



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

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

800 Burrard Street, Room 219

800, rue Burrard, pièce 219

Vancouver

British Columbia

V6Z 0B9

Bid Fax: (604) 775-9381

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

Public Works and Government Services Canada -
Pacific Region

800 Burrard Street, Room 219

800, rue Burrard, pièce 219

Vancouver

British C

V6Z 0B9

Title - Sujet Elevator Maintenance	
Solicitation No. - N° de l'invitation W684Q-210164/A	Date 2021-01-26
Client Reference No. - N° de référence du client W684Q-210164	GETS Ref. No. - N° de réf. de SEAG PW-\$PWY-036-8912
File No. - N° de dossier PWY-0-43099 (036)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM Pacific Standard Time PST on - le 2021-02-18 Heure Normale du Pacifique HNP	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Martin (PWY), Delia	Buyer Id - Id de l'acheteur pwy036
Telephone No. - N° de téléphone (778) 707-2139 ()	FAX No. - N° de FAX (604) 775-6633
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DND – CFB Esquimalt – Victoria, BC	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée See Herein – Voir ci-inclus	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

Elevator Inspection, Maintenance, and Repair Canadian Forces Base, Esquimalt, BC

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

IMPORTANT NOTICE TO BIDDERS

Support the use of apprentices

Through Canada's Economic Action Plan 2013, the Government of Canada proposes to support the employment of apprentices in federal construction and maintenance projects. To support this initiative, a voluntary certification signaling the Contractor's commitment to hire and train apprentices is available at Annex H.

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PART 1 - GENERAL INFORMATION

1.1 Introduction

The bid solicitation and resulting contract document is divided into seven parts plus annexes as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation and states that the Bidder agrees to be bound by the clauses and conditions contained in all parts of the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Basis of Selection: specifies the mandatory requirements and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Security Requirements Check List, the Basis of Payment, the Evaluation Criteria and Basis of Selection, the Insurance Requirements, the Integrity Provisions, the Federal Contractors Program for Employment Equity Certification and the Voluntary Certification to Support the Use of Apprentices.

1.2. Summary

- 1.2.1 Public Works and Government Services Canada (PWGSC) on behalf of the Department of National Defence, CFB Esquimalt, has a requirement for a qualified technician to provide elevating device maintenance and emergency service. The Contractor shall provide all necessary tools, labour, supervision, materials, equipment and transportation to provide for the inspection, maintenance servicing, repairs and testing of all lifting devices. Qualified technicians are defined as mechanics, technicians and MIT's that are certified to the level or class required to perform the inspection, testing and repairs of the equipment.

The locations of work are all areas of Canadian Forces Base Esquimalt including: Dockyard, Naden, Work Point, Colwood, Bay Street Armory, Ashton Armory, HMCS Malahat Patricia Bay, Albert Head, Rocky Point and CFS Masset located at the northern tip of Graham Island in Haida Gwaii, BC, in Hecate Strait, which is approximately 1,800km from Esquimalt, BC.

Contractor must also provide an emergency call out service 24 hours per day 7 days per week (Masset not included).

The period of the contract is three (3) years from date of award. The Contractor grants to Canada an irrevocable option to extend the contract for two (2) additional one (1) year periods consisting of up to twelve (12) months each under the same conditions.

- 1.2.2 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.

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

PART 2 - BIDDER INSTRUCTIONS

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.

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 120 days

2.2 Submission of Bids

Bids must be submitted only to the Bid Receiving Unit of Public Works and Government Services Canada (PWGSC) specified below, by the date and time indicated on page 1 of the offer solicitation, either by delivering a hard copy or electronic epost Connect submission as follows:

HARD COPY Offer Submission

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

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

IMPORTANT NOTICE

Due to the impacts of the COVID-19 pandemic and to encourage physical distancing, the bid receiving unit in Vancouver will remain open but with limited staff and limited hours.

ELECTRONIC Offer Submission by epost Connect service

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

TSPGC.RPReceptiondessoumissions-PRBidReceiving.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.

Due to the nature of the bid solicitation, bids transmitted by facsimile 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 with awarded to FPS, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

For the purposes of this clause,

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

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

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

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension?

YES () NO ()

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

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

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

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of 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 the work force adjustment program.

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than **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 questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies 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 British Columbia.

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 Openings

Due to the impacts of the COVID-19 pandemic and to encourage physical distancing, the bid receiving unit in Vancouver will remain open but with limited staff and limited hours.

Public tender openings will be suspended until further notice. Following solicitation closing, bid results will be recorded and may be obtained by e-mailing a request to the Contracting Authority indicated in the Invitation to Tender.

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: Technical Bid
- Section II: Financial Bid
- Section III: 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: Technical Bid - one (1) hard copy
- Section II: Financial Bid - one (1) hard copy
- Section III: Certifications - one (1) hard 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.

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) (<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: Technical Bid

Bidders must submit their technical bid in accordance with Annex D, Evaluation Criteria and Basis of Selection.

Section II: Financial Bid

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

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Mandatory technical evaluation criteria are included in Annex D – Evaluation Criteria and Basis of Selection

4.1.2 Financial Evaluation

4.1.2.1 Financial Criteria

Financial evaluation criteria are included in Annex D – Evaluation Criteria and Basis of Selection

4.2 Basis of selection

Basis of Selection evaluation criteria are included in Annex D – Evaluation Criteria and 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 Integrity declaration form available on the Forms for the Integrity Regime 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 specified will render the bid non-responsive.

5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real property agreement of the Ineligibility and Suspension Policy (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the Contracting Authority with a completed Annex F: Integrity Provisions before contract award.

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 website (<http://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.

The Bidder must provide the Contracting Authority with a completed Annex G: Federal Contractors Program for Employment Equity - Certification, before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed Annex G Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Certificates

The Bidder must have a minimum of two current Class A elevator mechanics licensed under Technical Safety BC (or equivalent). The Bidder must provide the Contracting Authority with copies of the current elevator mechanic licenses from Technical Safety BC (or equivalent) before contract award.

The certifications should be submitted with the bid but may be submitted afterwards.

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Statement of Work

To provide all necessary tools, labour, supervision, materials, equipment and transportation to provide for the inspection, maintenance servicing, repairs and testing of all lifting devices for the Department of National Defence located at all areas of CFB Esquimalt and CFS Masset. The Contractor must perform the Work in accordance with the Statement of Work at Annex A.

6.2 Standard Clauses and Conditions

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

6.2.1 General Conditions

2035 (2020-05-28) General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

6.3 Security Requirement

6.3.1 The following security requirement (SRCL and related clauses provided by the [Contract Security Program](#) apply and form part of the Contract.

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).

6.4 Term of Contract

6.4.1 Period of Contract

The period of the contract is three (3) years from date of award.

6.4.2 Option to Extend 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) consisting of up to twelve (12) months each 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 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: Delia Martin
Title: Supply Specialist
Address: Public Works and Government Services Canada
Acquisitions Branch, Pacific Region
Real Property Contracting
219-800 Burrard Street
Vancouver, BC, V6Z 0B9
Telephone: 778-707-2139
E-mail: delia.martin@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: [\(to be inserted at Contract Award\)](#)

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____-____-_____
Facsimile: ____-____-_____
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: [\(to be inserted at Contract Award\)](#)

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____-____-_____
Facsimile: ____-____-_____
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: 2012-2 of the Treasury Board Secretariat of Canada.

6.7 Payment

6.7.1 Basis of Payment – Monthly Payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- a) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with Annex A – Statement of Work;
- b) all such documents have been verified by Canada;
- c) the Work performed has been accepted by Canada.

6.8 Invoicing Instructions - Maintenance Services

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions along with the monthly 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 Technical Authority.

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.

6.9.2 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and HRSDC-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "FCP Limited Eligibility to Bid" list. The imposition of such a sanction by HRSDC will constitute the Contractor in default as per the terms 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 British Columbia.

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 2035 (2020-05-28) General Conditions - Higher Complexity - Services ;
- (c) Annex A, Statement of Work;
- (d) Annex B, Security Requirements Check List;
- (e) Annex C, Basis of Payment
- (f) Annex E, Insurance Requirements, and;
- (g) the Contractor's bid

6.12 Insurance - Specific Requirements

6.12.1 Insurance - Specific Requirements

The Contractor must comply with the insurance requirements specified in the Annex E. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within fourteen (14) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

6.13 Cellular Phones and/or Pagers

The Contractor's Foreman or Site Supervisor must be equipped with a cellular phone and/or pager at all times. All expenses including installation, air time, activating fees, and the cost of the phones/pagers themselves, will be the responsibility of the Contractor. The Contractor must maintain an uninterrupted communication service.

6.14 Canadian Forces Site Regulations

The Contractor must comply with all standing orders or other regulations, instructions and directives in force on the site where the Work is performed.

6.15 Pre-Commencement Meeting

A pre-commencement meeting is mandatory for the Bidder prior to commencing any Maintenance service. The time and place of this meeting will be determined by the Technical Authority.

The Contractor is to supply the Technical Authority with a copy of his safety policy as required by the applicable Provincial Occupational Safety and Health Regulations.

6.16 Voluntary Reports for Apprentices Employed during the Contract

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

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

The data should be submitted to the Contracting Authority 6 months after contract award or at the end of the contract, whichever comes first.

Number of apprentices hired	Trade specialty

(Add lines if needed)

ANNEX A

Statement of Work

General

This contract is for the provision of qualified technicians to provide all necessary tools, labour, supervision, materials, equipment and transportation to provide for the inspection, maintenance servicing, repairs and testing of all lifting devices for the Department of National Defence located at CFB Esquimalt and CFS Masset. Qualified technicians are defined as mechanics, technicians and MIT's that are certified to the level or class required to perform the inspection, testing and repairs of the equipment on this Contract.

Contractor must have available a minimum of two current Class A elevator mechanics licensed under Technical Safety BC (or equivalent certification) for **monthly** inspection, maintenance servicing, adjusting, lubricating; repairs and testing to ensure elevating devices are maintained in accordance with Technical Safety BC Directive No: D-L4 101125 4 and ASME A17.1-2007/CSA B44-07. Contractor must also provide an **emergency call out service 24 hours per day 7 days per week (Masset not included)**.

Contractor must provide Project Authority with a hard copy of all elevator regulations and guidelines pertaining to maintenance and safety procedures within 30 days of award at no cost to DND. Further, Contractor must provide all updates or amendments of those codes and requirements at cost (plus approved markup) for the duration of the contract.

Locations

The locations of work under this contract are all areas of the CFB Esquimalt, including: Dockyard, Naden, Work Point, Colwood, Bay Street Armoury, Ashton Armoury, HMCS Malahat Patricia Bay, Albert Head, Rocky Point and Masset.

- **CFB Esquimalt (Dockyard)** is located approximately 8 km west of Victoria, at the western terminus of Esquimalt Road.
- **CFB Esquimalt (Naden)** is located at Admirals Road, approximately 1 km north of the junction of Esquimalt Road and Admirals Road.
- **CFB Esquimalt (Fire Hall)** Bldg #141 is located on 1350 Esquimalt Road, east from corner of Canteen Gate Road and Esquimalt Road
- **CFB Esquimalt (Work Point Barracks)** is located approximately 5 km west of Victoria, via Esquimalt Road and Head Street. Go south on Head Street approximately 1 km to the gates of Work Point Barracks at Head Street at Lyall Street.
- **CFB Esquimalt (Colwood – Damage Control & Firefighter Training School)** is west of the Victoria via Highways 1 and 1A to Wilfert Road, then turn left and continue for approximately ½ km to a controlled gate.
- **CFB Esquimalt (Bay Street Armoury)** is located at 715 Bay Street, at the corner of Bay Street and Douglas Street, Victoria, entrance via Field Street.
- **CFB Esquimalt (Ashton Armoury)** is located at 724 Vanalman Street east of the junction of Glanford Street and Vanalman Street., Victoria.
- **CFB Esquimalt (HMCS Malahat)** is in the James Bay area of Victoria at 20 Huron Street.
- **CFB Esquimalt (Patricia Bay)** is north of Victoria via the Pat Bay Highway to McTavish Road, west on Shallington Road; follow approximately 3 kilometers to Kitty Hawk Road.
- **CFB Esquimalt (Albert Head)** is south and west of Victoria via Highways 1 and 1A to, Metchosin Road and Duke Road; follow approximately 2 km on Duke Road to Albert Head Road, proceed approximately 1 kilometer in a southerly direction on Albert Head Road to gate entrance.
- **CFB Esquimalt (Rocky Point)** is south and west of Victoria via Highways 1 and 1A to Sooke Road then left at Happy Valley Road to Rocky Point Road then right to East Sooke Road and left to controlled gate.

NOTE LOCATION OF WORK

- **CFS Leitrim Det (Masset)** is located at 50 Tow Hill Road, which is about 8 kilometers outside the town of Masset. Masset is located at the northern tip of Graham Island in Haida Gwaii, BC, in Hecate Strait, and is approximately 1,800km from Esquimalt, BC. To meet service requirements, additional transportation will be required by ferry or plane.

Frequencies

As per the latest edition of CAN/CSA-B44 Safety Code for Elevators, Escalators, Dumbwaiters, Moving Walks and Freight Platform Lifts and the Technical Safety BC Directive No: D-L4 101125 4 Part 2: maintenance intervals and inspections on each and every device must be performed monthly. Contractor is to provide the Project Authority with a schedule within 30 days from contract award which must have a detailed frequency of inspection and service on all CFB Esquimalt and Masset inventory, identifying which units must undergo the requisite annual brake examinations (Safety Order SO-L1 110225 4) and when this must be occurring. Further, the monthly inspections must ensure that all direct-acting hydraulic elevators and roped-hydraulic elevators are in compliance with Safety Order SO-L1 090128 1 Flexible Hoses on Hydraulic Elevators. Current inventory is listed later on in this Statement of Work. For missed monthly inspection and service visits, no payment will be made when there was no monthly inspection and service performed.

Work Included in Inspections and Service

In accordance with this specification, Contractor must inspect, adjust, clean and lubricate the elevating devices on a monthly basis in order to maintain the elevating devices and keep it in proper and safe working condition.

During the monthly inspections and service, and with permission from the Project Authority, the contractor may make minor repairs and replace parts up to the value of \$300.00 including labour, which must be identified and included on the monthly "Call-Out" invoice. Any repairs larger than this amount are to be reported on the monthly inspection report and the Project Authority must be notified. A separate task order will be authorized by DND to complete the work or repair. This work will not be started by the contractor until funded and authorized by the Project Authority.

The scope of this contract must include but is not limited to the following repairs:

- **Machine** - including the worm, worm gear, bearings, coupling, shaft, brake armature, brake coils, contacts, shoes, springs, drums and linings. All "Driving Machine Brake – Electric Elevator" assemblies must be dismantled and reassembled annually. Ref: TSBC, NO: B-L4 110225 3. All procedures and information must be adhere to the TSBC, SO-L1 110225 4.
- **Hoist Motor & Generator set** - including motor windings, commutator, rotating element, brushes, brush holders and bearings.
- **Control Equipment** - including the group dispatcher, relays, solid state components, resistors, transformers, contacts, conductors, timing devices, computing devices, solid state drives, selector and all other mechanical or electrical equipment.
- **Governor** - including the shaft and sheave, bearings, jaws, switches and tension sheaves.
- **Hoist-way Equipment** - including the deflector sheaves, car and counterweight safeties, limit switches, compensating cable or chain, travelling cable, counterweight guides, hoist-way door interlocks, door hangers and closing devices.
- **Car Equipment** - including power door operator, door hangers and tracks, door guides, car door contacts, v-belts, door protective devices, load weighing devices, car guide shoes or rollers.
- **Car Light fixtures** - this includes all tubes, ballasts and bulbs.
- **Hydraulic Elevators** - the pump motors, pumps, valves, cylinder packing, muffler, all visible piping and the oil reservoir. Contractor must replace all hydraulic oil lost through normal use.

Extra Work Not Included in Inspection and Service

Repairs and replacement parts for elevating devices under the contract may be required on an "as-and-when-requested" basis under the Task Authorization process. Defective or unserviceable parts are to be repaired or replaced. All repairs conducted during monthly inspections and service must be recorded on the monthly reports (detailed under [Reporting](#) below). These types of extra work (not included in the Inspection and Service) must be approved by the Project Authority through a Task Authorization before work is to commence.

Replacement of Parts

Only new Original Equipment Manufacturer (OEM) parts are to be used or parts approved by the manufacturer of the equipment being worked on. When a manufacturer cannot be contacted and new OEM parts are not available the parts must be approved by the Project Authority. The Contractor will be reimbursed at cost (with mark-up, if applicable) for the parts purchased to repair the lifting devices.

Real Property Operations Contacts (from whom you may accept service calls):

- Primary Contact
Real Property Operations Section (Esquimalt) Contract Coordinators;
- Regular working hours
Real Property Operations Section (E) Trouble Desk (250) 363-2009; and
- After-hours, Weekends and Holidays
CFB Esquimalt Fire Hall in bldg. # N-141; (250) 363-1990 or (250) 363-1991.

Communications

To facilitate communication between Contractor and the Project Authority, Contractor must maintain a continuously-manned telephone during regular working hours 0800 h to 1630 h for regular work, and a cell phone or answering service manned after hours for emergency service. An answering machine is not acceptable.

If access to a building is restricted due to DND operations Contractor is to first try to arrange another date with the building occupant. If this is not possible the Project Authority is to be contacted as soon as possible for rescheduling.

The contractor must notify the Project Authority when they will be or are on a DND site and notify the Project Authority when they are leaving the site to provide an update on work performed during the visit.

Logbooks

Each lifting device must have a log pertaining to all maintenance activities performed which must be kept up to date and located in the equipment room/mechanical cabinet and must be easily accessible, legible and signed by the inspector completing the task. The logbook must be maintained as per ASME A17.1-2007/CSA B44-07 pra. 8.6.12.2.5.

Reporting

At the end of each monthly billing period:

- Contractor must provide a completed Monthly Elevator Inspection Report. An Excel template will be provided by the Project Authority.
- The monthly inspection report must be submitted electronically (email address to be provided by the Project Authority after contract award).
- Service Calls for each month are to be included on one monthly Invoice and will contain information pertaining to each "Service Call" including: the Service Call "Log Number" (supplied by DND); Reference number (supplied by contractor); Date of Service Call; Location-Building Number-Elevator unit number (licenses number); Reason for Service Call; details of repairs made to the unit; Name of Technician that responded to call; Show actual cost of all Materials/Parts plus % mark-up; Duration of work performed and total cost for that "Service Call".

Example: Log 1500288345-045
Reference No. 112233
October 14/2020
NAD141-ELEV-30359
Elevator doors will not close
Replaced and adjusted photo eyes
John Doe
Parts/material \$150.00 + % Mark-up = \$
1 Hour @ Call-Out Rate = \$
Total Call-Out \$

Labour Rates

The rates must include all labour, supervision, equipment and transportation to the work site. These rates must remain firm for the complete period of the Contract and must exclude any applicable taxes, such as the Goods and Services Tax, which must be shown as a separate item on the invoice for payment. No mark-up will be permitted on labour.

Hours of Work

Contractor must normally be required to perform these services during regular working hours: **0800 hrs. to 1630 hrs. Monday to Friday**; however, in the event it becomes necessary, Contractor agrees to be available to respond to **emergency call outs** outside regular working hours, including weekends and statutory holidays. Contractor must provide a satisfactory means of communication to facilitate emergency call outs, and must respond in accordance with the mandatory response times listed below.

Response Time CFB Esquimalt (Masset not Included)

For regular (non-emergency) call outs, Contractor is required to respond within 4 hours by either telephoning or emailing the Project Authority and must be on site to affect the necessary repairs within 24 hours.

For emergency call outs, Contractor is required to be on site within 30 minutes.

Emergency call outs are defined as any call that involves an entrapment in an elevator, an elevator out of service in a building with only one elevator and a disabled person incapable of using the stairs.

Service Call-Out Fee (Masset not Included)

Service Calls will be charged at a firm Call Out fee. Call out fees do not apply to regular Inspections and Service or minor repairs conducted during monthly Inspections and Service. Call Out fees apply to any work not included in Inspections and Service. Call Out fees from the Contractor's site to the DND site location must include travel time to the jobsite plus one (1) hour of productive labour in performance of the work. A Call Out fee can only be charged once for each individual authorized Task Authorization.

Minimum Staffing

Contractor must maintain a workforce capable of completing the scope of work within this contract.

Contractor Qualifications

Contractor must supply the names of qualified licensed elevator mechanics (Qualified is defined as: Mechanics, Technician's and MIT's that are Certified to the level or Class required, to perform the Inspection, testing and repairs of the equipment on this contract), complete with the expiry dates of their qualifications. Project Authority may request copies, or proof of signed off MIT's Personal Skills Passport as well as, qualifications of Contractor employee, or sub-contractor throughout the duration of this contract.

Inventory List of Lifting Devices to be Serviced

	Bldg No.	Elev. No.	Lifting Device	Capacity (lbs.)	Speed ft. /min	Manufacturer
1	SH-575	10119	Passenger	2,000	100	Otis
2	SH-508	543	Freight	3,000	100	Otis
3	SH-586	30084	Passenger	4,000	125	General
4	SH-586	30085	Passenger	4,000	125	General
5	SH-586	30069	Dumbwaiter	500	50	General

6	SH-586	30083	Freight	4,000	100	General
7	SH-585	30020	Passenger	2,000	100	Montgomery
8	SH-585	30021	Freight	4,000	50	Montgomery
9	SH-571	623	Dumbwaiter	200	20	Montgomery
10	SH-571	30042	Stair Lift	450	20	Garaventa
11	DY-211	615	Freight	6,000	50	Otis
12	DY-211	30047	Passenger	2,500	125	Otis
13	DY- 199	10126	Passenger	4,000	100	Montgomery
14	DY-10	11223	Platform	2,000	20	Pimley
15	DY-260	30051	Passenger	2,500	100	Otis
16	DY-70	30438	Passenger	3,500	110	Richmond
17	DY-77	30297	Handicap Lift	750	30	Concord
18	DY-77	30299	Passenger	2,500	150	Schindler
19	DY-77	30298	Passenger	2,500	150	Schindler
20	DY-109	609	Freight	4,000	30	Dover
21	DY-100	30017	Passenger	2,100	125	Dover
22	DY-100	30018	Passenger	2,100	125	Dover
23	DY-80	946	Freight	3,000	50	Otis
24	DY-83	608	Freight	4,000	50	Dover
25	DY-85	7052	Freight	3,000	50	Otis
26	DY-250 (5)	30250	Handicap Lift	750	30	General
27	DY-250 (3)	30253	Rope / Hydro	2,500	125	Thyssen Krupp
28	DY-250 (4)	30254	Handicap Lift	750	30	General
29	DY-250 (7)	30426	Passenger	3,500	150	Richmond
30	DY-250 (8)	30475	Passenger	4,000	425	Richmond
31	DY-250 (6)	30353	Passenger	5,500	120	Northern / T-K
32	DY-250 (1)	30322	Passenger	2,500	125	Thyssen Krupp
33	DY-250 (2)	12157	Freight	4,000	100	Otis

34	NAD-141	30359	Passenger	4,000	150	Kone
35	NAD-34	30492	Stair Lift	550	20	Savaria
36	NAD-92	30058	Stair Lift	450	20	Garaventa
37	NAD-92	30436	Stair Lift	495	20	Garaventa
38	NAD-88	30031	Stair Lift	450	20	Garaventa
39	NAD-54	30247	Passenger	3,500	100	Thyssen Krupp
40	NAD-136	30283	Handicap Lift	1,000	30	Concord
41	NAD-30	30032	Stair Lift	450	20	Garaventa
42	NAD-2	30043	Stair Lift	450	20	Garaventa
43	NAD-97	9833	Passenger	2,500	100	Dover
44	NAD-97	9834	Passenger	2,500	100	Dover
45	WP-1372	21764	Passenger	1,600	150	Thyssen Krupp
46	WP-1372	21765	Passenger	1,600	150	Thyssen Krupp
47	WP-1094	11528	Passenger	2,100	125	Montgomery
48	WP-1367	30082	Handicap Lift	1,000	25	General
49	MAL-1	10036	Passenger	2,000	100	Montgomery
50	MAL-1	10040	Platform	2,000	30	Advance
51	BAYSTA	30010	Passenger	2,500	100	General
52	Pat Bay 126	30367	Passenger	4,000	200	Richmond
53	ASH-01	30023	Dumbwaiter	450	30	Montgomery
54	ASH-01	30285	Handicap Lift	750	30	Concord
55	COL-103	30086	Passenger	3,000	100	General
56	AH-1075	30286	Handicap Lift	1,000	30	Concord
57	AH-1076	30256	Passenger	2,500	125	Thyssen Krupp
58	RP-38	30008	Stair Lift	450	20	Garaventa
59	MAS-38	497	Freight	4,000	75	Horn

Number of Units in each Lifting Device Category

Item	Lifting Device Category	No. of units
1	Passenger	28
2	Freight	9
3	Platform	2
4	Handicap Lift	7
5	Dumbwaiter	3
6	Stair Lift	8
7	Rope / Hydro	1
8	Freight (Masset)	1
	Total	59

The Inventory List of Elevators to be serviced contains elevators that must be inspected on a monthly basis.

At any time during the contract, Canada reserves the right to add units or to delete units from the List of Elevating Devices to be serviced with written notice given to Contractor. When an addition or deletion is made to the inventory list, the monthly maintenance costs will increase or decrease as per the agreed monthly maintenance cost for said lifting devices of that particular category.

ANNEX B

SECURITY REQUIREMENT CHECK LIST

Attached

ANNEX C

BASIS OF PAYMENT

The Offeror agrees that the Price(s) per Unit as tendered govern in calculating the Total Evaluated Price. The Offeror understands that any errors in the addition of the Estimated Total Price will be corrected by Canada in order to obtain the Total Evaluated Price.

The estimated quantities set out in this annex are for the purposes of comparative evaluation of the bids and do not express nor imply an obligation on the part of Canada to order any or all of the work listed therein.

A rate must be entered for each item. If rate is "nil" enter zero (0).

Canada may reject the bid if any of the prices submitted do not reasonably reflect the cost of performing the part of the work to which that price applies.

The prices inserted in the Unit Price Table of this Offer include all applicable federal, provincial and municipal taxes however they do not include any amount for the Goods and Services Tax (GST) or the Harmonized Sales Tax (HST). The appropriate GST/HST amounts will be paid by Canada to the Offeror in addition to the amounts paid against the amount of the Contract. The Offeror shall make the appropriate remittances to Revenue Canada in accordance with legislation.

Unspecified materials shall be reimbursed at net cost, supported by invoices, plus mark-up as established in the Unit Price Table of this offer. Net Cost means all amounts reasonably and properly paid by the Offeror in respect to materials required for and used in the Work, and includes packing, handling, and delivery charges, less any trade discounts received by the Offeror. The Offeror's mark-up on Unspecified Material covers overheads, profit, and all other expenses whatsoever.

The rates specified in the Unit Price Table for specific types of service shall be the total cost to perform the work including, but not limited to wages, travelling time and costs, transportation/vehicle expenses, allowances, supervision, liabilities as employer, insurance, use of all tools, tackle etc., overhead, profit, any other incidental expenses other than supply of materials and replacement parts relating to the delivery of labour and all other liabilities whatsoever.

No payment shall be made for any lifting device that is missed during monthly elevator inspection and service.

For missed monthly elevator inspection and service, through no fault of the contractor, the contractor will be compensated at 25% of the monthly rate under the correct category as described in the Basis of Payment. If the monthly inspection is re-scheduled, and performed satisfactorily within the correct time frame, the contractor will be further compensated at 100% of the monthly rate.

EVALUATION OF PRICE

The price of the bids will be evaluated in Canadian dollars, the Goods and Services Tax (GST) or the Harmonized Sales Tax (HST) excluded, FOB destination for goods, shipping charges included, Customs, duties and Excise taxes included.

TABLE 1 – INSPECTIONS AND SERVICE

DESCRIPTION: Contractor must inspect, adjust, clean and lubricate the elevating devices on a monthly basis in order to maintain and keep them in safe working condition. Supervision shall be included.

EXTRA WORK NOT INCLUDED: Repairs and replacement parts. Defective or unserviceable parts are to be repaired or replaced upon approval of Project Authority. All parts and deliveries are FOB: Job Site

YEAR ONE (1)	Est. # of Trips (A)	# of device types (B)	Firm Unit Price (C)	Extended Amount (D) (A x B x C = D)
Passenger Elevators	12	28		
Freight Elevators	12	9		
Platform Elevators	12	2		
Handicap Lifts Elevators	12	7		
Dumbwaiter Elevators	12	3		
Stair Lift Elevators	12	8		
Rope/Hydro Elevators	12	1		
<u>Masset</u> Freight Elevator	12	1		
YEAR TWO (2)				
Passenger Elevators	12	28		
Freight Elevators	12	9		
Platform Elevators	12	2		
Handicap Lifts Elevators	12	7		
Dumbwaiter Elevators	12	3		
Stair Lift Elevators	12	8		
Rope/Hydro Elevators	12	1		
<u>Masset</u> Freight Elevator	12	1		
YEAR THREE (3)				
Passenger Elevators	12	28		
Freight Elevators	12	9		
Platform Elevators	12	2		
Handicap Lifts Elevators	12	7		
Dumbwaiter Elevators	12	3		
Stair Lift Elevators	12	8		
Rope/Hydro Elevators	12	1		
<u>Masset</u> Freight Elevator	12	1		

OPTION YEAR ONE (1)	Est. # of Trips (A)	# of device types (B)	Firm Unit Price (C)	Extended Amount (D) (A x B x C = D)
Passenger Elevators	12	28		
Freight Elevators	12	9		
Platform Elevators	12	2		
Handicap Lifts Elevators	12	7		
Dumbwaiter Elevators	12	3		
Stair Lift Elevators	12	8		
Rope/Hydro Elevators	12	1		
Masset Freight Elevator	12	1		
OPTION YEAR TWO (2)				
Passenger Elevators	12	28		
Freight Elevators	12	9		
Platform Elevators	12	2		
Handicap Lifts Elevators	12	7		
Dumbwaiter Elevators	12	3		
Stair Lift Elevators	12	8		
Rope/Hydro Elevators	12	1		
Masset Freight Elevator	12	1		
SUBTOTAL (A): Inspection and Service, All Years, Tax(es) Extra				
TABLE 2 – FIRM HOURLY RATES (Masset not included) DESCRIPTION: Additional work not included in Inspection and Service. Additional work is as and when requested by the Project Authority. Supervision shall be included. All parts and deliveries are FOB: Job Site.				
YEAR ONE (1)	Firm Unit Price (A)	Estimated Hours (B)	Extended Amount (C) (A x B = C)	
Regular Hours (Monday to Friday 8h to 1630h)		100		
Outside Regular Hours (Monday to Friday after 1630h, Saturday, Sunday, and Statutory Holidays)		100		
YEAR TWO (2)				
Regular Hours (Monday to Friday 8h to 1630h)		100		
Outside Regular Hours (Monday to Friday after 1630h, Saturday, Sunday, and Statutory Holidays)		100		

**TABLE 2 – FIRM HOURLY RATES
continued (Masset not included)**

YEAR THREE (3)	Firm Unit Price (A)	Estimated Hours (B)	Extended Amount (C) (A x B = C)
Regular Hours (Monday to Friday 8h to 1630h)		100	
Outside Regular Hours (Monday to Friday after 1630h, Saturday, Sunday, and Statutory Holidays)		100	
OPTION YEAR ONE (1)			
Regular Hours (Monday to Friday 8h to 1630h)		100	
Outside Regular Hours (Monday to Friday after 1630h, Saturday, Sunday, and Statutory Holidays)		100	
OPTION YEAR TWO (2)			
Regular Hours (Monday to Friday 8h to 1630h)		100	
Outside Regular Hours (Monday to Friday after 1630h, Saturday, Sunday, and Statutory Holidays)		100	
SUBTOTAL (B): Firm Hourly Rates, All Years, Tax(es) Extra			

**TABLE 3 – REPLACEMENT PARTS AND RENTAL EQUIPMENT MARK UP
(Masset not included)**

DESCRIPTION: Work that is not included in Inspection and Service. Supervision shall be included. All parts deliveries are FOB: Job Site. Additional work, equipment and materials required will be on an as and when requested basis by the Project Authority.

	Estimated Value (A)	Mark-up percentage (B)	Extended Amount (C) (A x B = C)
Year 1 – Mark Up Replacement Parts and Rental of Equipment	\$25,000.00		
Year 2 – Mark Up Replacement Parts and Rental of Equipment	\$25,000.00		
Year 3 – Mark Up Replacement Parts and Rental of Equipment	\$25,000.00		
Option Year 1 – Mark Up Replacement Parts and Rental of Equipment	\$25,000.00		
Option Year 2 – Mark Up Replacement Parts and Rental of Equipment	\$25,000.00		
SUBTOTAL (C): Replacement Parts and Rental Equipment Mark Up, All Years, Tax(es) Extra			

TABLE 4 – SUBCONTRACTOR MARK UP (Masset not included)

DESCRIPTION: Work that is not included in Inspection and Service. Supervision shall be included and subcontractor rates shall be inclusive of all charges. All parts deliveries are FOB: Job Site. Additional work by Subcontractor is to be on an as and when requested basis by the Project Authority.

	Estimated Value (A)	Mark-up percentage (B)	Extended Amount (C) (A x B = C)
Year 1 – Mark Up Subcontractor	\$25,000.00		
Year 2 – Mark Up Subcontractor	\$25,000.00		
Year 3 – Mark Up Subcontractor	\$25,000.00		
Option Year 1 – Mark Up Subcontractor	\$25,000.00		
Option Year 2 – Mark Up Subcontractor	\$25,000.00		
SUBTOTAL (D): Subcontractor Mark Up, All Years, Tax(es) Extra			

TABLE 5 – SERVICE CALL OUT FEE (Masset not included)

DESCRIPTION: Call Out fees apply to any work not included in Inspection and Service and is on an as and when requested basis by the Project Authority. A Call Out fee can only be charged once for each individual Task Authorization and must include travel time to the jobsite plus one (1) hour of productive labour in performance of the work.

	Estimated Number of Call Outs Required (A)	Call Out Rate (B)	Extended Amount (C) (A x B = C)
Year 1 – Call Out Rate	50		
Year 2 – Call Out Rate	50		
Year 3 – Call Out Rate	50		
Option Year 1 – Call Out Rate	50		
Option Year 2 – Call Out Rate	50		
SUBTOTAL (E): Service Call Out Fee, All Years, Tax(es) Extra			

TOTAL AMOUNT FOR EVALUATION:

INSPECTION AND SERVICE: Subtotal (A)	
FIRM HOURLY RATES: Subtotal (B)	
REPLACEMENT PARTS AND RENTAL EQUIPMENT MARK UP: Subtotal (C)	
SUBCONTRACTOR MARK UP: Subtotal (D)	
CALL OUT FEE: Subtotal (E)	
TOTAL ESTIMATED AMOUNT	
Tax(es) extra	

ANNEX D

EVALUATION CRITERIA AND BASIS OF SELECTION

1. Technical Evaluation

1.1 Mandatory Technical Criteria

The Bidder must meet all of the following mandatory criteria in order to be considered. Failure to do so will result in the bid being declared non-responsive and no further consideration will be given.

1.2 Certificates

The Bidder must provide certificates for a minimum of two current Class A elevator mechanics licensed under Technical Safety BC (or equivalent certification) for monthly inspection, maintenance servicing, adjusting, lubricating; repairs and testing to ensure elevating devices are maintained in accordance with Technical Safety BC Directive No: D-L4 101125 4 and ASME A17.1-2007/CSA B44-07.

1.3 Previous Experience and Performance

The Bidder must provide evidence of experience and past performance by referencing two (2) projects or contracts, wherein the elevator inspection services provided are comparable to those described in this solicitation.

PWGSC reserves the right to verify information for completeness and accuracy and to confirm reference satisfaction with services provided. In the event where the information cannot be verified or the service is found to be unsatisfactory, the bid will be considered non-responsive and no further consideration will be given to the Bidder.

1.4 Individual Personnel Requirements

The Bidder must provide evidence of experience by listing two (2) employees with the requirements listed in the table.

PWGSC reserves the right to verify information for completeness and accuracy and to confirm reference satisfaction with services provided. In the event where the information cannot be verified or the service is found to be unsatisfactory, the bid will be considered non-responsive and no further consideration will be given to the Bidder.

PART A: Complete the table by listing two (2) past elevator maintenance service contracts performed with the following requirements. Do not leave any boxes blank. If a bidder submits examples of contracts in excess of the stated requirements, only the first two examples will be assessed.

MANDATORY REQUIREMENTS

- a) The description of the Statement of Work must be similar in nature to the Statement of Work under Annex A.
- b) Bidder must list the number of elevating devices serviced/repaired during the contract.
- c) The overall value of the contract must be provided.
- d) The experience of the Contractor must have been for a minimum of three (3) years within the last ten (10) years.
- e) Reference information for the project must be provided.

No.	DESCRIPTION (Statement of Work and Number of Elevating Devices)	Overall value of the contract	Time period of previous experience? (must be at least three years within the last ten)	REFERENCE (Name, Tel., Email)
1				Contact Name: Business Name: Telephone: Email:
2				Contact Name: Business Name: Telephone: Email:

Part B – Individual Personnel Requirements

Complete the table by listing two (2) employees with the following requirements. Do not leave any boxes blank. If a bidder submits employee information in excess of the stated requirements, only the first two employees proposed will be assessed.

MANDATORY REQUIREMENTS

- 1) Employees' full legal name.
- 2) Years of experience must be provided. The individual must have a minimum of three (3) years or more in the last ten (10) years performing elevator maintenance and repair work similar to the Annex A Statement of Work.
- 3) A description of experience similar in nature to the Statement of Work under Annex A.
- 4) The individuals Class A elevator mechanic license number from Technical Safety BC (or equivalent).

No.	Employee's Full Name	Years of experience (minimum 3 years in the last 10)	Description of Experience	Class A elevator mechanic license number (Technical Safety BC or equivalent – please specify)
1				
2				

2. Financial Evaluation

Bidders must submit their financial bid as outlined in Annex C.

The Bidder must respond to the Price Tables by inserting its financial bid as quoted firm rates.

The volumetric data in the Price Table is provided for bid evaluation price determination purposes. The specified estimated quantities and expenditures do not represent a commitment by Canada.

For bid evaluation and Contractor selection purposes only, the evaluated price of the bid will be determined in accordance with the Total Estimated Price (Excluding Applicable Taxes) in Annex C, Basis of Payment.

3. Basis of Selection

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

4. Submission Checklist

The Bidder is responsible for following the instructions and meeting all submission requirements outlined in the Request.

The following list of documents and forms is provided with the intention of assisting the Bidder in ensuring a complete submission

- Front Page of the Request for Request for Proposal (RFP) – completed and signed
- Front page(s) of any solicitation amendment – completed and signed
- Former Public Servant in Receipt of a Pension certification
- Work Force Adjustment Directive certification
- Mandatory technical criteria as per ANNEX D – EVALUATION CRITERIA AND BASIS OF SELECTION, including:
 - a copy of the proposed Certificates;
 - the proposed Previous Experience and Performance Tables
- Price Proposal Form (ANNEX C – BASIS OF PAYMENT)
- Certifications required with the bid, as applicable (See PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION)
- List of Names (ANNEX F – INTEGRITY PROVISIONS)

ANNEX E

INSURANCE REQUIREMENTS

Commercial Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than **\$5,000,000** per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - (a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - (b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - (c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - (d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - (e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - (f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - (g) Employees and, if applicable, Volunteers must be included as Additional Insured.
 - (h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - (i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - (j) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - (k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - (l) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

ANNEX G

FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\) – Labour's](#) website.

Date: _____ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- ☐ A1. The Bidder certifies having no work force in Canada.
- ☐ A2. The Bidder certifies being a public sector employer.
- ☐ A3. The Bidder certifies being a federally regulated employer being subject to the [Employment Equity Act](#).
- ☐ A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.

A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

- ☐ A5.1. The Bidder certifies already having a valid and current Agreement to Implement Employment Equity (AIEE) in place with ESDC-Labour.

OR

- ☐ A5.2. The Bidder certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- ☐ B1. The Bidder is not a Joint Venture.

OR

- ☐ B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)

ANNEX H

Voluntary Certification to Support the Use of Apprentices

1. To encourage employers to participate in apprenticeship training, Contractors bidding on construction and maintenance contracts by Public Works and Government Services Canada (PWGSC) are being asked to sign a voluntary certification, signaling their commitment to hire and train apprentices.
2. Canada is facing skills shortages across various sectors and regions, especially in the skilled trades. Equipping Canadians with skills and training is a shared responsibility. In Economic Action Plan (EAP) 2013, the Government of Canada made a commitment to support the use of apprentices in federal construction and maintenance contracts. Contractors have an important role in supporting apprentices through hiring and training and are encouraged to certify that they are providing opportunities to apprentices as part of doing business with the Government of Canada.
3. Through the Economic Action Plan 2013 and support for training programs, the Government of Canada is encouraging apprenticeships and careers in the skilled trades. In addition, the government offers a tax credit to employers to encourage them to hire apprentices. Information on this tax measure administered by the Canada Revenue Agency can be found at: www.cra-arc.gc.ca. Employers are also encouraged to find out what additional information and supports are available from their respective provincial or territorial jurisdiction.
4. Signed certifications will be used to better understand contractor use of apprentices on Government of Canada maintenance and construction contracts and may inform future policy and program development.
5. The Contractor hereby certifies the following:
In order to help meet demand for skilled tradespeople, the Contractor agrees to use, and require its subcontractors to use, reasonable commercial efforts to hire and train registered apprentices, to strive to fully utilize allowable apprenticeship ratios¹ and to respect any hiring requirements prescribed by provincial or territorial statutes.

¹ The journeyperson-apprentice ratio is defined as the number of qualified/certified journeypersons that an employer must employ in a designated trade or occupation in order to be eligible to register an apprentice as determined by provincial/territorial (P/T) legislation, regulation, policy directive or by law issued by the responsible authority or agency.

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

Name:

Signature:

Company Name:

Company Legal Name:

Solicitation Number:

Optional information to provide:

Number of apprentices planned to be working on this contract:

Trades of those apprentices:



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



PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité : ☒ No ☐ Yes
Non Oui

9. Will the supplier require access to extremely sensitive INFOSEC information or assets:
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? ☒ 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

☒ RELIABILITY STATUS
COTE DE FIABILITÉ

☐ CONFIDENTIAL
CONFIDENTIEL

☐ SECRET
SECRET

☐ TOP SECRET
TRÈS SECRET

☐ TOP SECRET - SIGINT
TRÈS SECRET - SIGINT

☐ NATO CONFIDENTIAL
NATO CONFIDENTIEL

☐ NATO SECRET
NATO SECRET

☐ COSMIC TOP SECRET
COSMIC TRÈS SECRET

☐ 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 Confidentiel	NATO Secret	COSMIC Top Secret COSMIC - Très Secret	Protected Protégé			Confidential Confidentiel	Secret	Top Secret Très Secret
											A	B	C			
Information / Assets Renseignements / Biens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Media Support TI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Link Lien électronique	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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 PROTÉGÉ et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée.

12. b) Will the document attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



Contract Number / Numéro du contrat
W684Q-210164

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) R. Arnot CONTRACTS SUPERVISOR	Title - Titre Contracts Supervisor	Signature
Telephone no. - N° de téléphone 250-363-1900 e	Facsimile - Télécopieur (250) 363-5324	E-mail address - Adresse courriel richard.arnot@forces.gc.ca
		Date 2020-07-30

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

Name (print) - Nom (en lettres moulées) Sasa Medjovic	Title - Titre Security analyst	Signature MEDJOVIC, SASHA 234 <small>Digitally signed by MEDJOVIC, SASHA 234 DN: cn=CA, o=GC, ou=IND-MON, ou=Personnel, ou=INTERN, cn="MEDJOVIC, SASHA 234" Reason: I am approving this document Location: your signing location here Date: 2020-08-18 14:25:42 Font: PhantomPDF Version: 9.7.1</small>
Telephone no. - N° de téléphone 613-996-0286	Facsimile - Télécopieur	E-mail address - Adresse courriel sasa.medjovic@forces.gc.ca
		Date

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

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées) Delia Martin	Title - Titre Supply Specialist	Signature 	Digitally signed by: f03a0f7b-4fd2-45f3-be3a-d57de2ebb0f DN: CN = f03a0f7b-4fd2-45f3-be3a-d57de2ebb0f Date: 2021.01.26 16:05:22 -08'00'
Telephone no. - N° de téléphone 778-707-2139	Facsimile - Télécopieur	E-mail address - Adresse courriel delia.martin@pwgsc-tpsgc.gc.ca	Date

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

Name (print) - Nom (en lettres moulées) C. Jason Quade Contract Security Officer Jason.Quade@pwgsc-tpsgc.gc.ca	Title - Titre Contract Security Officer	Signature Quade, Clarence 	Digitally signed by Quade, Clarence Date: 2020.08.27 13:35:37 -04'00'
Facsimile - Télécopieur		E-mail address - Adresse courriel	Date

Security Classification / Classification de sécurité
UNCLASSIFIED