



**A1. HEALTH CANADA BID RECEIVING UNIT  
FEDERAL RECORDS CENTRE BUILDING**

**Updated Bid Procedure:**

Bids must be delivered electronically to the following email address prior to November 30, 2020 at [2PM EDT](#).

Email: [diana.seguin@canada.ca](mailto:diana.seguin@canada.ca)

Attention: Diana Seguin  
Telephone: 613-324-8081  
Solicitation #: 1000222837

**Invitation to Tender (ITT)**

**A2. TITLE**

**Radiation Protection Building (RPB) Elevator Upgrade Project-  
775 Brookfield Road**

**A3. SOLICITATION NUMBER**

1000222837

**A4. SOLICITATION DATE**

2020-10-20

**A5. AUTHORITY**

The Authority for this ITT is:

Diana Seguin  
Senior Procurement and Contracting officer  
Financial Operations Directorate  
Ottawa, Ontario

Telephone: 613-324-8081  
Email: [diana.seguin@canada.ca](mailto:diana.seguin@canada.ca)

**THIS ITT CONTAINS A SECURITY  
REQUIREMENT**

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**R2710T (2020-05-28) GENERAL INSTRUCTIONS - CONSTRUCTION SERVICES - BID SECURITY REQUIREMENTS:**

The following General Instructions (GI) are included by reference and are available at the following Web Site <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R>

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**INVITATION TO TENDER  
IMPORTANT NOTICE TO BIDDERS**

**THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT**

For further instructions please consult “Special Instruction to Bidders”, S110, “Security Related Requirements” and “Supplementary Conditions” SC1 “Security Related Requirements, Document Safeguarding Location”.

**SUPPORT THE USE OF APPRENTICES**

Through Canada’s Economic Action Plan 2013, the Government of Canada proposes to support the employment of apprentices in federal construction and maintenance projects. Refer to S111.

**INTEGRITY PROVISIONS - BID**

See G11, Integrity Provision-Bid of R2710T of the General Instructions for further information.

**– SPECIAL INSTRUCTIONS TO BIDDERS (SI)****SI1. INTEGRITY PROVISIONS – DECLARATION OF CONVICTED OFFENCES**

As applicable, pursuant to GI1 of the Declaration of Convicted Offences, paragraph 10 (copied below) of the General Instructions R2710T, the Bidder must provide with its bid, a completed [Declaration Form](#), to be given further consideration in the procurement process.

***Declaration of Convicted Offences***

*Where a Bidder or its Affiliate is unable to certify that it has not been convicted of any of the offences referenced under the Canadian Offences Resulting in Legal Incapacity, the Canadian Offences and the Foreign Offences subsections, the Bidder must provide with its bid the completed [Declaration Form](#), to be given further consideration in the procurement process*

**SI2. BID DOCUMENTS****SI2.1 The following are the bid documents:**

- a. Invitation to Tender – Cover Page;
- b. Special Instructions to Bidders;
- c. General Instructions - Construction Services - Bid Security Requirements [R2710T](#) (2020-05-28);
- d. Clauses & Conditions identified in “Contract Documents”;
- e. Drawings and Specifications;
- f. Bid and Acceptance Form and related Appendix(s); and
- g. Any amendment issued prior to solicitation closing

Submission of a bid constitutes acknowledgement that the Bidder has read and agrees to be bound by these documents

**SI2.2** General Instructions - Construction Services - Bid Security Requirements R2710T is incorporated by reference and is set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Web site: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R>

**SI3. ENQUIRIES DURING THE SOLICITATION PERIOD**

1. Enquiries regarding this bid must be submitted in writing to the Contracting Officer named on the Invitation to Tender - Page 1 as early as possible within the solicitation period. Except for the approval of alternative materials as described in GI15 of R2710T, **enquiries should be received no later than ten (10) calendar days** prior to the date set for solicitation closing to allow sufficient time to provide a response. Enquiries received after that time may not result in an answer being provided.
2. To ensure consistency and quality of the information provided to Bidders, the Contracting Officer shall examine the content of the enquiry and shall decide whether or not to issue an amendment.

3. All enquiries and other communications related to this bid sent throughout the solicitation period are to be directed ONLY to the Contracting Officer named on the Invitation to Tender - Page 1. Failure to comply with this requirement may result in the bid being declared non-responsive.

**SI4. MANDATORY SITE VISIT**

There will be a site visit on October 27, 2020 at 10:00AM. Interested bidders are to meet at the Radiation Protection Bureau (RPB) building at 775, Brookfield Road, Ottawa, ON.

The site visit for this project is **MANDATORY**. The representative of the bidder will be required to sign the Site Visit Attendance Sheet at the site visit. Bids submitted by **Bidders who have not signed the attendance sheet will not be accepted.** Interested Bidders are required to register the name of their representative with the Contracting Authority at least 1 day in advance by email at [diana.seguin@canada.ca](mailto:diana.seguin@canada.ca). No questions will be answered during the site showing; all bidders' questions must be submitted to the Contracting Authority by email ([diana.seguin@canada.ca](mailto:diana.seguin@canada.ca)) and will be answered by solicitation amendment following the site visit.

**Additional restrictions will include:**

- ***The Bidder's representative must not have travelled internationally in the past 14 days***
- ***must not have symptoms of COVID-19***
- ***must respect physical distancing measures while on site.***

**The following mandatory health and safety protection is to be worn by all visitors:**

- ***Work boots***
- ***hard hat***
- ***safety glasses***
- ***Face masks due to COVID***

**SI5. REVISION OF BID**

A bid may be revised by letter or E-mail to the contracting authority in accordance with G110 of R2710T.

**SI6. BASIS OF SELECTION**

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

**SI7. INSUFFICIENT FUNDING**

In the event that the lowest compliant bid exceeds the amount of funding allocated for the Work, Canada in its sole discretion may

- a. cancel the solicitation; or
- b. obtain additional funding and award the Contract to the Bidder submitting the lowest compliant bid; and/or negotiate a reduction in the bid price and/or scope of work of not more than 15% with the Bidder submitting the lowest compliant bid. Should an agreement satisfactory to Canada not be reached, Canada shall exercise option (a) or (b).

**SI8. BID VALIDITY PERIOD**

1. Canada reserves the right to seek an extension to the bid validity period prescribed in BA4 of the Bid and Acceptance Form. Upon notification in writing from Canada, Bidders shall have the option to either accept or reject the proposed extension.
2. If the extension referred to in paragraph 1 of SI8 is accepted, in writing, by all those who submitted bids, then Canada shall continue immediately with the evaluation of the bids and its approvals processes.
3. If the extension referred to in paragraph 1 of SI8 is not accepted in writing by all those who submitted bids then Canada shall, at its sole discretion, either
  - a. continue to evaluate the bids of those who have accepted the proposed extension and seek the necessary approvals; or
  - b. cancel the invitation to tender.
4. The provisions expressed herein do not in any manner limit Canada's rights in law or under GI11 of R2710T.

**SI9. SECURITY RELATED REQUIREMENTS**

1. **At bid closing, the Bidder must hold a valid Security Clearance** as indicated in section SC1 of the Supplementary Conditions. Failure to comply with this requirement will render the Bid non-compliant and no further consideration will be given to the Bid.
2. The Successful Bidder's personnel, as well as any subcontractor and its personnel, who are required to perform any part of the Work pursuant to the subsequent contract must meet the mandatory security requirement as indicated in section SC1 of the Supplementary Conditions. **Individuals who do not have the required level of security will not be allowed on site.** It is the responsibility of the successful bidder to ensure that the security requirements are met throughout the performance of the contract. Canada will not be held liable or accountable for any delays or additional costs associated with the successful bidder's non-compliance with the mandatory security requirement.
3. For additional information on security requirements, bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" on the Standard Procurement Documents Web site [Industrial Security Program](#)

**SI10. WEB SITES**

The connection to some of the Web sites in the solicitation documents is established by the use of hyperlinks. The following is a list of the addresses of the Web sites:

**Bid Bond (form PWGSC-TPSGC 504)**

<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/504.pdf>

**Buy and Sell**

<https://www.achatsetventes-buyandsell.gc.ca>

**Canadian economic sanctions**

<http://www.international.gc.ca/sanctions/index.aspx?lang=eng>

**Construction and Consultant Services Contract Administration Forms Real Property Contracting**

<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>

**Contractor Performance Evaluation Report (Form PWGSC-TPSGC 2913)**

<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/2913.pdf>

**Declaration Form**

<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html>

**PWGSC, Industrial Security Services**

<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>

**PWGSC, Code of Conduct and Certifications**

<http://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/contexte-context-eng.html>

**Standard Acquisition Clauses and Conditions (SACC) Manual**

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R>

**Treasury Board Appendix L, Acceptable Bonding Companies**

<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=14494&section=text#appL>

**– SUPPLEMENTARY CONDITIONS (SC)****SC1. SECURITY RELATED REQUIREMENTS, DOCUMENT SAFEGUARDING**

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

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:

**Reliability:**

1. The Contractor personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by Health Canada or the Canadian Industrial Security Directorate (CISD), Public Services and Procurement Canada (PSPC).
2. The Contractor MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of Health Canada.

**SC2. INSURANCE TERMS****MINIMUM INSURANCE REQUIREMENTS:****Contracts with of an estimated value of \$100,000 and more:**

- Commercial General Liability
- Builder's Risk/Installation Floater (generally not required for contracts were there is no work/property to ensure, such as paving, asbestos abatement and dredging).

**SC2.1 Insurance Contracts**

The Contractor must, at the Contractor's expense, obtain and maintain insurance contracts in accordance with the requirements of the Certificate of Insurance. Coverage must be placed with an Insurer licensed to carry out business in Canada.

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

**SC2.2 Period of Insurance**

The policies required in the Certificate of Insurance must be in force from the date of contract award and be maintained throughout the duration of the Contract.

The Contractor must be responsible to provide and maintain coverage for Products/Completed Operations hazards on its Commercial General Liability insurance policy, for a period of six (6) years beyond the date of the Certificate of Substantial Performance.

**SC2.3 Proof of Insurance**

Before commencement of the Work, and no later than thirty (30) days after acceptance of its bid, the Contractor must deposit with Canada a Certificate of Insurance on the form attached herein.

Upon request by Canada, the Contractor must provide originals or certified true copies of all contracts of insurance maintained by the Contractor pursuant to the Certificate of Insurance.

**SC2.4 Insurance Proceeds**

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

**SC2.5 Deductible**

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

**– CONTRACT DOCUMENTS (CD)**

1. The following are the contract documents:
  - a. Contract Cover Page when signed by Canada;
  - b. Duly completed Bid and Acceptance Form and any Appendices attached thereto;
  - c. Drawings and Specifications;
  - d. SACC Clause [2010C](#) (2020-05-28) General Conditions – Medium Complexity Services
  - e. General Conditions and clauses
 

GC1	General Provisions – Construction Services	<a href="#">R2810D</a>	(2017-11-28);
GC2	Administration of the Contract	<a href="#">R2820D</a>	(2016-01-28);
GC3	Execution and Control of the Work	<a href="#">R2830D</a>	(2019-11-28);
GC4	Protective Measures	<a href="#">R2840D</a>	(2008-05-12);
GC5	Terms of Payment	<a href="#">R2850D</a>	(2019-11-28);
GC6	Delays and Changes in the Work	<a href="#">R2860D</a>	(2019-05-30);
GC7	Default, Suspension or Termination of Contract	<a href="#">R2870D</a>	(2018-06-21);
GC8	Dispute Resolution	<a href="#">R2880D</a>	(2019-11-28);
GC9	Contract Security	<a href="#">R2890D</a>	(2018-06-21);
GC10	Insurance	<a href="#">R2900D</a>	(2008-05-12);
	Allowable Costs for Contract Changes Under GC6.4.1	<a href="#">R2950D</a>	(2015-02-25);
  - f. General Instructions – Elevator Modernization [R5110T](#) (2020-05-28)

**Supplementary Conditions**

- a. Any amendment issued or any allowable bid revision received before the date and time set for solicitation closing;
  - b. Any amendment incorporated by mutual agreement between Canada and the Contractor before acceptance of the bid; and
  - c. Any amendment or variation of the contract documents that is made in accordance with the General Conditions.
2. The documents identified by title, number and date above are incorporated by reference and are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Web site: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>
  3. The language of the contract documents is the language of the Bid and Acceptance Form submitted.

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**BID FORM (BF)**

**BF11. IDENTIFICATION**

Radiation Protection Building (RPB) Elevator Upgrade Project  
775 Brookfield Road, Ottawa, Ontario

**BF12. BUSINESS NAME AND ADDRESS OF BIDDER**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

PBN: \_\_\_\_\_

**BF13. THE OFFER**

The Bidder offers to Canada to perform and complete the Work for the above named project in accordance with the Bid Documents for the **total bid amount indicated in appendix 1**.

**BF14. BID VALIDITY PERIOD**

The bid shall not be withdrawn for a period of sixty (180) days following the date of solicitation closing.

**BF15. ACCEPTANCE AND CONTRACT**

Upon acceptance of the Contractor's offer by Canada, a binding Contract shall be formed between Canada and the Contractor. The documents forming the Contract shall be the contract documents identified in Contract Documents (CD).

**BF16. CONSTRUCTION TIME**

The Contractor shall perform and complete all Work as detailed on the Contractor Schedule Form by March 31, 2022.

**BF17. BID SECURITY**

The Bidder must provide bid security with its bid in accordance with GI8 - Bid Security Requirements of R2710T - General Instructions - Construction Services - Bid Security Requirements.

**BF18. SIGNATURE**

Name and title of person authorized to sign on behalf of Bidder (Type or print)

Name : \_\_\_\_\_ Title : \_\_\_\_\_

Signature : \_\_\_\_\_ Date : \_\_\_\_\_

**Bidders, ensure you have read ANNEX F – MANDATORY CONDITIONS PRECEDENT TO BID ACCEPTANCE AND CONTRACT AWARD**

**APPENDIX 1 – COMBINED PRICE FORM (1 PAGE)**

1. The prices per unit shall govern in establishing the Total Extended Amount. Any arithmetical errors in this Appendix will be corrected by Canada.
2. Canada may reject the bid if any of the prices submitted do not reasonably reflect the cost of performing the part of the work to which that price applies.

**LUMP SUM**

The Lump Sum Amount designates Work to which a Lump Sum Arrangement applies.

- (a) Work included in the Lump Sum Amount represents all work not included in the unit price table.

<b>LUMP SUM AMOUNT (LSA)</b> Excluding applicable tax(es)
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**UNIT PRICE TABLE**

The Unit Price Table designates Work to which a Unit Price Arrangement applies.

- (a) Work included in each item is as described in the referenced specification section.  
 (b) The Price per Unit shall not include any amounts for Work that is not included in that unit price Item.

Item	Specification Reference	Class of Labour, Plant or Material	Unit of Measurement	Estimated Quantity (EQ)	Price per Unit applicable tax(es) extra (PU)	Extended amount (EQ x PU) applicable tax(es) extra
1		Cost to decommission the freight elevator				
2		Cost to convert passenger elevator # 2 to C3 loading				
3		Cost to replace controller, replace hydraulic power unit, replace fixtures, new door operators, compliance with current FEO and EP requirements				
4		Cost to upgrade car operating panel, other minor upgrades, cab finishes	Price per elevator	2		
5		Cost to install cathodic protection and PVC liner c/w hydraulic cylinder replacement	Price per elevator	2		
6		Other remaining works. (i.e. lighting, disconnects, etc.)				
<b>TOTAL EXTENDED AMOUNT (TEA)</b> Excluding applicable tax(es)						

<b>TOTAL BID AMOUNT (LSA +TEA)</b> Excluding applicable tax(es)
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The contacts below will be completed and provided to the winning Bidder only.

**CONTRACTING AUTHORITY:**

Name : \_\_\_\_\_

Title : \_\_\_\_\_

Telephone : \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

e-mail : \_\_\_\_\_

**TECHNICAL AUTHORITY:**

Name : \_\_\_\_\_

Title : \_\_\_\_\_

Telephone : \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

e-mail : \_\_\_\_\_

## **ANNEX A – STATEMENT OF WORK**

### **RADIATION PROTECTION BUILDING (RPB) ELEVATOR UPGRADE PROJECT**

#### **1.0 Introduction**

To provide all labour, materials and equipment to undertake necessary upgrading to the passenger elevators.

#### **2.0 Objectives of the Requirement**

The objective of this requirement is for the successful contractor to provide and supply all tools, equipment, labour, and all materials required to complete the scope of work identified in 3.1 (Tasks, Activities, Deliverables, and/or Milestones).

#### **2.1 Background and Specific Scope of Work**

The elevators have not been upgraded since their original installation.

#### **3.0 Requirements**

##### **3.1 Tasks, Activities, Deliverable and/or Milestones**

Provide labour, materials, products and services necessary for the following work at Radiation Protection Bureau, 775 Brookfield Road, Ottawa, Ontario:

- .1 The modernization of one group of two buried hydraulic passenger elevators designated 1 and 2, in accordance with Section 14210.
- .2 The decommissioning of a single winding drum freight elevator, in accordance with Section 14220.
- .3 Act as the General Contractor for the scope of work detailed herein and provide a foreman or site supervisor on-site at all times during construction work.

The detailed scope of work is contained in the attached specifications prepared by KJA Consultants Inc. in Annex B

##### **3.2 Specifications and Standards**

The contractor must ensure all works are performed in accordance with all applicable codes, standards, regulations and manufacturer's recommendations, the Electrical Service Authority of Ontario (ESA) and the Canadian Electrical Code. The contractor must provide an ESA permit.

Materials shall be new and work shall conform to the minimum standards of the Canadian General Standards Board, the Canadian Standards Association, the National Building Code of Canada 2015 (NBC) the National Fire Code 2015 (NFC) and all applicable, federal, provincial and municipal codes, laws and by-laws, and to all standards mentioned herein.

Carry-out work using a Contractor who holds a valid licence issued by the Province in which the work is being contracted.

Taking all necessary steps to protect the workers from harm in accordance with revised statues of the current Labour Canada and Electrical Safety codes. The Contractor, its employees, all sub-contractors and all site visitors shall have the appropriate personal safety equipment and training prior to performing the work required.

##### **3.3 Technical, Operational and Organizational Environment**

Work to be coordinated and scheduled access to the site will be through the Project Manager.

##### **3.4 Method and Source of Payment**

The work will be monitored and accepted by the Project Manager.

### **3.5 Reporting Requirements**

All communications and submissions by the Contractor will be coordinated through the Project Manager.

### **3.6 Project Management Control Procedures**

The individual identified in the proposed contract as the Project Manager will oversee the work to ensure it is brought in on time and approvals required internal to Health Canada are addressed in a timely manner.

Change in Scope of Work will require prior approval by the Project Manager prior to beginning any work as a result of change in scope will require the approval and amendment to the contract by the Contract Authority.

### **4.0 Additional Information**

#### **4.1 Canada's Obligations**

Health Canada will coordinate site access availability for information gathering and construction. Health Canada will be on site or available during the entirety of this project.

Health Canada may, at any time, verbally suspend the work in the whole or part. If required, within 24 hours of the suspension, the Project Manager shall provide the Contractor with a written notification indicating the effective date and time of suspension, the intended duration, and reason for the suspension ( e.g. non-compliance of Health and Safety regulations and/or encountering unexpected contamination)

#### **4.2 Contractor's Obligations**

The Contractor will be responsible for the following:

- .1 Carrying-out services in accordance with approved documents and directions given by the Project Manager.
- .2 Directing all correspondence to the Project Manager and not communicating with the client directly.
- .3 Advising the Project Manager of any changes that may affect the approvals previously given and detailing the extent of and reason for the changes and obtain written approvals before proceeding.
- .4 Ensuring all activities performed provide for the protection of Health Canada and Safety of the facility's occupants, not disturbing the facility's security systems and procedures and not disturbing the operations performed in and around the facility.
- .5 Their own transportation and parking costs during the entire project life cycle. Paid visitor parking is available at the Tunney's Pasture locations.
- .6 Tracking and completing all contract deliverables/tasks.
- .7 Carry-out work using only qualified licenced certified workers or apprentices in accordance with Provincial, Territorial, act respecting manpower vocational training and qualification. Permit employees registered in Provincial, Territorial apprentices program to perform specific tasks only if under direct supervision of qualified licenced workers. Determine permitted activities and tasks by apprentices based on level of training attended and demonstration of ability to perform specific duties.
- .8- Assuming responsibility of any accident or damage caused by its employees and/or equipment to Health Canada property or personnel as a result of the Contractor's activities.
- .9- Assuming responsibility for the security of its equipment and materials during and after working hours. Health Canada shall not be liable for any vandalism, theft, or loss.
- .10- Notifying the Project Manager of any on-site activity and obtaining approval to gain access to the building 48 hours before entering on site.

#### **4.3 Location of Work, Work Site and Delivery Point**

The work is to be conducted at the Radiation Protection building, 775 Brookfield Road, Ottawa, Ontario.

#### **4.4 Language of Work**

All work can be conducted in either official language.

### **5.0 Project Schedule- Expected Start and Completion Dates**

The work is to be completed as detailed on the Contractor Schedule Form no later than March 31<sup>st</sup>, 2022 and can be performed during regular working hours Monday to Friday from 07:00 to 18:00. Noisy or work with smells, odours, dust must be completed after regular working hours from Monday to Friday from 18:00 to 06:00 or on weekends. When it is necessary to shut down building systems, or when entry into laboratory space is required, arrangements must be made with the Project Manager. These shutdowns can take approximately 3 weeks from receipt of the schedule until the shutdown/works can be completed. Details must be provided as to what portion of the system will be out of service and the duration.

## **6.0 Applicable Documents**

### **6.1 Applicable Websites**

Insurance Terms (Real Property Contracting 5.R)

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>

Certificate of Insurance (form PWGSC-TPSGC 357)

<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/357.pdf>

SACC Manual

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>

## **7.0 Security Requirements**

The contractor's employees or sub-contractors are required to have enhanced reliability security status at the time of submitting bids. All contractor or sub-contractor personnel on site require Reliability security status.

## **8.0 Fire Safety**

.1 Comply with both the National Building Code of Canada 2015 (NBC) and the National Fire Code of Canada 2015 (NFC) for safety of persons in buildings in the event of a fire and the protection of persons in buildings in the event of a fire and the protection of buildings from the effects of fire, as follows:

.1.1 The National Building Code (NBC): for fire safety and fire protection features that are required to be incorporated in a building during construction.

.1.2 The National Fire Code (NFC)

.1.2.1 The on-going maintenance and use of the fire safety and fire protection features incorporated in buildings

.1.2.2 The conduct of activities that might cause fire hazards in and around buildings

.1.2.3 Limitations on hazardous contents in and around buildings

.1.2.4 The establishment of fire safety plans

.1.2.5 Fire safety at construction and demolition sites

.2 Welding and cutting:

.1 Before welding, soldering, grinding and/or cutting work, obtain a permit from the Technical Authority. No hot work shall be undertaken unless authorized by the Technical Authority.

## **9.0 Environmental Protection**

The Contractor shall conform to all of the following legislation where applicable.

### 1. Federal Legislation

a. Canada Labour Code, Part II, Sections 124 and 125

i. Canada Occupational Health and Safety Regulations

b. Canadian Environmental Protection Act, 1999 (CEPA, 1999)

i. Storage Tank Systems for Petroleum Products and Allied Petroleum Products Regulations (SOR/2008-197)

1. Canadian Council of Minister of the Environment (CCME) Environmental Code of Practice for Aboveground and Underground Storage Tank Systems Containing Petroleum and Allied Petroleum Products

2. National Fire Code of Canada (NFCC)

- 3. CAN/CSA B139 Installation Code for Oil-Burning Equipment
      - ii. PCB Regulations (SOR/2008-273)\*\*
    - c. Hazardous Product Act, 1985
    - d. Hazardous Materials Information Review Act, 1985
    - e. Fisheries Act, 1985
    - f. Transportation of Dangerous Goods Act, 1992 (TDGA)
  - 2. Provincial Legislation
    - a. Ontario Occupational Health and Safety Act
      - i. O.Reg. 490/09: Designated Substances
    - b. Technical Standards and Safety Act, 2000
      - i. O.Reg. 213/01: Fuel Oil
      - ii. O.Reg. 215/01: Fuel Industry Certificates
      - iii. O.Reg. 216/01: Certification of Petroleum Mechanics
    - c. Ontario Environmental Protection Act
      - i. O.Reg. 347/09: General – Waste Management
      - ii. O.Reg. 362/90: Waste Management – PCB\*\*
    - d. Fire Protection and Prevention Act
      - i. O.Reg. 213/07: Fire Code
  - 3. Municipal Legislation
    - a. Sewer Use (By-law No. 2003-514)

#### **10.0 Site Safety**

The Contractor is to provide to the Departmental Representative, a company Safe Work Procedure and a Safe Work Practice. A safety plan may be required by the Departmental Representative.

## **ANNEX B - ELEVATOR SPECIFICATIONS**

INCLUDED IN SEPERATE ATTACHMENT

**ANNEX C - DESIGNATED SUBSTANCE REPORT**

**CONTINUED ON THE FOLLOWING PAGE**

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Health Canada  
Ottawa, Ontario

October 19, 2020

Attention:

RE: Project Specific- Designated Substance Survey  
Elevator Renovation Project  
Radiation Protection Building, 775 Brookfield Road, Ottawa

DST File No.: 02002383.000

---

## 1.0 INTRODUCTION

DST Consulting Engineers Inc., a division of Englobe (DST) was retained by Health Canada (Client) to complete a Project Specific Designated Substance Report (DSR) for the renovation of an elevator at the Radiation Protection Building, located at 775 Brookefield road, Ottawa, Ontario.

The Designated Substances Report is required under the *Ontario Occupational Health and Safety Act* in order to identify designated substances that may be present within the project areas. The *Canada Labour Code* also stipulates under *Part II, Section 124* that every employer shall ensure that the health and safety at work of every person employed by the employer is protected. By having a DSR conducted, the Project Manager will be able to inform his or her employees, contractors, and tenants of any designated substances that may be present and possibly disturbed throughout the project area.

DST staff completed non-destructive investigations of building materials within the project area for the presence of suspected designated substances and hazardous materials on July 10th, 2020.

## 2.0 SCOPE OF WORK

The survey implemented by DST included the 11 designated substances, as identified under the Ontario Occupational Health and Safety Act. These are as follows:

- Acrylonitrile;
- Arsenic;
- Asbestos;
- Benzene;
- Coke Oven Emissions;
- Ethylene Oxide;
- Isocyanates;
- Lead;
- Mercury;
- Silica; and
- Vinyl Chloride.

Other Hazardous Materials that are not classified as Designated Substances, but were included as part of the survey and considered pertinent due to applicable regulations, best practice guidelines and/or potential risks to human health and/or the environment, are:

- Polychlorinated Biphenyls (PCBs),
- Halocarbons, and
- Other hazardous materials, as deemed pertinent.

### 3.0 METHODOLOGY

In general, the following tasks were completed by DST:

- Investigation and sampling (as required) for any materials suspected of containing designated substances (e.g. asbestos, lead) or other hazardous materials,
- Collection and analysis of the required number of additional suspect ACM samples to satisfy the requirements of O.Reg. 278/05 (as amended) where applicable,
- Determining the presence and extent of the Designated Substances and Hazardous Materials held within the elevator renovation area; and
- Collecting sufficient information to subsequently enable DST to recommend appropriate mitigation measures to bring the building into compliance with applicable legislation and/or to mitigate risks to human health and/or the environment.

Materials suspected of containing designated substances were visually identified, based on the surveyor's knowledge of the historical composition of building products. Visual identification of materials suspected to contain asbestos was supported by the collection and analysis of a limited number of representative samples, where applicable. Materials suspected of containing designated substances other than asbestos or lead (in paint) were identified by appearance, age, and knowledge of historic applications.

In Ontario, a material is defined as an Asbestos-Containing Material (ACM) if the material has a minimum asbestos content of 0.5 per cent (%) by dry weight, as per *Ontario Regulation (O. Reg.) 278/05 Asbestos on Construction Projects and in Buildings and Repair Operations* enabled under the *Occupational Health and Safety Act (R.S.O. 1990, Chapter 0.1)*, as amended. ACMs can be divided into two categories: friable and non-friable material. A friable ACM is a material that can be crumbled, powdered, or pulverized by hand pressure and can readily release fibres when disturbed. Common applications of friable ACMs are sprayed or trowelled surfacing materials (e.g. sprayed fireproofing and textured coatings) as well as mechanical and thermal insulation. Non-friable materials are materials that will generally release fibres only when cut or shaped. Common non-friable ACMs include vinyl floor products, caulking applications, asbestos textile products and asbestos cement products (Transite). Some of these products may become friable with time or when disturbed.

Representative bulk samples of suspected ACMs were collected by DST during the site investigation. Samples were collected in order to meet the bulk sampling requirements stipulated in *O.Reg. 278/05, as amended*. Bulk samples were submitted to and analyzed by Paracel

Laboratories Ltd. (Paracel). Paracel is an accredited laboratory through the Canadian Association for Laboratory Accreditation (CALA) and the National Voluntary Laboratory Accreditation Program (NVLAP). The bulk samples were analyzed using polarised light microscopy (PLM). This analytical method complies with the United States Environmental Protection Agency (U.S. EPA) Method 600/R-93/116 dated July, 1993, which is the regulatory approved protocol for bulk asbestos analysis in Ontario.

With regards to lead in paint in Canada, the Federal Canada Consumer Product Safety Act's *Surface Coating Materials Regulations SOR/2016-193* has lowered the allowable concentration of lead in paints for new consumer products to 0.009% lead content by weight (90 ppm). For the purposes of the survey and this report, paint applications having concentration of lead greater than 90ppm are considered to be lead-containing.

Lead paint samples were analyzed at Paracel. Paracel is certified under the Canadian Association for Laboratory Accreditation Inc. (CALA) to perform lead in paint sample analysis. The samples were analysed by Paracel using Inductively Coupled Plasma – Optical Emission Spectrometry (ICP-OES) in accordance with MOE E3470, ICP-OES.

Laboratory certificates of analysis are included in Appendix A. Representative photographs for asbestos-containing materials is included in Appendix B.

#### **4.0 FINDINGS**

The following sections outline the complete findings of all accessible designated substances and hazardous building materials that were noted present at the subject site.

##### **4.1. Asbestos**

Suspected asbestos-containing materials were not observed to be present in forms or quantities which may impact the replacement of the unit.

Table 1 below presents the findings of bulk asbestos material samples collected for the elevator renovation project.

<b>Table 1: Summary of Bulk Samples Analyzed for Asbestos Content by Polarized Light Microscopy (PLM)</b>			
<b>Sample I.D.</b>	<b>Sample Location</b>	<b>Sample Description</b>	<b>Asbestos Content and Type</b>
01A	Elevator Shaft Walls	Cementitious Parging Patches	None Detected
01B			None Detected
01C			None Detected
02A	Elevator Machine Room	Drywall Joint Compound	None Detected
02B			None Detected
02C			None Detected
03A	Ground Floor	Drywall Joint Compound	None Detected
03B			None Detected
03C			None Detected
04A	Ground Floor	Vinyl Sheet Flooring	None Detected
04B			None Detected
04C			None Detected

Bulk sampling, visual observations, and/or subsequent laboratory analysis has determined that the following materials do not contain regulated amounts of asbestos:

- Cementitious parging applied to the shaft walls (Samples 01A-C),
- Drywall joint compound associated with the elevator machine room (Samples 02A-C),
- Drywall joint compound, elevator lobby (Samples 03A-C), and
- Vinyl sheet flooring, Ground Floor (Samples 04A-C)

DST made the attempt to evaluate the project area to identify hazardous materials present. In spite of these efforts, some ACMs may be concealed and not observed at the time of the survey. As such, should any previously unidentified suspect ACMs be encountered as part of future work, these materials are to be treated as ACMs and handled accordingly, unless sampling proves otherwise. Materials that have not been analyzed but are visibly similar to other materials identified as asbestos-containing, must be considered asbestos-containing unless proven otherwise by laboratory analysis.

#### 4.2. Lead

Two (2) samples of paint were collected by DST and submitted for lead content analysis. Table 2 below presents the findings of bulk lead (in paint) samples collected from the project area(s), based on visual observations at the time of the site survey:

<b>Table 2: Summary of Bulk Paint Samples Analyzed for Lead Content Analysis by ICP-OES</b>			
<b>Sample I.D.</b>	<b>Sample Location</b>	<b>Sample Description</b>	<b>Lead Content (ppm or µg/g)</b>
LP-01	Elevator Pit Floor	Grey	<20
<b>LP-02</b>	<b>Elevator Machine Room, Floor</b>	<b>Grey</b>	<b>1,190</b>

Note: **Bold** items show detectable concentrations of lead that exceed the 90-ppm limit for lead, as per *Canada Consumer Product Safety Act's Surface Coating Materials Regulations SOR/2016-193* (as amended).

The below-noted paint samples collected by DST contain a lead concentration greater than the 90 ppm limit established by the Federal Canada Consumer Product Safety Act's *Surface Coating Materials Regulations SOR/2016-193*, as amended:

- Grey paint (DST Sample ID LP-02), observed in the elevator machine room floor, contains 1,190 ppm lead.

Samples of paint finishes not listed above were not collected as sampling without matrix interference (i.e. removing paint without also removing non-paint substrate) was considered unlikely. All other paints and surface coatings in the project areas are suspected to contain detectable concentrations of lead, unless specific bulk sampling and laboratory analysis confirms otherwise.

Lead is also assumed to be present in the following materials:

- Structural steel coatings

#### 4.3. Mercury

Mercury is assumed to be present in the following:

- Fluorescent light tubes.

#### **4.4. Silica**

Based on the composition of building materials, silica is expected to be naturally present in the following materials noted at the building:

- Concrete, and
- Drywall
- Vinyl sheet flooring
- Brick and mortar.

#### **4.5. Other Hazardous Materials**

- A container of oil and oil associated with the elevator equipment is present in the shaft or associated with elevator components.

#### **4.6. Other Designated Substances and Hazardous Materials**

The following Designated Substances and Hazardous Materials were neither observed, nor suspected of being present, in forms or quantities expected to have an impact on future work operations based on the understood project scope of work:

- Acrylonitrile,
- Arsenic,
- Benzene,
- Coke Oven Emissions,
- Ethylene Oxide,
- Isocyanates,
- Halocarbons,
- PCBs,
- Vinyl Chloride.

### **5.0 CONCLUSIONS AND RECOMMENDATIONS**

Based on the site investigation, sampling and analysis, the Designated Substance and Hazardous Material lead is present in forms and quantities expected to have an impact on future work operations, based on the understood project scope of work, associated with project specific Designated Substances Survey for the elevator renovation project at the Laboratory Centre for Disease Control.

- Lead,
- Mercury,
- Silica, and
- Other Hazardous Materials

## 5.1. Lead

The Occupational Health and Safety Branch (OHS) of the Ontario MoL have published *Guideline: Lead on Construction Projects*. This document classifies all lead disturbances as Type 1, Type 2a, Type 2b, Type 3a or Type 3b work, and assigns different levels of respiratory protection and work procedures for each classification. Disturbance of lead-containing coatings shall follow the procedures of this guideline document.

Paints and other surface coatings containing elevated concentrations of lead can pose a health risk to humans if ingested or inhaled. Such lead paints are also a risk to the environment with the potential to contaminate soil and groundwater. Paints with elevated lead content can also pose a health risk to workers while completing renovations within the building.

Although the Canada Consumer Product Safety Act's *Surface Coating Materials Regulations SOR/2016-193*, as amended, has set a limit of 90 parts per million (ppm) for surface coating materials, there may be a potential for exposure to high levels of airborne lead depending on the work activities performed that disturb the lead-containing materials, even at low lead content concentrations. Conducting a risk assessment to assess the potential for exposure to lead should be performed to determine the need to follow work procedures such as those in the MoL guideline referenced above.

In the event of conflict between lead precautionary measures and other precautionary measures (e.g. mercury, silica), the more stringent procedures shall apply.

The time weighted average exposure limit (TWAEL) for airborne lead is prescribed by *Ontario Regulation 490/09 Designated Substances*, as amended. Work procedures and personal protective equipment must be used to ensure that workers are not exposed to airborne lead levels that exceed this TWAEL.

The disposal of construction waste containing lead is governed by *O. Reg. 347/90 - General – Waste Management*, as amended. The transport of the waste to the disposal site is controlled by the federal TDGA. Materials with elevated concentrations of lead should be subject to toxicity characteristic leaching procedure (TCLP) testing to determine toxicity with respect to lead prior to disposal, in accordance with *O. Reg. 347/90, as amended*.

## 5.2. Mercury

There is no regulation that specifically governs the disturbance of mercury on construction projects. When removal of the fluorescent light tubes is required, the tubes should be removed intact from the fixtures. This prevents worker exposure to mercury vapour, particularly if the tubes were energized shortly before removal. Other sources of liquid mercury should be removed in a similar fashion (intact) to prevent worker exposure.

The TWael for mercury is prescribed by *Ontario Regulation 490/09 Designated Substances*, as amended. Work procedures and personal protective equipment must be used to ensure that workers are not exposed to airborne mercury levels that exceed this TWael.

Liquid mercury is classified as a hazardous waste under *O. Reg. 347/90*, as amended. The transport of the waste to a disposal site is controlled by *O. Reg. 347/90* and by the federal TDGA and the Ontario Dangerous Goods Transportation Act. It is now common practice to recycle fluorescent light tubes, and other items containing mercury, recovering the component materials, and avoiding the generation of hazardous waste.

### **5.3. Silica**

The Occupational Health and Safety Branch of the Ontario MoL have published *Guideline: Silica on Construction Projects*. This document classifies all silica disturbances as Type 1, Type 2 or Type 3 work, and assigns different levels of respiratory protection and work procedures for each classification. This guideline should be followed during disturbance of silica-containing materials. As a general rule, it is preferable to use more stringent dust suppression techniques and engineering controls as opposed to relying on respiratory protection to control worker exposure. Respiratory protection should only be relied on as a last resort when dust suppression techniques and engineering controls fail to control worker exposure.

The TWael for airborne silica is prescribed by *Ontario Regulation 490/09 Designated Substances*, as amended. Work procedures and personal protective equipment must be used to ensure that workers are not exposed to airborne silica levels that exceed this exposure limit.

Dust control procedures, which are typical of any well executed renovation project, are usually sufficient to control airborne silica levels. As a general rule, it is preferable to use more stringent dust suppression techniques and engineering controls as opposed to relying on respiratory protection to control worker exposure. Respiratory protection should only be relied on as a last resort when dust suppression techniques and engineering controls fail to control worker exposure to silica.

### **5.4. Other Hazardous Materials**

The handling and use of maintenance oils should be undertaken by those with proper training (e.g. Workplace Hazardous Materials Information System, etc.) and adhere to any applicable handling and disposal guidelines and/or regulations.

## **6.0 CLOSURE**

A Limitations of Report section, which forms an integral part of this report, is attached.

We trust that the information contained herein meets your needs. Should you have any questions or comments, please do not hesitate to contact us.

***DST CONSULTING ENGINEERS INC. A DIVISION OF ENGLOBE***

Kyle Thompson, B.Sc., WRT, C.Tech  
Regional Manager  
[kthompson@dstgroup.com](mailto:kthompson@dstgroup.com)

### **LIMITATIONS OF REPORT**

This report is intended for client use only. Any use of this document by a third party, or any reliance on or decisions made based on the findings described in this report, are the sole responsibility of such third parties, and DST Consulting Engineers Inc. accepts no responsibility for damages, suffered by any third party as a result of decisions made or actions conducted based on this report. No other warranties are implied or expressed.

The data, conclusions and recommendations which are presented in this report, and the quality thereof, are based on a scope of work authorized by the client. The sampling program included bulk sampling in select representative areas for laboratory analysis. There is a practical limitation on the number of samples that can be collected in a building. This requires the investigator to extrapolate observations and analytical results between sample locations. The uncertainty, and inherent risk, associated with this necessity increases with the distance between sampling locations. Note, however, that no scope of work, no matter how exhaustive, can guarantee to identify all contaminants. This report therefore cannot warranty that all building conditions are represented by those identified at specific locations.

Note also that standards, guidelines and practices related to DST's scope of work may change with time. Those which were applied at the time of this program may be obsolete or unacceptable at a later date.

Any comments given in this report on potential remediation problems and possible methods are intended only for the guidance of the designer. The scope of work may not be sufficient to determine all of the factors that may affect construction, clean-up methods and/or costs. Contractors bidding on this project or undertaking clean-ups should, therefore, make their own interpretation of the factual information presented and draw their own conclusions as to how the conditions may affect their work.

Any results from an analytical laboratory or other subcontractor reported herein have been carried out by others, and DST Consulting Engineers Inc. cannot warranty their accuracy. Similarly, DST cannot warranty the accuracy of information supplied by the client.

## **APPENDIX A**

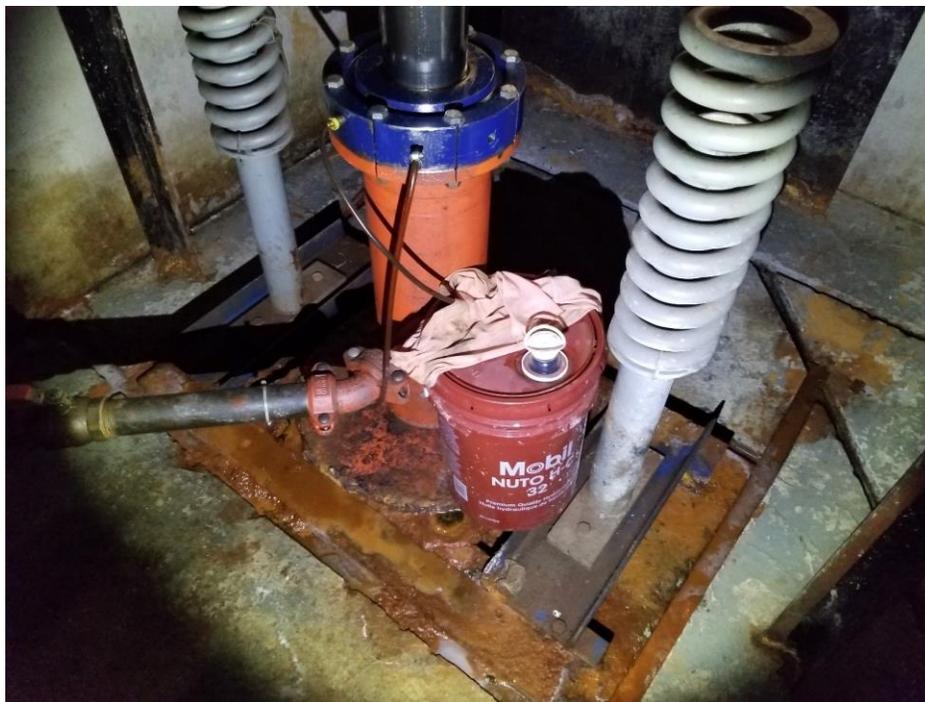
### Laboratory Certificates of Analysis

## **APPENDIX B**

### Select Photographs



**Photo 1:** Cementitious patching patches in the elevator shaft do not contain asbestos .



**Photo 2:** A oil container was observed inside the elevator pit. Grey floor paint in the pit contains less than 20 ppm lead.



**Photo 3:** Drywall joint compound was confirmed to not contain asbestos.

**ANNEX D - SECURITY REQUIREMENT CHECKLIST (SRCL)**

**CONTINUED ON THE FOLLOWING PAGE**



**PART D - AUTHORIZATION / PARTIE D - AUTORISATION**

**13. Organization Project Authority / Chargé de projet de l'organisme**

Name (print) - Nom (en lettres moulées) <b>Mike Haerkens</b>	Title - Titre <b>Senior Project Manager</b>	Signature <i>Mike Haerkens</i>
---	--	-----------------------------------

Telephone No. - N° de téléphone <b>613-882-6915</b>	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel <b>michael.haerkens@canada.ca</b>	Date <b>2020-06-05</b>
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**14. Organization Security Authority / Responsable de la sécurité de l'organisme**

Name (print) - Nom (en lettres moulées) <b>Sonia Larose</b>	Title - Titre <b>Security in contracting</b>	Signature <i>Sonia Larose</i>
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Telephone No. - N° de téléphone <b>613-954-1775</b>	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel <b>sonia.larose@canada.ca</b>	Date <b>2020-06-05</b>
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15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?  
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

No / Non      Yes / Oui

**16. Procurement Officer / Agent d'approvisionnement**

Name (print) - Nom (en lettres moulées) <b>Diana Seguin</b>	Title - Titre <b>Sr. Procurement and Contracting Officer</b>	Signature
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Telephone No. - N° de téléphone <b>613-324-8081</b>	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel <b>diana.seguin@canada.ca</b>	Date <b>October 8 2020</b>
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**17. Contracting Security Authority / Autorité contractante en matière de sécurité**

Name (print) - Nom (en lettres moulées) <b>Sonia Larose</b>	Title - Titre <b>Security in contracting</b>	Signature <i>Sonia Larose</i>
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Telephone No. - N° de téléphone <b>613-954-1775</b>	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel <b>sonia.larose@canada.ca</b>	Date <b>2020-06-05</b>
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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 / CLASSIFIÉ			NATO				COMSEC						
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	
							NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL	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 indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



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

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui  
If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité :
9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?  No / Non  Yes / Oui
- Short Title(s) of material / Titre(s) abrégé(s) du matériel :  
Document Number / Numéro du document :

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

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

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

Special comments:  
Commentaires spéciaux :

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

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

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

**PRODUCTION**

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

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?  No / Non  Yes / Oui



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

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

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine: Health Canada  
 2. Branch or Directorate / Direction générale ou Direction: RPSD/NAMLO

3. a) Subcontract Number / Numéro du contrat de sous-traitance: TBD  
 3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant: TBD

4. Brief Description of Work / Brève description du travail  
**Contractor to supply all labour and materials necessary for upgrading the two passenger elevators at the RPB building as per attached scope of work.**

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

5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?  No / Non  Yes / Oui

6. Indicate the type of access required / Indiquer le type d'accès requis

6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c)  No / Non  Yes / Oui

6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.  No / Non  Yes / Oui

6. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?  No / Non  Yes / Oui

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès

Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
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7. b) Release restrictions / Restrictions relatives à la diffusion

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

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

PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / 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"/>

**ANNEX E - CERTIFICATE OF INSURANCE**

This **must** be included with the bid. Please refer to SC2.

**ANNEX F – MANDATORY CONDITIONS PRECEDENT TO BID ACCEPTANCE AND CONTRACT AWARD****Bidders must provide the following information with their bid. Failure to do so will result in the bid being found non-compliant:**

- 1 The Bidder **must** provide proof of all proposed resource(s) WHIMS certification.
- 2 The Bidder **must** provide proof e.g. letter/certificate and number demonstrating they are in good standing with WSIB (Workmen's Compensation) and covered for the duration of the project.
- 3 The Bidder **must** provide a copy of a certificate 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 ITT, can be insured in accordance with the Commercial General Liability Insurance requirements specified in (Insurance Conditions) as indicated in the ITT, in the amount of \$2,000,000.00.
- 4 The Bidder **must** provide the names of the proposed resources that will complete the work, ensuring that their proposed resource meets the security requirement(s) (Please refer to Annex B for the security requirement)
- 5 The Bidder **must** provide the bid bond, as referred to in GI08 (2018-06-21) Bid security requirements.
- 6 The Bidder **must** provide a signed Contractor Schedule Form (Annex H)
- 7 The Bidder **must** include Appendix 1 – Combined Price Form
- 8 The Bidder **must** sign and complete the Bid Form (BF)

**Bidders should provide the following information below with their bid. If the following information is not included in the Bid, the Contracting Authority will contact the Bidder and request the information within a specified timeframe. If the Bidder fails to provide the requested information within the said timeframe, the bid will be considered non-compliant, and given no further consideration:**

- 1 The Bidder must provide a copy of their Health and Safety Plan for the proposed construction work within one work week from date of contract award.

**ANNEX G – LISTING OF SUBCONTRACTORS**

- 1) In accordance with GI06 – Listing of Subcontractors and Suppliers of R2410T- General Instructions - Construction Services GI07 - Listing of Subcontractors and Suppliers of R2710T- General Instructions - Construction Services - Bid Security Requirements, the Bidder must provide a list of all First-tier subcontractor\* relationships with his Bid.

\*“First-tier subcontractor” means a subcontractor with whom a supplier has a direct contractual relationship to perform a portion of the work pursuant to a contract or real property agreement between the supplier and Canada (meaning all the activities, services, goods, equipment, matters and things required to be done, delivered or performed by the supplier under the contract or real property agreement), unless the subcontractor merely supplies commercial-off-the-shelf goods to the supplier.

	Subcontractor	Division	Estimated value of work
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

**ANNEX H – CONTRACTOR SCHEDULE FORM**

It is **Mandatory** to submit this signed Document with your bid submission. The Contractor Schedule will become part of the resulting contract with the Winning Bidder.

The Calendar days must be adhered to. There will be up to a 60 day total allowable variance of the submitted Contractor Schedule. Anything beyond a 60 day total variance will require a signed contract amendment between the Winning Bidder and the Contract Authority. Failure to remain on schedule (within the allocated total variance) may result in contract termination due to default.

The end date in the Contractor Schedule **must be a minimum of 90 days** before the end date of the Contract to allow for a reasonable buffer for any work corrections or variance.

Lines on the Contractor Schedule below can be added or removed by the Bidder in order to accurately describe how and when the delivery of the required work will be performed.

The purpose of the first line is to provide the Bidder with an example and can be modified to accurately describe the work and timeframe.

Work Description / Milestone	Number of calendar days between work periods / Lead time	Amount of calendar days to Perform the Work
Eg. Kickoff meeting	Within 10 days of Contract award	0.5 days
Mandatory: Work closeout	Minimum 90 days before contract end date	

By submitting this signed Contractor Schedule, the Bidder agrees to be bound contractually by the information that is provided and understands that the Contractor Schedule will form part of the resulting contract with the Winning Bidder.

**Name and title of person authorized to sign on behalf of Bidder:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## ANNEX I - QUESTIONS AND ANSWERS

**Q1: Can we use NON - Proprietary TAC32 Controller.**

A1: NON - Proprietary TAC32 Controller is not acceptable. Spec reference 14210 – 2.1 Generic equipment: 2.1.1 Provide generic controls from MCE, GAL, Automatisation JRT or an approved equivalent.

**Q2: Can you please provide copy of Original layout.**

A2: Contractor given opportunity to obtain necessary information at time of job showing. Contractor to obtain necessary information as required to delivery project. Spec reference 14200 1.29 Existing drawings 1.29.1 The Owner will provide, if available, existing equipment layout drawings.

**Q3: Since Crosshead data tag was blank, Please provide car Weight and Piston Diameter for both cars.**

A3: Contractor given opportunity to obtain necessary information at time of job showing. Contractor to obtain necessary information as required to delivery project. Weighing of the car is basescope for Elevator 1 and Elevator 2. Spec reference 14210 – 3.21 Deadweight change.

**Q4: Can we schedule another site visit for our card reader/camera contractor.**

A4: Contractor given opportunity to obtain necessary information at time of job showing. Contractor to obtain necessary information as required to delivery project. No additional job showings will be entertained. Spec reference 14210 – 2.41 Security System.

**Q5: As per site visit, it was suggested that the question be asked how exactly they want to cool the elevator room. They're not specific in the specs but apparently Health Canada is aware of this and they may have a few suggestions.**

A5: Existing heating and cooling means to be retained, no associated work required. Delete Spec 14200 1.78 Work outside of Division 14 included in contract Article 1.78.3.4 in its entirety.