



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Public Works and Government Services Canada
Canada Place/Place du Canada
10th Floor/10e étage
9700 Jasper Ave/9700 ave Jasper
Edmonton
Alberta
T5J 4C3
Bid Fax: (418) 566-6167

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

**Proposal 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.

**Proposition 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 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
Canada Place / Place du Canada
10th Floor / 10e étage
9700 Jasper Ave / 9700 ave Jasper
Edmonton
Alberta
T5J 4C3

Title - Sujet Elevating Device Inspections – MB	
Solicitation No. - N° de l'invitation EW038-211648/A	Date 2021-04-28
Client Reference No. - N° de référence du client PSPCEW038-211648	
GETS Reference No. - N° de référence de SEAG PW-\$PWU-404-12046	
File No. - N° de dossier PWU-0-43216 (404)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM Mountain Daylight Saving Time MDT on - le 2021-06-01 Heure Avancée des Rocheuses HAR	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Singh, Vinay	Buyer Id - Id de l'acheteur pwu404
Telephone No. - N° de téléphone (587) 341-8025 ()	FAX No. - N° de FAX (418) 566-6167
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA ATB PLACE NORTH, 5TH FLOOR 10025 JASPER AVENUE EDMONTON Alberta T5J4C3 Canada	

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

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PART 1 - GENERAL INFORMATION

1.1 Introduction

The bid solicitation is divided into seven parts plus attachments and 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;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist, the Electronic Payment Instruments, the Federal Contractors Program for Employment Equity - Certification, the Insurance Requirements, the Task Authorization Form 572 and any other annexes.

1.2 Summary

- 1.2.1 The Government of Canada occupational safety and health laws and regulations as they pertain to the Public Service of Canada, require that every elevating device and safety device attached thereto in operation shall be inspected and tested at the prescribed frequencies by a qualified person to determine that the applicable occupational safety and health requirements are met.

Annex A describes the minimum requirements to provide in service inspections of elevating devices and associated safety devices attached thereto in accordance with the requirements of the Canada Occupational Health and Safety Regulations (COHSR) as pursuant to the Canada Labour Code Part II (CLC II) in the province of Manitoba.

- 1.2.2 There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, 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>) website".
- 1.2.3 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 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.

2.2 Submission of Bids

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

PWGSC Western Region Bid Receiving Unit

Suppliers are strongly encouraged to submit bids electronically using the Canada Post epost Connect application for the subject bid solicitation. The Bidder must send an email requesting to open an epost Connect conversation to the following address:

roreceptionSoumissions.wrbidreceiving@tpsgc-pwgsc.gc.ca

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

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

Faxed bids will be accepted at 1-418-566-6167.

Hard copy (submitted in person or via mail/courier) bids will not be accepted for the subject bid solicitation.

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 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 Manitoba.

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

2.6 Bid Challenge and Recourse Mechanisms

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

The Bidder is strongly encouraged to submit its bid electronically 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

Faxed bids will be accepted at 1-418-566-6167.

Hard copy (submitted in person or via mail/courier) bids will not be accepted for the subject bid solicitation.

Section I: Technical Bid

In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Section II: Financial Bid

3.1.1 Bidders must submit their financial bid in accordance with the Basis of Payment in Annex "B".

3.1.2 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex "H" Electronic Payment Instruments, to identify which ones are accepted.

If Annex "H" Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

3.1.3 Exchange Rate Fluctuation

C3011T (2013-11-06), Exchange Rate Fluctuation

3.1.4 SACC Manual Clauses

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

Mandatory and point rated technical evaluation criteria are included in Annex "D".

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

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

4.2 Basis of Selection

4.2.1 Basis of Selection - Minimum Point Rating

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory **technical evaluation criteria – see Annex "D"**; and
 - c. obtain the required minimum of **22.5 points** overall for the technical evaluation criteria, which are subject to point rating. The rating is performed on a scale of **45 points**.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

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](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 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) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Status and Availability of Resources

5.2.3.1.1 SACC Manual clause [A3005T](#) (2010-08-16) Status and Availability of Resources

5.2.3.2 Education and Experience

5.2.3.2.1 SACC Manual clause [A3010T](#) (2010-08-16) Education and Experience

Solicitation No. - N° de l'invitation
EW038-211648/A
Client Ref. No. - N° de réf. du client
PSPCEW038-211648

Amd. No. - N° de la modif.
000
File No. - N° du dossier
PWU-0-43216

Buyer ID - Id de l'acheteur
PWU404
CCC No./N° CCC - FMS No./N° VME

5.3 Inspection Service Certification

Firms who are currently carrying out maintenance on elevating devices in federally owned buildings are precluded from submitting a bid. Bidder certifies that it is not currently performing, nor will be bidding on providing maintenance, repair or operation on elevating devices as listed in Annex I Inventory List.

I/We confirm that we, _____ are not currently under contract to provide maintenance, repair or operation on any elevating devices as listed in Annex I Inventory List and I/we will not submit a bid for maintenance work for devices listed in the attached list or on equipment which may be added to the list during the period of the Contract and any extension thereafter.

Signature

Date

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirements

1. Before award of a contract, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - 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 7 - 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. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

6.2 Insurance Requirements

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Annex "E".

If the information is not provided in the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work in Annex "A".

7.1.2 Task Authorization

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

7.1.2.1 Task Authorization Process

1. The Technical Authority will provide the Contractor with a description of the task using the " Task Authorization Form for non-DND clients", Task Authorization Form specified in Annex "F".
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis(bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Technical Authority, within **3** calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Technical Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

7.1.2.2 Task Authorization Limit

The Technical Authority may authorize individual task authorizations up to a limit of \$100,000.00, Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Contracting Authority before issuance.

7.1.2.3 Minimum Work Guarantee - All the Work - Task Authorizations

1. In this clause,
"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and
"Minimum Contract Value" means 50%.
2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.

4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default

7.1.2.4 Periodic Usage Reports - Contracts with Task Authorizations

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below or in Annex "G". If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

The data must be submitted on a quarterly basis to the Contracting Authority.

The quarterly periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31; and

4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than 14 calendar days after the end of the reporting period.

Reporting Requirement- Details

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

For each authorized task:

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and
- vi. the active status of each authorized task, as applicable.

For all authorized tasks:

- i. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

7.2 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.

7.2.1 General Conditions

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

7.3 Security Requirements

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

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid 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. Until the security screening of the Contractor personnel required by this Contract has been completed satisfactorily by the CSP, PWGSC, the Contractor personnel MAY NOT ENTER sites without an escort.
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 "C";
 - b) *Contract Security Manual* (Latest Edition).

7.4 Term of Contract

7.4.1 Period of the Contract

The Work is to be performed during the period of _____ TBD _____ inclusive.

7.4.2 Option to Extend the Contract

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

Canada may exercise this option at any time by sending a written notice to the Contractor at least 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.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Vinay Singh
Title: a/Procurement Specialist
Public Works and Government Services Canada
Acquisitions Branch, Western Region
Directorate: RPC
Address: Canada Place, Suite 1000
9700 Jasper Avenue
Edmonton, AB T5J 4C3
Telephone: 587-341-8025
Facsimile: 780-497-3510
E-mail address: vinay.singh@pwgsc-tpsgc.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.

7.5.2 Technical Authority

The Technical Authority for the Contract is - TBD

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

Telephone: _____
Facsimile: _____
E-mail address: _____

The Technical Authority named above 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 Technical Authority, however the Technical 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

7.5.3 Contractor's Representative

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

7.6 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.

7.7 Payment

7.7.1 Basis of Payment

The Contractor will be paid for the Work specified in the authorized task authorization, in accordance with the Basis of payment Annex B.

Canada's liability to the Contractor under the authorized task authorization must not exceed the **limitation of expenditure** specified in the authorized task authorization. Custom duties are excluded and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized task authorization 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 authorized, in writing, by the Contracting Authority before their incorporation into the Work.

7.7.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ TBD . Customs duties are excluded and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
4. 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.

7.7.3 Terms of Payment - Single Payment

H1000C (2008-05-12), Single Payment

7.7.4 Direct Request by Customer Department

A9117C (2007-11-30), T1204 - Direct Request by Customer Department

7.7.5 Electronic Payment of Invoices – Contract

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

7.7.6 Discretionary Audit

C0705C (2010-01-11) – Discretionary Audit

7.7.7 Time and Contract Price Verification

C0710C (2010-01-11) – Time and Contract Price Verification

7.8 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. a copy of time sheets to support the time claimed;
- b. a copy of the release document and any other documents as specified in the Contract;
- c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
- d. a copy of the monthly progress report.

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.

7.9 Certifications and Additional Information

7.9.1 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.

7.10 Applicable Laws

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

7.11 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) – Higher Complexity – Services;
- (c) Annex “A”, Technical Requirement;
- (d) Annex “B”, Basis of Payment;
- (e) Annex “C”, Security Requirements Check List;
- (f) Annex “D”, Technical Evaluation Criteria;
- (g) Annex “E”, Insurance Requirements;
- (h) Annex “F”, Task Authorization Form;
- (i) Annex “G”, Periodic Usage Reports – Contracts with Task Authorizations,;
- (j) Annex “H”, Electronic Payment Instruments;
- (k) Annex “I”, Inventory List;
- (l) Annex “J”, Record of Inspection;
- (m) the Contractor's bid dated _____,

7.12 Foreign Nationals (Canadian Contractor)

SACC *Manual* clause A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)

7.13 Insurance – Specific Requirements

The Contractor must comply with the insurance requirements specified in 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 ten (10) 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. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than “A-”. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

7.14 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](#)".

7.15 Certifications - Contract

SACC *Manual* clause [A3015C](#) (2014-06-26) Certifications - Contract

ANNEX "A"

STATEMENT of WORK

Technical Requirements:

Project Title:

Annual In service inspections, of elevating/conveying devices and associated safety devices attached thereto, installed in federally owned facilities.

References:

1. Canada Labour Code (R.S.C., 1985, c. L-2)
2. Canada Occupational Health and Safety Regulations (SOR/86-304)
3. National Joint Council Occupational Health and Safety Directive (01 Jan 2011)

1.1 Background

The Government of Canada occupational safety and health laws and regulations as they pertain to the Public Service of Canada, require that every elevating device and safety device attached thereto in operation shall be inspected and tested at the prescribed frequencies by a qualified person to determine that the applicable occupational safety and health requirements are met.

1.2 Objective

This Annex A prescribes the minimum requirements to provide in service inspections of elevating devices and associated safety devices attached thereto in accordance with the requirements of the Canada Occupational Health and Safety Regulations (COHSR) as pursuant to the Canada Labour Code Part II (CLC II).

1.3 Terminology

active means the operational status of an elevating device after inspection, and in the opinion of the inspector is deemed to be safe to operate;

alteration means an alteration or replacement, removal or addition of any component or part of an elevating device that results in, or may result in, a change in the original design, inherent safety or operational characteristics of the elevating device;

appropriate standard means a standard or standards, as amended from time to time, to the extent that the most recent standard provides the highest level of safety. If more than one standard meets this criterion, the standard or standards shall be selected using the following order of precedence:

1. standard prescribed by the CLC II and its pursuant applicable regulations;
2. standard prescribed by provincial and territorial occupational health and safety acts and regulations;
3. any standard that has been accepted, developed, approved, prepared, published, and/or maintained by an accredited organization that assumes such responsibility, i.e. the Standards Council of Canada (SCC) (and the standards development organization for the Canadian Standards Association (CSA) of the SCC) and the International Organization for Standardization (ISO);
4. standard developed by a government organization with regard to a subject area within their jurisdiction (e.g., Health Canada, Transport Canada and Environment Canada);
5. standard developed by an association recognized by a majority of qualified practitioners in the field to which the standard is addressed (e.g., American Society of Heating, Refrigerating and Air-Conditioning Engineers [ASHRAE]);

authorized inspection agency (hereinafter referred to as "Service Provider") means the provincial or territorial or other inspection agency which:

1. employs qualified persons (as defined below); and
2. does not with any department or agency of the Public Service for the operation, repair or maintenance of elevating devices;

authorized Manitoba inspection agency means the provincial or territorial or other inspection agency which:

1. employs qualified inspectors (as defined below); and
2. does not with any department or agency of the Public Service for the operation, repair or maintenance of elevating devices;

certificate of qualification means a certificate issued by a provincial or national authority in Canada governing elevating devices; certifying that the holder thereof has the necessary documented experience and qualifications for the class of elevating device for which the certificate is issued;

code means:

1. for elevators, dumbwaiters, escalators and moving walks is CSA Standard CAN3-B44-M85, Safety Code for Elevators, other than clause 9.1.4 thereof, the English version of which is dated November 1985 and the French version of which is dated March 1986; and
2. for manlifts is CSA Standard B311-M1979, Safety Code for Manlifts, the English version of which is dated October, 1979 and the French version of which is dated July, 1984 and Supplement No. 1-1984 to B311-M1979, the English version of which is dated June, 1984 and the French version of which is dated August, 1984; and
3. for elevating devices for the handicapped is CSA Standard CAN3-B355-M81, Safety Code for Elevating Devices for the Handicapped, the English version of which is dated April, 1981 and the French version of which is dated December, 1981;

construction hoist means a temporarily installed elevating device equipped with a car or platform that moves vertically in guides, and that is used for hoisting and lowering materials or workers or both, in connection with the construction, alteration, maintenance or demolition of a building or structure;

Contract Authority means Public Works and Government Services Canada (PWGSC), Acquisitions Branch, representative who is responsible for the establishment, administration, management of the Agreement, and/or any changes or issues relating to it. The Contracting Authority is identified on the front cover of the Solicitation agreement;

decommissioned means permanent disconnection and isolation from all mechanical and electrical services and incapable of operation;

designated inspection agency means the provincial, territorial or other inspection agency engaged by the Minister to inspect elevating devices within a specific geographic area;

dumbwaiter means an elevating device that is equipped with a car too small to be accessible to persons, that moves vertically in guides and that is used exclusively for lifting or lowering freight between two or more levels of a building or structure;

elevating device means a non-portable device for hoisting, lowering or otherwise moving persons or freight and includes any machine room, hoistway and hoistway enclosure, supporting structure, terminals and runway associated with the device;

elevator means an elevating device that is equipped with a car that moves vertically in guides and that serves two or more floors of a building or structure;

escalator means an elevating device in the form of a power-driven, inclined continuous stairway that is used for raising or lowering persons;

fiscal year means the time period from April 1 to March 31;

freight elevator means an elevator that is designed and constructed to carry freight and on which an attendant and freight handlers are permitted ride;

freight platform lift means an elevating device that is not intended to carry passengers, is equipped with a platform that moves vertically and is restricted as to use, location, access, speed, travel and type of operating device and is either:

1. a Type A lift that carries only freight, or
2. a Type B lift that, in addition to freight, may carry an attendant or freight handler;

funicular railway means an incline lift in the form of a railway where the ascending car and the descending car, connected by a driven rope, counter-balance each other;

hand-power dumbwaiter means a dumbwaiter car moved by manual energy or gravity;

hand-power freight elevator means an elevator that utilizes manual energy or gravity to move the car and that is used for carrying freight only;

incline lift means an elevating device that is equipped with a car or platform that moves at an angle other than vertical and serves two or more permanent levels but does not include a stair platform lift;

inspection (initial) means an inspection by an inspector under Provincial Jurisdiction of a newly installed elevating device, or an elevating device to which a major alteration has been made;

inspection (subsequent) means an inspection by an inspector that is made subsequent to an initial inspection where the initial inspection reveals that the elevating device does not conform to the requirements of the applicable code;

inspection (periodic) means an inspection by an inspector carried out at intervals determined by Canada Occupational Health and Safety Regulations, Part IV, Elevating Devices;

inspection (special) means an inspection that is carried out by an inspector pursuant to a complaint, an incident resulting in the death of a person or injury to a person, a fire, flood or other significant exposure to water, vandalism, impact or lightning strike that may adversely affect the safe operation of an elevating device or a minor alteration to an elevating device;

inspection (follow-up) means an inspection that is carried out by an inspector following a periodic inspection or a special inspection as a result of directives/directions being issued for the purpose of ensuring the safe operation of the device;

lift for persons with physical disabilities means an elevating device, whether portable or fixed, that travels between fixed points of a building or structure, that is restricted as to access, speed, travel and type of operating device, and that is specifically designed for use by persons with physical disabilities;

limited use/limited application elevator means a power passenger elevator in which the use and application are limited by size, capacity, speed and rise;

major alteration means an alteration that results in a substantial change to the original design, inherent safety or operational characteristics of an elevating device or that is defined as a major alteration in the code adoption document;

material lift means an elevating device that is not intended to carry passengers, is equipped with a platform that moves vertically, is restricted as to use, location and access, and is either:

1. a Type A lift that carries only freight and is restricted as to width, or
2. a Type B lift that, in addition to freight, may carry an attendant or freight handler and is restricted as to speed, travel and type of operating device;

maximum capacity means the weight or other measure of capacity that an elevating device is designed and constructed to carry safely as set out in a licence;

Minister means the Minister of Public Works and Government Services Canada (PWGSC);

minor alteration means an alteration that results in a minor change to the original design, inherent safety or operational characteristics of an elevating device or that is defined as a minor alteration in the code adoption document;

moving walk means an elevating device that moves passengers on an uninterrupted load-carrying surface that remains substantially parallel to its direction of motion;

observation elevator means a passenger elevator that has a transparent car or hoistway enclosure or both;

Operating Authority means a Public Service Department, Agency, or its designated representative responsible for the operation and/or maintenance of a building and elevating device contained within;

passenger elevator means an elevator that is designed and constructed primarily to carry persons;

previously unknown/undiscovered means an operational elevating device that is not identified in Annex "I" Elevating Device Inventory, and the Operating Authority cannot provide sufficient evidence of inspection documentation;

Provincial Authority means the provincial or territorial body authorized to inspect elevating devices;

qualified inspector means a person recognized under the laws of the provincial or territory in which the elevating device is located as qualified to inspect elevating devices;

qualified person means, in respect of a specific duty, a person who because of his/her knowledge, documented training, experience and certification is qualified to perform that duty safely and properly;

record of inspection means a record or report prepared by an inspector after each inspection of an elevating device, declaring the status of the device with respect to operational safety;

Regional Director means an official public administrator designated accountable by the Minister to administer the safety code inspection program in the area in which a Public Service occupancy or establishment is located;

Safety Code Inspection Program (SCIP), means a program whereby PWGSC establishes and manages s for inspection services on behalf of all custodial departments to ensure inspections required by COHSR are carried out. Through a national data management system PWGSC captures and monitors data demonstrating that inspections required by the CLC II have taken place;

seal means to take any measures necessary by a qualified person to prevent the unauthorized operation or use of an elevating device;

shall is used to express a requirement, i.e., a provision that the user is obliged to satisfy in order to comply with the standard;

should is used to express a recommendation or that is advised, but not necessarily required;

shut-down means the elevating device is connected to a mechanical and/or electrical service and is normally capable of operation, but is shut down due to unforeseen failure, repairs, or inspectors orders;

stair chair lift means a lift for persons with physical disabilities that is equipped with a passenger carrying unit in the form of one or two attached chairs that moves substantially in the direction of a flight of stairs or ramp at a mean angle of not more than 45°;

stair platform lift means a lift for persons who have physically disabilities that is equipped with a platform that moves substantially in the direction of a flight of stairs or ramp at a mean angle of not more than 45° and is either:

1. enclosed stair platform lift, or
2. unenclosed stair platform lift;

Technical Authority means PWGSC, Real Property Branch representative who is responsible for all matters concerning the technical content of the work under the . The Technical Authority is identified in the solicitation agreement;

vertical platform lift means a lift for persons who have physical disabilities, that is equipped with a platform that moves vertically, and is either:

1. enclosed vertical platform lift, or
2. unenclosed vertical platform lift;

voluntary compliance means a process whereby the Operating Authority voluntarily corrects any and or all issued directives by the last compliance date appearing on the inspection report. Once repairs/ correction have been made, the report is signed off by the Operating Authority and or Maintenance or and returned to the Service Provider copied to the Technical Authority.

2.1 Service Provider's Responsibilities – (General)

The Service Provider shall:

1. Collect record and report all client contact information including name, full mailing address and email address for distribution of Inspection Records and other correspondences to the Operating Authorities, Technical Authority and or other technical review person(s).
2. Provide inspection services for each elevating device and safety devices attached thereto identified in Annex "I" Inventory List,; and be responsible for the execution of all the requirements and/or directions stated within this Annex "A" Technical Requirements.
3. Make the necessary arrangements and execute the requirements of this Annex "A" Technical Requirements so as to work with the least possible interference or disturbance to the owner's use of the facilities.
4. Be responsible for compliance with all aspects of the security requirements for his/her personnel, which include obtaining security clearances for all or any employee who requires access to the work site for the life of the Agreement and or any extensions.
5. Comply with all instructions and/or directions when issued by the Operating Authority concerning safety and security issues on each work site.

2.2 Project Safety

1. Notwithstanding any other safety requirement specified in this section or in any other section of Annex "A" Technical Requirements and/or other related documents, the Service Provider shall prepare a written Project Safety Plan outlining the procedures and safe work practices, which all personnel working on or accessing a project site must follow.
2. The Project Safety Plan shall address and conform to the applicable Provincial Safety Act, Codes and Regulations, except where a requirement to conform to a more stringent Act or Regulation has been specified elsewhere in the Agreement documents. All known or potential hazards shall be identified, and it is the Service Providers responsibility to be familiar with all applicable safety acts, regulations, codes and technical requirements.

3. The requirements of this Annex "A" Technical Requirements must be identified and addressed in the Project Safety Plan, by identifying standard operating procedures and safe work practices which incorporate clear and specific control measures, applicable safety rules, procedures and practices, all of which shall become mandatory.
4. A Project Safety Plan shall be submitted to the Technical Authority for inclusion as part of the submittal documents. A Revised Project Safety Plan shall be submitted no more than 5 business days after any potential or new hazard is identified, or when requested by the Technical Authority in accordance herein this section for the duration of the Agreement and/or any subsequent extensions or amendments.
5. Submission of the Project Safety Plan does not imply approval and shall not relieve the Service Provider of any legal obligations for the provision of Occupational Health and Safety requirements as specified by Provincial Legislation.
6. The Service Provider shall ensure all workers and authorized persons under their control entering a work site are notified and provided written copies of the Project Safety Plan. The Service Provider shall ensure safety requirements, procedures, safe work practices and all applicable safety legislation are identified and adhered to. Any person not complying with the applicable safety legislation, regulations, directives, and/or the requirements of this Agreement shall not be permitted on the work site.

2.3 Security

1. For any changes to personnel during the period of the Agreement, the Service Provider shall submit personal information and data for security purposes in accordance with this section herein, and submission of data must be in sufficient time for the security process to be completed before any person is granted access to any Government of Canada site.
2. The Service Provider may be subject to additional security screening procedures with respect to other Government of Canada facilities, not under the custodianship of PWGSC. The Service Provider shall submit to all requests for further security screening and adhere to all security requirements as prescribed by other Government of Canada Department or Agencies. The Service Provider will arrange for these additions Security Screening requirements, directly with the applicable other Government Departments or Agencies.
3. Employees of the Service Provider will be required to have their photograph taken by the Environmental Safety & Health, Corporate Security, Emergency Preparedness branch of the Department of Public Works and Government Services prior to commencing any service.
4. The Service Provider shall provide to the Technical Authority, upon request a list of employees requiring access to the work site. The list shall be in the form stipulated by the Technical Authority. If the Service Provider uses personnel who are not on the approved list of security cleared employees, it may result in non-payment of inspection services at the discretion of the Crown.
5. Employees of the Service Provider will be required to carry their identification with them at all times while performing services on Government of Canada premises and to produce for review upon request by the operating authority.
6. If the result of an applicant's security clearance prove inconclusive, and/or is not granted clearance, the person will not be permitted access to any Government of Canada building for the purpose of this Agreement.
7. Passes and keys for personnel requiring access to (restricted or otherwise) areas of Government of Canada facilities may be made available on request to each building security or building manager.

8. Passes and keys when issued and controlled by site security or building manager are the responsibility of the Service Provider and shall not be removed from the work site without written permission by the Operating Authority.
9. The Service Provider shall surrender all Government-issued identification documents at the completion of this Agreement or at the end of any extension or amendment.
10. The Government of Canada shall not be responsible for any cost to the Service Provider of any kind or nature, which may arise from this section, 2.3 Security.

2.4 Inventory

1. All known elevating devices and associated safety devices attached thereto which requires inspection are identified in Annex "I" Inventory List, and are subject to this Annex A Technical Requirements.
2. The Technical Authority reserves the right to add or remove any inventory item identified in Annex "I" Inventory List at any time during the life of the Agreement and or any extensions.
3. When an operational elevating device is found and is not listed in Annex "I" Inventory List, the Service Provider shall notify the Operating Authority, and request approval to conduct the required inspection(s). If approval is granted, the Service Provider shall perform the required inspection of the equipment and provide a record of inspection in accordance with Section 2.9 Record of Inspection. If approval is not granted, the Service Provider shall notify the Technical Authority in writing within 24 hours indicating the location of the device, the provincial installation number of the device, the Operating Authority contact person and the reason why approval was not granted to inspect the device if given.
4. Reimbursement for a periodic inspection(s) on a previously unknown/undiscovered elevating device not listed in Annex "I" Inventory List shall be made at the set unit cost stated in Annex "B" Financial Arrangements and only on completion of inspection and submission of the Record of Inspection in accordance with this section.
5. When equipment listed in Annex "I" Inventory List has been decommissioned, shut down, or permanently removed from the building, the Service Provider shall notify the Technical Authority in writing by completing a record of inspection indicating the status of the said device(s).
6. The Service provider shall be reimbursed a one (1) time only fee equal to 25% of the set unit cost for a periodic inspection as stated in Annex "B" Financial Arrangements for any authorized inspection of an elevating device with one of the following conditions:
 - i. the operating authority does not fall under the jurisdiction of the Treasury Board Secretariat and does not want to participate in the Safety Code Inspection Program with PWGSC;
 - ii. the building containing the device(s) has been sold to a non-Federal Government entity;
 - iii. the elevating device no longer falls under the Operating Authorities responsibility, such as leased space in a non-Federally owned building/facility.
7. The Service Provider shall not knowingly inspect elevating devices that have a condition described above in sentence 6. Claim for reimbursement will not be granted if inspection is performed while the operational status or any condition described in sentence 6 continues to be unchanged.
8. Where elevating devices have been shut down as defined in Section 1.3 Terminology, and returned to service, the Service Provider shall notify the Technical Authority within 24 hours of inspection identifying the location of the device, the provincial installation number, the Operating Authority contact person and the date it was inspected and returned to full operational condition.

2.5 Inspection Frequencies

Every elevating device and every safety device attached thereto shall be inspected and tested by a qualified person to determine that the prescribed standards are met.

1. before the elevating device and any safety device attached thereto are placed in service;
2. after an alteration to the elevating device or any safety device attached thereto; and
3. once every 12 months, however no greater than 30 days after the previous inspection date or inspection date issued by the Technical Authority.

2.6 Periodic Inspections

Periodic inspections shall be performed on all devices identified in Annex "I" Inventory List on an annual basis, or more frequently if necessary in an effort to protect the safety and health of employees, service providers, and/or persons which have been granted access to Government of Canada facilities. The Technical Authority shall be notified of any departures from the scheduled inspections frequency provided.

2.7 Follow-up Inspection

Follow-up inspections shall be carried out by an inspector following a periodic inspection or a special inspection as a result of directives/directions being issued for the purpose of ensuring the safe operation of the device. Follow-up inspections may be required at the discretion of the inspector and approval from the Technical Authority until the directives/directions have been corrected.

2.8 Special Inspection

Special inspections may be requested by the Operating Authority and or the Technical Authority, but in any case, approval must be provided by the Technical Authority before any Special Inspection is performed. Special Inspections may be requested by the Operating Authority and or the Technical Authority following a complaint, an incident resulting in the death of a person or injury to a person, a fire, flood or other significant exposure to water, vandalism, impact or lightning strike that may adversely affect the safe operation of an elevating device or an alteration to an elevating device.

2.9 Work not Included

The requirements and directions herein this Annex "A" Technical Requirement does not apply to new installations or major alterations, all of which require an initial inspection by the Provincial Jurisdictional Authority. The Operating Authority is responsible for registering any and or all new elevating device(s) or major alterations with the Provincial Authority.

2.10 Coordination and Scheduling

1. In consultation with each Operating Authority, the Service Provider shall schedule inspection services on all elevating devices in operation at the Operating Authorities work place. If the Operating Authority and the Service Provider cannot come to an agreement with regards to the inspection date, the Technical Authority shall be notified.
2. Inspections shall be performed during regular business hours, Monday through Friday between 08:00 hrs and 17:00 hrs, or as mutually agreed to with the Operating Authority. The Service Provider shall be compensated at the set rate in accordance with Annex "B" Financial Arrangements for the approved inspection type performed during regular business hours.
3. Where the Operating Authority requests inspections to be performed outside regular business hours, written authorization shall be provided from the Operating Authority copied to the Technical Authority prior to the commencement of work. The Service Provider shall be compensated at the set rate in accordance with Annex "B" Financial Arrangements for inspections performed outside regular business hours.
4. Where inspections have been coordinated and scheduled in accordance with this section, and where access to the building is prevented or otherwise denied without 24 hours' notice to the Service Provider, the Service Provider shall immediately take action to notify the Technical Authority of such,

and make arrangements with the Operating Authority to reschedule the visit for the execution of this Agreement.

5. The Service Provider, upon written notice to the Technical Authority of such denied access, shall be reimbursed for the attempted inspection at 25% of the set cost stated in Annex "B" Financial Arrangements for the approved inspection type, and schedule a second visit for the purpose of inspection at the same set rate as the initial attempted inspection.
6. The Operating Authority is under no obligation to accommodate, and shall bear no responsibility for claims or delays to the Service Provider for unscheduled site visits, whether it is from failure to follow through with any scheduled site visit or any other circumstances.
7. The deadline for performing safety inspections on all elevating devices and associated safety devices identified in Annex "I" Inventory List is December 31st.

2.11 Record of Inspection

1. Upon completion of an inspection the inspector shall issue a separate hard copy, record of inspection for each provided inspection being performed.
2. The Service Provider shall request the Operating Authority or his/her designated agent to sign off completed records of inspection to provide verification the inspection was performed. If the Operating Authority does not sign off, the Service Provider shall notify the Technical Authority in writing within 24 hours identifying as to why.
3. The Service Provider shall use the departmental supplied Record of Inspection template (attached as Annex "J"), or similar, approved by the Technical Authority representative, for each inspection being performed and it shall include, but not limited to the following:
 - i. date of inspection;
 - ii. type of inspection, (Periodic, Follow-up, Special);
 - iii. location of device, including building name and full municipal address;
 - iv. licensee name; including full municipal address;
 - v. a full description of the device including but not limited to the following:
 - the provincial installation number;
 - the device type, capacity, speed, and number of stops;
 - manufactured by;
 - maintained by;
 - maintenance type;
 - vi. operational status of device as defined in section 1.3 Terminology:
 - active;
 - shut-down;
 - decommissioned;
 - vii. directions that must be complied to, with time frames for completion.
 - viii. date of re-inspection if required, and or voluntary compliance eligibility with instructions to exercise this option;
 - ix. the name, fax number, and signature of the Inspector who carried out the inspection;
 - x. the name and signature of the Operating Authority acknowledging receipt of the completed Record of Inspection.
 - xi. a static statement on the Record of Inspection indicating the following:

This elevating device is inspected under the authority of Public Works and Government Services Canada and in accordance with the Canada Labour Code and applicable regulations issued pursuant to that legislation, including the Treasury Board Secretariat Occupational Safety and Health Directives IV Elevating Devices.

Time limits for compliance reflect the severity of the violation and serve to avoid disruption of service. Non-compliance with a direction may result in shutdown of the device, and/or Enforcement Orders issued by a Health and Safety Officer/ Inspector under the Canada Labour Code, and/or charges laid under said legislation.

4. The Service Provider shall provide an original signed copy of the Record of Inspection to the Operating Authority upon completion of the inspection. The Record of Inspection must be signed by the Operating Authority prior to the Service Provider leaving the facility.

2.12 Non-Compliant Equipment

1. Where the Service Provider finds upon inspection that an elevating device is not safe to operate to the extent essential for the safety and health of employees, the Service Provider shall immediately:
 - a. issue a written shut down order describing the noncompliance or rationale for this action, identify the directive or directives, the code or act infraction(s) requiring correction/repair before the elevating device can be returned to an active operating condition. The Service Provider shall leave a copy of this written notice with the Operating Authority and immediately forward an electronic copy to the Technical Authority.
2. Any elevating device which has been issued a written shut-down order, shall not be granted a voluntary compliance option, and shall not be returned to service until in the opinion of an inspector it is safe to do so.
3. When an elevating device has been inspected and is safe to operate to the extent essential for the safety and health of employees, however, minor directives and/or non-compliance(s) are present, the Service Provider shall issue a Record of Inspection to the Operating Authority in accordance with this Annex. The Record of Inspection shall identify any directives/directions where the device was found to be noncompliant with code requirements, and or any recommendations which would result in improved operating conditions, complete with a time frame for completion. Devices may be allowed to operate providing minor non-compliances and/or recommendations would not jeopardize the user's safety.
4. After any and or all noncompliance or directives have been corrected, the Service Provider shall provide inspections when requested in accordance with section 2.7 of this Annex. The Service Provider shall be reimbursed for a Follow-up Inspection in accordance with Annex "B" Financial Arrangements for inspections subsequent to a Periodic Inspection.
5. If in the opinion of the Inspector, the directives/directions or non-compliances are eligible for a Voluntary Compliance Option, the Service Provider shall identify of such on the Record of Inspection and provide the Operating Authority with instructions on how to comply with this option.
6. If the Operating Authority corrects all issued directives and chooses to exercise the Voluntary Compliance Option, the Service Provider shall accept and acknowledge receipt of the corrected inspection report.
7. The Service Provider shall acknowledge receipt of the voluntary compliance by returning the inspection report to the Operating Authority, signed off accepting the compliance option, thereby offsetting the requirement for a follow-up inspection.
8. In addition to the requirements of sentence seven (7) above, the Service Provider shall provide electronic copies of every voluntary compliance report to the Technical Authority when the Operating Authority exercises the voluntary compliance option.
9. When the Service Provider performs the next Periodic Inspection or Special Inspection as required, and discovers that the Operating Authority did not correct the issued directives as indicated by exercising the voluntary compliance option, the Service Provider may at their discretion, direct the

Operating Authority to shut-down and seal the elevating device in a manner which will render it inoperable.

10. As per sentence two (2) above, any elevating device which has been issued a written shut-down order, shall not be granted a voluntary compliance option, and shall not be returned to service until a Follow-up Inspection is performed and in the opinion of an inspector it is safe to do so.
11. Where an Operating Authority has been found to fraudulently or make false claims of voluntary compliance, the Service Provider may at their discretion withhold or refuse any future voluntary compliance options to the person whom completing the voluntary compliance option.

3.1 Departmental Responsibilities

1. At the commencement of the Agreement, the Technical Authority will provide to the Service Provider a digital copy of Annex "I" Inventory List: in an electronic format no greater than five (5) business days from start of Agreement.

Annex "J" Record of Inspection shall include the following, but not limited to:

- a. custodian department;
 - b. building name and/or municipal address;
 - c. operating authority contact name and phone number;
 - d. the Provincial Installation Number;
 - e. a work ticket number for each device to furnish intent for inspection services; and
 - f. a description of the device.
2. When notified by an Operating Authority, the Technical Authority will modify/revise the list of inventory and cancel or create work tickets for inspections as applicable. When new work tickets are created, and/or existing canceled, the Technical Authority will notify the Service Provider in writing.
 3. From time to time, the Operating Authority will build new buildings and/or sell or demolish existing buildings. When the Technical Authority becomes aware of these situations, the Service Provider will be issued written notice to include or delete these facilities from the inspection program during the life of the Agreement.
 4. Where a dispute may arise between the Service Provider and the Operating Authority, the Technical Authority may intervene as mediator and assist to resolve the dispute/issue. At all times during the life of the Agreement, the Technical Authority shall be the liaison between the Operating Authority and the Service Provider.

3.2 Document Submission and Deliverables

1. In addition to the original hard copy Record of Inspection, an electronic copy in portable document format (.pdf) shall be produced and forwarded to the Operating Authority and the Technical Authority by means of electronic mail no greater than 24 hours (1 business day) after completing the inspection.
2. All Records of Inspection, records of voluntary compliance, shutdown orders as applicable, shall be in the most current Portable Document Format (pdf.) and shall be compressed and optimized for Fast Web View with a file size limit of 100kb or less.
3. When electronic documents are submitted in accordance with this section, they shall be protected with industry standard security features to allow for printing of the document only.
4. All electronic records shall be identified with a file extension name incorporating the Provincial Installation number (PIN) and document identifier as listed in the table below.

Electronic Document Naming Conventions

Existing Elevating Device Inventory

<i>Installation No.</i>	<i>Inspection Type</i>	<i>Identifiant</i>	<i>Exemple</i>
0123456	Periodic Inspection Report	PIR	0123456-PIR
0123456	Follow-up Inspection Report	FIR	0123456-FIR
0123456	Special Inspection Report	SIR	0123456-SIR
0123456	Voluntary Compliance Report	VCR	0123456-VCR
0123456	Shutdown Order	SDO	0123456-SDO

New or Previously unknown elevating devices

<i>Installation No.</i>	<i>Inspection Type</i>	<i>Identifiant</i>	<i>Exemple</i>
0123456	Periodic Inspection Report	PIR	NEW-0123456-PIR
0123456	Follow-up Inspection Report	FIR	NEW-0123456-FIR
0123456	Special Inspection Report	SIR	NEW-0123456-SIR
0123456	Voluntary Compliance Report	VCR	NEW-0123456-VCR
0123456	Shutdown Order	SDO	NEW-0123456-SDO

5. Invoicing and submission of electronic documents shall be forwarded to the Technical Authority every thirty (30) days accompanied with a spreadsheet containing the information stated in Annex "J" Record of Inspection in addition to the cost per inspection
6. The Service Provider will at the end of each Agreement, or any extension year, submit a fully completed Annex "I" Inventory List document with all inspections identified as completed with the date of inspection, or the operational status if the inspection was not/could not be performed. The data contained in Annex "I" Inventory List shall be sorted in its original format.
7. The final version of Annex "I" Inventory List and/or any other applicable documentation shall be submitted to the Technical Authority no greater than January 31st for each year of the Agreement and or any extension option(s). Annex "I" Inventory List shall be in electronic format.

3.3 Correspondence

The Technical Authority will issue, and the Service Provider shall respond in receipt to all correspondence, directions, orders or notices, inspection reports and voluntary compliance reports via email and/or in an electronic format. The Service Provider shall respond and or reply to the following email address Gary.Nemetchek@pwgsc-tpgsc.gc.ca for such correspondences and shall provide response no greater than (1) business day from issue.

3.4 Relevant Documents

The following is a list of documents, which are applicable to these Annex "A" Technical Requirements and incorporates the minimum requirements of the Canada Labour Code Part II and applicable regulations issued pursuant to that legislation. The supporting documents identified in this section and referred to throughout Annex "A" shall not be changed and/or altered in any shape or form without written authorization from the Technical Authority.

1. **Inventory List**

Text version: (attached as Annex "I" Inventory List)

Electronic version: provided to Service Provider 5 business days upon start of Agreement.

2. **Record of Inspection Template**

Text version: (attached as Annex "J" Record of Inspection)

Electronic version: provided to Service Provider 5 business days of upon start of Agreement.

3.5 Continual Improvement and Future Technology

Technical Services, a business unit of Public Works and Government Services Canada (PWGSC), Real Property Branch, endorses and prescribes to a continual improvement process.

Information sharing and web-based technologies will continue to advance over the term of the Agreement and may offer advantages over the current data exchange approach. As a result, the means of exchanging information between the Service Provide, the Operating Authorities and PWGSC may evolve and take advantage of these advances during the term of the Agreement.

It is anticipated that changes in technology and web based advancements will provide new opportunities for process improvement in such areas as: reductions in administrative requirements; improved organizational efficiency; and reduction in response times; and broadcasting for emergency responsiveness to Official Persons in Charge (OPI).

Technical Services is committed to Quality Improvement and Quality Management and is developing and implementing a new module within the Real Property Management System (RPMS) to assist in the execution of the Safety Code Inspection Program.

With such technical web based advancements, it is anticipated that the Service Provider will access and/or feed data through a secure portal to a Departmental electronic database. The Service Provider will retrieve the work tickets the RPMS, execute the requirements of the Agreement based on the technical requirements, prepare electronic inspection reports and data for each inspection and upload back to the RPMS through a secure portal closing the applicable work ticket as completed.

As this technology develops and access securities/ protocols are put into place, it is expected that the successful firm will incorporate this information exchange process into their internal work processes.

ANNEX "B"

BASIS OF PAYMENT

1. PAYMENT

- a. Subject to the terms and conditions of this agreement and in consideration for the performance of the services, the Minister shall pay to **Service Provider**, a fee as set out or calculated in accordance with Section 2.
- b. The amount payable under the Memorandum of Agreement including disbursements shall not exceed the sum as identified in this Annex - item 4 - Fee Schedule without the prior written authorization of the Minister or an officer designated as his Departmental Representative.
- c. It is understood and agreed by the Minister and by **Service Provider**, that the fee is only payable when the services have been performed to the satisfaction of the Departmental Representative. Payment in respect of the performance of a phase or part of a phase of the services may be made.
- d. In accordance with Section 33 of the Financial Administration Act, it is a term of this Memorandum of Agreement that payment hereunder is subject to there being an appropriation for the particular service for the fiscal year in which any commitment hereunder would come in course of payment. Canada agrees to confirm by the 15th of April, on each and every year throughout the life of the Memorandum of Agreement, that arrangements have been made for the procurement of funds that will become payable to **Service Provider**, under the terms of this Memorandum of Agreement during the following federal fiscal year.
- e. Invoices for planned inspection work plus (GST) are to be submitted to Public Works and Government Services Canada on a monthly basis. All invoices for planned inspection work for that fiscal year (April 1st to March 31st) must be received by the departmental representative prior to Mar 01st of each year or a submission of all work planned inspection completed each year, must be forwarded in a form acceptable to the departmental representative.
- f. Invoices for all unplanned work (re-inspection and other services) plus (GST) are to be submitted to Public Works and Government Services Canada on a monthly basis. All invoices for unplanned work that fiscal year must be received by the departmental representative prior to April 1st of each year, or a submission of all work completed to April 1st of each year, must be forwarded in a form acceptable to the departmental representative.

2. BASIS OF PAYMENT

- a. Fixed Fee Based Services
The unit price fixed fee per inspection of elevating device shall include all costs, charges, overheads, profit and all other expenses of **Service Provider** whatsoever including miscellaneous expenses, travel and accommodation costs. The fee shall apply to the actual number of inspections carried out whether more or less than the quantity indicated in Section 4 of this Annex.
- b. Hourly Time Based Services
 - i. Per Hour
The hourly charge is for services other than planned annual inspections, which amount includes an amount for salary, employee benefits, and liabilities of **Service Provider** as employer, overheads and profit but does not include miscellaneous expenses, travel and accommodation costs.
 - ii. Traveling time authorized by the Departmental Representative during normal working hours shall be chargeable as time worked. Authorized travel time outside of normal working hours shall be chargeable up to a maximum of three (3) hours per day. However, not more than eight hours in any one day shall be claimed for the time spent in traveling.

- c. Reimbursable Expenses
 - i. Miscellaneous expenses incurred by **Service Provider** (excluding normal operating costs) that are not included elsewhere in the Memorandum of Agreement, and are related to the services and approved by the Departmental Representative, including, but not limited to, reports, long distance telephone, courier services shall be reimbursed at actual cost to **Service Provider**.
 - ii. Travel and accommodation costs incurred by **Service Provider** for travel and accommodation authorized by the Departmental Representative shall be reimbursed to **Service Provider** in accordance with prevailing Treasury Board of Canada Travel Policy.

3. PAYMENT CONDITIONS

- a. Progress Payments
 - i. **Service Provider** shall be entitled to receive payment at monthly intervals for services satisfactorily performed.
 - ii. A claim for payment must be supported by sufficient detail and documentation to substantiate the amount claimed. The final claim for payment must also include a statement signed by **Service Provider** certifying that all amounts owing to **Service Provider** to under the Memorandum of Agreement are included in the claim.
 - iii. Subject to verification by the Departmental Representative, payment of a claim submitted pursuant to paragraph 3.a.ii. shall be made to **Service Provider** not later than 30 days after receipt. If additional information is requested by the Departmental Representative within 15 days of receipt of the claim for the purpose of verification, the 30-day payment period will begin to run upon receipt of the requested information.
 - iv. All applicable costs as defined herein shall be mitigated and substantiated relative to function prior to being approved by the Departmental Representative.
- b. Interest on Overdue Accounts previous to the date on which the overdue amount is paid. Such date of payment shall be deemed to be the date on the cheque given for payment of the overdue amount.
 - ii. Interest shall be paid automatically on all amounts that are not paid by the due date. The Minister shall not be liable to pay to **Service Provider** any interest on unpaid interest.
 - iii. The rate of interest shall be the average Bank of Canada discount rate for the previous month plus 3% at the close of business on the date upon which the amount became overdue.

4. FEE SCHEDULE

The prices for work performed in accordance with Annex A, inclusive of all disbursements, time and travel cost, if applicable. Goods and Services Tax (GST) extra.

Canada reserves the right to add or delete any building/facility and devices contained in Annex I as may become necessary due to the purchase or sale of such building/facility. Any additional devices added to Annex I shall become part of this contract and meet the requirements contained herein.

Billing for services will be unit price based as per the below tables for preapproved schedule inspections and services.

Estimates have been provided for evaluation purposes only and may not reflect actual business volumes under the resulting Contract. Unit prices will prevail, and in the event that there is a discrepancy between the unit price and the estimated total, Canada reserves the right to correct the estimated total using the firm unit price.

Offers will be compared based on the total evaluated price (see below).

Schedule A – Year 1

ITEM	DESCRIPTION OF SERVICES	Price per Unit	Estimated Quantity	Estimated Total Price
1.1	Annual inspection cost per inspection for as outlined in Annex 'A', during regular working hours.	\$_____	100	\$_____
1.2	Services other than Annual inspections (per hour rate).	\$_____	20	\$_____
SUBTOTAL A: ESTIMATED TOTAL AMOUNT (GST EXTRA):				\$_____

Schedule B – Year 2

ITEM	DESCRIPTION OF SERVICES	Price per Unit	Estimated Quantity	Estimated Total Price
1.1	Annual inspection cost per inspection for as outlined in Annex 'A', during regular working hours.	\$_____	100	\$_____
1.2	Services other than Annual inspections (per hour rate).	\$_____	20	\$_____
SUBTOTAL B: ESTIMATED TOTAL AMOUNT (GST EXTRA):				\$_____

Schedule C – Option Year 1

ITEM	DESCRIPTION OF SERVICES	Price per Unit	Estimated Quantity	Estimated Total Price
1.1	Annual inspection cost per inspection for as outlined in Annex 'A', during regular working hours.	\$_____	100	\$_____
1.2	Services other than Annual inspections (per hour rate).	\$_____	20	\$_____
SUBTOTAL C: ESTIMATED TOTAL AMOUNT (GST EXTRA):				\$_____

Schedule D – Option Year 2

ITEM	DESCRIPTION OF SERVICES	Price per Unit	Estimated Quantity	Estimated Total Price
1.1	Annual inspection cost per inspection for as outlined in Annex 'A', during regular working hours.	\$_____	100	\$_____
1.2	Services other than Annual inspections (per hour rate).	\$_____	20	\$_____
SUBTOTAL D: ESTIMATED TOTAL AMOUNT (GST EXTRA):				\$_____

Solicitation No. - N° de l'invitation
EW038-211648/A
Client Ref. No. - N° de réf. du client
PSPCEW038-211648

Amd. No. - N° de la modif.
000
File No. - N° du dossier
PWU-0-43216

Buyer ID - Id de l'acheteur
PWU404
CCC No./N° CCC - FMS No./N° VME

TOTAL EVALUATED PRICE

SUBTOTAL A: ESTIMATED TOTAL AMOUNT	\$
SUBTOTAL B: ESTIMATED TOTAL AMOUNT	\$
SUBTOTAL C: ESTIMATED TOTAL AMOUNT	\$
SUBTOTAL D: ESTIMATED TOTAL AMOUNT	\$
TOTAL EVALUATED PRICE (GST EXTRA)	\$

Solicitation No. - N° de l'invitation
EW038-211648/A
Client Ref. No. - N° de réf. du client
PSPCEW038-211648

Amd. No. - N° de la modif.
000
File No. - N° du dossier
PWU-0-43216

Buyer ID - Id de l'acheteur
PWU404
CCC No./N° CCC - FMS No./N° VME

ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST



Contract Number / Numéro du contrat EW038-21-1648
Security Classification / Classification de sécurité UNCLASSIFIED

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization Ministère ou organisme gouvernemental d'origine Public Services and Procurement Canada		2. Branch or Directorate / Direction générale ou Direction REAL PROPERTY BRANCH
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 Safety Code Inspection of regulated Elevating Devices in Crown-owned buildings in Manitoba, by provincial authorities.		
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"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	CSMIC TOP SECRET CSMIC 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"/>

TBS/SCT 350-103 (2004/12)

Security Classification / Classification de sécurité

UNCLASSIFIED

Canada



Contract Number / Numéro du contrat EW038-21-1648
Security Classification / Classification de sécurité UNCLASSIFIED

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 :	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes 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? Short Title(s) of material / Titre(s) abrégé(s) du matériel : Document Number / Numéro du document :	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
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"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> SECRET SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS	<input type="checkbox"/> TOP SECRET TRÈS SECRET
	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL
	<input type="checkbox"/> NATO SECRET NATO SECRET
	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
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? If Yes, will unscreened personnel be escorted: Dans l'affirmative, le personnel en question sera-t-il escorté?	
<input type="checkbox"/> No Non <input checked="" type="checkbox"/> Yes Oui	
<input type="checkbox"/> No Non <input checked="" type="checkbox"/> Yes Oui	
PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)	
INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS	
11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises? Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?	
<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
11. b) Will the supplier be required to safeguard COMSEC information or assets? Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?	
<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
PRODUCTION	
11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises? Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?	
<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)	
11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data? Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?	
<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency? Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?	
<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	

Contract Number / Numéro du contrat EW038-21-1648
Security Classification / Classification de sécurité UNCLASSIFIED

PART C (continued) / PARTIE C (suite)

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	Confidential Confidentiel	Secret	Top Secret Très Secret	NATO Restricted NATO Diffusion Restreinte	NATO Confidential	NATO Secret	COSMIC Top Secret COSMIC Très Secret	Protected Protégé			Confidential 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 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.

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).

ANNEX "D"

TECHNICAL EVALUATION CRITERIA

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.

Item #	Mandatory Requirement
M1	The Bidder must submit a list of all proposed resources and must submit copies of valid Qualified Elevator Inspector (QEI) certificates issued by a national or provincial organization accredited in Canada for each proposed resource to demonstrate compliance with this criterion.
M2	<p>The Bidder must include with their bid a signed declaration stating that they are not currently engaged in any activities, with any department or agency of the Public Service, in the Province of Manitoba, within the scope of this requirement for the operation, repair or maintenance of any elevating device, and that they agree to maintain this status for the duration of the proposed Contract and any extensions thereafter.</p> <p>The purpose of this declaration is to ensure there is no conflict of interest as inspection services must be conducted independently from repair services.</p>

1.2 Technical Evaluation Criteria

The criteria contained herein will be used to evaluate each proposal that has met all of the mandatory criteria. Bidders are advised to address each of the criteria in the order in which they appear and in sufficient depth in their proposals to enable a thorough assessment. Assessments will be based solely on the information contained within the proposal. Bidders may be contacted to confirm information or seek clarification.

Only those proposals which are responsive (compliant) with all of the mandatory criteria and then achieve (or exceed) the stated minimum points required for the point rated technical criteria section (which is equivalent to 95 points of the total points available) will be further considered for award of a contract. Proposals not meeting the minimum points required will be deemed non-responsive.

Item #	Point Rated Technical Criteria	Proposal Page #	Maximum Points
R1	<p>The Bidder must submit a Project Safety Plan which covers all critical safety aspects of the project. The PSP must:</p> <ol style="list-style-type: none"> 1. Identify potential hazards and risks; 2. Detail the engineering and administrative controls necessary; 3. Identify necessary personnel training needs; and 4. Contain a plan for the management of change. <p>PSP will be evaluated based upon the following:</p> <ol style="list-style-type: none"> a) Identification of Health and Safety issues relevant to the work as per Annex "A". b) demonstration of safe work procedures and practices, e.g. OHS Policies, company safety policies, and safety rules and/or procedures c) demonstration of all known or potential hazards which may be present during the execution of the contract including analysis and preventive or control measures to mitigate or minimize the hazard <p>A maximum of 5 points will be awarded for each item.</p>		15
R2	<p>The Bidder must provide evidence of the proposed Inspector's experience and past performance by providing three (3) contract or projects, wherein the elevator inspection services provided are similar* to those described in this requirement. The previous experience must be in accordance with a province or territory in Canada, or Canada Occupational Health and Safety Regulations, SOR/86-304, Part IV Elevating Devices as pursuant to the Canada Labour Code, R.S.C, 1985, c. L-2, Part II.</p> <p>Evidence provided by the bidder may be verified by the Crown. Failure by the bidder to provide the required evidence or in the event that the evidence cannot be verified will result in the Bidder being disqualified and no further consideration will be given to the Bidder. If the Bidder submits referenced in excess of the stated requirement above, only the references up to the identified limit will be assessed.</p> <p>The Bidder must complete the Project/Contract Reference Template at 1.2. The following information must be provided for each reference submitted as a minimum:</p> <ol style="list-style-type: none"> a) company name and primary contact name and phone number; b) time and duration of service provided (contract dates); and 		30

	<p>c) description of the project</p> <ul style="list-style-type: none"> i. types of inspection services, ii. types of equipment's iii. approximate number of facilities per client iv. number of devices inspected per year). <p>Canada is not responsible for verifying contact information or availability. All references must be available to be contacted within seven (7) business days of solicitation closing. The evaluation team will make at least 5 attempts to contact the references; if the evaluation team is unable to make contact with any of the references within the 7 business days allotted, the bid will be deemed non-responsive.</p> <p>*Similar refers to the types of inspection services, number of facilities and number of devices inspected per year as per Annex A and Annex I.</p> <p>A maximum of 10 points will be awarded for each project identified.</p>		
	Minimum Points/Total points		22.5/45

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PROJECT HISTORY NO. 3

Name of client organization or company

Name: _____

Name and title of client contact

Name: _____

Title: _____

Email address of reference

Email: _____

Location/site of the project or contract

Value of the project or contract

\$ _____

Performance period of the project or contract
(indicate month and year)

From: Month _____ Year _____

To: Month _____ Year _____

Description of Project or Contract:

ANNEX "E"

INSURANCE REQUIREMENTS

Commercial General 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 \$2,000,000 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 Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
 - 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. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
 - m. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For other provinces and territories, send to:

Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada

Errors and Omissions Liability Insurance

1. The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional 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 \$1,000,000 per loss and in the annual aggregate, inclusive of defence costs.
2. 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.
3. The following endorsement must be included:
Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.

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ANNEX "F"

TASK AUTHORIZATION FORM PWGSC-TPSGC 572 (see attached)

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ANNEX "G"

PERIODIC USAGE REPORTS – CONTRACTS WITH TASK AUTHORIZATIONS

Task Authorization Usage Reporting

Return to:

Attn: Vinay Singh
Public Works and Government Services Canada – Edmonton, Acquisitions Branch
Facsimile: 780-497-3510

Email: TPSGC.ROPAequipedesoutien-WRAPSupportTeam.PWGSC@tpsgc-pwgsc.gc.ca

The Contractor must provide quarterly Task Authorization (TA) usage reports. The Contractor agrees that it is their responsibility to implement a system for tracking TAs under this Contract for the purposes of providing usage reports. This is to ensure that the Limitation of Expenditure indicated for "as and when requested" Work under this Contract is not exceeded.

Each Task Authorization Usage Report must include all the completed TAs for goods and services supplied under this Contract.

Usage Reports are due 15 days after the end of the quarter.

Quarterly Usage Report Schedule:

1st quarter: April 1 to June 30,

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31;

4th quarter: January 1 to March 31.

The Contractor must provide information on each completed TA using the following format:

Item	Call-up / Contract No. Description	Value of the Call-Up	GST
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
(A) Total dollar value call-ups for this reporting period (including GST):			
(B) Accumulated call-ups total to date (including GST):			
(A+B) Total accumulated call-ups:			

NIL REPORT: We have not done any business with Canada for this period []

Prepared by:

Name:

Telephone:

Signature:

Date:

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ANNEX “H” to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

The Bidder accepts to be paid by any of the following Electronic Payment Instrument(s):

- () VISA Acquisition Card;
- () MasterCard Acquisition Card;
- () Direct Deposit (Domestic and International);
- () Electronic Data Interchange (EDI);
- () Wire Transfer (International Only);
- () Large Value Transfer System (LVTS) (Over \$25M)

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ANNEX "I"

INVENTORY LIST (see attached)

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ANNEX “J”

RECORD OF INSPECTION (see attached)

Task Authorization Autorisation de tâche

Instruction for completing the form PWGSC - TPSGC 572 - Task Authorization
(Use form DND 626 for contracts for the Department of National Defence)

Instruction pour compléter le formulaire PWGSC - TPSGC 572 - Autorisation de tâche
(Utiliser le formulaire DND 626 pour les contrats pour le ministère de la Défense)

Contract Number

Enter the PWGSC contract number.

Numéro du contrat

Inscrire le numéro du contrat de TPSGC.

Contractor's Name and Address

Enter the applicable information

Nom et adresse de l'entrepreneur

Inscrire les informations pertinentes

Security Requirements

Enter the applicable requirements

Exigences relatives à la sécurité

Inscrire les exigences pertinentes

Total estimated cost of Task (Applicable taxes extra)

Enter the amount

Coût total estimatif de la tâche (Taxes applicables en sus)

Inscrire le montant

For revision only

Aux fins de révision seulement

TA Revision Number

Enter the revision number to the task, if applicable.

Numéro de la révision de l'AT

Inscrire le numéro de révision de la tâche, s'il y a lieu.

Total Estimated Cost of Task (Applicable taxes extra) before the revision

Enter the amount of the task indicated in the authorized TA or, if the task was previously revised, in the last TA revision.

Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision

Inscrire le montant de la tâche indiquée dans l'AT autorisée ou, si la tâche a été révisée précédemment, dans la dernière révision de l'AT.

Increase or Decrease (Applicable taxes extra), as applicable

As applicable, enter the amount of the increase or decrease to the Total Estimated Cost of Task (Applicable taxes extra) before the revision.

Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu

S'il y a lieu, inscrire le montant de l'augmentation ou de la réduction du Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision.

1. Required Work: Complete sections A, B, C, and D, as required.

1. Travaux requis : Remplir les sections A, B, C et D, au besoin.

A. Task Description of the Work required:

Complete the following paragraphs, if applicable.
Paragraph (a) applies only if there is a revision to an authorized task.

(a) Reason for revision of TA, if applicable:
Include the reason for the revision; i.e. revised activities; delivery/completion dates; revised costs. Revisions to TAs must be in accordance with the conditions of the contract. See Supply Manual 3.35.1.50 or paragraph 6 of the Guide to Preparing and Administering Task Authorizations.

(b) Details of the activities to be performed (include as an attachment, if applicable)

(c) Description of the deliverables to be submitted (include as an attachment, if applicable).

(d) Completion dates for the major activities and/or submission dates for the deliverables (include as an attachment, if applicable).

A. Description de tâche des travaux requis :

Remplir les alinéas suivants, s'il y a lieu : L'alinéa (a) s'applique seulement s'il y a une révision à une tâche autorisée.

(a) Motif de la révision de l'AT, s'il y a lieu : Inclure le motif de la révision c.-à.-d., les activités révisées, les dates de livraison ou d'achèvement, les coûts révisés. Les révisions apportées aux AT doivent respecter les conditions du contrat. Voir l'article 3.35.1.50 du Guide des approvisionnements ou l'alinéa 6 du Guide sur la préparation et l'administration des autorisations de tâches.

(b) Détails des activités à exécuter (joindre comme annexe, s'il y a lieu).

(c) Description des produits à livrer (joindre comme annexe, s'il y a lieu).

(d) Les dates d'achèvement des activités principales et (ou) les dates de livraison des produits (joindre comme annexe, s'il y a lieu).

B. Basis of Payment:

Insert the basis of payment or bases of payment that form part of the contract that are applicable to the task description of the work; e.g. firm lot price, limitation of expenditure, firm unit price

C. Cost of Task:**Insert Option 1 or 2:****Option 1:**

Total estimated cost of Task (Applicable taxes extra): Insert the applicable cost elements for the task determined in accordance with the contract basis of payment; e.g. Labour categories and rates, level of effort, Travel and living expenses, and other direct costs.

Option 2:

Total cost of Task (Applicable taxes extra): Insert the firm unit price in accordance with the contract basis of payment and the total estimated cost of the task.

D. Method of Payment

Insert the method(s) of payment determined in accordance with the contract that are applicable to the task; i.e. single payment, multiple payments, progress payments or milestone payments. For milestone payments, include a schedule of milestones.

B. Base de paiement :

Insérer la base ou les bases de paiement qui font partie du contrat qui sont applicables à la description du travail à exécuter : p. ex., prix de lot ferme, limitation des dépenses et prix unitaire ferme.

C. Coût de la tâche :**Insérer l'option 1 ou 2****Option 1 :**

Coût total estimatif de la tâche (Taxes applicables en sus) Insérer les éléments applicables du coût de la tâche établies conformément à la base de paiement du contrat. p. ex., les catégories de main d'œuvre, le niveau d'effort, les frais de déplacement et de séjour et autres coûts directs.

Option 2 :

Coût total de la tâche (Taxes applicables en sus) : Insérer le prix unitaire ferme conformément à la base de paiement du contrat et le coût estimatif de la tâche.

D. Méthode de paiement

Insérer la ou les méthode(s) de paiement établit conformément au contrat et qui sont applicable(s) à la tâche; c.-à.-d., paiement unique, paiements multiples, paiements progressifs ou paiements d'étape. Pour ces derniers, joindre un calendrier des étapes.

2. Authorization(s):

The client and/or PWGSC must authorize the task by signing the Task Authorization in accordance with the conditions of the contract. The applicable signatures and the date of the signatures is subject to the TA limits set in the contract. When the estimate of cost exceeds the client Task Authorization's limits, the task must be referred to PWGSC.

3. Contractor's Signature

The individual authorized to sign on behalf of the Contractor must sign and date the TA authorized by the client and/or PWGSC and provide the signed original and a copy as detailed in the contract.

2. Autorisation(s) :

Le client et (ou) TPSGC doivent autoriser la tâche en signant l'autorisation de tâche conformément aux conditions du contrat. Les signatures et la date des signatures appropriées sont assujetties aux limites d'autorisation de tâche établies dans le contrat. Lorsque l'estimation du coût dépasse les limites d'autorisation de tâches du client, la tâche doit être renvoyée à TPSGC.

3. Signature de l'entrepreneur

La personne autorisée à signer au nom de l'entrepreneur doit signer et dater l'AT, autorisée par le client et (ou) TPSGC et soumettre l'original signé de l'autorisation et une copie tel que décrit au contrat.



Task Authorization Autorisation de tâche

Contract Number - Numéro du contrat

Contractor's Name and Address - Nom et l'adresse de l'entrepreneur	Task Authorization (TA) No. - N° de l'autorisation de tâche (AT)
	Title of the task, if applicable - Titre de la tâche, s'il y a lieu
	Total Estimated Cost of Task (Applicable taxes extra) Coût total estimatif de la tâche (Taxes applicables en sus) \$

Security Requirements: This task includes security requirements
Exigences relatives à la sécurité : Cette tâche comprend des exigences relatives à la sécurité

☐ No - Non ☐ Yes - Oui If YES, refer to the Security Requirements Checklist (SRCL) included in the Contract
Si OUI, voir la Liste de vérification des exigences relative à la sécurité (LVERS) dans le contrat

►

For Revision only - Aux fins de révision seulement

TA Revision Number, if applicable Numéro de révision de l'AT, s'il y a lieu	Total Estimated Cost of Task (Applicable taxes extra) before the revision Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision \$	Increase or Decrease (Applicable taxes extra), as applicable Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu \$
--	--	---

Start of the Work for a TA : Work cannot commence until a TA has been authorized in accordance with the conditions of the contract.

Début des travaux pour l'AT : Les travaux ne peuvent pas commencer avant que l'AT soit autorisée conformément au contrat.

1. Required Work: - Travaux requis :

A.Task Description of the Work required - Description de tâche des travaux requis	See Attached - Ci-joint <input type="checkbox"/>
B. Basis of Payment - Base de paiement	See Attached - Ci-joint <input type="checkbox"/>
C. Cost of Task - Coût de la tâche	See Attached - Ci-joint <input type="checkbox"/>
D. Method of Payment - Méthode de paiement	See Attached - Ci-joint <input type="checkbox"/>

Contract Number - Numéro du contrat

2. Authorization(s) - Autorisation(s)

By signing this TA, the authorized client and (or) the PWGSC Contracting Authority certify(ies) that the content of this TA is in accordance with the conditions of the contract.

The client's authorization limit is identified in the contract. When the value of a TA and its revisions is in excess of this limit, the TA must be forwarded to the PWGSC Contracting Authority for authorization.

En apposant sa signature sur l'AT, le client autorisé et (ou) l'autorité contractante de TPSGC atteste(nt) que le contenu de cette AT respecte les conditions du contrat.

La limite d'autorisation du client est précisée dans le contrat. Lorsque la valeur de l'AT et ses révisions dépasse cette limite, l'AT doit être transmise à l'autorité contractante de TPSGC pour autorisation.

Name and title of authorized client - Nom et titre du client autorisé à signer

Signature

Date

PWGSC Contracting Authority - Autorité contractante de TPSGC

Signature

Date

3. Contractor's Signature - Signature de l'entrepreneur

Name and title of individual authorized - to sign for the Contractor
Nom et titre de la personne autorisée à signer au nom de l'entrepreneur

Signature

Date

Annex 1 - Elevating Device InventoryEquipment List - Manitoba

WBS#	Department	Building Name	Equipment Inspection #	Equipment Description	Elevating Device Type	CVIC Building Address	City	Prov/ Terr
R.013822.002	PSPC	FEDERAL BLDG	903	PASSENGER	Vertical Transportation	1039 PRINCESS AVE	Brandon	MB
R.013822.002	PSPC	FEDERAL BLDG	904	Elevator - Freight	Vertical Transportation	1039 PRINCESS AVE	Brandon	MB
R.070989.001	A AFC	AGRI CANADA/RESEARCH STN	4754	PASSENGER	Vertical Transportation	Bedford Dr	Brandon	MB
R.070989.001	A AFC	AGRI CANADA/RESEARCH STN	4755	PASSENGER	Vertical Transportation	Bedford Dr	Brandon	MB
R.071009.001	DND	BRANDON ARMORIES	5293	HANDICAPPED LIFT	Vertical Transportation	1116 Victoria Ave	Brandon	MB
R.071009.001	DND	BRANDON ARMORIES	5953	HANDICAPPED LIFT	Vertical Transportation	1116 Victoria Ave	Brandon	MB
R.103824.001	Parks Canada	Park Canada Visitor Reception Centre	5636	PASSENGER	Vertical Transportation	#1 Mantayo, Seepsee Meskanow	Churchill	MB
R.071015.001	RCMP	RCMP SUBDIVISION BLDG	5141	PASSENGER	Vertical Transportation	2 HEDDERLY ST.	DAUPHIN	MB
R.016000.003	PSPC	EMERSON BORDER CROSSING, BLDG 100	5384	PASSENGER	Vertical Transportation	Hwy 75 S	EMERSON	MB
R.016000.003	PSPC	EMERSON BORDER CROSSING, BLDG 200	5388	PASSENGER	Vertical Transportation	Hwy 75 S	EMERSON	MB
R.103824.001	Parks Canada	"The Big House"		HANDICAPPED LIFT	Vertical Transportation	no labeled address	Lower Fort Garry	MB
R.071012.001	PHAC	HEALTH CANADA First Nations & Inuit Health Norway House Hospital	4882	PASSENGER	Vertical Transportation	4730 Norway House	NORWAY HOUSE	MB
R.071012.001	PHAC	NORWAY HOUSE HOSPITAL	3541	POWER DRIVEN DUMBWAITER	Vertical Transportation	4730 Norway House	NORWAY HOUSE	MB
R.071011.001	DND	CFB ARMOURY BLDG 13 Fd Bty	5796	HANDICAPPED LIFT	Vertical Transportation	142-2ND ST NE	Portage La Prairie	MB
R.071015.001	RCMP	RCMP BLDG	5680	PASSENGER	Vertical Transportation	1019 MANITOBA AVE.	SELKIRK	MB
R.071009.001	DND	1ST ROYAL CANADIAN HORSE ARTILLARY COMPLEX N133	5241	POWER DRIVEN DUMBWAITER	Vertical Transportation	CFB SHILO	SHILO	MB
R.071009.001	DND	2 PPCLI GARRISON FACILITIES	5898	PASSENGER	Vertical Transportation	CFB SHILO	SHILO	MB
R.071009.001	DND	BLDG L117 JR RANKS CLUB	1900	POWER DRIVEN DUMBWAITER	Vertical Transportation	CFB SHILO	SHILO	MB
R.071009.001	DND	BLDG N114 OFFICERS MESS	579	POWER DRIVEN DUMBWAITER	Vertical Transportation	CFB SHILO	SHILO	MB
R.071009.001	DND	FITNESS FACILITY BLDG M103	6444	PASSENGER	Vertical Transportation	CFB SHILO	SHILO	MB
R.071009.001	DND	Hockey arena BLDG G4	5867	HANDICAPPED LIFT	Vertical Transportation	CFB SHILO	SHILO	MB
R.071009.001	DND	MPTF BLDG C-106	5899	PASSENGER	Vertical Transportation	CFB SHILO	SHILO	MB
R.071028.001	CSC	ROCKWOOD INST. BLDG F34	5042	HANDICAPPED LIFT	Vertical Transportation	Hwy 7 Stoney Mountain	STONY MOUNTAIN	MB
R.071028.001	CSC	STONY MOUNTAIN INST. BLDG C-16	5656	HANDICAPPED LIFT	Vertical Transportation	Hwy 7 Stoney Mountain	STONY MOUNTAIN	MB
R.071028.001	CSC	STONY MOUNTAIN INST. BLDG C-16	6996	PASSENGER	Vertical Transportation	Hwy 7 Stoney Mountain	STONY MOUNTAIN	MB
R.071028.001	CSC	STONY MOUNTAIN INST. BLDG C-16	7030	PASSENGER	Vertical Transportation	Hwy 7 Stoney Mountain	STONY MOUNTAIN	MB
R.071028.001	CSC	STONY MOUNTAIN INST. BLDG NAB A1	5754	HANDICAPPED LIFT	Vertical Transportation	Hwy 7 Stoney Mountain	STONY MOUNTAIN	MB
R.071028.001	CSC	STONY MOUNTAIN INST. DOME BLDG	5928	PASSENGER	Vertical Transportation	Hwy 7 Stoney Mountain	STONY MOUNTAIN	MB
R.071028.001	CSC	Stony Mountain Recreation	6995	PASSENGER	Vertical Transportation	117 School Road	STONY MOUNTAIN	MB
R.071028.001	CSC	Stony Mountain Recreation	6997	PASSENGER	Vertical Transportation	117 School Road	STONY MOUNTAIN	MB
R.103826.001	Parks Canada	Administration Building	5374	HANDICAPPED LIFT	Vertical Transportation	Wasagaming Drive	Wasagaming	MB
R.071011.001	DND	CFB-WESTWIN BLDG 61	2054	Elevator - Freight	Vertical Transportation	590 WHYTEWOLD RD	WESTWIN	MB
R.013588.002	PSPC	GRAIN COMMISSION BLDG	3107	Elevator - Freight	Vertical Transportation	303 MAIN ST	WINNIPEG	MB
R.013588.002	PSPC	GRAIN COMMISSION BLDG	3121	PASSENGER	Vertical Transportation	303 MAIN ST	WINNIPEG	MB
R.013588.002	PSPC	GRAIN COMMISSION BLDG	3122	PASSENGER	Vertical Transportation	303 MAIN ST	WINNIPEG	MB
R.013588.002	PSPC	GRAIN COMMISSION BLDG	3133	PASSENGER	Vertical Transportation	303 MAIN ST	WINNIPEG	MB
R.013588.002	PSPC	GRAIN COMMISSION BLDG	3173	PASSENGER	Vertical Transportation	303 MAIN ST	WINNIPEG	MB
R.013588.002	PSPC	GRAIN COMMISSION BLDG	3194	PASSENGER	Vertical Transportation	303 MAIN ST	WINNIPEG	MB
R.013589.002	PSPC	STANLEY KNOWLES	1890	PASSENGER	Vertical Transportation	391 YORK AVE	WINNIPEG	MB
R.013589.002	PSPC	STANLEY KNOWLES	1867	PASSENGER	Vertical Transportation	391 YORK AVE	WINNIPEG	MB
R.013589.002	PSPC	STANLEY KNOWLES	5099	PASSENGER	Vertical Transportation	391 YORK AVE	WINNIPEG	MB
R.013590.002	PSPC	MACDONALD BLDG	1097	PASSENGER	Vertical Transportation	344 EDMONTON ST	WINNIPEG	MB
R.013590.002	PSPC	MACDONALD BLDG	1098	PASSENGER	Vertical Transportation	344 EDMONTON ST	WINNIPEG	MB
R.013590.002	PSPC	MACDONALD BLDG	1099	Elevator - Freight	Vertical Transportation	344 EDMONTON ST	WINNIPEG	MB
R.013590.002	PSPC	MACDONALD BLDG	4757	HANDICAPPED LIFT	Vertical Transportation	344 EDMONTON ST	WINNIPEG	MB
R.013591.002	PSPC	WPG FEDERAL BLDG	1127	PASSENGER	Vertical Transportation	269 MAIN ST	WINNIPEG	MB
R.013591.002	PSPC	WPG FEDERAL BLDG	1128	PASSENGER	Vertical Transportation	269 MAIN ST	WINNIPEG	MB
R.013591.002	PSPC	WPG FEDERAL BLDG	1129	PASSENGER	Vertical Transportation	269 MAIN ST	WINNIPEG	MB
R.013591.002	PSPC	WPG FEDERAL BLDG	1130	Elevator - Freight	Vertical Transportation	269 MAIN ST	WINNIPEG	MB
R.013591.002	PSPC	WPG FEDERAL BLDG	3779	HANDICAPPED LIFT	Vertical Transportation	269 MAIN ST	WINNIPEG	MB
R.013593.002	PSPC	CUSTOMS EXAMINING WAREHOUSE	357	Elevator - Freight	Vertical Transportation	145 MCDERMOT AVE	WINNIPEG	MB

R.013593.002	PSPC	CUSTOMS EXAMINING WAREHOUSE		4866	PASSENGER	Vertical Transportation	145 MCDERMOT AVE	WINNIPEG	MB
R.013593.002	PSPC	CUSTOMS EXAMINING WAREHOUSE		5737	HANDICAPPED LIFT	Vertical Transportation	145 MCDERMOT AVE	WINNIPEG	MB
R.013825.002	PSPC	WPG. TAXATION CENTRE		3679	Elevator - Freight	Vertical Transportation	66 STAPON RD	WINNIPEG	MB
R.013825.002	PSPC	WPG. TAXATION CENTRE		3691	PASSENGER	Vertical Transportation	66 STAPON RD	WINNIPEG	MB
R.013825.002	PSPC	WPG. TAXATION CENTRE		3692	PASSENGER	Vertical Transportation	66 STAPON RD	WINNIPEG	MB
R.013825.002	PSPC	WPG. TAXATION CENTRE		3697	Escalator	Vertical Transportation	66 STAPON RD	WINNIPEG	MB
R.013825.002	PSPC	WPG. TAXATION CENTRE		3698	Escalator	Vertical Transportation	66 STAPON RD	WINNIPEG	MB
R.015577.002	PSPC	Royal Canadian Mounted Police "D" Division		3695	PASSENGER	Vertical Transportation	1091 PORTAGE AVE	WINNIPEG	MB
R.015577.002	PSPC	Royal Canadian Mounted Police "D" Division		3696	PASSENGER	Vertical Transportation	1091 PORTAGE AVE	WINNIPEG	MB
R.015577.002	PSPC	Royal Canadian Mounted Police "D" Division		3693	PASSENGER	Vertical Transportation	1091 PORTAGE AVE	WINNIPEG	MB
R.046609.001	Health Canada	HEALTH PROTECTION BRANCH		4343	PASSENGER	Vertical Transportation	510 LAGMODIERE BLVD	WINNIPEG	MB
R.070935.001	PHAC	CSC FOR H&A HEALTH		5020	POWER DRIVEN DUMBWATER	Vertical Transportation	1015 ARLINGTON STREET	WINNIPEG	MB
R.070935.001	PHAC	CSC FOR H&A HEALTH		5159	HANDICAPPED LIFT	Vertical Transportation	1015 ARLINGTON STREET	WINNIPEG	MB
R.070935.001	PHAC	CSC FOR H&A HEALTH		5177	HANDICAPPED LIFT	Vertical Transportation	1015 ARLINGTON STREET	WINNIPEG	MB
R.070935.001	PHAC	CSC FOR H&A HEALTH		5972	Elevator - Freight	Vertical Transportation	1015 ARLINGTON STREET	WINNIPEG	MB
R.070935.001	PHAC	CSC FOR H&A HEALTH (O BLOCK)		5231	PASSENGER	Vertical Transportation	1015 ARLINGTON STREET	WINNIPEG	MB
R.070935.001	PHAC	CSC FOR H&A HEALTH (H BLOCK)		5232	PASSENGER	Vertical Transportation	1015 ARLINGTON STREET	WINNIPEG	MB
R.070935.001	PHAC	CSC FOR H&A HEALTH (N BLOCK)		5219	PASSENGER	Vertical Transportation	1015 ARLINGTON STREET	WINNIPEG	MB
R.070935.001	PHAC	CSC FOR H&A HEALTH (N BLOCK)		6703	PASSENGER	Vertical Transportation	1015 ARLINGTON STREET	WINNIPEG	MB
R.070935.001	PHAC	CSC FOR H&A HEALTH (T BLOCK)		5220	PASSENGER	Vertical Transportation	1015 ARLINGTON STREET	WINNIPEG	MB
R.071011.001	DND	1 CdnAirDiv HQ Bldg 25		4142	PASSENGER	Vertical Transportation	Silver ave & Whytefold Rd	WINNIPEG	MB
R.071011.001	DND	1 CdnAirDiv HQ Bldg 25		4144	PASSENGER	Vertical Transportation	Silver ave & Whytefold Rd	WINNIPEG	MB
R.071011.001	DND	1 CdnAirDiv HQ Bldg 25		4158	PASSENGER	Vertical Transportation	Silver ave & Whytefold Rd	WINNIPEG	MB
R.071011.001	DND	BASE ACCOM. FACILITY BLDG 79		5122	PASSENGER	Vertical Transportation	BASE ST. & 2ND OFF WHYTEWOLD	WINNIPEG	MB
R.071011.001	DND	BLDG 16		2005	Elevator - Freight	Vertical Transportation	WHYTEWOLD RD	WINNIPEG	MB
R.071011.001	DND	BLDG 16		2006	Elevator - Freight	Vertical Transportation	WHYTEWOLD RD	WINNIPEG	MB
R.071011.001	DND	BLDG 16		3656	PASSENGER	Vertical Transportation	WHYTEWOLD RD	WINNIPEG	MB
R.071011.001	DND	BLDG 90 -17 WING		5876	HANDICAPPED LIFT	Vertical Transportation	WHYTEWOLD RD	WINNIPEG	MB
R.071011.001	DND	CAN FORCES BASE BLDG 62		1854	PASSENGER	Vertical Transportation	590 WHYTEWOLD RD	WINNIPEG	MB
R.071011.001	DND	CANADIAN FORCES BASE BLDG 63		5662	HANDICAPPED LIFT	Vertical Transportation	WHYTEWOLD RD	WINNIPEG	MB
R.071011.001	DND	CANADIAN FORCES BASE BLDG 86		4897	HANDICAPPED LIFT	Vertical Transportation	WHYTEWOLD RD	WINNIPEG	MB
R.071011.001	DND	Canex		7296	PASSENGER	Vertical Transportation	700 Wilhurl Rd	WINNIPEG	MB
R.071011.001	DND	CFB 17 WING BLDG #52		6028	HANDICAPPED LIFT	Vertical Transportation	WHYTEWOLD RD	WINNIPEG	MB
R.071011.001	DND	CFB 17 WING BLDG #66		5968	HANDICAPPED LIFT	Vertical Transportation	WHYTEWOLD RD	WINNIPEG	MB
R.071011.001	DND	CFB 17 WING BLDG #76		5990	HANDICAPPED LIFT	Vertical Transportation	WHYTEWOLD RD	WINNIPEG	MB
R.071011.001	DND	CFB 17 WING BLDG 135		5809	PASSENGER	Vertical Transportation	WHYTEWOLD RD	WINNIPEG	MB
R.071011.001	DND	CFB 17 WING BLDG 137		5944	PASSENGER	Vertical Transportation	WHYTEWOLD RD	WINNIPEG	MB
R.071011.001	DND	CFB BLDG 51 CENTRAL HEATING PLANT		5752	FREIGHT PLATFORM	Vertical Transportation	WHYTEWOLD RD	WINNIPEG	MB
R.071011.001	DND	CFB WESTWIN JUNIOR RANKS MESS BLDG #61		5964	HANDICAPPED LIFT	Vertical Transportation	WHYTEWOLD RD	WINNIPEG	MB
R.071011.001	DND	CFB WESTWIN JUNIOR RANKS MESS BLDG #61		5986	HANDICAPPED LIFT	Vertical Transportation	WHYTEWOLD RD	WINNIPEG	MB
R.071011.001	DND	Fort Garry House		6347	HANDICAPPED LIFT	Vertical Transportation	551 McRay	WINNIPEG	MB
R.071011.001	DND	H.M.C.S. CHIPPAWA		5410	PASSENGER	Vertical Transportation	#1 NAVY WAY	WINNIPEG	MB
R.071011.001	DND	MINTO ARMOURY		6104	HANDICAPPED LIFT	Vertical Transportation	969 ST MATTHEWS AVE	WINNIPEG	MB
R.071011.001	DND	MINTO ARMOURY		6105	HANDICAPPED LIFT	Vertical Transportation	969 ST MATTHEWS AVE	WINNIPEG	MB
R.071011.001	DND	MINTO ARMOURY		6106	HANDICAPPED LIFT	Vertical Transportation	969 ST MATTHEWS AVE	WINNIPEG	MB
R.077747.174	PSPC	FRESHWATER INSTITUTE U OF M		3077	PASSENGER	Vertical Transportation	501 UNIVERSITY CRES	WINNIPEG	MB
R.077747.174	PSPC	FRESHWATER INSTITUTE U OF M		3078	PASSENGER	Vertical Transportation	501 UNIVERSITY CRES	WINNIPEG	MB
R.077747.180	PSPC	FEDERAL RECORDS CENTRE		5222	FREIGHT PLATFORM	Vertical Transportation	1700 INKSTER BLVD	WINNIPEG	MB

Annex J - Record of Inspection - Elevating Device

Installation Address: 25-55 St. Clair Ave. E Arthur Meighan Building Toronto, Ontario M4T 1M2	Installation Number 010240	Elevating Device Type Stair Platform Lift-D	Inspection Type Periodic	Inspection Date 16-Jan-2009
Licensee / Invoicee: Department of National Defence c/o Public Works and Government Services Canada 4900 Yonge St. 11th Floor, Toronto, Ontario M2N 6A6	Manufactured By Otis	Capacity 2588 Kg / 22 Persons	Speed 3 M/S	Number of Stops 12
	Maintained By Otis	Maintenance Type Full	Before Inspection Active	After Inspection Operational Active

SEND A COPY OF THIS INSPECTION REPORT TO YOUR MAINTENANCE CONTRACTOR IMMEDIATELY TO ENSURE COMPLIANCE WITHIN THE TIME LIMITS SPECIFIED

This elevating device is inspected under the authority of Public Works and Government Services Canada in accordance with Canada Occupational Health and Safety Regulations, Part IV Elevating Devices, and Treasury Board Secretariat Occupational Health and Safety Directive Part IV Elevating Devices.

Time limits for compliance reflect the severity of the violation and serve to avoid disruption of service. Non-compliance with a direction may result in a shutdown of the device, and/or Enforcement Orders issued by an HRSDC Labour Affairs Officer under the Canada Labour Code, and/or charges laid under said legislation.

The operating authority shall ensure that the maintenance and repair of elevating devices, or safety devices attached to it, are performed by a "Qualified Person"

No person shall return an elevating device to service until it has been inspected by a "Qualified Inspector"

Direction No.	Directions	Target Date for Compliance
1	ALL TWELVE MONTH MAINTENANCE EXAMINATIONS AND TESTS SHALL BE PERFORMED AT REGULAR INTERVALS AND THE MAINTENANCE LOG UPDATED ACCORDINGLY AS PER B44/85 (GROUP 1)	1-Jan-2009
2	THE MAINTENANCE CONTRACTOR SHALL PROVIDE AND MAINTAIN AN OIL MONITORING LOG IN THE ELEVATOR MACHINE ROOM AS PER DIRECTOR'S ORDER 212/07 AS PER ONT REG (GROUP 1)	2-Nov-2009
3	ALL MONTHLY INTERVAL WORK SHALL BE COMPLETED AND LOG BOOK SHALL BE UPDATED ACCORDINGLY AS PER SECTION J OF B44/85 (GROUP 1)	3-Mar-2009
4	CLEAN THE OIL FROM THE MACHINE ROOM FLOOR (HEALTH AND SAFETY) (GROUP 1)	4-Oct-2009
5	THE AUDIBLE DEVICE (ALARM) SHALL BE MADE OPERATIVE WHEN ACTIVATED FROM INSIDE THE CAR AS PER SECTION 3.13 OF B44/85 (GROUP 1)	5-Dec-2009
6	PERFORM THE ANNUAL INSPECTION OF THE HYDRAULIC CYLINDER AND UPDATE THE MAINTENANCE LOG ACCORDINGLY AS PER SEC J B44.00 (GROUP 1)	6-Feb-2009
7	THE LOG BOOK DATA SHALL BE READILY AVAILABLE AT THE LOCATION OF THE ELEVATING DEVICE TO AN INSPECTOR, MAINTENANCE MECHANIC AND OTHER PERSONS DESIGNATED BY THE OWNER. DO NOT LEAVE THE LOG IN ANY OTTER MACHINE ROOM AS PER THE TSSA ACT AND REGS. (GROUP 1)	7-Jul-2009
8	THE PIT LIGHT SHALL BE MADE OPERATIVE AS PER SECTION 2.7 OF THE B44-M85 CODE (GROUP 1)	8-Apr-2009
9	PERFORM THE YEARLY TEST OF THE CAR EMERGENCY LIGHTING SYSTEM AND UPDATE THE MAINTENANCE FEB 28, 2009 LOG ACCORDINGLY. AS PER APPENDIX J OF THE B44 CODE (GROUP 1)	9-Jun-2009
10	INSTALL FUSES OF THE CORRECT CAPACITY AS PER MARKINGS IN THE CONTROLLER. AS PER SECTION 3.12 SEP 18, 2008 OF THE B44 -M85 CODE (GROUP 1)	10-Aug-2009
11	ADJUST THE ANTI-PLUG DEVICE AT FLOOR "G" TO PREVENT THE OPERATION OF THE ELEVATOR WHILE THE DOORS ARE OPEN AS PER THE B44-M85 SECTION 2.12 (GROUP 1)	11-Sep-2009
12	REPLACE THE MISSING SECTION OF THE CAR FALSE CEILING OR INSTALL A GUARD OVER THE EXPOSED CAR INTERIOR LIGHTING AS PER THE B44-M85 (GROUP 1)	12-Jan-2009
13	ADJUST THE LANDING DOOR LATCH TO LOCK CLEARANCE & ADJUST THE UP TRUST TO REDUCE THE GAP THAT THE DOORS CAN BE PULLED OPEN AT THE BOTTOM.FLOORS:3 & 9.	13-Nov-2009
14	TIGHTEN THE LOCK NUTS ON THE HOIST CABLE HITCH RODS AT THE COUNTERWEIGHT	14-Feb-2009
15	REPAIR OR REPLACE LOOSE KEYED SWITCH AT "M" FLOOR LANDING STATION AS PER B44 M-85 CODE	15-Aug-2009

This device has been inspected and tested by the undersigned in accordance with the Canada Occupational Safety and Health Regulations.

Inspectors Name: _____ Signature: _____ Date: _____

I acknowledge that I have received an original copy of this report upon completion of inspection and it consists of () page(s)

Name: _____ Representing: _____

Title _____ Date: _____

Voluntary Compliance Guidelines: If this report is eligible for the Voluntary Compliance Option and should you choose to exercise it, please adhere to the following:

1. All Inspection orders (directions) appearing on the inspection report must be complied with.
 2. A person who has legal signing authority on behalf of the Custodian or Operating Authority must complete the voluntary compliance option.
- After complying with the above two conditions, this inspection report must be returned directly to the Technical Authority (PWGSC) via fax (780) 497-3585 or email SCIP.WesternRegion@pwgsc-tpsgc.gc.ca. It is an offence to knowingly make a false statement or to furnish false information. Voluntary Compliance Option is subject to an audit process which may result in additional inspection fees

Voluntary Compliance Option - Eligible ? ☐ Yes ☐ No

I hereby confirm that all the Inspector's orders (directions) appearing on this inspection report have been completed

Name: _____ Representing: _____

Title _____ Date: _____

Canada