

<p>RETURN BIDS TO: RETOURNER LES SOUMISSIONS À:</p> <p>Bid Receiving - Environment Canada / Réception des soumissions – Environnement Canada</p> <p>Electronic Copy: ec.soumissions-bids.ec@canada.ca</p> <p>BID SOLICITATION DEMANDE DE SOUMISSIONS</p> <p>PROPOSAL TO: ENVIRONMENT CANADA</p> <p>We offer to perform or provide to Canada the services detailed in the document including any attachments and annexes, in accordance with the terms and conditions set out or referred to in the document, at the price(s) provided.</p> <p>SOUSSION À: ENVIRONNEMENT CANADA</p> <p>Nous offrons d'effectuer ou de fournir au Canada, aux conditions énoncées ou incluses par référence dans le document incluant toutes pièces jointes et annexes, les services détaillés dans le document, au(x) prix indiqué(s).</p>	<p>Title – Titre Elevator Maintenance at the Canada Centre for Inlands Waters</p>		
	<p>EC Bid Solicitation No. /SAP No. – N° de la demande de soumissions EC / N° SAP 5000044903</p>		
	<p>Date of Bid solicitation (YYYY-MM-DD) – Date de la demande de soumissions (AAAA-MM-JJ) October 7, 2020</p>		
	<p>Bid Solicitation Closes (YEAR-MM-DD) - La demande de soumissions prend fin (AAAA-MM-JJ) at – à 3:00 P.M. on – le 2020-11-16</p>	<p>Time Zone – Fuseau horaire Eastern Standard Time (EST)</p>	
	<p>F.O.B – F.A.B Destination</p>		
	<p>Address Enquiries to - Adresser toutes questions à Lana Hunt lane.hunt@canada.ca</p>		
	<p>Telephone No. – N° de téléphone 236-427-6172</p>		<p>Fax No. – N° de Fax</p>
	<p>Delivery Required (YEAR-MM-DD) – Livraison exigée (AAAA-MM-JJ) 2021-01-01</p>		
	<p>Destination - of Services / Destination des services Ontario</p>		
	<p>Security / Sécurité <i>There is a security requirement associated with this solicitation. / Une exigence relative à la sécurité s'applique à cette demande.</i></p>		
<p>Vendor/Firm Name and Address - Raison sociale et adresse du fournisseur/de l'entrepreneur</p>			
<p>Telephone No. – N° de téléphone</p>		<p>Fax No. – N° de Fax</p>	
<p>Name and title of person authorized to sign on behalf of Vendor/Firm: (type or print) / Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</p>			
<p>Signature</p>		<p>Date</p>	

Cover page (signed) must be submitted together with the Bidder's proposal.

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TITLE: Elevator Maintenance at the Canada Centre for Inlands Waters (CCIW)

PART 1 - GENERAL INFORMATION

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: includes the certifications to be provided;
- Part 6 Security 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 Attachments include the Mandatory Technical Criteria

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Check List, Insurance Requirements and List of Names for Integrity Verification Form.

2. Summary

- 2.1 Environment Canada has a requirement for elevator maintenance at the CCIW in Ontario as detailed in the Statement of Work, Annex A, to the bid solicitation. The period of the contract is from January 1, 2021 to December 31, 2023 plus two (2) additional one (1) year option periods.

The Contractor's main responsibilities are to elevator maintenance at the CCIW.

- 2.2 There is a security requirement associated with this requirement. For additional information, consult Part 6 – Security 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 Canadian Industrial Security Directorate (CISD), Industrial Security Program of Public Works and Government Services Canada website (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>).
- 2.3 Bidders must provide a list of names, or other related information as needed, pursuant to section 01 Integrity Provisions of Standard Instructions 2003.
- 2.4 For services requirements, bidders in receipt of a pension or a lump sum payment must provide the required information as detailed in article 3 of Part 2 of the bid solicitation.
- 2.5 The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), and the Canadian Free Trade Agreement (CFTA).

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 of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

PART 2 - BIDDER INSTRUCTIONS

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 PWGSC *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 (2020-05-28) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

The standard instructions 2003 are modified as follows:

Under "Text" at 02:

Delete: "Procurement Business Number"

Insert: "Deleted"

At Section 02 Procurement Business Number

Delete: In its entirety

Insert: "Deleted"

At Section 05 Submission of Bids, Subsection 05 (2d):

Delete: In its entirety

Insert: "send its bid only to Environment Canada (EC) as specified on page 1 of the bid solicitation or to the address specified in the bid solicitation;"

At Section 06 Late Bids:

Delete: "PWGSC"

Insert: "Environment Canada"

At Section 07 Delayed Bids:

Delete: "PWGSC"

Insert: "Environment Canada"

At Section 08 Transmission by Facsimile, Subsection 08 (1):

Delete: In its entirety

Insert: "Bids may be submitted by facsimile if specified in the bid solicitation."

At Section 12 Rejection of Bid, Subsection 12 (1) a. and b.:

Delete: In their entirety

Insert: "Deleted"

At Section 17 Joint Venture, Subsection 17 (1) b.:

Delete: "the Procurement Business Number of each member of the joint venture,"

Insert: "Deleted"

At Section 20 Further Information, Subsection 20 (2):

Delete: In its entirety

Insert: "Deleted"

At Section 05 Submission of Bids, Subsection 05 (4):

Delete: "sixty (60) days"

Insert: "one hundred and twenty (120) days"

1.1 PWGSC SACC Manual Clauses

A7035T (2007-05-25), List of Proposed Subcontractors

If the bid includes the use of subcontractors, the Bidder agrees, upon request from the Contracting Authority, to provide a list of all subcontractors including a description of the things to be purchased, a description of the work to be performed and the location of the performance of that work. The list should not include the purchase of off-the-shelf items, software and such standard articles and materials as are ordinarily produced by manufacturers in the normal course of business, or the provision of such incidental services as might ordinarily be subcontracted in performing the Work.

2. Submission of Bids

Bids must be submitted to Environment Canada (EC) at the address and 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 to EC will NOT be accepted.

Bids are to be directed only to the bid receiving address specified. EC will NOT assume responsibility for bids directed to any other location.

3. Former Public Servant – Competitive Bid

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, 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 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, 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.

4. Enquiries - Bid Solicitation

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

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

5. Applicable Laws

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

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

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid – electronic submission

Section II: Financial Bid – electronic submission

Section III: Certifications – electronic submission

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

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

Note for electronic submission of bids:

In order to be considered, bids must be received no later than 1500h (3 p.m.) (Eastern Daylight Time) on the date and time indicated on the cover page to herein as the “Closing Date.” Bids received after the Closing Date will be considered non-responsive and will not be considered for contract award. Bids submitted by email must be submitted ONLY to the following email address:

Email Address: ec.soumissions-bids.ec@canada.ca
Attention: Lana Hunt
Solicitation Number: 5000044903

Bidders should ensure that their name, address, Closing Date of the solicitation and Solicitation Number are clearly indicated in the body of their email. Bids and supporting information may be submitted in either English or French.

The total size of the email, including all attachments, must be less than 15 megabytes (MB). It is each Bidder’s responsibility to ensure that the total size of the email does not exceed this limit.

Bids sent by fax will not be accepted.

It is important to note that emails systems can experience systematic delays and, at times, large attachments may cause systems to hold or delay transmission of emails. It is solely the Bidder’s responsibility to ensure that the Contracting Authority receives a bid on time, in the mailbox that has been identified for bid receipt purposes. Date stamps for this form of transmission are not acceptable.

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 and describe their approach in a thorough, concise and clear manner for carrying out the work.

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

Part 4, Evaluation Procedures, contains additional instructions that bidders should consider when preparing their technical bid.

Section II: Financial Bid

- 1.1 Bidders must submit their financial bid in accordance with the Basis of Payment in **Annex B**. The total amount of Applicable Taxes must be shown separately.
- 1.2 Bidders must submit their rates FOB destination; Canadian customs duties and excise taxes included, as applicable; and Applicable Taxes excluded.

1.3 Price Breakdown

In their financial bid, the bidders are requested to provide a detailed breakdown of the price for the following elements for the performance of the Work, as applicable:

- (a) Professional fees: For each individual and (or) labour category to be assigned to the Work, the bidders should indicate: i) the firm hourly rate or the firm daily rate, inclusive of overhead and profit; and ii) the estimated number of hours or days, as applicable. The bidders should indicate the number of hours in one working day.
- (b) Materials and Supplies (if applicable): The bidders should identify each category of materials and supplies required to complete the Work and provide the pricing basis. The Bidder should indicate, on a per category basis, whether the items are likely to be consumed during the performance of any resulting contract.
- (c) Subcontracts (if applicable): The bidders should identify all of the proposed subcontractors and provide in their financial bid for each one a price breakdown.
- (d) Applicable Taxes: The bidders should indicate the Applicable Taxes separately.

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

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.

1.1 Technical Evaluation

Except where expressly provided otherwise, the experience described in the bid must be the experience of the Bidder itself (which includes the experience of any companies that formed the Bidder by way of a merger but does not include any experience acquired through a purchase of assets or an assignment of contract). The experience of the Bidder's affiliates (i.e. parent, subsidiary or sister corporations), subcontractors, or suppliers will not be considered.

1.1.1 Mandatory Technical Criteria

Mandatory criteria are assessed on a simple pass/fail basis. Bids that fail to meet any of the mandatory criteria will be considered non-responsive.

Mandatory Technical Evaluation Criteria are included in Attachment 1 to Part 4.

1.2 Financial Evaluation

1.2.1 Mandatory Financial Criteria

Bids which fail to meet the Mandatory Financial Criteria will be declared non-responsive.

NO.	MANDATORY FINANCIAL CRITERION	MET / NOT MET	PAGE NO.
MF1	<p>The maximum budget allocated for this service requirement must not exceed:</p> <p>Year 1 – From January 1 to December 31, 2021: \$24,000.00 Year 2 – From January 1 to December 31, 2022: \$24,000.00 Year 3 – From January 1 to December 31, 2023: \$24,000.00 Year 4 (Option Period Year 1, if exercised) - From January 1 to December 31, 2024: \$24,000.00 Year 5 (Option Period Year 2, if exercised) - From January 1 to December 31, 2025: \$24,000.00</p> <p>Applicable taxes extra, including all labour, associated costs and subcontractors. Bids valued in excess of this amount will be considered non-responsive. This disclosure of service funds does not commit Environment and Climate Change Canada to pay such an amount.</p>		

1.2.2 Evaluation of Price

The price of the bid will be evaluated in Canadian dollars, the Applicable Taxes excluded, Canadian customs and excise taxes included.

2. Basis of Selection

1. To be declared responsive, a bid must:
 - (a) comply with all the requirements of the bid solicitation;
 - (b) meet all mandatory technical criteria;
 - (c) meet the mandatory financial criteria
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.

3. The evaluation will be based on the lowest priced compliant (responsive) bid will be recommended for award of the contract if it complies with the mandatory requirement specified in the bid solicitation document.

**ATTACHMENT 1 TO PART 4
MANDATORY TECHNICAL CRITERIA**

ITEM	MANDATORY TECHNICAL CRITERION	Reference to Page Number in Proposal [Bidder to complete]	Compliant (Yes / No) [ECCC to complete]
M1	<p>The following certificate must be provided for each technician proposed by the Bidder. The certificate must be valid (not expired) as of the bid closing date of this RFP:</p> <ul style="list-style-type: none"> • Elevating Device Mechanic, Class A (EDM-A) Certificate. 		

PART 5 - CERTIFICATIONS

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

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default in carrying out any of its obligations under the Contract, 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 may render the bid non-responsive or constitute a default under the Contract.

1. Certifications Required Precedent to Contract Award

1.1. Integrity Provisions - Associated Information

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions 2003. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

1.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from Employment and Social Development Canada (ESDC) - Labour's website.

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

1.3 Additional Certifications Required Precedent to Contract Award

The certifications listed below should be completed and submitted with the bid but may be submitted afterwards. If any of these required certifications 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 comply with the request of the Contracting Authority and to provide the certifications within the time frame provided will render the bid non-responsive.

1.4 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the

Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

1.5 Education and Experience

PWGSC SACC Manual clause A3010T (2010-08-16) Education and Experience

2. Certifications Required with the Bid

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

- a) A valid *Elevating Device Mechanic, Class A* (EDM-A) certificate.

PART 6 – SECURITY AND OTHER REQUIREMENTS

1.0 Security Requirement

- (a) Before award of a contract, the following conditions must be met:
 - (i) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
 - (ii) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;
 - (iii) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
- (b) Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
- (c) For additional information on security requirements, bidders should refer to the Canadian Industrial Security Directorate (CISD), Industrial Security Program of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

2.0 Insurance Requirements

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

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

PART 7 - RESULTING CONTRACT

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

Title: Elevator Maintenance at the Canada Centre for Inlands Waters (CCIW)

1. Statement of Work

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

2. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the PWGSC *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.

2.1 General Conditions

2010C (2020-05-28), General Conditions - Services (Medium Complexity)

2.2 Specific Person(s)

The Contractor must provide the services of the following person(s) to perform the Work as stated in the Contract: _____ (*insert name(s) of person(s)*).

3. Security Requirement

3.1 The following security requirement (SRCL and related clauses) applies and form part of the Contract.

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

4. Term of Contract

4.1 Period of the Contract

The period of the Contract is from January 1, 2021 to December 31, 2023 inclusive.

4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year period(s) 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 anytime 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.

4.3 Transition Period

The Contractor acknowledges that the nature of the services provided under the Contract requires continuity and that a transition period may be required at the end of the Contract. The Contractor agrees that Canada may, at its discretion, extend the Contract by a period of six (6) months under the same conditions to ensure the required transition. 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.

The Contracting Authority will advise the Contractor of the extension by sending a written notice to the Contractor at least 30 calendar days before the contract expiry date. The extension will be evidenced for administrative purposes only, through a contract amendment.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Lana Hunt
Procurement Specialist
Environment Canada
Procurement and Contracting Division
#101 – 401 Burrard Street
Vancouver, B.C. V6C 3R2
Tel: 236-427-6172
E-Mail: lane.hunt@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.

5.2 Technical Authority

- Will be identified at contract award.

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

5.3 Contractor's Representative

- Will be identified at contract award.

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. Payment

7.1 Basis of Payment

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined 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.

7.2 Limitation of Expenditure

- (a) Canada's total liability to the Contractor under the Contract must not exceed \$ _____. Customs duties are included and the Applicable Taxes are extra.
- (b) No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - (i) when it is 75 percent committed, or
 - (ii) four (4) months before the contract expiry date, or
 - (iii) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

- (c) 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.

7.3 PWGSC SACC Manual Clauses

A9117C (2007-11-30) T1204 - Direct Request by Customer Department

7.4 Time Verification

C0711C (2008-05-12) Time Verification

8. Invoicing Instructions

8.1 Monthly Payment

- 8.1.1 The Contractor must submit invoices monthly in accordance with the section entitled "Invoice Submission" of the general conditions.
- 8.1.2 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.

9. Certifications

9.1 Compliance

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

10. Applicable Laws

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

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) 2010C General Conditions - Services (Medium Complexity) (2020-05-28);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) Annex D, Insurance Requirements;
- (g) Annex E, List of Names for Integrity Verification Form;
- (h) the Contractor's bid dated _____, as clarified on _____ or as amended on _____.

12. Insurance – Specific requirements (G1001C) (2013-11-06)

The Contractor must comply with the insurance requirements specified in **Annex D**. 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 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.

ANNEX A

STATEMENT OF WORK

A. TITLE:

Elevator Maintenance at the Canada Centre for Inlands Waters (CCIW)

B. LOCATION:

CCIW
867 Lakeshore Road
Burlington, ON
L7R 4A6

C. OBJECTIVE:

To provide elevator preventative maintenance for 5 elevators at CCIW, in accordance with the Statement of Work detailed herein.

D. THE WORK:

The elevators to be maintained on a monthly basis are:

ELEVATING EQUIPMENT:*

	Number of Elevators	Manufacturer/Class	Location
A.	2	Thyssen Duplex Passenger	Administration and Laboratory Building
B.	1	Thyssen Single Passenger/Freight	Administration and Laboratory Building
C.	1	Armour Single Passenger	Wastewater Technology Centre
D.	1	Otis Single Freight	Workshop Warehouse Building

*(Hereinafter referred to as "elevators")

The Contractor's staff assigned to this project must have a minimum of 5 years of experience in the last 10 years working with elevators.

1.0 General

1.1 Preventive Maintenance Program

- 1.1.1 Provide a preventative maintenance program designed to maintain the elevator equipment in substantially new condition and maintain optimum performance. This program must meet all requirements of the current **CAN/CSA B44-94 Safety Code for Elevators**, including supplements and pertinent appendices. This must include the 5 year testing required.
- 1.1.2 The preventative maintenance program must assure elevator components are thoroughly cleaned, and maintained clean, permitting unimpeded systematic inspections of equipment, except the areas noted in paragraph 1.9 of this specification.
- 1.1.3 The preventative maintenance program must ensure that the Contractor's equipment inspections will result in the necessary adjustment, lubrication, repair and replacement Work required to reduce and keep, elevator breakdowns or malfunctions to a minimum.
- 1.1.4 All Work to be executed by competent, qualified provincially certified personnel, skilled in the elevator trade. Provide the Technical Authority with names of maintenance personnel assigned to the site and their positions. State the number of mechanics and helpers, and the number of adjusters required to do the Work on a regular basis.
 - 1.1.4.1 The Contractor's Site Supervisor (as indicated on the maintenance personnel list specified above) must plan, track and supervise all aspects of the maintenance program, including preventive maintenance, repair, adjusting and housekeeping routines to be undertaken by working personnel.
 - 1.1.4.2 At the sole discretion of the Technical Authority, after a meeting with the Contractor's district manager, replace the site maintenance personnel within a maximum of 10 working days of written notification.
 - 1.1.4.3 Outfit the site personnel to present a neat appearance. Limit their movement through the project to the actual requirements of their Work.
 - 1.1.4.4 The Contractor must furnish each mechanic responsible for maintenance and call-backs on the elevators covered by this contract. All costs associated with the use of the telephone on the CCIW at 867 Lakeshore Road, Burlington, Ontario, must be included in the contract price.
 - 1.1.4.5 The Contractor's Site Supervisor must carry out equipment surveys as follows:

Carry out a preliminary survey of the equipment status within two months of commencement of the contract. Carry out all Work required to ascertain the status of the equipment. Carry out a complete survey of the equipment status on a yearly basis within one month of the anniversary of the contract.
- 1.1.5 Only first class workmanship is accepted, not only regarding safety, efficiency and durability, but also regarding neatness and accuracy of detail.
- 1.1.6 Unsatisfactory Work must be corrected to Technical Authority approval, at no additional cost to the Technical Authority.
 - 1.1.6.1 The Contractor must ensure the average call-back per elevator per month does not exceed 6 call-backs per year.

- 1.1.6.2 Where the number of call-backs are considered excessive by the Technical Authority, the Contractor must provide adjuster level personnel to troubleshoot and correct the problem(s) causing the service interruption. This Work must be at no cost to the Technical Authority.
- 1.1.7 Adjust and maintain the rated speed, speed control (e.g. acceleration and deceleration), leveling devices and door operation to a minimum standard consistent with the original manufacturer's specifications and standards.
- 1.1.8 Ensure that the specific Work, herein described or as otherwise required in current and relevant manufacturer's instruction and manual, is done with rigid adherence to the required frequency of equipment servicing.

1.2 Parts, Oil, Tools

- 1.2.1. Provide parts (except as otherwise excluded), lubrication, hydraulic fluid, cleaning materials and tools and retain an adequate stock of normal replacement parts readily available to enable the mechanic to effect prompt repairs.
- 1.2.2 The Contractor must maintain at his place of business a substantial stock of parts for the equipment under contract.
- 1.2.3 Supply repair or replacement parts and all components when required using only original manufacturer's replacement parts.
- 1.2.4 Where other than original replacement parts need to be installed, permission must first be obtained from the Technical Authority, and such parts must be CSA approved where applicable and be acceptable in accordance with CAN/CSA-B44-94 Safety Code for Elevators.

1.3 Maintenance Inspection Frequency

- 1.3.1 Monthly maintenance must be performed consistently in the same week of each month.
- 1.3.2 Upon commencement of the contract, the Contractor must advise the Technical Authority of the weeks during which the maintenance inspections will be performed.

1.4 Call-Back Service

- 1.4.1 The Contractor must provide call-back service at any hour of any day when requested by the Technical Authority.
- 1.4.2 Call-back service must be at no additional cost contract.
- 1.4.3 The Contractor's response to any emergency call-back must be less than 1 hour.
- 1.4.4. Emergency call-backs must include, but not be limited to:
 - passengers trapped in an elevator;
 - report of fire or flood;
 - all passenger elevator in building out of service;
 - door separation;
 - any unsafe condition.

1.5 Technical Authority's Inspection Reports

- 1.5.1 The Contractor will receive inspection reports periodically from the Technical Authority.

- 1.5.2 When the report indicates that a reply is required, the Contractor must reply within the time limit given as follows:
 - 1.5.2.1 If all deficiencies are completed, the report must be signed, dated and returned to the Technical Authority.
 - 1.5.2.2. If deficiencies are of a nature that cannot be completed within the time limit given, the Contractor must notify the Technical Authority in writing giving explanation and completion date. Upon completion, paragraph 1.5.2.1 must apply.
 - 1.5.2.3. If deficiencies are of a nature which the Contractor deems to be unreasonable or not within the terms of the contract, the Contractor must reply in writing to the Technical Authority stating his position.
- 1.5.3 The Technical Authority's inspection reports shall form a major part of the criteria that will be used to monitor and assess the Contractor's performance and compliance with these specifications.

1.6 Elevating Devices Branch Requirements

- 1.6.1 The Contractor must test the safety operating equipment as often as required by, and in a manner acceptable to, the Technical Standards and Safety Authority, Elevating Devices Branch. The Contractor must assist T.S.S.A., Elevating Devices Branch as required by them in the performance of their inspections and tests at no extra cost to the Technical Authority.
- 1.6.2 The Contractor must comply with all instructions from the Elevating Devices Branch, Technical Standards and Safety Authority within the time limits specified on their report, and advise the Technical Authority and the T.S.S.A. upon completion.
- 1.6.3 Should the Contractor not be able to complete the deficiencies due to a delay by the Technical Authority in notifying the Contractor of the deficiencies, the Contractor must so advise the Technical Authority.
- 1.6.4 Should the deficiencies consist of items not covered by the terms of this contract, the Contractor must immediately advise the Technical Authority and request direction with regard to these items.
- 1.6.5 Non-compliance with the foregoing must render the Contractor liable for any re-inspection fees.

1.7 Specific Duties

- 1.7.1 The Contractor must ensure that at all times only fuses that meet the manufacturer's ratings will be installed. Should it be found that changed conditions require modification of these ratings, full information must be provided to the Technical Authority for approval.
- 1.7.2 The Contractor must ensure that on completion of a maintenance visit, call-back or service work, all covers on equipment must be in place.
- 1.7.3 The Contractor must ensure that all car top lighting is functioning correctly. Any faulty fixtures or guards must be replaced by the Contractor. Bulbs must be supplied, on request, by the Technical Authority's site personnel.
- 1.7.4 At the completion of the draining of the gear oil from the machine, the worm and gear must be inspected by the Contractor and the condition found reported to the Technical Authority in writing. Excessive backlash in the gear, excessive noise or excessive play in the thrust bearing must be corrected.

Note: The log books supplied by the Contractor must be filled out in accordance with Section 12, Clause 12.2.5 of the CAN/CSA-B44-94 Safety Code for Elevators including Supplements and specifically Appendix J (of the CAN/CSA-B44-94 Safety Code for Elevators).

1.8 Wiring Changes

1.8.1 Should any wiring changes be made to the equipment by the Contractor, the Contractor must supply the Technical Authority with 1 complete set of marked-up drawings in mylar form indicating all changes made and signed by an officer of the company.

1.9 Limit of Contractor's Responsibility

1.9.1 Under the terms of this contract, the Contractor:

1.9.1.1 Must not be required to clean the interior of car or make repairs to finishes of car cab interiors, or car or hoistway door panels or frames or sills or buried piping or cylinders of hydraulic elevators or replace car cab illumination lamps.

1.9.1.2 Must not be responsible for the repair or replacement of parts damaged by fire or flood not caused by the Contractor or its employees or for damages caused by unlawful, careless, or negligent acts of any persons other than the Contractor or his employees.

1.10 Event and Performance Recordings

1.10.1 At no cost to the Technical Authority, event recordings must be carried out when required by the Technical Authority as a result of excessive call-backs.

1.10.2 The event recorder or systems must be capable of providing reports to clearly display all car and hall calls, response time, car position, motion status for each car, initiation of group programs, initiation of special emergency and utility features and door open and close.

1.10.3 When required, record all testing activity and continue recording for a period of at least 24 hours subsequent to testing. During other times, record elevator activity for a period of at least 36 hours. Carry out recordings at a date designated by the Technical Authority.

2.0 Programmed Duties

2.1 Within 21 days of the awarding of the maintenance contract, the Contractor must produce, for the Technical Authority's approval, a preventative maintenance program schedule indicating duties to be performed by maintenance personnel and the frequency of these duties.

2.2 A copy of the approved schedule is to be posted in each machine room and kept current by the maintenance personnel.

3.0 Cleaning

3.1 Machine Room

3.1.1 The Contractor must maintain the elevator machine room and equipment in a clean and neat condition at all times.

3.1.2 No oily rags or combustible materials must be left exposed.

3.1.3 All oils, cleaning materials, parts including but not limited to, must be stored inside the maintenance cabinets.

3.2 Machine Room Equipment

- 3.2.1 In the first six (6) months of the contract, the Contractor must thoroughly clean all machine room equipment, particularly the controllers, control equipment and motor and motor generator brush gear, and must maintain the cleanliness throughout the term of the maintenance contract.
- 3.2.2 Depending on type and condition, the equipment must be either dusted down, blown out or cleaned with an approved electrical cleaner, to remove the accumulated oil residue and dirt.
- 3.2.3 The Contractor must advise the Technical Authority in writing when this Work is completed, initially.

3.3 Car Tops

- 3.3.1 The Contractor must clean all car tops once each month to ensure a clean and safe work area.

3.4 Hoistways

- 3.4.1 The Contractor must thoroughly clean all the equipment in the hoistways, including the removal of lubricant accumulations, once each year and the interval between regular cleaning must not exceed 12 months.
- 3.4.2 The Contractor must advise the Technical Authority in writing when the regular cleaning has been performed.
- 3.4.3 Should conditions warrant extra cleanings between the regular cleanings, the Contractor must advise the Technical Authority and request written authorization before proceeding.
- 3.4.4 This Work is to be performed by personnel specifically assigned to the Work and must not interfere with the routine preventative maintenance program.

3.5 Pits

- 3.5.1 The Contractor must clean all elevator pits once each month.

4.0 Painting and Oil Changes

4.1 Task Requirements

- 4.1.1 The Work described in this section must be completed within 6 months of the commencement date of the contract.
- 4.1.2 This Work is to be performed by personnel specifically assigned to the Work and must not interfere with the routine preventative maintenance program.

4.2 Oil Change

- 4.2.1 The gear oil from the traction machines including all sludge accumulated in the bottom of the gear housing, must be thoroughly flushed out. This must be done annually. Refer to Clause 1.7.4 for worm and gear inspection.
- 4.2.2 New gear oil of a quality equal to the original manufacturer's specifications must be supplied and installed.

4.2.3 The Contractor must advise the Technical Authority at least 1 week in advance so that the oil change may be witnessed.

4.3 Sealing of Oil Leaks

4.3.1 Upon completion of the gear oil change, the machines must be completely sealed to prevent oil leakage.

4.4 Painting: Machine Room

4.4.1 Upon completion of items 4.2 and 4.3, the Contractor must thoroughly clean and paint all machine room floors, machines, motors, motor generators, exteriors of all control cabinets and governors (where possible).

4.4.2 Once painted, surfaces are to be maintained in this condition.

4.4.3 Should a major repair take place such as changing a motor, all damaged surfaces must be repainted.

4.5 Painting: Car Tops

4.5.1 The top of each car must be thoroughly cleaned and painted.

4.5.2 The areas to be painted include all parts such as crossheads, uprights including but not limited to, which are visible when looking down on top of the car, and the header above the car door track. Parts excluded are door operating chains and other parts of the door operating equipment where painting may affect the operation and the preventative maintenance or reed switches.

4.5.3 Upon completion of this painting, the Elevator Devices Installation Number must be painted on the crosshead in black conforming to Clause 44 of the Elevating Devices Act 1980.

4.6 Type of Paint

The colour scheme and type of paint to be used is as follows:

Machine Room floors and car tops:

GLIDDEN Ultra Polyurethane Floor Enamel
Chateau Grey #894

Machines, Motors, motor generators:

I.C.I. Anti Rust Liquid Plastic
Shutter Green #6503

Controller cabinets and governors:

I.C.I. Anti Rust Liquid Plastic
Black #6501

Contractor must submit colour chips/samples or approval.

4.7 Pivot and Hinge Point Check

4.7.1 Upon completion of the machine room painting, all pivot and hinge points must be checked for freeness.

4.8 Machine Room Equipment Numbering

4.8.1 All machine room equipment must be identified by numbers (not alphabetically). Numbering must correspond to the Elevating Devices numbering in that the lowest elevating device number for the group must be elevator number one. If necessary, the disconnect switches must be re-numbered to correspond.

4.8.2 The numbers must be white decals approximately 50 mm in height.

5.0 On-Site Procedures

5.1 Routine Maintenance

5.1.1 When performing routine maintenance, the Contractor must contact the designated Technical Authority, if available, and discuss the operations of the elevators and the Work to be performed.

5.1.2 Upon completion of the routine maintenance, the Contractor must fill out the maintenance log book in machine room supplied by the Contractor and must leave with the Technical Authority, or if not available, at his office a time ticket containing the following information:

5.1.2.1 Location.

5.1.2.2 Date

5.1.2.3 Start and stop times and total hours worked.

5.1.2.4 Elevator numbers on which routine maintenance has been performed.

5.1.2.5 Description of specific Work completed.

5.2 Call-Backs

5.2.1 When answering call-backs, the Contractor must contact the designated Technical Authority, if available, and discuss the problem and action taken.

5.2.2 Should a problem be of a nature that cannot be resolved satisfactorily during that visit, the Contractor must report back to the Technical Authority explaining how and when the problem will be resolved.

5.2.3 Upon completion of the Work, the Contractor must leave with the Technical Authority, or if not available, at his office a time ticket containing the following information:

5.2.3.1 Location.

5.2.3.2 Date.

5.2.3.3 Start and stop times and total hours worked.

5.2.3.4 Elevator number worked on.

5.2.3.5 Description of problem and action taken.

5.3 Emergency and Major Repairs

5.3.1 The Contractor will provide the following service when called upon:

- 5.3.1.1 On responding to a service call which requires major work for repairs, i.e. burnt-out motors, generators, seized bearings including but not limited to, the Contractor will work whatever hours that are necessary to put the elevator back in service in the shortest possible time. This would mean that all additional expenses incurred by the Contractor (not covered in this contract), i.e. over-time premium, machine or motor rewind shop expenses would be paid by Environment and Climate Change Canada (ECCC). To minimize down time, a phone call to the Technical Authority confirming work action to be taken is sufficient for authorization to commence work.
- 5.3.1.2 Emergency and major repairs must be invoiced separately at the specified rate indicated in Annex B (Basis of Payment). The invoice must include the date and description of service provided.
- 5.3.1.3 The Contractor would be required to set up a business relationship account with a local machine and motor rewind shop which supplies a 24 hour emergency service within the local area.
- 5.3.1.4 It would also be advantageous to all concerned if a similar relationship was developed with the local area suppliers with whom the Contractor deals on a regular basis.
- 5.3.1.5. In addition to working any and all over-time to repair the elevators, it will also be the Contractor's responsibility to keep the Technical Authority fully informed of the Work in progress so that any questions arising can be competently answered by the Technical Authority.

5.6 Time Ticket Signature

- 5.6.1 All time tickets are to be signed by a Technical Authority.

6.0 Special Requirements

- 6.1 Annual clean down on all units. First job is to be done at the commencement of the contract.
- 6.2 All units must have a log book on site that is kept in the machine room, and kept up to date by the Contractor's personnel.
- 6.3 The Contractor is to sign in and out with the Technical Authority. A written report of the Contractor's finding of non-compliance must be given to the Technical Authority for disposition.
- 6.4 The Contractor must ensure that all Work done on the elevating devices at 867 Lakeshore Road, Burlington, Ontario, owned by Environment Canada must meet the requirements of the existing Act and Regulations, and the CAN/CSA B44-94 Safety Code. This must be monitored by a third party appointed by the Technical Authority.
- 6.5 Quality control audits by the Contractor must be recorded in the log books.
- 6.6 The contract must be for full maintenance coverage with a 24 hour call-back.
- 6.7 All malicious damage or work not covered under the contract must have a requisition issued within 30 days or sooner for completion of all Work.

E. DELIVERABLES AND SCHEDULE:

- The deliverables as per "The Work", item D.
- The tasks and frequencies must meet the schedule outlined in the CAN/CSA B44-94 Safety Code for Elevators.

- All Work is to be performed during business hours between 07:30 to 16:30, Monday to Friday. The only exemption are the call-backs.

F. ACCEPTANCE CRITERIA:

The Work must meet the standards outlined in the CAN/CSA B44-94 Safety Code for Elevators.

The Technical Authority must accept the Work on behalf of the Canada. All Work must be carried out to the acceptance and approval of the Technical Authority. Should the Work not meet the requirement of the Contract, the Technical Authority must have the right to reject it or require its correction.

Any additional work may only be authorized by the Contracting Authority and will be evidenced through a contract amendment.

G. TRAVEL:

The Contractor must be responsible for any travel-related expense in this contract.

ANNEX B

BASIS OF PAYMENT

The Bidder's prices must be submitted based on the firm monthly rate for each deliverable described below. The prices must be in Canadian funds. The firm price must not include GST/HST. Overhead and profit are to be included in the firm monthly rate. FOB destination, Canadian customs duties and excise taxes included.

Table 1:

Contract Year 1 January 1 to December 31, 2021		Preventative Maintenance Program			
			(A)	(B)	(AxB)
Number of Elevators	Manufacturer/Class	Location	Months	Monthly Maintenance Rate	Annual Maintenance
2	Thyssen Duplex Passenger	Administration and Laboratory Building	12	\$	\$
1	Thyssen Single Passenger/Freight	Administration and Laboratory Building	12	\$	\$
1	Armour Single Passenger	Wastewater Technology Centre	12	\$	\$
1	1 Otis Single Freight	Workshop Warehouse Building	12	\$	\$
TOTAL AMOUNT for Evaluation Contract Year 1					\$

Table 2:

Contract Year 2 January 1 to December 31, 2022		Preventative Maintenance Program		(A)	(B)	(A+B)
Number of Elevators	Manufacturer/Class	Location	Months	Monthly Maintenance Rate	Annual Maintenance	
2	Thyssen Duplex Passenger	Administration and Laboratory Building	12	\$	\$	
1	Thyssen Single Passenger/Freight	Administration and Laboratory Building	12	\$	\$	
1	Armour Single Passenger	Wastewater Technology Centre	12	\$	\$	
1	1 Otis Single Freight	Workshop Warehouse Building	12	\$	\$	
TOTAL AMOUNT for Evaluation Contract Year 2						\$

Table 3:

Contract Year 3 January 1 to December 31, 2023		Preventative Maintenance Program		(A)	(B)	(A+B)
Number of Elevators	Manufacturer/Class	Location	Months	Monthly Maintenance Rate	Annual Maintenance	
2	Thyssen Duplex Passenger	Administration and Laboratory Building	12	\$	\$	
1	Thyssen Single Passenger/Freight	Administration and Laboratory Building	12	\$	\$	
1	Armour Single Passenger	Wastewater Technology Centre	12	\$	\$	
1	1 Otis Single Freight	Workshop Warehouse Building	12	\$	\$	
TOTAL AMOUNT for Evaluation Contract Year 3						\$

Table 4:

Option Period Year 1 January 1 to December 31, 2024		Preventative Maintenance Program			
			(A)	(B)	(A+B)
Number of Elevators	Manufacturer/Class	Location	Months	Monthly Maintenance Rate	Annual Maintenance
2	Thyssen Duplex Passenger	Administration and Laboratory Building	12	\$	\$
1	Thyssen Single Passenger/Freight	Administration and Laboratory Building	12	\$	\$
1	Armour Single Passenger	Wastewater Technology Centre	12	\$	\$
1	1 Otis Single Freight	Workshop Warehouse Building	12	\$	\$
TOTAL AMOUNT for Evaluation Option Period Year 1					\$

Table 5:

Option Period Year 2 January 1 to December 31, 2025		Preventative Maintenance Program			
			(A)	(B)	(A+B)
Number of Elevators	Manufacturer/Class	Location	Months	Monthly Maintenance Rate	Annual Maintenance
2	Thyssen Duplex Passenger	Administration and Laboratory Building	12	\$	\$
1	Thyssen Single Passenger/Freight	Administration and Laboratory Building	12	\$	\$
1	Armour Single Passenger	Wastewater Technology Centre	12	\$	\$
1	1 Otis Single Freight	Workshop Warehouse Building	12	\$	\$
TOTAL AMOUNT for Evaluation Option Period Year 2					\$

PRICE: \$ _____
(Add Tables 1, 2, 3, 4 and 5)

HST: \$ _____

TOTAL BID PRICE \$ _____

The following table should be completed by the Bidder and is intended for information purposes only.

Any additional work may only be authorized by the Contracting Authority and will be evidenced through a contract amendment.

Hourly Rates			
Year	Contract Period	Hourly Rate for Daytime*	Hourly Rate for After Hours*
1	January 1 to December 31, 2021	\$	\$
2	January 1 to December 31, 2022	\$	\$
3	January 1 to December 31, 2023	\$	\$
4	January 1 to December 31, 2024 <i>(Option Period Year 1, if exercised)</i>	\$	\$
5	January 1 to December 31, 2025 <i>(Option Period Year 2, if exercised)</i>	\$	\$

ANNEX C

SECURITY REQUIREMENTS CHECK LIST (SRCL)

(see next page)



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

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

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

PART A (continued) / PARTIE A (suite)

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

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

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

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

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

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

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

Special comments:
Commentaires spéciaux : _____

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

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No Yes
Non Oui

If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No Yes
Non Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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

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

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

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

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ		NATO				COMSEC							
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TOP SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET TRÈS SECRET	
											A	B	C				
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).**



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

PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Rod Khaled		Project Manager	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
905-336-8912		rod.khaled@canada.ca	July 3/2020
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Lori Nelson		Regional Security Adin Officer	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
780-951-8895		Lori.Nelson@canada.ca	July 3, 2020
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input type="checkbox"/> No / <input type="checkbox"/> Oui <input type="checkbox"/> Non / <input type="checkbox"/> Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
			July 3, 2020
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

Security Classification / Classification de sécurité
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ANNEX D

INSURANCE REQUIREMENTS

1. **The Contractor must obtain Commercial General Liability Insurance**, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.

The Commercial General Liability policy must include the following:

- a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
- b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
- c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
- d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
- e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
- f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
- g. Employees and, if applicable, Volunteers must be included as Additional Insured.
- h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
- i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- j. Notice of Cancellation: The Insurer will endeavor to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- n. Advertising Injury: While not limited to, the endorsement must include coverage piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.

- o. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
- p. Litigation Rights: Pursuant to subsection 5(d) of the *Department of Justice Act*, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

Send to:

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

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

- 2. **The Contractor must obtain All Risks Property insurance** while the Government Property is under its care, custody or control, and maintain it in force throughout the duration of the Contract, in an amount of not less than \$10,000,000.00. The Government's Property must be insured on a replacement cost (new) basis.
 - 1. Administration of Claims: The Contractor must notify Canada promptly about any losses or damages to Government Property and monitor, investigate and document losses of or damage to ensure that claims are properly made and paid.
 - 2. The All Risks Property insurance policy must include the following:
 - a. Notice of Cancellation: The Insurer will endeavor to provide the Contracting Authority at least 30 days written notice of policy cancellation.

Loss Payee: Canada as its interest may appear or as it may direct.
 - b. Waiver of Subrogation Rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by ECCC and Public Works and Government Services Canada for any and all loss of or damage to the property however caused.

ANNEX E

LIST OF NAMES FOR INTEGRITY VERIFICATION FORM

Bidder must complete the attached List of Names for Integrity Verification Form.

Environnement et Changement climatique Canada a adopté le régime d'intégrité développé et mis en place par Services publics et Approvisionnement Canada. Les fournisseurs acceptent, en soumettant une proposition, de se conformer aux dispositions du régime d'intégrité et la [Politique d'inadmissibilité et de suspension](#) ainsi que le [Code de conduite pour l'approvisionnement](#). / Environment and Climate Change Canada has endorsed the Integrity Regime developed and implemented by Public Services and Procurement Canada. By submitting a quote, Contractors agree to comply with the provisions of the Integrity Regime and [Ineligibility and Suspension Policy](#) as well as the [Code of Conduct for Procurement](#).

Selon la [Politique d'inadmissibilité et de suspension](#) de TPSGC (maintenant SPAC), les renseignements suivants doivent être fournis lors d'une soumission ou de la passation d'un marché. Error! Bookmark not defined. / In accordance with the PWGSC (now PSPC) [Ineligibility and Suspension Policy](#), the following information is to be provided when bidding or contracting.¹

* Informations obligatoires / Mandatory Information

*Dénomination complète de l'entreprise / Complete Legal Name of Company		
*Nom commercial / Operating Name		
*Adresse de l'entreprise / Company's address	*Type d'entreprise / Type of Ownership	
	<input type="checkbox"/> Individuel / Individual <input type="checkbox"/> Corporation / Corporation <input type="checkbox"/> Coentreprise / Joint Venture	
*Membres du conseil d'administration² / Board of Directors <small>Error! Bookmark not defined.</small> (Ou mettre la liste en pièce-jointe / Or provide the list as an attachment)		
Prénom / First name	Nom / Last Name	Position (si applicable) / Position (if applicable)

¹ **Liste des noms** : Tous les fournisseurs, peu importe leur situation au titre de la Politique, doivent présenter les renseignements ci-dessous au moment de prendre part à un processus d'approvisionnement:

- les fournisseurs constitués en personne morale, y compris ceux qui présentent une soumission à titre de coentreprise, doivent fournir la liste complète des noms de tous les administrateurs actuels ou, dans le cas d'une entreprise privée, des propriétaires de la société;
- les fournisseurs soumissionnant à titre d'entreprise à propriétaire unique, y compris ceux soumissionnant en tant que coentreprise, doivent fournir la liste complète des noms de tous les propriétaires;
- les fournisseurs soumissionnant à titre de société en nom collectif n'ont pas à soumettre une liste de noms.

¹ **List of names:** All suppliers, regardless of their status under the Policy, must submit the following information when participating in a procurement process:

- suppliers 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;
- suppliers bidding as sole proprietors, including sole proprietors bidding as joint ventures, must provide a complete list of the names of all owners; or
- suppliers that are a partnership do not need to provide a list of names.

² Conseil des gouverneurs / Board of Governors; Conseil de direction / Board of Managers; Conseil de régents / Board of Regents; Conseil de fiducie / Board of Trustees; Comité de réception / Board of Visitors