



RETURN BIDS TO:

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 Contrôle des accès - 715 Peel	
Solicitation No. - N° de l'invitation EFA66-211803/B	Date 2021-06-21
Client Reference No. - N° de référence du client EFA66-211803	GETS Ref. No. - N° de réf. de SEAG PW-\$MTC-775-16206
File No. - N° de dossier MTC-0-43299 (775)	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 2021-08-02 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: Aguilera, Maria Pia	Buyer Id - Id de l'acheteur mtc775
Telephone No. - N° de téléphone (514) 592-3823 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: TPSGC/PWGC 800 rue de la Gauchetiere Ouest 7300 MONTREAL Québec H5A 1L6 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

This bid solicitation cancels and supersedes previous bid solicitation number EFA66-211803-A dated April 6th, 2021 with a closing of May 26th, 2021 at 14h00 EDT.

A debriefing or feedback session will be provided upon request to bidders/offerors/suppliers who bid on the previous solicitation.

TABLE OF CONTENTS

PART 1 – GENERAL INFORMATION

- 1.1 Security Requirements**
- 1.2 Statement of work**
- 1.3 Debriefings**
- 1.4 Epost Connect Service**

PART 2 – BIDDER INSTRUCTIONS

- 2.1 Standard instructions, clauses and conditions**
- 2.2 Submission of bids**
- 2.3 Former Public Servant**
- 2.4 Enquiries – Bid solicitation**
- 2.5 Applicable laws**
- 2.6 Optional site visit**
- 2.7 Bid challenge and recourse mechanisms**

PART 3 – BID PREPARATION INSTRUCTIONS

- 3.1 Bid preparation instructions**

PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

- 4.1 Evaluation procedures**
- 4.2 Basis of selection**

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

- 5.1 Certification required with the bid**
- 5.2 Certification precedent to contract award and additional information**

PART 6 – RESULTING CONTRACT CLAUSES

- 6.1 Security requirements**
- 6.2 Statement of Work**
- 6.3 Standard clauses and conditions**
- 6.4 Term of contract**
- 6.5 Authorities**
- 6.6 Proactive Disclosure of Contracts with Former Public Servants**
- 6.7 Payment**
- 6.8 Invoicing instructions**
- 6.9 Certifications and additional information**
- 6.10 Applicable laws**
- 6.11 Priority of documents**
- 6.12 SACC *Manual* clauses**
- 6.13 Dispute resolution**

ANNEX « A » STATEMENT OF WORK

ANNEX « B » BASIS OF PAYMENT

ANNEX « C » SECURITY REQUIREMENTS CHECK LIST

ANNEX « D » COMPLETE LIST OF NAMES OF ALL INDIVIDUALS WHO ARE CURRENTLY DIRECTORS OF THE BIDDER

PART 1 - GENERAL INFORMATION

1.1 Security Requirements

1. At the date of bid closing, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. For additional information on security requirements, Bidders should refer to the [Contract Security Program of Public Works and Government Services Canada](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

1.2 Statement of Work

The Work to be performed is detailed under Annex A of the resulting contract clauses.

1.3 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

1.4 epost Connect service

This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information."

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The [2003](#) (2020-05-28) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

2.2 Submission of Bids

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

Epost Connect for bids closing at the Bid Receiving Unit in the PWGSC Quebec Region :

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 [2003](#), or to send bids through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

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

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-epost-connect>

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

2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

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

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

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes () No ()**

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

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2019-01](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes () No ()**

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 10 calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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

2.6 Optional site visit

No site visit is planned for this requirement.

2.7 Bid Challenge and Recourse Mechanisms

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

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

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

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

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

Section I: Technical Bid

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

Section II: Financial Bid

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

3.1.1 Exchange Rate Fluctuation

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

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.2 Financial Evaluation

SACC Manual Clause [A0222T](#) (2014-06-26), Evaluation of Price-Canadian/Foreign Bidders

4.2 Basis of Selection

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

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

5.1 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real property agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

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

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE No. EFA66-211803

1. The Contractor/Offerrer 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/Offerrer personnel requiring access to sensitive site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP, PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
4. The Contractor/Offerrer must comply with the provisions of the:
 - a) Security Requirements Check List and security guide (if applicable), attached at Annex C
 - b) *Contract Security Manual* (Latest Edition).

6.2 Statement of Work

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

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

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

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from October 1st, 2021 to September 30th, 2023 inclusive.

6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 3 additional 1 year period under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 15 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Maria Aguilera
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Address: Place Bonaventure, Portal South-West
800 de la Gauchetiere West, suite 7300
Montreal, Quebec, H5A 1L6
Telephone: 514-592-3823
E-mail address: mariapia.aguilera@tpsgc-pwgsc.gc.ca

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

6.5.2 Project Authority

The Project Authority for the Contract is: *(to be completed at contract award by PWGSC)*

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

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

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

6.5.3 Contractor's Representative

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

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

6.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2019-01](#) of the Treasury Board Secretariat of Canada.

6.7 Payment

6.7.1 Basis of Payment

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

6.7.2 Limitation of Expenditure

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

6.7.3 SACC Manual Clauses

H1001C (2008-05-12), Paiements multiples
G1005C (2016-01-28), Insurance - No Specific Requirement
A9117 (2007-11-30), T1204 - Direct Request by Customer Department
C6000C (2017-08-17), Limitation of price

6.8 Invoicing Instructions

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

The original and one (1) copy must be forwarded to the following address for certification and payment: *(to be completed at contract award by PWGSC)*

6.9 Certifications and Additional Information

6.9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

6.10 Applicable Laws

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

6.11 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the general conditions 2010C (2020-05-28), General Conditions - Services (Medium Complexity));
- (c) Annex A, Statement of Work
- (d) Annex B, Basis of Payment
- (e) Annex C, Security Requirements Check List;
- (f) the Contractor's bid dated _____ .

6.12 SACC Manual Clauses

A9068C (2010-01-11), Government Site Regulations
B1501C (2018-06-21), Electrical equipment

6.13 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
EFA66-211803-B
Client Ref. No. - N° de réf. du client
EFA66-211803

Amd. No. - N° de la modif.
File No. - N° du dossier
MTC-0-43299

Buyer ID - Id de l'acheteur
MTC460
CCC No./N° CCC - FMS No./N° VME

ANNEX « A » STATEMENT OF WORK *(see document attached)*

ANNEX « B » BASIS OF PAYMENT *(see document attached)*

ANNEX « C » SECURITY REQUIREMENTS CHECK LIST *(see document attached)*

Solicitation No. - N° de l'invitation

EFA66-211803-B

Client Ref. No. - N° de réf. du client

EFA66-211803

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File No. - N° du dossier

MTC-0-43299

Buyer ID - Id de l'acheteur

MTC460

CCC No./N° CCC - FMS No./N° VME

ANNEX « D » COMPLETE LIST OF NAMES OF ALL INDIVIDUALS WHO ARE CURRENTLY DIRECTORS OF THE BIDDER



Services publics et
Approvisionnement Canada

Public Services and
Procurement Canada

Canada



Au service du
GOUVERNEMENT,
au service des
CANADIENS.

FEDERAL BUILDING

**715 Peel Street
Montréal, Quebec
H3C 4H6**

INSPECTION AND MAINTENANCE OF THE ACCESS CONTROL AND CLOSED-CIRCUIT CAMERA (ACC) SYSTEM

Building: 715 Peel

Date: November 2020

**INSPECTION AND MAINTENANCE OF THE ACCESS CONTROL AND CLOSED-CIRCUIT
CAMERA SYSTEM**

FEDERAL BUILDING

**715 Peel Street
Montréal, Quebec**

November 2020

SPECIFICATIONS	SECTIONS	NUMBER OF PAGES
-----------------------	-----------------	------------------------

–	Specifications Index	2
–	1 ACC General Provisions	28
–	2 ACC Scope of Work	8

**INSPECTION AND MAINTENANCE OF THE ACCESS CONTROL AND CLOSED-CIRCUIT
CAMERA SYSTEM**

SECTION 1 ACC — GENERAL PROVISIONS

1. Drawings
2. Conditions
3. Emergency service calls
4. Defects and anomalies
5. Parts and tools
6. Labour
7. Work period
8. Powering off
9. Security
10. Departmental requirements
11. Start of work
12. Knowledge of premises and systems
13. Protection of persons and property
14. Fire protection
15. Clean premises
16. Instructions
17. Communications
18. Reports, certificates and worksheets
19. Manufacturers' instructions
20. Request for electrical isolation and transfer
21. Additions/changes
22. Health and safety clauses

**INSPECTION AND MAINTENANCE OF THE ACCESS CONTROL AND CLOSED-CIRCUIT
CAMERA SYSTEM**

SECTION 2 ACC — SCOPE OF WORK

1. General
2. Reporting
3. Inspections and maintenance
4. List of equipment

GENERAL REQUIREMENTS

INSPECTION AND MAINTENANCE OF THE ACCESS CONTROL AND CLOSED-CIRCUIT CAMERA SYSTEM

Page 1 of 28

1. DRAWINGS

1. No drawings are appended to these specifications.

2. CONDITIONS

1. All of the clauses and conditions in the PSPC contract apply to and govern the performance of the work described herein (including in this Annex A of the Statement of Work).
2. Section 2 ACC of these specifications shall be performed at the lump-sum rate set out in Part "A" of the Price Schedule to be completed. The work to be carried out under this contract consists of the performance of the specific tasks and responsibilities in Section 2 ACC relative to maintenance of the access control and closed-circuit camera system. The Contractor shall supply any parts needed to perform the preventive maintenance work for which the Contractor is responsible. This work will be carried out at lump-sum prices set out in Part A of the Price Schedule to be completed by the Contractor and its attached Note 1.
3. This comprehensive maintenance program includes all the parts covered by the maintenance tasks and all the tools and all the labour required to perform maintenance work according to the recommendations of the equipment manufacturer, as set out in Part A of the Price Schedule and its attached Note 1.
4. If any repair, replacement, equipment addition and upgrading work is required and authorized by the Department, it shall be performed at the hourly rate set out in Part "B" of the Price Schedule to be completed, based on a bid showing time, materials and labour. The Contractor shall also supply any parts required to perform the repair, replacement, equipment addition and upgrading work for which the Contractor is responsible if such work is required and authorized in advance by the Building Technical Authority. This work will then be performed at hourly rates and material cost (including a percentage profit on materials only) as set out in Part B of the Price Schedule to be completed by the Contractor and its attached Note 2. Repair, replacement, equipment addition and upgrading work paid for at an hourly rate shall in all cases be authorized in advance by the

GENERAL REQUIREMENTS

INSPECTION AND MAINTENANCE OF THE ACCESS CONTROL AND CLOSED-CIRCUIT CAMERA SYSTEM

Page 2 of 28

Technical Authority and confirmed the next business day by a duly completed "Call-Up against a Standing Offer" form.

3. EMERGENCY SERVICE CALLS

1. The Contractor shall provide 24/7 emergency service within the 12-month operating period to cover possible breakdowns. The Contractor shall ensure that the maximum time for emergency response by its personnel is three (3) hours between 8:00 a.m. and 5:00 p.m. on weekdays and three (3) hours in all other cases. Emergency service calls and orders for emergency repair, replacement or equipment addition work can be pre-authorized only by the Building Technical Authority or representative and confirmed the next business day by a duly completed "Call-up Against a Contract" form.
2. The applicable hourly rates shall be the rates set out in Part "B" and shall include benefits, travel, overhead and profit.

4. DEFECTS AND ANOMALIES

1. Defects or anomalies in systems, devices or equipment discovered during an inspection shall be promptly reported in writing to the Building Technical Authority or representative, who will then be responsible for rectifying them. If the services of a licensed electrician are required to install wiring or electrical conduits, for example, the Building Technical Authority may opt to hire the Contractor awarded this contract or another contractor to perform the work. In either case, the Contractor shall provide technical advice to the Building Technical Authority or representative to help correct the defects or anomalies.
2. The Contractor is responsible for maintenance, repair and adjustment of equipment or systems carried out by a subcontractor. However, the Contractor shall not be liable for work done by another contractor selected by the Building Technical Authority unless the Contractor subsequently inspects the repaired or adjusted equipment or systems.

GENERAL REQUIREMENTS

INSPECTION AND MAINTENANCE OF THE ACCESS CONTROL AND CLOSED-CIRCUIT CAMERA SYSTEM

Page 3 of 28

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3. When the Contractor does repairs, the Contractor must leave on site for inspection any defective parts that were replaced and make a notation to that effect in the report.

5. PARTS AND TOOLS

1. The Contractor must repair worn parts or, where necessary, replace them with new parts.
2. The Contractor will lend a temporary replacement unit in the event of a digital video recorder (DVR) or camera failure during the repair period.
3. The Contractor will supply all instruments, tools and materials (or parts) required for maintenance, repair and replacement of the parts covered by the contract.
4. Replacement parts must be genuine and come from the equipment manufacturers. Where it is impossible to obtain authentic replacement parts or materials, the Contractor shall use parts or materials of a quality equal to or better than the original parts or equipment; substitutes shall be approved by the Building Technical Authority or representative.
5. The Building Technical Authority reserves the right to determine the quality of replacement parts; that decision will be final and not subject to appeal.
6. Any parts installed without authorization or determined to be non-compliant by the Building Technical Authority shall be replaced within eight (8) days, failing which the Contractor will be deemed to be in default.
7. Any substitution of parts must be authorized in advance by the Building Technical Authority.

6. LABOUR

1. Labour shall be supplied by the Contractor and shall be fully qualified for the entire term of the contract.
2. The Contractor's firm must always have an official annual certificate and a new certificate for each subsequent year, duly issued by the training firm Inaxsys®, its certification with "Certified Partner Integrator" on the range of ICT® Protege® SE Level 2 and ICT® Protege® GX Level 2 integrated security products. These recurring annual certifications will have

GENERAL REQUIREMENTS

INSPECTION AND MAINTENANCE OF THE ACCESS CONTROL AND CLOSED-CIRCUIT CAMERA SYSTEM

Page 4 of 28

been obtained by the firm for at least three consecutive years. The firm must also have maintained, programmed, installed and operated these ICT® products for at least three consecutive years in federally owned buildings.

3. The labour supplied by the Contractor must have completed the "ICT® Protege® SE Level 2" and "ICT® Protege® GX Level 2" training courses, which are currently provided by Inaxsys®.
4. In its bid, the Contractor must provide training certificates for all of its technicians and employees who will be required to enter the building for system maintenance throughout the contract. The certificates must be for the year in which the bid is submitted and must have been obtained in the year in which the bid was submitted. For each subsequent year of the contract, each technician must continue to receive training to obtain a one-year Protege® SE Level 2 training certificate and a one-year Protege® GX Level 2 certificate, which are products of ICT® (Integrated Control Technology Ltd.).
5. The Building Technical Authority reserves the right to reject any person the Building Technical Authority deems to be unacceptable and request a replacement.
6. The Contractor shall 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.
7. The Building Technical Authority shall make available to the Contractor a person to provide guidance as needed during the work period.

7. WORK PERIOD

1. The work period and timetable shall be established and coordinated with the schedule previously agreed upon by the Contractor and the Building Technical Authority and/or the latter's authorized representative.

8. POWERING OFF

1. None of the owner's devices and/or equipment shall be powered off unless the Contractor is given official notice

GENERAL REQUIREMENTS

INSPECTION AND MAINTENANCE OF THE ACCESS CONTROL AND CLOSED-CIRCUIT CAMERA SYSTEM

Page 5 of 28

by the Building Technical Authority and/or the latter's authorized representative.

9. SECURITY

1. The Contractor and the Contractor's representatives shall abide by building security regulations.
2. The Contractor shall provide instructions, notices and signs to inform the Building Technical Authority and/or the latter's authorized representative, in addition to the building occupants, of the work being done.
3. Materials shall be delivered to a location designated by the building manager. The Contractor's representatives must clear that location upon receipt of materials, unless otherwise authorized by the Building Technical Authority.
4. The Contractor or its representatives shall sign in and out at a location designated by the Building Technical Authority or authorized representative. They must indicate their time in and time out and state the reasons for their visit.
5. Staff employee who may have access to certain floors identified by PWGSC, need to obtain a "secret" security clearance issued by that customer.

10. DEPARTMENTAL REQUIREMENTS

1. The Contractor shall have sufficient staff and shall demonstrate that every person other than apprentices has at least five (5) years of experience in his or her field.
2. Only qualified personnel with the appropriate credentials will be allowed to work on electrical, electronic and pneumatic systems, as the case may be.
3. The Contractor shall be fully accountable for any omission, breakage or incompetence attributable to its staff.

11. START OF WORK

The Contractor shall start system maintenance work immediately after being notified that it has been awarded the contract.

GENERAL REQUIREMENTS

INSPECTION AND MAINTENANCE OF THE ACCESS CONTROL AND CLOSED-CIRCUIT CAMERA SYSTEM

Page 6 of 28

12. KNOWLEDGE OF PREMISES AND SYSTEMS

1. Before submitting a bid, the Contractor shall gather information about the systems, the existing site conditions, and working conditions in the building where the work is to be performed.
2. No additional claims for special equipment will be considered by the Technical Authority because of any failure to gather information.
3. Any technical information the Contractor needs before submitting a bid can be obtained from the Contracting Authority.
4. The building's current access control system is based on Protege[®] SE software, which is part of the ICT[®] integrated security product line, and the control system has ICT[®] components.

13. PROTECTION OF PERSONS AND PROPERTY

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 being performed.
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.
3. Special care shall be taken to avoid soiling, scratching, damaging or hitting finished surfaces with ladders, scaffolding or any other equipment that may be used in the course of the work.

14. COMPLIANCE WITH STANDARDS

1. During all operations, the National Fire Code (NFC), the Building Code (NBC) and all other applicable codes or standards (NFPA, ULC, CSA, etc.) must be followed.

15. CLEAN PREMISES

GENERAL REQUIREMENTS

INSPECTION AND MAINTENANCE OF THE ACCESS CONTROL AND CLOSED-CIRCUIT CAMERA SYSTEM

Page 7 of 28

1. Debris shall not be allowed to accumulate. After each work period, the Contractor will remove from the premises any rubbish or waste generated by its work. The Contractor shall leave the premises clean to the satisfaction of the Building Technical Authority.

16. INSTRUCTIONS

The Contractor shall comply with any instructions or directives it receives from the Technical Authority of the

Federal Building
715 Peel
Montréal, Quebec
H3C 4H6

The Contractor shall submit its reports and other communications pertaining to execution of the contract to the Building Technical Authority in print form.

17. COMMUNICATIONS

1. The addresses and telephone numbers where the Contractor or the Contractor's superintendent or manager can be reached at any time of day or night shall be recorded on a list prepared and updated as necessary by the Contractor and given to the Building Technical Authority before the work begins.

18. REPORTS, CERTIFICATES AND WORKSHEETS

1. After every repair or service call, the Contractor shall produce three (3) copies of a worksheet, along with detailed certificates of replacement parts. The worksheet shall indicate the work performed, the date, the parts replaced and/or repaired, and the number of hours each employee spent on the job. The Contractor will submit separate worksheets for maintenance work and repairs. Worksheets for emergency calls must contain, in addition to the information indicated above, the date and exact time of the call, the name of the person who made the call, and the Contractor's time of arrival at and departure from the premises.

GENERAL REQUIREMENTS

INSPECTION AND MAINTENANCE OF THE ACCESS CONTROL AND CLOSED-CIRCUIT CAMERA SYSTEM

Page 8 of 28

2. The Building Technical Authority or authorized representative thereof shall keep two (2) copies signed by the Contractor. The third copy will remain the property of the Contractor.
3. Where there is no technical authority on site, the Contractor shall submit to the Building Technical Authority two (2) copies of the worksheet duly signed by the security guard on duty.

19. MANUFACTURER'S INSTRUCTIONS

Servicing of systems, devices and equipment shall be performed by the Contractor in strict compliance with the instructions and directives of the manufacturers and suppliers concerned.

20. REQUEST FOR ELECTRICAL ISOLATION AND TRANSFER

1. The Contractor shall complete the "Isolation – Re-energization Procedures" and "Request for Electrical Isolation and Re-energization" forms in all instances of electrical outage or isolation described below, in accordance with Part VIII of the *Canada Occupational Health and Safety Regulations*.
 1. Main building power supply lines
 2. Power line panels and sub-panels
 3. Bus bars
 4. Motor control centres
 5. Back-up power circuits
 6. Fire alarm system and fire protection devices
 7. Mechanical protection devices (sump pump, etc.)
 8. Alarm circuits for building services, including heating, ventilation and air conditioning devices
 9. Circuits serving more than one device

GENERAL REQUIREMENTS

INSPECTION AND MAINTENANCE OF THE ACCESS CONTROL AND CLOSED-CIRCUIT CAMERA SYSTEM

Page 9 of 28

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10. Refrigerant leak monitoring system and its alarm
 11. Circuits connected to a single device built into a cooling or heating system
 2. The Contractor shall duly complete the form and have it countersigned by the Building Technical Authority before starting the work.
 3. See also Section 22.2.2.2 Electrical Work.

21. ADDITIONS/ CHANGES

1. The Building Technical Authority reserves the right to move, modify or add devices and connected equipment. The Contractor shall maintain such devices and equipment at no additional cost, provided the amount of equipment added does not exceed 3% of the existing amount.

GENERAL REQUIREMENTS

INSPECTION AND MAINTENANCE OF THE ACCESS CONTROL AND CLOSED-CIRCUIT CAMERA SYSTEM

Page 10 of 28

22. HEALTH AND SAFETY CLAUSES

GENERAL SAFETY

1. GENERAL CLAUSES

NOTE:

The general and/or specific clauses below may apply to the entire contract or only part of the contract. Before undertaking any work, the Contractor shall confirm with the Building Technical Authority whether compliance with the conditions below is required and, if so, shall comply with them.

- 1.1 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.
- 1.2 The Contractor shall manage its activities so as 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 must meet all of the requirements of these specifications.
- 1.3 The Contractor must comply at all times with the provisions of Quebec's *Act respecting occupational health and safety*, *Safety Code for the Construction Industry* and *Regulation respecting occupational health and safety*, where they apply.
- 1.4 The Contractor must perform all work in accordance with the latest editions of the National Fire Code of Canada, the National Building Code of Canada, the Canadian Electrical Code and all other applicable codes or standards.
- 1.5 At least ten (10) days before the start of work, the Contractor must submit to the Building Technical Authority a prevention program specific to all activities that the Contractor is likely to carry out in the building. The Contractor must thereafter update its prevention program if the work proceeds differently than initially planned. After receiving the program and at any time during the work, the Building Technical Authority may require that the program be amended or augmented to better reflect actual worksite conditions. The Contractor must then make the necessary changes prior to the start of work.

GENERAL REQUIREMENTS

INSPECTION AND MAINTENANCE OF THE ACCESS CONTROL AND CLOSED-CIRCUIT CAMERA SYSTEM

Page 11 of 28

The prevention program must be based on identification of risks and take into account the information and requirements set out in these specifications. The program shall remain in force for the entire term of the Contract and must satisfy the following requirements:

- Include the company's health and safety policy;
 - Include an organization chart of health and safety responsibilities;
 - Identify the risks specific to each category of tasks to be performed in executing the Contract and the corresponding preventive measures, based on regulatory requirements;
 - Identify the person responsible for applying the 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 emergency response standards;
 - Include a procedure in case of accident;
 - Include a workplace inspection checklist based on risk identification;
 - Include potential repair jobs that may be assigned to the Contractor under this contract; and
 - Include a written undertaking from all parties to adhere to the prevention program.
- 1.6 In addition to the program specified in the previous section, in all cases where the work to be performed constitutes a construction site within the meaning of the *Act respecting occupational health and safety*, R.S.Q., c. S-2.1, the Contractor must prepare and submit to the Building Technical Authority a prevention program specifically for the work to be performed, which must also be forwarded to the Commission des normes, de l'équité, de la santé et de la sécurité du travail (CNESST) [commission on workplace standards, fairness, health and safety] and the Association paritaire pour la santé et la sécurité du travail [joint association for occupational health and safety], in accordance with section 198 of the Act. All requirements related to that program are the same as the requirements listed in the previous section.
- 1.7 For all cases where the work to be performed constitutes a construction site within the meaning of the *Act respecting occupational health and safety*, R.S.Q., c. S-2.1, a notice of opening of a construction site must be sent to the CNESST before the beginning of work, and a copy must be forwarded to the Building Technical Authority. A copy of the notice must be posted in plain view on the site. When the work ends, a notice of the closing of a construction site must be submitted to the CNESST, with a copy to the Building Technical Authority.
- 1.8 The Contractor shall submit the following documents to the Building Technical Authority:

GENERAL REQUIREMENTS

INSPECTION AND MAINTENANCE OF THE ACCESS CONTROL AND CLOSED-CIRCUIT CAMERA SYSTEM

Page 12 of 28

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- a copy of the training certificates required for these specifications and safe planning of the work (for example, general health and safety for construction sites, asbestos, lock-out, and first aid);
 - a copy of the safety data sheet for every controlled product used on the worksite, at least three (3) days before the product is used on site;
 - confirmation of the medical examinations of its 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 examinations 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. 4), 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 shall be available on the worksite 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 following any accident that results in an injury or any incident that reveals a potential hazard; and
 - a copy, within 24 hours, of any inspection report, notice of correction, or recommendation issued by federal or provincial inspectors.
- 1.9 The Contractor must ensure that the materials, equipment, tools and protective equipment used to perform the work are maintained and in good condition. Equipment, tools or protective equipment that cannot be installed or used without jeopardizing the health and safety of workers or the public is deemed to be unsuitable for the work to be performed. The Building Technical Authority reserves the right to prohibit the use of equipment or tools deemed to be hazardous, defective or inappropriate.
- 1.10 The Contractor must ensure that its employees have received the training and information needed to perform their tasks safely and that all the necessary tools and protective devices are available, comply with the applicable standards, statutes and regulations, and are used.
- 1.11 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

GENERAL REQUIREMENTS

INSPECTION AND MAINTENANCE OF THE ACCESS CONTROL AND CLOSED-CIRCUIT CAMERA SYSTEM

Page 13 of 28

prevention program specific to the work, and to 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 he/she deems such action necessary for health and safety reasons.

- 1.12 Without limiting the scope of the preceding section, 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 or of the public or to the environment.

- 1.13 The Contractor shall take such measures as are needed for effective communication of health and safety information. As soon as they arrive on the worksite, all workers must 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 involves a risk to their health or safety.

- 1.14 The Contractor shall inspect the worksites and submit to the Building Technical Authority a duly completed worksite inspection sheet every working day or at an interval specified by the Building Technical Authority on the "Call-Up against a Standing Offer" form.
- 1.15 The Contractor shall promptly take such measures as are needed to correct instances of non-compliance with statutes and regulations and hazardous situations identified by a government inspector, the Building Technical Authority or the PSPC health and safety coordinator or in the course of a periodic inspection. Provide the Building Technical Authority with written confirmation of all measures taken to correct violations and hazardous situations.
- 1.16 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 these specifications.
- 1.17 The Contractor shall review the building and facility evacuation procedure and provide its employees with the training and information they need to implement the procedure.
- 1.18 For all cases where the work to be performed constitutes a construction site within the meaning of 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 worksite health and safety is discussed. The Contractor must set up a worksite

GENERAL REQUIREMENTS

INSPECTION AND MAINTENANCE OF THE ACCESS CONTROL AND CLOSED-CIRCUIT CAMERA SYSTEM

Page 14 of 28

committee and hold meetings in accordance with the requirements of the *Safety Code for the construction industry*, S-2.1, r. 4.

- 1.19 For all cases where the work to be performed constitutes a construction site within the meaning of the *Act respecting occupational health and safety*, R.S.Q., c. S-2.1, the following information and documents must be posted in a location that is readily accessible to workers:
- Notice of opening of the construction site
 - Identification of the principal contractor
 - The company's occupational health and safety policy
 - The specific prevention program for the worksite
 - Emergency plan
 - Safety data sheets for controlled products used on the worksite
 - Minutes of worksite committee meetings
 - Names of worksite committee members
 - Names of first-aid attendants
 - Action reports and correction notices issued by the CNESST
- 1.20 The Contractor shall mark off and control access to the work area and install barricades as needed.
- 1.21 The Contractor shall take such measures as are necessary to keep the workplace clean and tidy throughout the work and shall ensure that at the end of each work day, the workplace is free of any hazards.
- 1.22 Where a worker performs a task alone in an isolated location where it is impossible to call for assistance, the Contractor shall identify the risks associated with the situation and provide the Building Technical Authority with a procedure for preventing those risks and quickly getting help in an emergency.
- 1.23 Where a hazard not identified in the specifications arises as a result of or in the course of the work, the Contractor shall stop work immediately, implement temporary protective measures for 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 to ensure that work can resume safely.
- 1.24 In the event of an incident, the Contractor shall take such measures as are needed, including stoppage of work, to ensure the health and safety of workers and the public and shall contact the Building Technical Authority promptly.
- 1.25 Subcontracting is not permitted without special authorization from the Building Technical Authority. In making a decision, the Building Technical Authority will consider the subcontractor's ability to meet these requirements.

GENERAL REQUIREMENTS

INSPECTION AND MAINTENANCE OF THE ACCESS CONTROL AND CLOSED-CIRCUIT CAMERA SYSTEM

Page 15 of 28

- 1.26 Sealing guns and other cartridge devices shall not be used without authorization from the Building Technical Authority.

The above notwithstanding,

- Every person who uses a sealing gun shall have a training certificate and shall meet all the requirements of section 7 of the *Safety Code for the construction industry* (S-2.1, r. 4);
- All other cartridge devices shall be used in accordance with the manufacturer's instructions and the applicable standards and regulations.

- 1.27 At the worksite, the Contractor shall consider the following conditions in developing a safe work plan:

Some rooms have asbestos in the pipe insulation. While there is no requirement in these specifications for handling asbestos, the Contractor shall notify the Building Technical Authority immediately if such insulation is disturbed during the work or if unscheduled work makes it necessary for the Contractor to handle asbestos.

If the Contractor is asked to perform work that is likely to release asbestos dust, the Contractor must comply with the requirements of section 3.23 of the *Safety Code for the construction industry, 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 pond. 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 in high places in the reception area, plants and elsewhere. The Contractor shall indicate in its prevention program the measures to be taken for work in high places.

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.

The Contractor may be asked to do work in confined spaces. The Contractor shall include in its prevention program the measures it plans to take when working in those areas, and take into account the requirements of section 3.21 of the *Safety Code for*

GENERAL REQUIREMENTS

INSPECTION AND MAINTENANCE OF THE ACCESS CONTROL AND CLOSED-CIRCUIT CAMERA SYSTEM

Page 16 of 28

the construction industry, 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 Authority to determine whether special procedures need to be followed.

GENERAL REQUIREMENTS

INSPECTION AND MAINTENANCE OF THE ACCESS CONTROL AND CLOSED-CIRCUIT CAMERA SYSTEM

Page 17 of 28

2. SPECIAL CLAUSES

2.1 Lock-out

- 2.2.5 Whenever work is being done on equipment powered by electricity or any other source of energy, the Contractor shall submit a lock-out procedure to the Building Technical Authority and implement it.
- 2.1.2 Supervisory staff and all workers involved in or affected by work requiring a lock-out must have received lock-out training provided by a recognized organization; the Contractor shall submit the associated training certificates to the Building Technical Authority.
- 2.1.3 Before undertaking a lock-out operation on equipment in an occupied site, the Contractor shall coordinate its work with the site representative if the power cut-off could have an impact on site operations or the occupants.
- 2.1.4 The Contractor shall identify a qualified person to manage the lock-out and shall ensure that that person prepares a lock-out sheet for each piece of equipment to be locked out. The lock-out sheet shall be submitted to the Building Technical Authority at least 48 hours prior to the start of work; the Building Technical Authority shall have the sheet checked by a site representative if the work is being performed in an existing building. The lock-out sheet shall include, at a minimum, the following information:
1. a description of the work to be performed;
 2. identification, description and location of the circuit and/or equipment to be locked out;
 3. identification of the equipment's energy sources;
 4. identification of each cut-off point;
 5. lock-out and residual energy release sequence and unlocking sequence;
 6. a list of required lock-out materials;
 7. a verification method for the zero-energy procedure;
 8. name and signature of the person who prepared the sheet.

Upon request by the Building Technical Authority, the Contractor shall record all this information on the site representative's form.

- 2.1.5 At the time of lock-out, the person responsible shall date the sheet and ensure that all workers involved in work on the locked-out circuit/equipment add their names to the sheet and sign it.

GENERAL REQUIREMENTS

INSPECTION AND MAINTENANCE OF THE ACCESS CONTROL AND CLOSED-CIRCUIT CAMERA SYSTEM

Page 18 of 28

2.2 Electrical work

- 2.2.1 The Contractor shall ensure that all electrical work is performed by employees who have the qualifications specified in provincial regulations on professional training and qualification.
- 2.2.2 The Contractor shall comply with the requirements of the CSA Z462 Workplace Electrical Safety Standard.
- 2.2.3 Any work on electrical equipment must be done with the power turned off, unless the equipment cannot be fully disconnected.
- 2.2.4 The Contractor shall comply with all requirements in the “Lock-out” portion of this section.
- 2.2.5 The Contractor shall notify the Building Technical Authority in writing regarding any work that must be done on live equipment and obtain authorization from the Building Technical Authority. The Contractor must demonstrate to the Building Technical Authority that the work would be impossible to do with the power turned off and provide all the information needed to complete and obtain a live-line work permit (method of work, assessment of the electrical arc level, protection boundary, protective equipment, etc.) before starting the work, excluding the exceptions specified in the CSA Z462 Workplace Electrical Safety Standard.
- 2.2.6 The live-line work permit must contain, at a minimum, the following information:
 - a. description and location of the circuit and the equipment;
 - b. justification for the need to do live-line work;
 - c. a description of the work safety practices to be followed;
 - d. the conclusions of the shock hazard analysis;
 - e. determination of the shock protection boundary;
 - f. the conclusions of the flash hazard analysis;
 - g. a description of the flash protection boundary;
 - h. a description of the personal protective equipment required;
 - i. a description of the methods to be used for restricting access by unqualified persons;
 - j. proof that an information session has been held;
 - k. signature approving the live-line work (by a person in authority or the owner).

GENERAL REQUIREMENTS

INSPECTION AND MAINTENANCE OF THE ACCESS CONTROL AND CLOSED-CIRCUIT CAMERA SYSTEM

Page 19 of 28

2.3 Fall risk prevention

- 2.3.1 The Contractor shall plan and organize the work so as to help preclude fall hazards or promote general protection and thus minimize the need for personal protective equipment. Where personal fall protection is needed, workers shall use a safety harness conforming to the CAN-CSA-Z-259.10-M90 standard. Safety belts are not to be used for fall protection.
- 2.3.2 Anyone using a lift platform (a scissor lift or a telescoping, articulated or rotating elevating platform, etc.) must have received the associated training.
- 2.3.3 A safety harness must be worn on all telescoping, articulated and rotating lift platforms.
- 2.3.4 Identify a danger zone around any lift platform.
- 2.3.5 Any opening in a platform or roof must be surrounded by a guardrail or blocked with a cover attached to the platform and strong enough to hold any loads to which it may be subjected, regardless of the opening's dimensions or fall height.
- 2.3.6 Anyone working within two metres of a location from which a fall of three (3) or more metres could occur must use a safety harness, in accordance with regulatory requirements, unless there is a guardrail or some other device that provides an equivalent level of safety.
- 2.3.7 Notwithstanding regulatory requirements, the Building Technical Authority may order the installation of guardrails or the use of safety harnesses for specific situations in which there is a risk of a fall of less than three metres.

2.4 Asbestos exposure

The work covered by these specifications is not expected to require handling of materials containing asbestos; however, if the Contractor or the Building Technical Authority or representative discovers materials that may contain asbestos, the Contractor shall immediately stop work and inform the Building Technical Authority. If it is subsequently demonstrated that the materials contain asbestos, the Contractor shall comply with the following requirements.

Before starting work that is likely to produce asbestos dust emissions, the Contractor shall:

GENERAL REQUIREMENTS

INSPECTION AND MAINTENANCE OF THE ACCESS CONTROL AND CLOSED-CIRCUIT CAMERA SYSTEM

Page 20 of 28

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- 2.4.1 provide a written work procedure identifying the level of risk of the work (low, moderate, high), as defined in section 3.23 of the *Safety Code for the construction industry* (S-2.1, r. 4), and taking into account all the requirements set out in that section;
 - 2.4.2 submit certificates demonstrating that all employees involved have received training in the asbestos hazards and the procedure referred to above;
 - 2.4.3 demonstrate that it has on hand all the materials and equipment needed to follow the procedure and perform the work safely.

2.5 Confined spaces

In addition to complying with provincial regulations respecting confined spaces, the Contractor shall comply with the requirements set out in the following paragraphs.

Depending on the nature of the confined-space hazards, the work to be performed, and/or the confined-space skill level demonstrated by the Contractor, the Building Technical Authority reserves the right to require the Contractor to engage the services of a firm specializing in health and safety or confined spaces to analyze the confined-space hazards, complete the entry permit, monitor the work, or perform any other task associated with the confined-spaces work.

2.5.1 Information about confined spaces on the site

- 1. The following is a partial list of the confined spaces that the Contractor is likely to access over the course of this project. List of confined spaces: The Contractor may have to access the cooling tower (BAC 15425-2).
- 2. The Contractor shall take each of these confined spaces into account and shall also add to the list any new confined spaces it is likely to build/install over the course of this project.

2.5.2 Person responsible for confined-space health and safety

- 1. The Contractor shall designate a person responsible for confined-space health and safety. The person shall be qualified as specified in section 297 of the *Regulation respecting occupational health and safety* (S-2.1, r. 13). The person shall be on site whenever work is performed in confined spaces and shall ensure compliance with all regulatory requirements and the requirements set out in this section. The person shall also complete and issue the confined-space entry permit.

GENERAL REQUIREMENTS

INSPECTION AND MAINTENANCE OF THE ACCESS CONTROL AND CLOSED-CIRCUIT CAMERA SYSTEM

Page 21 of 28

2.5.3 Training

1. Anyone with confined-space access, as well as the person responsible and the confined-space monitor, must have received training in confined-space entry.
2. Anyone who has to use a self-contained breathing apparatus to enter confined spaces must have received training on how to use such an apparatus.
3. Anyone identified as a confined-space rescuer must have received training in confined-space rescue.
4. Each of the training courses referred to in the above paragraphs shall be provided by a firm specializing in health and safety or in confined spaces.
5. Training certificates for the persons referred to above shall be submitted to the Building Technical Authority prior to the commencement of the confined-space work.

2.5.4 Assessment of confined-space hazards

1. For each of the confined spaces listed at the beginning of this section, the Contractor shall obtain the necessary information from the site representative and carry out an assessment of the hazards associated with each of these confined spaces in the following areas:
 - a. the internal atmosphere, including the concentration of oxygen, flammable gases and vapours, combustible dust creating a fire or explosion hazard, and categories of contaminants typically present in or around the confined space;
 - b. insufficiency of natural or mechanical ventilation;
 - c. materials present that can cause workers to get stuck or buried or to drown, such as sand, grain or liquid;
 - d. interior configuration;
 - e. pipes and ducts entering the confined space;
 - f. energy such as electricity, moving mechanical parts, thermal stress, sound and hydraulic energy;
 - g. ignition sources such as open flames, lighting, welding and cutting, static electricity or sparks (a hot-work permit is required in advance);
 - h. any other specific circumstances, such as the presence of vermin, rodents or insects.

These hazard assessments shall be performed by the person responsible for confined-space health and safety. They shall be submitted to the Building Technical Authority for analysis at least ten days before the confined-space work is scheduled to begin. They shall contain the following information:

- a. the location of the confined space;
- b. a description of the confined space;

GENERAL REQUIREMENTS

INSPECTION AND MAINTENANCE OF THE ACCESS CONTROL AND CLOSED-CIRCUIT CAMERA SYSTEM

Page 22 of 28

- c. the dimensions of the confined space;
- d. the number, location and dimensions of the openings;
- e. the contents of the confined space (equipment, substances, etc.);
- f. the date of the assessment; and
- g. the name and signature of the person who performed the assessment and the name of his/her employer.

The Contractor shall perform the same exercise for each confined space it builds/installs over the course of the project.

2.5.5 Confined-space entry permit

1. The Contractor shall submit a copy of each confined-space entry permit for the spaces it needs to access to the Building Technical Authority for analysis at least five days before the confined-space work is scheduled to begin. The entry permits shall be completed by the person responsible for confined-space health and safety and shall include, at a minimum, the following information:
 - a. a description of the work to be performed and the work method, including the equipment and tools required to perform the work;
 - b. a description of the hazards and corresponding control measures based on the results of the completed confined-space hazard assessment and on the inherent hazards of the work to be performed;
 - c. the safety equipment to be used to control the confined-space hazards (ventilator, gas detector, local exhaust ventilation, personal protective equipment, etc.);
 - d. the rescue procedure, consisting of, at a minimum,
 - i. a means of communication between the confined-space monitor and the workers in the confined spaces;
 - ii. the rescue equipment specific to each confined space;
 - iii. confirmation that the municipal emergency response service has been made aware of the confined-space work to be performed specifically on this site and that it can respond to carry out a confined-space rescue; otherwise, the Contractor shall designate site workers who will act as rescuers in the event that rescuers have to enter the confined space (mandatory rescue training);
 - iv. the location of the telephone and the telephone number of the municipal emergency response service (if applicable);
 - e. the date of the entry permit;
 - f. the name of the person who issued the permit and the name of his/her employer;
 - g. the name of the monitor and the name of his/her employer;
 - h. the names of the workers required to enter the confined space and the names of their employers.
2. If the site representative requires a specific confined-space entry permit for

GENERAL REQUIREMENTS

INSPECTION AND MAINTENANCE OF THE ACCESS CONTROL AND CLOSED-CIRCUIT CAMERA SYSTEM

Page 23 of 28

his/her site, the Contractor shall comply with the requirements of that permit.

2.5.6 Medical surveillance

1. The Contractor shall submit to the Building Technical Authority a medical certificate less than two years old for every person who is required to use a supplied-air respiratory protection device. The certificate must confirm that the person is fit to use this type of device.
2. It is recommended that persons who are required to work in sewage collection systems or similar systems be vaccinated against diphtheria, tetanus and hepatitis B.

2.5.7 Requirements for confined-space work

1. Prior to any confined-space entry, the person responsible shall take readings of the concentration of oxygen, flammable gases and any toxic gases likely to be present, and record the readings on the above-mentioned entry permit.
2. No worker shall access the confined space if the following requirements are not met:
 - a. the concentration of oxygen must be greater than or equal to 19.5% and less than or equal to 23%;
 - b. the concentration of inflammable gases or vapours must be less than or equal to 10% of the lower explosive limit;
 - c. the concentrations of other gases must not exceed the standards in Schedule I of the *Regulation respecting occupational health and safety* (S-2.1, r. 13).
3. If the measured concentrations of oxygen and gases meet the regulatory values, the person responsible shall ensure that all prevention measures described in the permit are in place and then complete the entry permit (date, time, signatures, etc.) before issuing the permit and allowing access to the confined space.
4. An entry permit may cover only one work shift; the Contractor shall issue a new permit for each additional work shift.
5. During confined-space work, the concentration of gases must be measured continuously, and the detector must be installed in the workers' respiratory zone. If the conditions inside the confined space are such that the workers might not hear/see the detector alarm, the Contractor must find a way for the confined-space monitor to view the concentration measurements while continuing to take readings in the workers' respiratory zone.

GENERAL REQUIREMENTS

INSPECTION AND MAINTENANCE OF THE ACCESS CONTROL AND CLOSED-CIRCUIT CAMERA SYSTEM

Page 24 of 28

6. If the work is organized in such a way that the workers may be far apart from one another in a large confined space, the Contractor shall provide additional gas detectors.
7. The Contractor shall supply the gas detectors and keep them in good condition. The Contractor must be able to demonstrate that the gas detectors being used have been calibrated and adjusted by the person responsible or by a qualified person in accordance with the manufacturer's recommendations. The Building Technical Authority may have the accuracy of the Contractor's devices checked at any time. If a detection device fails, work must be suspended immediately, and all workers must leave the confined space.
8. The manufacturer's manual for the gas detector shall be available on site.
9. The Contractor shall provide a ventilation system that is powerful enough to keep the concentration of contaminants below the regulatory limits.
10. If work that generates contaminants is performed (welding, use of products, etc.), the Contractor shall install a contaminant aspiration system if necessary to maintain the regulatory air quality values at all times.
11. If a gas detector alarm sounds, all workers must leave the confined space. The concentration readings must then be recorded on the entry permit. The Contractor must identify the source of contamination, neutralize it, ventilate the confined space to eliminate contaminant residues, and authorize access to the confined space only when the oxygen and gas concentrations have returned to normal.
12. Compressed gas cylinders or welding equipment must not be brought into confined spaces; such equipment must remain outside and must not block entrances or exits. All cylinders must be properly secured.
13. Electrical devices and tools used in confined-space work must be grounded and, when necessary, explosion-proof. All equipment must be connected to a ground fault interrupter outlet or to a step-down transformer. The Contractor shall, at its own cost, hire a qualified electrician to adjust power receptacles and/or circuit breakers that it intends to use which do not meet these criteria.
14. If the confined-space work requires hot work, the Contractor shall obtain a hot-work permit and comply with the associated requirements.
15. The Contractor shall assign a competent person to assume the monitor duties. The monitor shall be assigned to these duties exclusively and shall remain outside the confined space as long as there is a worker inside. The monitor shall

GENERAL REQUIREMENTS

INSPECTION AND MAINTENANCE OF THE ACCESS CONTROL AND CLOSED-CIRCUIT CAMERA SYSTEM

Page 25 of 28

also

- a. ensure that the entry permit has been completed, signed and posted near the confined space;
- b. be familiar with the confined-space work procedure and ensure that it is followed;
- c. provide continuous communication with all the workers in the confined space and ensure that all necessary emergency equipment is present;
- d. have a good knowledge of the backup ventilation systems and ensure that they are operating properly for the duration of the work;
- e. prevent unauthorized persons from accessing the confined space;
- f. ensure that the conditions in the area around the confined space are not a health or safety risk for the workers inside the confined space;
- g. initiate the emergency procedure if needed.

16. The same person may act as the confined-space monitor and the person responsible for confined-space health and safety, provided all requirements of both positions are met.

2.6 Hot work

Hot work means any work that involves the use of an open flame or may produce heat or sparks, such as the following work: riveting, welding, cutting, grinding, milling, burning, and heating.

1. At the start of each work shift, the Contractor must obtain, for each sector, a hot-work permit issued by the site representative.
2. A working hand-held extinguisher appropriate to the fire hazard must be available and readily accessible within a five (5)-metre radius of any flame or source of sparks or intense heat.
3. The Contractor shall designate a person to continuously monitor fire risks for a minimum of one (1) hour after the end of any hot work. The person must sign the designated section of the permit and give it to the site representative after the hour has passed.
4. When hot work is performed in areas where there are combustible materials or where the walls, ceilings or floors are made of or covered with combustible materials, a final inspection of the work area must be scheduled four (4) hours after the work has finished. Unless otherwise specified by the Building Technical Authority, the Contractor must assign a person to carry out this monitoring.

2.6.1 Welding and cutting

In addition to the conditions set out in the preceding paragraphs, the Contractor shall comply with the following requirements:

GENERAL REQUIREMENTS

INSPECTION AND MAINTENANCE OF THE ACCESS CONTROL AND CLOSED-CIRCUIT CAMERA SYSTEM

Page 26 of 28

1. Welding and cutting must be performed in accordance with the requirements set out in the *Safety Code for the construction industry*, S-2.1, r. 4, and CSA W117.2, Safety in Welding, Cutting and Allied Processes.
2. Use an air extraction system with filters for all welding and cutting work performed indoors.
3. Suspend any activity that produces gases, vapours or flammable or combustible dust near the welding or cutting work.
4. Store compressed gas cylinders on a flame-retardant surface and ensure that the room is well ventilated.
5. Store oxygen cylinders at least six (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*, c. S-2.1, r. 4.
6. Store cylinders well away from any heat source.
7. Do not store cylinders near stairs, exits, corridors or elevators.
8. 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 sixty-five per cent (65%) copper.
9. Make sure that all electric arc welding equipment has the required voltage rating and is grounded.
10. Make sure that the cables of electric welding equipment are not damaged.
11. Place welding equipment on a flat surface protected from the weather.
12. Install fireproof fabric when overhead welding is being done and there is a risk of falling sparks.
13. Remove or protect flammable or combustible materials located within 15 metres of the welding work.
14. Never weld or cut on closed containers.
15. Do not cut, weld or carry out open-flame work on a tank, pipe or other container that held a flammable or explosive substance or residue, unless
 - a. the container has been cleaned and air samples indicate that the work can be done safely, or
 - b. measures have been taken to ensure worker safety.

2.7 Scaffolding

In addition to the requirements in the *Safety Code for the construction industry*, the Contractor must meet the following conditions if the Contractor uses scaffolding.

2.7.1 Foundations

1. Scaffolding must 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 load calculations and its plans, signed and

GENERAL REQUIREMENTS

INSPECTION AND MAINTENANCE OF THE ACCESS CONTROL AND CLOSED-CIRCUIT CAMERA SYSTEM

Page 27 of 28

sealed by an engineer, to the Building Technical Authority and obtain the latter's authorization before beginning installation.

2.7.2 Assembly, bracing and anchoring

1. All scaffolding must be assembled, braced and anchored in accordance with 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, before assembling the scaffold, shall submit to the Building Technical Authority an assembly procedure, signed and sealed by an engineer, certifying that the scaffolding will allow the work to be carried out safely, taking into account the loads that will be applied.
3. For any scaffolding structure where the span between two scaffolding supports is greater than three metres, the Contractor shall provide the Building Technical Authority with an assembly plan signed and sealed by an engineer, before the scaffolding is assembled.

2.7.3 Fall protection during assembly

1. Throughout the assembly process, all workers shall be protected against falls if they are exposed to a risk of falling farther than three metres.

2.7.4 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*.
3. Scaffolding four sections (or six metres) high or higher shall have a full platform covering the entire surface of the putlogs every three metres or portion thereof, and at no time shall the components of such platforms be moved to create intermediate landings.

2.7.5 Guardrails

1. A guardrail must be installed on every platform.
2. Cross-braces are not to be considered guardrails.
3. If the platforms are not full ones, guardrails must be installed just above the edge of the platform in such a way that there is no empty horizontal space between the platform and the guardrail.
4. On scaffolding four sections (or six metres) high or higher that requires full platforms, guardrails shall be installed on every platform at the start of work and shall remain in place until the work is finished.

GENERAL REQUIREMENTS

INSPECTION AND MAINTENANCE OF THE ACCESS CONTROL AND CLOSED-CIRCUIT CAMERA SYSTEM

Page 28 of 28

2.7.6 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 the 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 or more sets of uprights and six sections (or nine metres) high or higher.

2.7.7 Protection of the public and occupants

1. Where the scaffolding is installed in an area accessible to the public, the Contractor must take measures to prevent the public from accessing the scaffolding and, if need be, any work area or storage area located near the scaffolding.
2. The Contractor shall install covered walkways, nets or similar devices to protect workers, the public and occupants from falling objects. The protection measures used must be approved by the Building Technical Authority.

2.7.8 Engineer's plans

1. In addition to the plans required by the *Safety code for the construction industry*, the Building Technical Authority reserves the right to require engineer's plans for other scaffolding types or configurations.
2. A plan signed and sealed by an engineer is required for any scaffolding to which tarpaulins, canvases or other contrivances susceptible to wind uplift are attached.
3. **A certificate of compliance signed by an engineer is required for all cases where an engineer's plan is required, before anyone uses the facility for which the plan was created. A copy of these documents must be available on the construction site at all times.**

SCOPE OF WORK

INSPECTION AND MAINTENANCE OF THE ACCESS CONTROL AND CLOSED-CIRCUIT CAMERA SYSTEM

Building #600308

Page 1 of 9

1. GENERAL

1. The Contractor shall provide the labour, materials, tools and equipment needed to perform the preventive maintenance work described in this section (points 3, 4 and 5 below) on all of the equipment comprising the systems described in the various modules, including all components thereof and inspections as described in the checklists and logs. The Contractor shall follow the description of work and omit irrelevant items.
2. The purpose of these specifications is to keep the equipment in very good working condition. However, this shall be regarded as a minimum standard under which the Contractor shall work and in no way represents the full extent of the Contractor's responsibilities and obligations.
3. All preventive maintenance work described in this section (points 3, 4 and 5 below) shall be performed in accordance with the most current maintenance recommendations and industry standards of each equipment and system manufacturer and in compliance with the most recent version of the National Building Code (NBC), the National Fire Code of Canada (NFC) and any other applicable standards (NFPA, ULC, CSA, etc.). Note: Preventive maintenance work shall not be based on information in the viewing centre in the guardhouse at the entrance to 715 Peel.
4. The Contractor shall provide an annual schedule of planned visits for preventive maintenance activities. The schedule shall specify the dates and times of planned visits and the specific jobs that will be performed. It shall be updated annually and as necessary.

2. REPORTING

1. At the end of the periodic inspections and tests in each module, the Contractor shall submit to the Building Technical Authority two (2) printed copies

SCOPE OF WORK

INSPECTION AND MAINTENANCE OF THE ACCESS CONTROL AND CLOSED-CIRCUIT CAMERA SYSTEM

Building #600308

Page 2 of 9

(each in a binder) and one electronic copy of a complete report on the checks, inspections and tests, including the list of equipment, certifying that the equipment is operating properly.

2. The form of each report and the information in it shall be based on the model provided for reference in each of the standards governing that particular module and shall be submitted, before the contract is executed, for approval by the Building Technical Authority. The Building Technical Authority reserves the right to amend such reports or require additional printed reports.
3. Each report shall be checked and countersigned by the Building Technical Authority or designate.
4. On request, provide a report on each Entry/Exit of occupants.

3. INSPECTIONS AND MAINTENANCE

General			
1	Drawings	1.	No drawings are appended to these specifications.
2	Scope-of-work details	1.	Perform preventive maintenance on each system and piece of equipment by strictly following the maintenance recommendations and the latest standards of the systems and equipment manufacturers in accordance with Clause 2 of the Conditions in Section 1 ACC of these specifications.
		2.	Repair, replace, add and upgrade equipment and systems in accordance with Clause 2 of the Conditions in Section 1 ACC of these specifications. The parts must be original or equivalent to the existing parts and approved in advance by the Building Technical Authority following appropriate explanations from the Contractor.
		3.	During each visit, report to and review with the Building Technical Authority all irregularities detected and not rectified by the technical authority in charge of the systems and discuss solutions and changes that can be made to address the irregularities.
		4.	During each visit, provide the Building Technical Authority with all

SCOPE OF WORK

INSPECTION AND MAINTENANCE OF THE ACCESS CONTROL AND CLOSED-CIRCUIT CAMERA SYSTEM

Building #600308

Page 3 of 9

			required inspection reports, certificates and other documents following the systems inspections.
		5.	During each visit and on an ongoing basis for the entire term of the contract, check and correct the master inventory on the server, i.e., the equipment list for each system with model and serial numbers, age and date of last replacement.
		6.	During each visit and for the entire term of the contract, check the P-touch or other durable labelling on the identified equipment; if the labelling is missing or has become illegible because of painting, for example, re-label the inventory items of affected systems.
		7.	After each inspection, make sure that all systems are turned back on and that all zones in the building are properly protected.
		8.	All maintenance work on the outdoor cameras requires a permit to block part of the sidewalks, usually very early before rush hour, and the rental of a boom lift to reach the high location of the cameras. In its bid, the Contractor shall include all costs associated with this maintenance task.
		9.	For the entire term of the contract, the Contractor shall maintain software support agreements with the relevant suppliers that hold the intellectual property rights on their equipment. In its bid, the Contractor shall include all costs associated with this maintenance task.
		10.	At the beginning of the contract and for the entire term of the contract, create on the server an interactive mapping of all equipment and systems, identifying them numerically by their inventory codes based on the master inventory and identifying them by geolocation by floor and door number (e.g., card readers) or by the known axes of the building (e.g., surveillance cameras). This mapping will be updated during each visit to reflect changes in the numbering and location of equipment and systems. Building Security will have continuous interactive access to this mapping for the operational needs of the building's users. The mapping will be designed in collaboration with Security and the Building Technical Authority. The Contractor will be required to include in its bid all costs associated with this rapid detection responsibility, which facilitates day-to-day system maintenance and operation.

SCOPE OF WORK

**INSPECTION AND MAINTENANCE OF THE ACCESS CONTROL AND CLOSED-CIRCUIT
CAMERA SYSTEM**

Building #600308

Page 4 of 9

		11.	In its bid, the Contractor shall include all costs associated with this maintenance task included the new Protégé GX generation and the up-to-date inventory of equipment.
3	Planning for shutdown	1.	Whenever maintenance is to be performed, the Contractor shall notify the building authorities in the prescribed manner that the access control systems must be tested, repaired, replaced or serviced in some other way.

SCOPE OF WORK

INSPECTION AND MAINTENANCE OF THE ACCESS CONTROL AND CLOSED-CIRCUIT CAMERA SYSTEM

Building #600308

Page 5 of 9

4. LIST OF EQUIPMENT

ACCESS CONTROL SYSTEM (as per March 2021 inventory)	
DESCRIPTION	QUANTITY
Protege GX Access Control System (latest version available)	1
Access doors licences	163
Access doors with card reader	163
Protege GX (HP-Proliant DL20) Server with associated UPS	1
Protege GX client workstations with associated UPS (3 licences included with GX)	2
FAR-DTC-1250E card printer	1
Network switches for communications infrastructure between the equipment rooms, the server and the three client workstations	7
PRT-CTRL-GX-PCB controllers	7
PRT-RDI2 PCB door modules	87
PRT-ZX16-PCB zone modules	7
PRT-PX16 relay modules	8
Zones/input: for supervision zones, such as door contact, supervision of power supply units, etc.	84
Relays/output: for controlled relays, such as door buzzers	110
Controlled access doors with associated card readers (on basement level, ground floor-garage level, Level 1-garage, Level 2 and Level 3)	163
Controlled elevators with associated in-cab card readers (front doors of cabins 1 to 4 and 10; rear door of cabin 9; front and rear doors of cabin 7); some cabins have dedicated call button control readers for certain floors	
DSC-PC4020L panic button alarm system: 42 panic buttons, 42 warning lights, 2 LCD keypads, one 64-zone annunciator, one 32-zone annunciator	1

SURVEILLANCE CAMERA SYSTEM (per March 2020 inventory)	
DESCRIPTION	QUANTITY
IVT Camera Server (version 9.4.3.136542) with associated UPS	2
IVT client workstations with associated UPS	3
HP-POE ("core") switches	2
PWGSC-715 server: 18 IVT and Storm IP cameras and 14 analogue cameras	32
IVT-1025 server: 21 IVT and Storm IP cameras	21
Public viewing monitors	2

SCOPE OF WORK

INSPECTION AND MAINTENANCE OF THE ACCESS CONTROL AND CLOSED-CIRCUIT CAMERA SYSTEM

Building #600308

Page 6 of 9

5. TASKS AND FREQUENCIES

Access Control System		
Function to maintain	Maintenance task to perform	Frequency
Effective identification of cabinets and components	<ul style="list-style-type: none"> Check that the cabinets housing the RDI2 and power supply modules are clearly marked with P-touch-type stickers so that their function can be easily identified. Replace any missing identification. Check that the addresses/identification of components such as the various RDI2, RDE2, ZX16 and PX16 modules, CR-624-type relays, solenoid relays and bypass key relays are clearly marked with P-touch-type stickers. Replace any missing identification. 	Monthly
	<ul style="list-style-type: none"> Clean all cabinets. 	Semi-annually
System autonomy during primary power loss	<ul style="list-style-type: none"> Visual check of the cabinet batteries (RDI2, power supply and UPS) for signs of failure (battery swelling, oxidation, abnormal odour) and of the indicator lights on the electronic boards (fault indicator, etc.). Simulate a primary power loss for UPS units serving network switches. 	Monthly
	<ul style="list-style-type: none"> Check that the cutover from the main server to the back-up server works correctly. 	Semi-annually
Supervision of cabinet tampering (cabinets containing electronic, power supply and other modules)	<ul style="list-style-type: none"> Physically check all the supervision contacts of the enclosures such as floor cabinets only (RDI2 and power supply). Inspection of the contacts inside the exit request (REX) detector cabinets is not required. 	Monthly
	<ul style="list-style-type: none"> Check that the cabinet supervision signal is received by the control station (floor cabinets only (RDI2 and power supply)). This is not required for the exit request (REX) detector 	Yearly

SCOPE OF WORK

INSPECTION AND MAINTENANCE OF THE ACCESS CONTROL AND CLOSED-CIRCUIT CAMERA SYSTEM

Building #600308

Page 7 of 9

	cabinets.	
Archiving of events involving access to controlled areas	<ul style="list-style-type: none">• Check that autosaves of the database and of events work properly.	Monthly
Emergency perimeter lockdown	<ul style="list-style-type: none">• Test the emergency lockdown pushbutton.• Check that perimeter doors are locked down upon activation of the emergency lockdown pushbutton.	Monthly
Management software update	<ul style="list-style-type: none">• Check whether the manufacturer has issued minor or major updates to the management software. If so, update.	Semi-annually
Lock deactivation via master key or fire alarm	<ul style="list-style-type: none">• Test the lock deactivation system via master key and fire alarm.	Yearly
Transmission of an alarm to the control station when a controlled or supervised door is opened without authorization	<ul style="list-style-type: none">• Simulate unauthorized entry for every door equipped with a magnetic sensor (by prolonged opening of the door) and ensure that the alarm is received by the control station.• Check programming to ensure that, for every door equipped with a magnetic sensor, an alarm is activated upon unauthorized opening.	Yearly

SCOPE OF WORK

INSPECTION AND MAINTENANCE OF THE ACCESS CONTROL AND CLOSED-CIRCUIT CAMERA SYSTEM

Building #600308

Page 8 of 9

Surveillance camera system		
Function to maintain	Maintenance task to perform	Frequency
Provide a colour video image with quality commensurate with the system's nominal capabilities	<ul style="list-style-type: none"> Check the quality of the video from the cameras (in daytime and nighttime conditions). 	Monthly
	Exterior cameras: <ul style="list-style-type: none"> Clean camera casings, plastic domes and lenses. Check that the thermostat, heating element and fan are operating properly (if applicable). Apply an insecticide. (Provide the material safety data sheet for the insecticide used.) Check the soundness of the camera mount and its anchor points. 	Semi-annually
	Indoor cameras: <ul style="list-style-type: none"> Clean camera casings, plastic domes and lenses. Check the soundness of the camera mount and its anchor points. 	Yearly
Restoring the default position of <u>mobile cameras</u> after a predetermined time period	<ul style="list-style-type: none"> Check that the camera returns to its default position when it is not in use. Check that the mobile functions, zoom and auto focus operate correctly. 	Monthly
Recording of video streams for later use	<ul style="list-style-type: none"> Check that video stream autosaves are performed correctly. Check the quality of archived video streams (in daytime and nighttime conditions). 	Monthly

SCOPE OF WORK

INSPECTION AND MAINTENANCE OF THE ACCESS CONTROL AND CLOSED-CIRCUIT CAMERA SYSTEM

Building #600308

Page 9 of 9

Metal detection system		
Function to maintain	Maintenance task to perform	Frequency
Detect metallic objects concealed on the person	<ul style="list-style-type: none">• Simulate the scanning of a metal object with the minimum detection characteristics based on selected parameters (size, ferrous/non-ferrous, etc.) and check that the detection features (top/bottom left/right lights, audible signal, etc.) work properly.• Simulate the scanning of a metal object with different characteristics from the previous task (size, ferrous/non-ferrous, etc.) and check that the detection features (top/bottom left/right lights, audible signal, etc.) work properly.• Match the detector's adjustable detection parameters to operational requirements.• Check the unit's overall physical appearance for any signs of potential failures (cable integrity, signs of overheating components, dirt, etc.).	Semi-annually

Fixed price : Fixed price based on section 2 ACC of Specifications for 2 years. (a1) \$
 (**TPS & TVQ excluded)
 For reference, indicate monthly unit price for maintenance of
 one metal detector : _____ \$

Materials :	Provisional amount for repair materials or additional equipment only	(b1) 60 000.00\$
-------------	--	------------------

	<u>Unit price</u>	<u>Number of hours (approximate)</u>	<u>Hourly rate</u>		
Regular working hours : Mon. to Fri., 8:00am to 5:00pm	<u>1 technician</u>	150	X	_____ \$ =	_____ \$
Overtime : Mon. to Fri., 5:00pm to 8:00am and Saturday	<u>1 technician</u>	75	X	_____ \$ =	_____ \$
Sundays and statutory holidays :	<u>1 technician</u>	30	X	_____ \$ =	_____ \$
				Total Labour: (b2)	_____ \$
				*Total (A) :	_____ \$

Add amounts (a1), (b1) and (b2) and **enter the grand total on page 1 of the bidding form.** (Note 1)

**INSPECTION AND MAINTENANCE OF THE ACCESS CONTROL
AND CLOSED-CIRCUIT CAMERA SYSTEM**

Page 2 of 6

PRICE FOR THE FIRST OPTIONAL YEAR OF THE CONTRACT

PART "A" **INSPECTION AND MAINTENANCE**

Fixed price : Fixed price based on section 2 ACC of Specifications for 2
years. _____ (a1-1) \$

For reference, indicate monthly unit price for maintenance of
one metal detector : _____ \$

PART "B" **REPAIRS** (Note 2)

Materials : Provisional amount for repair materials or additional
equipment only _____ (b1-1) 30 000.00\$

Labour : Labour cost for repairs or installation of additional equipment for contract term (Note 3)

	<u>Unit price</u>	<u>Number of hours (approximate)</u>	<u>Hourly rate</u>		
Regular working hours : Mon. to Fri., 8:00am to 5:00pm	<u>1 technician</u>	150	X	_____ \$ =	_____ \$
Overtime : Mon. to Fri., 5:00pm to 8:00am and Saturday	<u>1 technician</u>	75	X	_____ \$ =	_____ \$
Sundays and statutory holidays :	<u>1 technician</u>	30	X	_____ \$ =	_____ \$
Total Labour: (b1-2)					_____ \$
*Total (A1) :					_____ \$

Add amounts (a1-1), (b1-1) and (b1-2) and **enter the grand total on page 1 of the bidding form.**
(Note 1)

**INSPECTION AND MAINTENANCE OF THE ACCESS CONTROL
AND CLOSED-CIRCUIT CAMERA SYSTEM**

Page 3 of 6

PRICE FOR THE SECOND OPTIONAL YEAR OF THE CONTRACT

PART "A" **INSPECTION AND MAINTENANCE**

Fixed price : Fixed price based on section 2 ACC of Specifications for 2
years. _____ (a2-1) \$

For reference, indicate monthly unit price for maintenance of
one metal detector : _____ \$

PART "B" **REPAIRS** (Note 2)

Materials : Provisional amount for repair materials or additional
equipment only _____ (b2-1) 30 000.00\$

Labour : Labour cost for repairs or installation of additional equipment for contract term (Note 3)

	<u>Unit price</u>	<u>Number of hours (approximate)</u>	<u>Hourly rate</u>		
Regular working hours : Mon. to Fri., 8:00am to 5:00pm	<u>1 technician</u>	150	X	_____ \$ =	_____ \$
Overtime : Mon. to Fri., 5:00pm to 8:00am and Saturday	<u>1 technician</u>	75	X	_____ \$ =	_____ \$
Sundays and statutory holidays :	<u>1 technician</u>	30	X	_____ \$ =	_____ \$
Total Labour: (b2)					_____ \$
*Total (A2) :					_____ \$

Add amounts (a2-1), (b2-1) and (b2-2) and **enter the grand total on page 1 of the bidding form.**
(Note 1)

**INSPECTION AND MAINTENANCE OF THE ACCESS CONTROL
AND CLOSED-CIRCUIT CAMERA SYSTEM**

Page 4 of 6

PRICE FOR THE THIRD OPTIONAL YEAR OF THE CONTRACT

PART "A" **INSPECTION AND MAINTENANCE**

Fixed price : Fixed price based on section 2 ACC of Specifications for 2 years. (a3-1) \$

For reference, indicate monthly unit price for maintenance of
one metal detector : _____ \$

PART "B" **REPAIRS** (Note 2)

Materials : Provisional amount for repair materials or additional equipment only (b3-1) 30 000.00\$

Labour : Labour cost for repairs or installation of additional equipment for contract term (Note 3)

	<u>Unit price</u>	<u>Number of hours (approximate)</u>	<u>Hourly rate</u>		
Regular working hours : Mon. to Fri., 8:00am to 5:00pm	<u>1 technician</u>	150	X	_____ \$ =	_____ \$
Overtime : Mon. to Fri., 5:00pm to 8:00am and Saturday	<u>1 technician</u>	75	X	_____ \$ =	_____ \$
Sundays and statutory holidays :	<u>1 technician</u>	30	X	_____ \$ =	_____ \$
Total Labour: (b3-2)					_____ \$
*Total (A3) :					_____ \$

Add amounts (a3-1), (b3-1) and (b3-2) and **enter the grand total on page 1 of the bidding form.**
(Note 1)

**INSPECTION AND MAINTENANCE OF THE ACCESS CONTROL
AND CLOSED-CIRCUIT CAMERA SYSTEM**

TENDER FORM

First two years of contract – Total A

1 – Total section (a1), (b1) and (b2) _____ \$

First Optional Year #1 – Total A1

2 - Total section (a1-1), (b1-1) et (b1-2) _____ \$

Second Optional Year #2 – Total A2

3 - Total section (a2-1), (b2-1) et (b2-2) _____ \$

Third Optional Year #3 – Total A3

4 - Total section (a3-1), (b3-1) et (b3-2) _____ \$

Five Year Total

Grand Total (1,2,3,4) _____ \$

**INSPECTION AND MAINTENANCE OF THE ACCESS CONTROL
AND CLOSED-CIRCUIT CAMERA SYSTEM**

NOTES :

1. The total amounts of the bid are used for evaluation purposes **only**; only the amount shown in Part A for 2 years is covered by this contract. The Department undertakes to pay the Part A amount only, subject to approval of the work and other conditions in the specifications.
2. The Department makes no commitment to pay the Contractor the amounts for the materials and labour shown in Part B. The Department will, however, pay to the Contractor the amounts negotiated for each repair authorized by the Departmental Representative. The Contractor will be paid for work at an hourly rate plus materials based on the general provisions of section **1 ACC** 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 the materials authorized and used in performing the work and shall obtain prior approval from the Department's authorized representative before starting any work under Part B.
3. The hourly rates shown above, must include all labour costs related to work done by employees, including all benefits, travel, overhead, parking and Contractor profit.

Vérification et entretien du système de contrôle d'accès et de caméras en circuit fermé



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



PART A (continued) / PARTIE A (suite)

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

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

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

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

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

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

Special comments:

Commentaires spéciaux : _____

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

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

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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



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

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

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non ☐ Yes
Oui

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

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

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

☒ No
Non ☐ Yes
Oui

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

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



PART D - AUTHORIZATION / PARTIE D - AUTORISATION

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

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Périard, Céline	Agente des immeubles et infrastructures	Periard, Celine <small>Signé numériquement par : Periard, Celine Nom DN : CN = Periard, Celine C = CA O = GC OU = PWGSC-TPSGC Date : 2021.06.11 13:48:45 -04'00'</small>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
514-496-3694	514-496-3522	celine.periard@tpsgc.gc.ca
		Date
		2021/06/09

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

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
LVERS/SRCL, (TPSGC/PWGSC)	SO	Achkar, Melissa <small>Digitally signed by: Achkar, Melissa DN: CN = Achkar, Melissa C = CA O = GC OU = PWGSC-TPSGC Date: 2021.06.11 13:55:06 -04'00'</small>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
--	--	LVERS-SRCL@tpsgc-pwgsc.gc.ca
		Date

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
		Aguilera, MariaPia 2021.06.18 14:50: <small>53-04'00'</small>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
		Date

Ali Mussa (M) Contract Security Officer Ali.Mussa@tpsgc-pwgsc.gc.ca	Title - Titre	Signature
		Mussa, Ali <small>Digitally signed by Mussa, Ali Date: 2021.06.14 14:17:09 -04'00'</small>
	E-mail address - Adresse courriel	Date