



**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> ELEVATING DEVICE INSPECTION INSPECTION D'APPAREILS ÉLEVATEUR	
<b>Solicitation No. - N° de l'invitation</b> EJ196-220045/A	<b>Date</b> 2021-11-30
<b>Client Reference No. - N° de référence du client</b> 20220045	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$FK-301-80663	
<b>File No. - N° de dossier</b> fk301.EJ196-220045	<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 Standard Time EST <b>on - le 2022-01-06</b> Heure Normale du l'Est HNE	
<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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## **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 Elevating Device Inventory, the Security Requirements Checklist, the Task Authorization Form 572, the Record of Inspection template, and the Electronic Payment Instruments.

### **1.2 Summary**

- 1.2.1. Services are required for the inspection and testing of elevating device and safety device in operation to determine that the applicable occupational safety and health requirements are met, as described in Annex A.

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.
- 1.2.4. This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.
- 1.2.5. SACC Manual clause A3080T – Covid-19 vaccination requirement applies to this procurement. Please see section 5 – Certifications and additional information.

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### **1.3 Debriefings**

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

## **PART 2 - BIDDER INSTRUCTIONS**

### **2.1 Standard Instructions, Clauses and Conditions**

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

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

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

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

Delete: 60 days

Insert: 120 days

### **2.2 Submission of Bids**

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) via the Epost process detailed below, no later than the date, time and place indicated on page 1 of the bid solicitation.

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

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

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

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

### **2.3 Former Public Servant**

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

## Definitions

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

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

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

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

## Former Public Servant in Receipt of a Pension

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

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

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

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

## Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;

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

## 2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

## 2.5 Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in 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 Bid Challenge and Recourse Mechanisms

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



## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

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

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

Section I: Technical Bid  
Section II: Financial Bid  
Section III: Certifications  
Section IV: Additional Information

Canada requests that the Bidder submits its bid in separately bound sections as follows:

Section I: Technical Bid (1 soft copy on /Epost)

Section II: Financial Bid (1 soft copy on Epost)

Section III: Certifications (1 soft copy on Epost)

Section IV: Additional Information (1 soft copy on Epost)

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

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

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

#### **Section I: Technical Bid**

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

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

## Section II: Financial Bid

**3.1.1** Bidders must submit their financial bid in accordance with the Pricing Schedule detailed below

### PRICING SCHEDULE 1

Submit firm all-inclusive prices including all necessary tools, equipment and services, consumable materials, labour for all inspections, transportation, services as detailed in Annex A, Statement of Work.

#### 1. Periodic Elevation device Inspection as per Annex A

i) Regular Hours 8:00 to 17:00, Monday to Friday Price per inspection	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
	\$	\$	\$	\$	\$
Estimated quantity	115	115	115	115	115
Extended Price:	\$	\$	\$	\$	\$
1(i) SUB-TOTAL:					\$

ii) Outside Regular Hours Price per inspection	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
	\$	\$	\$	\$	\$
Estimated quantity	1	1	1	1	1
Extended Price:	\$	\$	\$	\$	\$
1(ii) SUB-TOTAL:					\$

**2. Follow-up Elevating device inspection as per Annex A.**

i) Regular Hours 8:00 to 17:00, Monday to Friday <b>Price per inspection</b>	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
	\$	\$	\$	\$	\$
<b>Estimated quantity</b>	1	1	1	1	1
<b>Extended Price:</b>	\$	\$	\$	\$	\$
<b>2(i) SUB-TOTAL:</b>					\$

ii) <b>Outside Regular Hours</b> <b>Price per inspection</b>	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
	\$	\$	\$	\$	\$
<b>Estimated quantity</b>	1	1	1	1	1
<b>Extended Price:</b>	\$	\$	\$	\$	\$
<b>2(ii) SUB-TOTAL:</b>					\$

### 3. Escalator Inspection as per Annex A

i) Regular Hours 8:00 to 17:00, Monday to Friday <b>Price per inspection</b>	<b>YEAR 1</b>	<b>YEAR 2</b>	<b>YEAR 3</b>	<b>YEAR 4</b>	<b>YEAR 5</b>
	\$	\$	\$	\$	\$
<b>Estimated quantity</b>	6	6	6	6	6
<b>Extended Price:</b>	\$	\$	\$	\$	\$
<b>3(i) SUB-TOTAL:</b>					\$

i) Outside regular hours <b>Price per inspection</b>	<b>YEAR 1</b>	<b>YEAR 2</b>	<b>YEAR 3</b>	<b>YEAR 4</b>	<b>YEAR 5</b>
	\$	\$	\$	\$	\$
<b>Estimated quantity</b>	1	1	1	1	1
<b>Extended Price:</b>	\$	\$	\$	\$	\$
<b>3(ii) SUB-TOTAL:</b>					\$

## PRICING SCHEDULE 2

### Pricing Schedule 2: Other Services – As and When Requested

Other Services as described in Annex A - PWGSC Statement of Work EJ196-220045, "Other Services" will be conducted on an "As and When Requested" basis where charges shall be made for actual labour, repair and replacement parts. Estimated quantity of hours per year for extra work is for evaluation purposes only.

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

#### 2.1 LABOUR: Our fixed hourly rate per Technician shall be:

i) Regular Hours 8:00 to 17:00, Monday to Friday Rate per Hour	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
	\$	\$	\$	\$	\$
Estimated quantity	6	6	6	6	6
Extended Price:	\$	\$	\$	\$	\$
2.1(i) SUB-TOTAL:					\$

j) Outside regular hours Rate per hour	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
	\$	\$	\$	\$	\$
Estimated quantity	1	1	1	1	1
Extended Price:	\$	\$	\$	\$	\$
2.1(ii) SUB-TOTAL:					\$

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### **TOTAL ASSESSED PROPOSAL PRICE**

#### **Sum of Basis of Pricing**

**Pricing Schedule 1 1(i) to 3(ii)** = **Subtotal \$** \_\_\_\_\_ **+**

**Pricing Schedule 2: 2.1** = **Subtotal \$** \_\_\_\_\_ **+**

**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 "C" Electronic Payment Instruments, to identify which ones are accepted.

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

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

#### **Section III: Certifications**

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

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

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

#### 4.1.1 Technical Evaluation

##### 4.1.1.1. Mandatory Technical Criteria

##### 4.1.1.2 Elevating Device Inspector/Consultant Experience

To carry out the work on this requirement, the Bidder must provide two (2) Elevating Device Inspectors/Consultants to perform the inspections of the elevating devices. The following certificates/cards must be provided for each **technician** proposed by the Bidder. Each of the certificate/card must be valid (not expired) as of the bid closing date of this RFP.

The Bidder must provide the name of each Elevating Device Inspectors/Consultants:

Title	First and Last Name
Elevating Device Inspector/Consultant 1	
Elevating Device Inspector/Consultant 2	

The bidder must provide each licence requested below

- a valid and recognized EDM-F or equivalent in the province and/or territory that the work is to be performed
- a valid QEI Certification

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

The Bidder must provide evidence of its experience by referencing two (2) similar projects/contracts within the past five (5) years. It is mandatory that the Contractor has two (2) years' experience within the past five (5) years in the field of elevating device inspection services.

In order to demonstrate the Contractor's experience, the Bidder must provide a minimum of two (2) client contact references. The project reference must include: contact name and information, start and end date of the services. The client contact reference must confirm that the Bidder has experience in the following: Similar is defined as an inspection/consultant service on comparable elevating device systems with a comparable project scope to the equipment listed in Annex A, Statement of Work, Equipment Inventory.

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	PROJECT/CONTRACT REFERENCE # 1	PROJECT/CONTRACT REFERENCE # 2
Name of client organization or Company	_____	_____
Name and title of client contact who can confirm the information presented in the proposal	Name: _____ Title: _____	Name: _____ Title: _____
Telephone and e-mail address of client contact	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)
Description of Project/Contract	_____ _____ _____ _____	_____ _____ _____ _____

## 4.2 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.

## 4.3 Basis of Selection

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

## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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



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

## **5.1 Certifications Required with the Bid**

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

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

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

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

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

### **5.2.1 Integrity Provisions – Required Documentation**

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

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

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

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

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

The Bidder must provide the Contracting Authority with a completed annex titled Federal Contractors Program for Employment Equity - Certification, before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

## 5.2.3 Additional Certifications Required with the Bid

### 5.2.3.1 Status and Availability of Resources

5.2.3.2 SACC Manual clause A3005T (2010-08-16) Status and Availability of Resources.

### 5.2.4.1 Education and Experience

5.2.4.2 SACC Manual clause A3010T (2010-08-16) Education and Experience.

### 5.2.5.1 Covid Vaccination Requirement

5.2.5.2 SACC Manual Clause A3081T – Covid Vaccine Requirement

In accordance with the COVID-19 Vaccination Policy for Supplier Personnel, all Bidders must provide with their bid, the COVID-19 Vaccination Requirement Certification attached to this bid solicitation, to be given further consideration in this procurement process. This Certification incorporated into the bid solicitation on its closing date is incorporated into, and forms a binding part of any resulting Contract.

#### COVID-19 Vaccination Requirement Certification

I, \_\_\_\_\_ (first and last name), as the representative of  
\_\_\_\_\_ (name of business) pursuant to  
\_\_\_\_\_ (insert solicitation number), warrant and certify that all  
personnel that \_\_\_\_\_ (name of business) will provide on the  
resulting Contract who access federal government workplaces where they may come into contact with  
public servants will be:

(a) fully vaccinated against COVID-19 with Health Canada-approved COVID-19 vaccine(s); or

(b) for personnel that are unable to be vaccinated due to a certified medical contraindication, religion or other prohibited grounds of discrimination under the Canadian Human Rights Act., subject to accommodation and mitigation measures that have been presented to and approved by Canada;

until such time that Canada indicates that the vaccination requirements of the COVID-19 Vaccination Policy for Supplier Personnel are no longer in effect.

I certify that all personnel provided by \_\_\_\_\_ (name of business) have been notified of the vaccination requirements of the Government of Canada's COVID-19 Vaccination Policy for Supplier Personnel, and that the \_\_\_\_\_ (name of business) has certified to their compliance with this requirement.

I certify that the information provided is true as of the date indicated below and will continue to be true for the duration of the Contract. I understand that the certifications provided to Canada are subject to verification at all times. I also understand that Canada will declare a contractor in default, if a certification is found to be untrue, whether made knowingly or unknowingly, during the bid or contract period. Canada reserves the right to ask for additional information to verify the certifications. Failure to comply with any request or requirement imposed by Canada will constitute a default under the Contract.

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

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

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### Optional

For data purposes only, initial below if your business already has its own mandatory vaccination policy or requirements for employees in place. Initialing below is not a substitute for completing the mandatory certification above.

Initials: \_\_\_\_\_

Information you provide on this Certification Form and in accordance with the Government of Canada's COVID-19 Vaccination Policy for Supplier Personnel will be protected, used, stored and disclosed in accordance with the Privacy Act. Please note that you have a right to access and correct any information on your file, and you have a right to file a complaint with the Office of the Privacy Commissioner regarding the handling of your personal information. These rights also apply to all individuals who are deemed to be personnel for the purpose for the Contract and who require access to federal government workplaces where they may come into contact with public servants.

## PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

### 6.1 Security Requirements

1. Before award of a contract, the following conditions must be met:

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
  - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
  - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

### 6.2 Employee Information for Security

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

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

## **PART 7 - RESULTING CONTRACT CLAUSES**

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

### **7.1 Statement of Work**

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

#### **7.1.2 Task Authorization**

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

##### **7.1.2.1 Task Authorization Process**

1. The Technical Authority will provide the Contractor with a description of the task using the Task Authorization" form specified in Annex D.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis and methods of payment as specified in the Contract.
3. The Contractor must provide the Technical Authority, within 5 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Technical Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

##### **7.1.2.2 Task Authorization Limit**

The Technical Authority may authorize individual task authorizations up to a limit of \$40,000, Applicable Taxes included, inclusive of any revisions.

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

##### **7.1.2.4 Minimum Work Guarantee - All the Work - Task Authorizations**

1. In this clause,

"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and

"Minimum Contract Value" means 10% of the Maximum Contract Value.

2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with

paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

#### **7.1.2.5 Periodic Usage Reports - Contracts with Task Authorizations**

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

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

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

The quarterly periods are defined as follows:

1st quarter: April 1 to June 30;  
2nd quarter: July 1 to September 30;  
3rd quarter: October 1 to December 31; and  
4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than 15 calendar days after the end of the reporting period.

#### **Reporting Requirement- Details**

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

For each authorized task:

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

For all authorized tasks:

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

## 7.2 Standard Clauses and Conditions

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

### 7.2.1 General Conditions

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

## 7.3 Security Requirements

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

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

### 7.4.1 Period of the Contract

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

## 7.5 Authorities

### 7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Stefan Ruest  
Title: Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Real Property Contracting Directorate  
140 O'Connor Street,  
Ottawa, Ontario K1A 0S5

Telephone: 613-295-7625  
Facsimile: 613-956-3600  
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: (Will be inserted at contract award)

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
E-mail address: \_\_\_\_\_

### 7.5.3 Contractor's Representative

(to be filled at contract award)

## 7.6 Proactive Disclosure of Contracts with Former Public Servants

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

## 7.7 Payment

### 7.7.1 Limitation of Expenditure - Cumulative Total of all Task Authorizations



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

#### **7.7.2 Basis of Payment**

##### **7.7.2.1 Basis of Payment - Firm Unit Price - Task Authorizations**

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid in accordance with the basis of payment, as detailed in the Basis of Payment below, as specified in the authorized TA. Customs duties are included and Applicable Taxes are extra.

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

*pricing schedule will be inserted at contract award.*

#### **7.7.3 Method of Payment**

##### **7.7.3.1 Single Payment**

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada.

#### **7.7.4 SACC Manual Clauses**

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

### 7.7.5 Electronic Payment of Invoices – Contract

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s): [\(will be finalized at contract award\)](#)

- 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

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 has been completed and that all inspection 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:

[\(Invoicing instructions will be inserted at contract award\)](#)

### 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 A-1, Elevating Device Inventory;
- (f) Annex B, Security Requirements Check List
- (h) the signed Task Authorizations (including all of its annexes, if any)
- (i) the Contractor's bid dated \_\_\_\_\_.

## 7.12 Foreign Nationals (Canadian Contractor)

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

## 7.13 Insurance

### 7.13.1 Insurance – Specific Requirements

#### 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 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.

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- 
- (c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.
- (d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "[Dispute Resolution](#)".

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## **ANNEX “A”**

### **STATEMENT OF WORK**

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## **ANNEX "B"**

### **SECURITY REQUIREMENTS CHECK LIST**

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## ANNEX "C" to PART 3 OF THE BID SOLICITATION

### ELECTRONIC PAYMENT INSTRUMENTS

*As indicated in Part 3, clause 3.1.2, the Bidder must complete the information requested below, to identify which electronic payment instruments are accepted for the payment of invoices.*

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

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



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**ANNEX "D"**

**TASK AUTHORIZATION FORM PWGSC-TPSGC 572**

**ANNEX A**

**SPECIFICATIONS FOR**

**THIRD PARTY SAFETY INSPECTION OF ELEVATING DEVICES**

**Specification Number:**

**EJ196-220045**

**Various Locations**

## **SECTION 1 GENERAL REQUIREMENTS**

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**ANNEX A-1 ELEVATING DEVICE INVENTORY**

**ANNEX A-2 RECORD OF INSPECTION TEMPLATE**

## 1.1 OBJECTIVE

Section 1 *General Requirements* prescribes the minimum requirements needed to provide safety inspection services of elevating and associated safety devices attached thereto, in accordance with The Canada Occupational Health and Safety Regulations (COHSR) as pursuant to the Canada Labour Code Part II (CLC II).

## 1.2 BACKGROUND

The Government of Canada Occupational Health and Safety Regulation as it pertains to the Public Service of Canada, requires that every elevating device and safety device attached thereto must be inspected and tested at the prescribed frequencies by a "Qualified Person" to determine that the prescribed standards are met.

## 1.3 TERMINOLOGY

**Active** is defined as the operational status of an elevating device after inspection, and in the opinion of the inspector is deemed to be safe to operate.

**Alteration** is defined as a change of, replacement of, removal of or addition of any component or part of an elevating device that results in, or may result in, a change in the original design, inherent safety or operational characteristics of the elevating device.

**Appropriate Standard** is defined as a standard or standards, as amended from time to time, to the extent that the most recent standard provides the highest level of safety. If more than one standard meets this criterion, the standard or standards must be selected using the following order of precedence:

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

**Authorized Inspection Agency** (hereinafter referred to as "Contractor") is defined as the provincial, territorial or other inspection agency qualified to complete inspections as further defined in Section 1 *General Requirements*, clause 1.7 *Qualifications*.

**Decommissioned** is defined as permanent disconnection and isolation from all mechanical and electrical services and incapable of operation.

**Dumbwaiter** is defined as a hoisting and lowering mechanism equipped with a car of limited size that moves in guide rails and serves two or more landings that is used exclusively for carrying materials, and is classified by the following types:

*dumbwaiter, hand:* a dumbwaiter utilizing manual energy to move the car.

*dumbwaiter, power:* a dumbwaiter utilizing energy other than gravitational or manual to move the car.

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*dumbwaiter, electric:* a power dumbwaiter where the energy is applied by means of an electric driving machine.

*dumbwaiter, hydraulic:* a power dumbwaiter where the energy is applied, by means of a liquid under pressure, in a cylinder equipped with a plunger or piston.

*dumbwaiter, direct-plunger hydraulic:* a hydraulic dumbwaiter having a plunger or cylinder directly attached to the car frame or platform.

*dumbwaiter, electrohydraulic:* a direct-plunger dumbwaiter where liquid is pumped under pressure directly into the cylinder by a pump driven by an electric motor.

*dumbwaiter, maintained-pressure hydraulic:* a direct plunger dumbwaiter where liquid under pressure available at all times for transfer into the cylinder.

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

**Elevator** is defined as a hoisting and lowering mechanism, equipped with a car that moves within guides and serves two or more landings and is classified by the following types:

*elevator, freight:* an elevator used primarily for carrying freight and on which only the operator and the persons necessary for unloading and loading the freight are permitted to ride.

*elevator, hand:* an elevator utilizing manual energy to move the car.

*elevator, limited-use/limited-application:* a power passenger elevator in which the use and application is limited by size, capacity, speed, and rise.

*elevator, multi-compartment:* an elevator having two or more compartments located one above the other.

*elevator, observation:* an elevator that permits exterior viewing by passengers while the car is traveling.

*elevator, passenger:* an elevator used primarily to carry persons other than the operator and persons necessary for loading and unloading.

*elevator, power:* an elevator utilizing energy other than gravitational or manual to move the car.

*elevator, electric:* a power elevator where the energy is applied by means of an electric driving machine.

*elevator, hydraulic:* a power elevator in which the energy is applied, by means of a liquid under pressure, in a hydraulic jack.

*elevator, direct-acting hydraulic:* a hydraulic elevator in which the energy is applied by a direct hydraulic driving machine.

*elevator, electrohydraulic:* a hydraulic elevator in which liquid under pressure is supplied by a hydraulic machine.

*elevator, maintained-pressure hydraulic:* a direct-acting hydraulic elevator in which liquid under pressure is available at all times for transfer into the hydraulic jack.

*elevator, roped-hydraulic:* a hydraulic elevator in which the energy is applied by a roped-hydraulic driving machine.

*elevator, rack-and-pinion:* a power elevator with or without a counterweight that is supported, raised, and lowered by a motor or motors that drive a pinion or pinions on a stationary rack mounted in the hoistway.

*elevator, screw column:* a power elevator having an uncounterweighted car that is supported, raised, and lowered by means of a screw thread.

**Escalator** is defined as a power-driven, inclined continuous stairway that is used for raising or lowering persons.

**Incident** is defined as an occurrence involving an elevator system, an elevating device or a component of an elevating device resulting in an adverse consequence to a person or property

**Inspection (initial)** is defined as an inspection by a qualified person of a newly installed elevating device, or an elevating device to which a major alteration has been made.

**Inspection (subsequent)** is defined as an inspection by a qualified person that is made subsequent to an initial inspection where the initial inspection reveals that the elevating device does not conform to the requirements of the applicable code.

**Inspection (periodic)** is defined as an inspection by a qualified person carried out at intervals determined by Canada Occupational Health and Safety Regulations, Part IV, Elevating Devices.

**Inspection (follow-up)** is defined as an inspection that is carried out by a qualified person following a *periodic inspection* as a result of directives/directions being issued for the purpose of ensuring the prescribed standards are met.

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

**Major alteration** is defined as an alteration that results in a substantial change to the original design, inherent safety or operational characteristics of an elevating device

**Material lift** is defined as a device that is equipped with a platform that moves vertically, is restricted as to use, location and access, serving two or more landings, for the purpose of transporting materials that are manually or automatically loaded or unloaded. Material lifts are either defined as:

1. Type A material lifts carry only freight and no persons are permitted to ride.
2. Type B material lifts are restricted to authorized personnel only permitted to ride.

**Minister** is defined as the Minister of Public Service and Procurement Canada (PSPC)

**Minor alteration** is defined as an alteration that results in a minor change to the original design, inherent safety or operational characteristics of an elevating device.

**Operating Authority** is defined as a Public Service Department, Agency, or its designated representative responsible for the operation and/or maintenance of a building and elevating device(s) contained within

**Previously unknown/undiscovered** is defined as an operational elevating device that is not identified in Annex A-1 *Elevating Device Inventory*, and the Operating Authority or Technical Authority cannot provide sufficient evidence of inspection documentation

**Provincial Authority Having Jurisdiction** is defined as the provincial or territorial body authorized to inspect elevating devices

**Qualified Person** is defined as, in respect of a specific duty, a person who because of his/her knowledge, documented training, experience and certification is qualified to perform that duty safely and properly

**Record of Inspection** is defined as a record or report prepared by an inspector after each inspection of an elevating device, declaring the status of the device with respect to operational safety.

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

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

**Seal** is defined as taking any measures necessary by a qualified person to prevent the unauthorized operation or use of an elevating device.

**Shut-down** is defined as the removal of the elevating device from active operation due to mechanical and/or electrical failure, scheduled or unscheduled maintenance/service/inspection, or as a result of a Qualified Person's inspection order.

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

**Stair platform lift** is defined as a lift for persons with physical disabilities that is equipped with a platform that moves substantially in the direction of a flight of stairs or ramp at a mean angle of not more than 45° and is either:

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

**Vertical platform lift** is defined as a lift for persons with physical disabilities that is equipped with a platform that moves vertically, and is either:

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

**Voluntary compliance** is defined as a process whereby the Operating Authority and/or Technical Authority voluntarily corrects any and/or all issued directives by the last compliance date appearing on the inspection report. Once repairs/correction have been made, the report is signed off by the Operating Authority, Technical Authority and/or Maintenance Contractor and returned to the Contractor.

## 1.4 CONTRACTOR'S RESPONSIBILITIES

The Contractor must:

- .1 Collect, record, and report all client contact information including name, full mailing address and email address for distribution of Inspection Records and other correspondences to the Operating Authorities, Technical Authority and/or other technical review person(s).
- .2 Provide inspection services for each elevating device and safety devices attached thereto identified in Annex A-1 *Elevating Device Inventory*. and be responsible for the execution of all the requirements and/or directions stated within this Section 1 *General Requirements*.
- .3 Make the necessary arrangements and execute the requirements of this Section 1 *General Requirements* so as cause the least possible interference or disturbance to the owner's use of the facilities.
- .4 Be responsible for compliance with all aspects of the security requirements for his/her personnel, which include obtaining security clearances for all or any employee who

requires access to the work site for the life of the contract and or any contract extensions.

- .5 Comply with all instructions and/or directions when issued by the Operating Authority concerning safety and security issues on each work site.

## **1.5 PROJECT SAFETY PLAN**

- .1 Notwithstanding any other safety requirement specified in this section or in any other section of Section 1 *General Requirements* and/or other related documents, the Contractor must prepare a written Project Safety Plan (PSP) outlining the procedures and safe work practices, which all personnel working on or accessing a project site must follow.
- .2 The PSP must identify necessary personnel training needs and will contain a plan for the management of change.
- .3 The Contractor will provide a written PSP that addresses, but is not limited to, the following:
  - a. Safe work procedures and practices, e.g. Occupational Health and Safety policies, company safety policies and any or all safety rules or procedures
  - b. All known or potential hazards which are present during the execution of the contract including analysis and preventative control measures to mitigate or minimize the hazard.
- .4 The PSP must address and conform to the applicable Provincial Safety Act, Codes and Regulations, except where a requirement to conform to a more stringent Act or Regulation has been specified elsewhere in the contract documents. All known or potential hazards must be identified and reported to the Technical Authority, and it is the Contractors responsibility to be familiar with all applicable safety acts, regulations, codes and contract requirements.
- .5 The requirements of Section 1 *General Requirements* must be identified and addressed in the PSP, by identifying standard operating procedures and safe work practices which incorporate clear and specific control measures, applicable safety rules, procedures and practices, all of which must become mandatory.
- .6 A PSP must be submitted to the Technical Authority within thirty (30) days, upon contract award. A revised PSP must be submitted no more than five (5) business days after any potential or new hazard is identified, or when requested by the Technical Authority in accordance herein this section for the duration of the contract and/or any subsequent extensions or amendments.
- .7 Submission of the PSP does not imply approval and does not relieve the Contractor of any legal obligations for the provision of Occupational Health and Safety requirements as specified by Provincial Legislation.
- .8 The Contractor must ensure all workers and authorized persons under their control entering a work site are notified and provided written copies of the PSP. The Contractor must ensure safety requirements, procedures, safe work practices and all applicable safety legislation(s) are identified and adhered to. Any person not complying with the applicable safety legislation(s), regulations, directives, and/or the requirements of this contract will not be permitted on the work site.

## **1.6 SECURITY**

- .1 The Contractor may be subject to additional security screening procedures with respect to other Government of Canada facilities not under the custodianship of PSPC. The Contractor must submit to all requests for further security screening and adhere



to all security requirements as prescribed by other Government of Canada Departments or Agencies.

- .2 Employees of the Contractor may be required to have their photograph taken by the Government of Canada prior to commencing any service.
- .3 Employees of the Contractor will be required to carry their identification with them at all times while performing services on Government of Canada premises and to produce for review upon request by the operating authority.
- .4 If the result of an applicant's security clearance prove inconclusive, and/or is not granted clearance, the person will not be permitted access to any Government of Canada building for the purpose of this contract.
- .5 Passes and keys for personnel requiring access to (restricted or otherwise) areas of Government of Canada facilities may be made available on request to each building security or building manager.
- .6 Passes and keys when issued and controlled by site security or building manager are the responsibility of the Contractor and must not be removed from the work site without written permission by the Operating Authority.
- .7 The Contractor must surrender all Government-issued identification documents at the completion of this contract.
- .8 The Government of Canada must not be responsible for any cost to the Contractor of any kind or nature, which may arise from Section 1 *General Requirements*, clause 1.6 *Security*.

## **1.7 QUALIFICATIONS**

- .1 The minimum required certification and qualifications of the Contractor is as follows:
  - .1 does not contract with any department or agency of the Government of Canada for the operation, repair, or maintenance of elevating devices.
  - .2 employs within their organization a licensed Professional Engineer qualified within the Province and/or Territory the work is to be performed.
- .2 The minimum required certification and qualifications for each Qualified Person(s) employed by the Contractor who will execute the requirements as listed within Section 1 *General Requirements* is as follows:
  - .1 possession of a valid and recognized Elevating Device Mechanic Class F (EDM-F) certificate or equivalent in the province and/or territory the work is to be performed.
  - .2 possession of a valid QEI Certification obtained by an Accredited Certifying Organization.

## **1.8 INVENTORY**

- .1 All known elevating devices and associated safety devices attached herein which require inspection are identified in Annex A-1 *Elevating Device Inventory*, and are subject to this Section 1 *General Requirements*.
- .2 The Technical Authority reserves the right to add or remove any inventory item identified in Annex A-1 *Elevating Device Inventory* at any time during the life of the contract.

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- .3 When an operational elevating device is found and is not listed in Annex A-1 *Elevating Device Inventory*, the Contractor must notify the Operating Authority and/or Technical Authority and request approval to conduct the required inspection(s). If approval is granted, the Contractor must perform the required inspection of the equipment and provide a record of inspection in accordance with Section 1 *General Requirements*, clause 1.14 *Record of Inspection*. If approval is not granted, the Contractor must notify the Technical Authority in writing within 24 hours indicating the location of the device, the provincial installation number of the device, and the reason why approval was not granted to inspect the device.
- .4 Reimbursement for a periodic inspection(s) on a previously unknown/undiscovered elevating device not listed in Annex A-1 *Elevating Device Inventory* must be made at the set unit cost stated in *the Basis of Payment* and only on completion of inspection and submission of the Record of Inspection in accordance with this section.
- .5 When equipment listed in Annex A-1 *Elevating Device Inventory* has been decommissioned, shut down, or permanently removed from the building, a verbal report through phone must be made to the Technical Authority by the Contractor immediately, followed by a written report through a Record of Inspection indicating the status of the said device(s). This will be followed by a formal contract amendment.
- .6 The Contractor must not inspect elevating devices that have a condition described below. Claim for reimbursement will not be granted if inspection is performed while the operational status or any condition described below continues to be unchanged:
  - .1 the operating authority does not fall under the jurisdiction of the Treasury Board Secretariat and does not want to participate in the Safety Code Inspection Program with PSPC.
  - .2 the building containing the device(s) has been sold to a non-Federal Government entity.
  - .3 the elevating device no longer falls under the Operating Authorities responsibility, such as leased space in a non-Federally owned building/facility.

### 1.9 PERIODIC INSPECTIONS

- .1 Periodic inspections must be performed on all devices identified in Annex A-1 *Elevating Device Inventory* on an annual basis, or more frequently if necessary. The Technical Authority must be notified of any departures from the scheduled inspections frequency provided.
- .2 Periodic inspections required by Section 1 *General Requirements* are to determine that the existing equipment conforms to the following applicable requirements:
  - .1 The code at the time of install.
  - .2 The code effective as applicable to and for each alteration.
- .3 If the code at the time of install is unknown and cannot be determined, the following requirements will apply:
  - .1 For elevators, dumbwaiters, escalators and moving walks the CSA Standard CAN3-B44-M85, *Safety Code for Elevators*, other than clause 9.1.4 thereof, the English version of which is dated November 1985 and the French version of which is dated March 1986.
  - .2 For elevating devices for the handicapped is CSA Standard CAN3-B355-M81, *Safety Code for Elevating Devices for the Handicapped*, the English version of which is dated April, 1981 and the French version of which is dated December, 1981.

- .4 The applicable maintenance requirements of each elevating device is set by the terms and conditions of the Public Service and Procurement Canada elevating device maintenance contract. The applicable maintenance standard to be enforced is indicated within Annex A-1 *Elevating Device Inventory* for each elevating device.

## **1.10 FOLLOW-UP INSPECTIONS**

Follow-up inspections must be carried out by an inspector following a periodic inspection as a result of directives/directions being issued for the purpose of ensuring the safe operation of the device. Follow-up inspections may be required at the discretion of the inspector and approval from the Technical Authority until the directives/directions have been corrected. Follow up inspections must be completed if the Contractor finds upon inspection that an elevating device is not safe to operate to the extent essential for the safety and health of employees.

## **1.11 OTHER SERVICES**

- .1 Through the life of the contract, upon request from the Technical Authority, the Contractor may be requested to participate in other elevating device safety inspections. These inspections may include:
  - .1 incident investigation.
  - .2 assistance with incident investigation alongside the Authority Having Jurisdiction.
  - .3 minor alteration inspection.
- .2 Participation in these inspections would be mutually agreed upon between the Technical Authority and the Contractor.
- .3 Reimbursement for these inspections must be made at the per hour cost stated in the *Basis of Payment* and only on completion of inspection and submission of hourly breakdown summary documentation from the Contractor.

## **1.12 WORK NOT INCLUDED**

- .1 The requirements and directions specified within Section 1 *General Requirements* and solicitation do not apply to new installations.
- .2 Testing of Emergency Power Operation and Firefighter's Emergency Operation are not to be included as part of the regular inspection. This requires coordination with building fire alarm systems and emergency electrical power supply systems. Testing of the Emergency Power Operation and Firefighter's Emergency Operation is the responsibility of the Operating Authority.

## **1.13 COORDINATION AND SCHEDULING**

- .1 The Technical Authority or the Contracting Authority will be issuing a Task Authorization to the Contractor, as per the Task Authorization Process. After acceptance of the work by the Contractor, the Technical Authority will coordinate the scheduling of the work between the Operating Authority and the Contractor.
- .2 Where inspections have been coordinated and scheduled in accordance with this section, and where access to the building is prevented or otherwise denied without 24 hours' notice to the Contractor, the Contractor must immediately take action to notify the Technical Authority.
- .3 The Contractor, upon written notice to the Technical Authority of such denied access, will be reimbursed for the attempted inspection at 25% of the set cost stated in the

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Basis of Payment for the approved inspection type, and schedule a second visit for the purpose of inspection at the same set rate as the initial attempted inspection.

### 1.14 RECORD OF INSPECTION

- .1 Upon completion of an inspection the Contractor must issue a separate hard and/or soft copy, record of inspection for each provided inspection being performed.
- .2 The Contractor must use the departmental supplied Record of Inspection template (attached as *Annex A-2*) for each inspection being performed and it must include, but not limited to the following:
  - .1 date of inspection.
  - .2 type of inspection, (Periodic, Follow-up).
  - .3 location of device, including building name and full municipal address.
  - .4 licensee name. including full municipal address.
  - .5 the provincial installation number.
  - .6 a full description of the device including but not limited to the following:
    - a) device type, capacity, speed, and number of stops;
    - b) manufactured by;
    - c) maintained by;
    - d) maintenance type;
  - .7 operational status of device as defined in Section 1 *General Requirements*, clause 1.3 *Terminology*:
    - a) active;
    - b) shut down;
    - c) decommissioned;
  - .8 directives that must be complied to with associated code reference clauses, and time frames for completion of each direction.
  - .9 date of re-inspection if required, and or voluntary compliance eligibility with instructions to exercise this option.
  - .10 the name, telephone number, and signature of the Qualified Person who carried out the inspection.
  - .11 list any non-mandatory recommendations which would provide improved operating conditions and/or compliance with newer versions of code or provincially mandated Director's Rulings or similar.
  - .12 the name and signature of the Operating Authority acknowledging receipt of the completed Record of Inspection.
  - .13 a static statement on the Record of Inspection indicating the following:

*This elevating device is inspected under the authority of Public Service and Procurement Canada and in accordance with the Canada Labour Code Part II (CLC II) and applicable regulations issued pursuant to that legislation, including the Treasury Board Secretariat Occupational Health and Safety Regulation Section IV Elevating Devices.*

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

- .3 The Contractor must provide a signed soft copy of the Record of Inspection to the Operating Authority and/or Technical Authority upon completion of the inspection.

## **1.15 VOLUNTARY COMPLIANCE**

- .1 If in the opinion of the Contractor, the directives or non-compliances are eligible for a Voluntary Compliance Option, as defined in Section 1 *General Requirements*, clause 1.3 *Terminology*, the Contractor must identify of such on the Record of Inspection.
- .2 If the elevator maintenance contractor, Operating Authority and/or Technical Authority corrects all issued directives and chooses to exercise the Voluntary Compliance Option, the Contractor must accept and acknowledge receipt of the corrected inspection report.
- .3 The Contractor must acknowledge receipt of the voluntary compliance by returning the inspection report to the Operating Authority and Technical Authority, signed off accepting the compliance option, thereby offsetting the requirement for a follow-up inspection.
- .4 In addition to the requirements of the above, the Contractor must provide electronic copies of every voluntary compliance report to the Technical Authority when the voluntary compliance option is exercised.
- .5 Any elevating device which has been issued a written shut-down order, must not be granted a voluntary compliance option.
- .6 If the Contractor performs the next Periodic Inspection as required, and discovers that the submitting party did not correct the issued directives as indicated by exercising the voluntary compliance option, the Contractor may, at their discretion, direct the Operating Authority and/or Technical Authority to shut down and seal the elevating device in a manner which will render it inoperable.

## **1.16 NON-COMPLIANT EQUIPMENT**

- .1 When an elevating device has been inspected and is safe to operate to the extent essential for the safety and health of employees, however, minor directives and/or non-compliance(s) are present, the Contractor must issue a Record of Inspection to the Operating Authority and/or Technical Authority in accordance with Section 1 *General Requirements*, clause 1.14 *Record of Inspection*. Devices may be allowed to operate providing minor non-compliances and/or recommendations would not jeopardize the user's safety.
- .2 After any and/or all non-compliances or directives have been corrected, the Contractor must provide inspections, when requested, in accordance with Section 1 *General Requirements*, clause 1.10 *Follow Up Inspection*. The Contractor must be reimbursed for a Follow-up Inspection in accordance with *the Basis of Payment* for inspections subsequent to a Periodic Inspection.
- .3 Where the Contractor finds upon inspection that an elevating device is not safe to operate to the extent essential for the safety and health of employees, the Contractor must immediately:
  - a. Remove the device from service and issue a written shut down order describing the noncompliance or rationale for this action;
  - b. identify as part of the directive or directions, the code or regulation infraction(s) requiring correction/repair before the elevating device can be returned to an active operating condition;
  - c. complete a verbal report through phone to the Technical Authority immediately;
  - d. leave a copy of this written notice with the Operating Authority and forward an electronic copy to the Technical Authority within twenty-four (24) hours;

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- .4 If an elevating device has been removed from service by the Contractor, a follow up inspection, as defined in Section 1 *General Requirements* clause 1.10 *Follow-up Inspection* must be completed by the Contractor prior to the device being returned to service.
- .5 The Contractor may use reference Section 1 *General Requirements*, clause 1.16 *Hazard Rank Matrix* as a general guide in the determination of inspection order severity. This table is provided solely as a guide, and does not negate requirements listed within any applicable Provincial or Federal Act or Regulation.

**1.17 HAZARD RANK MATRIX**

Hazard Rank Matrix					
Likelihood	Consequence/Severity				
		Fatality	Severe Injury	Minor Injury	No Injury
	Imminent: It is expected to occur in most circumstances	Shut Down	Shut Down	Shut Down	Issue directive with appropriate time to comply
	Likely: Will probably occur in most circumstances	Shut Down	Shut Down	Issue directive with appropriate time to comply	Issue directive with appropriate time to comply
	Possible: Might occur at some time	Issue directive with appropriate time to comply	Issue directive with appropriate time to comply	Issue directive with appropriate time to comply	Issue directive with appropriate time to comply
	Rare: May occur only in exceptional circumstances	Issue directive with appropriate time to comply	Issue directive with appropriate time to comply	Issue directive with appropriate time to comply	Issue directive with appropriate time to comply

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### INVENTORY

Building Name	Building Address	Device Type(s)	Installation Number	Maintenance Code in Effect
Aircraft Services Directorate- T58	200 Comet Pvt, Ottawa ON	Passenger Elevator (H) Passenger Elevator (H) Accessibility Lift	62842 69440 70063	CSA B44.2-07 Maintenance requirements and intervals for elevators, dumbwaiters, escalators and moving walks CSA B355-09 Lifts for persons with physical disabilities- Annex B
Army Mess	158 Gloucester st, Ottawa ON	Dumbwaiter	70182	ASME A17.1/CSA B44-2013 Safety Code for Elevators and Escalators Section 8.6
Birks Building		Passenger Elevator (T) Passenger Elevator (T)	3996 16536	ASME A17.1/CSA B44-2013 Safety Code for Elevators and Escalators Section 8.6
Blackburn Building	85 Sparks st, Ottawa ON	Passenger Elevator (T) Passenger Elevator (T) Passenger Elevator (T) Passenger Elevator (T) Freight Elevator (H)	8804 8805 3169 33159 73587	CSA B44.2-07 Maintenance requirements and intervals for elevators, dumbwaiters, escalators and moving walks
Booth Building	165 Sparks st, Ottawa ON	Passenger Elevator (T) Passenger Elevator (T)	7217 8170	CSA B44.2-07 Maintenance requirements and intervals for elevators, dumbwaiters, escalators and moving walks
Canada Four Corners/Marshall Building	93 Sparks st, Ottawa ON	Passenger Elevator (H) Passenger Elevator (H)	71743 71744	CSA B44.2-07 Maintenance requirements and intervals for elevators, dumbwaiters, escalators and moving walks
Canadian Research Council	3701 Carling Ave, Ottawa ON	Freight Elevator (T) Passenger Elevator (T) Passenger Elevator (H) Passenger Elevator (T) Accessibility Lift Passenger Elevator (H) Accessibility Lift	16294 16917 35819 38703 69530 70876 85152	ASME A17.1/CSA B44-2013 Safety Code for Elevators and Escalators Section 8.6 CSA B355-09 Lifts for persons with physical disabilities- Annex B
CBUS- Temporary Loading Dock	111 Wellington st, Ottawa ON	Freight Elevator (RH) Freight Elevator (RH)	64872350 64872351	ASME A17.1/CSA B44-2013 Safety Code for Elevators and Escalators Section 8.6
CIBC Building	119 Sparks st, Ottawa ON	Dumbwaiter Passenger Elevator (T)	2448 2449	CSA B44.2-07 Maintenance requirements and intervals for elevators, dumbwaiters, escalators and moving walks
Confederation Building	229 Wellington st, Ottawa ON	Passenger Elevator (T) Passenger Elevator (T) Passenger Elevator (T) Passenger Elevator (T) Passenger Elevator (T) Passenger Elevator (T) Passenger Elevator (T)	10036 10051 10052 10053 10055 10056 10057 10058	CSA B44.2-07 Maintenance requirements and intervals for elevators, dumbwaiters, escalators and moving walks
East Block	111 Wellington st, Ottawa ON	Passenger Elevator (T) Passenger Elevator (T) Passenger Elevator (H) Freight Platform Lift Passenger Elevator (H)	31550 31551 72079 72207 72550	CSA B44.2-07 Maintenance requirements and intervals for elevators, dumbwaiters, escalators and moving walks
Edward Drake Building	1500 Bronson Ave, Ottawa ON	Passenger Elevator (T) Passenger Elevator (T) Passenger Elevator (T) Accessibility Lift	15051 15052 15053 83222	CSA B44.2-07 Maintenance requirements and intervals for elevators, dumbwaiters, escalators and moving walks CSA B355-09 Lifts for persons with physical disabilities- Annex B
Food Production Facility	1170 Algoma Rd, Ottawa ON	Passenger Elevator (H)	88153	CSA B44.2-07 Maintenance requirements and intervals for elevators, dumbwaiters, escalators and moving walks
Former Bank of Nova Scotia	125 Sparks St, Ottawa ON	Passenger Elevator (H) Passenger Elevator (H)	76748 76754	CSA B44.2-07 Maintenance requirements and intervals for elevators, dumbwaiters, escalators and moving walks
Hope Building	63 Sparks St, Ottawa ON	Passenger Elevator (T)	5701	CSA B44.2-07 Maintenance requirements and intervals for elevators, dumbwaiters, escalators and moving walks
Justice Building	249 Wellington St, Ottawa ON	Passenger Elevator (T) Passenger Elevator (T)	10039 10040	CSA B44.2-07 Maintenance requirements and intervals for



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		Passenger Elevator (T)	10041	<i>elevators, dumbwaiters, escalators and moving walks</i>
		Passenger Elevator (T)	10042	
L'Esplanade Laurier		Passenger Elevator (T)	27847	<i>CSA B44.2-07 Maintenance requirements and intervals for elevators, dumbwaiters, escalators and moving walks</i>
		Passenger Elevator (T)	27846	
		Passenger Elevator (T)	27373	
		Passenger Elevator (T)	27374	
		Passenger Elevator (T)	27375	
		Passenger Elevator (T)	27907	
		Passenger Elevator (T)	27908	
		Passenger Elevator (T)	27909	
		Passenger Elevator (T)	27910	
		Passenger Elevator (T)	27911	
		Passenger Elevator (T)	27912	
		Passenger Elevator (T)	27913	
		Passenger Elevator (T)	28238	
		Passenger Elevator (T)	28239	
		Passenger Elevator (T)	28497	
		Passenger Elevator (T)	28408	
		Passenger Elevator (T)	28409	
		Passenger Elevator (T)	28415	
		Passenger Elevator (T)	28416	
		Passenger Elevator (T)	28417	
		Passenger Elevator (T)	28418	
		Passenger Elevator (T)	28419	
		Passenger Elevator (T)	28420	
		Passenger Elevator (T)	28421	
		Freight Elevator (T)	27829	
		Passenger Elevator (T)	29551	
		Passenger Elevator (T)	29552	
		Escalator	28171	
		Escalator	28172	
Military Stores Base	4 Queen Elizabeth Dr, Ottawa ON	Dumbwaiter	71259	<i>CSA B44.2-07 Maintenance requirements and intervals for elevators, dumbwaiters, escalators and moving walks</i> <i>CSA B355-09 Lifts for persons with physical disabilities- Annex B</i>
		Passenger Elevator (H)	66863	
		Passenger Elevator (H)	66838	
		Accessibility Lift	85578	
National Press Building	150 Wellington St, Ottawa ON	Accessibility Lift	86768	
Navy Mess Hall	78 Lisgar St, Ottawa ON	Passenger Elevator (T)	10071	<i>CSA B44.2-07 Maintenance requirements and intervals for elevators, dumbwaiters, escalators and moving walks</i> <i>CSA B355-09 Lifts for persons with physical disabilities- Annex B</i>
		Passenger Elevator (T)	10072	
		Accessibility Lift	64988371	
NDMC	1745 Alta Vista Dr, Ottawa ON			<i>ASME A17.1/CSA B44-2013 Safety Code for Elevators and Escalators Section 8.6</i>
		LULA (H)	78337	
OPMPC	80 Wellington St, Ottawa ON	Passenger Elevator (T)	10478	<i>CSA B44.2-07 Maintenance requirements and intervals for elevators, dumbwaiters, escalators and moving walks</i>
		Passenger Elevator (T)	10480	
		Passenger Elevator (T)	10481	
		Passenger Elevator (T)	10483	
		Passenger Elevator (T)	10484	
Parliament Library	111 Wellington St, Ottawa ON	Passenger Elevator (T)	10590	<i>CSA B44.2-07 Maintenance requirements and intervals for elevators, dumbwaiters, escalators and moving walks</i> <i>CSA B355-09 Lifts for persons with physical disabilities- Annex B</i>
		Passenger Elevator (T)	29293	
		Passenger Elevator (T)	29302	
		Passenger Elevator (T)	29335	
Postal Station B	59 Sparks St, Ottawa ON	Passenger Elevator (T)	82963	<i>CSA B44.2-07 Maintenance requirements and intervals for elevators, dumbwaiters, escalators and moving walks</i> <i>CSA B355-09 Lifts for persons with physical disabilities- Annex B</i>
		Accessibility Lift	83454	
RCAF Mess	149 Somerset St, Ottawa ON			<i>CSA B44.2-07 Maintenance requirements and intervals for elevators, dumbwaiters, escalators and moving walks</i>
		Passenger Elevator (T)	10105	
		Passenger Elevator (T)	10106	
Rideau Committee Room	1 Wellington St, Ottawa ON	Passenger Elevator (T)	10107	<i>CSA B355-09 Lifts for persons with physical disabilities- Annex B</i>
		Accessibility Lift	74744	
Senate of Canada	2 Rideau St, Ottawa ON	Passenger Elevator (H)	66517	<i>CSA B44.2-07 Maintenance requirements and intervals for elevators, dumbwaiters, escalators and moving walks</i>
		Passenger Elevator (H)	66518	
		Passenger Elevator (T)	64747675	<i>ASME A17.1/CSA B44-2013 Safety Code for Elevators and Escalators Section 8.6</i> <i>CSA B355-09 Lifts for persons with physical disabilities- Annex B</i>
		Passenger Elevator (H)	64754637	
		Passenger Elevator (T)	64760601	
		Passenger Elevator (T)	64747683	
		Passenger Elevator (T)	64751675	
		Accessibility Lift	64782047	

## ELEVATING DEVICE THIRD PARTY INSPECTION SPECIFICATIONS

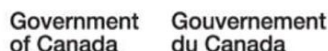
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Sir John A MacDonald	144 Wellington St, Ottawa ON	Passenger Elevator (T) Passenger Elevator (T) Passenger Elevator (T) LULA (H)	64621276 64621277 64621278 64630189	ASME A17.1/CSA B44-2013 Safety Code for Elevators and Escalators Section 8.6
Sir Leonard Tilley	719 Heron Rd, Ottawa ON	Passenger Elevator (T) Passenger Elevator (T) Freight Elevator (T) Accessibility Lift Passenger Elevator (T) Passenger Elevator (T) Passenger Elevator (T)	10295 10296 80115 83221 65819 65820 65623	CSA B44.2-07 Maintenance requirements and intervals for elevators, dumbwaiters, escalators and moving walks CSA B355-09 Lifts for persons with physical disabilities- Annex B
Supreme Court	301 Wellington St, Ottawa, ON	Passenger Elevator (T) Passenger Elevator (T) Passenger Elevator (T) Dumbwaiter Dumbwaiter Passenger Elevator (T)	10049 10050 64519729 69957 69958 71672	CSA B44.2-07 Maintenance requirements and intervals for elevators, dumbwaiters, escalators and moving walks
Valour Building	151 Sparks St, Ottawa On	Passenger Elevator (T) Passenger Elevator (T) Passenger Elevator (T) Accessibility Lift	20602 20603 20604 79432	CSA B44.2-07 Maintenance requirements and intervals for elevators, dumbwaiters, escalators and moving walks CSA B355-09 Lifts for persons with physical disabilities- Annex B
Victoria Building	140 Wellington St, Ottawa ON	Passenger Elevator (T) Passenger Elevator (T) Passenger Elevator (T) Accessibility Lift	5702 5703 5704 64498365	CSA B44.2-07 Maintenance requirements and intervals for elevators, dumbwaiters, escalators and moving walks CSA B355-09 Lifts for persons with physical disabilities- Annex B
Visitor's Welcome Centre	111 Wellington st, Ottawa ON	Passenger Elevator (RH) Passenger Elevator (RH) Freight Elevator (RH) Freight Elevator (RH) Escalator Escalator	64771944 64771945 64758142 64758143 64761112 64761113	ASME A17.1/CSA B44-2013 Safety Code for Elevators and Escalators Section 8.6
Wellington Building	180 Wellington st, Ottawa ON	Passenger Elevator (T) Passenger Elevator (T) Passenger Elevator (T) Passenger Elevator (T) Passenger Elevator (T) LULA (H) Escalator Escalator Escalator Escalator	428 429 64525896 64525898 64525900 64674717 64725616 64670242 64670243 64670244 64670245	CSA B44.2-07 Maintenance requirements and intervals for elevators, dumbwaiters, escalators and moving walks
West Block	111 Wellington st, Ottawa ON	Passenger Elevator (T) Passenger Elevator (T) Passenger Elevator (T) Passenger Elevator (T) Passenger Elevator (T) Passenger Elevator (H) Passenger Elevator (T) Passenger Elevator (T) Accessibility Lift Accessibility Lift Accessibility Lift Accessibility Lift Accessibility Lift	64735700 64735695 64736592 64733118 64682257 64785272 64735547 64735548 64784220 64785059 64785060 64787389 64816279	ASME A17.1/CSA B44-2013 Safety Code for Elevators and Escalators Section 8.6 CSA B355-09 Lifts for persons with physical disabilities- Annex B
Uplands- B346	190 Convair Pvt, Ottawa ON	Freight Platform Lift	87759	CSA B44.2-07 Maintenance requirements and intervals for elevators, dumbwaiters, escalators and moving walks
Uplands- H14	250 Convair Pvt, Ottawa ON	Freight Platform Lift	64492715	CSA B44.2-07 Maintenance requirements and intervals for elevators, dumbwaiters, escalators and moving walks
455 DLC	455 De La Carriere, Gatineau QU	Passenger Elevator (T) Passenger Elevator (T) Passenger Elevator (T) Passenger Elevator (T) Passenger Elevator (T) Passenger Elevator (T) Passenger Elevator (T) Passenger Elevator (T) Passenger Elevator (T) Passenger Elevator (T)	CAR A- 758754 CAR B- 758878 CAR C- 758798 CAR D- 758802 CAR E- 758813 CAR F- 758824 CAR G- 077991 CAR H- 790068 CAR I- 988995 CAR J- 989033	CSA B44.2-07 Maintenance requirements and intervals for elevators, dumbwaiters, escalators and moving walks

## **ELEVATING DEVICE THIRD PARTY INSPECTION SPECIFICATIONS**

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### **ANNEX A-2 RECORD OF INSPECTION TEMPLATE**



No. 20-086

Installation Address:		Installation Number	Elevating Device Type	Inspection Type	Inspection Date
		Manufactured By	Capacity	Speed	Number of Stops
Licensee/Invoicee:					
		Maintained By	Maintenance Type	Operational Status	
				Before Insp.	After Insp.
<b>SEND A COPY OF THIS INSPECTION REPORT TO YOUR MAINTENANCE CONTRACTOR IMMEDIATELY TO ENSURE COMPLIANCE WITHIN THE TIME LIMITS SPECIFIED.</b>					
<p>This elevating device is inspected under the authority of Public Service and Procurement Canada in accordance with the Canada Occupational Health and Safety Regulations, Part IV Elevating Devices, and Treasury Board Secretariat Occupational Health and Safety Directive, Part IV Elevating Devices.</p> <p>Time limits for compliance reflect the severity of the violation and service to avoid disruption of service. Non-compliance with a direction may result in a shutdown of the device, and/or Enforcement Orders issued by a HRSDC Labour Affairs Officer under the Canada Labour Code and/or charges laid under said legislation.</p>				<p>The operating authority shall ensure that the maintenance and repair of elevating devices, or safety devices attached to it are performed by a "Qualified Person."</p> <p>No person shall return an elevating device to service until it has been inspected by a "Qualified Person."</p>	
Code Reference	Direction				Target Date for Compliance
<b>This device has been inspected and tested by the undersigned in accordance with the Canada Occupational Health and Safety Regulations</b>					
Company & Address:		Inspector's Name:			
		Signature:			
		Date:			
I acknowledge that I have received an original copy of this report upon completion of inspection and it consists of (    ) page(s).					
Name:					
Title:					
Date:					
<b>Voluntary Compliance Guidelines:</b> If this report is eligible for the Voluntary Compliance Option and should you choose to exercise it, please adhere to the following: 1. All inspection orders (directions) appearing on the inspection report must be complied with. 2. A person who has legal signing authority on behalf of the <b>Operating Authority</b> must complete the voluntary compliance option. After complying with the above two conditions, this inspection report must be returned directly to the Technical Authority (PSPC) via email. It is an offence to knowingly make a false statement or to furnish false information. Voluntary Compliance Option is subject to an audit process which may result in additional inspection fees.					
<b>VOLUNTARY COMPLIANCE OPTION ELIGIBLE?</b> YES    NO					
I hereby confirm that all the Inspector's orders (directions) appearing on this inspection report have been completed.					
Name & Title:		Representing:			
Signature:		Date:			



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 RPS			
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 New annual third party safety inspection contract for elevating devices located at various sites within NCA. Full inventory as per Annex A1 of SOW.			
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"/>	
Not releasable À ne pas diffuser <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 :	
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input type="checkbox"/>		NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input type="checkbox"/>		NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>		NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>		NATO SECRET NATO SECRET <input type="checkbox"/>	
SECRET SECRET <input type="checkbox"/>		COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>			
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>			
		PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
		PROTECTED B PROTÉGÉ B <input type="checkbox"/>	
		PROTECTED C PROTÉGÉ C <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"/>	



**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 type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input checked="" 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).**

## Task Authorization Autorisation de tâche

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

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

**Contract Number**

Enter the PWGSC contract number.

**Numéro du contrat**

Inscrire le numéro du contrat de TPSGC.

**Contractor's Name and Address**

Enter the applicable information

**Nom et adresse de l'entrepreneur**

Inscrire les informations pertinentes

**Security Requirements**

Enter the applicable requirements

**Exigences relatives à la sécurité**

Inscrire les exigences pertinentes

**Total estimated cost of Task (Applicable taxes extra)**

Enter the amount

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

Inscrire le montant

**For revision only**

**Aux fins de révision seulement**

**TA Revision Number**

Enter the revision number to the task, if applicable.

**Numéro de la révision de l'AT**

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

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

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

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

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

**Increase or Decrease (Applicable taxes extra), as applicable**

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

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

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

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

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

**A. Task Description of the Work required:**

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

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

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

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

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

**A. Description de tâche des travaux requis :**

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

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

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

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

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



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**B. Basis of Payment:**

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

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

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

**Option 2:**

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

**D. Method of Payment**

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

**B. Base de paiement :**

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

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

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

**Option 2 :**

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

**D. Méthode de paiement**

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

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**2. Authorization(s):**

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

**3. Contractor's Signature**

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

**2. Autorisation(s) :**

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

**3. Signature de l'entrepreneur**

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

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## Task Authorization Autorisation de tâche

Contract Number - Numéro du contrat

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

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

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

►

### For Revision only - Aux fins de révision seulement

TA Revision Number, if applicable Numéro de révision de l'AT, s'il y a lieu	Total Estimated Cost of Task (Applicable taxes extra) before the revision Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision \$	Increase or Decrease (Applicable taxes extra), as applicable Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu \$
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**Start of the Work for a TA : Work cannot commence until a TA has been authorized in accordance with the conditions of the contract.**

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

### 1. Required Work: - Travaux requis :

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

Contract Number - Numéro du contrat

## 2. Authorization(s) - Autorisation(s)

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

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

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

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
PWGSC Contracting Authority - Autorité contractante de TPSGC

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date