.O.Sec. Edmonton shall issue keys to the Offeror to permit access to buildings and facilities, except for secured areas, to assist in the performance of pertinent work to this Contract. The Offeror shall be solely responsible for safe care and custody of these keys.
- b. These keys shall not be copied or duplicated by the Offeror and employees.
- c. On completion of checks or work, the Offeror and employees are responsible to ensure that rooms are locked, entrances are secured and the lights are turned off.

19. Special Access: Building 318 (Detention Center) requires special procedure for access to the generator set and transfer switch. The Offeror shall arrange access to the building facility by contacting Ops WO: 780-973-4011 Ext 2493, for scheduled maintenance work. The Offeror will have to sign for keys and radio from the control centre in the Detention Centre in order to have access to the generator set compound. Other secure buildings/Facilities that require special access are:

- a. B-192;
- b. B-240;
- c. B-400;
- d. B-407;
- e. B-700
- f. Hanger-2.

20. Operations: In periods of high security operations:

- a. Commissionaires or escorts may be required to access certain buildings.
- b. DND will provide commissionaires or escort for buildings that require special access, at no cost to the Offeror.



21. APU Refuelling: When fuelling needs arise, the Offeror shall maintain quality of fuel and proper level of fuel, of diesel fuel in each fuel tank, Record the amount of fuel provided in each applicable log book for the respective site.
22. Log Books: The Offeror shall provide DND with hard cover/bound log books for each and every building and site. Submit a sample to ensure acceptance. Record all checks, repairs, pertinent data and the likes in the log books in a legible manner. The Offeror shall be prepared to forward log books for periodic inspections upon request. All log books shall become the property of DND upon completion of Contract.
- a. Each APU facility shall have a sign-in and sign-out log book; the Offeror shall sign this book on every maintenance visit that is pertinent to this Contract.
  - b. Each UPS shall have a sign-in and sign-out log book; the Offeror shall sign this book on every maintenance visit pertinent to this Contract.
23. Invoicing and Reports: The Offeror shall invoice R.P.O Contract's monthly for work completed under this Contract.  
Invoices shall be itemized in accordance with Tender Form. Invoices shall be accompanied by the Offeror's typewritten and signed inspection report; a typewritten and signed report detailing all inspections, maintenance, and repairs. Emergency call-outs must appear on monthly invoices.
24. PRIME COST ALLOWANCE:
- a. Included in the Contract Price is a cost allowance of \$60,000.00 for materials and equipment's approved by the R.P.O.Sec. Edmonton.
  - b. The cost allowance, unless otherwise specified shall cover the Offeror's net cost for equipment, freight, handling, unloading, storage, installation, and testing.
  - c. For cost exceeding \$1,500.00, obtain the R.P.O.Sec. Edmonton approval before proceeding with the transaction.
  - d. Cost allowance will be adjusted to actual cost and contract price will be amended accordingly by change order.
  - e. Work authorized under the cost allowances shall be identified, and included in the Offeror's monthly invoice.
25. The Offeror shall provide warning signs and the like as required by the R.P.O.Sec. Edmonton It is imperative that a safe working environment is maintained.
26. The Offeror shall ensure that all existing DND property and equipment are properly protected. Any damage caused by the Offeror deemed unnecessary by the R.P.O.Sec. Edmonton shall be repaired at the Offeror's expense.
27. The Offeror shall ensure that all construction dust, dirt, combustion by product, and debris are controlled, kept to an absolute minimum, and are confined to the affected areas involved under this Contract. Protect adjacent areas. Securely fasten new protective tarpaulins or 6mm thick clear poly sheets to walls and ceilings where required to suit conditions on site.

28. The Offeror shall provide an experienced project supervisor, foreman and/or responsible person for the site. This person shall be present on the project at all times to liaise with the R.P.O.Sec. Edmonton throughout the performance of this Contract.
29. The R.P.O.Sec. Edmonton may furnish additional Drawings to the Offeror to assist in the proper execution of the work. These additional drawings will be issued for clarification purposes only. Such drawings shall have the same meaning and intent as if they were included with the original Contract Documents.
30. The definition of the word 'Provide' shall mean 'supply and install.' The definition of the word 'Indicated' shall mean 'as shown on the Drawings and Specifications, and/or as noted in the Contract Documents.' The abbreviation 'APU' stand for 'auxiliary power unit', the abbreviation 'UPS' stands for 'uninterruptable power system', and the abbreviation 'FBP' stands for fire booster pump.
31. Site Cleaning: remove grease, dust, dirt, stains, fingerprints, and excess grime from all interior and exterior surfaces resultant from work under this Contract. All construction debris and waste shall be removed and properly disposed of entirely off of DND property.
32. Qualifications: All tradesperson shall be certified within their respective trades:
- a. Heavy Equipment Technician/Automotive Service Technician.
  - b. Electronics Technician.
  - c. Electrician.
  - d. Instrument Technician.
- (1) Offerors may be asked to submit all tradesperson's qualifications to the R.P.O.Sec. Edmonton upon Contract Award.
33. Fire Safety Requirement: Provide a Fire Safety Plan in accordance with the National Fire Code of Canada (NFCC 2005) .Sec 5.6.1.2 specific to the area of work. The Fire Safety Plan shall be submitted to the R.P.O.Sec. Edmonton within ten (10) business days of contract award and be approved by the Garrison Fire Chief prior to the commencement of construction or demolition operations. A copy of the approved Fire Safety Plan shall be posted and maintained on site and the Offeror shall ensure that all persons accessing the site are briefed on, and adhere to, the requirements of the Fire Safety Plan. This Fire safety Plan will also incorporate and comply with the requirements of the Edmonton Garrison Fire Orders (Standing Order 328). The administration .Sec of Engineering Services Company and Defence Construction Canada maintain copies of the Standing Orders.

----- END OF .Sec -----

## GENERAL

## 1. SUBMITTALS

- a. Submit to the Defence Real Operations .Sec Edmonton Representative copies of the following documents, including updates issued:
  - (1) Health and Safety Program as indicated in paragraph 9, prior to commencement of work on the work site.
  - (2) Reports or directions issued by authorities having jurisdiction, immediately upon issuance from that authority.
  - (3) Accident or Incident Reports, within 24 hrs of occurrence.
- b. Submit other data, information and documentation upon request by the R.P.O.Sec. Edmonton as stipulated elsewhere in this .Sec.

## 2. COMPLIANCE REQUIREMENTS

- a. Comply with the latest edition of the Province of Alberta Occupational Health and Safety Act, and the Regulations made pursuant to the Act.
  - (1) The Offeror will be acting as the “Prime (Principal if applicable) Offeror” for this contract and will certify this agreement in writing with the R.P.O.Sec. Edmonton.
- b. Observe and enforce construction safety measures required by:
  - (1) National Building Code of Canada (latest edition).
  - (2) Provincial Worker’s Compensation Board (3) Municipal statutes and ordinances (4) General Instructions.
- c. In event of conflict between any provisions of above authorities the most stringent provision shall apply.
- d. Where work is performed at a height exceeding the standards in the above codes, the Offeror shall provide fall protection systems using existing fall protection anchors, or in their absence, temporary anchors acceptable to the R.P.O.Sec. Edmonton
- e. Provide and maintain Worker’s Compensation Board coverage for all employees for the duration Of the contract. Prior to commencement of the work, at the time of Interim Completion and prior to final payment, provide to the R.P.O.Sec. Edmonton a letter certificate of Clearance from the Workers’ Compensation Board indicating that the Offeror’s account is in good standing.
  - (1) Should the Offeror be a sole proprietor, provide documented proof in a form acceptable to the R.P.O.Sec. Edmonton , of an alternative means

of personal coverage that meets or exceeds the requirements set out above for Worker's Compensation Board coverage.

3. RESPONSIBILITY

- a. The Offeror is responsible for safety of persons and property on the work site and for protection of federal employees and the general public circulating adjacent to work site operations to extent that they may be affected by conduct of work.
- b. The Offeror is to enforce compliance by workers and other persons granted access to work site with safety requirements of Contract Documents, applicable federal, provincial, and local statutes, regulations, and ordinances, and with the Offeror's Health and Safety Program.
- c. Should an unforeseen or peculiar safety related hazard or condition become evident during performance of work, immediately take measures to rectify the situation and prevent damage or harm. Advise the R.P.O. Sec. Edmonton verbally and in writing of the hazard or condition.

4. SITE CONTROL AND ACCESS

- a. Control all work site access points and work site activities. Delineate and isolate the work site from adjacent and surrounding areas by use of appropriate means to maintain control of all work site access points.
- b. Make provisions for granting permission to access onto work site to all persons who require access. Procedures for granting permission to access are to be in accordance with the Province of Alberta Occupational Health and Safety Act, and the Regulations made pursuant to the Act and the Offeror's Health and Safety Program.
- c. Ensure persons granted access to the work site are in possession of and wear the minimum personal protective equipment (PPE) designated by the Offeror's Health and Safety Program. Ensure persons granted access to the work site are provided with, trained in the use of, and wear, appropriate PPE that are required above and beyond the designated minimums previously noted and as specifically related to the work site activity that they are involved in. Be responsible for the efficacy of the PPE that is provided above and beyond the designated minimums.
- d. Supply and install bilingual signage at access points and at other strategic locations around the work site clearly identifying the work site area(s) as being "off-limits" to non-authorized persons. Signage must be professionally made with well understood graphic symbols and is not to be used as advertising but for the specific use as related to site safety and key contact information. Signage must be printed with block letters, in black font. Interior signage shall have dimensions of 12" (w) x 24" (l), and exterior signage shall have dimensions of 24" (w) x 48" (l).
  - (1) Information to be provided on the signage is as follows:  
Project Name/Description:

Offeror Company Name:  
Project Superintendent's Name/Phone No.:  
R.P.O. Point of Contact Name/Phone No.:  
Logos as supplied by the R.P.O.Sec. Edmonton

- e. Secure the work site at all times to protect against un-authorized access.

5. FILING OF NOTICE

The R.P.O. site shall provide a letter to the provincial/territorial authority advising them of the project.

6. PERMITS

- a. Obtain permits, licenses and compliance certificates at appropriate times and frequencies as required by the authorities having jurisdiction. Base generated permits include digging/excavation permits, hot work permits, confined space entry permits, etc. Provincial permits are required for electrical/mechanical, and gas.
- b. Post all permits, licenses and compliance certificates on work site and provide copies to the R.P.O.Sec. Edmonton.
- c. A Hot Work Permit will be required in all cases involving welding, burning or the use of blow torches, salamanders, etc. Hot work permits will be required on a daily basis from the Garrison Fire Hall at 780-973-4011 Ext 4434.
- d. A permit system shall be used for welding operations, as stipulated in FCC Standard No. 302,  
"Welding and Cutting Operations". Application for such permit shall be to the Garrison Fire Hall.
- e. Before excavating outdoors, renovating indoors, or excavation of whatever nature can commence,  
The Offeror must have a completed Engineer Services Company "Dig Permit", in addition to normal utility locating and service checks. The R.P.O.Sec. Edmonton will provide the permit and ensure its completion prior to excavation.

7. PROJECT/SITE CONDITIONS

- a. The following are the known hazardous substances and/or hazardous conditions at the work site which shall be considered as health or environmental hazards and shall be properly managed should they be encountered as part of the work:
  - (1) Offerors are required to be aware of the known hazardous substances and/or hazardous conditions and are to include in their tender price all work associated in working with, in and around the hazards.
- b. The above lists shall not be construed as being complete and inclusive of all safety and health hazards encountered as a result of Offeror's operations during the course of work. Include above items into the hazard assessment program specified herein.

8. MEETINGS

- a. Prior to commencement of work attend a pre-commencement meeting conducted by the R.P.O.Sec. Edmonton. Ensure minimum attendance by Offeror's site superintendent. The R.P.O.Sec. Edmonton will advise of time, date and location of the meeting and will be responsible for recording and distributing the minutes.
- b. Conduct site specific occupational health and safety meetings as required by the Province of Alberta Occupational Health and Safety Act and the Regulations made pursuant to the Act.
- c. Record and post minutes of all meetings in plain view on the work site. Make copies available to the R.P.O.Sec. Edmonton upon request.

#### 9. HEALTH AND SAFETY PROGRAM

- a. Offerors are required under Province of Alberta Occupational Health and Safety Act, and the Regulations made pursuant to the Act to have in place a Health and Safety Program. Compliance requirements for the content, detail and implementation of the program resides with the provincial/territorial authority. For the purpose of this contract the Health and Safety Program shall include a site-specific Health and Safety Plan that acknowledges, assesses and addresses the hazardous substances and/or hazardous conditions known and identified in paragraph 1.7 above, and on-going hazard assessments performed during the progress of work identifying and documenting new or potential health risks and safety hazards not previously known and identified.
- b. Provide one copy of the Health and Safety Program to the R.P.O.Sec. Edmonton prior to commencement of work on the work site. The copy provided to the R.P.O.Sec. Edmonton is for the purpose of review against the contract requirements related to the known hazardous substances and/or hazardous conditions. The review is not to be construed to imply approval by the R.P.O.Sec. Edmonton that the program is complete, accurate and legislatively compliant with the Province of Alberta Occupational Health and Safety Act, and the Regulations made pursuant to the Act, and shall not relieve the Offeror of their legal obligations under such legislation.

#### 10. ACCIDENT REPORTING

- a. Investigate and report incidents and accidents as required by Province of Alberta Occupational Safety and Health Act, and the Regulations made pursuant to the Act.
- b. For the purpose of this contract immediately investigate and provide a report to the R.P.O.Sec. Edmonton on incidents and accidents that involve:
  - (1) A resulting injury that may or may not require medical aid but involves lost time at work by the injured person(s).
  - (2) Exposure to toxic chemicals or substances.
  - (3) Property damage.
  - (4) Interruption to adjacent and/or integral infrastructure operations with potential loss implications.

- c. In the investigation and reporting of incidents and accidents, the Offeror is required to respond in a timely fashion to correct the action that was deemed to have caused the incident and/or accident and Advise in writing on the action taken to prevent a re-occurrence of the incident and/or accident.

11. RECORDS ON SITE

- a. Maintain on site a copy of the safety documentation as specified in this .Sec and any other safety related reports and documents issued to or received from the authorities having jurisdiction.
- b. Upon request, make copies available to the R.P.O.Sec. Edmonton.

----- END OF .Sec -----

LIST OF BUILDING AND SITES OF UPS AND APU

1. Riverbend – Receiver Site APU
  - a. John Deere
    - i. Model: 100PJCDT3
    - ii. Ser #: 158003-0208
  - b. 4 Cylinders, 12 VDC
  - c. 120/208 VAC, 347 A, 3PH
  - d. 100 kW
2. Riverbend – Receiver Site UPS
  - a. Eaton Powerware
    - i. Model: 9390
    - ii. Ser #: N/A
  - b. 40 KVA
3. Cardiff – Transmitter Site APU
  - a. Cummins
    - i. Model: LTA 10 G1
    - ii. Ser #: 34682213
  - b. 6 Cylinders, 24 VDC
  - c. 120/208 VAC, 694 A, 3 PH
  - d. 200 kW
4. Hangar 2 – APU
  - a. Detroit Diesel
    - i. Model: 5M4272
    - ii. Ser #: 710864
  - b. 8 Cylinders, 24 VDC
  - c. 347/600 VAC, 481 A, 3 PH
  - d. 500 kW
5. Hangar 2 – UPS
  - a. Eaton Powerware
    - i. Model: 9330
    - ii. Ser #: N/A
  - b. 15 KVA
6. B-144 – Pump House APU
  - a. MTU Onsite Energy
    - i. Model #: DS00500D6SNAH1484
    - ii. Ser #: 835541-1-1-0811
  - b. 10 Cylinders, 24 VDC
  - c. 347/600 VAC, 601 A, 3 PH



- d. 500 kW
- 7. B-162 – Healthcare Centre APU
  - a. Mitsubishi
    - i. Model: 2439210100
    - ii. Ser #: 2067973
  - b. 6 Cylinders, 24 VDC
  - c. 347/600 VAC, 156.3 A, 3PH
  - d. 130 kW
- 8. B-162 – Healthcare Centre UPS
  - a. Eaton Powerware
    - i. Model: 9330
    - ii. Ser #: EUMAAXX12
  - b. 40 KV
- 9. B-165 – Switch House APU
  - a. Simpson-Maxwell
    - i. Model: GM60-02
    - ii. Ser #: 100703-1-1
  - b. 8 Cylinders, 12 VDC
  - c. 120/208 VAC, 208 A, 3 PH
  - d. 60 kW
- 10. B-186 – Fire Hall APU
  - a. Hercules
    - i. Model: D3300TX001
    - ii. Ser #: FY3469895
  - b. 6 Cylinders, 12 VDC
  - c. 120/208 VAC, 174 A, 3 PH
  - d. 50 kW
- 11. B-186 – Fire Hall UPS
  - a. C & C Power
    - i. Model: TD48-7MA10UC
    - ii. Ser #: 4000517H083
  - b. 10 KVA
- 12. B-192 – 742 Signal Squadron APU
  - a. MTU Onsite Energy
    - i. Model: 400NXC6DT3
    - ii. Ser #: 335698-1-1-0711
  - b. 6 Cylinders, 24 VDC
  - c. 347/600 VAC, 481 A, 3 PH
  - d. 400 kW
- 13. B-192 – 742 Signal Squadron UPS
  - a. Eaton Powerware
    - i. Model: 9330
    - ii. Ser #: N/A
  - b. 30 KVA

14. B-208 – Airfield Communication Building APU
  - a. John Deere
    - i. Model: 4024HF285B
    - ii. Ser #: P1410310006
  - b. 4 Cylinders, 12VDC
  - c. 120/208 VAC, 173A, 3 PH
  - d. 50 kW
15. B-212 – Training Accommodation Building APU
  - a. John Deere
    - i. Model: DS00100D6SNAK0574
    - ii. Ser #: 347070-1-1-0512
  - b. 4 Cylinders, 12VDC
  - c. 347/600 VAC, 120 A, 3 PH
  - d. 100 kW
16. B-217 – Airfield Lights APU
  - a. Cummins
    - i. Model: C100D6C
    - ii. Ser #: B180322749
  - b. 4 Cylinders, 12 VDC (parallel)
  - c. 347/600 VAC, 120.3 A, 3 PH
  - d. 100 kW
17. B-229 – Sewage Lift Station APU
  - a. Newage Stomford
    - i. Model: 4B – 3.9
    - ii. Ser #: 44136080
  - b. 4 Cylinders, 12 VDC
  - c. 347/600 VAC, 36.1 A, 3 PH
  - d. 30 kW
18. B-236 – Canadian Forces Supply Depot APU
  - a. Kubota
    - i. Model: 3200 BG 1
    - ii. Ser #: 24771
  - b. 3 Cylinders, 12 VDC
  - c. 120/208 VAC, 69.5 A, 3 PH
  - d. 20 kW
19. B-241 – Sewage Lift Station APU
  - a. Onan
    - i. Model: L317D
    - ii. Ser #: E843781450
  - b. 3 Cylinders, 12 VDC
  - c. 120/208 VAC, 35A, 3 PH
  - d. 10 kW
20. B-318 – Detention Barracks APU
  - a. Cummins/Onan
    - i. Model: 6BT5.9-G6
    - ii. Ser #: 46080581

- b. 4 Cylinders, 12 VDC
  - c. 347/600 VAC, 96 A, 3 PH
  - d. 80 kW
- 21. B-318 – Detention Barracks UPS
  - a. Always ON
    - i. Model: BBU-NX33SA
    - ii. Ser #: N/A
  - b. 15 KVA
- 22. B-400 – 1CMBG HQ & SIGS UPS
  - a. Eaton Powerware
    - i. Model: 9155-12
    - ii. Ser #: N/A
  - b. 12 KVA
- 23. B-404 – 1 Combat Engineer Regiment UPS
  - a. Eaton Powerware
    - i. Model: 9355
    - ii. Ser #: N/A
  - b. 30 KVA
- 24. B-407 – Language Training Facility
  - a. Eaton Powerware
    - i. Model: Plus 36
    - ii. Ser #: N/A
  - b. 24 KVA
- 25. B-411 – Sewage Lift station
  - a. Cummins/Onan
    - i. Model: 4 BT 3.9 G2
    - ii. Ser #: 45255826
  - b. 4 Cylinders, 12 VDC
  - c. 347/600 VAC, 60.1 A, 3 PH
  - d. 50 kW
- 26. B-417 – Combined Hospital
  - a. Cummins
    - i. Model: DSGAE-1748488
    - ii. Ser #: B180316277
  - b. 8 Cylinders, 24 VDC
  - c. 347/600 VAC, 240.6 A, 3 PH
  - d. 200 kW
- 27. B-700 – 3 CDSG HQ
  - a. MTU Onsite Energy
    - i. Model: DS00550D6SNAH1484
    - ii. Ser #: 343285-1-1-0312
  - b. 12 Cylinders, 24 VDC
  - c. 347/600 VAC, 661 A, 3 PH
  - d. 550 kW

- 28. B-700 – 3 CDSG HQ UPS (1)
  - a. APC/SCHIEDER Galaxy
    - i. Model: PW
    - ii. Ser #: N/A
  - b. 30 KV
- 29. B-700 – 3 CDSG HQ UPS (2)
  - a. APC/SCHIEDER Galaxy 3500
    - i. Model: PW
    - ii. Ser #: N/A
  - b. 150 KV

----- END OF .Sec -----

## GENERATOR INSPECTION CHECKLIST

### 1. Start-up Preparation:

- a. Before starting the unit, execute a thorough mechanical and electrical inspection of the equipment. Execute the following checks and adjustments:
  - (1) Disconnect the battery cables from the batteries to prevent accidental start-up.
  - (2) Turn the engine several revolutions by means of hand-barring devices to ensure that all parts are free and there are no obstructions to its running.
  - (3) Check engine/generator alignment readings to ensure they match readings attained at time manufactured.
  - (4) Check all fluid levels and top up as necessary. Pre-lubricate the engine and turbocharger as recommended by engine manufacturer. Install drip pan beneath engine.
  - (5) Check that cooling system antifreeze is effective to at least minus 40 degrees Celsius.
  - (6) Check belts for correct tension and adjust as necessary.
  - (7) Check and grease all grease points if required.
  - (8) Check and properly tighten all nuts, bolts, and connections as needed.
  - (9) Ensure all safety guards are in place and properly secured.
  - (10) Check all linkages for damage and freedom of movement.
  - (11) Check the fuel supply system for leakage.
  - (12) Ensure the fuel supply and fuel injection systems are properly primed.
  - (13) Check and properly tighten all electrical connections.
  - (14) Check starting battery electrolyte level specific gravity and for proper installation (if possible).
  - (15) Check battery charger for proper operation and adjust as necessary.
  - (16) Visually inspect alternator windings to confirm dryness. If wet, execute proper drying techniques and perform winding insulating resistance test to confirm resistance of windings is optimal.

- (17) Check jacket coolant heater for proper operation.
- (18) Complete any additional preparations deemed necessary by the operation and maintenance manual for the respective generator set.

2. **Performance Check:**

- a. On completion of the start-up preparations, take the following actions:
  - (1) Have at hand, during initial start-up, means for choking off air supply to the engine air induction manifold in the event of engine run away or other emergency.
  - (2) Reconnect the starting battery cables to the starting battery.
  - (3) Start the unit and allow it to warm up.
  - (4) Check for and correct any leakage from the exhaust system, fuel system, cooling system, and lubricating oil system.
  - (5) Adjust vibration isolators as needed.
  - (6) Observe and ensure that lubricating oil pressure and coolant temperature are within limits and no harmful vibration or sounds are evident.
  - (7) Ensure that voltage is within operating parameters and that automatic voltage regulator is operating correctly.
  - (8) Ensure that manual voltage control is operating correctly.
  - (9) Ensure that frequency is within operating parameters and that electronic governor is operating correctly.
  - (10) Check engine air ventilation system for proper operation.
  - (11) Check the operation of all engine-mounted protective sensing devices and adjust as necessary.
  - (12) Check the phase sequence of the normal power supply and of the emergency power supply. Ensure that they are in the same sequence.
  - (13) Check the operation of the electronic controller protection, transfer, timing, metering, and annunciator functions and adjust as necessary.
  - (14) Check the operation and calibration of the analog metering and adjust as necessary.

3. **Task A:** The following inspection and maintenance services are to be completed the second Wednesday of every month.

- a. Check for proper level of engine coolant and engine lubricating oil. Fill to the required level.
  - b. Check for proper operation of coolant heater or crankcase lubricating oil heater, as required by manufacturer.
  - c. Check intake/exhaust for blockage.
  - d. Check turbocharger lubricating oil level (if applicable, on turbos with independent lube systems). Fill to required level.
  - e. Manually start and operate generator set on **no load condition**. Do not operate generator set for an extended period without load (maximum 2 to 3 minutes).
  - f. Check for proper operation of battery charger.
  - g. Check all battery fluid level and fill to required level (if possible).
  - h. Check fuel tank level and ensure fuel level is full, add fuel as required.
  - i. Check engine and surrounding areas for fluid leaks.
  - j. Check pipes, hoses and radiator for damage, leaks. Check clamps for condition and tightness.
  - k. Shut down engine and place engine selector switch in the “**AUTOMATIC**” position.
  - l. Wipe down equipment and clean APU room.
  - m. Record all pertinent information into the log book for each site.
4. **Task B:** The following inspection and maintenance services are to be performed the last work day of the month in addition to all services described in Task A.
- a. Check radiator and radiator fins for damage, or blockage from dirt accumulation.
  - b. Check for damaged fan blades, fan belt tension and slippage, tightness and balance.
  - c. Check radiator, water pump, hoses, clamps and connections for leaks, hose collapse. Repair as required.
  - d. Check V-belt condition and tension. Adjust tensions as required.
  - e. Drain water/sediment from service tanks and filter/water separators, as applicable.
  - f. Work all system valves through full travel. Lubricate spindles when applicable. Check glands for leakage.

- g. Drain water/sediment from exhaust silencer condense trap, as applicable.
- h. Check governor linkages for damaged, missing parts. Check for linkage slackness resulting from loose or worn locknuts. Repair or replace as required.
- i. Check intake pipes, hoses and manifolds for evidence of damage, deterioration or leaks.
- j. Check exhaust silencer, pipes and expansion joints for corrosion, deterioration, damage or leaks.
- k. Measure and record liquid level and specific gravity of all batteries.
- l. Test all warning lights for proper operation.
- m. Manually start and operate generator set under **load condition**, by means of load bank, for a minimum of two (2) hours to ensure proper operation of engine, transfer switch, intake and exhaust louvers. Restore commercial power when complete.
- n. Shut down engine and place engine selector switch in the “**AUTOMATIC**” position.
- o. Record all pertinent information into the log book for each site.

5. **Annual Maintenance Checklist:**

- a. The following schedule shall be used as a guide for all inspections. All items shall be signed as completed with additional comments recorded on a separate sheet. All parts used shall be recorded.
- b. Lubricating oil sample taken and send out for analysis.
- c. Check lube oil analysis, if NORMAL, change lube oil filter(s) only. If NOT NORMAL, change lube oil and filter(s).
- d. Clean and service air element(s).
- e. **Fuel system:**
  - (1) Change fuel filters, general purpose filter, and water stripper.
  - (2) Check operation fuel valves.
  - (3) Check lines for tightness and deterioration.
  - (4) Drain water and sediment from fuel tank.



- (5) Check condition and security of fuel tank.
- (6) Check operation of fuel level indicator.
- (7) Check operation of transfer pumps, and wiring.
- (8) Check underground tanks for water. Report to R.P.O.Sec. Edmonton.

f. **Cooling system:**

- (1) Check specific gravity of antifreeze, and record.
- (2) Check engine and rad hoses for deterioration (elasticity), security of hose clamps.
- (3) Check block heater operation, valve, hoses and thermostat.
- (4) Check radiator fan blade for cracks and security (clean as required).
- (5) Check cooler core (fuel) for cleanliness and damaged fins (clean as required).
- (6) Check fan belt for wear and tightness.
- (7) Service radiator fan motor and wiring (grease).
- (8) Check louver operation, and lubricate pivot points.
- (9) Change filter where applicable.
- (10) Check injection pump housing, where fitted, fill or change oil as required.
- (11) Check governor and turbo charger oil level. Change as required. Lubricate governor linkage.

g. Remove, test and clean fuel injectors.

h. Check valve clearance (injector) and examine the valve gear.

i. **Exhaust:**

- (1) Check for cracks, leaks and deterioration.
- (2) Drain condensation.

- (3) Paint as required.
- j. Lubricate bearing-generator, exciter, and fan, battery charging generator, starter and coolant pump as required. Indicate number of fittings.
- k. **Ventilation System:**
  - (1) Check cleanliness of fan and motors, clean as required.
  - (2) Check operation of motor and louvers.
  - (3) Check fan blade for security and cracks.
  - (4) Lubricate fan motor and louver pivot points.
- l. **Start Circuit:**
  - (1) Check operation and wiring of battery charger.
  - (2) Clean and visually inspect battery charging generator, voltage regulator, and starter.
  - (3) Check all engine electrical connections for tightness and deterioration.
- m. **Generator:**
  - (1) Check generator to engine coupling bolts for tightness and alignment.
  - (2) Clean and inspect brushes, spring tension, brush holders, commutator and slip rings.
  - (3) Megger windings (record readings). Ensure that solid state voltage regulator is disconnected.
  - (4) Check all generator electrical connections for tightness and wiring for deterioration.
  - (5) Touch-up insulation with glyptol as required.
- n. **Switchboard and Breakers:**
  - (1) Clean and visually inspect.
  - (2) Check all electrical connections for tightness and wiring for deterioration.
  - (3) Check operation of all relays, timers, etc., burnish contacts as required.

(4) Function test and lubricate as required.

o. **Transfer Switch:**

(1) Clean and visually inspect.

(2) Check all electrical connections for tightness and wiring for deterioration.

(3) Lubricate pivot points as required.

(4) Function test and record timings.

p. **Bypass Switch:**

**Note: A complete power outage may be required. Co-ordinate with R.P.O.Sec. Edmonton and arrange for time and date.**

(1) Check operation of each breaker.

(2) Check and visually inspect.

(3) Check all electrical connections for tightness and wiring for deterioration.

(4) Disassemble and burnish contact where applicable.

(5) Wipe down switchboard, switchgear bypass breakers fuel tanks, piping and unit.

q. Run-up unit checking for leaks.

r. Function test all alarms and trips. Record settings.

s. Test run unit on load for 2-4 hours.

t. Record into the log book; type of lube oil used, timings, trip settings, problem areas and corrective action taken and parts used for each site.

u. Inform the R.P.O.Sec. Edmonton that annual maintenance has been completed and prepare inspection report.

----- END OF .Sec -----

## UNINTERRUPTED POWER SUPPLY (UPS) INSPECTION CHECKLIST

### 1. Preventive Maintenance Procedure – Static UPS Assemblies:

#### a. Unit Preparation:

##### (1) Proceed as follows:

- (a) Transfer the critical load to the internal bypass. Leave the auto transfer switch in the manual position.
- (b) Transfer the critical load to the external bypass in order to isolate critical load from UPS system.
- (c) After verifying that the critical load has been successfully transferred, shut down UPS as per operating manual.
- (d) On completion of shut down procedure, ensure the following power sources have been removed:
  - i. AC input power
  - ii. Internal bypass power source
  - iii. DC battery source

##### (2) For UPS systems with static bypass disabled will require some coordination between the Offeror and users for a controlled shutdown and maintenance.

- (a) For units with external bypass disable, a complete shutdown maybe required to isolate critical load.
- (b) Prior arrangement will have to be made with customers before the commencement of any work. Give at least 48 hours' notice.

### 2. Monthly Inspection – Minor:

#### a. Visual Inspection/Cleaning

##### (1) Proceed as follows;

- (a) Inspect all equipment for signs of damage and signs of overheating.

- (b) Remove all dirt, dust and debris from major components using low pressure compressed air (max 15 psi) and a non-abrasive brush if required.
- (c) Ensure all logic contacts and plugs connections are clean and show no signs of heating and arcing. If cleaning is required, contact manufacturer's representative to identify suggested cleaning agents to be used.

### 3. **Semi-Annual Inspection – Major:**

#### a. Mechanical Inspection

##### (1) Proceed as follows:

- (a) Remove the charger, inverter and static switch legs, checking all internal connections. Verify the torque setting on all semiconductor-controlled rectifiers (SCR) and diodes are correct. After visual inspection and completion of all torque setting, reinstall all leg assemblies.
- (b) Check all power connections internal to the module for tightness.
- (c) Check all remaining assemblies for loose connections. Verify that all plug assemblies are properly seated.
- (d) Ensure all electronic card assemblies and major components are in place and connected.
- (e) Unplug the internal bypass, and remove bypass sensing fuses for next test.

#### b. Electrical Inspection

##### (1) Proceed as follows:

- (a) Logic Levels:
  - i. Verify that the bypass sensing fuses are removed.
  - ii. Verify that the bypass breaker operator plug is disconnected.
  - iii. Close external bypass supply breaker.
  - iv. Measure and record the voltage at the bypass sensing fuse pullout.
  - v. Open the external bypass breaker, install sensing fuses and reconnect the bypass breaker assembly.

- vi. Energize all internal logic breakers and measure and record all of the logic voltages produced. Readjust if required.
- vii. Verify the operation of all logic lamp assemblies by operating the logic lamp test.

(b) Charger Check:

- i. Verify that the AC input breaker, internal to the module, is open.
- ii. Energize the external AC input, measure and record input voltages.
- iii. With the logic energized, close the external AC input breaker.
- iv. While monitoring the DC link with an oscilloscope and a digital voltmeter, push the UPS ON button. Verify the DC link slowly rises and holds at open battery voltage.

(c) Inverter Energizing:

- i. After the charger has waked up to the required open battery breaker voltage of 2 volts per cell, the inverter will phase on, and start to produce an output voltage.
- ii. Measure and record the inverter's output voltage and frequencies.
- iii. Verify with the use of an oscilloscope, that the inverter's waveform and frequencies are correct.

(d) Battery Application:

- i. If used, close the external battery disconnect.
- ii. Close the unit's battery breaker. Verify the DC voltage. Record the battery float voltage.
- iii. If used, place the unit's float/equalize switch in equalize. Verify the DC voltage. Record the battery equalize voltage.

c. Logic Board test And Adjustments

- (1) Complete all alignments and test procedures for all circuit board assemblies, as laid out in the operator's manual.

d. Transfer Checks

- (1) Proceed as follows:

- (a) Test static switch assembly as per operator's manual.

- (b) **Transfers.** Note the following:

- i. Verify that the NO BREAK TRANSFER TO UPS is okay.
- ii. Place the control for the automatic transfer to UPS Closed position.
- iii. While monitoring the critical output voltage with an oscilloscope, close the inverter output breaker. Verify a smooth transfer from bypass to the inverter output.
- iv. Verify the NO BREAK TRANSFER TO BYPASS is okay.
- v. While monitoring the critical bus voltage with an oscilloscope, verify that the transfer control to the bypass occurs.
- vi. Repeat transfer to the inverter output.
- vii. While monitoring the critical output voltages with an oscilloscope

and

With load on the output of the UPS (if possible), open the inverter output breaker. Verify that a transfer to bypass occurs. Verify a UV/OV alarm on the output of the UPS assembly.

e. Utility Outage Checks

- (1) Proceed as follows:

- (a) While monitoring the critical output voltages with an oscilloscope, open and close the AC voltage inputs to the unit (both charger and bypass) several times.

- (b) Open the AC input breaker to the UPS:
    - i. The battery supports the critical load. Record the DC voltage after running on battery supply for 5 minutes.
    - ii. The inverter output voltage and frequency remains stable for the duration of the test. Restore the AC input voltage to the system. Verify the inverter re-synchronizes to the utility. Verify charger walk-up and current limit are correct. Record the charger input amperage during the current limit operation.
  - (c) If an emergency generator is used, perform the following test:
    - i. De-energize the utility input to the generator transfer switch.
    - ii. Verify that the generator automatically starts and transfers on line.
    - iii. Verify that the charger operates correctly.
    - iv. Verify that the inverter synchronizes to the generator.
    - v. Verify that the unit operates correctly during the return to utility power from the generator.
- f. Final Check
  - (1) Proceed as follows:
    - (a) **Remote Monitor.** Verify correct annunciation on the remote monitor during the duration of the testing.
    - (b) **Module Data – UPS on Load:**
      - i. Record the following data:
        - (i) Utility input voltage.
        - (ii) Utility input current.
        - (iii) DC voltage.
        - (iv) Inverter output current.
        - (v) Calculate differential kW between utility input and inverter output to determine efficiency, then record.
      - ii. With a scope, check the utility input waveform.
      - iii. Check the inverter output waveform.



- iv. Check the inverter quasi waveform.
- v. Record all power supply voltages.
- vi. Record the elapsed time meter reading (if applicable).
- vii. Record all pre-set voltage readings.
- (c) **Environmental Conditions:**
  - i. Record the ambient temperature of the UPS room.
  - ii. Record the ambient temperature Battery room (if separate).
  - iii. Verify that the ventilation in both rooms is operational and sufficient.

----- END OF .Sec -----

Item	Building	UNITS	Equipment	
			APU	UPS
A.	B-144	Pump House	1	
B.	B-162	Healthcare Centre	1	1
C.	B-165	Switch House	1	
D.	B-186	Fire hall	1	1
E.	B-192	742 Signal Squadron	1	1
F.	B-208	Airfield Communication Building	1	
G.	B-212	Training Accommodations Building	1	
H.	B-217	Airfield Lights	1	
I.	B-229	Sewage Lift Station	1	
J.	B-236	Canadian Forces Supply Depot	1	
K.	B-241	Sewage Lift Station	1	
L.	B-318	Detention Barracks	1	1
M.	B-400	1CMBG HQ & SIGS		1
N.	B-404	1 Combat Engineer Regiment		1
O.	B-407	Lecture Training Facility		1
P.	B-411	Sewage Lift Station	1	
Q.	B-417	Combined Hospital	1	
R.	B-700	3 CDSG HQ	1	2
S.	Cardiff	Transmitter Site	1	
T.	Riverbend	Receiver Site	1	1
U.	Hangar 2	Hangar 2	1	1
Total Equipment:			18	11

----- END OF .Sec -----

National Defence  
Edmonton Garrison  
Job No. L-N2-9900/181

INSPECTION, MAINTENCE AND REPAIR OF UPS AND APU  
ESTIMATE

.Sec 7  
2019-10-11

Item	System	Total Units	Hours Annually	Unit Price	Total
A.	Auxiliary Power Unit	18			
B.	Uninterruptible Power System	11			
D.	Cash Allowance				
E.	Balance of Project, complete – all other costs not included items (A) to (D) inclusive			<b>LUMP SUM</b>	
<b>Total tender price inclusive of (A) to (E) (excluding GST)</b>					

-----END OF .Sec -----



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat <b>W684E - 19LP19</b>
Security Classification / Classification de sécurité UNCLASSIFIED

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

**PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE**

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





Government  
of Canada

Gouvernement  
du Canada

Contract Number / Numéro du contrat

W684E - 19LP19

UNCLASSIFIED Security Classification / Classification de sécurité

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

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

☒ No ☐ Yes  
Non Oui

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

☒ No ☐ Yes  
Non Oui

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

Document Number / Numéro du document :

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

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

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

Special comments:

Commentaires spéciaux :

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

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

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

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

If Yes, will unscreened personnel be escorted?

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

☒ No ☐ Yes  
Non Oui

☒ No ☐ Yes  
Non Oui

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

☒ No ☐ Yes  
Non Oui

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

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

☒ No ☐ Yes  
Non Oui

**PRODUCTION**

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

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

☒ No ☐ Yes  
Non Oui

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

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

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

☒ No ☐ Yes  
Non Oui

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

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

☒ No ☐ Yes  
Non Oui



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

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

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

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

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

☒ No  
Non

☐ Yes  
Oui

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

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

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

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

☒ No  
Non

☐ Yes  
Oui

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

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