



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Travaux publics et Services gouvernementaux
Canada

Voir dans le document/

See herein

NA

Québec

NA

INVITATION TO TENDER

APPEL D'OFFRES

**Tender To: Public Works and Government Services
Canada**

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

**Soumission aux: Travaux Publics et Services
Gouvernementaux Canada**

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

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du

fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Travaux publics et Services gouvernementaux Canada
Place Bonaventure, portail Sud-Oue
800, rue de La Gauchetière Ouest
7e étage, suite 7300
Montréal
Québec
H5A 1L6

Title - Sujet Entretien sous-stations électriques	
Solicitation No. - N° de l'invitation EFA66-200203/A	Date 2020-11-19
Client Reference No. - N° de référence du client EFA66-200203	GETS Ref. No. - N° de réf. de SEAG PW-\$MTC-410-15930
File No. - N° de dossier MTC-9-42348 (410)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM Eastern Standard Time EST on - le 2020-12-17 Heure Normale du l'Est HNE	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Spina, Angelina	Buyer Id - Id de l'acheteur mtc410
Telephone No. - N° de téléphone (514) 703-4764 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: MINISTERE DES TRAVAUX PUBLICS ET SERVICES GOUVERNEMENTAUX CANADA 800 de la Gauchetière Ouest,7300 MONTREAL Québec H5A1L6 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

1. At the date of bid closing, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. For additional information on security requirements, Bidders should refer to the [Contract Security Program of Public Works and Government Services Canada \(http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html\)](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) website.

1.2 Statement of Work

The Work to be performed is detailed under Annex A of the resulting contract clauses

1.3 Debriefings

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

1.4 epost Connect service

This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information."

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The [2003](#) [2020-05-28](#) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

2.2 Submission of Bids

Bids must be submitted only to the Public Works and Government Services Canada (PWGSC) Bid Receiving Unit specified below by the date and time indicated on page 1 of the bid solicitation:

PWGSC Quebec Region Bid Receiving Unit

Only bids submitted using epost Connect service will be accepted. The Bidder must send an email requesting to open an epost Connect conversation to the following address:

TPSGC.RQReceptionSoumissions-QRSupplyTendersReception.PWGSC@tpsgc-pwgsc.gc.ca

Note: Bids will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions [2003](#), or to send bids through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

It is the Bidder's responsibility to ensure the request for opening an epost Connect conversation is sent to the email address above at least six days before the solicitation closing date.

For more information, visit the following web page: Steps to follow for the Bid Submission to Bid Receiving Unit (BRU) using epost Connect

<https://buyandsell.gc.ca/steps-to-follow-for-the-bid-submission-to-bid-receiving-unit-bru-using-epostconnect>

Bids transmitted by facsimile or hardcopy to PWGSC will not be accepted.

2.3 Former Public Servant

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

Definitions

For the purposes of this clause, "former public servant" is any former member of a department as

defined in the *Financial Administration Act*, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2019-01](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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

2.6 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
 - Office of the Procurement Ombudsman (OPO)
 - Canadian International Trade Tribunal (CITT)
- (c) Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

- If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

The bid must be gathered per section and separated as follows:

Section I: Financial Bid
Section II: Certifications

- If the Bidder chooses to submit its bid in hard copies, Canada requests that the Bidder submits its bid in separately bound sections as follows:

Section I: Financial Bid (1 hard copies)
Section II: Certifications (1 hard copies)

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

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

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

And,

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

Section I: Financial Bid (1 hard copies)
Section II: Certifications (1 hard copies)

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

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy](#)

on Green Procurement (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Financial Bid

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the financial evaluation criteria.

4.1.1 Financial Evaluation

SACC Manual Clause [A0220T](#) 2014-06-26, Evaluation of Price-Bid

4.2 Basis of Selection

4.2.1 Basis of Selection

SACC Manual Clause [A0069T](#) 2007-05-25, Basis of Selection

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

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

PART 6 - RESULTING CONTRACT CLAUSES

Delete this title and the following sentence at contract award

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

6.1 Security Requirements

- 6.1.1 The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of the Contract.

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE No. EFA66200302

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive site(s) must EACH hold a valid **RELIABILITY STATUS**, 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 B;
 - b) *Industrial Security Manual* (Latest Edition).

6.2 Statement of Work

The Contractor must perform the Work in accordance with the Technical Specification at Annex "A"

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

2010C 2020-05-28, General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract to December 31st 2023 inclusive.

6.4.2 Option to Extend the Contract

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

Canada may exercise this option at any time by sending a written notice to the Contractor at least thirty (30) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Angelina Spina
Title: Procurement Agent
Public Works and Government Services Canada
Directorate: Supply and Compensation Directorate
Telephone: 514-703-4764
E-mail address: angelina.spina@tpsgc-pwgsc.gc.ca

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

6.5.2 Project Authority

The Project Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: _____
E-mail address: _____

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

6.5.3 Contractor's Representative

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: _____
E-mail address: _____

6.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2019-01](#) of the Treasury Board Secretariat of Canada.

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

Definitions

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

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

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

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

payable to the *Canada Pension Plan Act*, R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

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

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

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

6.7 Payment

6.7.1 Basis of Payment

The Contractor will be paid for the Work performed in accordance with the Basis of payment at annex C
Customs duties are included and Applicable Taxes are extra.

6.8 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions along with the *quarterly* maintenance report described in the *Statement of Work* of the Contract.
Invoices cannot be submitted until all work identified in the invoice has been completed and that all maintenance service call reports related to the Work identified in the invoice have been received by the Project Authority.
2. The Contractor must distribute the invoices and reports as follows:
The original and two (2) copies of the invoices and *quarterly* maintenance reports must be forwarded to the address shown on page 1 of the Contract for certification and payment.

6.9 Certifications and Additional Information

6.9.1 Compliance

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

6.10 Applicable Laws

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

6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions (Medium Complexity) (2020-05-28);
- (c) Annex A, Statement of Work;
- (c) Annex B, Security Requirements Check List;
- (d) Annex C, Price Table;
- (d) the Contractor's bid dated _____ .

6.12 Dispute Resolution

- (a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- (b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
- (c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.
- (d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "[Dispute Resolution](#)".

N° de l'invitation - Solicitation No.
EFA66-200203/A
N° de réf. du client - Client Ref. No.

N° de la modif - Amd. No.
File No. - N° du dossier
MTC-9-42348

Id de l'acheteur - Buyer ID
MTC410
N° CCC / CCC No./ N° VME - FMS

ANNEX "A"

STATEMENT OF WORK



SPECIFICATIONS

FEDERAL BUILDING

CLIQUEZ ICI POUR ENTRER DU TEXTE.

**715 PEEL STREET
MONTREAL, QUEBEC
H3C 4H6**

MAIN AND SECONDARY ELECTRICAL SUBSTATION INSPECTION AND MAINTENANCE

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TECHNICAL SERVICES AND MAINTENANCE
CENTRE OF EXPERTISE | PROFESSIONAL AND TECHNICAL SERVICES
PSPC | QUEBEC REGION

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SECTION 1 GENERAL

1.1 OBJECTIVE

- .1 The objective of this Statement of Work is to engage a Contractor to provide main and secondary electrical substation inspection and maintenance services to ensure the integrity and uninterrupted performance of the related systems.
- .2 The purpose of the specifications is to ensure that the equipment is kept in excellent operating condition in accordance with existing standards. These specifications shall be considered a minimum standard under which the Contractor shall work and in no way represent the Contractor's maximum responsibilities and obligations.

1.2 CONDITIONS

- .1 All clauses and general conditions apply to and govern the performance of the work described herein.
- .2 Section 2 of these specifications shall be performed at the lump sum rate set out in Part A of the price table to be completed.
- .3 Any repairs required and authorized by the Department shall be done at the hourly rate set out in Part B of the price table to be completed.
- .4 All staff shall be required to have reliability status (ERC) as a minimum.
- .5 No drawings are attached to these specifications. Plans will be available for on-site consultation only and will not be transmitted electronically.

1.3 INFORMATION FOR BIDDERS

- .1 All clauses and general conditions apply to and govern the performance of the work described herein.
- .2 Before submitting a bid, the Contractor shall gather information on the systems, the existing site conditions and the working conditions in the building where the work is to be performed.
- .3 No additional claims for special equipment as a result of a lack of information will be considered by the Department.
- .4 Any technical information the Contractor needs before submitting a bid can be obtained from the Contracting Authority.
- .5 The Contractor's proposal shall address the mandatory requirements specified below:
 - a) The Contractor shall demonstrate that it has sufficient staff to perform the work described.
 - b) The Contractor shall demonstrate that every person, other than apprentices, assigned to this contract has at least five (5) years of experience in his or her field.
 - c) The Contractor shall demonstrate that every person assigned to this contract has the attestations and certifications needed to ensure the execution of this contract.

1.4 PERIOD OF THE CONTRACT

- .1 This contract is for a base period of three (3) years, with two (2) independent annual option years.

1.5 LOCATION OF WORK

- .1 The Contractor shall perform the work on site at the following location:

715 PEEL STREET
MONTREAL, QUEBEC

H3C 4H6

1.6 PERIOD OF WORK

- .1 The work period and schedule shall be established and coordinated with the timetable previously agreed to by the Contractor and the Building Technical Authority and/or the Authority's authorized representative. Work shall be performed mainly on weekends.
- .2 A minimum of 48 hours' notice shall be given for work at night, otherwise the work will not be invoiced as overtime.

1.7 CODES, STANDARDS, REGULATIONS AND REQUIREMENTS

- .1 In addition to complying with the codes, standards, regulations and requirements set out in these specifications, the Contractor shall be responsible for performing the work in accordance with the laws and regulations governing the various trades in force at the time the work is performed.

1.8 COMMUNICATION

- .1 The Contractor shall provide a list of the addresses and telephone numbers at which the Contractor or its superintendent or manager can be reached at any time of the day or night. The Contractor shall ensure that this list remains up to date.
- .2 The Contractor shall provide the Building Administrator with a copy of this list prior to starting the work.
- .3 The Contractor shall telephone the Building Technical Authority upon arriving at the site, when leaving the site for any reason and when leaving the site once the work is complete.

1.9 PARTS AND TOOLS

- .1 The Contractor shall repair or, where necessary, replace worn parts with new parts.
- .2 Replacement parts shall be authentic and shall be obtained from the equipment manufacturer. Where it is impossible to obtain authentic replacement parts or materials, the Contractor shall use parts or materials equal in quality to or better than the original parts or equipment; substitutes shall be approved by the Department or the Departmental Representative.
- .3 The Department reserves the right to determine the quality of replacement parts; that decision shall be final and not subject to appeal.
- .4 Any parts installed without authorization or determined to be non-compliant by the Department shall be replaced within eight (8) days, failing which the Contractor shall be deemed to be in default.
- .5 Any substitution of parts shall be authorized in advance by the Departmental Representative.

1.10 LABOUR

- .1 Labour shall be supplied by the Contractor and shall be fully qualified to perform the work requested. The Contractor shall, upon request, provide the required licences and competency certificates.
- .2 The Building Technical Authority reserves the right to reject and insist on the replacement of any person it deems to be unacceptable.
- .3 The Contractor shall supervise its employees so as to ensure that their conduct is appropriate and that their movement with the buildings is limited to the specific requirements of the work to be performed.
- .4 The Building Technical Authority shall make available to the Contractor a person to provide guidance as needed during the work period.
- .5 The Contractor shall be fully responsible for any omissions, breakage or incompetence attributable to its staff.

1.11 ADDITIONAL WORK (REPAIRS AND SERVICE CALLES)

- .1 Repairs paid for at an hourly rate and service calls shall in all cases be authorized in advance by the Technical Authority.
- .2 The Contractor shall provide round-the-clock emergency service to cover any possible breakdowns. The Contractor shall ensure that the necessary staff are on site within three (3) hours. Only the Building Technical Authority or the Authority's representative is permitted to authorize service calls and work orders.

1.11.1 HOURLY RATE

- .1 Any additional work authorized by the Department shall be performed at the hourly rate set out in Part B of the price table. The Contractor shall be paid for only those hours of work done on site. The hourly rates proposed by the Contractor shall include:
 - a. labour, including supervision, allowances, certification fees and liability insurance;
 - b. travel time to the site;
 - c. transportation/vehicle expenses;
 - d. tools;
 - e. overhead and profit;
 - f. any incidental expenses other than the supply of materials and replacement parts relating to the delivery of labour.
- .2 The hourly rates for additional work shall be based on the following work schedule:
 - g. from 7:00 a.m. to 4:00 p.m., Monday to Friday: day rate;
 - h. from 4:00 p.m. to 1:00 a.m., Monday to Friday: evening rate;
 - i. from 1:00 a.m. to 7:00 a.m., Monday to Friday, Saturdays, Sundays and statutory holidays: overtime rate.

1.11.2 MATERIALS

- .1 The Contractor shall be reimbursed at net cost for materials required for additional work, as supported by invoices, plus a mark-up established in the price table of this offer. "Net cost" means any amount reasonably and properly paid by the Offeror in respect of materials required for the work, and includes packing, handling and delivery charges, less any discounts received by the Offeror. The Offeror's mark-up on materials covers overhead costs, profit and all other expenses.

1.11.3 WORKSHEETS

- .1 The Contractor shall prepare and submit three (3) copies of a worksheet for each repair or service performed. The worksheets shall identify each task performed, the parts replaced and/or repaired, and the number of hours of each person assigned to perform the work.
- .2 The Contractor shall submit separate worksheets for maintenance work and repair work. Worksheets for emergency calls shall identify not only the information indicated above, but also the date and exact time of the call, the name of the person making the call, the Contractor's arrival time at the site and the time the Contractor left.
- .3 The Building Technical Authority or the authorized representative thereof shall keep a copy signed by the Contractor and shall promptly send a copy to the client department. The third copy shall remain the property of the Contractor.
- .4 Where there is no authorized representative on site, the Contractor shall forward to the Administrator two (2) copies of the worksheet duly signed by the security guard on duty.

1.12 POWERING OFF

- .1 None of the owner's devices and/or equipment shall be powered off unless the Contractor is given official notice by the Building Administrator and/or the Building Administrator's authorized representative.

1.13 SITE SECURITY

- .1 The Contractor and representatives of the Contractor's firm shall comply with the building security rules.
- .2 The Contractor shall ensure that the majority of the Contractor's employees, on all shifts, undergo additional security screening conducted by Public Safety Canada and obtain valid clearance before accessing the premises. The Contractor shall submit the required forms for a sufficient number of employees to carry out the work on the client department's premises and meet the requirements of the specifications.
- .3 The Contractor shall provide the instructions, notices and signage necessary to inform the Building Administrator and building occupants about any work in progress.
- .4 Materials shall be delivered to the place designated by the Building Administrator. The Contractor's representatives shall clear that place upon receipt of materials unless otherwise authorized by the Administrator.
- .5 The Contractor or the Contractor's representatives shall sign in and out at the place designated by the Building Administrator. They shall indicate the time in and time out and state the reasons for the visit.

1.14 PROTECTION OF PERSONS AND PROPERTY

- .1 The Contractor shall take such safety measures and precautions as are needed to protect persons and property from accidents or damage while maintenance or repair work is being performed.
- .2 The Contractor shall be specifically and fully liable for any accidents or damage sustained by persons or property as a result of its activities on the premises.
- .3 Special care shall be taken to prevent finished surfaces from being soiled, scratched, damaged or bumped by equipment, ladders, scaffolding or other items that may be used while performing the work.

1.15 FIRE PROTECTION

- .1 The fire protection standards are the standards prescribed by the Fire Commissioner of Canada.

1.16 ADDITIONS/MODIFICATIONS

- .1 The Department reserves the right to move, modify or add devices and connected equipment. The Contractor shall maintain such devices and equipment at no additional cost, provided that the amount of equipment added does not exceed 3% of the existing amount.

1.17 CLEANING

- .1 The Contractor shall remove from the site and dispose of away from the building any debris generated by the work performed under this contract and shall clean up the work area at the end of every shift.

1.18 WARRANTY

- .1 The Contractor shall give a one-year warranty on labour and materials beginning on the date of interim acceptance of the work, in addition to any suppliers' or manufacturers' warranties. The warranty periods for replaced material must be included in the invoices.

SECTION 2 SCOPE OF WORK

2.1 GENERAL

- .1 The Contractor shall comply with the terms in all the sections of the specifications.
- .2 The Contractor shall be fully accountable for any omissions, breakage or incompetence attributable to its staff.
- .3 The Contractor shall provide the labour, materials, tools and equipment needed to perform the maintenance work described in this section on all of the equipment comprising the system, including all components thereof and inspections.
- .4 The Contractor shall comply with any instructions or directives it receives from the Building Administrator.
- .5 The Contractor shall cooperate with other contractors and/or employees of the department.
- .6 Maintaining servicing of systems, devices and equipment shall be performed by the Contractor in strict compliance with the instructions and directives of the manufacturers and suppliers concerned.
- .7 While the building is occupied, the Contractor shall not carry out any tests or inspections that could accidentally trigger the transfer switch. Inspection during occupancy hours is prohibited without written authorization from the Building Technical Authority.
- .8 The Contractor shall keep within its possession a copy of the most current edition of the applicable codes, standards, regulations and requirements in force at the time of entering into the Statement of Work for the duration of the contract.

2.2 CODES, STANDARDS, REGULATIONS AND REQUIREMENTS

- .1 The standards specified below apply to the work requested. In the event that concurrent documents exist, the most stringent set of codes, standards, regulations or requirements shall apply.

General

- National Building Code of Canada and Supplements
- National Energy Code of Canada for Buildings
- The National Fire Code of Canada

Electrical work

- CSA C22, Canadian Electrical Code
- CSA Z460, Control of Hazardous Energy – Lockout and other methods
- CSA Z462, Workplace Electrical Safety – Arc Flash Protection
- CSA Z463, Guideline on Maintenance of Electrical Systems
- CAN/CSA C802.x, Minimum Efficiency Values for Transformers
- NFPA70B, Recommended practice for electrical equipment maintenance
- Standard for Maintenance Testing Specifications for Electrical Power Equipment and Systems, InterNational Electrical Testing Association (NETA)

2.3 DOCUMENTATION

2.3.1 MAINTENANCE SCHEDULE (NMMS DATES)

- .1 The Contractor shall provide an annual schedule of visits planned within the scope of the preventative maintenance work. The schedule shall specify the dates and times, the tasks included in and the frequency (monthly, semi-annual, annual, quinquennial) of the visits. The Contractor shall update the schedule annually and as required.
- .2 The dates of the visit and the work schedule shall be established by the Contractor and the Technical Authority and/or the authorized representative thereof.
- .3 The Contractor shall submit the preventative maintenance schedule for approval no more than two weeks after the contract is awarded. The schedule shall be reviewed and approved by the Building Technical Authority or the representative thereof at the start of the period.

2.3.2 REPORTS

- .1 Within 10 business days of the completion of the work, the Contractor shall provide the Technical Authority with a complete, typed report of the work, including the list of equipment confirming that it is operating properly.
- .2 The form and the information to be recorded in each report shall be submitted for the approval of the Technical Authority before the execution of the contract. The Technical Authority reserves the right to amend the information, as required.
- .3 Each report shall be verified and countersigned by the Building Technical Authority or a person designated by the Authority.
- .4 The reports may be sent by regular mail, courier, email or fax.
- .5 The Department must have received the required report(s) and certificate(s) before paying the invoice.
- .6 The report shall be written in French.

2.3.3 CERTIFICATES

- .1 The Contractor shall provide detailed certificates for the replacement parts provided.

2.4 LIST OF EQUIPMENT AND MAINTENANCE FREQUENCY

In order to minimize power shutdowns in each sector of the building, as soon as the contract is awarded, the Contractor, with the assistance of the Building Technical Authority, shall prepare a work schedule that groups the work for each sector. The schedule shall take the maintenance frequency below into consideration.

- .1 The inspection and maintenance included in Section 2.4.2, Two-Year Maintenance, shall be carried out once every three (3) years, that is, in the second year of the contract. If the option year one is requested (4th year), additional maintenance shall be included in the option.
- .2 Five-year inspection and maintenance of cable troughs for busbars shall be done once every three (3) years, but may be carried out completely in years one through three of the contract or distributed over these three (3) years.
- .3 Inspection of moulded-case circuit breakers (Section 2.5.6.2) at 300% of the rated value of the trip unit, **which have a capacity of less than 200 amperes**, shall be done once every three (3) years, but may be done completely in years one through three of the contract or distributed over these three (3) years.
- .4 All other equipment and devices shall be inspected and maintained according to the frequency set out in Section 2.4.

2.4.1 ANNUAL MAINTENANCE

2.4.1.1 15 kV equipment in the main substation

Reference #	Item	Location	Department
1-R-II1N1	Isolation switch, 15kV-600A	Main S.S.	PWGSC
1-R-II1N2	Isolation switch, 15kV-600A	Main S.S.	PWGSC
1-R-II1N3	Isolation switch, 15kV-600A	Main S.S.	PWGSC
1-R-II1N4	Isolation switch, 15kV-600A	Main S.S.	PWGSC
1-R-II1N5	Circuit breaker, 15kV-600A	Main S.S.	PWGSC
1-R-II1N6	Circuit breaker, 15kV-600A	Main S.S.	PWGSC
1-R-S6N10	Control relay	Main S.S.	PWGSC
1-R-S6N20	Control relay	Main S.S.	PWGSC
1-R-T6N1	Dry-type transformer, 12.4kV, with two (2) fans	Main S.S.	PWGSC
1-R-T6N2	Dry-type transformer, 12.4kV, with two (2) fans	Main S.S.	PWGSC

2.4.1.2 600 V and 208 V equipment in the main substation

Reference #	Item	Location	Department
1-R-I3N13	Removable circuit breaker, 4000A-600V 3ph	Main S.S.	PWGSC
1-R-I3N7	Removable circuit breaker, 4000A-600V 3ph	Main S.S.	PWGSC
1-R-I3N14	Removable circuit breaker, 1600A-600V 3ph	Main S.S.	PWGSC
1-R-I3N8	Removable circuit breaker, 1600A-600V 3ph	Main S.S.	PWGSC
1-R-I3N5	Removable circuit breaker, 1000A-600V 3ph	Main S.S.	PWGSC
1-R-I3N15	Removable circuit breaker, 4000A-600V 3ph	Main S.S.	PWGSC
1-R-I3H15	Removable circuit breaker, 1600A-600V 3ph	Main S.S.	PWGSC
1-R-I3N16	Removable circuit breaker, 1000A-600V 3ph	Main S.S.	PWGSC
1-R-I3N6	Removable circuit breaker, 3000A-600V 3ph	Main S.S.	PWGSC

1-R-I3N17	Removable circuit breaker, 1600A-600V 3ph	Main S.S.	PWGSC
A	Protective relays	Main S.S.	PWGSC
B	Protective relays	Main S.S.	PWGSC
C	Protective relays	Main S.S.	PWGSC
Neutral	Protective relays	Main S.S.	PWGSC
1-R-I3H2	Fused disconnect switch, 600V-100A	Main S.S.	PWGSC
1-R-I3N4	Fused disconnect switch, 600V-400A	Main S.S.	PWGSC
1-R-I3H1	Fused disconnect switch, 600V-400A	Main S.S.	PWGSC
1-R-Y6H1	Transfer switch	Main S.S.	PWGSC
1-R-T2H2	Dry-type transformer, 600V	Main S.S.	PWGSC
1-R-D3H1	Circuit board, 347/600V-3ph-225A	Main S.S.	PWGSC
1-R-L2H1	Circuit board, 120/208 V-3ph-225A	Main S.S.	PWGSC
1-R-D3N1	Circuit board, 347/600V-3ph-400A	Main S.S.	PWGSC
1-R-Q6N2	Power factor controller (17 x 60 kvar)	Main S.S.	PWGSC
1-R-Q6N1	Power factor controller (14 x 60 kvar)	Main S.S.	PWGSC

2.4.1.3 600 V and 208 V equipment in the secondary substation on the 6th floor

Reference #	Item	Location	Department
1-06-I6N2	Main circuit breaker, 600V-3ph-2000A	Secondary S.S., 6th floor	PSEPC
1-06-I6N3	Isolation switch, 600V-3ph-1200A	Secondary S.S., 6th floor	PSEPC
C-SUQ	Starter, 208V-3ph-135A	Secondary S.S., 6th floor	PSEPC
C-STG	Starter, 208V-3ph-135A	Secondary S.S., 6th floor	PSEPC
C-SUP	Starter, 208V-3ph-135A	Secondary S.S., 6th floor	PSEPC
C-SUM	Starter, 208V-3ph-135A	Secondary S.S., 6th floor	PSEPC
C-SUII	Starter, 208V-3ph-135A	Secondary S.S., 6th floor	PSEPC
C-SBI	Starter, 208V-3ph-135A	Secondary S.S., 6th floor	PSEPC
C-SUN	Starter, 208V-3ph-135A	Secondary S.S., 6th floor	PSEPC
C-STI	Starter, 208V-3ph-135A	Secondary S.S., 6th floor	PSEPC
C-STL	Starter, 208V-3ph-135A	Secondary S.S., 6th floor	PSEPC
C-SBF	Starter, 208V-3ph-135A	Secondary S.S., 6th floor	PSEPC
C-STF	Junction box, 208V-3ph-270A	Secondary S.S., 6th floor	PSEPC

C-SUK	Starter, 600V-3ph-27A	Secondary S.S., 6th floor	PSEPC
C-SUJJ	Starter, 600V-3ph-90 A	Secondary S.S., 6th floor	PSEPC
C-SBG	Starter, 208 V-3ph-90A	Secondary S.S., 6th floor	PSEPC
C-SZZ	Starter, 600 V-3ph-90A	Secondary S.S., 6th floor	PSEPC
C-SR	Starter, 600V-3ph-90A	Secondary S.S., 6th floor	PSEPC
C-SBH	Starter, 208V-3ph-90A	Secondary S.S., 6th floor	PSEPC
C-SPP	Starter, 600V-3ph-90A	Secondary S.S., 6th floor	PSEPC
C-SBE	Starter, 208 V-3ph-90A	Secondary S.S., 6th floor	PSEPC
C-SO	Starter, 600V-3ph-27 A	Secondary S.S., 6th floor	PSEPC
05-153-500	Ground leakage detector, 600V	Secondary S.S., 6th floor	PSEPC
1-06-D2H2 SUV	Circuit board, 120/208 V-3ph-400A	Secondary S.S., 6th floor	PSEPC
1-06-D2H1	Circuit board, 120/208 V-3ph-400A	Secondary S.S., 6th floor	PSEPC
1-06-B3H1 SUU	Distribution panel, 347/600V-3ph-1200A	Secondary S.S., 6th floor	PSEPC
1-06-B3N1 SS	Distribution panel, 347/600V-3ph-2000A	Secondary S.S., 6th floor	PSEPC
1-06-Y6H1	Transfer switch, 600V/1200A-3ph	Secondary S.S., 6th floor	PSEPC
1-06-I6N2	Main switch, 600V/2000A-3ph	Secondary S.S., 6th floor	PSEPC
1-06-I6N3	Circuit breaker, 600V/1200A-3ph	Secondary S.S., 6th floor	PSEPC
1-06-Y2T1	2-position switch, 400A	Secondary S.S., 6th floor	PSEPC
1-06-Y2T2	2-position switch, 400A	Secondary S.S., 6th floor	PSEPC
1-06-R2N1	Junction box, 600V/400A-3ph	Secondary S.S., 6th floor	PSEPC
1-06-R2H1	Junction box, 600V/400A-3ph	Secondary S.S., 6th floor	PSEPC

1-06-B6T10	Siemens panel, 6x 350A, 2x 105A	Secondary S.S., 6th floor	PSEPC
1-06-B6T20	Siemens panel, 6x 350A, 2x 105A	Secondary S.S., 6th floor	PSEPC
1-06-16N10	Siemens panel, 120/208 200A	Secondary S.S., 6th floor	PSEPC
1-06-16H20	Siemens panel, 120/208 200A	Secondary S.S., 6th floor	PSEPC
1-06-T2H4 T-SUV	Natural cooled transformer, 600/120/208V-3ph-112.5kVA	Secondary S.S., 6th floor	PSEPC
1-06-T2H5 T-SBE	Isolating transformer, 208/208V-3ph-15kVA	Secondary S.S., 6th floor	PSEPC
1-06-T2N5 T-SPP	Natural cooled transformer, 600/120/208V-3ph-15kVA	Secondary S.S., 6th floor	PSEPC
1-06-T2H6 T-SBF	Isolating transformer, 208/208V-3ph-30kVA	Secondary S.S., 6th floor	PSEPC
1-06-T2H7 T-SBG	Isolating transformer, 208/208V-3ph-15kVA	Secondary S.S., 6th floor	PSEPC
1-06-T2N10	Transformer, 600V-120/208-3ph, 112.5kVA	Secondary S.S., 6th floor	PSEPC
1-06-T2H20	Transformer, 600V-120/208-3ph, 112.5kVA	Secondary S.S., 6th floor	PSEPC
1-06-I6N1	Switch in the well, 600V-3ph-1200A	Secondary S.S., 6th floor	PSEPC

2.4.1.4 600 V and 208 V equipment in the Solicitor General penthouse

Reference #	Item	Location	Department
1-A-I6H50	Isolation switch, 600V-3ph-800A	S.G. penthouse	PWGSC
1-A-D3H2	Distribution panel, 347/600V-3ph-400 A	S.G. penthouse	PWGSC
1-A-D3N2	Distribution panel, 347/600V-3ph-400 A	S.G. penthouse	PWGSC
1-A-T2H2	Natural cooled transformer, 600/120/208V-3ph-15kVA	S.G. penthouse	PWGSC
1-A-T2N2	Natural cooled transformer, 600/120/208V-3ph-15kVA	S.G. penthouse	PWGSC
1-A-L2H2	Circuit board, 120/208 V-3ph-225 A	S.G. penthouse	PWGSC
1-A-L2N2	Circuit board, 120/208 V-3ph-225 A	S.G. penthouse	PWGSC
7-A-M6H1	MCC (31 drawers + main switch)	S.G. penthouse	PWGSC
1-A-M6N2	MCC (11 drawers + main switch)	S.G. penthouse	PWGSC

2.4.1.5 Motor Control Centres

Télémechanique motor control centre

- In the penthouse machinery room, MCC #1 (1-A-M6N1), 2000A, 600V, 3 Ø, 3-wire, 12 cells, 1 Westinghouse 2000A main circuit breaker, 2 400A disconnects, 4 200A disconnects, 4 100A disconnects,

4 60A disconnects, 11 combination starters with disconnects, 1 transformer and 1 panel, 100A, 120/240V, 1 Ø, 3-wire, 16C-20A-1 pole and 1C-20A-2 pole.

- In machinery room #4, MCC #6 (1-R-M6N1), 100A, 600V, 3 Ø, 3-wire, 2 cells, 1 100A main disconnect, 3 combination starters with disconnect, 1 disconnect for 15A 600V transformer, 1 3kVA transformer, 1 circuit breaker panel (2-15A-1 pole) 4 spaces.

Siemens motor control centre

- In the boiler room of basement #2, MCC #2 (1-S2-M6H1), 600A, 600V, 3 Ø, 3-wire, 3 cells, 1 400A main disconnect, 12 30A disconnects, 5 combination starters with disconnect, 5 spaces.
- On the mezzanine of the boiler room of basement #1, MCC #3 (1-S1-M6H1), 600A, 600V, 3 Ø, 3-wire, 4 cells, 1 200A main disconnect, 21 30A disconnects, 9 spaces.
- On the mezzanine of the boiler room of basement #1, MCC #4 (1-S1-M3N1), 1000A, 600V, 3 Ø, 3-wire, 5 cells, 1 600A main disconnect, 5 30A disconnects, 10 combination starters with disconnect, 7 spaces.
- In machinery room #3, in basement #1, MCC #5 (1-S1-M6N1), 600A, 600V, 3 Ø, 3-wire, 2 cells, 1 100A main disconnect, 10 combination starters with disconnect, 5 spaces.

2.4.1.6 Power factor controllers

- PFC #1 (17 X 60 Kvar)
- PFC #2 (14 X 60 Kvar)

2.4.2 TWO-YEAR MAINTENANCE

2.4.2.1 600 V and 208 V equipment in the secondary substation on the 4th floor

Reference #	Item	Location	Department
1-04-I3H11	Removable circuit breaker, 600V-3ph-1600A	Secondary S.S., 4th floor	SSC
1-04-I3H10	Removable circuit breaker, 600V-3ph-1600A	Secondary S.S., 4th floor	SSC
1-04-I3N10	Removable circuit breaker, 600V-3ph-1600A	Secondary S.S., 4th floor	SSC
1-04-R6T1	Junction box, 347/600V-3ph-600A	Secondary S.S., 4th floor	SSC
1-04-R10H1	Junction box, 347/600V-3ph-125A	Secondary S.S., 4th floor	SSC
1-04-I3H39	Removable circuit breaker, 600V-3ph-1600A	Secondary S.S., 4th floor	SSC
1-04-I3N11	Removable circuit breaker, 600V-3ph-1600A	Secondary S.S., 4th floor	SSC
MAIN PD4A	Fixed circuit breaker, 600V-3ph-1600A	Secondary S.S., 4th floor	SSC
1-04-L3H1	Circuit boards, 347/600V-225A	Secondary S.S., 4th floor	SSC
1-04-Y6N1	Manual transfer switch, 347/600V-3ph-100A	Secondary S.S., 4th floor	SSC
PD4A	Distribution panel, 347/600V-3ph-1000A	Secondary S.S., 4th floor	SSC
1-04-B3H1	Distribution panel, 347/600V-3ph-1600A	Secondary S.S., 4th floor	SSC
D4	Distribution panel, 120/208 V-3ph-600A	Secondary S.S., 4th floor	SSC
1-04-D6T1	Distribution panel, 347/600V-3ph-800A	Secondary S.S., 4th floor	SSC
1-04-T2H4	Natural cooled transformer, 600/120/208V-3ph 150kVA	Secondary S.S., 4th floor	SSC
1-04-T2T1	Transformer, 30kVA	Secondary S.S., 4th floor	SSC
1-04-T3H1	Transformer, 75kVA	Secondary S.S., 4th floor	SSC
1-04-T2H4	Transformer, 150 kVA	Secondary S.S., 4th floor	SSC
1-04-L3H4	Board, 347/600V- 3ph-250A	Secondary S.S., 4th floor	SSC

1-04-R3H2	Junction box, 347/600V-3ph-1200A	Secondary S.S., 4th floor	SSC
1-04-Y6T1	Isolation disconnect, 600V-600A	Secondary S.S., 4th floor	SSC
1-04-L2H2	Board, 120/208V-3ph-225A	Secondary S.S., 4th floor	SSC
1-04-L2T1	Board, 120/208V-3ph-100 A	Secondary S.S., 4th floor	SSC
1-04-L2H3	Board, 120/208V-3ph-225A	Secondary S.S., 4th floor	SSC
1-04-L2H4	Board, 120/208V-3ph-225A	Secondary S.S., 4th floor	SSC
1-04-Y6T2	Transfer cabinet	Secondary S.S., 4th floor	SSC
1-04-I6T2	Service breaker switch	Secondary S.S., 4th floor	SSC
1-04-C1T1	Boiler control	Secondary S.S., 4th floor	SSC
1-04-T1H1	Transformer, 600/120-240 15kVA	Secondary S.S., 4th floor	SSC
1-04-T1H2	Transformer, 600/120-240 15kVA	Secondary S.S., 4th floor	SSC
1-04-I1H1	Switch, 240V/30A	Secondary S.S., 4th floor	SSC
1-04-I1H2	Switch, 240V/30A	Secondary S.S., 4th floor	SSC

2.4.3 FIVE-YEAR MAINTENANCE

2.4.3.1 Cable troughs for busbars

Seven (7) cable troughs for busbars on the normal system (PWGSC):

- One (1) cable trough connecting cell C2 of the main substation and the distribution substation in the electrical room on the 4th floor. Westinghouse model LoZ, 1600A, 347/600V, 3 Ø, 4-wire. Approximate distance of 125 metres.
- One (1) cable trough connecting cell B2 of the main substation and the distribution substation in the electrical room on the 4th floor. Westinghouse model LoZ, 1600A, 347/600V, 3 Ø, 4-wire. Approximate distance of 125 metres.
- Two (2) cable trough connecting cell A2 of the main substation and the electrical room of the Solicitor General on the 6th floor. ITE model XL-UNIVERSAL, 3000A, 347/600V, 3 Ø, 4-wire. Approximate distance of 125 metres.
- One (1) cable trough connecting cell D2 of the main substation and the electrical rooms of the lobby and the 1st, 2nd, 3rd and 4th floors. Federal Pacific Electric (FPE) model, 1600A, 347/600V, 3 Ø, 4-wire. Approximate distance of 95 metres.
- Two (2) cable troughs connecting the main substation and each of the power factor correctors in the main electrical room. ITE model XL-UNIVERSAL, 800A, 600V, 3 Ø, 3-wire. Approximate distance of 7 metres each.

Two (2) cable troughs for busbars on the emergency system (PWGSC):

- One (1) cable trough connecting the transfer switch of cell F1 of the main substation and the electrical panel (1-A-D3G1) of the PWGSC penthouse. Federal Pacific Electric (FPE) model, 1600A, 347/600V, 3 Ø, 4-wire. Approximate distance of 140 metres.
- One (1) cable trough connecting the transfer switch of cell F1 of the main substation and the electrical rooms of the lobby and the 1st, 2nd, 3rd and 4th floors. Federal Pacific Electric (FPE) model, 1600A, 347/600V, 3 Ø, 4-wire. Approximate distance of 95 metres.

2.5 MAINTENANCE SCHEDULE

2.5.1 15KV SUBSTATION

- .1 Inspect and clean the bell-ends.
- .2 Inspect and clean the support insulators of all devices and lightning arresters.
- .3 Thoroughly clean equipment and devices, including the inside and outside of all components to be inspected. Vacuum all cells and compartments.
- .4 Remove any coatings or deposits of grease, dust, etc.
- .5 Check the busbars and tightness of all bolts with a torque wrench. Inspect and tighten, as needed, all connections.
- .6 Check the insulation resistance of busbars and cables.
- .7 Inspect and clean the contacts of load-break switches and lubricate according to the manufacturer's instructions.
- .8 Check (and adjust if necessary) the operation and alignment of load-break switches.
- .9 Check the continuity of fuses, coat contact surfaces with anti-rust product and measure the resistance of fuses using a Ducter.
- .10 Check the ground's integrity and continuity.
- .11 Inspect, clean, lubricate and adjust the locking system, as required.

2.5.2 HIGH VOLTAGE CABLES

- .1 Check the insulation resistance using a 1000V Megger. The length of each test must be one minute.
- .2 If the insulation resistance is satisfactory, conduct a high-voltage direct current test using a high-voltage device capable of differentiating between leakage current caused by corona effect and leakage current through the insulation. Cable tests shall be carried out according to the manufacturer's specifications or those supplied by the client.
- .3 Check the power dissipation factor.
- .4 Produce a detailed report of the inspections and tests conducted.

2.5.3 RELAY

2.5.3.1 A) Visual and mechanical inspections

- .1 Examine the housing to ensure that the short-circuit trips are in good operating condition.
- .2 Clean the relays.
- .3 Look for foreign particles on the permanent magnet.
- .4 Inspect the pivots in the disk shaft.
- .5 Ensure the adjusting spring is uniform.
- .6 Inspect the main contacts and pilot contacts for pitting.
- .7 Check the tightness of all electrical connections.

2.5.3.2 B) Electrical tests

- .1 Do a zero adjustment.
- .2 Run a test to evaluate the operating threshold of the timing unit.
- .3 Run a test to evaluate the disengagement current.
- .4 Run a test to evaluate the time-current characteristics.
- .5 Run a hold test (if applicable).
- .6 Run a slope percentage test.
- .7 Run a test to evaluate the operating threshold for the instantaneous unit.
- .8 Test the operation of the pilot and locking mechanism.
- .9 Run an insulation test (1000 volts DC). Produce a complete report of all tests conducted.

2.5.4 MAIN 347/600 VOLT DISTRIBUTION SUBSTATION AND SECONDARY SUBSTATIONS

- .1 Thoroughly clean equipment and devices, including the inside and outside of all components to be inspected.
- .2 Remove any coatings or deposits of grease, dust, etc. Check the busbars and tightness of all bolts with a torque wrench. Inspect and tighten, as needed, all connections.
- .3 Clean and vacuum all cells.
- .4 Inspect the condition of cables and insulators.
- .5 Check the ground's integrity and continuity.
- .6 Clean the relays and measuring instruments. Check the tightness of electrical connections and check that each component operates properly within its respective adjustment range.

- .7 In the report, record at least three (3) temperature readings for the main electrical room, taken during the day and at regular intervals when all devices are operating.
- .8 Check load level and balancing.

2.5.5 LOW-VOLTAGE CIRCUIT BREAKERS

2.5.5.1 A. Visual and mechanical inspections

- .1 Pull out the circuit breaker and ensure that it cannot touch the contacts.
- .2 Remove the circuit breaker from its housing and clean both circuit breaker and housing.
- .3 Inspect the clamps on the circuit breaker's release mechanism.
- .4 Inspect the main and auxiliary connection pins.
- .5 Remove the interrupter chambers and inspect for broken pieces of porcelain or bakelite.
- .6 Switch the circuit breaker on and off at least three (3) times to ensure movement without rubbing or sticking.
- .7 Check the alignment and pressure of the contacts.
- .8 Adjust the stop on the trip bar to ensure that the bar has a clear path at all times and will trip properly.
- .9 Inspect the trip coil and auxiliary circuits of electrically operated circuit breakers.
- .10 Clean the contacts after the electrical tests.

2.5.5.2 B. Electrical tests

- .1 Check the operating threshold of the timing unit on the circuit breakers with removable pneumatic and hydraulic damping mechanisms. The check cannot be carried out on circuit breakers with fixed hydraulic damping mechanisms on which the timing unit cannot be removed. Adjust the operating threshold of the timing unit to the co-ordination curves available; otherwise, adjust it to the values supplied by the client or to standard curves.
- .2 Check the characteristics of the current time at two locations and compare them to the co-ordination curves. Adjust as required so that the settings match the co-ordination curve, the values supplied by the client or standard curves.
- .3 Adjust the operating threshold for the instantaneous unit to the co-ordination curves or standard curves. Check that this value is reached.
- .4 Adjust the motion threshold for the time-delayed unit to the co-ordination curves or standard curves. Check that this value is reached. Conduct another test at a value that is significantly higher than the threshold to be certain that it operates within the time required.
- .5 Measure the resistance of the poles using a Ducter (device used to measure the very low resistance of contacts) or an equivalent approved device, after burnishing the contacts.
- .6 Measure the insulation resistance at 1,000 VDC.
- .7 Produce a complete report of tests conducted.

2.5.6 MOULDED-CASE CIRCUIT BREAKERS

- .1 Ensure that circuit breakers have not overheated.
- .2 Check at 300% of the rated value of the trip unit and compare the results with the manufacturer's specifications. *(See Section 2.4.3 for details about the maintenance frequency.)*

- .3 Check the instantaneous trip unit and adjust it to the values of the co-ordination curve or the values supplied by the client.
- .4 Check the tightness of all connections.

2.5.7 DISCONNECTS

- .1 Inspect the terminal connections.
- .2 Check the mechanism's condition and that it operates properly.
- .3 Inspect the mountings and fuse holder.
- .4 Check the load.

2.5.8 POWER FACTOR CONTROLLER

- .1 Thoroughly clean equipment and devices, including the inside and outside of all components to be inspected.
- .2 Remove any coatings and deposits of grease and dust.
- .3 Clean and vacuum all cells.
- .4 Check and adjust the electronic controls.
- .5 Check each component; fuses, capacitors, etc.
- .6 Inspect and tighten all electrical connections as required.
- .7 Take a reading of the harmonics and check the hot spots.
- .8 Inspect the capacitors and, after the work, ensure that the number of capacitors connected maintains the total reactance below the required values.

2.5.9 LABEL

- .1 Affix a label to the cell of the main circuit breaker, enter the date of the last maintenance service, the Contractor's name and the reference.

2.5.10 CABLE TROUGHS FOR BUSBARS

- .1 Inspect the mountings.
- .2 Check the busbars and tightness of all bolts with a torque wrench.
- .3 Inspect and tighten all connections as required.
- .4 Check the ground's integrity and continuity.
- .5 Remove any coatings or deposits of grease, dust, etc., on all inside and outside surfaces.

2.5.11 DRY-TYPE TRANSFORMERS

- .1 Inspect the magnetic ground, windings, connection terminals, voltage taps, bushings and surfaces of the transformer to detect broken parts, foreign objects or humidity.
- .2 Using a Megger with a resolution of 50,000 megohms, check the insulation resistance and adjust the value of the readings to 20 °C.
 - a. Between the high voltage and ground, with the low voltage connected to the ground for the duration of the test;

- b. Between the low voltage and ground, with the high voltage connected to the ground for the duration of the test;
 - c. Between the high and low voltage, connected to each other and ground.
- .3 Check the tightness of all connections.
- .4 Test electrically that the magnetic mass is grounded at a single point only.
- .5 Check the transformer ratio on all the transformer taps.
- .6 Ensure that transformer taps are set at the value to give the required output voltage (on non-automatic voltage taps).
- .7 Ensure that clamps and transportation bracing have been removed.
- .8 Inspect the fan system to ensure it is working properly.

2.5.12 JUNCTION BOXES, DISTRIBUTION PANELBOARDS AND LIGHTING PANELBOARDS

- .1 Inspect the mountings.
- .2 Inspect the terminal connections.
- .3 Inspect the circuit breakers and fuses.
- .4 Inspect the voltage and amperage.
- .5 Check the ground and fastness of conduits and connectors.
- .6 Inspect the condition of the housing.

2.5.13 MOTOR CONTROL CENTRES

- .1 Thoroughly clean equipment and devices, including the inside and outside of all components to be inspected.
- .2 Remove any coatings or deposits of grease, dust, etc. Check the busbars and tightness of all bolts with a torque wrench. Inspect and tighten, as needed, all connections.
- .3 Clean and vacuum all cells.
- .4 Inspect the condition of cable insulation and busbar mountings.
- .5 Check the ground's integrity and continuity.
- .6 Check the voltage between the phases.
- .7 Check the amperage between phases A-B, B-C and C-A.
- .8 Clean the relays and measuring instruments. Check the tightness of electrical connections and check that each component operates properly within its respective adjustment range.
- .9 Inspect the circuit breakers according to 4.6 above.
- .10 Inspect the switches according to 4.7 above.
- .11 Inspect the relays, terminal blocks, starters, magnetic contactors, control transformers, selectors, push-buttons, annunciator lamps, etc., as follows;
 - a. Check the operation.
 - b. Check the operating sequences.
 - c. Clean the different components.
 - d. Inspect the terminal connections.

- e. Inspect the condition of the insulation of the conductors.
- f. Check the rating of the overload and short-circuit protection and adjust as required.
- g. Check the ground leakage.
- h. Inspect the condition of contacts and coils.
- i. Check the operating voltage and amperage.
- j. Inspect the mounting and condition of the housing.

SECTION 3 GENERAL SAFETY

3.1 GENERAL CLAUSES

- .1 In accepting this contract, the Contractor agrees to assume all of the responsibilities that normally fall to the principal contractor and the employer under the *Quebec Act Respecting Occupational Health and Safety*.
- .2 The Contractor shall manage its activities so as to ensure that the health and safety of its employees, the occupants of the building or facility and the public as well as the protection of the environment always take precedence over cost and scheduling concerns. Further, the Contractor shall meet all of the requirements of these specifications.
- .3 The Contractor shall comply at all times with the provisions of the *Act Respecting Occupational Health and Safety*, the Safety Code for the Construction Industry and the *Regulation Respecting Occupational Health and Safety* as applicable.
- .4 The Contractor shall perform all work in accordance with the latest editions of the *National Fire Code of Canada*, the *National Building Code of Canada* and the *Canadian Electrical Code*, and any other applicable codes or standards.
- .5 The Contractor shall submit to the Technical Authority a prevention program specific to any activities the Contractor is likely to carry out in the building at least ten (10) days prior to the start of work. The Contractor shall thereafter update the prevention program if the work proceeds differently than initially planned. The Building Technical Authority may, after receiving the program and at any time during the work, require that the program be amended or augmented to better reflect actual worksite conditions. The Contractor shall then make the necessary changes prior to the start of work.

The program shall be based on the risks identified and shall take into account the information and requirements contained in these specifications. The program shall remain in force throughout the term of the contract and shall satisfy the following requirements:

- Include the company's policy on health and safety;
 - Include an organization chart of health and safety responsibilities;
 - Identify the risks specific to each category of tasks to be performed in the execution of the contract and the corresponding preventive measures, based on regulatory requirements;
 - Identify the person responsible for implementing the preventive measures;
 - Take into account risks that may affect the health and safety of workers, occupants of the building or facility, and the public;
 - Include first aid and emergency response standards;
 - Include a procedure in case of accident;
 - Include a worksite inspection checklist based on the content of the risk identification;
 - Include any repair tasks that may be assigned under this contract;
 - Include a written undertaking from all parties to adhere to the prevention program.
- .6 In addition to the program specified in the previous section, in all cases where the work to be performed constitutes a construction site within the meaning of the *Act Respecting Occupational Health And Safety*, R.S.Q., c. S-2.1, the Contractor shall prepare and submit to the Building Technical Authority a prevention program tailored to the work to be carried out, which shall also be forwarded to the CNESST and the Association paritaire pour la santé et la sécurité du travail, in accordance with section 198 of

the Act. All the requirements related to that program are the same as the requirements listed in the previous section.

- .7 For all cases where the work to be performed is in a construction site within the meaning of the *Act Respecting Occupational Health And Safety* R.S.Q., c. S-2.1, a notice of opening of a site shall be sent to the CNESST before the beginning of work and a copy forwarded to the Building Technical Authority. A copy of the notice shall be prominently displayed on the construction site. When the site is closed, the notice of closing of a construction site shall be submitted to the CNESST with a copy to the Building Technical Authority.
- .8 The Contractor shall submit the following documents to the Building Technical Authority:
- A copy of the training certificates required for these specifications to be applied and work to be safely planned (e.g. general health and safety for construction sites, asbestos, lock-out, first aid);
 - A copy of the material safety data sheet for every controlled product used on the worksite, at least three days before the product is used;
 - Confirmation of the medical examinations of its supervisory staff and all employees, where a medical examination is required under a statute, regulations, a directive, specifications or a prevention program. The Contractor shall also thereafter promptly submit confirmations of medical exams for all persons new to the worksite;
 - A copy, signed and sealed by an engineer, of all plans and compliance certificates required under the Safety Code for the Construction Industry (c. S-2.1, r. 4), any other statute or regulation, or any other clause of the specifications or the contract. A copy of these documents shall also be sent to the CNESST and shall be available on the site at all times;
 - A mechanical inspection certificate for the machinery used to perform the work (e.g. elevating platforms);
 - An investigation report, within 24 hours following any accident that results in an injury or incident that brings to light a potential hazard;
 - A copy, within 24 hours, of any inspection report, notice of correction or recommendation issued by federal or provincial inspectors.
- .9 The Contractor shall ensure that the materials, equipment, tools and protective equipment used to perform the work are maintained and kept in good condition. Any equipment, tools or protective equipment that cannot be installed or used without compromising the health and safety of workers or of the public is deemed unsuitable for the purposes of the work. The Technical Authority reserves the right to prohibit the use of equipment or tools deemed to be dangerous, defective or inappropriate.
- .10 The Contractor shall ensure that its workers have received the training and information needed to perform their tasks safely and that all necessary tools and protective equipment are available, in compliance with the applicable standards, statutes and regulations, and that they are used.
- .11 The Contractor shall take such measures as are needed to enforce and ensure compliance with the health and safety requirements set out in the contract documents, provincial regulations, applicable standards and the prevention program specific to the work, and to comply promptly with any order or notice of correction issued by the Commission de la santé et de la sécurité du travail.

Regardless of the number of workers assigned to the work, the Contractor shall designate a person to act as workplace health and safety officer and give that person the authority to order work stopped or resumed when the person deems such action to be necessary for health and safety reasons.

- .12 Without limiting the scope of the preceding section, the Building Technical Authority may at any time order that work be stopped if the Authority believes there is a hazard or risk to the health and safety of the employees assigned to the work, the public or the environment.
- The Contractor shall take such measures as are needed to ensure effective communication of health and safety information. Upon arrival at the worksite, all workers shall be informed of the details of the prevention program and of their obligations and rights. The Contractor shall maintain a log of information provided and obtain the signature of every worker who is given the information.
- The Contractor shall inform its workers that they have the right to refuse any work that poses a risk to their health or safety.
- .13 The Contractor shall inspect the worksite and submit a duly completed worksite inspection sheet to the Building Technical Authority once a week or at an interval determined with the Building Technical Authority on the call-up form.
- .14 The Contractor shall promptly take all necessary measures to correct instances of non-compliance with statutes and regulations and hazardous situations identified by a government inspector, by the Building Technical Authority or by the PSPC Health and Safety Coordinator or in the course of a periodic inspection. Written confirmation of all measures taken shall be submitted to the Building Technical Authority to correct non-compliance or hazardous situations.
- .15 The Contractor agrees to comply with first aid and emergency response standards in accordance with the applicable policies and regulations and any other clause of these specifications.
- .16 The Contractor shall review the building and facility evacuation procedure and provide its employees with the training and information they need to apply the procedure.
- .17 For all cases in which the work constitutes a construction site as defined in the *Act Respecting Occupational Health and Safety*, R.S.Q., c. S-2.1, a decision-making representative for the Contractor shall attend all meetings where health and safety on the site is considered. The Contractor shall set up a worksite committee and hold meetings in compliance with the requirements of the Safety Code for the Construction Industry, S-2.1, r. 4.
- .18 For all cases in which the work constitutes a construction site as defined in the *Act Respecting Occupational Health and Safety*, R.S.Q., c. S-2.1, the following information and documents shall be posted in an area that workers can access easily:
- Notice of opening of the construction site;
 - Identification of principal contractor;
 - Company policy on occupational health and safety;
 - Worksite-specific accident prevention program;
 - Emergency plan;
 - Material safety data sheets for all controlled products used on the construction site;
 - Minutes of construction site committee meetings;
 - Names of construction site committee members;
 - Names of first-aid attendants;
 - Action reports and correction notices issued by the CNESST.
- .19 The Contractor shall mark off and control access to the work area and install barricades as needed.
- .20 The Contractor shall take such measures as are necessary to keep the workplace clean and orderly throughout the work and shall ensure that at the end of each work day, the workplace is free of any hazards.

- .21 When a worker works alone in an isolated place where it is impossible to call for help, the Contractor shall identify the risks related to the situation and provide the Technical Authority with a procedure for preventing those risks and quickly getting help in an emergency.
- .22 Where a hazard not identified in the specifications arises as a result of or in the course of the work, the Contractor shall stop the work immediately, implement temporary protective measures for the workers and the public, and notify the Building Technical Authority orally and in writing. The Contractor shall then submit the necessary changes for approval before proceeding with the prevention program to ensure that work can resume safely.
- .23 In the event of an incident, the Contractor shall take such measures as are needed, including stoppage of work, to ensure the health and safety of workers and the public and shall contact the Technical Authority promptly.
- .24 Subcontracting is not permitted without special authorization from the Building Technical Authority. In making a decision, the Building Technical Authority will consider the subcontractor's ability to meet these requirements.
- .25 Sealing guns and other cartridge devices shall not be used without authorization from the Building Technical Authority.

The above notwithstanding:

- Every person who uses a sealing gun shall have a training certificate and shall meet all the requirements set out in section 7 of the Safety Code for the Construction Industry (S-2.1, r. 4);
 - Every cartridge device shall be used in accordance with the manufacturer's instructions and the applicable standards and regulations.
- .26 On the worksite, the Contractor shall consider the following conditions when developing a safe work plan:

If the Contractor is asked to carry out work where asbestos dust is likely to be released, the Contractor shall comply with the requirements of section 3.23 of the Safety Code for the Construction Industry of the *Act Respecting Occupational Health and Safety*, (R.S.Q., c. S-2.1).

If the Contractor is asked to do roofing work, the Contractor shall indicate in its prevention program the measures to be taken to prevent falls.

If the Contractor is asked to do work near a body of water or holding tank, the Contractor shall indicate in its prevention program the measures to be taken to prevent the risk of drowning, electric shock and electrocution.

If the Contractor is asked to do work at heights in the building, the Contractor shall indicate in its prevention program the measures to be taken for work at heights.

If the Contractor is asked to inspect or check electrical rooms, the Contractor shall indicate in its prevention program the measures it plans to take to protect people in those areas.

If the Contractor is asked to do work in confined spaces, the Contractor shall include in its prevention program the measures it intends to take when working in these areas, and take into account the requirements of section 3.21 of the Safety Code for the Construction Industry of the *Act Respecting Occupational Health and Safety*, (R.S.Q., c. S-2.1).

If the Contractor is asked to do work in laboratories, the Contractor shall contact the Building Technical Authority to determine whether special procedures need to be taken.

3.2 SPECIFIC CLAUSES

3.2.1 LOCK-OUT

- .1 Whenever work is being done on electrically powered equipment or equipment powered by any other source of energy, the Contractor shall convey a lock-out procedure to the Departmental Representative and implement it.
- .2 The supervisory personnel and all the workers involved or affected by the work for which the lock-out is required must have received lock-out training provided by a recognized entity; the Contractor shall send the certificates for this training to the Departmental Representative.
- .3 Before undertaking a lock-out operation on equipment in an occupied site, the Contractor shall coordinate its work with the site representative if the power cut-off could have an effect on site operations or on the occupants.
- .4 Before undertaking a lock-out operation on equipment, the Contractor shall obtain from the site representative all the information necessary to identify the closure points for the equipment to be subjected to lock-out, check this information, perform the lock-out and then conduct zero-energy testing before doing the work.
- .5 The Contractor shall complete the lock-out form supplied by the site representative, where applicable.

3.2.2 ELECTRICAL WORK

- .1 The Contractor shall ensure that all electrical work is performed by employees qualified under provincial regulations on professional training and qualification.
- .2 Any work on electrical equipment shall be done with the power turned off, unless it is not possible to completely disconnect this equipment.
- .3 The Contractor shall comply with all the requirements in the lock-out paragraph in this section.
- .4 The Contractor shall notify the Departmental Representative in writing of any work that cannot be performed with the power turned off. It must demonstrate to the Departmental Representative that the work would be impossible to carry out with the power turned off and supply all the information needed to complete and obtain a live-line work permit (method of work, assessment of the electrical arc level, flash protection boundary, protection equipment, etc.) before starting the work.
- .5 The live-line work permit shall, at a minimum, contain the following:
 - Description of the circuit, the equipment and location;
 - Justification for the need to do live-line work;
 - Description of the work safety practices to be used;
 - Conclusions of the shock hazard analysis;
 - Definition of the shock protection boundary;
 - Conclusions of the flash hazard analysis;
 - Description of the flash protection boundary;
 - Description of the personal protective equipment required;
 - Description of the methods to be used for restricting access to unqualified persons;
 - Proof that an information session has been held;
 - Approval signature for the live-line work (by a person in authority or the owner).
- .6 If, owing to the operational needs of the site occupants, the Contractor has to do live-line work, it shall obtain all the information necessary to complete a live-line work permit (method of work, assessment of the electrical arc level, flash protection boundary, protection equipment, etc.) and have it signed by the site representative designated by the Departmental Representative before the start of the work.

- .7 In addition to the requirements indicated in the paragraphs above, the Contractor shall comply with the requirements of standard CSA Z462, Workplace Electrical Safety.

3.2.3 FALL RISK PREVENTION

- .1 The Contractor shall provide the equipment needed to work at heights (e.g. ladders, stepladders, elevating platforms, scaffolding).
- .2 Anyone who uses an elevating platform (scissor lift, or telescoping, articulated or rotary elevating platform, etc.) must have received training to do so.
- .3 A safety harness shall be worn on all telescopic, articulated and rotary elevating platforms.
- .4 A danger zone shall be identified around any elevating platform.
- .5 Any opening in a platform or in a roof shall be surrounded by a guardrail or blocked with a cover attached to the platform and strong enough to withstand the loads to which it will be subjected, regardless of the dimensions of this opening or the fall height it represents.
- .6 Any person working less than two metres of a location from which a fall of three (3) or more metres could occur shall use a safety harness, in accordance with regulatory requirements, unless there is a guardrail or other element to ensure an equivalent level of safety.
- .7 Notwithstanding regulatory requirements, the Departmental Representative may order the installation of guardrails or the use of safety harnesses for certain particular situations presenting the risk of a fall of less than three (3) metres.

The Departmental Representative may also order the installation of a guardrail or the use of safety harnesses for certain temporary installations where there is a risk of a fall of less than three (3) metres.

3.2.4 ASBESTOS

Before starting work likely to generate asbestos dust, the Contractor shall:

- .1 Provide a written procedure that takes into account all of the items listed in section 3.23 of the Safety Code for the Construction Industry (S-2.1, r. 6);
- .2 Show that all workers concerned have been trained in asbestos hazards and the procedure described above (ASP Construction) (s. 3.23.7);
- .3 Demonstrate that it has in hand all the materials and equipment needed to comply with the procedure and safely perform the work.

3.2.5 SPECIAL CONDITION FOR CONFINED SPACES

- .1 For each confined space to which the Contractor must have access, the Contractor shall include in its prevention program a written procedure identifying the following:
 - The tools needed to perform the work;
 - The equipment installed or to be installed in the confined space and the measures to be taken to install, use, maintain, protect or move the equipment;
 - The pipes and conduits entering the confined space;
 - The hazards and safety measures to be taken depending on the work to be performed;
 - The contaminants that might be encountered in the confined space;
 - The appropriate rescue measures and equipment and the emergency measures.
- .2 The Contractor shall complete an access permit for any entry into a confined space. It shall provide a copy of its original filled-out permit beforehand to the building representative; the latter may request that it be changed if the contents are not complete. The permit will be valid for a period covering one work shift and shall include information contained in the evaluation report and any special conditions relating to the work to be performed.

- .3 The Contractor shall complete a Hot Work permit issued by the building representative where the work to be performed includes welding, cutting or any other activity that produces a flame or sparks.
- .4 All persons who have access to a confined space, including the custodian, shall hold the following training certificates:
 - PSPC safety for work in enclosed spaces (ASP Construction or equivalent course);
 - Workplace first aid and CPR (organization recognized by the CNESST);
 - Use of ventilation devices (ASP Construction or equivalent course);
 - Use of safety harnesses (ASP Construction or equivalent course);
 - Use and maintenance of respiratory protection devices (ASP Construction or equivalent course);
 - Gas detection devices (ASP Construction or equivalent course);
 - Where the use of supplied-air or self-contained respirators is planned, full training in the preparation, maintenance and use of the devices (manufacturer, supplier or recognized organization) is required;
 - In remote areas where there is no local emergency response unit, the Contractor shall designate persons to carry out rescue operations in confined spaces. The rescuers designated by the Contractor shall complete relevant training in the use of rescue equipment.
- .5 Anyone who has to use a supplied-air respirator shall present a medical certificate that confirms their ability to use this sort of device. This certificate will be valid for a period of two (2) years.
- .6 Employees required to work in sewer collection systems or similar systems shall be immunized against infectious diseases in accordance with the immunization program prescribed by Health Canada, that is, diphtheria and tetanus; immunization against hepatitis B is an additional requirement where work is to be performed for the Correctional Service of Canada.
- .7 Diphtheria and tetanus immunization is strongly recommended for anyone who works in confined spaces.
- .8 The Contractor shall establish an emergency and rescue procedure with municipal and ambulance services. The procedure, telephone numbers and location of the nearest telephone shall be clearly posted near the work location.
- .9 Before entering the confined space and continuously thereafter, the Contractor shall take readings of the concentration of oxygen, flammable gases and any toxic gases likely to be present, in particular carbon monoxide and hydrogen sulphide, and make sure that no one enters the confined spaces if the gas concentrations are not within regulatory limits. The readings shall be recorded in the entry permit. The detection devices used shall be calibrated and adjusted according to the manufacturer's instructions by a qualified person so that the alarms comply with the limits set out in the permit.
- .10 The Contractor shall supply its own gas detection devices and keep them in good condition. The Departmental Representative may have the Contractor's devices checked for accuracy by a qualified person at any time. If a detection device fails, work shall be suspended immediately and all workers shall leave the confined space. Where that occurs, there will be no compensation for lost time.
- .11 If the alarm on a detection device sounds, all workers shall leave the confined space. The Contractor shall then determine the source of the contamination, neutralize it and ventilate the confined space in order to eliminate any remaining contaminant and shall keep individuals out of the confined space until the oxygen and gas levels have returned to normal.

- .12 Compressed gas cylinders or welding equipment shall not be taken into confined spaces. Such equipment must remain outside and must not block any entrance or exit. All cylinders must be properly secured.
- .13 Electric tools and devices used to access confined spaces shall be grounded and, if necessary, designed to be explosion-proof. All equipment shall be connected to a ground fault interrupter or step-down transformer. The Contractor shall, at its own expense, have a qualified electrician modify any power outlets and/or circuit breakers it plans to use that do not meet these criteria.
- .14 The Contractor shall provide a ventilation system to keep contaminant levels below the allowable limits.
- .15 The Contractor shall post signs to prevent unauthorized persons from entering a confined space.
- .16 Where it is impossible to keep the noise level below 85 dB, the Contractor shall provide all workers with ear protectors appropriate to the desired level of attenuation and the work to be performed.
- .17 The Contractor shall ensure that all workers wear the required personal protective equipment.
- .18 The Contractor shall assign a qualified person to assume the duties of a custodian. This person shall:
 - Be familiar with the procedure for working in confined spaces;
 - Ensure constant communication with all workers in an enclosed space. The instructions applied shall be adapted to confined spaces. The Contractor shall select means of communication taking into account the identified hazards and other relevant factors, that is, the protective equipment workers are required to wear, noise levels in and near confined spaces, remoteness, lighting conditions, etc.;
 - Be familiar with the gas detection devices and ensure that they are in working order while work is being performed;
 - Be familiar with the back-up ventilation systems and ensure that they are functioning properly throughout the work period;
 - Be familiar with emergency procedures;
 - Ensure that:
 - all workers entering the confined space observe the Contractor's work procedure;
 - work conditions and the work environment inside the confined space are not detrimental to the workers' health and safety.
- .19 The custodian shall remain at the entrance to the confined space at all times and shall not leave that post until the last worker has exited the confined space.
- .20 The Contractor shall designate a person responsible for confined space safety. That person shall be on site at all times.
- .21 The custodian and the person responsible for confined space safety can be the same person provided he or she is able to meet all the requirements of both positions.

3.2.6 HOT WORK

- .1 Hot work means any work that involves the use of an open flame or that may produce heat or sparks, such as the following work: riveting, welding, cutting, grinding, milling, burning and heating.
- .2 At the start of each work shift and for each sector, the Contractor shall obtain a hot work permit issued by the site authority.
- .3 A working handheld extinguisher appropriate to the fire hazard shall be available and readily accessible within a 5-metre radius of any flame or source of sparks or intense heat.

- .4 The Contractor shall designate a person to continuously monitor fire risks for a minimum period of one hour after the end of any hot work. This person shall sign the section of the permit designated for this purpose and give it to the site authority after that hour has passed.

3.2.7 WELDING AND CUTTING

In addition to the conditions set out in the preceding paragraphs, the Contractor shall comply with the following requirements:

- Welding and cutting must be performed in accordance with the requirements set out in the Safety Code for the Construction Industry, S-2.1, r.4, and standard CSA W117.2, Safety in Welding, Cutting and Allied Processes;
- Suspend any activity that produces gases, vapours or flammable or combustible dust in the proximity of welding or cutting work;
- Store compressed gas cylinders on a fireproof surface and ensure that the room is well ventilated;
- Store oxygen cylinders at least six (6) metres away from cylinders containing flammable gas (e.g. acetylene) or such combustible materials as oil and grease unless they are separated by a wall made of non-combustible material as specified in section 3.13.4 of the Safety Code for the Construction Industry, c. S-2.1, r.4;
- Store cylinders away from all heat sources;
- Do not store cylinders near stairs, exits, corridors or elevators;
- To mitigate the risk of explosion, do not allow acetylene to come into contact with such metals as silver, mercury, copper and brass alloys containing more than sixty-five percent (65%) copper;
- Make sure that all electric arc welding equipment has the required voltage rating and is grounded;
- Make sure that the lead wires of the electric welding equipment are not damaged;
- Place the welding equipment on a flat surface protected from the weather;
- Put fireproof fabric in place when overhead welding is being done and there is a risk of falling sparks;
- Remove or protect flammable or combustible materials located 15 metres or closer to the welding work;
- Never weld or cut on closed containers;
- Do not cut, weld or carry out open-flame work on a tank, pipe or other container that may contain a flammable or explosive substance or residue unless:
 - Air samples have been taken, indicating that the work can be done safely, or
 - Measures have been taken to ensure worker safety.

N° de l'invitation - Solicitation No.
EFA66-200203/A
N° de réf. du client - Client Ref. No.

N° de la modif - Amd. No.
File No. - N° du dossier
MTC-9-42348

Id de l'acheteur - Buyer ID
MTC410
N° CCC / CCC No./ N° VME - FMS

ANNEX "B"

SECURITY REQUIREMENTS CHECK LIST



Government
of Canada

Gouvernement
du Canada

Contract Number / Numéro du contrat

EFA66200302

Security Classification / Classification de sécurité
UNCLASSIFIED

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

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

UNCLASSIFIED

Canada



PART A (continued) / PARTIE A (suite)

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

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

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

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

Document Number / Numéro du document :

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

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

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

Special comments:

Commentaires spéciaux :

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

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

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

If Yes, will unscreened personnel be escorted?

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

☒ No ☐ Yes
Non Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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



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 SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP 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 ☐ Yes
Non 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 ☐ Yes
Non 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).



Government
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Contract Number / Numéro du contrat

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Security Classification / Classification de sécurité
UNCLASSIFIED

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
Dudemaine, Sébastien	Agent des immeubles et installations	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
514-232-9540	514-283-4477	sebastien.dudemaine@tpsgc-pwgsc.gc.ca
		Date
		2020/03/02

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

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Fleury, Jean-Michel	SO	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
819-639-9758	-	jean-michel.fleury@tpsgc-pwgsc.gc.ca
		Date

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes? ☐ No / Non ☐ Yes / Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
		Date

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

Cynthia Laverdure Contract Security Officer cynthia.laverdure@pwgsc.gc.ca	Signature
	E-mail address - Adresse courriel
	Date

ANNEX “C”

PRICE TABLE

TYPE: Main and secondary electrical substation maintenance

BUILDING: Federal Building

ADDRESS: 715 Peel Street, Montreal

PART A

Lump sum based on Section 2 of specifications

Initial period of contract (3 years)

PWGSC equipment (Maintenance: 3 annual and 1 quinquennial)	\$
SSC equipment (Maintenance: 1 annual)	\$
PSEPC equipment (Maintenance: 3 annual)	\$

Option year #1 of the contract (1 year)

PWGSC equipment (Maintenance: 1 annual)	\$
SSC equipment (Maintenance: 1 annual)	\$
PSEPC equipment (Maintenance: 1 annual)	\$

Option year #2 of the contract (1 year)

PWGSC equipment (Maintenance: 1 annual)	\$
PSEPC equipment (Maintenance: 1 annual)	\$

TOTAL PART A \$

PART B

Additional work relating to Section 1.11 of the specifications

The rates and prices in this section are valid for the duration of the contract, including the option years, without mark-up.

Hourly rates⁽³⁾:

Foreman

Day rate	50 h	X \$	=	\$
Evening rate	50 h	X \$	=	\$
Overtime rate	50 h	X \$	=	\$

Electrician

Day rate	50 h	X \$	=	\$
Evening rate	50 h	X \$	=	\$
Overtime rate	50 h	X \$	=	\$

Apprentice electrician

Day rate	50 h	X \$	=	\$
Evening rate	50 h	X \$	=	\$
Overtime rate	50 h	X \$	=	\$

Materials:

Estimated amount for 5 years					\$32 000.00
Profit on materials	\$32 000.00 X	%	=		\$

Unit price for thermography:

PWGSC equipment	\$	X 5	=	\$
SSC equipment	\$	X 2	=	\$
PSEPC equipment	\$	X 5	=	\$

TOTAL PART B ⁽²⁾	\$
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Total of bid for 5 years ⁽¹⁾	TOTAL PARTS A AND B	\$
---	----------------------------	-----------

NOTES:

1. The total amount of the bid is used solely for evaluation; only the unit price amounts in Part A and the hourly rates and the percentage of profit on materials in Part B are covered by this contract.
2. The Department is not committed to paying the Contractor the indicated amounts for materials and labour. However, the Department will pay the Contractor the amounts negotiated for each repair authorized by the Departmental Representative. The Contractor will be paid for work at an hourly rate and for materials based on the general provisions of the specifications and will not be entitled to any other compensation for any difference between the hours negotiated for each repair and the hours actually worked. The Contractor will be paid only for materials authorized and used in performing the work and must obtain prior approval from the Building Technical Authority or the authorized representative thereof before starting any work.
3. The above hourly rates shall include all labour costs related to the work done by employees, as set out in the specifications.