



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Attn: Drew Johnson
 Email: drew.johnson@canada.ca

**REQUEST FOR PROPOSAL
 DEMANDE DE PROPOSITION**

Proposal To: Public Health Agency of Canada

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

Proposition à: Agence de la santé publique du Canada

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

**Instructions : See Herein
 Instructions: Voir aux présentes**

Issuing Office – Bureau de distribution
 Health Canada | Public Health Agency of Canada
 200 rue Eglantine Driveway
 Ottawa, Ontario
 K1A 0K

Title – Sujet Refrigeration Equipment and Systems Maintenance and Repair Services	
Solicitation No. – N° de l'invitation 1000218102A	Date August 28, 2020
Solicitation Closes at 2:00 PM L'invitation prend fin à on / le – September 8, 2020	Time Zone Fuseau horaire EST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à : Name: Drew Johnson Email: drew.johnson@canada.ca Telephone – téléphone : 613-941-2102	
Destination – of Goods, Services, and Construction: Destination – des biens, services et construction : See Herein – Voir ici	
Delivery required - Livraison exigée See Herein – Voir ici	
Vendor/firm Name and address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Facsimile No. – N° de télécopieur : Telephone No. – N° de téléphone :	
Name and title of person authorized to sign on behalf of Vendor/firm Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur	
<hr/> (type or print)/ (taper ou écrire en caractères d'imprimerie)	
<hr/> Signature	<hr/> Date



This bid solicitation cancels and supersedes previous bid solicitation number 1000218102 dated June 22nd, 2020 with a closing of August 4th, 2020 at 2:00 PM EST.

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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Check List and the Task Authorization Form.

1.2 Summary

- 1.2.1 The Canadian Science Centre for Human and Animal Health (CSCHAH) of the Public Health Agency of Canada (PHAC) has a requirement for the services of licensed consultants for the provision of refrigeration repair and maintenance services on a scheduled and "as and when" requested basis. The services will be provided at each of the locations below.

Canadian Science Centre for Human and Animal Health (2 facilities)

- 1015 Arlington Street, Winnipeg, MB R3E 3P6
- 820 Elgin Avenue, Winnipeg, MB R3E 3M2

AND

JC Wilt Infectious Diseases Research Centre

- 745 Logan Ave. Winnipeg, MB R3E 3L5

The contract period will start November 1, 2020 and end October 31, 2023 with two additional one year option periods. The resources must be available to work on-site at the work locations above.

[The work will be on an as and when needed basis and will be called upon using Task Authorizations.](#)

- 1.2.2 There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security



clauses, Bidders should refer to the Contract Security Program of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

1.3 Debriefings

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



PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

2.2 Submission of Bids

Bids must be submitted only to drew.johnson@canada.ca by the date, time and place indicated on page 1 of the bid solicitation.

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

2.3 Former Public Servant

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

Definitions

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

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

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



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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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



2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 3 calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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



PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that bidders provide their bid in separate attachments as follows:

- Section I: Technical Bid – one electronic copy by email;
- Section II: Financial Bid – one electronic copy by email;
- Section III: Certifications – one electronic copy by email; and
- Section IV: Additional Information – one electronic copy by email

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

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

Section I: Technical Bid

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

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

Section II: Financial Bid

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

Section III: Certifications

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

Section IV: Additional Information

In Section IV of their bid, bidders should provide:

1. their legal name;
2. their Procurement Business Number (PBN);
3. the name of the contact person (provide also this person's mailing address, phone and facsimile numbers and email address) authorized by the Bidder to enter into communications with Canada with regards to their bid, and any contract that may result from their bid;
4. for Part 2, article 2.3, Former Public Servant, of the bid solicitation: the required answer to each question; and, if the answer is yes, the required information;
5. for Part 6, article 6.1, Security Requirement, of the bid solicitation:
 - a) for each individual who will require access to classified or protected information, assets or sensitive work sites:
 - 1) the name of the individual;
 - 2) the date of birth of the individual; and
 - 3) if available, information confirming the individual meets the security requirement as indicated in Part 7 - Resulting Contract Clauses;



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1. Mandatory Technical Criteria

The bid must meet the mandatory criteria set out below. The Bidder must provide the necessary documentation to support compliance. Bids which fail to meet the mandatory criteria will be declared non-responsive. Mandatory criteria are evaluated on a simple pass or fail basis. This will be evaluated as either “Yes” or a “No.”

Attention Bidders: Write beside each of the criterion the relevant page number(s) from your bid which addresses the requirement identified in the criteria.			
#	Mandatory Technical Criteria	Met (Yes/No)	Cross-Reference to bid (indicate page #)
MT1	The Bidder must demonstrate they are COR Accredited by the Construction Association of Canada. A copy of the current and valid Accreditation must be provided at bid closing.		
MT2	The Bidder must demonstrate, by providing a detailed CV for each resource, that they are proposing at least three (3) Refrigeration and Air Conditioning Mechanic Licensed Mechanics/Technicians. Each proposed Mechanic/Technician must have a current and valid Refrigeration and Air Conditioning Mechanic License and MOPIA license. A current and valid copy of both the Refrigeration and Air Conditioning Mechanic License and MOPIA license must be provided for EACH proposed Mechanic/Technician.		

4.2 Basis of Selection

4.2.1 Mandatory Technical Criteria

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



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



PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.1.2 Additional Certifications Required with the Bid

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Additional Certifications Precedent to Contract Award

5.2.2.1 Status and Availability of Resources

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

5.2.3.2 Education and Experience

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

5.2.3.2.2 SACC Manual clause [A3015C](#) (2014-06-26) Certifications – Contract



PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirements

1. At the date of bid closing, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

6.2 Insurance Requirements

- 6.2.1 SACC Manual clause G1005C (2016-01-28) Insurance – No Specific Requirement



PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.1.2 Task Authorization

All of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

7.1.2.1 Task Authorization Process

Task Authorization Process:

1. The Project Authority will provide the Contractor with a description of the task using the Task Authorization form specified in Annex C.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis(bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within 2 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

7.1.2.2 Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of \$100,000.00.

Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Contracting Authority before issuance.

7.1.2.3 Canada's Obligation - Minimum Work Guarantee – All the Work - Task Authorizations

1. In this clause,
"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and
"Minimum Contract Value" means 3%.
2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.



3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

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

7.3 Security Requirements

Security requirement for Canadian supplier: Public Works and Government Services Canada file # Common-Professional Services Security Requirement Check List #2

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

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from November 1, 2020 and end October 31, 2023 inclusive.

7.4.2 Option to Extend the Contract

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

Canada may exercise this option at any time by sending a written notice to the Contractor at least five (5) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:



Name: Drew Johnson
Title: Senior Procurement and Contracting Officer

Telephone: 613-941-2102
E-mail address: drew.johnson@canada.ca

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

7.5.2 Project Authority

The Project Authority for the Contract is:

(To be inserted at contract award)

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

7.5.3 Contractor's Representative

(To be inserted at contract award)

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Payment

7.7.1 Basis of Payment

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

7.7.2 Limitation of Expenditure – Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$____(*insert the amount at contract award*). Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.



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

7.7.3 Single Payment

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada.

7.8 Invoicing Instructions

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

Invoices must be distributed as follows:

- a. One copy must be forwarded to the Project Authority and to the email address shown below for certification and payment:
Hc.p2p.east.invoices-factures.est.sc@canada.ca

7.9 Certifications and Additional Information

7.9.1 Compliance

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

7.10 Applicable Laws

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

7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010C;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) the signed Task Authorizations (including all of its annexes, if any);
- (g) the Contractor's bid dated _____ *(To be inserted at Contract Award)*



ANNEX "A"

STATEMENT OF WORK

1. Scope of Work

1.1. Title

- 1.1.1. Maintenance and Repair of various refrigeration equipment and systems (not including Centrifugal Chillers)

1.2. Objectives of the Requirement

- 1.2.1. The Canadian Science Centre for Human and Animal Health (CSCHAH) has a requirement for the services of licensed tradespeople for the provision of refrigeration repair and maintenance services on a scheduled and "as and when" requested basis.

1.3. Background

As Canada's leading public health infectious disease laboratory, the National Microbiology Laboratory (NML) and the National Centre for Foreign Animal Diseases are responsible for the identification, control and prevention of infectious human and animal diseases. The NML is located in the Canadian Science Centre for Human and Animal Health, the only facility to have high containment laboratories for human and animal health in one facility. It is recognized as a leading facility in an elite group of 15 centres around the world, equipped with laboratories ranging from biosafety level 2 to level 4 designed to accommodate the most basic to the most deadly infectious organisms.

The NML's activities include reference microbiology, support to epidemiology programs, surveillance, emergency response, applied and discover research, and management of intellectual assets to improve public health in Canada and internationally.

The JC Wilt Infectious Diseases Research Centre (JCWIDRC) is one of few laboratories in North America to received LEED® Canada Gold, the second highest status for leadership in Energy and Environmental Design. LEED® is a rating system that is recognized as the international mark of excellence for green building in over 132 countries.

1.4. Location of Work, Work Site and Delivery Point

For the purposes of this Contract, work is to be performed at the Canadian Science Centre for Human and Animal Health located at 1015 Arlington Street, 820 Elgin Avenue at JC Wilt Infectious Diseases Research Centre (JCWIDRC) at 745 Logan Avenue, Winnipeg, Manitoba, Canada.

2. Requirements

2.1. Tasks, Activities, Deliverables and Milestones

- 2.1.1. The Contractor is to repair, modify, maintain, install and assemble the following refrigeration systems and their components:

Located at CSCHAH at 1015 Arlington:

- (a) Qty 1 - Air Make-up unit;
- (b) Qty 1 - Walk-in freezer;
- (c) Qty 16 – Walk-in coolers;
- (d) Qty 12 – Ductless split wall mounted cooling units;
- (e) Qty 6 – Ice Machines;



- (f) Qty 3 – Incubators rooms;
- (g) Qty 1 – Display cooler;
- (h) Qty 2 – Lunch coolers;
- (i) Qty 22 - Liebert Mini-Mate units;
- (j) Qty 2 – Mobile Lab air conditioning units;
- (k) Qty 12 – Spot coolers;
- (l) Qty 6 - Liebert System/ 3 floor mount stand-alone air conditioning units;
- (m) Qty 10 – Drinking water fountains;

Located at JC Wilt, 745 Logan Ave.:

- (a) Qty 1 – Ductless split wall mounted cooling unit;
- (b) Qty 3 – Ice machines;
- (c) Qty 4 – Cold rooms;
- (d) Qty 1 – Drinking fountain;
- (e) Qty 2 – York Air cooled Chillers (200 tonne each)
- (f) Qty 2 – Multistack Water-cooled chillers (40 tonne each); and
- (g) Qty 2 – 35kW Liebert Air cooled CRV cooling system with outdoor MC heat rejection.

Any other refrigeration repairs or maintenance requested by the Project Authority.

The above list may be revised from time to time based on the actual number of systems and/or units in service or replaced.

2.1.2. These activities are to follow the exact procedures used during the original programming.

2.1.3. The Contractor must furnish all necessary tools, services and labour to execute the work required for the maintenance and repair of the equipment contained herein and must execute such work in accordance with all related Codes, Standards and Regulations from all levels of Government (Provincial/Territorial, Municipal and Federal).

2.1.4. A work order number will be provided by the Project Authority for each request of service.

2.1.5. The work is to include:

PART A: Scheduled Services

- a.) Inspections on the systems listed in Annex B to be scheduled via Task Authorization on a semi-annual basis.

PART B: As and When Repair Services

- a.) Repair refrigeration systems and/or specific tasks identified and /or requested by CSCHAH or JCWIDRC
- b.) The Contractor must respond to “routine” requests for services within one (1) working day of the request by the Project Authority
- c.) The Contractor must provide on-call emergency repair services on a 24/day, 7 days / week, “as and when” requested basis. Telephone support is to be available on an emergency basis. Failure of equipment or systems to perform their basic functions is considered and “emergency”.



- d.) The Contractor must provide a response within two (2) hours of receipt of an emergency call during normal business hours and within four (4) hours of receipt of an emergency call outside normal business hours. System must be restored to working condition without undue delay.
 - e.) In the event emergency services are requested, the Contractor is to proceed to the site and repair or protect the system and/or equipment from further damage. Once the system has been made safe or repaired, the Contractor must provide within one (1) working day, a detailed estimate to complete repairs and put the equipment in proper working order.
 - f.) Should a request for service occur after normal business hours and/or weekends, the Contractor is to contact the Project Authority on the first working day following the request to obtain a work order number.
- 2.1.6. If required, CSCHAH will supply tools and Personal Protective Equipment (“PPE”) inside the CL3 and 3+ areas of the CSCHAH. These tools are the property of CSCHAH and will not be allowed to leave these areas. The Contractor must contact the Project Authority if sufficient and/or specialty tool(s) are not available within the containment area. Provision of tools and PPE by CSCHAH for services performed in containment areas is in accordance with building policies and applicable regulatory directives. Accordingly, no employee-employer relationship is to be implied or construed by this provision.
- 2.1.7. When requested by the Project Authority, the Contractor will submit a written plan of operation for approval before work commences.
- 2.1.8. The Contractor will:
- (a) Perform work with minimum disturbance to occupants, public and normal use of premises.
 - (b) Protect existing equipment from damage.
 - (c) Where necessary, cover furniture and fittings in work areas prior to commencement of work; remove covers on completion of work.
 - (d) Perform any work that may disrupt the operations of the occupying clients after normal work hours (0600 – 1800 Monday to Friday).
 - (e) Read blueprints and specification documents to determine size, extent of project and requirements, compliance with codes and safety regulations.
 - (f) Assemble, erect or install material and personnel handling devices, scaffolds, ropes, slings and hoists.
 - (g) Provide all certificates and permits upon request of the Project Authority.
 - (h) Advise the Project Authority of any product defect or damage the Contractor may come across or cause in the performance of the work.
 - (i) Instruct the Project Authority on any new operating procedures when installing or modifying new or existing equipment.
 - (j) Report to the Project Authority any problems identified and when the work is complete.
 - (k) Provide a report of all work completed in the billing period when submitting the invoice.
- 2.1.9. The Contractor will provide telephone numbers for regular services calls and the contact names and telephone / cell numbers for emergency contact. Contractor is responsible to provide the Project Authority in writing of any changes to after-hour personnel schedule changes (including weekend / holiday coverage) with a minimum of seven (7) days notice.



2.2. Contractor's Obligations

- 2.2.1. The Contractor will provide a minimum of two (2) Refrigeration and Air Conditioning Licensed Mechanics / Technicians and one (1) back-up mechanic / technician, each with a valid Manitoba Ozone Protection Industry Association (MOPIA) License.
- 2.2.2. The Project Authority may, at any time during the Contract request to inspect or obtain a copy of each tradesperson's certificate.
- 2.2.3. Only Refrigeration and Air Conditioning Mechanic Apprentices will be permitted to assist Tradespeople in the performance of the work. On-site Apprentices must be under the direct supervision of a licensed Refrigeration and Air Conditioning Mechanic. Canada reserves the right to request proof of registration in a Tradesman Program.
- 2.2.4. Contractors performing work under this contract must be COR Accredited by the Construction Association of Canada.
- 2.2.5. Training shall be provided at the Contractor's expense. Contractor's on-site personnel will be required to produce valid certifications upon request.

3. General Requirements

3.1. Permits, Fees and Licenses

- 3.1.1. The Contractor shall pay all fees, obtain certificates and permits as required by code and provide the appropriate authorities having jurisdiction with all required information.
- 3.1.2. Furnish these certificates and permits for all work to the Project Authority.
- 3.1.3. All required licenses, certifications and permits must be kept current throughout the entire term of this Contract.

3.2. Specifications and Standards

- 3.2.1. The Contractor must comply with all legislative and regulatory provisions whether federal, provincial or municipal applicable to the performance of the work. The Work is to be executed to meet or exceed the requirements of:
 - (a) [COR Accredited by the Construction Association of Canada](#);
 - (b) [Laboratory Biosafety Guidelines](#);
 - (c) [Provincial Fire Code](#);
 - (d) [ULC Standard CAN/ULC-S536-04](#)
 - (e) [National Fire Protection Association Standards](#);
 - (f) [National Fire Code of Canada](#);
 - (g) [American Society of Mechanical Engineers Codes](#);
 - (h) [National Building Code of Canada](#);
 - (i) [Canada Labour Code, Part IV](#);
 - (j) Fire Commission of Canada #301, Standard for Building Construction Operations;
 - (k) Canadian Construction Safety Code, Provincial Government, Worker's Compensation Board and Municipal statues and authorities;
 - (l) Materials and workmanship must conform to or exceed applicable standards of [Canada Government Specifications Board \(CGSB\)](#), [Canadian Standards Association \(CSA\)](#), and [American Society for Testing Materials \(ASTM\)](#) and reference organizations;
 - (m) Equipment or system manufacturer's specifications and calibration settings, instruction manuals and / or leaflets;



- (n) [Federal Halocarbon Regulations, 2003](#);
- (o) Building specifications; and
- (p) [Workplace Hazardous Materials Information System \(WHMIS\)](#)

- 3.2.2. In the event of a conflict between any of the codes, regulations, acts or standards outlined in herein, the most stringent shall apply.
- 3.2.3. All of the above codes and standards in effect at the time of award are subject to change / revision. The latest editions of each shall be enforced during the term of the Contract.

3.3. Existing Services

- 3.3.1. Examine the existing conditions and determine those conditions affecting the work.
- 3.3.2. Protect and maintain existing active services.
- 3.3.3. Connect to existing services, with minimum disturbance to occupants and building operation.
- 3.3.4. Use existing services at no cost.
- 3.3.5. Any equipment required to be shut down to execute service or repair must be done by the Project Authority or his/her designate or, at the discretion of CSCHAH, by the Contractor under the supervision of the Project Authority.
- 3.3.6. Normal access hours shall fall within 0600 hours to 1800 hours, Monday through Friday inclusive, excluding holidays. The building operation is 24 hours a day, 365 days a year.
- 3.3.7. Inform the Project Authority immediately of any code violation or required repairs which could pose a hazard to employees or building occupants.

3.4. Cleaning & Waste

- 3.4.1. Maintain work area free of accumulated waste and rubbish.
- 3.4.2. Remove and dispose of debris, used and obsolete material on a daily basis.
- 3.4.3. Remove grease, dust, dirt, stains, fingerprints and other foreign materials from sight-exposed interior and exterior finished surfaces affected by the Contract work.

3.5. Cutting, Fitting and Patching

- 3.5.1. Cut, fit and patch where required for work under this Contract. Make good all disturbed surfaces to original condition.

3.6. Co-ordination and Protection

- 3.6.1. Execute work with minimum disturbance to occupants, public, and normal use of building. Make arrangements with the Project Authority to facilitate execution of work. Maintain access and exits as work area could be occupied during execution of work. The Contractor must be prepared to work with laboratory staff to carry out verifications.
- 3.6.2. All movement of furniture is the Contractor's responsibility under the direction of the Project Authority. The movement of laboratory equipment will require prior approval from the Project Authority.
- 3.6.3. Furniture including desks, file cabinets, shelving units, chairs and cabinets, which are moved because of the work requirements, will be moved back at the end of each workday unless otherwise specified.
- 3.6.4. Protect existing work from damage.
- 3.6.5. Hot Works procedures are in effect; accordingly, all employees of the Contractor must follow on-site Hot Works instructions before cutting, boring or sleeving load bearing members. If engineering services are required to provide design and inspection of site, the Contractor will be responsible to obtain the service.
- 3.6.6. All possible safety precautions are to be taken to ensure the protection of employees or occupants during the course of the work.



3.7. Workmanship

- 3.7.1. All reconstruction and modification work must match or exceed the quality of fit and finish of the original or existing work. All workmanship is subject to inspection and approval.

3.8. Technical, Operational and Organization Environment

- 3.8.1. The Contractor's work will be coordinated by the Contractors Representative under the direction of the CSCHAH staff who is responsible for this system.

3.9. Method and Source of Acceptance

- 3.9.1. Each requested task will be considered complete when the system involved is certified as functioning properly and correctly.

3.10. Reporting Requirements

- 3.10.1. The Contractor will report to the Project Authority when the system servicing is completed and in addition to any issues or problems encountered during the servicing. The Contractor will submit a written report to the Project Authority, detailing all work completed and readings taken, at the completion of each site visit.

3.11. Project Management Control Procedures

- 3.11.1. The individual identified in the Contractor's proposal as the Contractors Representative will ensure the contract is brought in on time, on budget and of an acceptable quality.

3.12. Work Done by Other Means

- 3.12.1. This Contract does not create an exclusive right of the Contractor to perform the services specified herein. CSCHAH reserves the right to have any work done by other means.

4. Materials

4.1. Materials

- 4.1.1. All materials coming to the facility must be delivered to CSCHAH shipping and receiving. At the time of delivery, leave packing or delivery slips for materials or replacement parts with the person or persons appointed by the Project Authority.
- 4.1.2. Material costs in excess of \$5000.00 must be approved for use by the Project Authority prior to installation.
- 4.1.3. Where the Contractor supplies equipment purchased from a supplier or manufacturer, obtain from the supplier or manufacturer, a warranty for the manufacturer's normal warranty period and such warranty shall be made out to Government of Canada (CSCHAH) and included in the Operations and Maintenance (O&M) Manuals for the Project Authority.
- 4.1.4. Deliver, store and maintain materials with manufacturer's seals and labels intact.
- 4.1.5. Store materials in accordance with manufacturer's and supplier's instructions.
- 4.1.6. Materials are not to be stored on site without the Project Authority's approval.
- 4.1.7. PHAC accepts no responsibility for materials or equipment stored on site.
- 4.1.8. When an equipment inventory numbering system exists, identify to the Project Authority, all pertinent data relative to the new piece of equipment upon installation.

4.2. Products

- 4.2.1. Use material and replacement parts that match existing building standard and code requirements. Alternative materials must have prior approval of the Project Authority. Any changes require approval of the Project Authority.
- 4.2.2. Use products of same type as existing, including classification, unless otherwise approved by the Project Authority. For new products approved, use products from one manufacturer only.



- 4.2.3. Use new materials that conform to, or exceed the minimum applicable standards of the Canadian Government Standards board, The Canadian Standards Association and/or the National Building Code of Canada.
- 4.2.4. Where there is no alternative to supplying equipment which is not CSA certified, obtain special approval from the Manitoba Provincial Department of Labour.
- 4.2.5. The Contractor shall ensure that all materials used in the workplace are classified and labelled according to the Workplace Hazardous Materials Information Systems (WHMIS).
- 4.2.6. The Contractor shall provide copies of the Material Safety Data Sheets (MSDS) for products used on the premises to the Technical Authority.

5. Execution

- 5.1. Use installation procedures and methods of product modification and reconstruction that match the existing facility specification, product specification and to the satisfaction of the Project Authority or designate.
- 5.2. Unless otherwise specified, comply with the manufacturer's latest printed instructions for materials and installation methods.
- 5.3. Where applicable maintain an as-built drawing showing the exact location of any changes made to the building, systems and equipment using the latest version of AutoCad software. Electronic and hard copy of the as built drawings must be provided to the Project Authority.

6. OTHER TERMS AND CONDITIONS OF THE SOW

6.1. Contractor's Obligations:

- 6.1.1. Work order numbers must be submitted with each invoice. No invoice will be considered for payment without work order numbers indicated on the invoice.
- 6.1.2. Each invoice must indicate the following information:
 - (a) Contract number
 - (b) Work location
 - (c) Date
 - (d) Description of work activities
 - (e) Hours itemized as per Basis of Payment (individual time sheet for each work order identifying work done, date and hours required to complete the work).
 - (f) Material - list price less discount;
 - (g) Provide a copy of the suppliers invoice for parts and equipment acquired by the Contractor for final supply to CSCHAH.
- 6.1.3. In the event of a dispute, make any and all records available to the Public Health Agency of Canada (PHAC) to substantiate time and/or materials spent on any one repair. Should there still be a discrepancy, the CSCHAH Security sign in logs and/or card reader date shall be utilized and considered accurate.
- 6.1.4. Pay all taxes levied by law including Federal, Provincial and Municipal.
- 6.1.5. Materials required to be supplied and installed in the course of a service call shall be clearly identified as to individual cost to the Contractor as invoiced by the supplier.
- 6.1.6. The Contractor shall submit copies of actual invoices from their supplier when submitting claims for payment.
- 6.1.7. Unless otherwise specified, the Contractor shall use its own equipment and software for the performance of this Statement of Work.
- 6.1.8. Title to the equipment / furnishings charged against this Contract shall vest in Canada upon payment of invoiced amounts and shall remain so vested at all times.



- 6.1.9. For each item of equipment / furnishings purchased, the Contractor is to record the name, manufacturer, model number, serial number, optional equipment, supplier and price and forward this information to the Project Authority.
- 6.1.10. The Contractor shall label all equipment / furnishings as being the property of Canada.
- 6.1.11. Notwithstanding the fact that the equipment / furnishings under this Contract become vested in Canada, the equipment / furnishing shall remain within the custody and control of the Contractor until such time as the Project Authority provides instructions for its delivery. During this period of time, the Contractor shall take reasonable and proper care of the equipment / furnishings.
- 6.1.12. Due to the existing workload and deadlines, all personnel assigned to any contract resulting from this Contract must be ready to work in close and frequent contact with the Project Authority and other departmental personnel.

6.2. Language of Work

- 6.2.1. English

6.3. Special Requirements

6.3.1. Site Safety

- 6.3.1.1. Comply with the [Canadian Code for Construction safety](#), [The Provincial Safety Act](#) and the requirements of the Fire Commissioner of Canada relating to the safety of persons on the worksite or the protection of the property again loss or damage from any cause including fire.
- 6.3.1.2. All persons including Contractors, sub trades, suppliers, delivery services, etc. must wear [Grade 1 or 2 CSA approved Safety Footwear](#) when working in or moving through the facility.
- 6.3.1.3. The Contractor and his/her employees are to comply with Laboratory Bio-Safety procedures and protocol, which will be reviewed during the CSCHAH orientation session on building policies.

6.3.2. Site Security

- 6.3.2.1. Site security is the responsibility of the Contractor who shall erect temporary site or dust enclosures to prevent dust or other contaminates from escaping into other areas; barricades or fencing to prevent unauthorized entry.
- 6.3.2.2. Any work that may disrupt the operations of the occupying clients will be carried out after normal building operational hours. For all work carried out after normal building operational hours, the Manager, CSCHAH Security Operations, in consultation with the Project Authority will determine acceptable building security.

6.3.3. Facility Access

- 6.3.3.1. Only those employees whose names appear on the Contractor's approval list will be allowed access to the site under this Contract.
- 6.3.3.2. The Contractor and his/her employees must provide valid photo identification and register with CSCHAH Security on-site when entering and leaving the facility to obtain and return a facility access pass.
- 6.3.3.3. All keys and/or proximity cards entrusted to the Contractor and his/her employees for the fulfilment of this Contract must be returned to the security desk before departure from the building at the end of each working day. All lost keys or cards must be immediately reported to the security desk or the Project Authority.
- 6.3.3.4. Employees of the Contractor shall be subject to questioning and search of tools and supplies in relation to security matters by designated security staff.
- 6.3.3.5. When Contractor is working in secure zones within the facility, they will be escorted and supervised by CSCHAH staff at all times.



6.3.4. Drawings and Maintenance Manuals

- 6.3.4.1. Maintenance manuals, specifications and plans are available for viewing from the Project Authority listed herein.
- 6.3.4.2. Additions, relocation or removal of equipment is to be recorded, dated and initialed by the Contractor or the Project Authority on the "as built" prints where applicable.
- 6.3.4.3. As built drawings are to be marked up accordingly to indicate any deviations to the originals.

6.3.5. Meetings

- 6.3.5.1. Attend meetings on site when requested by the Project Authority.

6.3.6. Building Policies

- 6.3.6.1. The Contractor and his/her employees shall follow building policies and regulations including fire evacuation procedures, safety procedures, laboratory and hot work protocols, security requirements, and any directive issued from time to time by the Project Authority.
- 6.3.6.2. All approved employees of the Contractor must attend an orientation session on CSCHAH building policies. This session is paid for by PHAC and subsequent orientation sessions will be made available for any new employees of the Contractor during the duration of this Contract or should facility protocols and procedures change.
- 6.3.6.3. All personnel representing the Contractor which may have access to the CSCHAH facility, documentation and/or information that is confidential or proprietary to Canada, must sign a Non-Disclosure and Confidentiality Agreement (attached hereto as Appendix "B") prior to being granted access to the facility, such documentation and/or information.
- 6.3.6.4. The CSCHAH is a LATEX GLOVE FREE facility. No latex gloves are permitted in the facility.
- 6.3.6.5. Fastening devices – Explosive actuated – Powder activated devices using explosive shells are not permitted in the facility.
- 6.3.6.6. Work areas are to be free of accumulated waste and rubbish. Contractor is to remove and dispose of debris, used and obsolete material off-site on a daily basis.
- 6.3.6.7. Conserve energy and non-renewable resources with due regard for property protection, safety of workers and employees and override by-laws and regulations.
- 6.3.6.8. Do not list, publicize or use for business promotion purposes, the address of the work of this Contract, the name of the facility, Agency or the Government of Canada.
- 6.3.6.9. Respect the Government of Canada's No Smoking policy on these premises.
- 6.3.6.10. All personnel shall refrain from wearing / listening to any personal entertainment device, or any other device that might limit hearing and vision in all laboratory and mechanical spaces. This includes, but is not limited to iPods or MP3 players.
- 6.3.6.11. All personnel/visitors are prohibited from using personal or business related portable electronic devices to take photos/videos or personnel or government assets. This applies to all areas of the facility.
- 6.3.6.12. Wherever possible, the use of scented products is to be minimized. Contractor's employees working on-site at the CSCHAH are to be advised to limit the use of scented personal products (perfumes, aftershaves, etc.).

6.3.7. Immunization and Health Certificates

- 6.3.7.1. Immunization and a health assessment may be required depending on the work location in the building and level of risk. Risk assessment will be completed prior to



any work of this nature being undertaken and the Contractor will be advised of any requirements. If required. As a minimum, the following shall apply:

- 6.3.7.2. Basic requirements for entry into the facility and CL02: Current TD (tetanus) booster; i.e. within the past 10 years; Hepatitis B highly recommended. Costs associated with these requirements will be the responsibility of the Contractor and/or the Contractor's employee;
- 6.3.7.3. For CL03 Entry – based on a “case by case” risk assessment, the following activities will be performed on site as required: Entrance Serum storage, Exit Serum Storage and health history (Cat II medical with Occupational Health Nurse or Cat III medical with physician if deemed necessary). Costs associated with these requirements will be the responsibility of CSCHAH
- 6.3.7.4. CL03 TB lab Only Mantoux TB skin test. Costs associated with this requirement will be the responsibility of CSCHAH.
- 6.3.7.5. When requested, proof of testing and/or immunization must be provided to the Project Authority.

6.3.8. Parking

- 6.3.8.1. There is no available parking at 745 Logan Avenue location and vehicle owners are required to find alternative parking off site of the JC Wilt facility.
- 6.3.8.2. Parking will be made available at the 1015 Arlington Street site to Contractors holding contracts and Contract Agreements with the CSCHAH. Only vehicles with proper signage, operated by a Contractor who is on-site for facility related business will be given parking. Contractors must park their vehicles on the gravel lot located at the North East corner of the parking lot. (If no spaces are left on the gravel lot, the vehicle owner will be required to find alternative parking offsite of the CSCHAH parking lot).
- 6.3.8.3. Each vehicle must be parked front end in first. Backing into the parking spot is not allowed in order to protect the electrical posts.
- 6.3.8.4. Contractors must register their vehicle at the security reception desk. Failure to do so may result in the vehicle being towed.
- 6.3.8.5. There will be no parking in the fire lane, which is clearly marked with "No Parking" signs. Any vehicles parking in the fire lane will be subject to being towed at the owner's expense.
- 6.3.8.6. There will be no overnight parking or storage of a vehicle allowed.
- 6.3.8.7. CSCHAH does not take any responsibility for vehicles parked on the lot. Parking on the lot is at the owner's risk.
- 6.3.8.8. Unauthorized vehicles will be subject to tow at the owner's expense



ANNEX "B"

BASIS OF PAYMENT

1. INSTRUCTIONS

- 1.1.1 Firm all-inclusive prices/rates for the period of the Contract in the following pricing schedule.
- 1.1.2. GST, if applicable, is not included and is to be shown as separate item on any resulting invoice. Payment will be made in accordance with the following pricing.

2. EQUIPMENT LIST

- 2.1. This equipment list may be revised from time to time based on the actual number of systems and/or units in service or replaced.

System / Unit	Maintenance Schedule
Located at CSCHAH at 1015 Arlington	
1 - Air Make-up unit	Semi-Annual
1 - Walk-in freezer	Semi-Annual
16 – Walk-in coolers	Semi-Annual
12 – Ductless split wall mounted cooling units	Semi-Annual
6 – Ice Machines	Semi-Annual
3 – Incubators rooms	Semi-Annual
1 – Display cooler	Semi-Annual
2 – Lunch coolers	Semi-Annual
22 - Liebert Mini-Mate units	Semi-Annual
2 – Mobile Lab air conditioning units	Semi-Annual
12 – Spot coolers	Semi-Annual
6 - Liebert System/ 3 floor mount stand-alone air conditioning units	Semi-Annual
10 – Drinking water fountains	Semi-Annual
Located at JC Wilt, 745 Logan Ave	
1 – Ductless split wall mounted cooling unit	Semi-Annual
3 – Ice machines	Semi-Annual
4 – Cold rooms	Semi-Annual
1 – Drinking fountain	Semi-Annual
2- York Air cooled Chillers (200 tonne each)	Semi-Annual
2 – Multistack Water-Cooled Chillers (40 tonne each)	Semi-Annual
2 – 35kW Liebert Air Cooled CRV cooling system with outdoor MC heat rejection	Semi-Annual

3. INSPECTION AND REPAIR SERVICES - AS AND WHEN REQUESTED SERVICES

3.1 Estimates

- 3.1.1. If an estimate of the cost for a specific task, which is identified by CSCHAH, is requested, the Contractor shall provide the Project Authority with a statement of the work required and an estimate of the cost for performing the specific task at no cost to CSCHAH, in accordance with the pricing provision of the Contract. The Contractor shall not undertake any of the specified work unless and until receipt of an authorized Task Authorization by CSCHAH, Project Authority.
- 3.1.2. An estimate is required for all As and When requested services. No additional charges will be allowed for travel to the site.
- 3.1.3. The estimated cost provided must not be exceeded without an amended Task Authorization by the Project Authority.



3.1.4. The estimated quantities below are for evaluation purposes only and should not be considered a guarantee of work.

4. PRICING SCHEDULE

4.1. **TABLE 1 - Period of Contract – November 1, 2020 to October 31, 2023**

Inspection and Repair Services – As and When Requested Basis – As identified in the Task Authorization Form.					
Item	Description	Unit of Issue	Estimated Quantity	Firm Unit Price	Extended Price
A.	Call Out Rate – Firm All inclusive Call Out rate for the first hour of on-site productive labour for work identified in the Call-up document				
1.	Qualified Technician – during regular working hours (Monday – Friday)	hour	100	\$ _____/hour	\$
2.	Apprentice – during regular working hours (Monday – Friday)	hour	10	\$ _____/hour	\$
3.	Qualified Technician – Firm Hourly <u>outside</u> regular working hours	hour	10	\$ _____/hour	\$
4.	Apprentice – during regular Firm Hourly <u>outside</u> regular working hours	hour	10	\$ _____/hour	\$
B	Labour – Firm all inclusive hourly rates per qualified personnel for work identified in the Call-up document. (all subsequent productive labour hours following the Call Out rate).				
5.	LABOUR - Qualified Technicians Firm Hourly Rates during regular working hours	hour	400	\$ _____/hour	\$
6.	LABOUR - Apprentice - Firm Hourly during regular working hours.	hour	20	\$ _____/hour	\$
7.	LABOUR - Qualified Technicians Firm Hourly Rates <u>outside</u> regular working hours	hour	20	\$ _____/hour	\$
8.	LABOUR - Apprentice - Firm Hourly <u>outside</u> regular working hours	hour	20	\$ _____/hour	\$
9.	MATERIALS AND REPLACEMENT PARTS: Mark Up on Allowance for unspecified material, replacement parts, required permits and certificates.	percentage	\$30,000.	_____ %	\$



(% mark up x \$ =)					
TOTAL:					\$

4.2 TABLE 2 – Option Period 1 – November 1, 2023 to October 31, 2024

Inspection and Repair Services – As and When Requested Basis – As identified in the Task Authorization Form.					
Item	Description	Unit of Issue	Estimated Quantity	Firm Unit Price	Extended Price
A.	Call Out Rate – Firm All inclusive Call Out rate for the first hour of on-site productive labour for work identified in the Call-up document				
1.	Qualified Technician – during regular working hours (Monday – Friday)	hour	100	\$ _____/hour	\$
2.	Apprentice – during regular working hours (Monday – Friday)	hour	10	\$ _____/hour	\$
3.	Qualified Technician – Firm Hourly <u>outside</u> regular working hours	hour	10	\$ _____/hour	\$
4.	Apprentice – during regular Firm Hourly <u>outside</u> regular working hours	hour	10	\$ _____/hour	\$
B	Labour – Firm all inclusive hourly rates per qualified personnel for work identified in the Call-up document. (all subsequent productive labour hours following the Call Out rate)				
5.	LABOUR - Qualified Technicians Firm Hourly Rates during regular working hours	hour	400	\$ _____/hour	\$
6.	LABOUR - Apprentice - Firm Hourly during regular working hours.	hour	20	\$ _____/hour	\$
7.	LABOUR - Qualified Technicians Firm Hourly Rates <u>outside</u> regular working hours	hour	20	\$ _____/hour	\$
8.	LABOUR - Apprentice - Firm Hourly <u>outside</u> regular working hours	hour	20	\$ _____/hour	\$
9.	MATERIALS AND REPLACEMENT PARTS: Mark Up on Allowance for unspecified material, replacement parts, required permits and certificates. (% mark up x \$ =)	percentage	\$30,000.	_____ %	\$
TOTAL:					\$



4.3 TABLE 3 – Option Period 2 – November 1, 2024 to October 31, 2025

Inspection and Repair Services – As and When Requested Basis – As identified in the Task Authorization Form.					
Item	Description	Unit of Issue	Estimated Quantity	Firm Unit Price	Extended Price
A.	Call Out Rate – Firm All inclusive Call Out rate for the first hour of on-site productive labour for work identified in the Call-up document				
1.	Qualified Technician – during regular working hours (Monday – Friday)	hour	100	\$ _____/hour	\$
2.	Apprentice – during regular working hours (Monday – Friday)	hour	10	\$ _____/hour	\$
3.	Qualified Technician – Firm Hourly <u>outside</u> regular working hours	hour	10	\$ _____/hour	\$
4.	Apprentice – during regular Firm Hourly <u>outside</u> regular working hours	hour	10	\$ _____/hour	\$
B	Labour – Firm all inclusive hourly rates per qualified personnel for work identified in the Call-up document. (all subsequent productive labour hours following the Call Out rate)				
5.	LABOUR - Qualified Technicians Firm Hourly Rates during regular working hours	hour	400	\$ _____/hour	\$
6.	LABOUR - Apprentice - Firm Hourly during regular working hours.	hour	20	\$ _____/hour	\$
7.	LABOUR - Qualified Technicians Firm Hourly Rates <u>outside</u> regular working hours	hour	20	\$ _____/hour	\$
8.	LABOUR - Apprentice - Firm Hourly <u>outside</u> regular working hours	hour	20	\$ _____/hour	\$
9.	MATERIALS AND REPLACEMENT PARTS: Mark Up on Allowance for unspecified material, replacement parts, required permits and certificates. (% mark up x \$ =)	percentage	\$30,000.	_____ %	\$
TOTAL:					\$



ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST

COMMON-PS-SRCL#2



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat 100248102
Security Classification / Classification de sécurité UNCLASSIFIED

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

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

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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.	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Non <input type="checkbox"/> 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? Short Title(s) of material / Titre(s) abrégé(s) du matériel: Document Number / Numéro du document:	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Non <input type="checkbox"/> Oui
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 / COTE DE FIABILITE <input type="checkbox"/> TOP SECRET - SIGINT / TRÈS SECRET - SIGINT <input type="checkbox"/> SITE ACCESS / ACCÈS AUX EMPLACEMENTS <input type="checkbox"/> CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/> NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/> SECRET / SECRET <input type="checkbox"/> NATO SECRET / NATO SECRET <input type="checkbox"/> TOP SECRET / TRÈS SECRET <input type="checkbox"/> COSMIC TOP SECRET / COSMIC TRÈS SECRET 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?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Non <input type="checkbox"/> Oui <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Non <input type="checkbox"/> 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?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Non <input type="checkbox"/> 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?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Non <input type="checkbox"/> 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 seront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Non <input type="checkbox"/> 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?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Non <input type="checkbox"/> Oui
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency? Existera-t-il un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Non <input type="checkbox"/> Oui

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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 / CLASSIFIÉE			NATO				COMSEC						
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	OSD/OTOP SECRET	CONFIDENTIAL	SECRET	TOP SECRET	CONFIDENTIAL	SECRET	TOP SECRET	
Information / Assets Personnel / Documents / Files Production																	
IT Data / Support IT IT Data / Soutien informatique																	

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
 La description du travail visé par le présent LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
 Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.
12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
 La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
 Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

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ANNEX "D"

TASK AUTHORIZATION FORM

Contract Number:			
Task Authorization (TA) No. / PO Number:			
TA Validity Period:		Start:	End:
Financial Coding:			
Contractor's Name and Address			
.			
Original Authorization			
Total Estimated Cost of Task (GST/HST extra) before any revisions:			
TA Revisions Previously Authorized (as applicable)			
TA Revision No.	Authorized Increase or Decrease (GST/HST extra): \$		
TA Revision No.	Authorized Increase or Decrease (GST/HST extra): \$		
TA Revision No.	Authorized Increase or Decrease (GST/HST extra): \$		
New TA Revision (as applicable)			
TA Revision No.	Authorized Increase or Decrease (GST/HST extra):		
Total Estimated Cost of Task (GST/HST extra) after this revision:			
Contract Security Requirements (as applicable)			
This task includes security requirements.			
<input checked="" type="checkbox"/> No			



Yes. Refer to the Security Requirements Checklist (SRCL) annex of the Contract.

Required Work

SECTION A - Task Description of the Work required

SECTION B - Applicable Basis of Payment

SECTION C - Cost Breakdown of Task

SECTION D - Applicable Method of Payment

Authorization

By signing this TA, the Project Authority certifies that the content of this TA is in accordance with the Contract.

Name of Project Authority

Signature _____ Date: _____

Contractor's Signature

Name and title of individual authorized to sign for the Contractor

Signature _____ Date _____