



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Bid Receiving - PWGSC / Réception des
soumissions - TPSGC

11 LaurierSt./ 11, rue Laurier

Place du Portage, Phase III

Core 0B2 / Noyau 0B2

Gatineau

Québec

K1A 0S5

Bid Fax: (819) 997-9776

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

THERE ARE SECURITY REQUIREMENTS
ASSOCIATED WITH THIS REQUIREMENT
CE BESOIN COMPORTE DES EXIGENCES
RELATIVES À LA SÉCURITÉ

Vendor/Firm Name and Address

Raison sociale et adresse du

fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Infrastructure Maintenance and Solution Services Division
(FK)

L'Esplanade Laurier,

East Tower 4th Floor

L'Esplanade Laurier,

Tour est 4e étage

140 O'Connor, Street

Ottawa

Ontario

K1A 0R5

Title - Sujet Heating, Ventilation Air Cond. Heating, Ventilation and Air Conditioning	
Solicitation No. - N° de l'invitation EJ196-210498/A	Date 2021-05-07
Client Reference No. - N° de référence du client 20210498	
GETS Reference No. - N° de référence de SEAG PW-\$\$FK-315-80012	
File No. - N° de dossier fk315.EJ196-210498	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM Eastern Daylight Saving Time EDT on - le 2021-06-23 Heure Avancée de l'Est HAE	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Lavigne, Pierre	Buyer Id - Id de l'acheteur fk315
Telephone No. - N° de téléphone (873) 354-5198 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	

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	

IMPORTANT NOTICE TO BIDDERS

COVID-19 - Additional Instructions to Bidders

Additional restrictions will include:

- **The Bidder's representative must not have travelled internationally in the past 14 days**
- must not have symptoms of COVID-19
- **must respect physical distancing measures while on site.**
- only one representative per Bidder will be allowed to visit the site

The following mandatory health and safety protection is to be worn by all visitors:

- Work boots
- Face masks due to COVID

To learn more about COVID-19, visit the Public Health Agency of Canada:

<https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>

Support the use of apprentices

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

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Buyer ID - Id de l'acheteur
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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 Security Requirements Check List, the Electronic Payment Instruments, the Federal Contractors Program for Employment Equity - Certification, the Cost Estimate Form for Extra Work, Voluntary Certification to Support the Use of Apprentices and any other annexes.

1.2 Summary

- 1.2.1 The work is to perform HVAC maintenance to the following buildings: Aircraft Training Centre and U-100 Transportation Safety Board. A regularly executed maintenance of HVAC equipment is required to ensure adequate operation.

The Contractor must furnish all necessary tools, services and labour to execute the work required for the maintenance of the equipment contained herein and must execute such work in a careful and workmanlike manner and in accordance with all related Codes, Standards and Regulations from all levels of Government (Provincial/Territorial, Municipal and Federal).

The Contractor must conform to all applicable environmental laws and regulations in effect including the Federal Halocarbon Regulations.

Unless otherwise directed, preventive maintenance must be performed during regular working hours, Monday through Friday, 08:00 to 16:00 hours excluding statutory holidays

This work is required for Public Works and Government Services Canada (PWGSC) for the following Buildings: Aircraft Training Centre - 20 Airbus Private, Ottawa, ON and U-100 Transportation Safety Board - 1901 Research Road, Ottawa, ON.

The period of any resulting Contract will be for a period of five (5) years.

- 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](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.
- 1.2.3 There is a mandatory site visit associated with this requirement where personnel security screening is required prior to gaining access to PROTECTED information or assets. Consult Part 2 – Bidder Instructions.
- 1.2.4 The Federal Contractors Program (FCP) for employment equity applies to this procurement; refer to Part 5 – Certifications and Additional Information, Part 7 - Resulting Contract Clauses and the annex titled Federal Contractors Program for Employment Equity - Certification.
- 1.2.5 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.

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

Delete: 60 days
Insert: 120 days

2.2 Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated in the bid solicitation.

Note: For bidders choosing to submit using epost Connect for bids closing at the Bid Receiving Unit in the National Capital Region (NCR) the email address is:

tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca

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

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

2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts 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 ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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

2.6 Mandatory Site Visit

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to start at the Aircraft Training Centre - 20 Airbus Private, Ottawa, ON and then to U-100 Transportation Safety Board - 1901 Research Road, Ottawa, ON, on **Tuesday June 1st 2021**. The site visit will begin at **10:00am DST**, at the Main Entrance at the Aircraft Training Centre. Following this site we will then pursue to Building U-100.

Personnel security screening is required prior to gaining authorized access to PROTECTED information, assets, or sites. Bidders must communicate with the Contracting Authority no later than **Wednesday May**

26th 2021 at 02:00pm DST to confirm attendance and provide the name and date of birth of the person who will attend. The Bidder's Company Security Officer (CSO) must ensure that their representative hold a valid security clearance at the required level for the site visit. Failure to comply with the security requirements will result in the representative being denied access to the site.

Bidders will be required to sign an attendance sheet at each building. Bidders should confirm in their bid that they have attended the site visit. Bidders who do not attend the mandatory site visit or do not send a representative will not be given an alternative appointment and their bid will be declared non-responsive. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

It is mandatory that bidders provide and wear safety boots/shoes for the site visit. Bidders who do not comply will not be permitted to attend the site visit.

2.6.1 Additional restrictions will include:

- **The Bidder's representative must not have travelled internationally in the past 14 days**
- must not have symptoms of COVID-19
- **must respect physical distancing measures while on site.**
- only one representative per Bidder will be allowed to visit the site

The following mandatory health and safety protection is to be worn by all visitors:

- Work boots
- Face masks due to COVID

To learn more about COVID-19, visit the Public Health Agency of Canada:

<https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>

Bidders who do not comply will not be permitted to attend the site visit.

2.7 Bid Challenge and Recourse Mechanisms

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

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

Section I: Technical Bid
Section II: Financial Bid
Section III: Certifications

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

Section I: Technical Bid (1 hard copy and 1 soft copy on USB key),
Section II: Financial Bid (1 hard copy and 1 soft copy on USB key),
Section III: Certifications (1 hard copy and 1 soft copy on USB key).

Bidders can provide all soft copies on one single USB key containing Section I, Section II and Section III in well identified separate files (Technical Bid, Financial Bid and Certifications as applicable).

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

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

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

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, bidders should:

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

Section I: Technical Bid (see Part 4, subsection 4.1.1)

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 and describe their approach 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 Pricing Schedule detailed below in Canadian funds. The total amount of Applicable Taxes are excluded.

The following requirement must be strictly adhered to. Failure to do so will render the bidders' proposal as non-responsive.

It is mandatory that bidders submit firm prices/rates for the five year period of the Contract for all items listed hereafter.

Pricing Schedule 1 - Firm Price

Submit a firm all-inclusive prices including all necessary tools, equipment and services, consumable materials, labour for all inspections, transportation, testing, cleaning, maintenance services as detailed in Annex A, Statement of Work, attached herein, in Canadian funds.

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Building 1: Aircraft Training Centre - 20 Airbus Private, Ottawa, ON

No. of Units	Location Room No.	Make	Model	Serial Number	Details	Year 1	Year 2	Year 3	Year 4	Year 5
1	Building Roof	Engineered Air	FWE313/C/O	54073 RTU-1	RTU-1, 15HP/11,782 CFM Supply & 7.5HP/10,500 CFM Return, Packaged Heating (Glycol) and 30 Tons Cooling (R-410a, 3 circuits) Roof Top Air Handling Unit c/w Control Valves & Piping Within Unit	\$	\$	\$	\$	\$
1	Building Roof	Engineered Air	FWE183/C/O	M16889 RTU-2	RTU-2, 7.5HP/7,200 CFM Packaged Heating (Glycol) and 18 Tons Cooling (R-410a, 3 circuits) Roof Top Air Handling Unit c/w Control Valves & Piping Within Unit	\$	\$	\$	\$	\$
2	Rooftop	Franklin	FPOB1K2	N/A	P1 and P1.A Dry-Cooler Circulating Pumps	\$	\$	\$	\$	\$
1	Rooftop	Liebert	DD0419B	C17AT2A012	Glycol Dry-Cooler #1, Single Fan, 1/4hp	\$	\$	\$	\$	\$
1	Rooftop	Engineered Air	FWE163/DJ S40/0	B54306 RT-1	RTU #1 Gas Fired, DX, Rooftop Make-up Air Unit	\$	\$	\$	\$	\$
1	Rooftop	Engineered Air	FWE163/DJ S40/0	B54306 RT-2	RTU #2 Gas Fired, DX, Rooftop Make-up Air Unit	\$	\$	\$	\$	\$
1	Rooftop	Engineered Air	FWE61/DJ S20/0	B54306 RT-3	RTU #3 Gas Fired, DX, Rooftop Make-up Air Unit	\$	\$	\$	\$	\$
1	Rooftop	Engineered Air	FWE61/DJ S20/0	B54306 RT-4	RTU #4 Gas Fired, DX, Rooftop Make-up Air Unit	\$	\$	\$	\$	\$
1	Extension Building Rooftop	Aaon	RN-009-4-0-BA02-3F9	201011-ANGQ13295	Indirect Gas Fired (195 MBH), DX (9 ton, 410a), Packaged Rooftop Unit c/w Speed Drive Controller	\$	\$	\$	\$	\$
1	Extension Building Rooftop	Daikin	RXS09DAV JU	E000193	Ductless Split Heat Pump (8500BTUH Cooling/10000BTU H Heating)	\$	\$	\$	\$	\$
1	Extension Building Mechanical Room	Uponor / Laars	HT1.330	BR3140948	Gas Fired Direct Vent Boiler for Slab Heating System, 126MBH c/w Hydronic Circulators and Zone Valves	\$	\$	\$	\$	\$
1		HTP	EL-399N		Gas Fired Hydronic Heating Boiler	\$	\$	\$	\$	\$

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	Room 110			021913A100640 1 (#1)	(400MBH) c/w Watts Low Water Cut-off					
1	Room 110	HTP	EL-299N	0307122100817 4 (#2)	Gas Fired Hydronic Heating Boiler (300MBH) c/w Watts Low Water Cut-off	\$	\$	\$	\$	\$
1	Room 110	HTP	EL-301N	072015F142174 0 (#3)	Gas Fired Hydronic Heating Boiler (307MBH) c/w Watts Low Water Cut-off	\$	\$	\$	\$	\$
1	Room 110	Rheem Ruud	RF50-98C	0795H00235	Gas Fired Domestic Hot Water Heater (98MBH)	\$	\$	\$	\$	\$
1	1 st Floor Room #012	Metex	2045	N/A	Glycol Make-up Feed Tank	\$	\$	\$	\$	\$
1	2nd Floor Room #152	Liebert	DS042KUB 1E1385S	N16M8H0034	AC-1, 42kW, DX, R-410A on Dry-Cooler	\$	\$	\$	\$	\$
1	1st Floor Room #022	Liebert	PX029DG1 8SA386	Y16M6S0221	AC-2, 29kW, DX, R-410A on Dry-Cooler	\$	\$	\$	\$	\$
2	Pump Room	Tandem Chillers	WX040DZV	0815-2002 Chiller #1 0815-2003 Chiller #2	Water Cooled Scroll Modular Chillers, 40 Tons, 2 Circuit, R-410a (16.5 lbs/circuit), 575/3/60 c/w SRM-1 Chiller Controller	\$	\$	\$	\$	\$
2	Pump Room	Danfoss	177U3759	575304Y395 (P-3A) 575404Y395 (P-3B)	Variable Frequency Drives for Chiller Condenser Water Pumps P-3A & P-3B	\$	\$	\$	\$	\$
2	Pump Room Roof	RefPlus	FLD243C-8	2015090384 (DC-1) 2015090385 (DC-2)	Glycol Dry Coolers (8 Fans, 600/3/60)	\$	\$	\$	\$	\$
Total for Each Year						\$	\$	\$	\$	\$
Building 1 - Total for 5 Years						\$ _____				

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Building 2: U-100 Transportation Safety Board - 1901 Research Road, Ottawa, ON

No. of Units	Location Room No.	Make	Model	Serial Number	Details	Year 1	Year 2	Year 3	Year 4	Year 5
1	X-Ray Room #26	Mitsubishi	PKA-A12HA6	N/A	Ductless Split AC Unit R-410A c/w Condensate Pump and Remote Control	\$____	\$____	\$____	\$____	\$____
1	FDR Lab Room 14	Mitsubishi	MSY-D36NA	8000087	Ductless Split AC Unit R-410A c/w Condensate Pump and Remote Control	\$____	\$____	\$____	\$____	\$____
1	Server Room	LG	LS240CP	904KAYR00026	Ductless Split AC Unit R-410A c/w Condensate Pump and Remote Control	\$____	\$____	\$____	\$____	\$____
1	SEM Room 34	LG	LS240CP	904KALC00008	Ductless Split AC Unit R-410A c/w Condensate Pump and Remote Control	\$____	\$____	\$____	\$____	\$____
1	Penthouse	Viessmann	RMT-270	97-270-722285400159	Gas Fired Heating Boiler #1 921MBH	\$____	\$____	\$____	\$____	\$____
1	Penthouse	Viessmann	RMT-270	97-270-722285400161	Gas Fired Heating Boiler #2 921MBH	\$____	\$____	\$____	\$____	\$____
1	Penthouse	GSW	JW70-250N	9604861926	Gas Fired Domestic Hot Water Boiler 250MBH	\$____	\$____	\$____	\$____	\$____
1	Penthouse	Carrier	30HXA076N-E171KA	4912Q20614	Rotary Screw Fluid Cooled Liquid Chiller (R-134a), 575/3/60, c/w Motor Starter, Carrier Comfort Network Chiller Controller	\$____	\$____	\$____	\$____	\$____
1	Roof	Carrier	09DK084101	4912062548	Air Cooled Condenser for Carrier Chiller 575/3/60	\$____	\$____	\$____	\$____	\$____
1	Mezzanine	Liebert Mini-Mate Plus	MME060E-YHO	55020	AHU #5, 5 Ton, DX Fan Coil Unit (R-22) c/w 10Kw Electric Reheat, 208/3/60	\$____	\$____	\$____	\$____	\$____
1	Computer Room #63	Sanyo	KM0912W	0372404	Ductless Split AC Unit, 9KBTU, R-22	\$____	\$____	\$____	\$____	\$____
1	Computer Room #65	Sanyo	KM0912W	0324004	Ductless Split AC Unit, 9KBTU, R-22	\$____	\$____	\$____	\$____	\$____
Total for Each Year						\$____	\$____	\$____	\$____	\$____
Building 2 - Total for 5 Years						\$_____				
Grand Total – Building 1 + Building 2						\$_____				

Summary of Pricing Schedule 1 - Building 1 and Building 2

Note: The annual totals from each table will be added together and these totals must be placed in the 'Firm Price' column of each Summary table for each respective year. These annual Firm Price totals must then be divided into quarterly rates and put in the appropriate Firm Quarterly Rate space.

Period	Firm Quarterly Rate	Number of Quarters	Annual Firm Price
Year 1	\$	x 4	\$
Year 2	\$	x 4	\$
Year 3	\$	x 4	\$
Year 4	\$	x 4	\$
Year 5	\$	x 4	\$
Total of Pricing Schedule 1 – 5 Years			\$

**IN THE CASE OF ERROR IN THE EXTENSION OF PRICES, THE UNIT PRICE WILL GOVERN.
CANADA MAY ENTER INTO CONTRACT WITHOUT NEGOTIATION.**

B. Pricing Schedule 2: Extra Work - As and When Requested

Extra work as described in Annex B - PWGSC Scope of Work 8M3-0999-100, "Extra Work" will be conducted on an as and when requested basis where charges shall be made for actual labour and repair and replacement parts. Estimated quantity of hours per year for extra work is for evaluation purposes only.

When "As and When" work is requested during the contract period, the contractor must complete and submit the Annex C "Cost Estimate Form for Extra Work". Written authorization (form GC 227 "Call-up Against a Contract") must be obtained from the Technical Authority prior to conducting any extra work.

Submit a Firm All-inclusive Labour Rate (including Overhead, Profit, and all related Costs) in Canadian funds.

2.1) LABOUR: Our firm hourly rate per qualified HVAC personnel will be:

i) Regular Hours 8:00 to 16:00, Monday to Friday	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Hourly Rate	\$_____ /HR	\$_____ /HR	\$_____ /HR	\$_____ /HR	\$_____ /HR
Estimated quantity of hours per year:	94	10	10	10	10
Extended Price:	\$_____	\$_____	\$_____	\$_____	\$_____
2.1 (i) SUB-TOTAL:					\$_____

ii) Outside regular hours Monday to Saturday	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Hourly Rate	\$_____ /HR	\$_____ /HR	\$_____ /HR	\$_____ /HR	\$_____ /HR
Estimated quantity of hours per year:	8	2	2	2	2
Extended Price:	\$_____	\$_____	\$_____	\$_____	\$_____
2.1 (ii) SUB-TOTAL:					\$_____

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iii) Sunday & Statutory Holidays	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Hourly Rate	\$_____/HR	\$_____/HR	\$_____/HR	\$_____/HR	\$_____/HR
Estimated quantity of hours per year:	6	2	2	2	2
Extended Price:	\$_____	\$_____	\$_____	\$_____	\$_____
2.1 (iii) SUB-TOTAL:					\$_____

2.2) LABOUR: Our firm hourly rate per qualified G1 Gas Technician will be:

i) Regular Hours 8:00 to 16:00, Monday to Friday	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Hourly Rate	\$_____/HR	\$_____/HR	\$_____/HR	\$_____/HR	\$_____/HR
Estimated quantity of hours per year:	94	10	10	10	10
Extended Price:	\$_____	\$_____	\$_____	\$_____	\$_____
2.2 (i) SUB-TOTAL:					\$_____

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ii) Outside regular hours Monday to Saturday	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Hourly Rate	\$_____/HR	\$_____/HR	\$_____/HR	\$_____/HR	\$_____/HR
Estimated quantity of hours per year:	8	2	2	2	2
Extended Price:	\$_____	\$_____	\$_____	\$_____	\$_____
2.2 (ii) SUB-TOTAL:					\$_____

iii) Sunday & Statutory Holidays	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Hourly Rate	\$_____/HR	\$_____/HR	\$_____/HR	\$_____/HR	\$_____/HR
Estimated quantity of hours per year:	6	2	2	2	2
Extended Price:	\$_____	\$_____	\$_____	\$_____	\$_____
2.2 (iii) SUB-TOTAL:					\$_____

2.3 MATERIALS: Materials will be charged at our laid-down cost plus a mark-up of:

	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Mark-up	_____%	_____%	_____%	_____%	_____%
Estimated Expenditure	\$15,000.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00
* Extended Price:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2.3 SUBTOTAL:					\$ _____

* The Extended Price for materials is calculated by adding the mark-up quoted to the total estimated expenditure (Example: Year 1, \$500.00 estimated expenditure; 10% mark-up quoted = \$500.00 + (\$500.00 x 10%) = \$550.00). The estimated expenditures is for evaluation purposes only.

Parts will be supplied FOB Destination including all delivery charges. The following definitions have been used to arrive at the figures as noted:

i) MARK-UP - The difference between the Contractor's laid-down cost for product and resale price to the Crown. Mark-up includes applicable internal cost allocation by the Contractor such as material handling and general and administrative (G&A) expenses plus profit.

ii) LAID-DOWN COST - The cost incurred by a vendor to acquire a specific product or service for resale to the government. This includes but is not limited to the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage.

AUTHORIZATION FOR DELIVERY: The consignee shall request delivery of goods/services identified in Pricing Schedule 2., 2.1 (i), (ii), (iii); 2.2 (i), (ii), (iii); 2.3 on form GC 227 "Call-up Against a Contract".

TOTAL ASSESSED PROPOSAL PRICE

Sum of Basis of Pricing

Pricing Schedule 1: Buildings 1 & 2 = Subtotal \$ _____ +

Pricing Schedule 2: 2.1 (i) to (iii) = Subtotal \$ _____ +

Pricing Schedule 2: 2.2 (i) to (iii) = Subtotal \$ _____ +

Pricing Schedule 2: 2.3 = Subtotal \$ _____ +

Total assessed proposal price = \$ _____

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**IN THE CASE OF ERROR IN THE EXTENSION OF PRICES, THE UNIT PRICE WILL GOVERN.
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3.1.2 Electronic Payment of Invoices – Bid

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

If Annex “C” 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.

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

(b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

4.1.1.1 Submission of Evidence

Submission of Evidence as described at 4.1.1.2 and 4.1.1.3 must be included with the bid at time of solicitation closing. However, if the following is not submitted with the bid by the solicitation closing date, 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.

The evidence provided by the bidder may be verified.

4.1.1.2 Mandatory Service Technician's and Qualified Persons on site

To carry out the work on this requirement, the Bidder must provide 6 (six) Service Technicians in the field of **HVAC Equipment Personnel and Gas Technician G1** to perform maintenance of Heating, Ventilation and Air Conditioning (HVAC).

The Bidder must provide the name of each HVAC Technicians:

	First and Last Name
HVAC Technician 1 - HVAC Equipment Personnel	
HVAC Technician 2 - HVAC Equipment Personnel	
HVAC Technician 3 - HVAC Equipment Personnel	
HVAC Technician 4 - Gas Technician G1	
HVAC Technician 5 - Gas Technician G1	
HVAC Technician 6 - Gas Technician G1	

The following certificates/cards must be provided for each HVAC Technicians proposed by the Bidder. Each of the certificate/card must be valid (not expired) as of the bid closing date of this RFP.

Three (3) service personnel qualified in the HVAC equipment with:

- A valid Ozone Depletion Prevention Card for the Province of Ontario (or approved interprovincial equivalent); and
- A valid Journeyperson (JP) Refrigeration and Air Conditioning Certification Licence (or approved interprovincial equivalent); and
- A valid Working from Heights Certificate; and
- A valid Aerial Lift Certificate.

Three (3) service personnel qualified in the Gas fired appliance with:

- A valid permanent Province of Ontario Certificate G1 (Gas Technician 1) (or approved interprovincial equivalent); and
- A valid Working from Heights Certificate; and

- A valid Aerial Lift Certificate.

The personnel named in HVAC equipment' above may also be named in items 'Gas fired appliances' and provided they hold the required certifications of each category.

4.1.1.3 Mandatory Non-Working Service Manager

The bidder must provide the name of its non-working service manager which will hold the supervisory role in the field of maintenance of Heating, Ventilation and Air Conditioning (HVAC) services.

- The Bidder should provide the information using the form below.

Provide the name of the Non-Working Service Manager_____

4.1.2 Apprentices

Apprentices employed by the Contractor must be fully registered in a Tradesman Program related to the services in Annex A, Statement of Work. Apprentices must work, at any time, under the direction of a Journeyperson holding a Refrigeration and Air Conditioning Certification Licence (or approved interprovincial equivalent). Canada reserves the right to request proof of registration in a Tradesman Program at any time during the term of the contract

4.2 Basis of selection

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

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 procurement 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

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

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

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirements

1. At the date of bid closing, the following conditions must be met:

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 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. 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 Employee Information for Security

The Bidder must specify the following information regarding employees proposed in Part 4, Section 4.1.1 (Technical Bid) to provide services against any resulting contract:

LEGAL NAME (First and Last)	DATE OF BIRTH dd-mm-yyyy	CURRENT CLEARANCE HELD

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 at Annex A.

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.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
 - a) Security Requirements Check List and security guide (if applicable), attached at Annex B;
 - b) *Industrial Security Manual* (Latest Edition).

7.4 Term of Contract

7.4.1 Period of Contract

The period of the Contract is from _____ to _____ inclusive. (*Will be completed at contract award*)

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

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Pierre Lavigne

Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Real Property Contracting Directorate
140 O'Connor Street, East Tower, 4th Floor
Ottawa, ON K1A 0S5

Telephone: 873-354-5198

E-mail: pierre.lavigne@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

"TO BE PROVIDED AT CONTRACT AWARD"

The Technical Authority for the Contract is:

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

The name and particulars of the person to be contacted for general enquiries and follow-up purposes:

Name: _____

Title: _____

Company Name: _____

Address: _____

Telephone: _____

Facsimile: _____

Cellular: _____

E-mail: _____

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 Limitation of Expenditure

The Contractor will supply the goods and services under the Contract to an estimated total expenditure that must not exceed **\$ (to be determined)** (Applicable Taxes excluded) of which **\$ (to be determined)** (Applicable Taxes excluded) is for goods and/or services enumerated or described in Pricing Schedule 1, and **\$ (to be determined)** (Applicable Taxes excluded) is for additional goods and/or services that may be requested on an "As and When Requested" basis at the prices and/or rates set out in Pricing Schedule 2.

7.7.2 Basis of Payment - Firm Price

In consideration of the Contractor satisfactorily completing its obligations under this contract, the Contractor will be paid firm prices Quarterly in accordance with General Conditions 2035 16 ([2014-09-25](#)) 'Payment Period' and the following table. Applicable Taxes are extra, if applicable.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

(At contract award - appropriate pricing table(s) will be inserted here)

7.7.3 SACC Manual Clauses

A9117C (2007-11-30) T1204 - Direct Request by Customer Department, apply to and form part of the Contract.

A3015C (2014-06-26) Certifications - Contract

7.7.4 Electronic Payment of Invoices

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)

7.8 Invoicing Instructions - Maintenance Services

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions along with the monthly maintenance report described in the Statement of Work of the Contract.

Invoices cannot be submitted until all work identified in the invoice has been completed and that all maintenance service call reports related to the Work identified in the invoice have been received by the Technical Authority.

2. The Contractor must distribute the invoices and reports as follows:

- (a) Invoices and monthly maintenance reports must be sent by email to the following for certification and payment.

(insert email addresses as required)

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.

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

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

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 General Conditions - Higher Complexity - Services (2020-05-28);
 - (c) Annex A, Statement of Work;
 - (d) Annex B, Security Requirements Check List;
 - (e) Annex E, Cost estimate Form for Extra Work;
 - (f) the Contractor's bid dated _____, as clarified on _____, as amended on _____.

7.12 Foreign Nationals (Canadian Contractor **OR** Foreign Contractor)

SACC Manual clause [A2000C](#) (2006-06-16) Foreign Nationals (Canadian Contractor)

OR

SACC Manual clause [A2001C](#) (2006-06-16) Foreign Nationals (Foreign Contractor)

7.13 Insurance Requirements

7.13.1 Insurance – Specific Requirements

The Contractor must comply with the insurance requirements specified in the **following article 7.13.2 Commercial General Liability Insurance**. 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. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

7.13.2 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. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
 - n. All Risks Tenants Legal Liability - to protect the Contractor for liabilities arising out of its occupancy of leased premises.
 - o. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
 - p. 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 the province of Quebec, send to:

*Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8*

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.

7.14 Cellular Phones

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

7.15 Government Site Regulations

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

7.16 Pre-Commencement Meeting

A pre-commencement meeting is mandatory for the Contractor prior to commencing any work and minutes of the meeting will be taken. The time and place of this meeting will be determined by the Technical Authority.

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

7.17 Voluntary Reports for Apprentices Employed during the Contract

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

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

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20210498

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FK315. EJ196-210498

Buyer ID - Id de l'acheteur
FK315
CCC No./N° CCC - FMS No./N° VME

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

Number of apprentices hired	Trade specialty

(Add lines if needed)

7.18 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](#)".

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ANNEX “A”

STATEMENT OF WORK

(See attached document)

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ANNEX "B"

SECURITY REQUIREMENTS CHECK LIST

(See attached document)

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ANNEX "C" 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)

ANNEX "D" to PART 5 OF THE BID SOLICITATION

FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

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

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

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

Complete both A and B.

A. Check only one of the following:

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

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

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

OR

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

B. Check only one of the following:

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

OR

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

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ANNEX "E"

COST ESTIMATE FORM FOR EXTRA WORK

(See attached document)

ANNEX "F"

Voluntary Certification to Support the Use of Apprentices

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

In order to help meet demand for skilled tradespeople, the Contractor agrees to use, and require its subcontractors to use, reasonable commercial efforts to hire and train registered apprentices, to strive to fully utilize allowable apprenticeship ratios¹ and to respect any hiring requirements prescribed by provincial or territorial statutes.

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

Name:
Signature:
Company Name:
Company Legal Name:
Solicitation Number:

Optional information to provide:
Number of apprentices planned to be working on this contract:
Trades of those apprentices:

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

SW 1 General

- .1 The Contractor must furnish all necessary tools, services and labour to execute the work required for the maintenance of the equipment contained herein and must execute such work in a careful and workmanlike manner and in accordance with all related Codes, Standards and Regulations from all levels of Government (Provincial/Territorial, Municipal and Federal).
- .2 To carry out the work on this requirement, Service personnel employed by the Contractor must be in possession of:
 - a. **HVAC equipment - Three (3) service personnel with:**
 - A valid Ozone Depletion Prevention Card for the Province of Ontario (or approved interprovincial equivalent); and
 - A valid **Journeyperson (JP)** Refrigeration and Air Conditioning Certification Licence (or approved interprovincial equivalent); and
 - A valid Fall Protection Certificate; and
 - A valid Aerial Manlift Certificate.
 - b. **Gas fired appliances - Three (3) service personnel with:**
 - A valid permanent Province of Ontario Certificate G1 (Gas Technician 1) (or approved interprovincial equivalent); and
 - A valid Fall Protection Certificate; and
 - A valid Aerial Manlift Certificate.

The personnel named in 'HVAC equipment' above may also be named in items 'Gas fired appliances' provided they hold the required certifications of each category.

- c. Apprentices employed by the Contractor must be fully registered in a Tradesman Program related to the services in Annex A, Statement of Work. Apprentices must work under the direction of a Journeyman Mechanic. Canada reserves the right to request proof of registration in a Tradesman Program related to the services in Annex A, Statement of Work at any time during the term of the contract.

SW 2 Scope of Work - preventive maintenance / inspection - Year 1 only

.1 General

The Contractor must provide all required maintenance as per SW 3 and the manufacturer's recommendations, including but not limited to the items listed below, to maintain the equipment listed in SW 5, Equipment Inventory.

.2 Included in Contract

- a. Contractor must furnish all necessary tools, services, materials and labour for all maintenance inspections, leak testing, cleaning, lubrication and the replacement of drive belts, filters and fuses.
- b. The equipment inventory identified in SW5 must be inspected and maintained as described herein. All additional parts and labour required to effect repairs to this equipment will be at extra cost to Canada. For any repairs associated with the Equipment Inventory, the Contractor must immediately submit to the Technical Authority for review, a comprehensive parts & labour cost summary and the reason for repair(s). If the request is deemed fair and reasonable by the Technical Authority, compensation will be provided to the Contractor at extra cost to Canada. The proposed repairs must not proceed without prior consent from the Technical Authority.
- c. The Contractor is encouraged to identify modifications or improvements to the equipment or system(s) that will enhance equipment serviceability, life expectancy and/or efficiency.
- d. The Contractor will calculate the cost of the repairs (SW2.2b.), modifications or improvements (SW2.2c.) based on Basis of Pricing "Pricing Schedule 2". The Contractor may be called upon to effect this work.

.3 Performance

The Contractor must maintain the equipment at its original performance level to provide conditions within the range required by the equipment being served by this system or as otherwise specified by the Technical Authority.

SW 2.1 Scope of Work - All inclusive, comprehensive preventive maintenance - effective year 2 through year 5

.1 General

The Contractor must provide all required maintenance as per SW 3 and the manufacturer's recommendations, including but not limited to the items listed below, to maintain the equipment listed in SW 5, Equipment Inventory.

.2 Included in Contract

- a) Labour for all inspections, leak testing, cleaning, lubrication, maintenance and repairs;
- b) Provide all replacement parts and components, heat transfer media (eg. Glycol), refrigerant, related piping and valves of unit up to isolation valves, insulation, connecting duct work and associated electrical and controls (including motor starters) and condensate drainage system(s). Cleaning of duct work and terminal devices (eg. grilles and diffusers) is not the responsibility of the Contractor;
- c) The Contractor must replace any defective system components with components matching original supplier's specifications to ensure system integrity. Replacement components must be new or manufacturer warranted "as new" rebuilt (with Technical Authority's approval). For the period of this contract, the Contractor must have access, at all times, to sufficient direct replacement parts to ensure immediate repair of any component that would render the system out of service or inaccessible to operator interaction. Failure to comply with these requirements will be assessed by the Technical Authority and may result in reduction of contract payments relative to the duration and consequences of the "out of service" condition.

.3 Performance

The Contractor must maintain the equipment at its original performance level to provide conditions within the range required by the equipment being served by this system or as otherwise specified by the Technical Authority.

.4 Exclusions

The Contractor is not required as part of this contract to make renewals or repairs necessitated by reason of the negligent operation or misuse of the equipment by others or by reason of any other cause beyond his control except ordinary wear and tear of the equipment.

The contractor must provide clear and concise rational of the events leading up to the failure.

.5 Extra Work

- .1 The Contractor must immediately inform the Technical Authority in writing *within 24 hours* of necessary repairs not included herein as being part of the work to be performed under the Contract. The Contractor may be called upon to effect these repairs.
- .2 The Contractor must identify modifications or improvements to the equipment or system(s) that will enhance equipment serviceability, life expectancy and/or efficiency.
- .3 The Contractor will calculate the cost of the repairs (SW2.1.5.1), modifications or improvements (SW2.1.5.2) based on Basis of Pricing "Pricing Schedule 2". The Contractor may be called upon to effect this work.

.6 Wiring Diagrams - Adjustments Procedures and Operational Descriptions

Prove to the satisfaction of the Technical Authority when requested, possession of complete schematic wiring diagrams, detailed adjustment procedures and detailed operational descriptions of all equipment included in this Contract.

.7 Environmental Protection

The Contractor must conform to all applicable environmental laws and regulations in effect including the Federal Halocarbon Regulations.

- a. During repair or replacements the Contractor must use closed-loop refrigerant recovery equipment to minimize Refrigerant emissions. A complete leak test on all refrigeration systems must be performed twice during the calendar year (6 month intervals), and repairs made as required. Units must then be tagged as **leak free**.
- b. The Contractor must ensure that all Federal Halocarbon Regulation log book(s) entries are completed after each service and/or leak test. A copy of each leak test notice must be submitted to the Technical Authority with each respective invoice or upon request.
- c. The Contractor must ensure against oil spills or damage to surfaces and roofing system by providing protection such as plywood or plastic under the equipment during service operations. In the event of an accidental spill, the Contractor must notify the Technical Authority immediately so that remedial action can be taken.
- d. The Contractor must not leave waste materials on site unless approved by the Technical Authority.
- e. The Contractor must not dispose of waste or volatile materials, such as mineral spirits or paints and oil thinner into waterways, storm or sanitary sewers.
- f. The Contractor must control the disposal of the runoff of water containing suspended materials or other harmful substances in accordance with local authority requirements.

SW 3 Service

.1 General

Unless otherwise noted, all equipment must be inspected monthly or more frequently if found necessary, to provide trouble free operation of the equipment.

1.1 Gas fired appliances

Must be inspected monthly during the operating season or more frequently if found necessary, to provide trouble free operation of the equipment. Seasonal start-up and shutdown of the equipment must be coordinated with the Technical Authority. The performance of the work required must provide for operation of the complete system(s) based on original design or subsequent approved design modifications, and must be as recommended by the manufacturer(s).

- a) A thorough inspection and cleaning of the appliance(s) waterside and fireside must be performed on an annual basis and must be coordinated with the Technical Authority;
- b) An annual combustion test is to be performed on each appliance during the operating season. A copy of the combustion test report(s) must be submitted to the Technical Authority upon completion.

1.2 Chillers:

Must be inspected monthly or more frequently if found necessary, to provide trouble free operation of the equipment. The performance of the work required must provide for operation of the complete system(s) based on original design or subsequent approved design modifications, and must be as recommended by the manufacturer(s).

- a) The full oil charge and filter(s) must be replaced at intervals as per manufacturer's recommendations or more often if conditions indicate deterioration. The contractor shall provide a full oil analysis report for the chiller(s), from a sample taken prior to an oil change or at the end of each cooling season within the last month of chiller operation. The reports shall include recommendations based on analysis data and manufacturer's guidelines. They are to be submitted no later than December 15th of each year, to permit any required corrective work to be performed during this off season. The contractor is responsible for disposing of used oil and oil contaminated materials.

- b) Evaporator tubes (Carrier chiller only) are to be inspected biannually (every second year). The tubes are to be cleaned as often as necessary to maintain proper heat transfer as per chiller's capacity; Eddy Current Tube Analysis (electronic tube testing) to be performed at time of tube inspections and reports must include recommendations based on analysis data and manufacturer's guidelines; the reports are to be submitted to the Technical Authority for review. While the evaporators are open for cleaning and inspection, any leaking tubes are to be identified and repairs made accordingly. The Technical Authority must be informed whenever tube maintenance is done and allowed to inspect the unit prior to re-closing.
- c) In the first and third year of the contract, a refrigerant sample from each chiller must be submitted to a full chemical analysis and a detailed report submitted. A complete report must be submitted to the Technical Authority.

.2 Scheduling

Unless otherwise directed, preventive maintenance must be performed during regular working hours, Monday through Friday, 08:00 to 16:00 hours excluding statutory holidays. Within thirty (30) days after contract award the Contractor must provide a detailed schedule of maintenance to be applied for the term of this contract. The proposed schedule must be reviewed by the Technical Authority and may require revision by the Contractor to meet Technical Authority's requirements. Any such changes must be considered as part of this agreement.

.3 Maintenance Plan

Contractor must produce a detailed comprehensive maintenance service plan specific to the equipment inventory which must outline all tasks, procedures, all maintenance routines and frequencies to meet or exceed manufacturers' recommendations identifying the maintenance that will be performed annually, semi-annually, quarterly and monthly. This maintenance plan must contain and reflect the manufacturer's recommended maintenance and all requirements of this agreement. The proposed maintenance plan must be reviewed by the Technical Authority and may require revision by the Contractor to meet Technical Authority's requirements. Any such changes must be considered as part of this agreement.

This plan must fully list all operating inspections, maintenance schedules and tests necessary to maximize equipment longevity and ensure the optimum level of performance over the full operating range of the equipment. The comprehensive maintenance service plan must be submitted to the Technical Authority in the Microsoft Office Suite format (including sample inspections sheets for all routines), within sixty (60) calendar days after award of the Contract.

The Maintenance Plan must be viewed and approved by the Technical Authority prior to acceptance and implementation.

.4 Control Systems:

Conduct periodic tests of the Control Systems where applicable, to ensure all circuits and settings are properly adjusted to suit requirements of the design capabilities of the system as originally furnished by the manufacturer. The frequency of testing controls will be according to manufacturer's specifications.

.5 Air Filter Service

The Contractor must replace filters as required to fit the filter sections provided by the manufacturer. Filter size to match original as supplied by the manufacturer. For general purpose air handling, use filters as described in (a) below. For computer room or other areas requiring higher than standard filter efficiency, use filters as described in (b) below.

(a) General Purpose Filter Specification

The media must be contained in a fiberboard casing and supported between a metal or fiberboard grid. Filter to be listed with U.L.C. as Class II. The filter media is to be formed of continuous interlaced glass filament held in place with a thermo plastic bond and coated with a fire retarding adhesive film. This adhesive must be non-toxic, non-hygroscopic and have a flash point in excess of 260°C. Filters must have an initial resistance rating of 35-55 Pa at 2.54 m/s and 236 l/s per .093 meter² face area for a 50 mm thick filter; and a rated **average arrestance** of 80%-85% based on A.S.H.R.A.E. 52.1-1992 and section 7.4 of ARI Standard 850-93.

(b) Computer Room / Special Areas Filter Specification

Pleated type, cotton or synthetic fiber media supported by metal grid, and secured with odourless waterproof cement in a rigid double wall beverage board frame. Filter to be listed U.L.C. Class II. Filters must have an initial resistance rating of 55-62 Pa at 2.54 m/s and 236 l/s per .093 m² face area for a 100 mm thick filter; and a rated **average efficiency** of 25%-30% based on A.S.H.R.A.E. 52.1-1992 and section 7.4 of ARI Standard 850-93.

.6 Service Calls

All service calls between regular inspections must be answered by a qualified Journeyperson (JP) within one (1) hour of receiving the call on a 24 hour, 7 day basis. All named Service personnel must be able to report on site ready to service the system within one (1) hour of receiving the request for service and such work shall proceed continuously until the system is returned to safe operating condition.

.7 Non-working Service Manager

The non-working Service Manager is an administration function with knowledge and experience in HVAC maintenance and will be the liaison between all service technicians performing the work and the Technical Authority. They must be in full charge of the operations of the contractor in the performance of the services and must be authorized to accept any notice, consent, order, direction, decision or other communication on behalf of the contractor that may be given under the contract.

In the event of an emergency, the non-working Service Manager will be contacted and an action plan discussed and implemented to mitigate any potential impact on the client's operation. The manager must be able to communicate in English or French.

The Technical Authority may request that the Contractor's non-working Service Manager respond on site within two (2) hours of receiving the call on a twenty-four (24) hour, seven (7) day basis.

SW 4 **Reporting**

- .1 The Contractor must report to the Technical Authority, within twenty-four (24) hours, every visit required other than regular maintenance or any situation. The report must detail all work completed, work outstanding and the reasons therefore and an estimated time frame for completion.

The Contractor must call to the attention of operating staff verbally followed by a written report to the Technical Authority any improper procedures that may be noted by him and provide written instruction to guide the Technical Authority's staff.

The Contractor must notify the Technical Authority in writing of any malfunction of equipment or systems related to, but not part of, the contract equipment which could adversely affect the reliability or cause damage to the system components under the maintenance contract.

- .2 **Equipment report cards:**

A completed service report card outlining any and all service performed on the equipment must be enclosed in a clear vinyl envelope and affixed safely to the equipment. These report cards are to remain with the equipment for the duration of the contract and are to be turned over to the Technical Authority upon contract completion or termination.

- .3 **Service Reports:**

A signed, written service report must be completed at each regular maintenance visit, attesting that maintenance was performed as per the Maintenance Plan (SW3.3) and must be left on site in a suitable protective binder.

- .4 **Analysis reports:**

- Gas fired appliance(s) combustion analysis reports are to be submitted, as stipulated in SW3.1.1 b). They are to be submitted no later than December 15th of each year;
- Chiller oil analysis reports are to be submitted, as stipulated in SW3.1.2 a). They are to be submitted no later than December 15th of each year;
- Eddy Current Tube analysis reports are to be submitted as per SW3.1.2 b)
- Chiller refrigerant analysis reports are to be submitted as per SW3.1.2 c). They are to be submitted no later than December 15th of each year.

Attestation of maintenance as per Maintenance Plan (SW3.3) including any recommendations and/or comments must be submitted with the quarterly invoice to the attention of:

Public Services and Procurement Canada
Crown Managed Assets and Maintenance and Operational Assurance Directorate
Real Property Services
180 Kent Street
18th Floor
Ottawa, Ontario
K1A 0S5
Attention of: **TECHNICAL AUTHORITY**

Invoices Must include:

- (a) PWGSC reference (8M3-0999-100) & contract number (EJ196-210498)
- (b) period covered by invoice
- (c) building name & address

NOTE: ***Invoices will be returned unpaid if attestation of maintenance has not been received for the invoiced period.***

SW5 Equipment Inventory

Building: Aircraft Training Centre

No. of Units	Location Room No.	Make	Model	Serial Number	Details
1	Building Roof	Engineered Air	FWE313/C/O	54073 RTU-1	RTU-1, 15HP/11,782 CFM Supply & 7.5HP/10,500 CFM Return, Packaged Heating (Glycol) and 30 Tons Cooling (R-410a, 3 circuits) Roof Top Air Handling Unit c/w Control Valves & Piping Within Unit
1	Building Roof	Engineered Air	FWE183/C/O	M16889 RTU-2	RTU-2, 7.5HP/7,200 CFM Packaged Heating (Glycol) and 18 Tons Cooling (R-410a, 3 circuits) Roof Top Air Handling Unit c/w Control Valves & Piping Within Unit
2	Rooftop	Franklin	FPOB1K2	N/A	P1 and P1.A Dry-Cooler Circulating Pumps
1	Rooftop	Liebert	DD0419B	C17AT2A012	Glycol Dry-Cooler #1, Single Fan, 1/4hp
1	Rooftop	Engineered Air	FWE163/DJS40/0	B54306 RT-1	RTU #1 Gas Fired, DX, Rooftop Make-up Air Unit
1	Rooftop	Engineered Air	FWE163/DJS40/0	B54306 RT-2	RTU #2 Gas Fired, DX, Rooftop Make-up Air Unit
1	Rooftop	Engineered Air	FWE61/DJS20/0	B54306 RT-3	RTU #3 Gas Fired, DX, Rooftop Make-up Air Unit
1	Rooftop	Engineered Air	FWE61/DJS20/0	B54306 RT-4	RTU #4 Gas Fired, DX, Rooftop Make-up Air Unit
1	Extension Building Rooftop	Aaon	RN-009-4-0-BA02-3F9	201011-ANGQ13295	Indirect Gas Fired (195 MBH), DX (9 ton, 410a), Packaged Rooftop Unit c/w Speed Drive Controller
1	Extension Building Rooftop	Daikin	RXS09DAVJU	E000193	Ductless Split Heat Pump (8500BTUH Cooling/10000BTUH Heating)
1	Extension Building Mechanical Room	Uponor/Laars	HT1.330	BR3140948	Gas Fired Direct Vent Boiler for Slab Heating System, 126MBH c/w Hydronic Circulators and Zone Valves
1	Room 110	HTP	EL-399N	021913A1006401 (#1)	Gas Fired Hydronic Heating Boiler (400MBH) c/w Watts Low Water Cut-off
1	Room 110	HTP	EL-299N	03071221008174 (#2)	Gas Fired Hydronic Heating Boiler (300MBH) c/w Watts Low Water Cut-off
1	Room 110	HTP	EL-301N	072015F1421740 (#3)	Gas Fired Hydronic Heating Boiler (307MBH) c/w Watts Low Water Cut-off
1	Room 110	Rheem Ruud	RF50-98C	0795H00235	Gas Fired Domestic Hot Water Heater (98MBH)
1	1 st Floor Room #012	Metex	2045	N/A	Glycol Make-up Feed Tank
1	2nd Floor Room #152	Liebert	DS042KUB1EI385S	N16M8H0034	AC-1, 42kW, DX, R-410A on Dry-Cooler
1	1st Floor Room #022	Liebert	PX029DG18SA386	Y16M6S0221	AC-2, 29kW, DX, R-410A on Dry-Cooler
2	Pump Room	Tandem Chillers	WX040DZV	0815-2002 Chiller #1 0815-2003 Chiller #2	Water Cooled Scroll Modular Chillers, 40 Tons, 2 Circuit, R-410a (16.5 lbs/circuit), 575/3/60 c/w SRM-1 Chiller Controller
2	Pump Room	Danfoss	177U3759	575304Y395 (P-3A) 575404Y395 (P-3B)	Variable Frequency Drives for Chiller Condenser Water Pumps P-3A & P-3B
2	Pump Room Roof	RefPlus	FLD243C-8	2015090384 (DC-1) 2015090385 (DC-2)	Glycol Dry Coolers (8 Fans, 600/3/60)

Building: U-100 Transportation Safety Board

No. of Units	Location Room No.	Make	Model	Serial Number	Details
1	X-Ray Room #26	Mitsubishi	PKA-A12HA6	N/A	Ductless Split AC Unit R-410A c/w Condensate Pump and Remote Control
1	FDR Lab Room 14	Mitsubishi	MSY-D36NA	8000087	Ductless Split AC Unit R-410A c/w Condensate Pump and Remote Control
1	Server Room	LG	LS240CP	904KAYR00026	Ductless Split AC Unit R-410A c/w Condensate Pump and Remote Control
1	SEM Room 34	LG	LS240CP	904KALC00008	Ductless Split AC Unit R-410A c/w Condensate Pump and Remote Control
1	Penthouse	Viessmann	RMT-270	97-270-722285400159	Gas Fired Heating Boiler #1 921MBH
1	Penthouse	Viessmann	RMT-270	97-270-722285400161	Gas Fired Heating Boiler #2 921MBH
1	Penthouse	GSW	JW70-250N	9604861926	Gas Fired Domestic Hot Water Boiler 250MBH
1	Penthouse	Carrier	30HXA076N-E171KA	4912Q20614	Rotary Screw Fluid Cooled Liquid Chiller (R-134a), 575/3/60, c/w Motor Starter, Carrier Comfort Network Chiller Controller
1	Roof	Carrier	09DK084101	4912062548	Air Cooled Condenser for Carrier Chiller 575/3/60
1	Mezzanine	Liebert Mini-Mate Plus	MME060E-YHO	55020	AHU #5, 5 Ton, DX Fan Coil Unit (R-22) c/w 10Kw Electric Reheat, 208/3/60
1	Computer Room #63	Sanyo	KM0912W	0372404	Ductless Split AC Unit, 9KBTU, R-22
1	Computer Room #65	Sanyo	KM0912W	0324004	Ductless Split AC Unit, 9KBTU, R-22

Notes:

- Air cooled condensers are to be liquid pressure washed no less than annually; use of compressed air for coil cleaning is not permitted. Coordinate cleaning with the Technical Authority.
- With the exception of the chillers, AC evaporators are to be cleaned no less than annually. Coordinate cleaning with the Technical Authority.



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 Works and Government Services Canada
2. Branch or Directorate / Direction générale ou Direction		RPB
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 Hvac Service Contract		
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 commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input 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"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>



PART A (continued) / PARTIE A (suite)

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

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

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

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

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

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

Special comments:

Commentaires spéciaux : _____

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

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

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☒ No ☐ Yes
Non Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? ☒ No ☐ Yes
Non Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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



PART C - (continued) / PARTIE C - (suite)

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
							NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL		COSMIC COSMIC TRÈS SECRET	A	B	C	CONFIDENTIEL		TRÈS SECRET
Information / Assets Renseignements / Biens Production																
IT Media / Support TI																
IT Link / Lien électronique																

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

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



No
Non



Yes
Oui

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

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

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

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



No
Non



Yes
Oui

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

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



PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
Oliveira, Carlos	Property Facilities Officer	Oliveira, Carlos	Digitally signed by: Oliveira, Carlos DN: CN = Oliveira, Carlos C = CA O = GC OU = PWGSC-TPSGC Date: 2020.12.07 09:15:24 -05'00'
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
873-355-8837	343-548-3665	Carlos.Oliveira@tpsgc-pwgsc.gc.ca	2020/12/07

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

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
Lamontagne, Stephen	SO	Lamontagne, Stephen	Digitally signed by Lamontagne, Stephen Date: 2020.12.07 13:22:55 -05'00'
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
--	--	stephen.lamontagne@tpsgc-pwgsc.gc.ca	

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

☐ No / Non ☐ Yes / Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
Stephanie Tompkins	Contract Security Officer	Tompkins, Stephanie	Digitally signed by Tompkins, Stephanie Date: 2020.12.08 08:15:47 -05'00'
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
		Stephanie.tompkins@tpgsc-pwgsc.gc.ca	

Stephanie Tompkins

Contract Security Officer

Stephanie.tompkins@tpgsc-pwgsc.gc.ca

Security Requirements Checklist (SRCL) and Security Clause Instructions



The Contract Security Program (CSP) provides the contract security requirement clauses and signature for SRCL # EJ196-210498 (see attached).

Prior to Contract Award

Provide a copy of these instructions, the security clauses, and signed SRCL to the procurement officer.

- ☐ As required by Treasury Board's Security and Contracting Management Standard and Public Services and Procurement Canada's (PSPC) Supply Manual:
 - **Confirm that the proposed supplier holds the appropriate level of security clearance** by verifying with the Industrial Security Sector at ssi-iss@tpsgc-pwgsc.gc.ca or 1-866-368-4646 / 613-948-4176. Should it be necessary to initiate a security clearance for the proposed supplier, submit the completed Private Sector Organization Screening (PSOS) [form](#) to the CSP at TPSGC.SSIINSCRIPTION-ISSREGISTRATION.PWGSC@tpsgc-pwgsc.gc.ca
 - Insert the provided security clause(s) into your contractual document (hereinafter referred to as *contract*) **exactly** as provided.
 - Your contract cover page must state:

"THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT"

Attach the fully completed and signed SRCL to your contract document.

Foreign Ownership, Control or Influence (FOCI)

Access to Classified NATO, Foreign, or COMSEC information, assets or sites requires a FOCI evaluation. For information please contact the [FOCI Office](#).

International Suppliers

When foreign bidders are anticipated, [contact](#) the CSP's International Industrial Security Directorate (IISD) for the applicable contract security clauses and further direction. If a foreign supplier is selected, contact the CSP's IISD for the contract security clauses specific to the chosen supplier's country of origin. Click [here](#) for information.

Controlled Goods

Access to Controlled Goods (identified in block 5a of the SRCL) requires that the supplier be registered in the Controlled Goods Program (CGP). Visit the [CGP website](#) for information.

Joint Certification Program

Access to unclassified military data (identified in block 5b of the SRCL) requires that the supplier register with the US/Canada Joint Certification Program (JCP). Visit the [JCP website](#) for information.

After Contract Award

- Provide the CSP at tpsgc.ssicontrats-isscontracts.pwgsc@tpsgc-pwgsc.gc.ca with a copy of the contract, and subsequent amendments. The contract must include the security clauses, signed SRCL, contract number, legal name of the supplier, contract award and expiry date, and the name of the procurement officer.
- When there is an Information Technology (IT) requirement (identified in Part C of the SRCL), include the following:
 - the Statement of Work,
 - the IT Security Requirements identified in a separate technical document,
 - the IT Connectivity Guide (if an IT link is required), and
 - the supplier's site address(es) where they will use their IT systems to electronically process, produce or store protected and/or classified information or data.

2020-12-08

X Stephanie Tompkins

Signed by: Tompkins, Stephanie
Contract Security Program
Public Services and Procurement Canada

**SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:
PWGSC FILE No. EJ196-210498**

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
 2. The Contractor/Offeror personnel requiring access to sensitive site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP, PWGSC.
 3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
 4. The Contractor/Offeror must comply with the provisions of the:
 - a) Security Requirements Check List and security guide (if applicable), attached at Annex _____;
 - b) *Industrial Security Manual* (Latest Edition).
-

**EXIGENCE EN MATIÈRE DE SÉCURITÉ POUR ENTREPRENEUR CANADIEN :
DOSSIER TPSGC N° EJ196-210498**

1. L'entrepreneur ou l'offrant doit détenir en permanence, pendant l'exécution du contrat ou de l'offre à commandes, une attestation de vérification d'organisation désignée (VOD) en vigueur, délivrée par le Programme de sécurité des contrats (PSC), Travaux publics et Services gouvernementaux Canada (TPSGC).
2. Les membres du personnel de l'entrepreneur ou de l'offrant devant avoir accès à des établissements dont l'accès est réglementé doivent TOUS détenir une cote de FIABILITÉ en vigueur, délivrée ou approuvée par le PSC, TPSGC.
3. Les contrats de sous-traitance comportant des exigences relatives à la sécurité NE DOIVENT PAS être attribués sans l'autorisation écrite préalable du PSC, TPSGC.
4. L'entrepreneur ou l'offrant doit respecter les dispositions :
 - a) de la Liste de vérification des exigences relatives à la sécurité et directive de sécurité (s'il y a lieu), reproduite ci-joint à l'Annexe _____ ;
 - b) du *Manuel de la sécurité industrielle* (dernière édition).

Cost Estimate Form For Extra Work

ANNEX E

Contractor: _____

Date: _____

Description of Work:			
<div style="text-align: right;">(Please attach a separate sheet if required)</div>			
		Hourly Rate as per Contract	
I Direct Costs	No. of Hours	Rate	Total
i Direct Labour			
Repair Work Labour			
Emergency Calls Labour			
Other Labour (Specify:_____)			
Total Direct Labour			\$_____(i)
ii Direct Material Costs *			
Replacement Parts			
Repair Parts			
Other Material (Specify:_____)			\$_____(ii)
Total Direct Material Costs			
iii Other Direct Costs			
Other (Specify:_____)			
Total Other Direct Costs			\$_____(iii)
II Total Price			Total
Total Direct Costs (i + ii + iii) (Applicable Taxes extra)			\$_____

Note: *Materials will be charged at our laid-down cost plus a mark-up in accordance with Pricing Schedule 2.

Name: _____

(Please print)

Signature: _____