



**RETURN SUBMISSIONS TO:
RETOURNER LES SOUMISSIONS À:**

**Bid Receiving - CFIA / Réception des
soumissions - l'ACIA**

Email Address - Courriel:

cfia.bidreceipt-
receptiondesoumission.acia@canada.ca
Reference of Solicitation # / Référence de
l'invitation n°: **C0197**

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

Comments - Commentaires

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

Issuing Office - Bureau de distribution
Contracting and Procurement Policy Division (CPPD) /
Division de la politique des approvisionnements et des
marchés (DPAM)
59 Camelot Drive / 59 promenade Camelot
Ottawa, ON K1A 0Y9

Canada

Title - Sujet Preventive and Corrective Maintenance Program for Physical Security Access Control	
Solicitation No. - N° de l'invitation C0197	Date January 28, 2021
Client Reference No. - N° de référence du client C0197	File No. - N° de dossier C0197
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le February 26, 2021	Time Zone Fuseau horaire Eastern Standard Time EDT
F.O.B. - F.A.B. Plant-Usine: ____ Destination: <u>X</u> Other-Autre: ____	
Address Enquiries to: - Adresser toutes questions à: Ashley Bennett	
Telephone No. - N° de téléphone (613) 773-7769	FAX No. - N° de FAX (613) 773-7615
Destination of Goods, Services, and Construction: Destination des biens, services et construction: CANADIAN FOOD INSPECTION AGENCY/ L'AGENCE CANADIENNE D'INSPECTION DES ALIMENTS 1400 Merivale Road / 1400 chemin Merivale Ottawa, ON K1A 0Y9 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée See Herein	Delivery Offered - Livraison proposée	
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	Time Zone Fuseau horaire Eastern Standard Time EST	
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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Annex A – Statement of Work

Annex B – Basis of Payment

Annex C – Security Requirement Check List

LIST OF ATTACHMENTS TO PART 3 (BID PREPARATION INSTRUCTIONS):

Attachment 1 to Part 3 – Pricing Schedule

LIST OF ATTACHMENTS TO PART 4 (EVALUATION PROCEDURES AND BASIS OF SELECTION):

Attachment 1 To Part 4 – Bid Evaluation Criteria



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

This bid solicitation is being issued for the requirement Preventive and Corrective Maintenance Program for the Canadian Food Inspection Agency (CFIA). The work to be performed is detailed under Annex "A" Statement of Work.

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.



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 3.a) of Section 01, Integrity Provisions - Bid of the Standard Instructions ([2003](#)) incorporated by reference above is deleted in its entirety and replaced with the following:

- a. at the time of submitting an arrangement under the Request for Supply Arrangements (RFSAs), the Bidder has already provided a list of names, as requested under the [Ineligibility and Suspension Policy](#). During this procurement process, the Bidder must immediately inform Canada in writing of any changes affecting the list of names“.

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 Canadian Food Inspection Agency (CFIA) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile to CFIA 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 Ontario.

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

2.6 Optional Site Visit (Upon Request)

An Optional Site Visit can be scheduled upon request at any of the locations that are identified in Annex "A" Statement of Work. Interested bidders are to submit a request by submitting in writing to the Contracting Authority by **February 4, 2021 at 2:00 pm (Ottawa time)**. Confirmation of attendance received after that time may not be allowed to attend a site visit.

1. The site visit for this project is OPTIONAL. The representative(s) of the bidder may be asked to sign a Site Visit Attendance Sheet at the site visit.
2. Due to the current Covid-19 situation, CFIA has put precautionary measures in place. In order to abide by social distancing rules and limit the size of gatherings, we are asking all interested bidders to confirm their attendance and provide the names of individuals attending the site visit. Please do so by email to the Contracting Authority a minimum of three (3) working days prior to the site visit date. Please limit the number of people to 1 or 2 persons per firm.

Note that depending on the number of participants at the site visit, multiple groups may be formed in order to respect proper social distancing requirements. Contractors are strongly encouraged to where their face mask through the entire job showing.

3. Any clarifications or changes to the bid solicitation resulting from a site visit will be included as an amendment to the bid solicitation.



PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

Section I: Technical Bid (1 soft copy)

Section II: Financial Bid (1 soft copy)

Section III: Certifications (1 soft copy)

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

Section I: Technical Bid

In their technical bid, Bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Pricing Schedule Attachment 1 to Part 3. The total amount of Applicable Taxes must be shown separately.

3.1.1 SACC Manual Clauses

Section III: Certifications

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



ATTACHMENT 1 TO PART 3 – PRICING SCHEDULE

The Bidder should complete this pricing schedule and include it in its financial bid. As a minimum, the Bidder must respond to this pricing schedule by inserting in its financial bid for each of the periods specified below its quoted annual maintenance cost.

The rates specified below, when quoted by the Bidder, include the total estimated cost of all travel and living expenses that may need to be incurred for:

- Work described in Part 6, Resulting Contract Clauses, of this bid solicitation required to be performed within the National Capital Region (NCR). The NCR is defined in the National Capital Act, R.S.C. 1985, c. N-4, S.2.
- travel between the successful bidder's place of business and the NCR; and
- the relocation of resources

To satisfy the terms of any resulting contract. These expenses cannot be charged directly and separately from the professional fees to any contract that may result from the bid solicitation.

The inclusion of volumetric data in this document does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.

During the period of the Contract, for Work performed in accordance with the Contract, the Contractor will be paid as specified below.

Provide the total annual maintenance cost broken down by building for the initial contract period and all option periods:

1.1 INITIAL PERIOD

A- Contract Period (From contract award to December 31, 2021)

INITIAL PERIOD From Contract Award to December 31, 2021				
	Locations	Number of Months	Firm All-Inclusive Monthly Maintenance Rate	Total Cost (Firm All-Inclusive Annual Maintenance Rate)
		(A)	(B)	(C = A x B)
1	300 Park Street, Brockville, ON	12 months	\$ _____ / month	\$ _____
2	163 Simcoe Street, Peterborough, ON	12 months	\$ _____ / month	\$ _____
3	140 Renfrew Drive, Markham, ON	12 months	\$ _____ / month	\$ _____
4	145 Renfrew Drive, Markham, ON	12 months	\$ _____ / month	\$ _____
5	709 Main Street West, Hamilton, ON	12 months	\$ _____ / month	\$ _____



6	60 Vanedward Drive, Port Perry, ON	12 months	\$ _____ / month	\$ _____
Sub-Total Estimated Contract Cost (D = 1C + 2C + 3C + 4C + 5C + 6C): (exclusive of GST/HST)				\$ _____

***For evaluation purposes.**

1.2 OPTIONAL PERIODS

B- Option to Extend the Term of the Contract (From January 1, 2021 to December 31, 2025)

OPTION PERIOD 1				
From January 1, 2021 to December 31, 2022				
	Locations	Number of Months	Firm All-Inclusive Monthly Maintenance Rate	Total Cost (Firm All- Inclusive Annual Maintenance Rate)
		(E)	(F)	(G = E x F)
1	300 Park Street, Brockville, ON	12 months	\$ _____ / month	\$ _____
2	163 Simcoe Street, Peterborough, ON	12 months	\$ _____ / month	\$ _____
3	140 Renfrew Drive, Markham, ON	12 months	\$ _____ / month	\$ _____
4	145 Renfrew Drive, Markham, ON	12 months	\$ _____ / month	\$ _____
5	709 Main Street West, Hamilton, ON	12 months	\$ _____ / month	\$ _____
6	60 Vanedward Drive, Port Perry, ON	12 months	\$ _____ / month	\$ _____
Sub-Total Estimated Contract Cost (H = 1G + 2G + 3G + 4G + 5G + 6G): (exclusive of GST/HST)				\$ _____

***For evaluation purposes.**



OPTION PERIOD 2				
From January 1, 2022 to December 31, 2023				
	Locations	Number of Months	Firm All-Inclusive Monthly Maintenance Rate	Total Cost (Firm All-Inclusive Annual Maintenance Rate)
		(I)	(J)	(K = I x J)
1	300 Park Street, Brockville, ON	12 months	\$ _____ / month	\$ _____
2	163 Simcoe Street, Peterborough, ON	12 months	\$ _____ / month	\$ _____
3	140 Renfrew Drive, Markham, ON	12 months	\$ _____ / month	\$ _____
4	145 Renfrew Drive, Markham, ON	12 months	\$ _____ / month	\$ _____
5	709 Main Street West, Hamilton, ON	12 months	\$ _____ / month	\$ _____
6	60 Vanedward Drive, Port Perry, ON	12 months	\$ _____ / month	\$ _____
Sub-Total Estimated Contract Cost (L = 1K + 2K + 3K + 4K + 5K + 6K): (exclusive of GST/HST)				\$ _____

***For evaluation purposes.**

OPTION PERIOD 3				
From January 1, 2023 to December 31, 2024				
	Locations	Number of Months	Firm All-Inclusive Monthly Maintenance Rate	Total Cost (Firm All-Inclusive Annual Maintenance Rate)
		(M)	(N)	(O = M x N)
1	300 Park Street, Brockville, ON	12 months	\$ _____ / month	\$ _____
2	163 Simcoe Street, Peterborough, ON	12 months	\$ _____ / month	\$ _____
3	140 Renfrew Drive, Markham, ON	12 months	\$ _____ / month	\$ _____



4	145 Renfrew Drive, Markham, ON	12 months	\$ _____ / month	\$ _____
5	709 Main Street West, Hamilton, ON	12 months	\$ _____ / month	\$ _____
6	60 Vanedward Drive, Port Perry, ON	12 months	\$ _____ / month	\$ _____
Sub-Total Estimated Contract Cost (P = 10 + 20 + 30 + 40 + 50 + 60): (exclusive of GST/HST)				\$ _____

***For evaluation purposes.**

OPTION PERIOD 4				
From January 1, 2024 to December 31, 2025				
	Locations	Number of Months	Firm All-Inclusive Monthly Maintenance Rate	Total Cost (Firm All- Inclusive Annual Maintenance Rate)
		(Q)	(R)	(S = Q x R)
1	300 Park Street, Brockville, ON	12 months	\$ _____ / month	\$ _____
2	163 Simcoe Street, Peterborough, ON	12 months	\$ _____ / month	\$ _____
3	140 Renfrew Drive, Markham, ON	12 months	\$ _____ / month	\$ _____
4	145 Renfrew Drive, Markham, ON	12 months	\$ _____ / month	\$ _____
5	709 Main Street West, Hamilton, ON	12 months	\$ _____ / month	\$ _____
6	60 Vanedward Drive, Port Perry, ON	12 months	\$ _____ / month	\$ _____
Sub-Total Estimated Contract Cost (T = 1S + 2S + 3S + 4S + 5S + 6S): (exclusive of GST/HST)				\$ _____

***For evaluation purposes.**



1.3 TOTAL EVALUATED PRICE

TOTAL EVALUATED PRICE From Contract Award to December 31, 2025						
Requirement	Initial Period (D)	Option Period 1 (H)	Option Period 2 (L)	Option Period 3 (P)	Option Period 4 (T)	Sub-Total Estimated Contract Cost (exclusive of GST/HST) (U = D + H + L + P +T)
Preventive and Corrective Maintenance Program for Physical Security Access Control	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

***For evaluation purposes.**



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

Refer to Attachment 1 to Part 4.

4.1.2 Financial Evaluation

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

4.2 Basis of Selection - Mandatory Technical Criteria

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



ATTACHMENT 1 TO PART 4 – BID EVALUATION CRITERIA

1.1 Mandatory Technical Criteria

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

Note:

Listing professional experience without providing any supporting details describing when, where and how such experience was obtained will cause the proposal to be considered non-compliant by the evaluation team. All professional experience must be fully documented and substantiated in the proposal.

Validation of Information:

Prior to contract award, CFIA reserves the right to validate any or all of the information in the Technical Proposal by contacting the supplied client contact(s). CFIA will document all responses and subsequent results from the validation.

Criteria #	Mandatory Criteria	Required Supporting Information	Compliance (Met/Not Met)	Substantiation
M1	The Bidder must be able to provide 24 hours per day, 7 days per week services; and be located in the Ontario area within close proximity to the various locations identified (in order to provide full system maintenance activities as described in Annex A – Statement of Work).	To demonstrate, the following must be provided: -confirmation that the Bidder provides 24 hours per day, 7 days per week services; and -reference physical address.		
M2	The Bidder must have a minimum of ten (10) years of experience (as of the bid solicitation closing date) with security, intrusion detection and access control systems for private and/or, provincial and/ or federal organizations similar to those systems already installed in the buildings as described in Annex A – Statement of Work).	To demonstrate, the Bidder must provide a minimum of two (2) projects. Each project must have the following: -A duration of a minimum of 3 months; -A project reference*; and -A description of the resource's role on the project which substantiates the required experience. *Each project reference must include, at the minimum, the following information: - Client Organization Name - Client Contact Name - Client Title - Duration (mm-yyyy to mm-yyyy)		



		<p>- Phone Number and/or Email</p> <p>The sum of all the examples must equal or exceed ten (10) years.</p>		
M3	<p>The Bidder's firm and all security system technicians must hold a current, valid security screening at the level of RELIABILITY granted by the Canadian and International Industrial Security Directorate (CIISD) of PSPC at the date and time of bid closing. If the required resource's clearance is not held by the Contractor, the Contractor must ensure that a valid DUPLICATE security clearance for the proposed resource is obtained. The file number and expiration date must be included in the proposal.</p>	<p>To demonstrate, the following must be provided: -a copy of the security clearance certificate or file number issued by PSPC Canadian and International Industrial Security Directorate (CIISD) is required.</p>		
M4	<p>The Bidder must demonstrate a minimum of five (5) measures taken by the Firm to minimize negative impacts on the environment. This make include:</p> <ul style="list-style-type: none">-recycling programs;-use of recycled material in every day office functions;-energy reduction efforts for property or vehicles; and-electronic equipment recycling efforts; and-office procedures involving conservation of paper.	<p>To demonstrate, the following must be provided a minimum of five (5) measures taken by the Firm to minimize negative impacts on the environment.</p>		



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 Additional Certifications Precedent to Contract Award

5.2.2.1 Status and Availability of Resources

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



If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

5.2.2.2 Education and Experience

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.



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 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.

Refer to Annex "C" - Security Requirements Check List

6.2 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work 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>) 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 31, 2021 inclusive

6.4.3 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to four (4) additional one (1) year periods 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 5 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:

Ashley Bennett
Procurement Officer
Canadian Food Inspection Agency
59 Camelot Drive, Ottawa, ON
Telephone: (613) 773-7769



E-mail address: Ashley.Bennett@canada.ca

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

6.5.2 Project Authority

The Project Authority for the Contract is: *(provided at contract award)*

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

The Contractor's Representative for the Contract is: *(provided at contract award)*

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.

6.7 Payment

6.7.1 Basis of Payment

The Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work, in accordance with the Basis of Payment in Annex B, to a limitation of expenditure of \$_____ *(provided at contract award)*. Customs duties are excluded and Applicable Taxes are extra.

6.7.2 Authorized Travel and Living Expenses

Canada will not pay any travel or living expenses associated with performing the Work.



6.7.3 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____ (*provided at contract award*). Customs duties are and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75% committed, or
 - b. four months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6.7.4 Method 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 the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work performed has been accepted by Canada.

6.7.5 Electronic Payment of Invoices – Contract

The Contractor accepts to be paid using:

- a. Direct Deposit (Domestic and International);

6.8 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

- a. Contract title and number;
 - b. dated;
 - c. description of the work performed..
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy 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 Ontario.

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) General Conditions 2010C (2020-05-28), Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) the Contractor's bid dated _____ (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award: “, as clarified on _____” or “, as amended on _____” and insert date(s) of clarification(s) or amendment(s)*)

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”.



ANNEX "A" **STATEMENT OF WORK**

1.0 TITLE:

Preventive and Corrective Maintenance Program for the Physical Security Access Control of seven (7) individual locations in the Ontario Area.

2.0 PERIOD OF SERVICE

The services are expected to begin at **contract award** and will be for 1 year with 4 optional periods

3.0 GENERAL REQUIREMENTS

- 3.1 This entire document is the "Statement of Work" (SOW) and the technical requirements described herein are for the Physical Security Access Control Systems Preventive and Corrective Maintenance Program. The document relates to specific buildings occupied by the Canadian Food Inspection Agency (CFIA), in the Ontario Area. Under the direction of the Project Manager in Accommodations Management Services (AMS), once the contractor is chosen, the Project Manager and Project Officer(s) will work with the contractor to ensure the implementation of the necessary physical security services in the specific locations identified in section 5.2 in the Ontario Area related to the access control systems.

4.0 GENERAL SYSTEM DESCRIPTION

- 4.1 CFIA has a requirement, on a continuous basis for preventive and corrective maintenance of the Access Control System. The system protects the infrastructure of the buildings which incorporates integrated access control, alarm monitoring and some with video security devices, hereafter referred as the "system". Each of the seven locations was outfitted with a system based on security requirements at the time of initial occupancy. These identified locations are currently operating with outdated systems and equipment. Each location will require a full review to determine the scope of upgrade required which may include replacement panels, new computer operating system, new card access readers. Each computer operating system must have the ability to complete access card issuance, access card modification and report generation services locally.

5.0 GENERAL TECHNICAL REQUIREMENTS

- 5.1 Implement a Preventive and Corrective Maintenance Program including all preventive, corrective and restorative products and services for the system as described herein.
- 5.2 The geographic scope of the system pertains to seven (7) CFIA buildings at the following locations:
- a. 300 Park Street, Brockville, ON
 - b. 163 Simcoe Street, Peterborough, ON
 - c. 140 Renfrew Drive, Markham, ON
 - d. 145 Renfrew Drive, Markham, ON
 - e. 709 Main Street West, Hamilton, ON
 - f. 60 Vanedward Drive, Port Perry, ON
- 5.3 The preventive and Corrective Maintenance Program includes all requisite software, the updates and patches to the software, hardware, subsystems, equipment, components, field devices and



technical services to ensure maximum Building Security System availability and maintaining complete functionality at all buildings.

- 5.4 To ensure accuracy of the current state of the system, the contract will include the requirement to perform a complete as-built documentation of the system to reflect the present state of equipment of the system. (see also Section 8.0 As Built Documentation).

6.0 BUILDING CODES – STANDARDS

- 6.1 During corrective maintenance, comply with the Canadian Standards Association, the Canadian Electrical Code and the Underwriter's Laboratories.
- 6.2 Comply with the requirements of the Ontario Building Code, the National Building Code of Canada and other applicable Provincial and Municipal codes. In case of a conflict or discrepancy, the most stringent requirement will apply.
- 6.3 Provide and maintain scaffolding, ladders and conveyors according to relevant municipal, provincial and other regulations and standards.
- 6.4 Furnish municipal authorities with plans and information for permits and acceptance certificates. Pay all municipal fees and obtain all building and/or electrical permits. Provide inspection certificates as evidence that the work conforms to the requirements of the authority having jurisdiction.

7.0 PRODUCTS AND SERVICES

- 7.1 General Material Requirements
- 7.2 Furnish Preventive and Corrective Maintenance products and services for all sub-systems, equipment, components and field devices.
- 7.3 Ensure the expeditious repair and/or replacement of all defective and/or non-functional sub-systems, equipment, components and failed devices.
- 7.4 Provide Preventive and Corrective Maintenance products and services that ensure maximum product availability, while maintaining complete system functionality for the system.

8.0 AS-BUILT DOCUMENTATION

- 8.1 At the start of the contract period, review and update the as-built documentation for review by the Project Manager. Issue amended as-built documentation for review and approval of the Project Manager within three (3) months of the contract start date.
- 8.2 Throughout the contract period, maintain accurate records to indicate how the work deviates from the initial as-built documentation.
- 8.3 At the conclusion of the contract, prepare and submit, for review and approval by the Project Manager, three (3) copies of as-built documentation detailing the updated configuration of the system.



9.0 REPLACEMENT PRODUCTS

- 9.1 Ensure that all replacement products are fully compatible with the existing sub-systems, equipment, components, and field devices that exist in the present system.
- 9.2 When an identical replacement product cannot be obtained, provide an upgraded replacement product that meets or exceeds the original product specification. Confirm such product replacement with the Project Manager, prior to corrective maintenance procedures.

10.0 SECURITY SYSTEM TRAINING PACKAGE

- 10.1 Provide eight (8) hours of security system training packages designated on two (2) separate occasions during the contract period. Perform the operator's and administrative training on-site, incorporating hands-on instruction for the security operators and other administrative personnel.
- 10.2 Allow four (4) hours of follow-up training at a time convenient to CFIA and the Contractor. During the follow-up training, reinforce the initial hands-on instruction and answer further questions regarding the system operation.

11.0 SYSTEM UPGRADE PACKAGES

- 11.1 Update the site specific software configuration in accordance with the as-built configuration that will be determined. Remove all references to spurious card readers, alarm points, and related software links that do not appear in the real as-built system.
- 11.2 During the contract period, supply licensed software service packs and software upgrade packages as recommended by the manufacturer (s) for all computer sub-systems and other devices that are depicted in the as-built documentation.
- 11.3 Provide a spare parts inventory list for review and approval by the Project Manager. Such inventory lists shall detail the spare parts required for each type of field device, the expected MTBF (mean time between failures) for each field device and the recommended inventory based on the expected failure rates.
- 11.4 Furnish a sufficient inventory of spares based on the approval spare parts inventory list. Ensure that all spare parts are readily available at the Contractor's premises for expedient system repairs and/or replacements.

12.0 EXECUTION AND PERFORMANCE

- 12.1 General Execution Requirements
- 12.2 Furnish a Preventive and Corrective Maintenance Program for all software, hardware, sub-systems, equipment, components, and field devices as per the as-built documentation.
- 12.3 During the annual and/or multi-year Preventive and Corrective Maintenance Program:
 - a. Deliver technical services to check, maintain, repair and restore all software, hardware, sub-systems, equipment, components and field devices.
 - b. Provide technical services to ensure maximum Building Security System availability, while maintaining complete functionality.



- c. Furnish technical services to retain Building Security System integrity, compatibility and performance.
- d. Implement the required corrective and preventive maintenance procedures and time frames as specified in Articles 3.2 and 3.3.
- e. Render the following specific product and service requirements as described in Part 2 – Products and Services:
- f. Provide as-built drawing updates.
- g. Perform Battery checks and replacements.
- h. Implement Replacement product safeguards.
- i. Provide Security System training.
- j. Perform Software upgrades.
- k. Perform Spare parts inventory management.
- l. Expose and assign to the CFIA any manufacturers' warranties which exceed one (1) year.
- m. Provide corrective repairs and preventive maintenance checks as identified by the requisite product manufacturers.

13.0 CORRECTIVE MAINTENANCE REQUIREMENTS

- 13.1 Provide a guaranteed maximum response time of two (2) hours for a major system failure on a 24-hours-per-day 7-days-per-week basis for the duration of the contract period. A major system failure constitutes a failure of one or more of the following:
- a. Primary operator control;
 - b. A sub-system controller;
 - c. A sub-system processor;
 - d. A digital video recorder; and/or
 - e. A communication link which renders a number of security devices inoperative or causes the building to become insecure and/or vulnerable.
- 13.2 Provide a guaranteed maximum response time of four (4) hours for a minor system failure on a 24-hours-per-day 7-days-per-week basis for the duration of the contract period. A minor system failure constitutes a failure of a single security device, such as a card reader, an egress device, an electronic locking device or a camera, as long as the minor failure does not cause the building to become insecure and/or vulnerable.
- 13.3 Complete corrective repairs, replacement and/or restorative maintenance for all defective and/or non-functional sub-systems, equipment, components and failed devices within four (4) hours after the initial on-site response.
- 13.4 Furnish intermediate and summary reports to CFIA Project Manager of all corrective and restorative maintenance activity. Provide intermediate reports by telephone and e-mail within the guaranteed maximum response times. Submit summary reports by letter or e-mail within three (3) business days of the completion of the corrective maintenance activity.

14.0 PREVENTIVE MAINTENANCE REQUIREMENTS

- 14.1 On a monthly basis verify the access control and alarm monitoring system, encompassing:
- a. Operation, archive recording and printing of each card reader location in all operating scenarios, including valid/invalid access card, expired card, disabled reader, anti-pass back, communication failure and stand-alone modes;
 - b. Annunciation, acknowledge, cancel, mask, archive recording and printing of each alarm point in the system;



- c. Successful operation of all administrative menu features; and
 - d. Proper operation of the system after power brown-out, power failure and /or power restoration.
On a monthly basis, verify the Video System, encompassing:
 - e. Digital Video Recorder operation, features and programs, including multiple camera displays, motion detection, alarm, pre-alarm and scheduled modes, high-speed searching, back-up management, and
 - f. Camera System field-of-view and other camera features, including auto-iris, remote on/off and colour and resolution performance.
- 14.2 On a quarterly basis, check hardware voltages and connections, clean components and adjust field devices as required for all sub-systems and equipment as depicted in the as-built documentation.
- 14.3 Provide summary reports to CFIA on all monthly and quarterly preventative maintenance activity. Submit summary reports by letter or e-mail within three (3) business days of the completion of the preventive maintenance activity.

15.0 CFIA'S OBLIGATIONS

- 15.1 Provide access to the contractor on CFIA premises as required;
- 15.2 Provide the Contractor(s) access to departmental systems and tools, policies and procedures, publications, reports, studies, etc. as deemed necessary by the Project Authority;
- 15.3 Ensure the availability of staff with whom the Contractor(s) may need to consult;
- 15.4 Co-ordinate and prepare consultation meetings with the Contractor(s);
- 15.5 Work collaboratively with the Contractor(s) to revise draft deliverables, and;
- 15.6 Provide approval for quotes to perform work and receive and process invoices for payment, including tracking invoices and responding to the contractor on late payments or other financial issues; and
- 15.7 Provide other assistance or support as required.

16.0 CONTRACTOR'S OBLIGATIONS

In addition to the obligations outlined in this document, the Contractor(s) shall:

- 16.1 Submission of a proposal shall signify that your firm has inspected the sites and is apprised of all existing site parameters.
- 16.2 Keep all documents and proprietary information confidential and secure;
- 16.3 Return all materials belonging to CFIA upon completion of the Contract and submit all documents in Microsoft Word format that can be edited by employees of the CFIA;
- 16.4 Attend meetings with stakeholders, as necessary;
- 16.5 Attend meetings at CFIA sites, if required; and



- 16.7 Provide quotes in a timely manner with timelines for work completion and notice required to begin the work as well as the number of days the quote is effective.

17.0 LANGUAGE OF WORK

- 17.1 All deliverables are to be provided in English.



ATTACHMENT 1 TO ANNEX *A" - STATEMENT OF WORK

1.0 CURRENT STATE AND RECOMMENDATIONS

- 1.1 Brockville, 300 Park Street has a manual key entrance and manual keypad alarm system panels located at the front and back external entrance doors. A manual key also opens the secondary internal door. There are no motion sensors or glass breaks at this location. The alarm panel keypad is in poor condition with numbers wearing off.

Recommendation: Install new card access readers at both external doors and one internal door, upgrade security panel and install glass breaks if required as determined by Corporate Security.

- 1.2 Hamilton, 709 Main Street West has 2 RBH panels installed. Integra32 is the current software used for card/swipe access management. There are seven (7) glass break sensors, five (5) motion sensors, access readers at five (5) doors and three (3) smoke/heat sensors.

Recommendation: Review current system and assess requirements as determined by Corporate Security. Upgrade security system software and card access readers.

- 1.3 Markham, 140 Renfrew Drive has three (3) access card readers located at the main door, back door and LAN room. There are impact activated audio detectors (each one can cover up to roughly 4000 square feet in an open environment). Sonitrol Advantage Access is the current provider.

The audio provides a verified alarm for police to respond and also includes automatic door locking and unlocking – no keys needed. The contract includes 24/7 monitored locally at the ULC station in Mississauga and includes police dispatching.

Recommendation: Review current system and assess requirements as determined by Corporate Security. Upgrade security system software and card access readers.

- 1.4 Markham, 145 Renfrew Drive has four (4) access card readers; two located at the back and two at the front. There are impact activated audio detectors (each one can cover up to roughly 4000 square feet in an open environment). Sonitrol Advantage Access is the current provider.

The audio provides a verified alarm for police to respond and also includes automatic door locking and unlocking – no keys needed. The contract includes 24/7 monitored locally at the ULC station in Mississauga and includes police dispatching.

Recommendation: Review current system and assess requirements as determined by Corporate Security. Upgrade security system software and card access readers.

- 1.5 Peterborough, 163 Simcoe Street four (4) card access readers located at the front entrance door, internal front foyer, back foyer and LAN room entrance. There is an entrance door located at the back which allows access to the lab that does not have a card access but instead a manual key. When employees enter through this door outside business hours they must run to the nearest card reader to prevent alarms from ringing. There are no glass breaks or motion sensors currently. The operating system is Maxsys PC4020 V3.3.

Recommendation: Review current system and assess requirements as determined by Corporate Security. Upgrade security system software and card access readers.



- 1.6 Port Perry, 60 Vanedward Drive has a manual key entrance and manual keypad alarm system panels at the front and back external entrance doors. We are currently in the process of modifying the reception area to secure the counter and install a new employee internal door to which we will require control access. There are no glass breaks or motion sensors at this location.

Recommendation: Install new card access readers at both external doors and one internal door, upgrade security panel and install glass breaks if required as determined by Corporate Security.



ANNEX "B"
BASIS OF PAYMENT

1.1 INITIAL PERIOD

A- Contract Period (From contract award to December 31, 2021)

INITIAL PERIOD From Contract Award to December 31 30, 2021				
	Locations	Number of Months	Firm All-Inclusive Monthly Maintenance Rate	Total Cost (Firm All-Inclusive Annual Maintenance Rate)
1	300 Park Street, Brockville, ON	12 months	\$ _____ / month	\$ _____
2	163 Simcoe Street, Peterborough, ON	12 months	\$ _____ / month	\$ _____
3	140 Renfrew Drive, Markham, ON	12 months	\$ _____ / month	\$ _____
4	145 Renfrew Drive, Markham, ON	12 months	\$ _____ / month	\$ _____
5	709 Main Street West, Hamilton, ON	12 months	\$ _____ / month	\$ _____
6	60 Vanedward Drive, Port Perry, ON	12 months	\$ _____ / month	\$ _____

1.2 OPTIONAL PERIODS

B- Option to Extend the Term of the Contract (From January 1, 2021 to December 31, 2025)

OPTION PERIOD 1 From January 1, 2021 to December 31, 2022				
	Locations	Number of Months	Firm All-Inclusive Monthly Maintenance Rate	Total Cost (Firm All-Inclusive Annual Maintenance Rate)
1	300 Park Street, Brockville, ON	12 months	\$ _____ / month	\$ _____
2	163 Simcoe Street, Peterborough, ON	12 months	\$ _____ / month	\$ _____



3	140 Renfrew Drive, Markham, ON	12 months	\$ _____ / month	\$ _____
4	145 Renfrew Drive, Markham, ON	12 months	\$ _____ / month	\$ _____
5	709 Main Street West, Hamilton, ON	12 months	\$ _____ / month	\$ _____
6	60 Vanedward Drive, Port Perry, ON	12 months	\$ _____ / month	\$ _____

OPTION PERIOD 2 From January 1, 2022 to December 31, 2023				
	Locations	Number of Months	Firm All-Inclusive Monthly Maintenance Rate	Total Cost (Firm All-Inclusive Annual Maintenance Rate)
1	300 Park Street, Brockville, ON	12 months	\$ _____ / month	\$ _____
2	163 Simcoe Street, Peterborough, ON	12 months	\$ _____ / month	\$ _____
3	140 Renfrew Drive, Markham, ON	12 months	\$ _____ / month	\$ _____
4	145 Renfrew Drive, Markham, ON	12 months	\$ _____ / month	\$ _____
5	709 Main Street West, Hamilton, ON	12 months	\$ _____ / month	\$ _____
6	60 Vanedward Drive, Port Perry, ON	12 months	\$ _____ / month	\$ _____



OPTION PERIOD 3 From January 1, 2023 to December 31, 2024				
	Locations	Number of Months	Firm All-Inclusive Monthly Maintenance Rate	Total Cost (Firm All-Inclusive Annual Maintenance Rate)
1	300 Park Street, Brockville, ON	12 months	\$ _____ / month	\$ _____
2	163 Simcoe Street, Peterborough, ON	12 months	\$ _____ / month	\$ _____
3	140 Renfrew Drive, Markham, ON	12 months	\$ _____ / month	\$ _____
4	145 Renfrew Drive, Markham, ON	12 months	\$ _____ / month	\$ _____
5	709 Main Street West, Hamilton, ON	12 months	\$ _____ / month	\$ _____
6	60 Vanedward Drive, Port Perry, ON	12 months	\$ _____ / month	\$ _____

OPTION PERIOD 4 From January 1, 2024 to December 31, 2025				
	Locations	Number of Months	Firm All-Inclusive Monthly Maintenance Rate	Total Cost (Firm All-Inclusive Annual Maintenance Rate)
1	300 Park Street, Brockville, ON	12 months	\$ _____ / month	\$ _____
2	163 Simcoe Street, Peterborough, ON	12 months	\$ _____ / month	\$ _____
3	140 Renfrew Drive, Markham, ON	12 months	\$ _____ / month	\$ _____
4	145 Renfrew Drive, Markham, ON	12 months	\$ _____ / month	\$ _____



5	709 Main Street West, Hamilton, ON	12 months	\$ _____ / month	\$ _____
6	60 Vanedward Drive, Port Perry, ON	12 months	\$ _____ / month	\$ _____

ANNEX "C" SECURITY REQUIREMENTS CHECK LIST



Government
of Canada

Gouvernement
du Canada

CFDA 573-112020

Contract Number / Numéro du contrat

Security Classification / Classification de sécurité

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		Canadian Food Inspection Agency		2. Branch or Directorate / Direction générale ou Direction ASMD - AMS	
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 Multiple security upgrades for leased accommodation in Ontario. Procurement is ready to tender for quotes for each location.					
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 checked="" type="checkbox"/>	No Non
				<input type="checkbox"/>	Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?				<input checked="" type="checkbox"/>	No Non
				<input type="checkbox"/>	Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès					
Canada <input checked="" type="checkbox"/>		NATO / OTAN <input type="checkbox"/>		Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion					
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>		All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>		No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>					
Restricted to: / Limité à: <input type="checkbox"/>		Restricted to: / Limité à: <input type="checkbox"/>		Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:		Specify country(ies): / Préciser le(s) pays:		Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information					
PROTECTED A PROTÉGÉ A <input type="checkbox"/>		NATO UNCLASSIFIED <input type="checkbox"/>		PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input type="checkbox"/>		NATO NON CLASSIFIÉ <input type="checkbox"/>		PROTECTED B PROTÉGÉ B <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>		NATO RESTRICTED <input type="checkbox"/>		PROTECTED C PROTÉGÉ C <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>		NATO DIFFUSION RESTREINTE <input type="checkbox"/>		CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	
SECRET SECRET <input type="checkbox"/>		NATO CONFIDENTIAL <input type="checkbox"/>		SECRET SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>		NATO CONFIDENTIEL <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		NATO SECRET <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	
		NATO SECRET <input type="checkbox"/>			
		COSMIC TOP SECRET <input type="checkbox"/>			
		COSMIC TRÈS SECRET <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? ☒ 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 CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET TRES SECRET
											A	B	C			
Information / Assets Renseignements / Biens Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).