



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

**Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC**

**11 LaurierSt./ 11, rue Laurier**

**Place du Portage, Phase III**

**Core 0B2 / Noyau 0B2**

**Gatineau**

**Québec**

**K1A 0S5**

**Bid Fax: (819) 997-9776**

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

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

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

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

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

**Comments - Commentaires**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du**

**fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Infrastructure Maintenance and Solution Services Division  
(FK)

L'Esplanade Laurier,

East Tower 4th Floor

L'Esplanade Laurier,

Tour est 4e étage

140 O'Connor, Street

Ottawa

Ontario

K1A 0R5

<b>Title - Sujet</b> Maintenance HMCS	
<b>Solicitation No. - N° de l'invitation</b> EJ196-201906/A	<b>Date</b> 2021-10-07
<b>Client Reference No. - N° de référence du client</b> 20201906	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$FK-301-80464	
<b>File No. - N° de dossier</b> fk301.EJ196-201906	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> Eastern Daylight Saving Time EDT <b>on - le 2021-11-02</b> Heure Avancée de l'Est HAE	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Ruest, Stéfán	<b>Buyer Id - Id de l'acheteur</b> fk301
<b>Telephone No. - N° de téléphone</b> (613) 295-7625 ( )	<b>FAX No. - N° de FAX</b> (819) 956-3600
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  Specified Herein Précisé dans les présentes	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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File No. - N° du dossier

Buyer ID - Id de l'acheteur  
FK301  
CCC No./N° CCC - FMS No./N° VME

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## **IMPORTANT NOTICE TO BIDDERS**

### **Support the use of apprentices**

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

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## PART 1 - GENERAL INFORMATION

### 1.1 Introduction

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Security Requirements Check List, the Cost Estimate Form for Extra Work, the Electronic Payment Instruments, Voluntary Certification to Support the Use of Apprentices and any other annexes.

### 1.2 Summary

- 1.2.1 To provide maintenance services for overhead doors, dock levelers and scissor lifts, including all necessary tools, services, materials and labour to execute the work required for the maintenance of the equipment on the terms and conditions contained herein and must execute such work in accordance with the Statement of Work attached herein as Annex A. This requirement is for Public Services and Procurement Canada (PSPC) located at the HMCS Carleton Building 1, 79 Prince of Wales, Ottawa, ON

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

- 1.2.2 There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.
- 1.2.3 The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA)
- 1.2.4 There is a Mandatory site visit associated with this requirement where personnel security screening is required prior to gaining access to sites. Consult Part 2 – Bidder Instructions.
- 1.2.5 This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder

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Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

### **1.3 Debriefings**

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

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## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

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

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

Delete: 60 days  
Insert: 120 days

### 2.2 Submission of Bids

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

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

[tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca](mailto:tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca)

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

Due to the nature of the solicitation, bids sent by facsimile 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: 2012-2](#) 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.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

## **2.4 Enquiries - Bid Solicitation**

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

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

## **2.5 Applicable Laws**

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

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

## **2.6 Mandatory Site Visit –**

### **Mandatory Site Visit**

**The mandatory site visit will be conducted on October 19<sup>th</sup>, 2021.**

It is mandatory that the Bidder or a representative of the Bidder visit the work site.

Arrangements have been made for the site visit to start at 79 Prince of Wales in **Ottawa, Ontario, on October 19<sup>th</sup>, 2021**. The meeting point is the entrance of the building at **10:00 am Eastern Daylight Time**. The site visit will begin at 10:15am.

Personnel security screening is required prior to gaining authorized access to secure worksites. **Bidders must communicate with the Contracting Authority (Stefan Ruest) no later than COB on Tuesday, October 12th, 2021** to confirm attendance and provide the name(s) of the **person(s)** who will attend.

The Bidder's Company Security Officer (CSO) must ensure that their representatives hold a valid security clearance at the required level for the site visit. Failure to comply with the security requirements will result in the representative(s) being denied access to the site.

Bidders will be required to sign an attendance sheet.

Bidders should confirm in their bid that they have attended the site visit.

Bidders who do not attend the mandatory site visit or do not send a representative will not be given an alternative appointment and their bid will be declared non-responsive. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

#### **2.6.1 Additional restrictions will include:**

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

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

- Work boots (Steel Toe)
- Face masks due to COVID

To learn more about COVID-19, visit the Public Health Agency of Canada:  
<https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>

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

#### **2.7 Bid Challenge and Recourse Mechanisms**

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

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## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

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

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

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

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

Section I: Technical Bid (1 hard copy and/or 1 soft copy)  
Section II: Financial Bid (1 hard copy and/or 1 soft copy)  
Section III: Certifications (1 hard copy and/or 1 soft copy)

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

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

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

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

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

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

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

**Section I: Technical Bid**  
*see Part 4, subsection 4.1.1*

**Section II: Financial Bid**

**3.1.1** Bidders must submit their financial bid in accordance with the Pricing Schedule detailed below in Canadian funds. The total amount of Applicable Taxes are excluded.

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

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

**Pricing Schedule 1 - Firm Price**

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

Table 1 - HMCS Carleton Building 1, 79 Prince of Wales, Ottawa, ON

No. of Units	Location Room No.	Make	Model	Serial Number	Year 1	Year 2	Year 3	Year 4	Year 5
1	Quarter Deck (East Side)	McKeon Door Company	Fire door/operator FS-33EP 1/3 HP		\$	\$	\$	\$	\$
2	Quarter Deck (East Side)	McKeon Door Company	Fire door/operator R3-200 1/2 HP		\$	\$	\$	\$	\$
1	Booth Area (Loading dock)	McKeon Door Company	Fire door/operator FS-33EP 1/3 HP		\$	\$	\$	\$	\$
1	Booth Area (Loading Dock)	Micanan	Garage door/Door operator ¾ HP	C4BAB49 E45	\$	\$	\$	\$	\$
1	Quarter Deck (East Side)	McKeon Door Company	Fire door/operator FS-33EP 1/3 HP		\$	\$	\$	\$	\$

1	Boat Shed (Loading Dock)	Micanan	Garage door/Door operator ¾ HP	PRO-HHDE 247675-1-1	\$	\$	\$	\$	\$
1	Boat Shed (Loading Dock)	Micanan	Garage door/Door operator ¾ HP	PRO-HHDE 247675-1-2	\$	\$	\$	\$	\$
1	Boat Shed (Loading Dock)	Penta-Lift	Dock Leveller	Model No. 419-252-02H01C	\$	\$	\$	\$	\$
Sub-total					\$				

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

**Summary of Pricing Schedule 1 (table 1)**

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

Period	Firm Quarterly Rate	Number of Quarters	Firm Price
Year 1	\$	x 4	\$
Year 2	\$	x 4	\$
Year 3	\$	x 4	\$
Year 4	\$	x 4	\$
Year 5	\$	x 4	\$
<b>Total of Pricing Schedule 1 (total of table 1)</b>			<b>\$</b>

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

**Pricing Schedule 2: Extra Work – As and When Requested**

Extra work as described in Annex A - Statement of Work - "Extra Work" will be conducted on an as and when requested basis where charges must be made for actual labour and repair and replacement parts. Estimated quantity of hours per year for extra work is for evaluation purposes only.

When "As and when" work is requested during the contract period, the contractor must complete and submit the *Annex C "Cost Estimate Form for Extra Work"*. Written authorization must be obtained from the Technical Authority prior to conducting any extra work.

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

**2.1 LABOUR:** Our firm hourly rate per qualified **Technician** will be:

<b>i) Regular Time:</b> <i>Monday to Friday 07:00 until 17:00</i>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
<b>Rate/Hour</b>	\$	\$	\$	\$	\$
<b>Estimated quantity of hours per year:</b>	25	25	25	25	25
<b>Extended Price:</b>	\$	\$	\$	\$	\$
<b>2.1 (i) SUB-TOTAL: \$ _____</b>					

<b>ii) Overtime:</b> <i>Monday to Friday 17:00 to 07:00 Saturday to 24:00</i>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
<b>Rate/Hour</b>	\$	\$	\$	\$	\$
<b>Estimated quantity of hours per year:</b>	5	5	5	5	5
<b>Extended Price:</b>	\$	\$	\$	\$	\$
<b>2.1 (ii) SUB-TOTAL: \$ _____</b>					

<b>iii) Premium Overtime:</b> <i>Sunday and statutory Holidays</i>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
<b>Rate/Hour</b>	\$	\$	\$	\$	\$

<b>Estimated quantity of hours per year:</b>	5	5	5	5	5
<b>Extended Price:</b>	\$	\$	\$	\$	\$
<b>2.1 (iii) SUB-TOTAL: \$ _____</b>					

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

	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
<b>Percentage Mark Up</b>	____%	____%	____%	____%	____%
<b>Estimated Expenditure</b>	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
<b>* Extended Price:</b>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>2.3 SUB-TOTAL:</b>					<b>\$</b>

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

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

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

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

**AUTHORIZATION FOR DELIVERY:** The consignee shall request delivery of goods/services identified in Pricing Schedule 2, 2.1 (i), (ii), (iii) and 2.2 on an authorization form provided by the Technical Authority.

**TOTAL ASSESSED PROPOSAL PRICE**

***Sum of Basis of Pricing***

**Pricing Schedule 1:** = Subtotal \$ \_\_\_\_\_ +

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

**Pricing Schedule 2: 2.2** = Subtotal \$ \_\_\_\_\_ +

Solicitation No. - N° de l'invitation  
EJ196-201906/A  
Client Ref. No. - N° de réf. du client  
EJ196-201906

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

Buyer ID - Id de l'acheteur  
FK301  
CCC No./N° CCC - FMS No./N° VME

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**Total assessed proposal price = \$ \_\_\_\_\_**

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

### **3.1.2 Electronic Payment of Invoices – Bid**

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

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

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

### **Section III: Certifications**

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

## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

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

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

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1 Submission of Evidence**

Submission of Evidence as described at 4.1.1.2 to 4.1.1.4 must be included with the bid at time of solicitation closing. However, if the following is not submitted with the bid by the solicitation closing date, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

**The evidence provided by the bidder may be verified.**

##### **4.1.1.2 Mandatory Service Technician's and Qualified Persons on site**

To carry out the work on this requirement, the Bidder must provide 3 (three) Service Technicians in the field of maintenance of Overhead Doors, Dock Levelers and Scissor Lift services.

The Bidder must provide direct supervision of maintenance technicians or by a Field Superintendent to ensure quality workmanship and proper service of the equipment and someone having the appropriate minimum of two (2) years of experience in the related field.

The Bidder must provide the name of Service Technician:

	<b>First and Last Name</b>
Technician 1	
Technician 2	
Technician 3	

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

- A Certificate of Ontario Health and Safety Awareness Training for Employees;
- A valid Working at Heights Safety Training Certificates/wallet card;
- A valid Workplace Hazardous Material Inventory System (WHMIS) Training Certificate/wallet card;
- A valid Electrical Safety Awareness Certificate/wallet card;

Additionally: Personnel performing work in close proximity to or on electrical equipment that is live or may become live must be in possession of a valid Arc Flash Training Certificate/wallet card.

All apprentices employed by the Contractor must work under the direction of a Journeyman Technician.

##### **4.1.1.3 Mandatory Employee Experience and Past Performance**

The Bidder must provide evidence for each of its proposed personnel's recent experience by providing three (3) similar projects/contracts started within the last eight (8) years prior to the solicitation closing date.

It is mandatory that the personnel has a minimum of three (3) years' experience within the past eight (8) years prior to the solicitation closing date in the field of maintenance services for overhead doors, dock levelers and scissor lifts comparable in size, scope and complexity to the equipment listed in Annex A, Statement of Work, SW 5.

- The Bidder must provide the information using the form below.
- Similar is defined as a comprehensive maintenance service on overhead doors, dock levelers and scissor lifts comparable in size, scope and complexity to the equipment listed in Annex A, Statement of Work, SW 5 Equipment Inventory.
- Past eight (8) years is defined as from August 1<sup>st</sup> 2013 up to and including the RFP closing date.

In cases where the performance period of the project or contract overlap with or duplicate in part the performance period of another project or contract, the overlapping or duplicate period will only be considered once when calculating the minimum requirement of three (3) years' experience.

<b>Technician no. 1</b>			
<b>Provide the name of the Proposed Personnel:</b> _____			
Name of client organization or Company	Project/Contract Reference #1: _____	Project/Contract Reference #2: _____	Project/Contract Reference #3: _____
Name and title of client contact who can confirm the information presented in the bid	Name: _____ Title: _____	Name: _____ Title: _____	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone Number: _____ E-mail: _____	Phone Number: _____ E-mail: _____	Phone Number: _____ E-mail: _____
Performance period of the project or contract (indicate year, month, day)	From: _____ (yyyy/mm/dd) To: _____ (yyyy/mm/dd)	From: _____ (yyyy/mm/dd) To: _____ (yyyy/mm/dd)	From: _____ (yyyy/mm/dd) To: _____ (yyyy/mm/dd)
<b>Technician no. 2</b>			
<b>Provide the name of the Proposed Personnel:</b> _____			
Name of client organization or Company	Project/Contract Reference #1: _____	Project/Contract Reference #2: _____	Project/Contract Reference #3: _____
Name and title of client contact who can confirm the information presented in the bid	Name: _____ Title: _____	Name: _____ Title: _____	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone Number: _____ E-mail: _____	Phone Number: _____ E-mail: _____	Phone Number: _____ E-mail: _____

Performance period of the project or contract (indicate year, month, day)	From: _____ (yyyy/mm/dd) To: _____ (yyyy/mm/dd)	From: _____ (yyyy/mm/dd) To: _____ (yyyy/mm/dd)	From: _____ (yyyy/mm/dd) To: _____ (yyyy/mm/dd)
<b>Technician no. 3</b>			
Provide the name of the Proposed Personnel: _____			
Name of client organization or Company	Project/Contract Reference #1: _____	Project/Contract Reference #2: _____	Project/Contract Reference #3: _____
Name and title of client contact who can confirm the information presented in the bid	Name: _____ Title: _____	Name: _____ Title: _____	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone Number: _____ E-mail: _____	Phone Number: _____ E-mail: _____	Phone Number: _____ E-mail: _____
Performance period of the project or contract (indicate year, month, day)	From: _____ (yyyy/mm/dd) To: _____ (yyyy/mm/dd)	From: _____ (yyyy/mm/dd) To: _____ (yyyy/mm/dd)	From: _____ (yyyy/mm/dd) To: _____ (yyyy/mm/dd)

#### 4.1.1.4 Mandatory Contractor's Experience and Past Performance

The Bidder must provide evidence of its recent experience by providing three (3) similar projects/contracts within the past eight (8) years prior to the solicitation closing date whereby the organization has performed satisfactorily.

- The Bidder should provide the information using the form below.
- Similar is defined as a comprehensive service on service on overhead doors, dock levelers and scissor lifts comparable in size, scope and complexity to the equipment listed in Annex A, Statement of Work, SW 5 Equipment Inventory.
- Past eight (8) years is defined as from August 1<sup>st</sup> 2013 up to and including the RFP closing date

In the event where the information for any of the projects cannot be confirmed by the client contacts named in the proposal, the proposal will be considered non-responsive and no further consideration will be given to the proposal. If the Bidder submits references in excess of the stated requirement, only the references up to the identified limit of *three (3)* projects will be assessed. The first *three (3)* projects listed in the proposal will be considered for evaluation.

In cases where the performance period of the project or contract overlap with or duplicate in part the performance period of another project or contract, the overlapping or duplicate period will only be considered once when calculating the minimum requirement of three (3) years' experience.

	PROJECT/CONTRACT REFERENCE # 1	PROJECT/CONTRACT REFERENCE # 2	PROJECT/CONTRACT REFERENCE # 3
Name of client organization or Company	Project/Contract Reference #1: _____	Project/Contract Reference #1: _____	Project/Contract Reference #1: _____
Name and title of client contact who can confirm the information presented in the proposal	Name: _____ Title: _____	Name: _____ Title: _____	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone Number: _____ E-mail: _____	Phone Number: _____ E-mail: _____	Phone Number: _____ E-mail: _____
Performance period of the project or contract (indicate year, month, day)	From: _____ (yyyy/mm/dd) To: _____ (yyyy/mm/dd)	From: _____ (yyyy/mm/dd) To: _____ (yyyy/mm/dd)	From: _____ (yyyy/mm/dd) To: _____ (yyyy/mm/dd)
Description of Project/Contract	_____ _____ _____ _____ _____	_____ _____ _____ _____ _____	_____ _____ _____ _____ _____

#### 4.1.2 Apprentices

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

#### 4.3 Reference Checks

Reference checks for the purpose of this technical evaluation may be used to verify and validate the bidder's response. In the event of contradiction between the information provided by the reference and the one provided by the bidder, the information provided by the reference will be retained for evaluation purposes. If the information provided by the Bidder cannot be verified or validated, the information will not be evaluated and the bid will receive a NOT MET for the criteria in question. Crown references will also be accepted.

#### 4.4 Basis of selection

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

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## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

### 5.1 Certifications Required with the Bid

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

#### 5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

### 5.2 Certifications Precedent to Contract Award and Additional Information

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

#### 5.2.1 Integrity Provisions – Required Documentation

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

#### 5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

#### 5.2.3 Additional Certifications Precedent to Contract Award

### **5.2.3.1 Status and Availability of Resources**

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

### **5.2.3.2 Education and Experience**

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

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## PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

### 6.1 Security Requirements

1. At the date of bid closing, the following conditions must be met:
  - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
  - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
  - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

### 6.2 Employee Information for Security

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

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

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## PART 7 - RESULTING CONTRACT CLAUSES

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

### 7.1 Statement of Work

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

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

### 7.2.1 General Conditions

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

### 7.3 Security Requirements

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

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

### 7.4 Term of Contract

#### 7.4.1 Period of Contract

The period of the Contract is from \_\_\_\_\_ to \_\_\_\_\_ inclusive. **(To be insert at contract award)**

### 7.5 Authorities

#### 7.5.1 Contracting Authority

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The Contracting Authority for the Contract is:

Stefan Ruest  
Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Real Property Contracting Directorate  
140 O'Connor Street, East Tower, 4th Floor  
Ottawa, ON K1A 0S5  
Tel: 613-295-7625  
E-mail address: [Stefan.ruest@tpsgc-pwgsc.gc.ca](mailto:Stefan.ruest@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.

### 7.5.2 Technical Authority

The Technical Authority for the Contract is:

Name: \_\_\_\_\_ "TO BE PROVIDED AT CONTRACT AWARD" \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Telephone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Facsimile: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
E-mail address: \_\_\_\_\_.

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

### 7.5.3 Contractor's Representative

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

Name: \_\_\_\_\_ "TO BE PROVIDED AT CONTRACT AWARD" \_\_\_\_\_  
Title: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
Cellular: \_\_\_\_\_  
E-mail: \_\_\_\_\_

## 7.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

## 7.7 Payment

### 7.7.1 Limitation of Expenditure

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

### 7.7.2 Basis of Payment - Firm Prices and "As and When"

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

- a) Firm rates will be paid in accordance with Pricing Schedule 1 in *four (4) equal quarterly payments*.
- b) "As and When Requested" Work:

Any costs incurred for Extra Work will be paid, in accordance with Pricing Schedule 2 and the Statement of Work, Annex A, on an "as and when requested" basis, after completion, inspection and acceptance of the work performed.

Canada's total liability to the Contractor under the "as and when requested" portion of the Contract must not exceed (to be determined). Applicable Taxes are extra, if applicable.

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 percent committed, or
- (b) if the Contractor considers that the said sum may be exceeded, the Contractor must promptly notify the contracting Authority

whichever comes first.

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.

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

*(At contract award - insert appropriate pricing table)*

### 7.7.3 SACC Manual Clauses

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

#### **7.7.4 Electronic Payment of Invoices**

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

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

#### **7.8 Invoicing Instructions - Maintenance Services**

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

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

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

- (a) The original and two (2) copies of the invoices and monthly maintenance reports must be forwarded to the following address for certification and payment :

Public Works and Government Services Canada  
Maintenance and Operational Assurance Services  
Minto Place 18th Floor  
180 Kent Street, Ottawa, Ontario  
Ottawa, Ontario, K1A 0S5  
Attention: \_\_\_\_\_ *(insert at contract award)*

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## 7.9 Certifications and Additional Information

### 7.9.1 Compliance

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

### 7.10 Applicable Laws

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

### 7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2020-05-28);
- (c) Annex A, Statement of Work;
- (d) Annex B, Security Requirements Check List;
- (e) Annex C, Cost estimate Form for Extra Work;
- (f) the Contractor's bid dated \_\_ (to be inserted at Contract award) \_\_\_\_.

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

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

OR

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

### 7.13 Insurance Requirements

#### 7.13.1 Insurance – Specific Requirements

The Contractor must comply with the insurance requirements specified in the **following article 7.13.2 Commercial General Liability Insurance**. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to

carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

### 7.13.2 Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
  - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - j. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
  - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
  - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

- m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- n. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

**For the province of Quebec, send to:**

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

**For other provinces and territories, send to:**

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

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

**7.14 Cellular Phones**

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

**7.15 Canadian Forces Site Regulations**

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

**7.16 Pre-Commencement Meeting**

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

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

### 7.17 Voluntary Reports for Apprentices Employed during the Contact

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

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

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

Number of apprentices hired	Trade specialty

(Add lines if needed)

### 7.18 Dispute Resolution

- The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- 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.
- 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.
- 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  
EJ196-201906/A  
Client Ref. No. - N° de réf. du client  
EJ196-201906

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

Buyer ID - Id de l'acheteur  
FK301  
CCC No./N° CCC - FMS No./N° VME

---

## **ANNEX "A"**

### **STATEMENT OF WORK**

(See document attached)

Solicitation No. - N° de l'invitation  
EJ196-201906/A  
Client Ref. No. - N° de réf. du client  
EJ196-201906

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

Buyer ID - Id de l'acheteur  
FK301  
CCC No./N° CCC - FMS No./N° VME

---

**ANNEX "B"**

**SECURITY REQUIREMENTS CHECK LIST**

(See document attached)

Solicitation No. - N° de l'invitation  
EJ196-201906/A  
Client Ref. No. - N° de réf. du client  
EJ196-201906

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

Buyer ID - Id de l'acheteur  
FK301  
CCC No./N° CCC - FMS No./N° VME

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**ANNEX "C"**

**COST ESTIMATE FORM FOR EXTRA WORK**

(See document attached)

Solicitation No. - N° de l'invitation  
EJ196-201906/A  
Client Ref. No. - N° de réf. du client  
EJ196-201906

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

Buyer ID - Id de l'acheteur  
FK301  
CCC No./N° CCC - FMS No./N° VME

---

## **ANNEX "D" to PART 3 OF THE BID SOLICITATION**

### **ELECTRONIC PAYMENT INSTRUMENTS**

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

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

---

## ANNEX "E"

### Voluntary Certification to Support the Use of Apprentices

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

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

Name:

Signature:

Company Name:

Company Legal Name:

Solicitation Number:

Optional information to provide:

Number of apprentices planned to be working on this contract:

Trades of those apprentices:

---

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

**OVERHEAD DOORS, DOCK LEVELERS, AND  
SCISSOR LIFTS  
SCOPE OF WORK**

**SPECIFICATION NO:**

**EJ196-201906**

**ANNEX A**  
**SPECIFICATIONS FOR**  
**OVERHEAD DOORS, DOCK LEVELERS, AND SCISSOR LIFTS**  
**MAINTENANCE**

**OVERHEAD DOORS, DOCK LEVELERS, AND  
SCISSOR LIFTS  
SCOPE OF WORK**

**SECTION 1: GENERAL REQUIREMENTS**

**INDEX**

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<b>1.2</b>	<b>MAINTENANCE SERVICES .....</b>	<b>3</b>
<b>1.3</b>	<b>EXCLUSIONS.....</b>	<b>3</b>
<b>1.4</b>	<b>ENVIRONMENT PROTECTION .....</b>	<b>4</b>
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**OVERHEAD DOORS, DOCK LEVELERS, AND  
SCISSOR LIFTS  
SCOPE OF WORK**

## **1.1 OVERVIEW**

The Contractor must furnish all necessary tools, services, materials, and labour to execute the work required for the maintenance of the equipment described in Section 1 General Requirements, clause 1.10 *Equipment Inventory*.

## **1.2 MAINTENANCE SERVICES**

The Contractor must provide the following services:

- .1 Labour for all inspections, cleaning, lubrication, adjustment and repairs.
- .2 All replacement parts, components and material. The Contractor must have available all associated electrical and electronic controls for the equipment described in Section 1 General Requirements, clause 1.10 *Equipment Inventory*.
- .3 Replace any defective system component and/or parts with parts and components matching the manufacturer's specifications to maintain the integrity of the system:
  - a. Replacement parts and components must be new or manufacturer warrantied (rebuilt) "as new." Manufacturer warrantied (rebuilt) parts and components must be approved by the Technical Authority prior to being used.
- .4 Provide for review, within thirty (30) days after contract award, a complete schedule of inspections and repairs in accordance with the manufacturer's recommendations and the frequencies described in Section 1 General Requirements, clause 1.6 *Schedule of Maintenance*. If revisions to the schedule are requested, the Contractor must revise the schedule at no additional cost to Canada.
- .5 Service the equipment in such a manner as to maintain the operational integrity of the complete system in accordance with the original design or subsequent approved design modifications approved by the manufacturer.
- .6 The Contractor must maintain the equipment at its original performance level.
- .7 The Contractor is responsible to obtain, at no additional cost to Canada, the engineering data required to ensure the proper operation and adjustment of the equipment described in Section 1 General Requirements, clause 1.10 *Equipment Inventory*. Possession of the wiring diagrams alone will not suffice.
- .8 The Contractor is responsible to obtain a copy of detailed adjustment procedures from the manufacturer and complete detailed operational descriptions of all equipment described in Section 1 General Requirements, clause 1.10 *Equipment Inventory*.

## **1.3 EXCLUSIONS**

- .1 The Contractor is not responsible for:
  - a. Structural elements of the building which affect equipment operation, flooding, fire, and/or acts of God.
  - b. Repair or replacement of parts or components due to misuse or negligent operation of the equipment by others. Misuse or negligent operation by others includes, but is not limited to:
    - i. Use of the equipment in an unintended manner.
    - ii. Exceeding capacity limitations of the equipment as set out by the manufacturer.

## OVERHEAD DOORS, DOCK LEVELERS, AND SCISSOR LIFTS SCOPE OF WORK

SPECIFICATION NO:

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- iii. Failure to operate the equipment in accordance with the instructions outlined by the manufacturer.
- iv. Failure to follow safety requirements of the equipment outlined by the manufacturer.
- c. Repair or replacement of parts or components due to vandalism by others. Vandalism includes, but is not limited to:
  - i. Deliberate destruction or damage to equipment.
  - ii. Deliberate defacement of equipment.
- .2 The Contractor must notify the Technical Authority by phone within one (1) hour and subsequently follow up with a written report by e-mail within twenty-four (24) hours of any equipment failure requiring repair(s) due to negligent operation or misuse of the equipment by others.
- .3 The Contractor may be required to make the repair(s) to replace components necessitated by such occurrence described in Section 1 General Requirements, clause 1.3.1 at an extra cost to Canada.
- .4 The Contractor must calculate costs associated with repairs and/or replacements described in Section 1 General Requirements, clause 1.3.1 in accordance with Basis of Pricing "Pricing Schedule 2" and complete the "Cost Estimate Form for Extra Work."
- .5 The Contractor may identify modifications or improvements to the equipment or system(s) that will enhance equipment serviceability, life expectancy, and/or efficiency. The Contractor must submit these modifications and/or improvements to the Technical Authority along with an estimated cost of the repairs in accordance with the "As and When Requested Work" Pricing Schedule 2.
- .6 Written authorization must be obtained from the Technical Authority prior to conducting any extra work described in Section 1 General Requirements, clause 1.3 *Exclusions*.

### 1.4 ENVIRONMENT PROTECTION

The Contractor must ensure that:

- .1 There is no contaminated waste left on site.
- .2 Disposal of all waste or volatile materials such as paints, oils, thinners, cleansers, etc. is completed through proper means and not waterways, storm, or sanitary sewers.
- .3 In the event of an accidental spill (oils, chemicals etc.) the Contractor must notify the Technical Authority immediately by telephone so that remedial action can be taken. The Contractor must follow up with a written report of the incident by e-mail to the Technical Authority within twenty-four (24) hours.

### 1.5 CODES AND STANDARDS

The Contractor must follow all applicable codes, guidelines, and standards, such as, but not limited to:

- .1 The Canadian Electrical Code.
- .2 The National Building Code.
- .3 The Ontario Building Code.
- .4 The National Fire Code.
- .5 Provincial and Territorial Acts and Regulations.

**OVERHEAD DOORS, DOCK LEVELERS, AND  
SCISSOR LIFTS  
SCOPE OF WORK**

- .6 Municipal By-laws in effect.
- .7 Any other relevant Legislation from any level of Canadian governments applicable.

## **1.6 SCHEDULE OF MAINTENANCE**

- .1 All equipment described in Section 1 General Requirements, clause 1.10 *Equipment Inventory* must be inspected quarterly (every three months) to provide trouble free operation of equipment.
- .2 Should the Contractor deem the maintenance requirements and intervals be increased, the Contractor may do so at no extra cost to Canada. The Contractor must advise the Technical Authority in writing of any increased intervals. The increased maintenance requirements and intervals must be noted in the applicable checklist described in Section 1 General Requirements, clause 1.11 *Maintenance Checklists*.
- .3 Unless otherwise directed by the Technical Authority, comprehensive preventive maintenance must be performed during regular working hours, Monday through Friday, from 07:00 to 17:00 hours. The Contractor must provide at least seventy-two (72) hours' notice to the Technical Authority prior to visiting the site. The Technical Authority will confirm access approval.
- .4 The Contractor must conduct periodic tests of the control systems, where applicable, to ensure all circuits and settings are properly adjusted to suit requirements of the design capabilities of the system as originally furnished by the manufacturer. The frequency of testing controls will be according manufacturer's specifications.

## **1.7 ANSWERING SERVICE**

The Contractor must provide a comprehensive answering service twenty-four (24) hours a day, seven (7) days a week.

## **1.8 EMERGENCY CALLS**

- .1 The Contractor must provide twenty-four (24) hours a day, seven (7) days a week emergency call back service at no additional cost to the contract.
- .2 The Contractor must respond within thirty (30) minutes, and be on site ready to work within two (2) hours of receiving the emergency call. All service for emergency calls must be executed by a qualified technician named in the contract.

## **1.9 CONTACTING AND REPORTING**

- .1 The Contractor must notify the Technical Authority of any malfunction, misuse and negligent operation of the equipment. Problems which cannot be corrected immediately must be reported by phone, within four (4) hours to the Technical Authority and subsequently followed up with a written report by e-mail, within twenty-four (24) hours.
- .2 The Contractor must immediately call to the attention of the Technical Authority any potentially hazardous use of the equipment and/or any potential health hazard within the immediate environment of the equipment. A follow up report must be submitted in writing, via E-mail, to the Technical Authority within twenty-four (24) hours.
- .3 Upon request by the Technical Authority, the Contractor must provide copies of the complete wiring schematic or diagrams, copies of detailed adjustment procedures, and detailed

**OVERHEAD DOORS, DOCK LEVELERS, AND  
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operational descriptions for the equipment described in Section 1 General Requirements, clause 1.10 *Equipment Inventory*.

- .4 The Contractor must submit to the Technical Authority a signed, written report for all scheduled visits at the frequency described in Section 1 General Requirements, clause 1.6 *Schedule of Maintenance*. The applicable checklist described in Section 1 General Requirements, clause 1.11 *Maintenance Checklist* must be completed during each scheduled visit for each piece of equipment and submitted to the Technical Authority alongside the signed, written report.
- .5 Reports are to include:
  - a. Date and time of inspection.
  - b. Building name and location.
  - c. Qualified Technicians name and signature.
  - d. Equipment identification (model, serial number and location).
  - e. Work completed.
  - f. Parts replaced.
  - g. Condition of equipment.

**OVERHEAD DOORS, DOCK LEVELERS, AND  
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**1.10 EQUIPMENT INVENTORY****Building: HMCS Carleton Building 1, 79 Prince of Wales, Ottawa, ON**

No. of Units	Location Room No.	Make	Model	Serial Number	Details
1	Quarter Deck (East Side)	McKeon Door Company	Fire door/ operator FS-33EP 1/3 HP	N/A	9' X 10' 6" Fire door
2	Quarter Deck (East Side)	McKeon Door Company	Fire door/ operator R3-200 1/2 HP	N/A	19' X 8' 10" Fire door
1	Booth Area (Loading dock)	McKeon Door Company	Fire door /operator FS-33EP 1/3 HP	N/A	9'2" X 11' Fire door
1	Booth Area (Loading Dock)	Micanan	Garage door/Door operator ¾ HP	C4BAB49E4 5	10' X 10" Garage Door
1	Quarter Deck (East Side)	McKeon Door Company	Fire door/ operator FS-33EP 1/3 HP	N/A	10' X 10" Fire door
1	Boat Shed (Loading Dock)	Micanan	Garage door/Door operator ¾ HP	PRO-HHDE 247675-1-1	16'6" X10' Garage Door
1	Boat Shed (Loading Dock)	Micanan	Garage door/Door operator ¾ HP	PRO-HHDE 247675-1-2	16' X 14" Garage Door
1	Boat Shed (Loading Dock)	Penta-Lift	Dock Leveler	Model No. 419-252- 02H01C	6' X 10'

**OVERHEAD DOORS, DOCK LEVELERS, AND  
SCISSOR LIFTS  
SCOPE OF WORK**

SPECIFICATION NO:

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**1.11 MAINTENANCE CHECKLISTS****Overhead Door**

Building: \_\_\_\_\_

Location: \_\_\_\_\_

Overhead Door(s)	G	F	P	N/A	RR	N/A	Remarks
Door Sections							
Inspect Door Safety mechanism/wiring/pushbuttons							
Door Adjustment/Open/Closed/Alignment							
Lubricate and Inspect Rollers and Bearings							
Adjust and Lubricate Springs							
Inspect Spring properly mounted							
Inspect and Tighten Hinges and Hardware							
Inspect Cables/Cable assembly							
Inspect Drums/Assembly							
Inspect Locks for Proper Operation							
Inspect Weather-stripping							
Inspect Tracks Fasteners/Hangers							
Inspect Chain Hoist Assembly							
Inspect Door Operator Operation							
Inspect Limit switches							
Inspect Belt/Chain Drive							
Inspect Brake Operation							
Inspect Clutch Operation							
Inspection Door Operator Mounting							
Inspect and Test Disconnect							
Inspect Sprocket assembly							
Lubricate Bearings							
Verify all sheaves							
Verify Fuse Links							

**G** = Good**F** = Fair**P** = Poor**RAC** = Repaired as per contract**RR** = Repair requested

**OVERHEAD DOORS, DOCK LEVELERS, AND  
SCISSOR LIFTS  
SCOPE OF WORK**

SPECIFICATION NO:

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**Dock Leveler**

Building: \_\_\_\_\_

Location: \_\_\_\_\_

<b>Dock Leveler</b>	<b>G</b>	<b>F</b>	<b>P</b>	<b>RAC</b>	<b>RR</b>	<b>N/A</b>	<b>Remarks</b>
Condition of Deck							
Condition of Lip							
Rear Hinge assembly							
Lip Tube Hinges							
Lip Assist Rod and Spring							
Main Spring							
Lip Catch							
Ramp Control and Hold-down ass.							
Main/Lip Cylinders							
Pump and Motor							
Hose Fittings							
Automatic Return to Dock							
Limit Switches							
Weather Seal							
Dock Bumpers							
Dock Seal							
Truck Lock Operation							
Truck Lock Communication							
Wheel Chocks							
Full Range Toe Guards							

**G** = Good**F** = Fair**P** = Poor**RAC** = Repaired as per contract**RR** = Repair requested



**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 Realty
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 PM to overhead doors/dock levelers at 79 POW			
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 <b>no</b> overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale <b>sans</b> 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	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
				CONFIDENTIEL		TRÈS 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).**

# ANNEX E

## Cost Estimate Form For Extra Work

Contract Number: EJ196-

Contractor: \_\_\_\_\_

Date: \_\_\_\_\_

Estimate Number: \_\_\_\_\_

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

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

Name: \_\_\_\_\_  
(Please print)

Signature: \_\_\_\_\_

**ANNEX E**  
**Cost Estimate Form For Extra Work**

**Contract Number:** EJ196-

**Contractor:**\_\_\_\_\_

**Date:**\_\_\_\_\_

**Estimate Number:**\_\_\_\_\_

**Name:** \_\_\_\_\_  
(Please print)

**Signature:** \_\_\_\_\_