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RETOURNER LES SOUMISSIONS À:

Travaux publics et Services gouvernementaux
Canada

Voir dans le document/

See herein

NA

Québec

NA

INVITATION TO TENDER

APPEL D'OFFRES

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

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

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

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

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du

fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

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

Title - Sujet OAC- Entrepreneur électrique	
Solicitation No. - N° de l'invitation EF944-212154/A	Date 2021-05-18
Client Reference No. - N° de référence du client R.004236.001	GETS Ref. No. - N° de réf. de SEAG PW-\$MTC-410-16169
File No. - N° de dossier MTC-0-43312 (410)	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 2021-06-10 Heure Avancée de l'Est HAE	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Spina, Angelina	Buyer Id - Id de l'acheteur mtc410
Telephone No. - N° de téléphone (514) 703-4764 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: MINISTERE DES TRAVAUX PUBLICS ET SERVICES GOUVERNEMENTAUX CANADA PL.BONAVENTURE,PORTAIL S-O 800 RUE DE LA GAUCHETIERE O B7300 MONTREAL Québec H5A1L6 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

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PART 1 - GENERAL INFORMATION

1.1 Introduction

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- | | |
|--------|---|
| Part 1 | General Information: provides a general description of the requirement; |
| Part 2 | Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO; |
| Part 3 | Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified; |
| Part 4 | Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, 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 Insurance Requirements: includes specific requirements that must be addressed by offerors; and |
| Part 7 | 7A, Standing Offer, and 7B, Resulting Contract Clauses:

7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer. |

The Annexes include the Statement of Requirement, the Basis of Payment, the Electronic Payment Instruments, the Federal Contractors Program for Employment Equity - Certification and any other annexes

1.2 Summary

1.2.1 This standing offer is for Electrical contractor services.

Delivery points: FEDERAL BUILDINGS :

1001 ST-LAURENT OUEST (Santé Canada)
LONGUEUIL (QUÉBEC)
J4K 1C7

715 PEEL (Divers Ministères)
MONTRÉAL (QUÉBEC)
H3C 4L7

The period of the Standing Offer is 3 years

1.2.2 The Federal Contractors Program (FCP) for employment equity applies to this procurement; refer to Part 5 – Certifications and Additional Information, Part 7A -Standing Offer, and Part 7B - Resulting Contract Clauses and the annex titled Federal Contractors Program for Employment Equity - Certification.

1.2.8 This RFSO allows offerors to use the epost Connect service provided by Canada Post Corporation to transmit their offers electronically. Offerors must refer to Part 2 of the RFSO entitled Offeror Instructions and Part 3 of the RFSO entitled Offer Preparation Instructions, for further information on using this method.

1.3 Security Requirements

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, offerors 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.

1.4 Debriefings

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

1.5 Anticipated migration to an e-Procurement Solution (EPS)

Canada is currently developing an online EPS for faster and more convenient ordering of goods and services. In support of the anticipated transition to this system and how it may impact any resulting Standing Offer that is issued under this solicitation, refer to 7.15 Transition to an e-Procurement Solution (EPS).

The Government of Canada's [press release](#) provides additional information.

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) 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.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The [2006 2020-05-28](#) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

2.2 Submission of Offers - epost Connect service

Only bids submitted using epost Connect service will be accepted.

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

PWGSC Quebec Region Bid Receiving Unit

The Bidder must send an email requesting to open an epost Connect conversation to the following address:

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

Note: Bids will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions [2006](#), or to send bids through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

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

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

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

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

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

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

Note: Offers 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 [2006](#), or to send offers through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

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 FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror 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 offer non-responsive.

2.4 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than 5 calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors 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 offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

2.5 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Québec.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 offerors.

2.6 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential offerors to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages offerors 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) Offerors should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Offerors should therefore act quickly when they want to challenge any aspect of the procurement process.

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

- If the Offeror chooses to submit its offer electronically, Canada requests that the Offeror submits its offer in accordance with section 08 of the 2006 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation. The offer must be gathered per section and separated as follows:

Section I: Technical Offer

Section II: Financial Offer

And

Canada requests that offerors provide their offer in separately bound sections as follows:

Section I: Technical Offer

Section II: Financial Offer

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

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

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

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, Offerors 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 Offer

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

Section II: Financial Offer

Offerors must submit their financial offer in accordance with the Annex B, Basis of Payment").

3.1.1 Electronic Payment of Invoices - Offer

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

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If Annex "X" 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.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

1. At bid closing the bidders must already hold the appropriate security clearance.

4.1.2 Financial Evaluation

4.1.2.1 (*Insert financial evaluation criteria*)

SACC Manual Clause M0220T 2016-01-28, Evaluation of Price - Offer

4.2 Basis of Selection

4.2.1 Basis of Selection – Mandatory Technical Criteria Only

SACC Manual Clause M0031T 2007-05-25 Basis of Selection – Mandatory Technical Criteria Only

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and additional information to be issued a standing offer.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

5.1 Certifications Required with the Offer

Offerors must submit the following duly completed certifications as part of their offer.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to the Issuance of a Standing Offer and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real property agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Offeror 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 - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror 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-Labour's](https://www.canada.ca/en/employment-social-development/canada-labour) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4>).

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

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Canada will also have the right to terminate the Call-up for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list during the period of the Contract.

The Offeror must provide the Standing Offer Authority with a completed annex titled Federal Contractors Program for Employment Equity - Certification, before the issuance of a Standing Offer. If the Offeror is a Joint Venture, the Offeror must provide the Standing Offer Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

6.1 Security Requirements

1. At the Request for Standing Offers closing date, the following conditions must be met:
 - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
 - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicate in Part 7A - Standing Offer;
 - (c) the Offeror 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, offerors 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 Financial Capability

SACC Manual clause [M9033T](#) 2011-05-16 Financial Capability

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

- 7.1.1** The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Annex "A".

7.2 Security Requirements

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

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE No. EF944-212180

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 PROTECTED information, assets or sensitive site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP, PWGSC.
3. The Contractor/Offeror MUST NOT remove any PROTECTED information or assets from the identified site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
 - a) Security Requirements Check List and security guide (if applicable), attached at Annex _____;
 - b) *Contract Security Manual* (Latest Edition).

7.3 Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) 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.

7.3.1 General Conditions

2005 2017-06-21 General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from 2021-06-01 to 2024-05-31.

7.5 Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: _____
Title: _____
Public Works and Government Services Canada
Acquisitions Branch
Directorate: _____
Address: _____
Telephone: ____ - ____ - ____
E-mail address: _____

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

7.5.2 Project Authority

The Project Authority for the Standing Offer is:

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

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up under the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

7.5.3 Offeror's Representative

The Offeror's Representative for the Standing Offer is:

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

7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: _____.

7.9 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using the duly completed forms or their equivalents as identified in paragraphs 2 and 3 below, or by using Canada acquisition cards (Visa or MasterCard) for low dollar value requirements.

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.
2. Any of the following forms could be used which are available through [PWGSC Forms Catalogue](#) website:
 - PWGSC-TPSGC 942 Call-up Against a Standing Offer
 - PWGSC-TPGSC 942-2 Call-up Against a Standing Offer - Multiple Delivery
 - PWGSC-TPSGC 944 Call-up Against Multiple Standing Offers (English version)
 - PWGSC-TPSGC 945 Commande subséquente à plusieurs offres à commandes (French version)

or

3. An equivalent form or electronic call-up document which contains at a minimum the following information:
 - standing offer number;
 - statement that incorporates the terms and conditions of the Standing Offer;
 - description and unit price for each line item;
 - total value of the call-up;
 - point of delivery;
 - confirmation that funds are available under section 32 of the Financial Administration Act;
 - confirmation that the user is an Identified User under the Standing Offer with authority to enter into a contract.

7.10 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$_____ (Applicable Taxes included).

7.12 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 call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions [2005 2017-06-21](#), General Conditions - Standing Offers - Goods or Services
- d) Annex A, Statement of Requirement;
- g) Annex B, Basis of Payment;
- h) Annex C, Security Requirements Check List;
- j) the Offeror's offer dated _____ (*insert date of offer*), (*if the offer was clarified or amended, insert at the time of issuance of the offer. "as clarified on _____" or "as amended on _____" and insert date(s) of clarification(s) or amendment(s) if applicable*).

7.13 Certifications and Additional Information

7.13.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.

7.14 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Quebec.

7.15 Transition to an e-Procurement Solution (EPS)

During the period of the Standing Offer, Canada may transition to an EPS for more efficient processing and management of individual call-ups for any or all of the SO's applicable goods and services. Canada reserves the right, at its sole discretion, to make the use of the new e-procurement solution mandatory.

Canada agrees to provide the Offeror with at least a three-month notice to allow for any measures necessary for the integration of the Offer into the EPS. The notice will include a detailed information package indicating the requirements, as well as any applicable guidance and support.

If the Offeror chooses not to offer their goods or services through the e-procurement solution, the Standing Offer may be set aside by Canada.

B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

7.1 Statement of Requirement

The Contractor must perform the Work described in the call-up against the Standing Offer.

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

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

7.3 Term of Contract

7.3.2 Delivery Date

Delivery must be completed in accordance with the call-up against the Standing Offer.

7.4 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.

7.5 Payment

7.5.1 Basis of Payment

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

7.5.5 Electronic Payment of Invoices – Call-up

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)

7.6 Invoicing Instructions

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

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
 - b. a copy of the release document and any other documents as specified in the Contract;
 - c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
 - d. a copy of the monthly progress report.
2. Invoices must be distributed as follows:
- a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
OR
 - a. The original and one (1) copy must be forwarded to the following address for certification and payment.
_____ *(Insert the name of the organization)*
_____ *(Insert the address of the organization)*
 - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

7.9 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 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**".

Solicitation No. - N° de l'invitation
EF944-212154/001/A
Client Ref. No. - N° de réf. du client
R.004236.001

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

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

ANNEX "A"

STATEMENT OF *REQUIREMENT*

Solicitation No. - N° de l'invitation
EF944-212154/001/A
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R.004236.001

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ANNEX "B"

BASIS OF PAYMENT

Solicitation No. - N° de l'invitation
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Client Ref. No. - N° de réf. du client
R.004236.001

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MTC410
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ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST

Solicitation No. - N° de l'invitation
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R.004236.001

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

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MTC410
CCC No./N° CCC - FMS No./N° VME

ANNEX “D” to PART 3 OF THE REQUEST FOR STANDING OFFERS

ELECTRONIC PAYMENT INSTRUMENTS

The Offeror 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 “E” to PART 5 OF THE REQUEST FOR STANDING OFFERS

FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION

I, the Offeror, by submitting the present information to the Standing Offer 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 an offer non-responsive, or may set-aside a Standing Offer, or will declare a contractor in default, if a certification is found to be untrue, whether during the offer evaluation period, during the Standing Offer period, or during the contract period. Canada will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply with any request or requirement imposed by Canada may render the Offer non-responsive, may result in the Standing Offer set-aside 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 RFSO closing date.)

Complete both A and B.

A. Check only one of the following:

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

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

- ☐ A5.1 The Offeror certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.
- OR**
- ☐ A5.2. The Offeror certifies having submitted the [Agreement to Implement Employment Equity](#) (LAB1168) to ESDC-Labour. As this is a condition to issuance of a standing offer, 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 Offeror is not a Joint Venture.

OR

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



Technical services and maintenance

Specifications

FEDERAL BUILDING

**1001 ST-LAURENT WEST (HEALTH CANADA)
LONGUEUIL (QUÉBEC)
J4K 1C7**

**715 PEEL (Other federal departments)
MONTREAL (QUBEC)
H3C 4L7**

**Standing offer
Electrical contractor services**

Technical services and maintenance
Expertise center | professional and technical services
PWGSC | Quebec Region

January 2021

www.tpsgc-pwgsc.gc.ca



SPECIFICATIONS

1. General
2. Scope of work
3. Labour
4. Hourly rate
5. Material
6. Hours of work, security
7. Working conditions
8. Building manager
9. Security of premises
10. Protection of persons and property
11. Fire protection
12. Co-operation
13. Worksheet
14. Cleaning
15. Warranty
16. General Security – General clauses and particular -

END OF SECTION

1. GENERAL

The contract documents (conditions, standing offer, general safety) shall be read in conjunction with these specifications and the general clauses.

2. SCOPE OF WORK**2.1 General**

- 2.1.1 The contractor shall provide labour at the rates indicated in the price table in Appendix A and shall provide all the tools needed to perform the tasks described in 2.2 below related to the building.
- 2.1.2 Materials may be provided by the building technical officer, or the contractor may be requested to provide materials. The contractor will be reimbursed for materials in accordance with the general clauses of the specifications.
- 2.1.3 The contractor must respond to routine service requests within a maximum of three (3) hours after receiving the notice sent by the building technical officer or authority. In an emergency, the response time must not exceed one (1) hour.
- 2.1.4 Services must not be provided unless a service request has been made.
- 2.1.5 This offer covers a period of two (2) years plus three (3) option years. See Price Table.

2.2 Work likely to be requested (Partial list)

Electrician – construction and renovation specialist
(The contractor shall produce the required licences and certificates of qualification upon request.)

- Installation of electrical outlets, light switches, line voltage or low voltage, motion detectors, etc.;
- Installation of wiring and fire alarm components;
- Installation and relocation of relays to control starters of various voltages and phases;
- Installation of special security and monitoring devices;
- Installation and relocation of lighting fixtures;
- Installation and relocation of combination starters and switches with or without fuses;
- Installation of circuit breakers in die-cast housings, distribution panels and dry-type transformers;
- Coordination with the work of other trades;
- Connection of mechanical equipment.

Required tools and equipment (Partial list):

- ✓ Full electrician's toolbox in accordance with the RBQ;
- ✓ Ammeter, voltmeter;
- ✓ Hammer drill and bits of up to 1" in diameter;

- ✓ Cordless drill;
- ✓ Ladders and scaffolding;
- ✓ Personal safety equipment.

3. **LABOUR**

- 3.1 Labour will be supplied by the contractor and must be fully qualified.
- 3.2 The building technical officer reserves the right to reject and to insist on the replacement of any person the officer deems unacceptable.
- 3.3 The contractor will supervise its employees to ensure that their conduct and attire are appropriate and that their movement within the buildings is limited to the specific requirements of the work to be performed.
- 3.3 The building technical officer or authority will make available to the contractor a person to provide guidance as needed during the work period.
- 3.4 The contractor will assume full liability for any omissions, breakage, incompetence or involvement of its staff.

4. **HOURLY RATE**

- 1. Hourly rates for hours worked on the site should include:
 - a. labour, including supervision, allowances, qualification fee and civil responsibility insurance;
 - b. travel time to get to the site;
 - c. transportation/automobile expenses (including mileage, parking, tolls, depreciation, gas)
 - d. tools;
 - e. indirect costs, administration costs and profit;
 - f. accessorial charges other than the purchase of materials and spare parts related to labor;
- 2. The hourly rates provided by the offeror will be used for the first year of the standing offer. Hourly rates will be revised upwards annually by a percentage of 2%, applicable on the anniversary date of the standing offer.

5. **MATERIEL**

- 5.1 Materiel will be reimbursed at the net cost and will be supported by invoices to which will be added a margin profit established in the price table of this offer. « Net cost » means any amount reasonably and regularly incurred by the offeror for the materials required for work, and includes the cost of packaging, handling and delivery minus any discount given to the offeror. The offeror' margin profit for the materials includes indirect costs, profits and all other expenses.
- 5.2 Material supplied must be authentic, new and free from any defect. The spare parts must come from the manufacturers equipments. When it is

impossible to obtain authentic replacement parts or materials, the contractor must use equivalents which the quality will be at least equal or superior to the originals, the equivalents must be approved by the Ministry or its representative.

6. HOURS OF WORK, SECURITY

Completed work shall be billed according to the Price Table for unit price services in Appendix « A » as follows:

- From 7:00 a.m. to 4:00 p.m. Monday to Friday: day rate
- From 4:00 p.m. to 1:00 a.m. Monday to Friday: evening rate
- From 1:00 a.m. to 7:00 a.m. Monday to Friday, Saturdays, Sundays and statutory holidays: overtime rate.

All costs relating to the travel and/or parking should be included in the hourly rate. The contractor will be reimbursed for the actual hours worked and cannot load by block hours.

Work will be done primarily during the day at 1001 St. Laurent in Longueuil and primarily during the evening or on weekends at 715 Peel in Montreal. A minimum of 48 hours' notice must be given for work at night; otherwise, the work will be invoiced as overtime. A pass will be required at all times in order to gain access to the site.

Personnel security clearance : The contractor may be asked to obtain a « very secret » security clearance for employees who may work in certain premises.

7. WORKING CONDITIONS

The working conditions are those prescribed by the CNESST.

8. BUILDING MANAGER

The building manager and the building technical officer are the only persons authorized to sign invoices and purchase forms for materials.

9. SECURITY OF PREMISES

- 9.1 The contractor awarded the contract cannot begin work until it obtains basic security clearance for its employees from HC.
- 9.2 The contractor and representatives of the contractor's firm must comply with the building security rules.
- 9.3 The contractor will provide directives, notices and signs to inform the building technical officer and/or the authorized representative, and the building occupants, of the work being done.

- 9.4 Materials must be delivered to the place designated by the building manager. The contractor's representatives must clear that place upon receipt of materials unless otherwise authorized by the building technical officer.
- 9.5 The contractor or its representatives must sign in and out at the place designated by the building technical officer or his or her authorized representative. They must indicate the time in and time out and state the reasons for the visit.

10. PROTECTION OF PERSONS AND PROPERTY

- 10.1 All necessary safety measures and precautions must be taken to protect persons and property from accidents or damage while maintenance or repair work is performed.
- 10.2 The contractor will be held expressly and fully liable for any accidents or damage to persons or property as a result of its activities on the premises.
- 10.3 Special care must be taken to prevent claddings and finished surfaces from being soiled, scratched, damaged or bumped by equipment, ladders, scaffolding or other items that may be used while performing the work.

11. FIRE PROTECTION

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

12. CO-OPERATION

- 12.1 The contractor shall co-operate with other contractors and/or employees of the Department.
- 12.2 The contractor shall take all necessary measures with the building technical officer before starting the work.
- 12.3 The contractor shall telephone the building technical officer upon arriving at the site, when leaving the site for any reason, and when leaving the site once the work is complete.

13. WORKSHEET

- 13.1 After every repair or service call, three (3) copies of the worksheet must be produced, along with detailed certificates for replacement parts. The worksheet shall identify the work performed, the parts replaced and/or repaired and the number of hours each employee spent on the job. The contractor shall submit separate worksheets for maintenance work and repairs. Worksheets for emergency calls shall identify not only the information indicated above, but also the date and exact time of the call, the name of the person making the call, the contractor's arrival time at the premises and the contractor's departure time.

13.2 The building technical officer or his or her authorized representative will keep a copy signed by the contractor and promptly send a copy to the client Department. The third copy will remain the property of the contractor.

13.3 Where there is no authorized representative on site, the contractor must forward, to the manager, two (2) copies of the worksheet duly signed by the security guard on duty.

13.4 PWGSC must receive the worksheet(s) before paying the invoice.

14. CLEAN-UP

The contractor must remove from the site and dispose of, away from the building, any debris generated by the work performed under this contract and must clean up the work area at the end of every shift.

15. WARRANTY

The contractor must provide a one (1)-year warranty on labour and materials beginning on the date of interim acceptance of the work, in addition to any suppliers' or manufacturers' warranties.

16. GENERAL SECURITY – GENERAL CLAUSES AND SPECIFICATIONS

.1 GENERAL CLAUSES

NOTE

The general and or/specific clauses below may apply to the contract only in part or not at all. Before undertaking any work, the contractor must confirm with the building authority or manager whether the contractor is required to comply with the conditions below and must comply in full if required.

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

The prevention program shall be based on identification of risks and shall take into account the information and requirements set out in these specifications. The program shall be in effect for the entire term of the contract and shall meet the following requirements:

- Include the company's policy on health and safety;
- Include an organization chart of health and safety responsibilities;

- Identify risks specific to each category of tasks that will be performed in order to execute the contract and the corresponding preventive measures based on the regulatory requirements;
 - Identify the person responsible for implementing preventive measures.
 - Take into account risks that may affect the health and safety of workers, occupants of the building or facility and the public;
 - Include first aid and primary care standards;
 - Include an accident response procedure.
 - Include a site inspection grid based on the content of its risk identification.
 - Include repair jobs that may be assigned to the contractor under this contract;
 - Include a written undertaking from all stakeholders to comply with the prevention program.
- .6 In addition to the program specified in the previous paragraph, for all cases in which the work to be completed involves a construction site as defined in the Act respecting occupational health and safety, R.S.Q., c. S-2.1, the contractor shall develop a prevention program specific to the work to be completed and submit it to the building technical officer or authority, and must also submit it to the *Commission de la santé et de la sécurité du travail* (CNESST) and the *Association paritaire pour la santé et la sécurité du travail*, in compliance with section 198 of this Act. The requirements related to that program are the same as the requirements listed in .5.
- .7 For all cases in which the work constitutes a construction site as defined in the *Act respecting occupational health and safety*, R.S.Q., c. S-2.1, a notice of opening of a construction site must be submitted to the CNESST before the start of work and a copy must be submitted to the building technical authority. A copy of this notice must be posted in plain view on the site. When the site is disassembled, the notice of closing of a construction site must be submitted to the CNESST with a copy to the building technical authority.
- .8 The contractor shall submit the following documents to the building technical authority:
- A copy of the training certificates required for application of these specifications and safe planning of the work (for example, general health and safety for construction sites, asbestos, lock-out, first aid);
 - A copy of the safety data sheet for every controlled product used on the worksite, at least three days before the product is used on site;
 - Confirmation of the medical examinations for supervisory staff and all employees, where a medical examination is required under a statute, regulations, a directive, specifications or a prevention program. The contractor shall also thereafter promptly submit confirmations of medical exams for all persons new to the worksite;

- A copy, signed and sealed by an engineer, of all plans and compliance certificates required under the *Safety Code for the Construction Industry* (c. S-2.1, r. 6), any other statute or regulation, or any other clause of the specifications or the contract. A copy of these documents shall also be sent to the CNESST and be available on the work site at all times;
- A mechanical inspection certificate for the machinery used to perform the work (e.g. elevating platforms);
- An investigation report within 24 hours of any accident that results in an injury or any incident that brings to light a potential hazard;
- A copy, within 24 hours, of any inspection report, notice of correction or recommendation issued by federal or provincial inspectors.

.9 The contractor shall ensure that the materials, equipment, tools and protective gear used to perform the work are maintained and kept in good condition. Any equipment, tools or protective gear which cannot be installed or used without compromising the health and safety of workers or of the public shall be deemed unsuitable for the purposes of the work. The technical authority reserves the right to prohibit the use of equipment or tools deemed dangerous, defective or inappropriate.

.10 The contractor shall ensure that its workers have received the training and information needed to perform their tasks safely and that all necessary tools and protective equipment are available, comply with the applicable standards, statutes and regulations and are used.

.11 The contractor shall take such measures as are needed to enforce and ensure compliance with the health and safety requirements set out in the contract documents, federal and provincial regulations, applicable standards and the prevention program specific to the work, and comply promptly with any order or notice of correction issued by the CNESST.

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

.12 Without limiting the scope of the preceding paragraph, the building technical authority may at any time order that work be stopped if he or she believes there is a hazard or risk to the health and safety of the employees assigned to the work, the public or the environment.

The contractor shall take such measures as are needed to ensure effective communication of health and safety information. As soon as they arrive on the work site, all workers shall be informed of the details of the prevention program and their obligations and rights. The contractor shall maintain a

log of information provided and obtain the signature of every worker who is given the information.

The contractor shall inform its workers that they have the right to refuse any work that entails a risk to their health or safety.

- .13 The contractor shall inspect the work site and submit to the building technical authority a duly completed work site inspection sheet every working day or at an interval determined with the building technical authority on the call-up against a standing offer form.
- .14 The contractor shall promptly take all necessary measures to correct instances of non-compliance with statutes and regulations and hazardous situations identified by a government inspector, by the building technical authority or by the PWGSC health and safety co-ordinator or in the course of a periodic inspection. Written confirmation of all measures taken shall be submitted to the building technical authority to correct non-compliance or hazardous situations.
- .15 The contractor agrees to comply with first aid and emergency response standards in accordance with the applicable policies and regulations and any other clause of the specifications.
- .16 The contractor shall review the building and facility evacuation procedure and provide its employees with the training and information they need to apply the procedure.
- .17 For all cases in which the work to be completed involves a construction site as defined in the *Act respecting occupational health and safety*, R.S.Q., c. S-2.1, a decision-making representative of the contractor must attend all meetings where health and safety on the site is considered. The contractor shall set up a work site committee and hold meetings in compliance with the requirements of the *Safety Code for the Construction Industry*, S-2.1, r. 4.
- .18 For all cases in which the work to be completed involves a construction site as defined in the *Act respecting occupational health and safety*, R.S.Q., c. S-2.1, the following information and documents shall be posted in an area that workers can access easily:

- Notice of opening of work site;
 - Identification of principal contractor;
 - Company policy on occupational health and safety;
 - Prevention program specific to the work site;
 - Emergency plan;
 - Safety data sheets for all controlled products used on the work site;
 - Minutes of work site committee meetings;
 - Names of the work site committee members;
 - Names of the first aid attendants;
 - Action and correction reports issued by the CNESST.
- .19 The contractor shall mark off and control access to the work area and install barricades as needed.
- .20 The contractor shall take such measures as are necessary to keep the workplace clean and orderly throughout the work and shall ensure that at the end of each workday, the workplace is free of any hazards.
- .21 When a worker works alone in an isolated place where it is impossible to call for help, the contractor shall identify the risks related to the situation and provide the technical authority with a procedure for preventing those risks and quickly getting help in an emergency.
- .22 Where a hazard not identified in the specifications arises as a result of or in the course of the work, the contractor shall stop the work immediately, implement temporary protective measures for the workers and the public, and notify the building technical authority orally and in writing. The contractor shall then make the necessary changes to the prevention program in order for work to resume safely.
- .23 In the event of an incident, the contractor shall take all necessary measures, including stoppage of work, to ensure the health and safety of the workers and the public and shall contact the technical authority promptly.
- .24 Subcontracting is not permitted without special authorization from the building technical authority. In making the decision, the building technical authority will consider the subcontractor's ability to meet these requirements.
- .25 Sealing guns and other cartridge devices shall not be used without authorization from the building technical authority.

Notwithstanding the above,

- Every person who uses a sealing gun must have a training certificate and meet all of the requirements set out in section 7 of the *Safety Code for the Construction Industry*, c. S-2.1, r. 6;
- Every cartridge device shall be used in accordance with the manufacturer's instructions and the applicable standards and regulations.

- .26 On the work site, the contractor shall take into account the following conditions in developing a safe work plan:

Some rooms have asbestos in the pipe insulation. Although there is no requirement in these specifications for handling this asbestos, the contractor shall notify the building technical authority (head of operations) immediately if this insulation is disturbed during the work or if unexpected work makes it necessary for the contractor to handle the asbestos.

If the contractor is asked to carry out work where asbestos dust is likely to be released, the contractor shall comply with the requirements of section 3.23 of the *Safety Code for the construction industry, An Act respecting occupational health and safety* (R.S.Q., c. S-2.1).

The contractor may be asked to do roofing work. The contractor shall indicate in its prevention program the measures to be taken to prevent falls.

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

The contractor may be asked to do work at heights in the receiving area, in plants or elsewhere. The contractor shall indicate in its prevention program the measures to be taken for work at heights.

The contractor may be asked to inspect or check electrical rooms. The contractor shall indicate in its prevention program the measures it plans to take to protect people in those areas.

Work in confined spaces may be required. The contractor shall include in its prevention program the measures it intends to take when working in these areas, and take into account the requirements of section 2.4 of the *Safety Code for the construction industry, An Act respecting occupational health and safety* (R.S.Q., c. S-2.1).

The contractor may be asked to do work in laboratories. The contractor shall contact the building technical officer to determine whether special procedures need to be taken.

2. SPECIFIC CLAUSES

.1 Lock-out

- .1 Whenever work is being done on electric equipment that could be powered on inadvertently, the contractor shall produce in writing and apply a lock-out procedure at the Ministry's representative.
- .2 Supervisory staff and all workers involved in work requiring lock-out must have been trained in lock-out by a recognized organization; The Contractor must send the training certificates to the Ministry's representative.
- .3 Before undertaking lock-out equipment at a busy site, the Contractor must coordinate with the site representative if the power outage may affect site operations or occupants.
- .4 Before undertaking lock-out equipment, the Contractor must obtain from the site representative the necessary information to identify the cut-off points of the equipment to be locked, validate the information, lock-out and carry out "zero energy" tests before doing the work..
- .5 The Contractor must complete the lock-out Form provided by the site representative, when applicable.

2. Electrical work

- .1 The Contractor must ensure all electrical work is performed by qualified employees in accordance with provincial qualification and vocational training regulations.
- .2 All work on an electrical appliance must be done off power, unless it is not possible to completely disconnect the equipment.
- .3 The Contractor must respect all the requirements of the "lock-out" section of this section.
- .4 The Contractor must notify the Department's Representative in writing of any work that cannot be done off power. He will have to demonstrate to the Department's Representative that it is impossible to do the work off power and provide all the necessary information to complete and obtain a work permit (work method, assessment of the level of electrical arc, protective perimeter, protective equipment, etc.) before the work begins.
- .5 The work permit undervoltage must contain at least the following elements :
 - Description of circuit and equipment and location;
 - Justification to do the work undervoltage;
 - Description of safe work practices to adopt;
 - Conclusions from electric shock danger analysis;

- Boundary of the perimeter of protection against electric shocks;
 - Conclusions of electrical arc lightning danger analysis;
 - Description of the perimeter of protection against arc flashes;
 - Description of ways to restrict access to unqualified people;
 - Proof a briefing took place;
 - Signing approval of the work under voltage (by a person in authority or by the owner).
- .6 If the contractor must do work under voltage for the operational needs of the site occupants, he will need to obtain all the necessary information to complete a form to work under voltage (work method, electrical arc level assessment, protective perimeter, protective equipment, etc.) and have it signed by the site representative designated by the Ministry Representative before the work begins.
- .7 In addition to the requirements set out in the previous paragraphs, the Contractor must comply with CSA Z462 Safety requirements for workplace electricity
- .3 Work at heights
- .1 The contractor shall provide the equipment needed to work at heights (e.g. ladders, stepladders, elevating platforms, scaffolding).
- .2 Toutes les personnes utilisant une plate-forme élévatrice (ciseaux, mât télescopique, mât articulé, mât rotatif, etc.) doivent avoir reçu une formation à cet effet.
- .3 Workers shall always wear a safety harness when working on a telescoping, articulated or rotating elevating platform.
- .4 The danger zone shall be marked off wherever equipment for work at heights is used.
- .5 Any opening in a floor or roof must be surrounded by a guardrail or covered with a lid attached to the floor and resistant to the loads to which it may be subjected, however the size of this opening and the height of the fall it represents.
- .6 Anyone working within two metres of a place with a risk of falling three metres or more must use a safety harness in accordance with regulatory requirements, unless there is a guardrail or other element providing equivalent safety.

- .7 Despite regulatory requirements, the Department's Representative may require the installation of guardrails or the use of safety harnesses for specific situations that pose a risk of falls of less than 3 metres.

The Department's Representative may also require the installation of guardrails or the use of safety harnesses for certain temporary facilities with a risk of falls of less than 3 metres

- .4 Asbestos

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

- .1 Provide a written procedure covering all of the items listed in section 3.23 of the Safety Code for the construction industry.
- .2 Show that all workers concerned have been trained in asbestos hazards and the procedure described above (ASP Construction) (s. 3.23.7);
- .3 Show that it has all the equipment needed to comply with the procedure and safely perform the work.

- .5 Confined spaces

PWGSC classifies and evaluates all confined spaces on properties of which it is the custodian. Confined spaces are divided into three classes: 1—low risk; 2—medium risk; and 3—high risk. An evaluation report is produced for every confined space. The report identifies all of the characteristics and entry requirements of the confined space. This report is one of the elements taken into account in issuing permits and developing work procedures.

All confined spaces shall be properly identified on the basis of their classification. A PWGSC-approved sign shall be posted at the entrance or as close as possible to confined spaces.

- .1 Class 1

For all Class 1 (low risk) confined spaces, every person involved shall have completed the basic training. While it is not necessary to implement specific work practices in low-risk confined spaces, the contractor shall apply methods to ensure the general health and safety of persons required to carry out work in such spaces.

Before accessing the confined spaces, the contractor shall notify the building technical authority or the supervisor of the scheduled time and date for access and exit.

Persons with access to low-risk confined spaces shall record the relevant information in the Confined Space Entry Log (see PWGSC ELF form 103 provided under separate cover); in other words,

persons entering a low-risk confined space are required to record the time in and time out in the log on each occasion.

.2 Classes 2 and 3

For all Class 2 and Class 3 (medium- and high-risk) confined spaces, the following measures shall be rigorously applied.

.1 The contractor's prevention program shall contain a written procedure identifying:

- the tools needed to perform the work;
- the equipment installed or to be installed in the confined space and the measures to be taken to install, use, maintain, protect or move the equipment;
- pipes and conduits entering the confined space;
- the hazards and safety measures to be taken depending on the work to be performed;
- contaminants that might be encountered in the confined space; and
- appropriate rescue measures and equipment and emergency measures.

.2 The contractor shall complete an access permit each time he enters a confined space. He must transmit a blank copy of his permit at the building representative. If the form is not completed the building representative may ask to complete the form. The permit is valid for one shift and shall take into account the information contained in the evaluation report and any specific conditions related to the work to be performed. The contractor may use its own form if it contains all of the information on the form provided by the workplace supervisor.

.3 The contractor must complete a "Hot Work Permit" where the work to be performed involves welding, cutting or any other activity that produces a flame or sparks.

.4 Every person who has access to a confined space shall hold the following training certificates:

- PWGSC Safe Work in Confined Spaces (ASP Construction)
- Workplace First Aid and CPR (organization recognized by the CNESST)
- Use of Ventilation Devices (ASP Construction)
- Use of Safety Harnesses (ASP Construction)

- Use and Maintenance of Respiratory Protection Devices (ASP Construction)
 - Gas Detection Devices (ASP Construction)
 - Where the use of supplied-air or self-contained respirators is planned, full training in the preparation, maintenance and use of the devices (manufacturer, supplier or recognized organization) is required.
 - In remote areas where there is no local emergency response unit, the contractor shall designate persons to carry out rescue operations in confined spaces. The rescuers designated by the contractor shall complete relevant training in the use of rescue equipment.
- .5 Every person who has access to a confined space shall produce a medical certificate confirming his or her fitness to work in a confined space. Such certificates are valid for two years.
- .6 Employees required to work in sewage collection systems or similar systems shall be vaccinated against infectious diseases in accordance with the immunization program prescribed by Health Canada, that is, against diphtheria and tetanus.
- .7 While it is mandatory only in the cases referred to previously, vaccination against diphtheria and tetanus is strongly recommended for all work in confined spaces.
- .8 The contractor shall establish an emergency and rescue procedure with municipal and ambulance services. The procedure, telephone numbers and location of the nearest telephone shall be clearly posted near the work location.
- .9 Before entering the confined space and every 15 minutes thereafter, the contractor shall take readings of the concentration of oxygen, flammable gases and any toxic gases likely to be present, in particular carbon monoxide and hydrogen sulphide. The readings shall be recorded in a log unless the detection devices have an alarm and operate continuously. The detection devices used shall be calibrated and adjusted by a qualified person according to the manufacturer's instructions so that the alarms comply with the limits set out in the permit.
- .10 The contractor shall supply its own gas detection devices and keep them in good condition. The technical authority may have the accuracy of the contractor's devices checked at any time by a qualified person. If a detection device fails, work shall be suspended immediately and all workers shall leave the confined space. No claim for lost time will be accepted in such circumstances.
- .11 If the alarm on a detection device sounds, all workers shall leave the confined space. The contractor shall then determine the source

of the contamination, neutralize it and ventilate the confined space in order to eliminate any remaining contaminant and shall keep individuals out of the confined space until the oxygen and gas levels have returned to normal.

- .12 Compressed gas cylinders and welding machines shall not be taken into confined spaces. Such equipment shall remain outside and shall not block any entrance or exit. All cylinders shall be properly secured.
- .13 Electric tools and devices used to access confined spaces shall be grounded and, if necessary, designed to be explosion-proof. All equipment shall be connected to a ground fault interrupter or step-down transformer. The contractor shall, at its own expense, have a qualified electrician modify any power outlets and/or circuit breakers it plans to use which do not meet these criteria.
- .14 The contractor shall provide a ventilation system in order to keep the contaminant levels below the allowable limits.
- .15 The contractor shall post signs to stop unauthorized persons from entering the confined space.
- .16 Where it is impossible to keep the noise level below 85 dB, the contractor shall provide all workers with ear protectors appropriate to the desired level of attenuation/mitigation and the work to be performed.
- .17 The contractor shall ensure that all workers wear the required personal protective equipment.
- .18 The contractor shall assign a qualified person to assume the duties of custodian. The custodian shall:
 - be familiar with the procedure for working in a confined space.
 - ensure constant communication with all workers in the confined space. The directives applied shall be adapted to confined spaces. The contractor shall select the means of communication taking into account the identified hazards and other relevant factors, that is, the protective equipment workers are required to wear, noise levels in and near confined spaces, remoteness, lighting conditions, etc.
 - be familiar with the gas detection devices and ensure that they are in working order throughout the work.
 - be familiar with the back-up ventilation systems and ensure that they are in working order throughout the work.
 - be familiar with emergency procedures.
 - ensure that:

- ✓ all workers entering the confined space observe the contractor's work procedure;
 - ✓ working conditions and the work environment inside the confined space are not detrimental to the workers' health and safety.
- .19 The custodian shall remain at the entrance to the confined space as long as there is a worker in the space.
- .20 The contractor shall designate a person to be in charge of safety in confined spaces. The designated person shall be on the work site at all times.
- .21 The same person may not serve as custodian and confined spaces safety officer unless he or she is able to meet the requirements of both positions.
- .6 Hot work
- .1 Hot work means any work that involves the use of a flame or has the potential to produce an ignition source, such as riveting, welding, cutting, grinding, burning, heating, etc.
- .2 The contractor shall not start work that involves hot work until it has received a "Hot Work Permit from the building technical authority.
- .3 A working fire extinguisher appropriate to the fire hazard shall be available and readily accessible within five (5) metres of any flame, sparks or intense heat.
- .4 A person shall be designated to conduct fire checks for at least thirty (30) minutes after the end of the shift. The person who does the checks shall countersign the permit and give it to the building technical authority (or a designated representative) after the thirty (30)-minute period ends.
- .5 Propane cylinders shall be stored in accordance with standard CAN/CSA-B149.2-00 Propane Storage and Handling Code and shall meet the specific conditions set out in this document. Cylinders shall be stored outdoors in a safe place where they will not be handled by unauthorized persons, in a storage unit designed for that purpose; they shall be stored securely in an upright position, and the storage unit shall be locked at all times; the storage unit shall be located in an area where there is no vehicle traffic unless the area is protected by gates or an equivalent means.
- All cylinders used or stored on work sites shall have a collar designed to protect the valve.

Refilling of cylinders on work sites is not permitted unless a procedure complying with standard CAN/CSA B149.2 is approved and authorized by the building technical authority.

.7 Welding and cutting:

Note: For welding and cutting work, the following conditions shall be met in addition to the conditions stated above.

- .1 Welding and cutting must be performed in accordance with sections "Compressed gas supply" CSA 1117.2 "Welding and cutting" of the *Safety Code for the construction industry*.
- .2 Stop any activity that produces flammable or combustible gases, vapours or dust near welding or cutting.
- .3 Store compressed gas cylinders on a fireproof surface and ensure that the room is well ventilated.
- .4 Store oxygen cylinders at least 6 metres away from cylinders containing flammable gas (e.g., acetylene) or such combustible materials as oil and grease unless they are separated by a wall made of non-combustible material, as specified in section 3.13.4 of the *Safety Code for the construction industry*.
- .5 Store cylinders away from heat sources.
- .6 Do not store cylinders near stairs, exits, corridors or elevators.
- .7 To avoid the risk of explosion, do not allow acetylene to come into contact with such metals as silver, mercury, copper and brass alloys containing more than 65% copper.
- .8 Make sure that all electric arc welding equipment has the required voltage rating and is grounded.
- .9 Make sure that the lead wires of the electric welding equipment are not damaged.
- .10 Place the welding equipment on a flat surface protected from the weather.
- .11 Put fireproof cloths in place when overhead welding is being done and there is a risk of falling sparks.
- .12 Éloigner ou protéger les matières inflammables ou combustibles qui se trouvent à moins de 15 mètres des travaux de soudage.
- .13 Never weld or cut closed containers.
- .14 Do not cut, weld or carry out open-flame work on a tank, pipe or other container that may contain a flammable or explosive substance unless:

- air samples have been taken and indicate that the work can be done safely; or
- measures have been taken to ensure worker safety.

.8 Scaffolding

.8.1 Footings

- .1 Scaffolding shall be placed on solid footings so as to prevent it from sliding or tipping.
- .2 If the contractor wishes to place scaffolding on a roof, an eave, a canopy or a garret, the contractor shall submit its calculations to the engineer and obtain the engineer's authorization before proceeding.

.9 Assembly, bracing and anchoring

- .1 All scaffolding shall be assembled, braced and anchored in accordance with the manufacturer's instructions and the provisions of the Safety Code for the construction industry.
- .2 In situations where it is necessary to remove some scaffolding components (e.g. cross pieces), the contractor shall submit an assembly procedure signed and sealed by an engineer certifying that the scaffolding will allow work to be carried out safely, taking into account the loads that will be applied.
- .3 Where the span between two scaffolding supports is greater than 3 m, the contractor shall provide an assembly plan signed and sealed by an engineer.

.10 Fall protection during assembly

- .1 Throughout the assembly process, workers shall be protected against falls.
- .2 Before starting work, the contractor shall submit to the engineer a procedure specifying the protective measures used and, if applicable, the anchor points for safety cables or retainers. This procedure shall comply with the provisions of sections 3.9.4(5), 2.9.1 and 2.10.12 of the Safety Code for the construction industry (as amended on August 2, 2001).

.11 Platforms

- .1 Scaffold platforms shall be designed and installed in accordance with the provisions of the Safety Code for the construction industry.
- .2 If planks are used, they shall be approved and stamped in accordance with section 3.9.8 of the Safety Code for the construction industry (in force on January 1, 2002).
- .3 Platforms shall cover the entire surface protected by guardrails.

- .4 Notwithstanding the above, scaffolding four sections (or 6 m) high or higher shall have a full platform covering the entire surface of the putlogs every 3 m or portion thereof, and at no time shall the components of such platforms be moved to create intermediate platforms.

.12 Guardrails

- .1 A guardrail shall be installed on every platform.
- .2 Cross-bracing shall not be considered guardrails.
- .3 On scaffolding four (4) sections (or 6 m) high or higher that require full platforms, guardrails shall be installed on all such platforms at the start of work and remain in place until completion of the work.

.13 Access

- .1 The contractor shall ensure that access to scaffolding does not compromise worker safety.
- .2 Where the scaffolding platforms are made up of planks, ladders shall be installed so as to ensure that any planks that extend past the edge do not prevent workers from moving up or down.
- .3 Notwithstanding the provisions of the Safety Code for the construction industry, stairs shall be installed on all scaffolding with six (6) or more sets of uprights that are six (6) sections (or 9 m) high or higher.

.14 Protection of the public and occupants

- .1 The contractor shall mark out and barricade its work area so as to limit access to authorized workers only.
- .2 The contractor shall install covered walkways, nets or other similar devices to protect the public and occupants from falling objects.

.15 Use of public roads

- .1 Where it is necessary to encroach on a public road, the contractor shall obtain at its own expense any authorizations and permits required by the competent authority.
- .2 The contractor shall install at its own expense all signage, barricades and other devices needed to ensure the safety of the public and its own facilities. Ladders shall be installed so as to ensure that planks that extend past the edge do not prevent workers from moving up or down.
- .3 Notwithstanding the provisions of the Safety Code for the construction industry, stairs shall be installed on all scaffolding with

six (6) or more sets of uprights that are six (6) sections (or 9 m) high or higher.

END OF THE SECTION



APPENDIX A

TABLE OF UNIT-PRICED SERVICES HOURLY PAID SERVICES

Section A

715 PEEL
MONTREAL (Quebec)
H3C 1B2

*COMPLETE LIGHT GREY BOXES ONLY

TIME	UNIT	HOURLY RATE (see Notes at the end of document)	TOTAL NUMBER OF HOURS FOR 3 YEARS	TOTAL
DAY RATE				
APPRENTICE ELECTRICIAN	HOURS		500	
JOURNEYPerson ELECTRICIAN	HOURS		1000	
TOTAL: DAY RATE (a)				
EVENING RATE				
APPRENTICE ELECTRICIAN	HOURS		700	
JOURNEYPerson ELECTRICIAN	HOURS		1400	
TOTAL EVENING RATE (b)				
OVERTIME RATE (based on clause 3 of specifications)				
APPRENTICE ELECTRICIAN	HOURS		150	
JOURNEYPerson ELECTRICIAN	HOURS		300	
TOTAL: OVERTIME RATE (c)				
MATERIALS		% Profit	Estimated cost	TOTAL
ESTIMATED COST OF MATERIALS			60 000.00\$	60 000.00\$
PERCENTAGE PROFIT ON MATERIALS			X 60 000.00\$	
TOTAL: COST OF MATERIALS INCLUDING PROFIT (d)				
Section A - TOTAL FOR 715 PEEL (a) + (b) + (c) + (d)				



APPENDIX A

TABLE OF UNIT-PRICED SERVICES HOURLY PAID SERVICES

Section B

1001 ST-LAURENT OUEST
LONGUEUIL (QUÉBEC)
J4K 1C7

*COMPLETE LIGHT GREY BOXES ONLY

TIME	UNIT	HOURLY RATE (see Notes at the end of document)	TOTAL NUMBER OF HOURS FOR 3 YEARS	TOTAL
DAY RATE				
APPRENTICE ELECTRICIAN	HOURS		1500	
JOURNEYPerson ELECTRICIAN	HOURS		1500	
TOTAL: DAY RATE (a)				
EVENING RATE				
APPRENTICE ELECTRICIAN	HOURS		135	
JOURNEYPerson ELECTRICIAN	HOURS		135	
TOTAL EVENING RATE (b)				
OVERTIME RATE (based on clause 3 of specifications)				
APPRENTICE ELECTRICIAN	HOURS		60	
JOURNEYPerson ELECTRICIAN	HOURS		60	
TOTAL: OVERTIME RATE (c)				
MATERIALS		% Profit	Estimated Cost	TOTAL
ESTIMATED COST OF MATERIALS			60 000.00\$	60 000.00\$
PERCENTAGE PROFIT ON MATERIALS			X 60 000.00\$	
TOTAL: COST OF MATERIALS INCLUDING PROFIT (d)				
Section B - TOTAL FOR 1001 ST. LAURENT (a) + (b) + (c) + (d)				



APPENDIX A

TABLE OF UNIT-PRICED SERVICES HOURLY PAID SERVICES

*COMPLETE LIGHT GREY BOXES ONLY

BUILDINGS	TOTAL
715 PEEL (a)	
1001 ST-LAURENT (b)	
GRAND TOTAL OF BID (a) + (b)	

NOTES:

1. The total amount of the bid is used for evaluation **only**; only the amounts of the hourly rates and the percentage of profit on the materials are the subject of this contract.
2. The Department is not committed to paying the Contractor the amounts for materials and labour indicated. However, the Department will pay the Contractor the amounts negotiated for each repair authorized by the departmental representative. The Contractor will be paid for work at an hourly rate and materials based on the general provisions of specifications and will not be entitled to any other compensation for any difference between the hours negotiated for each repair and the hours actually worked. The Contractor will be paid only for materials authorized and used in performing the work and shall obtain prior approval from the Department's authorized representative before starting any work.
3. The above hourly rates shall include all labour costs related to the work done by employees, as specified in the specifications at item 4. " Hourly rates



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		BI
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 OAC - entrepreneur Électrique		
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 type="checkbox"/> No Non <input checked="" type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à : <input type="checkbox"/>	Restricted to: / Limité à : <input type="checkbox"/>	Restricted to: / Limité à : <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays :	Specify country(ies): / Préciser le(s) pays :	Specify country(ies): / Préciser le(s) pays :
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input checked="" 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 indiquez 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	
Périard, Céline	Agente des immeubles et infrastructures	Périard, Céline <small>Signé numériquement par : Périard, Céline Nom DN : CN = Périard, Céline C = CA O = GC OU = PWGSC-TPSGC Date : 2021.02.17 12:36:58 -05'00'</small>	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
514-496-3694	514-496-3522	celine.periard@tpsgc.gc.ca	2021/02/17

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

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
Fleury, Jean-Michel	SO	Achkar, Melissa <small>Digitally signed by: Achkar, Melissa DN: CN = Achkar, Melissa C = CA O = GC OU = PWGSC-TPSGC Date: 2021.02.19 13:57:24 -05'00'</small>	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
--	--	Jean-Michel.Fleury@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	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

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

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
		Lecompte, Denis <small>Digitally signed by Lecompte, Denis Date: 2021.02.23 10:03:51 -05'00'</small>	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date