

**RETURN BIDS TO:**

## RETOURNER LES SOUMISSIONS À:

**Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada**

**800 Burrard Street, Room 219**

**800, rue Burrard, pièce 219**

## Vancouver

## British Columbia

**V6Z 0B9**

**Bid Fax: (604) 775-9381**

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

## Regional Individual Standing Offer (RISO)

## Offre à commandes individuelle régionale (OCIR)

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

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

## Comments - Commentaires

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

**Issuing Office - Bureau de distribution**

Public Works and Government Services Canada - Pacific Region

800 Burrard Street, Room 219

800, rue Burrard, pièce 219

Vancouver

British C

V6Z 0B9

<b>Title - Sujet</b> HVAC Systems Maintenance	
<b>Solicitation No. - N° de l'invitation</b> W684Q-200153/A	<b>Date</b> 2020-11-17
<b>Client Reference No. - N° de référence du client</b> W684Q-200153	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$PWY-036-8870
<b>File No. - N° de dossier</b> PWY-0-43074 (036)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> Pacific Standard Time PST <b>on - le 2020-12-10</b> Heure Normale du Pacifique HNP	
<b>Delivery Required - Livraison exigée</b> See Herein – Voir ci-inclus	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Martin (PWY), Delia	<b>Buyer Id - Id de l'acheteur</b> pwy036
<b>Telephone No. - N° de téléphone</b> (778)707-2139 ( )	<b>FAX No. - N° de FAX</b> (604)775-6633
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DND - CFB Esquimalt - Victoria, BC	
<b>Security - Sécurité</b> This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

## REQUEST FOR STANDING OFFER (RFSO)

This RFSO is for call-ups below \$100,000  
No contract security is asked for.

HVAC Systems Maintenance  
CFB Esquimalt, Victoria, BC

### IMPORTANT NOTICE TO OFFERORS

**Note to Offerors, there will no Public Opening for the purposes of this solicitation. See SI07 for further Instructions.**

#### See recently adopted changes

**SI05 Submission of Offer has changed** - See SI05 - Submission of an Offer using ePost Connect service

### PROMPT PAYMENT IN THE CONSTRUCTION INDUSTRY

#### Prompt Payment Principles

Public Services and Procurement Canada advocates that construction-related payments should follow these three principles:

- **Promptness:** The department will review and process invoices promptly. If disputes arise, Public Services and Procurement Canada will pay for items not in dispute, while working to resolve the disputed amount quickly and fairly
- **Transparency:** The department will make construction payment information such as payment dates, company names, contract and project numbers, publicly available; likewise, contractors are expected to share this information with their lower tiers
- **Shared responsibility:** Payers and payees are responsible for fulfilling their contract terms including their obligations to make and receive payment, and to adhere to industry best practices

For more information: <http://www.tpsgc-pwgsc.gc.ca/biens-property/divulgate-disclosure/psdic-ppci-eng.html>

### THIS DOCUMENT CONTAINS AN INDUSTRIAL SECURITY REQUIREMENT

For further instructions please consult "Special Instruction to Offeror", SI09, "Industrial Security related requirements" and "Supplementary Conditions" SC01 Industrial Security requirements, document safeguarding location.

### PWGSC UPDATE ON ASBESTOS USE

Effective April 1, 2016, all Public Works and Government Services Canada (PWGSC) contracts for new construction and major rehabilitation will prohibit the use of asbestos-containing materials. Further information can be found at <https://www.tpsgc-pwgsc.gc.ca/biens-property/ami-asb/amiante-asbestos-eng.html>

### ANTICIPATED MIGRATION TO AN E-PROCUREMENT SOLUTION (EPS)

Canada is currently developing an online EPS for faster and more convenient ordering of goods and services. In support of the anticipated transition to this system and how it may impact any resulting Standing Offer that is issued under this solicitation, refer to SC06 Transition to an e-Procurement Solution (EPS).

#### ENQUIRIES:

Delia Martin, Supply Specialist

Phone: 778-707-2139

Email: [delia.martin@pwgsc.gc.ca](mailto:delia.martin@pwgsc.gc.ca)

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## GENERAL INSTRUCTIONS TO OFFERORS – CONSTRUCTION SERVICES (GI)

### GI01 (2016-04-04) Integrity provisions—Offer

1. The *Ineligibility and Suspension Policy* (the “Policy”) in effect on the date the offer solicitation is issued, and all related Directives in effect on that date, are incorporated by reference into, and form a binding part of the offer solicitation. The Offeror must comply with the Policy and Directives, which can be found at [Ineligibility and Suspension Policy](#).
2. Under the Policy, charges and convictions of certain offences against a Offeror, its affiliates or first tier subcontractors, and other circumstances, will or may result in a determination by Public Works and Government Services Canada (PWGSC) that the Offeror is ineligible to enter, or is suspended from entering into a contract with Canada. The list of ineligible and suspended Suppliers is contained in PWGSC's Integrity Database. The Policy describes how enquiries can be made regarding the ineligibility or suspension of Suppliers.
3. In addition to all other information required in the offer solicitation, the Offeror must provide the following:
  - a. by the time stated in the Policy, all information required by the Policy described under the heading “Information to be Provided when Offering, Contracting or Entering into a Real Property Agreement”; and
  - b. with its offer, a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier subcontractors that, to the best of its knowledge and belief, may be similar to one of the listed offences in the Policy. The list of foreign criminal charges and convictions must be submitted using an Integrity Declaration Form, which can be found at [Declaration form for procurement](#).
4. Subject to subsection 5, by submitting an offer in response to this offer solicitation, the Offeror certifies that:
  - a. it has read and understands the [Ineligibility and Suspension Policy](#);
  - b. it understands that certain domestic and foreign criminal charges and convictions, and other circumstances, as described in the Policy, will or may result in a determination of ineligibility or suspension under the Policy;
  - c. it is aware that Canada may request additional information, certifications, and validations from the Offeror or a third party for purposes of making a determination of ineligibility or suspension;
  - d. it has provided with its offer a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier subcontractors that, to the best of its knowledge and belief, may be similar to one of the listed offences in the Policy;
  - e. none of the domestic criminal offences, and other circumstances, described in the Policy that will or may result in a determination of ineligibility or suspension, apply to it, its affiliates and its proposed first tier subcontractors; and
  - f. it is not aware of a determination of ineligibility or suspension issued by PWGSC that applies to it.
5. Where an Offeror is unable to provide any of the certifications required by subsection 4, it must submit with its offer a completed Integrity Declaration Form, which can be found at [Declaration form for procurement](#).
6. Canada will declare non-responsive any offer in respect of which the information requested is incomplete or inaccurate, or in respect of which the information contained in a certification or declaration is found by Canada to be false or misleading in any respect. If Canada establishes after award of the Contract that the Offeror provided a false or misleading certification or declaration, Canada may terminate the Contract for default. Pursuant to the Policy, Canada may also determine the Offeror to be ineligible for award of a contract for providing a false or misleading certification or declaration.

### GI02 (2014-03-01) Completion of offer

1. The offer shall be
  - a. submitted on the Offer and Acceptance Form provided through the Government Electronic Tendering Service (GETS) or on a clear and legible reproduced copy of such Offer and Acceptance Form that must be identical in content and format to the Offer and Acceptance Form provided through GETS;
  - b. based on the Offer Documents listed in the Special Instructions to Offerors;

- c. correctly completed in all respects;
  - d. signed by a duly authorized representative of the Offeror; and
  - e. accompanied by
    - i. any other document or documents specified elsewhere in the solicitation where it is stipulated that said documents are to accompany the offer.
2. Subject to paragraph 6) of GI11, any alteration to the pre-printed or pre-typed sections of the Offer and Acceptance Form, or any condition or qualification placed upon the offer may be cause for disqualification. Alterations, corrections, changes or erasures made to statements or figures entered on the Offer and Acceptance Form by the Offeror shall be initialed by the person or persons signing the offer. Alterations, corrections, changes or erasures that are not initialed shall be deemed void and without effect.
3. Unless otherwise noted elsewhere in the Offer Documents, facsimile copies of offers are not acceptable.
4. Canada will make available Notices of Proposed Procurement (NPP), offer solicitations and related documents for download through the Government Electronic Tendering Service (GETS). Canada is not responsible and will not assume any liabilities whatsoever for the information found on websites of third parties. In the event an NPP, offer solicitation or related documentation would be amended, Canada will not be sending notifications. Canada will post all amendments, including significant enquiries received and their replies, using GETS. It is the sole responsibility of the Offeror to regularly consult GETS for the most up-to-date information. Canada will not be liable for any oversight on the Offeror's part nor for notification services offered by a third party.

### **GI03 (2015-02-25) Identity or legal capacity of the Offeror**

In order to confirm the authority of the person or persons signing the offer or to establish the legal capacity under which the Offeror proposes to enter into Contract, any Offeror who carries on business in other than its own personal name shall, if requested by Canada, provide satisfactory proof of

- a. such signing authority; and
- b. the legal capacity under which it carries on business;

prior to contract award. Proof of signing authority may be in the form of a certified copy of a resolution naming the signatory(ies) that is (are) authorized to sign this offer on behalf of the corporation or partnership. Proof of legal capacity may be in the form of a copy of the articles of incorporation or the registration of the business name of a sole proprietor or partnership.

### **GI04 (2015-02-25) Applicable Taxes**

"Applicable Taxes" means the Goods and Services Tax (GST), the Harmonized Sales Tax (HST), and any provincial tax, by law, payable by Canada such as, the Quebec Sales Tax (QST) as of April 1, 2013.

### **GI05 (2014-03-01) Submission of offer**

1. Canada requires that each offer, at solicitation closing date and time or upon request from the Contracting Authority, be signed by the Offeror or by an authorized representative of the Offeror.
2. It is the Offeror's responsibility to:
  - a. submit an offer, duly completed, in the format requested, on or before the solicitation closing date and time set;
  - b. In the case of submission by ePost Connect, see instructions in GI06.2.ii below.
  - c. obtain clarification of the requirements contained in the RFSO, if necessary, before submitting an offer;

- d. ensure that the Offeror's name, return address, the solicitation number and description, and solicitation closing date and time are clearly visible on the submission containing the Offer; and
- e. provide a comprehensive and sufficiently detailed Offer that will permit a complete evaluation in accordance with the criteria set out in this RFSO.
- f. send its Offer only to the Bid Receiving Unit of Public Works and Government Services Canada (PWGSC) specified below, by the date and time indicated on page 1 of the offer solicitation, either by delivering a hard copy or electronic ePost Connect submission as follows:

- i. **HARD COPY Offer Submission**

In the case of submission of a hard copy offer, send its offer only to:

Public Works and Government Services Canada  
Bid Receiving Unit  
219-800 Burrard Street  
Vancouver, BC, V6Z 0B9

- ii. **ELECTRONIC Offer Submission by epost Connect service**

- a. Unless specified otherwise in the solicitation, offers may be submitted by using the epost Connect service provided by Canada Post Corporation.  
[https://www.canadapost.ca/web/en/products/details.page?article=epost\\_connect\\_send\\_a](https://www.canadapost.ca/web/en/products/details.page?article=epost_connect_send_a):
- b. The only acceptable email address to use with epost Connect for responses to this solicitation issued by PWGSC regional office is:  
[TPSGC.RPReceptiondessoumissions-PRBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.RPReceptiondessoumissions-PRBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca)

**Note:** Offers will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in c., or to send offers through an epost Connect message if the Offeror is using its own licensing agreement for epost Connect.

- c. To submit an offer using epost Connect service, the Offeror must either:
  - i. send directly its offer only to the specified PWGSC Bid Receiving Unit, using its own licensing agreement for epost Connect provided by Canada Post Corporation; or
  - ii. send as early as possible, and in any case, at least six business days prior to the solicitation closing date and time, (in order to ensure a response), an email that includes the offer solicitation number to the specified PWGSC Bid Receiving Unit requesting to open an epost Connect conversation. Requests to open an epost Connect conversation received after that time may not be answered.
- d. If the Offeror sends an email requesting epost Connect service to the specified Bid Receiving Unit in the solicitation, an officer of the Bid Receiving Unit will then initiate an epost Connect conversation. The epost Connect conversation will create an email notification from Canada Post Corporation prompting the Offeror order to access and action the message within the conversation. The Offeror will then be able to transmit its offer afterward at any time prior to the solicitation closing date and time.
- e. If the Offeror is using its own licensing agreement to send its offer, the Offeror must keep the epost Connect conversation open until at least thirty (30) business days after the solicitation closing date and time.
- f. The solicitation number should be identified in the epost Connect message field of all electronic transfers.

- g. It should be noted that the use of epost Connect service requires a Canadian mailing address. Should an Offeror not have a Canadian mailing address, they may use the Bid Receiving Unit address specified in the solicitation in order to register for the epost Connect service.
  - h. For offers transmitted by epost Connect service, Canada will not be responsible for any failure attributable to the transmission or receipt of the offer including, but not limited to, the following:
    - i. receipt of a garbled, corrupted or incomplete offer;
    - ii. availability or condition of the epost Connect service;
    - iii. incompatibility between the sending and receiving equipment;
    - iv. delay in transmission or receipt of the offer;
    - v. failure of the Offeror to properly identify the offer;
    - vi. illegibility of the offer;
    - vii. security of offer data; or,
    - viii. inability to create an electronic conversation through the epost Connect service.
  - i. The Bid Receiving Unit will send an acknowledgement of the receipt of offer document(s) via the epost Connect conversation, regardless of whether the conversation was initiated by the Offeror using its own license or the Bid Receiving Unit. This acknowledgement will confirm only the receipt of offer document(s) and will not confirm if the attachments may be opened nor if the content is readable.
  - j. Offerors must ensure that they are using the correct email address for the Bid Receiving Unit when initiating a conversation in epost Connect or communicating with the Bid Receiving Unit and should not rely on the accuracy of copying and pasting the email address into the epost Connect system.
  - k. A offer transmitted by epost Connect service constitutes the formal offer of the Offeror.
1. The technical and price components of the offer must be submitted in separate sections as follows:
    - a. The offer should be submitted following a "two-section" procedure of which is to include a technical and financial offer.
    - b. The Technical Offer, and any associated document(s), should be provided in a separate section with the following information clearly provided:
      - Section One - Technical Offer;
      - Solicitation Number; and
      - Name of Offeror.
    - c. The Price Proposal Form and associated document(s), the Financial Offer, should be provided in a separate section with the following information clearly provided:
      - Section Two - Financial Offer;
      - Solicitation Number; and
      - Name of Offeror.
  2. Timely and correct delivery of offers to the office designated for receipt of offers is the sole responsibility of the Offeror. PWGSC will not assume or have transferred to it those responsibilities. All risks and consequences of incorrect delivery of offers are the responsibility of the Offeror.
  3. Offers and supporting information may be submitted in either English or French.
  4. Unless otherwise specified in the Special Instructions to Offerors:
    - a. the offer shall be in Canadian currency; and



- b. the requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All offers including such provision will render the offer non-responsive.

#### **GI06 (2010-01-11) Revision of offer**

1. An offer submitted in accordance with these instructions may be revised by letter or epost Connect provided the revision is received at the office designated for the receipt of offers, on or before the date and time set for the closing of the solicitation. The letter or facsimile shall be on the Offeror's letterhead or bear a signature that identifies the Offeror.
2. A revision to an offer that includes unit prices must clearly identify the change(s) in the unit price(s) and the specific item(s) to which each change applies.
3. A letter submitted to confirm an earlier revision should be clearly identified as a confirmation.
4. Failure to comply with any of the above provisions may result in the rejection of the non-compliant revision(s) only. The offer shall be evaluated based on the original offer submitted and all other compliant revision(s).

#### **GI07 (2014-09-25) Rejection of offer**

1. Canada may accept any offer, whether it is the lowest or not, or may reject any or all offers.
2. Without limiting the generality of paragraph 1) of GI11, Canada may reject an offer if any of the following circumstances is present:
  - a. the Offeror's offering privileges are suspended or are in the process of being suspended;
  - b. the offering privileges of any employee or subcontractor included as part of the offer are suspended or are in the process of being suspended, which suspension or pending suspension would render that employee or subcontractor ineligible to offer on the Work, or the portion of the Work the employee or subcontractor is to perform;
  - c. the Offeror is bankrupt, or where for whatever reason, its activities are rendered inoperable for an extended period;
  - d. evidence, satisfactory to Canada, of fraud, bribery, fraudulent misrepresentation or failure to comply with any law protecting individuals against any manner of discrimination, has been received with respect to the Offeror, any of its employees or any subcontractor included as part of its offer;
  - e. evidence satisfactory to Canada that based on past conduct or behavior, the Offeror, a sub-contractor or a person who is to perform the Work is unsuitable or has conducted himself/herself improperly;
  - f. with respect to current or prior transactions with Canada
    - i. Canada has exercised, or intends to exercise, the contractual remedy of taking the work out of the Offeror's hands with respect to a contract with the Offeror, any of its employees or any subcontractor included as part of its offer; or
    - ii. Canada determines that the Offeror's performance on other contracts is sufficiently poor to jeopardize the successful completion of the requirement being offer on.
3. In assessing the Offeror's performance on other contracts pursuant to subparagraph 2)(f)(ii) of GI11, Canada may consider, but not be limited to, such matters as:
  - a. the quality of workmanship in performing the Work;
  - b. the timeliness of completion of the Work;
  - c. the overall management of the Work and its effect on the level of effort demanded of the department and its representative; and
  - d. the completeness and effectiveness of the Offeror's safety program during the performance of the Work.



4. Without limiting the generality of paragraphs 1), 2) and 3) of GI11, Canada may reject any offer based on a unfavorable assessment of the;
  - a. adequacy of the offer price to permit the work to be carried out and, in the case of a offer providing prices per unit, whether each such price reasonably reflects the cost of performing the part of the work to which that price applies;
  - b. Offeror's ability to provide the necessary management structure, skilled personnel, experience and equipment to perform competently the work under the Contract; and
  - c. Offeror's performance on other contracts.
5. Where Canada intends to reject an offer pursuant to a provision of paragraphs 1), 2), 3) or 4) of GI11, other than subparagraph 2)(a) of GI11, the contracting Authority will inform the Offeror and provide the Offeror ten (10) days within which to make representations, before making a final decision on the offer rejection.
6. Canada may waive informalities and minor irregularities in offers received if Canada determines that the variation of the offer from the exact requirements set out in the Offer Documents can be corrected or waived without being prejudicial to other Offerors.

#### **GI08 (2015-02-25) Offer costs**

No payment will be made for costs incurred in the preparation and submission of an offer in response to the offer solicitation. Costs associated with preparing and submitting an offer, as well as any costs incurred by the Offeror associated with the evaluation of the offer, are the sole responsibility of the Offeror.

#### **GI09 (2019-05-30) Procurement Business Number**

Bidders are required to have a Procurement Business Number (PBN) before Contract award. Bidders may register for a PBN in the Supplier Registration Information system on Web site: <https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/register-as-a-supplier> . For non-Internet registration, Bidders may contact the nearest Supplier Registration Agent.

#### **GI10 (2013-04-25) Compliance with applicable laws**

1. By submission of an offer, the Offeror certifies that the Offeror has the legal capacity to enter into a contract and is in possession of all valid licenses, permits, registrations, certificates, declarations, filings, or other authorizations necessary to comply with all federal, provincial and municipal laws and regulations applicable to the submission of the offer and entry into any ensuing contract for the performance of the work.
2. For the purpose of validating the certification in paragraph 1) of GI14, a Offeror shall, if requested, provide a copy of every valid license, permit, registration, certificate, declaration, filing or other authorization listed in the request, and shall provide such documentation within the time limit(s) set out in the request.
3. Failure to comply with the requirements of paragraph 2) of GI14 shall result in disqualification of the offer.

#### **GI11 (2010-01-11) Performance evaluation**

1. Offerors shall take note that the performance of the Offeror during and upon completion of the work shall be evaluated by Canada. The evaluation shall be based on the quality of workmanship; timeliness of completion of the work; project management, contract management and management of health and safety. Should the Offeror's performance be considered unsatisfactory, the Offeror's offering privileges on future work may be suspended indefinitely.
2. The form [PWGSC-TPSGC 2913](#), SELECT - Contractor Performance Evaluation Report Form, is used to record the performance.

## **GI12 (2011-05-16) Conflict of interest—unfair advantage**

1. In order to protect the integrity of the procurement process, Offerors are advised that Canada may reject an offer in the following circumstances:
  - a. if the Offeror, any of its subcontractors, any of their respective employees or former employees was involved in any manner in the preparation of the offer solicitation or in any situation of conflict of interest or appearance of conflict of interest;
  - b. if the Offeror, any of its subcontractors, any of their respective employees or former employees had access to information related to the offer solicitation that was not available to other Offerors and that would, in Canada's opinion, give or appear to give the Offeror an unfair advantage.
2. The experience acquired by a Offeror who is providing or has provided the goods and services described in the offer solicitation (or similar goods or services) will not, in itself, be considered by Canada as conferring an unfair advantage or creating a conflict of interest. This Offeror remains however subject to the criteria established above.
3. Where Canada intends to reject an offer under this section, the Contracting Authority will inform the Offeror and provide the Offeror an opportunity to make representations before making a final decision. Offerors who are in doubt about a particular situation should contact the Contracting Authority before offer closing. By submitting an offer, the Offeror represents that it does not consider itself to be in conflict of interest nor to have an unfair advantage. The Offeror acknowledges that it is within Canada's sole discretion to determine whether a conflict of interest, unfair advantage or an appearance of conflict of interest or unfair advantage exists.

## **GI13 (2016-04-04) Code of Conduct for Procurement—offer**

The [Code of Conduct for Procurement](#) provides that Offerors must respond to offer solicitations in an honest, fair and comprehensive manner, accurately reflect their capacity to satisfy the requirements set out in the offer solicitation and resulting contract, submit offers and enter into contracts only if they will fulfill all obligations of the Contract. By submitting an offer, the Offeror is certifying that it is complying with the *Code of Conduct for Procurement*. Failure to comply with the *Code of Conduct for Procurement* may render the offer non-responsive.

## **SPECIAL INSTRUCTIONS TO OFFEROR'S (SI)**

### **SI01 INTRODUCTION**

1. Public Works and Government Services Canada (PWGSC) is inviting Offerors to submit proposals for Standing Offers. The selected offerors shall provide a range of services as identified in the Statement of Work section of this document.
2. It is PWGSC's intention to authorize one (1) Standing Offer, for a period of three (3) years, with the option to extend for two (2), additional one (1) year periods. The total dollar value of all Standing Offers is estimated to be \$3,000,000.00 (GST or HST included) over three (3) years. Individual call-ups will vary up to a maximum of \$60,000.00 (GST or HST included). Offerors should note that there is no guarantee that the full or any amount of the Standing Offers will be called-up; DND will issue call-ups only when the specific services to be provided under the Standing Offer are needed. Please refer to Section SOP04, CALL-UP PROCEDURE.

### **SI02 OFFER DOCUMENTS**

1. The following are the Offer Documents:
  - a. Request for Standing Offer - Page 1;
  - b. General Instructions to Offeror's- Construction Services
  - c. Special Instructions to Offerors;
  - d. Clauses & Conditions identified in "Call-up Clauses or Resulting Contract Documents;
  - e. Drawings and Specifications;
  - f. Price Proposal form and related Appendix(s); and
  - g. Any amendment issued prior to solicitation closing.

Submission of an Offer constitutes acknowledgement that the Offeror has read and agrees to be bound by these documents.

### **SI03 ENQUIRIES DURING THE SOLICITATION PERIOD**

1. Enquiries regarding this Offer must be submitted in writing to the Contracting Authority named on the Request for Standing Offer (RFSO) Page 1 at e-mail address [delia.martin@pwgsc.gc.ca](mailto:delia.martin@pwgsc.gc.ca). Enquiries should be received no later than (5) calendar days prior to the date set for solicitation closing to allow sufficient time to provide a response. Enquiries received after that time may result in an answer NOT being provided.
2. To ensure consistency and quality of the information provided to Offerors the Contracting Authority will 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 offer sent throughout the solicitation period must be directed ONLY to the Contracting Authority named in paragraph 1 above. Failure to comply with this requirement may result in the offer being declared non-compliant.

### **SI04 QUANTITY**

The amount of work and estimated expenditure specified in the RFSO are only an approximation of requirements. The making of an offer by the Offeror shall not constitute an agreement by Canada. Canada may make one or several call-ups against a standing offer.

## **SI05 PWGSC OBLIGATION**

A RFSO does not commit PWGSC to authorize the utilization of a standing offer or to pay any cost incurred in the submission of offers, or cost incurred in making necessary studies for the preparation thereof, or to procure or contract for any services. PWGSC reserves the right to reject or authorize for utilization any offer in whole or in part, with or without further discussion or negotiation. Canada reserves the right to cancel or amend the RFSO at any time.

## **SI06 REVISION OF OFFER**

An offer may be revised by letter or epost Connect in accordance with "General Instructions to Offerors – Construction Services to Offerors".

## **SI07 OFFER VALIDITY PERIOD**

1. The offer cannot be withdrawn for the period of (180) days following the RFSO closing date.
2. Canada reserves the right to seek an extension to the offer validity period. Upon notification in writing from Canada, Offerors shall have the option to either accept or reject the proposed extension.
3. If the extension referred to in paragraph 2 of SI07 is accepted, in writing, by all those who submitted offers, then Canada shall continue immediately with the evaluation of the offers and its approvals processes.
4. If the extension referred to in paragraph 2 of SI07 is not accepted in writing by all those who submitted offers then Canada shall, at its sole discretion, either
  - a. continue to evaluate the offers of those who have accepted the proposed extension and seek the necessary approvals; or
  - b. cancel the request for proposal.
5. The provisions expressed herein do not in any manner limit Canada's rights in law or under GI07.

## **SI08 RIGHTS OF CANADA**

Canada reserves the right to:

- a. Reject any or all bids received in response to the bid solicitation;
- b. Enter into negotiations with bidders on any or all aspects of their bids;
- c. Accept any bid in whole or in part without negotiations;
- d. Cancel the bid solicitation at any time;
- e. Reissue the bid solicitation;
- f. If no compliant bids are received and the requirement is not substantially modified, reissue the bid solicitation by inviting only the bidders who bid to resubmit bids within a period designated by Canada; and
- g. Negotiate with the sole compliant Bidder to ensure best value to Canada.

## **SI09 INDUSTRIAL SECURITY RELATED REQUIREMENTS**

1. At offer closing, the Offeror must hold a valid Security Clearance as indicated in section SC01 of the Supplementary Conditions. Failure to comply with this requirement will render the offer non-compliant and no further consideration will be given to the offer.

2. The successful Offeror'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 SC01 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 Offeror 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 Offeror's non-compliance with the mandatory security requirement.

#### SI10 BRITISH COLUMBIA PROVINCIAL SALES TAX ACT – REAL PROPERTY CONTRACTORS

Real property contractors in the Province of British Columbia who have contracts with the Federal Government may make purchases for use in real property contracts exempt of Provincial Sales Tax (PST) by providing their suppliers with a completed Certificate of Exemption – Contractors (FIN 491) and, if necessary a completed Certification of Exemption – Subcontractor (FIN 493).

Upon request, Canada will provide the General Contractor with a duly signed exemption form, FIN 491 and if applicable FIN 493.

For additional information, please refer to the link noted below:

<http://www2.gov.bc.ca/assets/gov/taxes/sales-taxes/publications/pst-501-real-property-contractors.pdf>

#### SI11 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:

Buy and Sell

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

Canadian economic sanctions

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

Contractor Performance Evaluation Report (Form PWGSC-TPSGC 2913)

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

Standard Acquisition Clauses and Conditions (SACC) Manual

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

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>

Construction and Consultant Services Contract Administration Forms Real Property Contracting

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

Declaration Form

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

Performance Bond (form PWGSC-TPSGC 505)

[http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/505\\_eng.pdf](http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/505_eng.pdf)

Trade agreements

<https://buyandsell.gc.ca/policy-and-guidelines/Policy-and-Legal-Framework/Trade-Agreements>

## CALL-UPS CLAUSES OR RESULTING CONTRACT DOCUMENTS (CD)

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

- a. Contract Page when signed by Canada;
- b. Duly completed Price Proposal Form and any Appendices attached thereto;
- c. Drawings and Specifications;
- d. General Conditions and clauses
  - GC1 General Provisions – Construction Services R2810D (2017-08-17);
  - GC2 Administration of the Contract R2820D (2016-01-28);
  - GC3 Execution and Control of the Work R2830D (2019-11-28);
  - GC4 Protective Measures R2840D (2008-05-12);
  - GC5 Terms of Payment R2550D R2850D (2019-11-28);
  - GC6 Delays and Changes in the Work R2860D (2019-05-30);
  - GC7 Default, Suspension or Termination of Contract R2870D (2018-06-21);
  - GC8 Dispute Resolution R2884D (2016-01-28);
  - GC9 N/A
  - GC10 Insurance R2900D (2008-05-12);
  - Allowable Costs for Contract Changes under GC6.4.1 R2950D (2015-02-25);
- Supplementary Conditions
- e. Any amendment issued or any allowable offer revision received before the date and time set for solicitation closing;
- f. Any amendment incorporated by mutual agreement between Canada and the Offeror before acceptance of the offer; and
- g. Any amendment or variation of the contract documents that is made in accordance with the General Conditions.

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

3. The language of the contract documents is the language of the Price Proposal Form submitted.

## STANDING OFFER PARTICULARS

### SOP01 GENERAL

1. The Offeror acknowledges that a standing offer is not a contract and that the issuance of a Standing Offer and Call-up Authority does not oblige or commit Canada to procure or contract for any services listed in the Standing Offer.
2. The Offeror offers to provide and deliver to Canada the services described in the Standing Offer, in accordance with the pricing set out in the Request for Standing Offer if, and when the Technical Authority may request such services, in accordance with the conditions listed at subsection 3 below.
3. The Offeror understands and agrees that:
  - a. a call-up against the Standing Offer will form a contract only for those services which have been called-up, provided that such call-up is made in accordance with the provisions of the Standing Offer;
  - b. Canada's liability is limited to that which arises from call-ups against the Standing Offer made within the period specified in the Standing Offer;
  - c. Canada has the right to procure the services specified in the Standing Offer by means of any other contract, standing offer or contracting method;
  - d. the Standing Offer cannot be assigned or transferred in whole or in part;
  - e. the Standing Offer may be set aside by Canada at any time.

### SOP02 PERIOD OF THE STANDING OFFER

The period for placing call-ups against the Standing Offer shall be for three (3) years commencing from the start date identified on the Standing Offer.

### SOP03 CALL-UP LIMITATION

Each call-up against the Standing Offer will have a maximum limitation of expenditure of \$60,000.00 (Applicable Taxes included). Canada will keep track of expenditures and ensure that they do not exceed the maximal allocated total percentage of each retained Offeror.

### SOP04 CALL-UP PROCEDURE

1. Services will be called-up as follows:
  - a. Technical Authority will establish the work requirements to be provided.
  - b. For each individual call-up the Offeror will be provided the scope of work and will submit an offer to the Technical Authority in accordance with the unit rates established under the Standing Offer. The Offeror's offer shall include all of the work as specified including; mobilizing, sub-trades, materials, labour, tools, administration fees and supervision including building permits as per local regulations.
2. The Offeror will be authorized in writing by the Technical Authority to proceed with the work by issuance of a Call-up against the Standing Offer.



## **SOP05      STANDING OFFER RESPONSIBLES**

The Contracting Authority is responsible for the establishment and administration of the Standing Offer and it's revision if needed. The Contracting Authority is responsible for all contractual related questions regarding call-ups.

### Standing Offer Contracting Authority is:

Name : Delia Martin

Title : Supply Specialist

Department : Public Services and Procurement Canada

Division : Real Property Contracting

Telephone : 778-707-2139

e-mail : [delia.martin@pwgsc.gc.ca](mailto:delia.martin@pwgsc.gc.ca)

The Technical Authority represents the Department or Organisation for which the works are executed within a call-up. The Technical Authority is responsible for all technical related questions regarding call-ups.

### Standing Offer Technical Authority is:

Name : Selwyn Buss

Title : Contract Coordinator

Department : National Defence (Esquimalt)

Division : Real Property Operations Unit (Pacific)

Telephone : 250-361-7678

e-mail : [Selwyn.Buss@forces.gc.ca](mailto:Selwyn.Buss@forces.gc.ca)

### The selected Offeror for the standing offer is :

Company Name : TBA

Contact : TBA

Address : TBA

Telephone : TBA

e-mail : TBA

## SUPPLEMENTARY CONDITIONS (SC)

### SC01 INDUSTRIAL SECURITY RELATED REQUIREMENTS, DOCUMENT SAFEGUARDING

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

NOTE: There are multiple levels of personnel security screenings associated with this file. In this instance, a Security Classification Guide is added to the SRCL clarifying these screenings.

### SC02 INSURANCE TERMS

- 1) Insurance Contracts
  - (a) The Contractor must, at the Contractor's expense, obtain and maintain insurance contracts in accordance with the requirements of the Certificate of Insurance. Coverage must be placed with an Insurer licensed to carry out business in Canada.
  - (b) Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the agreement. The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the agreement and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.
- 2) Period of Insurance
  - (a) The policies required in the Certificate of Insurance must be in force and be maintained throughout the duration of the standing offer period.
  - (b) The Contractor must be responsible to provide and maintain coverage for Products/Completed Operations hazards on its Commercial General Liability insurance policy, for a period of six (6) years beyond the date of the Certificate of Substantial Performance.
- 3) Proof of Insurance
  - (a) Before commencement of the Work, and no later than thirty (30) days after acceptance of its offer, the Contractor must deposit with Canada a Certificate of Insurance on the form attached herein.
  - (b) Upon request by Canada, the Contractor must provide originals or certified true copies of all contracts of insurance maintained by the Contractor pursuant to the Certificate of Insurance.

4) Insurance Proceeds

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

5) Deductible

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

**SC03 TRANSITION TO AN E-PROCUREMENT SOLUTION (EPS)**

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

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

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

## APPENDIX 1 - PRICE PROPOSAL FORM

### HVAC Systems Maintenance CFB Esquimalt, Victoria, BC

#### EVALUATION OF PRICE

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

The unit prices and hourly rates requested in the offer and acceptance for specific types of service shall be the total cost to perform the work including but not limited to:

    1. labour including supervision, allowances and liability insurance;
    2. travel time;
    3. transportation/vehicle expenses;
    4. tools and tackle;
    5. overhead and profit;
    6. any other incidental expenses other than supply of materials and replacement parts relating to the delivery of labour.
4. The price of bids will be evaluated in Canadian dollars, the Goods and Services Tax (GST) or the Harmonized Sales Tax (HST) excluded, FOB destination for goods, shipping charges included, Customs duties and Excise taxes included.

## UNIT PRICE SCHEDULES

The Offeror agrees that the following are the prices referred to above:

### Rates

These items will be used for cost evaluation purposes only and do not constitute a guarantee or commitment on behalf of Canada of the quantity or amount to be used under the Standing Offer.

The Offeror agrees that the Unit Prices govern in calculating the Total Evaluated Price. The Offeror understands that any errors in the extension of the Unit Prices, in the calculations of the Estimated Total Prices and Estimated Total Amounts will be corrected in order to obtain the Total Evaluated Price.

The rates below shall remain firm throughout the complete period of the Standing Offer.

A price must be entered for each item.

### Call Out Rates

All-inclusive call out rates shall be based only on direct travel from Contractor's plant to the site(s) of the work specified below and direct return to Contractor's plant (direct return trip). Rate shall be charged only one time for each Call Out. Call Out rates do not include productive labour. If Call Out rates do not apply, please fill in rate as zero (0).

Service calls shall be for a minimum of 1/2 (one-half) hour. Subsequent charges shall be in increments of 1/4 (one-quarter) hours charged at the hourly rate below.

### 1. Years One & Two

Item	Class of Labour, Plant or Material	Unit of Measure -ment	Estimated Quantity	Unit Price	Extended Amount
1	Call Out Rate	ea	50	\$	\$
2	<b>Unrestricted Licensed Refrigeration and Air Conditioning Tradesman</b>				
a)	Regular Working Hours Monday to Friday 0730 to 1600 hours	hour	230	\$	\$
b)	Outside Regular Working Hours Monday to Friday 1601 to 0729 and Saturdays, Sundays and Holidays	hour	25	\$	\$
3	<b>Trades Assistant</b>				
a)	Regular Working Hours Monday to Friday 0730 to 1600 hours	hour	6	\$	\$
b)	Outside Regular Working Hours Monday to Friday 1601 to 0729 and Saturdays, Sundays and Holidays	hour	2	\$	\$
<b>Sub Total A): Estimated Total Amount Years One &amp; Two</b>					\$

**2. Year Three**

Item	Class of Labour, Plant or Material	Unit of Measurement	Estimated Quantity	Unit Price	Extended Amount
1	Call Out Rate	ea	25	\$	\$
2	<b>Unrestricted Licensed Refrigeration and Air Conditioning Tradesman</b>				
a)	Regular Working Hours Monday to Friday 0730 to 1600 hours	hour	115	\$	\$
b)	Outside Regular Working Hours Monday to Friday 1601 to 0729 and Saturdays, Sundays and Holidays	hour	12	\$	\$
3	<b>Trades Assistant</b>				
a)	Regular Working Hours Monday to Friday 0730 to 1600 hours	hour	3	\$	\$
b)	Outside Regular Working Hours Monday to Friday 1601 to 0729 and Saturdays, Sundays and Holidays	hour	2	\$	\$
<b>Sub Total B): Estimated Total Amount Year Three</b>					\$

**3. Option Year Four**

Item	Class of Labour, Plant or Material	Unit of Measurement	Estimated Quantity	Unit Price	Extended Amount
1	Call Out Rate	ea	25	\$	\$
2	<b>Unrestricted Licensed Refrigeration and Air Conditioning Tradesman</b>				
a)	Regular Working Hours Monday to Friday 0730 to 1600 hours	hour	115	\$	\$
b)	Outside Regular Working Hours Monday to Friday 1601 to 0729 and Saturdays, Sundays and Holidays	hour	12	\$	\$
3	<b>Trades Assistant</b>				
a)	Regular Working Hours Monday to Friday 0730 to 1600 hours	hour	3	\$	\$
b)	Outside Regular Working Hours Monday to Friday 1601 to 0729 and Saturdays, Sundays and Holidays	hour	2	\$	\$
<b>Sub Total C): Estimated Total Amount Option Year Four</b>					\$

**4. Option Year Five**

Item	Class of Labour, Plant or Material	Unit of Measurement	Estimated Quantity	Unit Price	Extended Amount
1	Call Out Rate	ea	25	\$	\$
2	<b>Unrestricted Licensed Refrigeration and Air Conditioning Tradesman</b>				
a)	Regular Working Hours Monday to Friday 0730 to 1600 hours	hour	115	\$	\$
b)	Outside Regular Working Hours Monday to Friday 1601 to 0729 and Saturdays, Sundays and Holidays	hour	12	\$	\$
3	<b>Trades Assistant</b>				
a)	Regular Working Hours Monday to Friday 0730 to 1600 hours	hour	3	\$	\$
b)	Outside Regular Working Hours Monday to Friday 1601 to 0729 and Saturdays, Sundays and Holidays	hour	2	\$	\$
<b>Sub Total D): Estimated Total Amount Option Year Five</b>					\$

**5. Mark up Allowance – All Years**

Material and replacement parts (except any free issue items) shall be charged at your laid down cost which includes invoice cost, transportation costs, exchange, customs and brokerage charges as applicable and G & A expenses. Goods and Services Tax (GST) is not included and must be shown as a separate item on the invoice for payment. The Contractor must attach copies of receipts of any applicable materials used to perform the work when submitting invoices.

Contractor's markup allowance for unspecified material, replacement parts, required permits and certificates.		N/A	%	N/A
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**TOTAL EVALUATED PRICE**

Sub Totals A and B: Total Amount Years One, Two and Three	Sub Totals C and D: Total Amount Option Year Four and Five	Total Evaluated Price
\$	\$	\$

It is anticipated that one (1) standing offer will be authorized to the lowest priced compliant offeror.



## OFFEROR'S CONTACTS

The names, telephone numbers and email addresses of the Offeror's permanent staff members cleared to receive call-ups from Identified Users on a maintenance and/or emergency basis.

NAME	TELEPHONE NUMBER	CELL NUMBER	EMAIL

## BUSINESS NAME AND ADDRESS OF OFFEROR

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

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ PBN: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Industrial Security Program Organisation Number (ISP ORG#) \_\_\_\_\_  
(when required)

## THE OFFER

The Offeror agrees to perform the work in accordance with Appendix 3 Scope of Work and the prices referred to in the Unit Price Schedules.

## OFFER VALIDITY PERIOD

The offer must not be withdrawn for a period of 180 days following the date of solicitation closing.

## SIGNATURE

\_\_\_\_\_  
Name and title of person authorized to sign on behalf of Offeror (Type or print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## **APPENDIX 3 - SCOPE OF WORK**

Maintenance, upgrade or replacement of HVAC equipment as requested. Requirement is to restore operation within the shortest possible period of time.

Emergency Call-outs shall be issued on an 'as and when' requested basis by the Technical Authority or their delegated representative. The equipment, including Direct Digital Controls of HVAC systems as outlined require service.

Must meet DND requirements to complete Federal Halocarbon Regulation Schedule 2 reporting forms when and as required.

Forms supplied by Technical Authority or their delegated representative. All Leak tests and repairs to HVAC and Refrigeration systems must be reported on the halocarbon form within 30 calendar days. Leaks of 10 Kg or more to be reported immediately to the Technical Authority.

### **Contractor Accessibility**

The bidder shall provide the information for regular and emergency service calls and after hours' call-outs.

### **Emergency/Urgent Call-outs Procedures:**

1. The Offeror/Contractor must be available twenty-four (24) hours, seven (7) days a week for "Emergency or Urgent" requirements. After receipt of an urgent call-up, the Offeror/Contractor must be on site within one (1) hour of being notified or as mutually agreed upon between the Technical Authority or their delegated representative;
2. Material, equipment, and trades helpers are to be readily available during an emergency requirement;
3. Where it is required, the Offeror/Contractor shall register on entering Government of Canada premises, obtain and wear a Security pass, and shall return the security pass and sign out before leaving.
4. The Offeror/Contractor shall proceed to the site, provide an estimate if possible, and then perform repairs to get equipment to a fully operational state. When complete the Offeror/Contractor shall provide to the Technical Authority or their delegated representative, within one (1) working day, a detailed estimate of the work and any further information required to ensure equipment will be fully operational on a long term basis.

### **Services**

When the Offeror/Contractor services are requested, such services shall be requested by means of a 942 form. The Offeror/Contractor shall provide a firm price quote in advance of each call-up issued. The final price upon completion of work under each call-up may be less than but shall not exceed the price quote by more than 10%.

The liability of the Crown in respect to work performed under each call-up shall not exceed the expenditure authorized without prior approval by the Technical Authority or their delegated representative by means of a specific amendment to each call-up.

### **General Call-out Procedures**

1. The Offeror/Contractor shall respond to "regular" requirements within 24 hours (one complete working day) of being notified by the Technical Authority or their delegated representative;
2. The Offeror/Contractor must begin the work within 1 to 3 days after receiving an official call-up against the 942 or as requested by other means e.g. Phone, text, email for emergency repairs. All work must be complete as mutually agreed upon between the Technical Authority or their delegated representative and the Offeror/Contractor. Call-ups will be made on an "as and when" requested basis.
3. The Offeror/Contractor must have a staffed office at all times during normal business hours;

4. The Offeror/Contractor shall notify the Technical Authority or their delegated representative prior to arriving on site to do the work;

5. The Offeror/Contractor shall proceed to the site, provide an estimate of the work or repairs to the Technical Authority or their delegated representative, and then wait until written authority to proceed with the repairs is received before commencing any actual work.

### Hours of Service

Regular hours of service shall be between 07:30 and 16:00 hours, Pacific Time, Monday through Friday. Government of Canada Statutory holidays are excluded. Outside regular hours of service include weekends.

### Overtime

It may be necessary to work later or earlier than regular hours and on weekends as requested by the Technical Authority or their delegated representative. However, no overtime work shall be performed under the 942 unless authorized in advance and in writing by Technical Authority or their delegated representative. Any request for payment at the rate(s) specified in the 942 must be accompanied by a copy of the overtime authorization and a report containing such details as Canada may require with respect to the overtime work performed pursuant to the written authorization. If a request is submitted it shall be interpreted that the Offeror/Contractor will be available for overtime if requested to do so by the Technical Authority or their delegated representative.

### Estimates

Where an estimate of the cost of performing specific work is required, the Technical Authority or their delegated representative will provide the Offeror/Contractor with a statement of the work required. The Offeror/Contractor must provide the Technical Authority or their delegated representative with an estimate in writing of the cost of performing the specified work in accordance with the pricing provision of the 942. The Offeror/Contractor must not undertake any of the specified work unless and until a call-up is issued by the Technical Authority or their delegated representative. The estimated cost stated in the call-up must not be exceeded without the specific written authorization from the Technical Authority or their delegated representative. Any unforeseen work must be authorized by the Technical Authority or their delegated representative prior to beginning the work and may be charged at a price of no more than 10% higher than the original estimate and only when the invoice is clearly detailed as described above.

### Preventative Maintenance

Preventative Maintenance to perform periodic checks of specific equipment may be requested on an 'as and when' requested basis. The Offeror/Contractor may be required to make any necessary adjustments in the mechanisms, minor lubrication and replace any unserviceable parts to ensure the equipment is in good working condition.

A Preventative Maintenance schedule may be set up at the discretion of the Technical Authority or their delegated representative and on the dates and times mutually agreed upon.

Equipment requiring maintenance shall be itemized in advance by the Technical Authority or their delegated representative and given to the Offeror/Contractor to provide an estimate in accordance with the Basis of Payment outlined in Annex "B". Work shall **not** commence until a written estimate is provided and a call-up up is received from the Technical Authority or their delegated representative. Unless increases or decreases in the number of pieces of equipment occur, the offeror/Contractor estimate shall not be changed or altered.

Any unforeseen Labour and Replacement Parts required as a result of performing maintenance services, must be authorized by the Technical Authority or their delegated representative prior to ordering. If approved by the Technical Authority or their delegated representative, replacements parts and applicable labour charges may be added to the cost of the original estimate and included as a separate line item on the invoice.

## **Maintenance Personnel**

The Offeror/Contractor shall use only qualified personnel to perform maintenance services. The Offeror/Contractor shall provide to the Technical Authority or their delegated representative the name, telephone/cell/fax number of the Offeror/Contractor's maintenance service depot manager, who shall have full authority to act on behalf of the Offeror/Contractor in connection with any matter relating to maintenance services.

## **Equipment**

The successful Offeror/Contractor must have experience in servicing and maintaining the list under "Mandatory Requirements".

## **Tools**

The Offeror/Contractor shall ensure that all labourers have all the necessary tools and equipment required to complete any job. No rental charges shall be paid for tools or equipment incidental to the trade.

## **Materials & Equipment**

All of the Offeror/Contractor's equipment used on site must be WCB approved. Parts and supplies must be certified or approved for use in accordance with the Canadian Electrical Code, Part 1, by an agency accredited by the Standards Council of Canada, including Canadian Standards Association (CSA), Underwriters Laboratory Inc. (ULI), and Underwriters Laboratory of Canada (ULC).

**NOTE: Supplier may obtain further information by contacting the SCC, at (613)238-3222.**

## **Packing**

Items shall be packed to permit application of the lowest transportation rates or charges via the mode of carriage selected/authorized.

## **Dangerous Goods**

1. It is the responsibility of the Offeror/Contractor to ensure proper labelling and packaging in the supply and shipping of dangerous goods and hazardous products to the Government of Canada.
2. Canada shall not be held liable for any damages caused by improper packaging, labelling or carriage of goods/products.
3. All merchandise labels are to be clearly marked with the percentage of volume that is a hazardous item. Failure to do so will result in the Offeror/Contractor being held responsible for damages caused in the movement of good/products by government vehicles or government personnel.
4. Offeror/Contractors must ensure they adhere to all levels of regulations regarding dangerous goods/hazardous products as set forth by federal, provincial and municipal laws, by-laws and acts of Parliament.

## **Fire and Safety**

Movement around the various sites is subject to the following restrictions:

- (a) Strict observance of posted speed limits;
- (b) Strict adherence to security and safety regulations as designated by the Technical Authority or their delegated representative;
- (c) Strict compliance with all smoking restrictions. Government of Canada property strictly forbids smoking;
- (d) Damage caused through lack of care or observation of fire and safety measures by the Offeror/Contractor's employees will be assessed against the Offeror/Contractor;
- (e) Parking of vehicles shall be as directed by the Parking Authority.

## **Construction Safety Measures**

Observe and enforce construction safety measures required must meet the current version of the National Building Code;

The Offeror/Contractor must ensure compliance with the standards of part II of the Canada Labour code and The Occupational Health and Safety Regulations as well as compliance with the Worker's Compensation Act and any regulations there under the said Act having to do with the prevention of accidents, the prevention of diseases and the provision of safe working conditions including proper personal protection equipment and ventilation. In the event of conflict between Worker's compensation Act and regulations and Canada Labour Code Part II, and Occupational Health and Safety Regulations, the most stringent provision shall apply.

## **Standard of Work/Personnel Qualifications of Personnel**

1. All work must be carried out to current industry standards using authentic replacement parts;
2. Provincial and Interprovincial Trade Qualified personnel are permitted to work on equipment containing Halocarbons. The Technical Authority or their delegated representative shall have the right to request proof of such qualifications as they deem necessary, at any time during the period of the Call Up or Emergency Service. All work must comply with standard.

Operating procedures for Halocarbon Management and Refrigeration/HVAC systems in accordance with Federal Halocarbon Regulations (FHR), Refrigerant Code of Practice and any other applicable Federal/Provincial regulations in effect at the time.

## **Standards of Care**

The Offeror/Contractor shall maintain a standard of care, skill and diligence in performance of the services provided, as is observed by and expected of persons engaged in the provision of such services in the industry. The Offeror/Contractor shall take all necessary measures to avoid disruption of essential services or endangerment of pedestrian or other traffic, and shall do all that is necessary to ensure that no person or property is injured, damaged or infringed upon by reason of the Offeror/Contractor's work.

## **Materials**

1. Materials and parts used shall be those specified by the manufacturer of the equipment, provided that such parts are available. If not available, parts equal to the manufacturer's specifications may be installed. Substitute parts may only be installed with the approval of the Technical Authority or their delegated representative.
2. If, in an emergency, the Offeror/Contractor installs parts other than those specified, they shall be replaced with the specified parts, before claiming payment. No claim for other than specified parts shall be made unless conditions in paragraph "1" above apply.

## **Defects**

The Offeror/Contract shall, at no cost to the Crown, rectify any defect or fault in the work that appears within 12 months after completion of the work as certified by the Technical Authority or their delegated representative.

## Code Requirements

As set out by Ashrae and Federal Halocarbon Management Program generally speaking the clauses to include are those listed in the Canada Labour Code, Part II, Occupational Health and Safety Regulations, Part II, Division III, HVAC Systems (as may be updated from time to time).

We are paying particular attention to the following articles;

2.21  
2.22  
2.23  
2.24  
2.25  
2.26  
2/27

This section also refers to the ASHRAE standards, also amended from time to time and the Federal Halocarbon Regulation, 2003 as may be amended from time to time.

Paying particular attention to the following articles:

4568  
10  
11  
12  
13  
14  
17  
18  
21  
31  
32  
33  
34  
36



## APPENDIX 4 – MANDATORY REQUIREMENTS

Using the form provided or a reasonable facsimile, provide a response to each of the mandatory requirements.

Canada reserves the right to verify the information provided and to confirm certifications and experience statements. Failure by the Bidder to provide the required evidence or in the event that the evidence cannot be verified shall result in the Bidder being disqualified and no further consideration being given to the Bidder. Any blank responses will result in the bid being disqualified with no further consideration being given to the bidder.

Failure to meet all the following mandatory requirements will render the offer as non-responsive.

### MANPOWER REQUIREMENTS:

Due to the number of callouts, large scope of work and the various technical abilities required to perform this work it has been determined that the Bidder must have the minimum number and type of manpower available as listed below:

1. Must have minimum 1 Class A Gasfitter FSR
2. Must have minimum 2 Red Seal Electricians
3. Must have minimum 3 manufacturer-certified DDC programmers for DDC controls
4. Must have minimum 10 Red Seal Refrigeration Mechanics

### CERTIFICATIONS:

1. Provincial registration numbers and copies of certificates should be provided with your offer for **ten (10) personnel** that have current Provincial or Interprovincial Trade Certification in Refrigeration and Air Conditioning.
2. Provincial registration numbers and copies of certificates should be provided with your offer for **two (2) personnel** that have current Provincial or Interprovincial Trade Certification in Electrical.
3. Provincial registration numbers and copies of certificates should be provided with your offer for **one (1) personnel** that has current Provincial Class A Gasfitter License.
4. Company must be ISO certified. A copy of the certificate should be provided with your offer.

### MANDATORY STATEMENTS:

- 1: Company has 24-hour, 365 day, emergency response capability within one (1) hour.

(Circle one)

**YES**                      **NO**

- 2: The successful Offeror must have prior work experience within the last three (3) years in all the Equipment listed below:

- |   |     |    |
|---|-----|----|
| a. Heat pump systems -----  | YES | NO |
| b. Air Handling systems -----   | YES | NO |
| c. Commercial display units (reach-in coolers, coffin cases)- -----           | YES | NO |
| d. Water chillers with screw compressors -----                                | YES | NO |
| e. Water chillers with reciprocating compressors -----                        | YES | NO |
| f. Ice rink refrigeration plant -----   | YES | NO |
| g. Computer room air conditioning -----                                       | YES | NO |
| h. Walk-in freezers and coolers -----   | YES | NO |
| i. Direct digital controls for building automation-----                       | YES | NO |
| j. Heating systems (electric, indirect and direct-fired gas, heat pump) ----- | YES | NO |

## APPENDIX 5 VOLUNTARY CERTIFICATION TO SUPPORT THE USE OF APPRENTICES

(page 1 of 2)

### PUBLIC WORKS AND GOVERNMENT SERVICES CANADA APPRENTICE PROCUREMENT INITIATIVE

1. To encourage employers to participate in apprenticeship training, Offerors, bidding on construction and maintenance contracts by Public Works and Government Services Canada (PWGSC) are being asked to sign a voluntary certification, signaling their commitment to hire and train apprentices.
2. Canada is facing skills shortages across various sectors and regions, especially in the skilled trades. Equipping Canadians with skills and training is a shared responsibility. The Government of Canada made a commitment to support the use of apprentices in federal construction and maintenance contracts. Contractors have an important role in supporting apprentices through hiring and training and are encouraged to certify that they are providing opportunities to apprentices as part of doing business with the Government of Canada.
3. The Government of Canada is encouraging apprenticeships and careers in the skilled trades. In addition, the government offers a tax credit to employers to encourage them to hire apprentices. Information on this tax measure administered by the Canada Revenue Agency can be found at: [www.cra-arc.gc.ca](http://www.cra-arc.gc.ca). Employers are also encouraged to find out what additional information and supports are available from their respective provincial or territorial jurisdiction.
4. Signed certifications on page 2 of 2 will be used to better understand contractor use of apprentices on Government of Canada maintenance and construction contracts and may inform future policy and program development.
5. The Contractor hereby certifies the following:

In order to help meet demand for skilled trades people, the Contractor agrees to use, and require its subcontractors to use, reasonable commercial efforts to hire and train registered apprentices, to strive to fully utilize allowable apprenticeship ratios \* and to respect any hiring requirements prescribed by provincial or territorial statutes

The Contractor hereby consents to this information being collected and held by PWGSC, and Employment and Social Development Canada to support work to gather data on the hiring and training of apprentices in federal construction and maintenance contracts.

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

If you accept fill out and sign page 2 of 2.

*\* The journey person-apprentice ratio is defined as the number of qualified/certified journeypersons that an employer must employ in a designated trade or occupation in order to be eligible to register an apprentice as determined by provincial/territorial (P/T) legislation, regulation, policy directive or by law issued by the responsible authority or agency.*

### Voluntary Certification

(To be filled out and returned with offer on a voluntary basis)

(page 2 of 2)

*Note: The Offeror will be asked to fill out a report every six months or at project completion as per sample "Voluntary Reports for Apprentices Employed during the Contract" provided at Annex C*

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

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

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

Company Legal Name: \_\_\_\_\_

Standing Offer Solicitation Number : \_\_\_\_\_

Number of company employees: \_\_\_\_\_

Number of apprentices planned to be working on this contract: \_\_\_\_\_

Trades of those apprentices:

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Solicitation. - N° de l'off. à comm.  
W684Q-200153/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
pwy036

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

File No. - N° du dossier  
PWY-0-43074

CCC No./N° CCC - FMS No/ N° VME

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## **ANNEX A - SECURITY REQUIREMENT CHECK LIST (SRCL)**

Attached below

## ANNEX B - CERTIFICATE OF INSURANCE (Not required at solicitation closing)

### CERTIFICATE OF INSURANCE

Page 1 of 2



Travaux publics et  
Services gouvernementaux  
Canada

Public Works and  
Government Services  
Canada

Description and Location of Work <b>HVAC Systems Maintenance CFB Esquimalt, Victoria, BC</b>	Contract No. <b>W684Q-200153/001/PWY</b>
	Project No.

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

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

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

Name of person authorized to sign on behalf of Insurer(s) (Officer, Agent, Broker)  
number

Telephone

Signature

Date D / M / Y

## CERTIFICATE OF INSURANCE Page 2 of 2

### General

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

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

The Policy shall be endorsed to provide the Owner with not less than 30 day notice in writing in advance of any cancellation or change or amendment restricting coverage.

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

### Commercial General Liability

The insurance coverage provided must not be substantially less than that provided by the latest edition of IBC Form 2100.

The policy must either include or be endorsed to include coverage for the following exposures or hazards if the Work is subject thereto:

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

The policy must have the following minimum limits:

- (a) **\$5,000,000** Each Occurrence Limit;
- (b) **\$10,000,000** General Aggregate Limit per policy year if the policy contains a General Aggregate; and
- (c) **\$5,000,000** Products/Completed Operations Aggregate Limit.

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

## **ANNEX C - VOLUNTARY REPORT FOR APPRENTICES EMPLOYED DURING THE CONTRACT** **(Sample)**

*(This report is not required at Offer deposit)*

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

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

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

<b>Number of apprentices hired</b>	<b>Trade</b>





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UnClassified

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction	
DND		Real Properties Operations Section (Esquimalt)	
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 Contract to: Perform inspections, service, repairs, replacement and construction of Heating Ventilation and Air Conditioning systems and mechanical control systems at CFB Esquimalt and the Pacific region.			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	
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 checked="" 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 checked="" type="checkbox"/>		All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>		No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	
Restricted to: / Limité à: <input type="checkbox"/>		Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:		Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input type="checkbox"/>		NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input type="checkbox"/>		NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>		NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>		NATO SECRET NATO SECRET <input type="checkbox"/>	
SECRET SECRET <input type="checkbox"/>		COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>			
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>			
		PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
		PROTECTED B PROTÉGÉ B <input type="checkbox"/>	
		PROTECTED C PROTÉGÉ C <input type="checkbox"/>	
		CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	
		SECRET SECRET <input type="checkbox"/>	
		TOP SECRET TRÈS SECRET <input type="checkbox"/>	
		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	



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

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

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

☒ 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<br>COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input checked="" 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 ☐ 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



**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 TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL  CONFIDENTIEL	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).



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**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
Rick Arnot	Contract Supervisor	
Telephone No. - N° de téléphone 250-363-7648	Facsimile No. - N° de télécopieur 250-363-5324	E-mail address - Adresse courriel Richard.Arnot@forces.gc.ca
		Date 2020-01-31

**14. Organization Security Authority / Responsable de la sécurité de l'organisme**

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Sasa Medjovic	Senior Security Analyst	MEDJOVIC, SASHA 234
Telephone No. - N° de téléphone 613-996-0286	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel sasa.medjovic@forces.gc.ca
		Date

Digitally signed by MEDJOVIC, SASHA 234  
DN: CN=CA, O=GC, OU=DND-MDN,  
OU=Personnel, OU=INTERN, CN=+  
MEDJOVIC, SASHA 234  
Reason: I am approving this document  
Location: your signing location here  
Date: 2020-02-13 09:28:30  
Font: PhantomPDF Version: 9.7.0

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 ☐ Yes  
☐ Non ☐ Oui

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

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Delia Martin	Supply Specialist	
Telephone No. - N° de téléphone 778-707-2139	Facsimile No. - N° de télécopieur 604-775-9381	E-mail address - Adresse courriel delia.martin@pwgsc.gc.ca
		Date October 13, 2020

Digitally signed by: Martin,  
Delia  
DN: CN = Martin, Delia C = CA  
O = GC OU = PWGSC-TPSGC  
Date: 2020.10.13 15:56:56 -  
07'00'

**17. Contracting Security Authority / Autorité contractante en matière de sécurité**

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
C. Jason Quade Contract Security Officer Jason.Quade@pwgsc-tpsgc.gc.ca		Quade, Clarence
Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
		13:43:48 -04'00'

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Quade, Clarence  
Date: 2020.08.06



## Annex A

## Security Requirements Check List (SRCL)

## Security Classification Guide, Part B, para 10.a)

UNCLASSIFIED

Real Property Operations Unit (Pacific)  
 Canadian Forces Base Esquimalt  
 Post Office Box 17000 Station Forces  
 Victoria, BC. V9A 7N2  
 Canada

For Contract No. W684Q - 200153 (HVAC) through PSPC.

- The following locations and facilities identified in the table below require the contractor and staff be screened to level II in order to gain access to some of the areas or facilities.
- This list is subject to change in order to comply with Departmental security regulations, directives and operational priorities.

Location	Building	Requirement	Use		Comments
Victoria Airport	PB126	Reliable & Secret	Multi use facility; Operations area, Admin offices, training classrooms, messing facility and helicopter maintenance areas.	Has a Security Zone	Controlled access; limited to authorized personnel. Escorts may be required.
Dockyard Victoria, BC	DY100	Secret	HQ, Operations area & offices	Is a Security Zone	Controlled access; limited to authorized personnel. Escorts may be required.
Dockyard Victoria, BC	DY199	Reliable & Secret	Offices	Has a Security Zone	Controlled access; limited to authorized personnel. Escorts may be required.
Dockyard Victoria, BC	DY34	Reliable & Secret	Offices	Has a Security Zone	Controlled access; limited to authorized personnel. Escorts may be required.
Dockyard Victoria, BC	DY211	Reliable & Secret	Offices and workshop	Has a Security Zone	Controlled access; limited to authorized personnel. Escorts may be required.
CFAD Victoria, BC	RP137	Secret	Maintenance shop	Is a Security Zone	Controlled access; limited to screened, authorized and properly-escorted personnel.
CFAD Victoria, BC	RP33	Secret	Maintenance shop	Is a Security Zone	Controlled access; limited to screened, authorized and properly-escorted personnel.
CFAD Victoria, BC	RP33B	Secret	Fuel/Defuel shop	Is a Security Zone	Controlled access; limited to screened, authorized and properly-escorted personnel.
CFAD Victoria, BC	RP34	Secret	Mag	Is a Security Zone	Controlled access; limited to screened, authorized and properly-escorted personnel.
CFAD Victoria, BC	RP35	Secret	Mag	Is a Security Zone	Controlled access; limited to screened, authorized and properly-escorted personnel.
CFAD Victoria, BC	RP43	Secret	Work shop	Is a Security Zone	Controlled access; limited to screened, authorized and properly-escorted personnel.
CFAD Victoria, BC	RP45	Secret	Machine shop	Is a Security Zone	Controlled access; limited to screened, authorized and properly-escorted personnel.
CFAD Victoria, BC	RP46	Secret	Repair shop	Is a Security Zone	Controlled access; limited to screened, authorized and properly-escorted personnel.

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CFAD Victoria, BC	RP48	Secret	Maintenance shop	Is a Security Zone	Controlled access; limited to screened, authorized and properly-escorted personnel.
CFAD Victoria, BC	RP49	Secret	Maintenance shop	Is a Security Zone	Controlled access; limited to screened, authorized and properly-escorted personnel.
CFAD Victoria, BC	RP50	Secret	Maintenance shop	Is a Security Zone	Controlled access; limited to screened, authorized and properly-escorted personnel.
CFAD Victoria, BC	RP58	Secret	Lab	Is a Security Zone	Controlled access; limited to screened, authorized and properly-escorted personnel.
CFAD Victoria, BC	RP59	Secret	Lab	Is a Security Zone	Controlled access; limited to screened, authorized and properly-escorted personnel.
CFAD Victoria, BC	RP61	Secret	Lab	Is a Security Zone	Controlled access; limited to screened, authorized and properly-escorted personnel.
CFAD Victoria, BC	RP62	Secret	Lab	Is a Security Zone	Controlled access; limited to screened, authorized and properly-escorted personnel.
CFAD Victoria, BC	RP63	Secret	Lab	Is a Security Zone	Controlled access; limited to screened, authorized and properly-escorted personnel.
Naden Victoria, BC	NAD2	Reliable & Secret	Base Military Police HQ	Has a Security Zone	Controlled access; limited to screened & authorized personnel. Escorts may be required.
Naden Victoria, BC	NAD141	Reliable & Secret	Base Operations and Fire Hall	Has a Security Zone	Controlled access; limited to screened & authorized personnel. Escorts may be required.
CFMTR Nanaimo, BC	Winchelsea Isle	Reliable & Secret	Operations area and Admin offices	Has a Security Zone	Controlled access; limited to screened & authorized personnel. Escorts may be required as an additional security measure.
CFMTR Nanaimo, BC	TB231	Reliable & Secret	Offices	Has a Security Zone	Controlled access; limited to screened & authorized personnel. Escorts may be required as an additional security measure.
Masset Haida Gwaii, BC	MASS50	Secret	Multi use facility; Operations area, Admin offices, mess area and Maintenance shop	Has a Security Zone	Controlled access; limited to screened & authorized personnel. Escorts may be required in some areas as an additional security measure.
CFB Esquimalt All Areas	All Buildings	Secret	Departmental communication closets	Secure system	Controlled access; limited to screened & authorized personnel. Escorts may be required as an additional security measure.

Regardless of their security clearance, contractors will not have uncontrolled access to any equipment, area, or information system that is classified Secret or higher.

END

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