



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

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

**See herein for bid submission  
instructions/**

**Voir la présente pour les  
instructions sur la présentation  
d'une soumission**

NA  
Ontario  
NA

**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**

<b>Title - Sujet</b> Kingston, Ontario - LaSalle Causewa Kingston, Ontario - LaSalle Causeway Electrical & Mechanical Maintenance Serv	
<b>Solicitation No. - N° de l'invitation</b> EQ754-210548/C	<b>Date</b> 2021-12-21
<b>Client Reference No. - N° de référence du client</b> EQ754-210548	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$PWL-064-2589	
<b>File No. - N° de dossier</b> PWL-0-43017 (064)	<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 2022-02-01</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> Kwan, Isaac	<b>Buyer Id - Id de l'acheteur</b> pw1064
<b>Telephone No. - N° de téléphone</b> (343) 573-3068 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> LaSalle Causeway Bascule Bridge Kingston, Ontario	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Public Works and Government Services Canada  
Ontario Region  
10th Floor, 4900 Yonge Street  
Toronto  
Ontario  
M2N 6A6

<b>Delivery Required - Livraison exigée</b>	<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/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

## TABLE OF CONTENTS

<b>PART 1 - GENERAL INFORMATION .....</b>	<b>3</b>
1.1 INTRODUCTION.....	3
1.2 SUMMARY .....	3
1.3 DEBRIEFINGS .....	4
<b>PART 2 - BIDDER INSTRUCTIONS .....</b>	<b>5</b>
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	5
2.2 SUBMISSION OF BIDS.....	5
2.3 FORMER PUBLIC SERVANT.....	5
2.4 ENQUIRIES - BID SOLICITATION.....	7
2.5 APPLICABLE LAWS.....	7
2.6 OPTIONAL SITE VISIT.....	7
2.7 BID CHALLENGE AND RECOURSE MECHANISMS.....	9
<b>PART 3 - BID PREPARATION INSTRUCTIONS.....</b>	<b>10</b>
3.1 BID PREPARATION INSTRUCTIONS .....	10
<b>PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION .....</b>	<b>12</b>
4.1 EVALUATION PROCEDURES.....	12
4.2 BASIS OF SELECTION.....	13
<b>PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION .....</b>	<b>14</b>
5.1 CERTIFICATIONS REQUIRED WITH THE BID.....	14
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION .....	16
<b>PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS.....</b>	<b>18</b>
6.1 SECURITY REQUIREMENTS .....	18
<b>PART 7 - RESULTING CONTRACT CLAUSES .....</b>	<b>19</b>
7.1 STATEMENT OF WORK.....	19
7.2 STANDARD CLAUSES AND CONDITIONS.....	19
7.3 SECURITY REQUIREMENTS .....	19
7.4 TERM OF CONTRACT .....	19
7.5 AUTHORITIES .....	20
7.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS .....	21
7.7 PAYMENT .....	21
7.8 INVOICING INSTRUCTIONS .....	22
7.9 CERTIFICATIONS AND ADDITIONAL INFORMATION.....	22
7.10 APPLICABLE LAWS.....	23
7.11 PRIORITY OF DOCUMENTS .....	23
7.12 INSURANCE – SPECIFIC REQUIREMENTS .....	23
7.13 DISPUTE RESOLUTION.....	23
7.14 GOVERNMENT SITE REGULATIONS .....	24
7.15 CELLULAR PHONES AND/OR PAGERS .....	24
7.16 LANGUAGE .....	24
7.17 PRE-COMMENCEMENT MEETING .....	24

Solicitation No. - N° de l'invitation  
EQ754-210548/C  
Client Ref. No. - N° de réf. du client  
EQ754-210548

Amd. No. - N° de la modif.  
File No. - N° du dossier  
PWL-0-43017

Buyer ID - Id de l'acheteur  
PWL064  
CCC No./N° CCC - FMS No./N° VME

---

7.18 VOLUNTARY REPORTS FOR APPRENTICES EMPLOYED DURING THE CONTACT .....	24
<b>ANNEX "A" STATEMENT OF WORK.....</b>	<b>26</b>
<b>ANNEX "B" BASIS OF PAYMENT .....</b>	<b>27</b>
<b>ANNEX "C" SECURITY REQUIREMENTS CHECK LIST .....</b>	<b>29</b>
<b>ANNEX "D" INSURANCE REQUIREMENTS .....</b>	<b>30</b>
<b>ANNEX "E" TO PART 3 OF THE BID SOLICITATION .....</b>	<b>32</b>
ELECTRONIC PAYMENT INSTRUMENTS .....	32

## **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 Requirement, the Basis of Payment, the Security Requirements Checklist, the Insurance Requirements, the Electronic Payment Instruments, and any other annexes.

### **1.2 Summary**

- 1.2.1 The work under this contract is for electrical maintenance services, and heating, ventilation, and air conditioning (HVAC) maintenance services to be provided at the LaSalle Causeway Bascule Bridge in Kingston, Ontario. The bascule bridge is part of the LaSalle Causeway, which carries Highway 2 traffic across the Cataraqui River.

The period of the resulting contract will be for two (2) 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 Bidders must 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.
- 1.2.4 This requirement is subject to the COVID-19 Vaccination Policy for Supplier Personnel. Failure to complete and provide the COVID-19 Vaccination Requirement Certification as part of the bid will render the bid non-responsive.

Solicitation No. - N° de l'invitation  
EQ754-210548/C  
Client Ref. No. - N° de réf. du client  
EQ754-210548

Amd. No. - N° de la modif.  
File No. - N° du dossier  
PWL-0-43017

Buyer ID - Id de l'acheteur  
PWL064  
CCC No./N° CCC - FMS No./N° VME

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1.2.5 This bid solicitation cancels and supersedes previous bid solicitation number EQ754-210548/A dated October 29, 2020 with a closing of December 8, 2020 at 2:00 PM EST. A debriefing or feedback session will be provided upon request to bidders who bid on the previous solicitation.

### **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>) 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: 90 days

### **2.2 Submission of Bids**

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

#### **PWGSC Ontario Region Bid Receiving Unit**

Only bids submitted using epost Connect service will be accepted. The Bidder must send an email requesting to open an epost Connect conversation to the following address:

[TPSGC.oreceptiondessaoumissions-orbidreceiving.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.oreceptiondessaoumissions-orbidreceiving.PWGSC@tpsgc-pwgsc.gc.ca)

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

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

Bids transmitted by facsimile or hardcopy 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 7 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 Optional Site Visit

1. There will be a site visit on Wednesday, January 19, 2022 at 11:00 AM EST. Interested bidders are to meet in the parking lot of the LaSalle Causeway Bascule Bridge.
2. Bidders should register with the Contracting Officer, Isaac Kwan at [Isaac.Kwan@pwgsc.gc.ca](mailto:Isaac.Kwan@pwgsc.gc.ca) or Ricky Chan at [Ricky.Chan@pwgsc.gc.ca](mailto:Ricky.Chan@pwgsc.gc.ca), to confirm attendance and provide the name of the person who will attend by 11:00 AM EST on Tuesday, January 18, 2022. Bidders must also complete and submit the following 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 will attend this site visit on the business' behalf are:

(a) fully vaccinated against COVID-19; 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.

I certify that all personnel that will attend on behalf of \_\_\_\_\_ (*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 site visit. I understand that the certifications provided to Canada are subject to verification at all times. Canada reserves the right to request additional information to verify the certifications at all times. I also understand that Canada will declare a bid non-responsive or a contractor in default, if a certification is found to be untrue, whether made knowingly or unknowingly.

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

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

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.

3. Bidders who do not confirm attendance, provide the name(s) of the person(s) who will attend, or who do not complete and submit the above certification as required will not be allowed access to the site. Bidders will be requested to sign an attendance sheet. No alternative appointment will be given to bidders who do not attend or do not send a representative. Bidders who do not participate in the visit will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.
4. Safety Attire: In order to be guaranteed access to the site visit all persons should have the proper personal protection equipment (face covering/non-medical mask, safety glasses, footwear, vests and hard hats etc.). Contractor's personnel/individuals who do not have the proper safety attire may be denied access to the site.
5. Site Visit Plan
  1. Only one representative from each company permitted, to a maximum of 10 people including PSPC or other representatives.
  2. Bidders will meet at LaSalle Causeway Bridge office building entrance.
  3. Departmental Representative will take attendance.
  4. Departmental Representative will lead bidders through the bridge and control room allowing bidders to view the existing conditions.

6. **NOTE:** As a result of the COVID-19 pandemic, the following precautions are mandatory during the site visit:

1. Wear a non-medical masks/face covering at all times while outside of vehicle.
2. Maintain 2m social distancing at all time.
3. Observe proper hand hygiene while on site. Sanitize hands before entering the building and after exiting. Attendees should bring hand sanitizer.
4. Attendance will be taken by Bidders announcing their name and Departmental Representative recording (no list passed around).
5. Bidder self-screening and declaration that not ill is required at arrival.
6. Avoid social greetings (e.g. shaking hands).

## 2.7 Bid Challenge and Recourse Mechanisms

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

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

### **3.1 Bid Preparation Instructions**

The Bidder must submit its bid electronically 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

Bids transmitted by facsimile or hardcopy will not be accepted.

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

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

- 1) Include all environmental certification(s) relevant to your organization (e.g. ISO 14001, Leadership in Energy and Environmental Design (LEED), Carbon Disclosure Project, etc.)
- 2) Include all environmental certification(s) or Environmental Product Declaration(s) (EPD) specific to your product/service (e.g. Forest Stewardship Council (FSC), ENERGYSTAR, etc.)

#### **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 Basis of Payment in Annex "B".

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

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

Solicitation No. - N° de l'invitation  
EQ754-210548/C  
Client Ref. No. - N° de réf. du client  
EQ754-210548

Amd. No. - N° de la modif.  
File No. - N° du dossier  
PWL-0-43017

Buyer ID - Id de l'acheteur  
PWL064  
CCC No./N° CCC - FMS No./N° VME

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If Annex "E" 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.

### **3.1.3 Exchange Rate Fluctuation**

[C3011T](#) (2013-11-06), Exchange Rate Fluctuation

### **3.1.4 SACC Manual Clauses**

#### **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 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

Item	Mandatory Technical Criteria	Bidders should provide where in their bid they meet the Mandatory Technical Criteria
1.	<p>Bidders must provide an Electrical Maintenance Contractor with experience in construction/installation or maintenance of electrical power and control systems for at least 1 movable highway bridge.</p> <p><b>Note to the Bidders:</b> To demonstrate experience, the Bidder or their subcontractor must provide the following to summarize their bridge experience:</p> <ul style="list-style-type: none"> <li>• Bridge Name</li> <li>• Project Location</li> <li>• Project Start Date and End Date</li> </ul>	<b>Page or Section #</b> _____
2.	<p>Bidders must provide documented proof that they can provide the services of a Master Electrician registered in the Province of Ontario in accordance with Electricity Act, Part VIII, and Licensing of Electrical Contractors &amp; Master Electricians, Regulation 570/05.</p> <p>To demonstrate experience, please provide the resume of the proposed Master Electrician, which shall document their certification in accordance with Ontario laws.</p>	<b>Page or Section #</b> _____

### 4.1.2 Financial Evaluation

#### 4.1.2.1 Mandatory Financial Criteria

The Bidder must submit pricing in accordance with Annex "B", Basis of Payment for the contract periods (Year 1 and Year 2). The price per unit will be multiplied by the quantity to determine the extended price for each item. The Total Evaluated Price will be the aggregate of the extended prices.

SACC Manual Clause [A0220T](#) (2014-06-26), Evaluation of Price – Bid

Solicitation No. - N° de l'invitation  
EQ754-210548/C  
Client Ref. No. - N° de réf. du client  
EQ754-210548

Amd. No. - N° de la modif.  
File No. - N° du dossier  
PWL-0-43017

Buyer ID - Id de l'acheteur  
PWL064  
CCC No./N° CCC - FMS No./N° VME

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## **4.2 Basis of Selection**

### **4.2.1 Mandatory Technical Criteria**

SACC *Manual* Clause [A0031T](#) (2010-08-16), Basis of Selection – Mandatory Technical Criteria

## **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.

#### **5.1.2 Additional Certifications Required with the Bid**

##### **5.1.2.3 COVID-19 Vaccination Requirement Certification**

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.

Solicitation No. - N° de l'invitation  
EQ754-210548/C  
Client Ref. No. - N° de réf. du client  
EQ754-210548

Amd. No. - N° de la modif.  
File No. - N° du dossier  
PWL-0-43017

Buyer ID - Id de l'acheteur  
PWL064  
CCC No./N° CCC - FMS No./N° VME

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### 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;
- (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; or
- (c) partially vaccinated against COVID-19 for a period of up to 10 weeks from the date of their first dose and subject to temporary measures that have been presented to and approved by Canada, immediately after which period the personnel will meet the conditions of (a) or (b) or will no longer access federal government workplaces where they may come into contact with public servants under this Contract;

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: \_\_\_\_\_

#### 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.

## **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>), 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 website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

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

### **5.2.3 Additional Certifications Precedent to Contract Award**

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

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

Solicitation No. - N° de l'invitation  
EQ754-210548/C  
Client Ref. No. - N° de réf. du client  
EQ754-210548

Amd. No. - N° de la modif.  
File No. - N° du dossier  
PWL-0-43017

Buyer ID - Id de l'acheteur  
PWL064  
CCC No./N° CCC - FMS No./N° VME

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

### **5.2.3.2 Education and Experience**

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

## **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.
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 of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

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

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

### **7.1 Statement of Work**

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

### **7.2 Standard Clauses and Conditions**

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

#### **7.2.1 General Conditions**

2035 (2021-12-02), 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.

#### **SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE No 077 EQ754210548**

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

### **7.4 Term of Contract**

#### **7.4.1 Period of the Contract**

The period of the Contract is for two years from the date of Contract Award.

Solicitation No. - N° de l'invitation  
EQ754-210548/C  
Client Ref. No. - N° de réf. du client  
EQ754-210548

Amd. No. - N° de la modif.  
File No. - N° du dossier  
PWL-0-43017

Buyer ID - Id de l'acheteur  
PWL064  
CCC No./N° CCC - FMS No./N° VME

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## 7.5 Authorities

### 7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Isaac Kwan  
Title: Supply Specialist  
Public Works and Government Services Canada  
Real Property Contracting  
Telephone: 343-573-3068  
E-mail address: isaac.kwan@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 Project Authority

The Project Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
E-mail address: \_\_\_\_\_

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

### 7.5.3 Contractor's Representative

The Contractor's Representative for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
E-mail address: \_\_\_\_\_

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

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

- a) Firm rates shall be paid in accordance with the Basis of Payment Section 1.
- b) "As and When Requested" Work in accordance with the Basis of Payment Section 2.

Any costs incurred for Extra Work in accordance with the Basis of Payment. Extra Work will be paid on an 'as and when requested' basis in accordance with the Statement of Work, after completion, inspection and acceptance of the work performed.

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

### 7.7.2 Basis of payment: Cost reimbursable – Limitation of expenditure

For the Work described in Annex A:

The Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work, in accordance with Section 2 of the Basis of payment in Annex B, to a limitation of expenditure of \$ \_\_\_\_\_ ( *at contract award* ). Customs duties are included and Applicable Taxes are extra.

### 7.7.3 Limitation of Expenditure

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

whichever comes first.

3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

#### **7.7.4 Monthly Payment**

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice 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 performed has been accepted by Canada.

#### **7.7.5 Electronic Payment of Invoices – Contract (at Contract Award)**

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

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

#### **7.8 Invoicing Instructions**

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Each invoice must be supported by (*if applicable*):
  - a. a copy of time sheets to support the time claimed;
  - b. a copy of the release document and any other documents as specified in the Contract;
  - c. a copy of the invoices, receipts, vouchers for all direct expenses,
  - d. a copy of the monthly progress report.
3. Invoices must be distributed as follows:
  - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

#### **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;
- (c) the general conditions 2035 (2021-12-02), Higher Complexity - Services);
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (g) Annex D, Insurance Requirements;
- (i) the Contractor's bid dated \_\_\_\_\_, (*insert date of bid*)

## 7.12 Insurance – Specific Requirements

The Contractor must comply with the insurance requirements specified in Annex D. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

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

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

## 7.13 Dispute Resolution

- (a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.

- (b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
- (c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.
- (d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "Dispute Resolution".

**7.14 Government Site Regulations**

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

**7.15 Cellular Phones and/or Pagers**

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

**7.16 Language**

All personnel and employees assigned to this/any resulting contract must have sufficient knowledge to speak, read and comprehend one of Canada's official languages.

**7.17 Pre-Commencement Meeting**

A pre-commencement meeting is mandatory for the Contractor prior to commencing any work and minutes of the meeting will be taken. The time and place of this meeting will be determined by the Departmental Representative. The Contractor is to supply the Departmental Representative with a copy of his safety policy as required by the applicable Provincial Occupational Safety and Health Regulations.

**7.18 Voluntary Reports for Apprentices Employed during the Contact**

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

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

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

Number of Apprentices Hired	Trade Specialty

Solicitation No. - N° de l'invitation  
EQ754-210548/C  
Client Ref. No. - N° de réf. du client  
EQ754-210548

Amd. No. - N° de la modif.  
File No. - N° du dossier  
PWL-0-43017

Buyer ID - Id de l'acheteur  
PWL064  
CCC No./N° CCC - FMS No./N° VME

---


Solicitation No. - N° de l'invitation  
EQ754-210548/C  
Client Ref. No. - N° de réf. du client  
EQ754-210548

Amd. No. - N° de la modif.  
File No. - N° du dossier  
PWL-0-43017

Buyer ID - Id de l'acheteur  
PWL064  
CCC No./N° CCC - FMS No./N° VME

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## **ANNEX "A" STATEMENT OF WORK**

*(see attached)*

### ANNEX "B" BASIS OF PAYMENT

The all-inclusive pricing is for the provision of electrical and mechanical maintenance services as detailed in the Statement of Work in Annex A for the Firm Period of two years from the date of Contract Award.

**Note:** *The quantities for as and when requirements are based on previous history and forecast usage of this Contract and are for evaluation purposes only. This is made in good faith and does not represent an agreement by the Crown for the estimated quantity. Upon contract award, all wording in italics will be deleted.*

#### 1. Firm Requirement

Item	Labour and Material	SoW references	Unit of Measure	Quantity (A)	Price per unit (B)	Extended price (A x B)
1	Electric Utility Service	20.1a 20.1b	per year	2 years		
2	Power Distribution Equipment, Motors, Motor Controls, and Brakes	20.2a 20.2b 20.2c 20.2d 20.2e	per year	2 years		
3	Control System	20.3a 20.3b 20.3c 20.3d	per year	2 years		
4	Traffic Control Equipment	20.4a 20.4b 20.4c 20.4d 20.4e	per year	2 years		
5	General Wiring and Conduit Raceway System	20.5a	per year	2 years		
6	Lighting and Other Electrical Systems	20.6a 20.6b 20.6c 20.6d	per year	2 years		
7	Span Drive Machinery Brakes	20.2d	per year	2 years		
8	HVAC equipment	20.6e	per year	2 years		
<b>Section 1 – Total Extended Price for Regular Maintenance</b>						

Solicitation No. - N° de l'invitation  
 EQ754-210548/C  
 Client Ref. No. - N° de réf. du client  
 EQ754-210548

Amd. No. - N° de la modif.  
 File No. - N° du dossier  
 PWL-0-43017

Buyer ID - Id de l'acheteur  
 PWL064  
 CCC No./N° CCC - FMS No./N° VME

**2. As and When Requested Requirements**

<b>Item</b>	<b>Labour and Material</b>	<b>Unit of Measure</b>	<b>Quantity (A)</b>	<b>Price per unit (B)</b>	<b>Extended price (A x B)</b>
1	Emergency service call provided only on call from PSPC available 24 hours per day (Contractor must be on-site within 2 hours of emergency call)	per hour	90 hours		
2	Percentage mark-up over suppliers quote for materials	%	\$3,000		
3	Technical support	per hour	700 hours		
<b>Section 2 – Total Extended Price</b>					
<b>TOTAL BID AMOUNT (Sections 1+2)</b> <b>(TOTAL EVALUATED PRICE)</b> <i>excluding applicable taxes</i>					

Solicitation No. - N° de l'invitation  
EQ754-210548/C  
Client Ref. No. - N° de réf. du client  
EQ754-210548

Amd. No. - N° de la modif.  
File No. - N° du dossier  
PWL-0-43017

Buyer ID - Id de l'acheteur  
PWL064  
CCC No./N° CCC - FMS No./N° VME

---

## **ANNEX "C" SECURITY REQUIREMENTS CHECK LIST**

*(see attached)*

Solicitation No. - N° de l'invitation  
EQ754-210548/C  
Client Ref. No. - N° de réf. du client  
EQ754-210548

Amd. No. - N° de la modif.  
File No. - N° du dossier  
PWL-0-43017

Buyer ID - Id de l'acheteur  
PWL064  
CCC No./N° CCC - FMS No./N° VME

**ANNEX "D" INSURANCE REQUIREMENTS**

**CERTIFICATE OF INSURANCE**



Description and Location of Work  LaSalle Causeway Bridge Electrical & Mechanical Maintenance Services Kingston, Ontario	Contract No. EQ754-210548/001/PWL
	Project No. EQ754-210548

Name of Insurer, Broker or Agent	Address (No., Street)	City	Province	Postal Code
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Name of Insured (Contractor)	Address (No., Street)	City	Province	Postal Code
------------------------------	-----------------------	------	----------	-------------

Additional Insured  
  
*Her Majesty the Queen in Right of Canada as represented by the Minister of Public Works and Government Services*

Type of Insurance	Insurer Name and Policy Number	Inception Date D / M / Y	Expiry Date D / M / Y	Limits of Liability		
				Per Occurrence	Annual General Aggregate	Completed Operations Aggregate
<b>Commercial General Liability</b>				\$	\$	\$
<b>Umbrella/Excess Liability</b>				\$	\$	\$

I certify that the above policies were issued by insurers in the course of their Insurance business in Canada, are currently in force and include the applicable insurance coverage's stated on page 2 of this Certificate of Insurance, including advance notice of cancellation / reduction in coverage.

Name of person authorized to sign on behalf of Insurer(s) (Officer, Agent, Broker)

Telephone number

Signature

Date D / M / Y

## General

The insurance policies required on page 1 of the Certificate of Insurance must be in force and must include the insurance coverage listed under the corresponding type of insurance on this page.

The policies must insure the Contractor and must include Her Majesty the Queen in Right of Canada as represented by the Minister of Public Works and Government Services as an additional Insured.

The Policy shall be endorsed to provide the Owner with not less than 30 days' notice in writing in advance of any cancellation or change or amendment restricting coverage.

**Without increasing the limit of liability, the policies must protect all insured parties to the full extent of coverage provided. Further, the policies must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.**

## Commercial General Liability

The insurance coverage provided must not be substantially less than that provided by the latest edition of IBC Form 2100.

The policy must either include or be endorsed to include coverage for the following exposures or hazards if the Work is subject thereto:

- (a) Blasting.
- (b) Pile driving and caisson work.
- (c) Underpinning.
- (d) Removal or weakening of support of any structure or land whether such support be natural or otherwise if the work is performed by the insured contractor.

The policy must have the following minimum limits:

- (a) **\$5,000,000** Each Occurrence Limit;
- (b) **\$10,000,000** General Aggregate Limit per policy year if the policy contains a General Aggregate; and
- (c) **\$5,000,000** Products/Completed Operations Aggregate Limit.

Umbrella or excess liability insurance may be used to achieve the required limits.

Solicitation No. - N° de l'invitation  
EQ754-210548/C  
Client Ref. No. - N° de réf. du client  
EQ754-210548

Amd. No. - N° de la modif.  
File No. - N° du dossier  
PWL-0-43017

Buyer ID - Id de l'acheteur  
PWL064  
CCC No./N° CCC - FMS No./N° VME

---

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

### **ELECTRONIC PAYMENT INSTRUMENTS**

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

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

# LASALLE CAUSEWAY BASCULE BRIDGE

## ANNEX A STATEMENT OF WORK



Submitted: August 9, 2021

## CONTENTS

1	GENERAL .....	1
2	BRIDGE SYSTEMS DESCRIPTION .....	1
3	SUMMARY OF MAINTENANCE EFFORTS.....	3
	3.1 General Housekeeping.....	3
	3.2 Maintenance Procedures .....	3
	3.3 HVAC Maintenance.....	3
	3.4 Electrical Maintenance .....	3
	3.5 Exclusions .....	4
	3.6 Navigational Start Up .....	5
4	ADDITIONAL WORK .....	5
	4.1 On-Call Services .....	5
5	WORK COMPLETION.....	5
6	REFERENCE DOCUMENTS .....	5
7	STANDARDS .....	6
8	SCHEDULING .....	6
	8.1 Coordination and Schedule .....	6
	8.2 Maintenance Schedule.....	7
	8.3 Inspection by Electrical Safety Authority .....	8
	8.4 Cooperation with Other Contractors.....	8
9	HEALTH AND SAFETY .....	8
	9.1 Certification .....	8
	9.2 OSHA.....	8
	9.3 Safety and Environmental Schedule Considerations .....	8
	9.4 Safety Responsibility, Reporting, and Notifications .....	8
	9.5 Health and Safety Plan.....	9
	9.6 Stoppage of Work.....	9
10	PARTS, EQUIPMENT, AND TOOLS.....	9
	10.1 General.....	9
	10.2 Materials.....	10
	10.2.1 General.....	10
	10.2.2 Lubricants, Lubricating Equipment, and Tools .....	10
	10.2.3 Replacement Parts.....	10
	10.2.4 Spare Parts .....	10

11	PERSONNEL .....	10
	11.1 Electrical Qualifications .....	10
	11.2 Brake Maintenance Qualifications .....	12
	11.3 HVAC Qualifications .....	12
	11.4 Subcontractors .....	12
	11.5 Contractor Employees .....	12
12	DOCUMENTATION OF MAINTENANCE AND SYSTEM UPGRADES .....	12
13	PREMISES SECURITY AND SECURITY CLEARANCES .....	13
14	FEES AND PERMITS .....	13
15	RIGHT TO USE OTHER FORCES .....	13
16	MAINTENANCE MANUALS .....	13
17	GUARANTEES .....	14
18	ANNUAL INSPECTION REPORT AND MONTHLY WORK REPORT .....	14
	18.1 Annual Inspection Report .....	14
	18.2 Monthly Work Report .....	14
19	FINAL INSPECTION .....	14
20	ELECTRICAL EQUIPMENT AND SYSTEMS REQUIRING ATTENTION/MAINTENANCE .....	15

## **ANNEX "A"**

### **Statement of Work**

#### **1 General**

This statement of work outlines electrical and HVAC maintenance to be provided at the LaSalle Causeway Bascule Bridge in Kingston, ON. The bascule bridge is part of the LaSalle Causeway, which carries Highway 2 traffic across the Cataraqui River.

It is essential that the bascule span be maintained in reliable operating condition to ensure passage for both marine and vehicular traffic. The bridge components shall be maintained in a safe, reliable condition with the bridge being continually available for operation. All system failures or malfunctions receive immediate attention to return the bridge to service.

Provide routine maintenance and maintenance repairs to extend the life of the systems and prevent any unnecessary failures and costly repairs. The maintenance program shall be set up as such to prioritize preventative and predictive maintenance to replace worn and aging components before they actually fail.

#### **2 Bridge Systems Description**

The bridge is a single leaf Strauss heel trunnion bascule bridge. The mechanical machinery includes span drive machinery, span support machinery, counterweight linkage machinery, span lock machinery, and buffers. The electrical systems include power distribution, bridge control, navigational lighting, general lighting and receptacles, and miscellaneous electrical and communication systems.

The local utility, Kingston Hydro, provides a single source of electric power to the bridge. This source of power originates from a pad-mounted transformer located at the northwest bridge approach (the transformer is utility-owned and maintained). In addition, the bridge is provided with a standby generator that has been sized to operate the bridge in the event of an electrical utility outage. The standby generator is housed in a weatherproof acoustic enclosure located close to the bridge operator's control house and feeds the bridge via a manual transfer switch. Maintenance of the standby generator and manual transfer switch are excluded from this contract.

The span drive machinery is a drivetrain that includes open gears mounted on bearing supported shafts. The span drive system is powered by electric motors and is provided with three thrustor drum brakes. All mechanical span drive machinery components, with the exception of the racks and operating struts, are located within a machinery space on the fixed structure. The racks are mounted to the operating struts, which are secured at the rack pinion shafts at one end and are connected to the bascule span at the opposite end.

The span may be operated by either one or two of the span drive squirrel cage induction motors which are controlled by variable frequency drives (VFD's) located in the bridge

operator's control house. The VFD's control both the driving of the bridge and electrical braking of the operating span with the use of dynamic braking resistors.

The weight of the movable leaf is supported by two main trunnion bearings, one located under each truss at the heel end of the bridge. The main trunnion bearings serve as the center of rotation for the movable leaf. The counterweight for the system is mounted above roadway level in an overhead truss that is supported by, and rotates about, a pair of counterweight trunnion bearings. Each counterweight bearing is mounted to the fixed structure. The counterweight truss is pin-connected to the movable leaf through a pair of links including the "first" link at the counterweight end and the "second" link at the span end. As the span opens the link pin bearing assemblies move while the heel and counterweight trunnion bearing assemblies remain stationary.

Two live load supports are provided at the toe end of the bridge, one under each truss, to support imbalance loads when the bridge is seated and to carry the live loads generated by traffic. Centering devices are integral with the live load supports to maintain the correct transverse position of the toe end of the span.

Span locks are provided at the toe end of the span to prevent the span from rising in the event of a mechanical failure or inadvertent operation of the span drive machinery. The span locks consist of a single gearmotor and a drivetrain of bearings, shafts and open gears that culminate in two lock bars driven by crank arm assemblies. One lock bar is located within the structural framing at the toe end of each main truss. When driven, the lock bars engage receivers which are mounted to the live load support assemblies. The span locks are controlled by the bridge control system.

A pair of hydraulic buffers are mounted inboard of the trusses at the toe end of the span and contact strike plates secured to the approach pier. The buffers are intended to provide cushioning for the span during seating and reduce shock loading if the bridge approaches the live load supports at excessive speed.

The bridge is provided with both a vehicular/pedestrian and marine traffic control aids. The vehicular traffic control consists of traffic lights and warning gates which are controlled by the operator and interlocked with the bridge operating system. The warning gates are located at the four corners of the bridge. The marine traffic navigational aids provide both visual and audible indication of the status of the bridge. The marine navigation lights, mounted at the north and south side of the bridge, visually indicate when it is safe for marine traffic to pass through the bridge channel and an audible horn indicates that the bridge is about to be operated.

All bridge operating equipment is powered and controlled from a motor control center (MCC) located in the bridge operator's control house.

The bridge is controlled by the bridge operator from the bridge operating control console that is provided with relay control logic for control, interlocking, and control system permissive functionality. The bridge control system includes field monitoring, alarm, and bridge status devices that including limit switches and encoders.

### **3 Summary of Maintenance Efforts**

#### **3.1 General Housekeeping**

The following minimum general housekeeping efforts are included as part of maintenance:

- Maintain all work areas free of accumulated waste and rubbish. Remove and dispose of debris, used, and obsolete material.
- Maintain work areas in safe condition during and after work completion.
- Remove excess lubricant, dust, dirt, and foreign matter from surfaces of all equipment to be maintained by this Contract.

#### **3.2 Maintenance Procedures**

The Contractor shall provide a written procedure documenting the work plan to maintain the electrical systems and the Bridge Operator's Control House HVAC system. The procedure shall be submitted for approval by the Departmental Representative prior to implementing the maintenance work plan. The plan shall address the maintenance of all electrical items that can affect operation of the span.

#### **3.3 HVAC Maintenance**

The Contractor shall provide routine maintenance and inspection of the HVAC unit located in the Bridge Operator's Control House :

- Bridge Operator's Control House Air Conditioner. 22,000 BTU Goodman MSC/MSH 15 SEER Split Type Room Air Conditioner, 230/208 Volt.

#### **3.4 Electrical Maintenance**

The scope of the electrical maintenance contract shall include the maintenance of all electrical elements listed herein. Documents listed in the Reference Documents section provide guidance on maintenance for many of the components. See Section 20 for a description of major electrical equipment and systems to be maintained for bidding purposes.

Electrical maintenance efforts shall be based on the Bridge Inspection, Evaluation, and Maintenance Manual, published by the American Association of State Highway and Transportation Officials (AASHTO), and other reference documents provided by the owner, including maintenance manuals. The Contractor shall continuously review the bridge electrical systems and modify maintenance practices, including lubrication, electrical testing, and any other maintenance intervals, to minimize wear, increase longevity, and ensure reliable service. The Contractor shall perform all work in accordance with all applicable local and national rules and regulations.

Maintenance activities shall include periodic verification of the functionality of the power and control systems, the integrity of the electrical system installation, lubrication of electrical components (limit switches or similar, where appropriate), review and maintenance of the span drive brakes, and equipment adjustments. In addition,

inspections shall be performed to record equipment deterioration and assess the need for replacement or repair of components before they cause system failure or affect the bridge operating reliability.

For electrical components, a general description of the electrical maintenance scope includes routine cleaning, inspection, tightening fasteners, testing, lubrication (span drive limit switch assembly), and operational verification.

The Contractor shall review and monitor the electrical service output to the bridge and ensure that it is used effectively and efficiently and is maintained electrically operational in accordance with the current equipment O&M Manuals and all applicable codes and practices. Although the maintenance of the standby generator is excluded from the scope of work, operation of the bridge using the generator is included in the scope.

In the case of concerns, issues, or failures uncovered during the execution of its maintenance services, the Contractor shall immediately report the issue or failure to the Departmental Representative. Additionally, any bridge operating control issue shall be given the highest priority and resolved by the Contractor in the timeliest manner. If the Contractor is unable to quickly resolve the issue, it shall be reported to the Departmental Representative who will obtain additional troubleshooting assistance from the bridge control system vendor, span drive supplier, standby generator maintainer, or other related specialist.

If the Contractor and/or bridge personnel propose any new installation and/or modification work for the bridge electrical systems, a written quotation must be provided to the Departmental Representative and approval given by the Departmental Representative for such work to be performed by the Contractor prior to either procurements of materials and equipment or the work proceeding. The quotation shall be based on hours using the proposed rates and material markup percentage provided with the bid.

### 3.5 Exclusions

The maintenance of mechanical equipment, such as shafts, couplings, bearings, and gears, is excluded from this contract. For the purpose of this bid, the span drive brakes and span lock gearmotor brake are considered to be electrical items. Their maintenance is to be included in the contract.

A summary of exclusions are as follows:

- All Service Building (located remotely from bridge operator's control house) equipment, including electrical service, lights, receptacles, telephone, and other miscellaneous electrical and communication systems.
- Standby Generator and the manual transfer switch. Note that this contract requires operational checks using the standby generator.
- Bridge and Service Building fire alarm system.

### 3.6 Navigational Start Up

Provide technical support to facilitate annual navigational season start up. This shall include ensuring that marine navigational aids, vehicular/pedestrian traffic control, and the bridge systems are operational and functioning in accordance with the reference manuals.

## 4 Additional Work

Any work/repairs outside of routine maintenance shall be identified to the Departmental Representative and approval to proceed shall be received prior to carrying out the work. The Contractor shall provide a list of hours and materials as an estimate for review. As part of the bid, the Contractor shall provide the following:

- Hourly rates for personnel, based on job classification
- Overtime rates for personnel, based on job classification
- Proposed mark-up for materials that are to be purchased outside of routine maintenance activities

The list of hours and materials required, and the total costs, shall be provided at the time when approval is requested for additional work. The Departmental Representative retains the right to disapprove the quote and subcontract the work to a third party.

### 4.1 On-Call Services

In addition to routine maintenance, the Contractor shall provide 24/7 on-call failure and troubleshooting services during the navigation season. Following notification of a bridge electrical system failure by the Departmental Representative, the Contractor shall respond and be at the bridge within four hours of the notification. On-call responses shall be considered Additional Work.

Requests for maintenance services to address operational failures or other issues within the scope of this contract will be processed through the National Service Call Centre (NSCC).

## 5 Work Completion

The Contractor shall complete the work as specified. Failure to do so may result in the Contractor being charged for additional shutdown costs, the cost of having the work completed outside this contract, and any costs incurred by the Departmental Representative.

## 6 Reference Documents

The systems shall be maintained in accordance with the provided documents and best industry practice. General practice shall follow the inspection and maintenance requirements outlined in the information provided in the following reference documents.

The following is a list of documents made available by the Departmental Representative for use in maintaining the systems.

- LaSalle Causeway Bascule Bridge Electrical Maintenance Manual
- LaSalle Causeway Bascule Bridge Mechanical Maintenance Manual  
(this document is provided as a reference to provide a full description of the bridge machinery - mechanical components are excluded from this work)
- LaSalle Causeway Bascule Bridge Operation Manual

Note that the listed documents are not comprehensive. All electrical equipment except that noted in Section 3.5 that affect or contribute to the safe and reliable operation of the bridge shall be considered as part of this Contract even if not described in the reference documents. If modifications of the documents are made, the Contractor shall revise and update the documents and submit them to the Departmental Representative for their records.

## **7 Standards**

The bridge electrical systems shall be maintained in accordance with the provided reference documents, component manufacturers' instructions, and best industry practices. All provided information shall be used as a guideline and for tendering purposes.

The maintenance tasks should be adjusted as necessary to minimize component wear and to ensure reliable operation.

Where applicable, execute work to meet and/or exceed the requirements of the latest edition of the following codes and Specifications. In any case of conflict or discrepancy, the more stringent requirements shall apply.

- AASHTO Bridge Inspection, Evaluation, and Maintenance Manual.
- CAN/CSA S6-14 Canadian Highway Bridge Design Code.
- Fire Commissioner of Canada, No. FC 301, Standard for Construction Operations, and No. FC 302, Standard for Welding and Cutting.
- All applicable local and national safety regulations, including the Occupational Health and Safety Act and Regulations for Construction Projects.
- All applicable local and national environmental regulations, including the environmental Protection Act, O. Reg. 127/01 and O. Reg. 153/04.
- Contractor shall comply with all Department Policies on Electrical Safety DP058.
- The Ontario Electrical Safety Code and all bulletins (Ontario).
- CSA C22.1-02 Canadian Electrical Code Part I, except where specified otherwise.
- Electrical Safety Authority and local applicable codes and regulations.

## **8 Scheduling**

### **8.1 Coordination and Schedule**

- Within one month after the award of this Contract, the Contractor, in consultation with the Departmental Representative, shall submit a work schedule listing equipment and systems to be inspected, tested, serviced, or repaired and the time the work is to

be done. Notify the Departmental Representative of any proposed changes to the maintenance schedule.

- The Departmental Representative reserves the right to modify the work schedule as necessary, in their judgement, to address the needs of affected agencies and the traveling public.
- Register site attendance in log book with the Departmental Representative and/or Security Officer when entering and when leaving the premises.
- The Contractor shall ensure that all the relevant and applicable rules and regulations from Authorities having jurisdiction over the bridge area, including the highway and the waterway, are met and adhered to.
- The scheduling of any and all bridge operating invasive work must be coordinated with and approved by the Departmental Representative.

## 8.2 Maintenance Schedule

- Navigable Channel Operating Season (mid-April to mid-December). Provide 24/7 on-call service during the bridge operating navigable season. This on-call service shall require the Contractor to respond to requests for services within 4 hours of notification.

On-call responses during the operating season shall be billed at the labor rates provided in this bid. If repairs are necessary, the Contractor shall provide a cost for the repairs based on hours and the labor rates and material markup proposed in their bid.

- Bridge Shutdown Season (mid-December thru mid-April). The Contractor shall perform maintenance of the bridge systems as described in this statement of work. Note that during the bridge outage season, the Contractor is not required to be on-call but must respond on an as-needed basis to requests for assistance from the Departmental Representative.

On-call responses during the shutdown season shall be billed at the labor rates provided in this bid. If repairs are necessary, the Contractor shall provide a cost for the repairs based on hours and the labor rates and material markup proposed in their bid.

- All work shall be scheduled, to the extent possible, to minimize disturbance to the operators and the normal operation of the bridge. The Contractor shall coordinate with and obtain approval from the Departmental Representative for any required bridge or power outages necessary to perform the work.
- If required for repairs, schedule shut-downs well in advance with Departmental Representative stating times and durations. Maintain all electrical services to all other branch circuits of the bridge area. Shut-downs shall include temporary services, equipment and wiring as necessary to maintain continuity of crucial loads deemed so by the Departmental Representative.

### **8.3 Inspection by Electrical Safety Authority**

During the execution of its maintenance services of the bridge the Contractor may be called upon to perform repairs or modify parts of the bridge electrical systems in order to maintain it in a safe and reliable condition.

The contractor shall comply with Provincial regulatory requirements as laid out by the Electrical Safety Authority (ESA) and to the satisfaction of the Departmental Representative by submitting proposed modifications for approval.

### **8.4 Cooperation with Other Contractors**

The Contractor shall co-operate with other contractors hired by the Crown to perform any work on the bridge not directly related to the maintenance work specified herein.

## **9 Health and Safety**

### **9.1 Certification**

All work shall be performed using certified workers or apprentices in accordance with the Trades Qualification and Apprenticeship Act. Permit employees registered in Provincial apprenticeship program may perform specific tasks only if under direct supervision of certified workers.

### **9.2 OSHA**

Comply with the Province of Occupational Health and Safety Act, R.S.O. 1990, Chapter O.1 as amended. Where applicable the Contractor shall be designated "Constructor", as defined by Ontario Occupational Health and Safety Act.

### **9.3 Safety and Environmental Schedule Considerations**

Give precedence to safety and health of public and site personnel and protection of environment over cost and schedule considerations for Work.

### **9.4 Safety Responsibility, Reporting, and Notifications**

The Contractor is responsible for health and safety of persons on site, safety of property on site, safety of persons adjacent to site, and for protection of the environment to the extent that they may be affected by conduct of Work

Ensure applicable items, articles, notices, and orders are posted in conspicuous location on site in accordance with Acts and Regulations of Province of Ontario, and in consultation with Departmental Representative.

The Contractor shall immediately address health and safety non-compliance issues identified by authority having jurisdiction or by Departmental Representative.

The Contractor shall submit the name of the Contractor's authorized representative to act as the responsible party for safety. This representative shall submit copies of reports or directions issued by safety inspectors of Federal, Provincial or Municipal. This representative shall have the authority to stop or start Work when, at their discretion, it is

necessary or advisable for reasons of health or safety. Note that the Departmental Representative may also stop Work for health and safety considerations.

The Contractor shall schedule and administer a Health and Safety meeting with Departmental Representative prior to commencement of Work.

As part of the work, submittals will include the following as a minimum:

1. Corporate Health and Safety Plan
2. Site-specific Health and Safety Plan
3. Copies of incident and accident reports
4. Provide Departmental Representative with written report of action taken to correct non-compliance of health and safety issues identified

## 9.5 Health and Safety Plan

Within [5] days after date of Notice to Proceed and prior to commencement of Work, submit a site-specific Health and Safety Plan in accordance with provincial OSHA regulations.

The Departmental Representative will review Contractor's site-specific Health and Safety Plan and provide comments to Contractor within [5] days after receipt of plan. Revise plan as appropriate and resubmit plan to Departmental Representative within [3] days after receipt of comments from Departmental Representative.

The Departmental Representative's review of Contractor's final Health and Safety plan should not be construed as approval and does not reduce the Contractor's overall responsibility for health and safety.

## 9.6 Stoppage of Work

Any stop work order given by the bidder or any authority having jurisdiction with the exception of the Departmental Representative is to be reported verbally immediately after the order is given to the Departmental Representative and in writing within the next day.

# 10 Parts, Equipment, and Tools

## 10.1 General

The Contractor shall supply all the equipment, tools and test equipment required for this Contract. All equipment, tools and test equipment used must be safe, suitable for the purpose intended, and in good condition.

Supply the Departmental Representative with the year, make, model and capacity of Contractor's equipment and calibration certification of all meters and recording instrumentation, if requested.

## 10.2 Materials

### 10.2.1 General

Use new materials unless specified otherwise.

The Departmental Representative will provide a stock of electrical fittings to facilitate electrical maintenance and minor repair. The Contractor shall inform the Departmental Representative of any materials required but not found in the stock.

Purchase of any special, unstocked electrical materials or equipment by the Contractor for any work under this Contract must be approved by the Departmental Representative prior to the procurement of such material and equipment. A quote with details of the material from the supplier shall be provided at the time of requesting approval. The Departmental Representative retains the right to disapprove the purchase and procure the same material through other channels.

### 10.2.2 Lubricants, Lubricating Equipment, and Tools

Lubrication maintenance work would be limited to the lubrication of the span drive limit switch components. Use new lubricants provided by the Departmental Representative.

### 10.2.3 Replacement Parts

In cases where items are found to have worn out or are damaged beyond repair, the Contractor shall source and replace the item. Where possible the contractor shall use replacement parts by the manufacturer of the original part. Replacement parts are considered Additional Work and cost to the contract.

If an original part is not available, replacement parts by another manufacturer may be used with written approval from the Departmental Representative. The Contractor should recommend a replacement. The cost of the procurement and installation of the replacement part is not included in this contract. The Departmental Representative retains the right to appoint the Contractor or a separate agent for the procurement and installation of any identified replacement part.

### 10.2.4 Spare Parts

The Contractor shall provide a list of recommended spare parts to be stocked on site within one month after award of this Contract. The list shall include the name, part/catalogue number, and supplier/manufacturer of each of the spare parts. As a basis for the preparation of this list the Contractor shall use the latest Maintenance Manuals for the bridge.

## 11 Personnel

### 11.1 Electrical Qualifications

Electrical maintenance and inspection personnel of the contractor or their employed subcontractors must meet the following requirements:

- General laborers must not perform any electrical work.

- The Electrical Maintenance Contractor must be qualified in all aspects of power distribution, control, and drive systems associated with heavy movable structures.
- The Electrical Maintenance Contractor must have been involved in the construction/installation or maintenance of the electrical power and control systems for at least one movable highway bridge.
- The Electrical Maintenance Contractor must provide the services of a Master Electrician registered in the Province of Ontario to manage the electrical maintenance for the bridge as herein specified and in accordance with Electricity Act, Part VIII, and Licensing of Electrical Contractors & Master Electricians, Regulation 570/05.
- The Master Electrician designated by the Electrical Maintenance Contractor will be responsible for: planning and having direct supervision of electrical work carried out on behalf of the Electrical Maintenance Contractor, ensuring that the electrical work is carried out in accordance with applicable laws, including the Electrical Safety Code and the laws relating to health and safety and consumer protection, on behalf of the Electrical Maintenance Contractor, and for other matters of a similar nature.
- The Master Electrician must only be designated to the Electrical Maintenance Contractor contracted for the maintenance of the LaSalle Causeway Bascule Bridge. The designated Master Electrician must be actively employed by the designating Electrical Maintenance Contractor and is not permitted to undertake electrical work unless they hold a valid certificate of qualification, as defined by the Trades Qualification & Apprenticeship Act, for the work being performed. To apply for a contractor's license the applicant must designate a Master Electrician and provide a signed declaration that they accept the designation and agree to carry out the responsibilities on behalf of the electrical contractor.
- In accordance with the Electricity Act Part VIII and its Regulations a license holder is responsible to conduct themselves with honesty and integrity, and in accordance with the principle of protecting consumers, and to ensure that all activities are carried out in accordance with all laws including the Consumer Protection Act.
- The Electrical Maintenance Contractor must ensure that his Master Electrician is adequately supported to perform the scope of this request and meet the scheduled maintenance, troubleshooting, and emergency callout services.
- The Contractor must be competent with high voltage electrical work and testing. The contractor must also be fully qualified and knowledgeable of PLC control, communications systems, and variable frequency drive systems utilized for a bascule bridge.
- The Electrician assigned to the contract must be a provincially licensed journeyman qualified in the work of the Contract as per Regulation 1051/1990. Journeyman means a person who has successfully completed all the academic training and work experience required under the Apprenticeship and Tradesmen's Qualifications Act related to the Certified trade involved and has been issued a Certificate of Qualification by the governing body for the Province of Ontario.
- In the case of special testing, i.e.: injection testing of breakers, double testing of transformers, etc., a technician with a minimum of 5 years' experience is required.

- In the case of thermo-scan (infrared scanning), the technician must hold a Certificate of Training as received from a recognized course acceptable to the Department.

### 11.2 Brake Maintenance Qualifications

Personnel that provide maintenance of the span drive brakes must have demonstrated experience with maintaining and adjusting spring-set thrustor released shoe brakes of the type installed at the bridge.

### 11.3 HVAC Qualifications

Personnel working on the inspection and maintenance of the listed HVAC equipment must have demonstrated experience with all aspects of the tools and equipment that would be required for the work. They must comply with Federal, Provincial, and Municipal regulations and possess the appropriate trade licenses to perform the work.

### 11.4 Subcontractors

The Contractor may hire qualified subcontractors to perform the work. The requirement of this document in its entirety applies to the subcontractor's work and employees.

Immediately after the award of the contract, the Contractor shall provide the Departmental Representative with the name and address of any subcontractors intended to be used for routine maintenance as part of the Contract.

A quote from subcontractor's together with details of work to be done shall be provided at the time of requesting approval. The Departmental Representative retains the right to reject any subcontractor and procure the same service or services through other channels.

### 11.5 Contractor Employees

All Contractor employees shall abide by non-smoking restrictions. Smoking is only allowed in designated areas.

## 12 Documentation of Maintenance and System Upgrades

The Contractor shall file and maintain the following documents on site at the bridge:

- The maintenance contract documents.
- Test and inspection reports.
- Maintenance logs.
- If required repairs affect drawings or manuals, then the updating of these documents shall be considered Additional Work. The Contractor's proposed labor and material for the repair shall include the costs of updating these documents. Updated documents should be properly bound, catalogued, and filed and made readily available for maintenance work. Examples of possible updates include:
  - Operation and Maintenance Manuals.
  - Electrical on-line diagrams.
  - Control logic diagrams including logic diagram programmed in the PLC.

- System electrical and mechanical drawings.  
Where updates are required for existing drawings, the Contractor shall provide both hard copies and digital copies. These shall be properly filed at site with the Departmental Representative. All new drawings shall be produced in CAD (computer aided drafting) and in .dwg format. Shop drawings and catalogue cut-sheets of new equipment shall also be included and filed in hard copy and electronic form.
- All programs for the PLC (programmable logic controller), drives, and digital/analogue controllers shall be backed up and hard copies shall be printed out. Both digital and hard copies shall be filed at site and provided to the Departmental Representative.

All the documents mentioned above shall remain the property of the Departmental Representative at the completion of the Contract. These documents are not be removed from site during or at the end of the Contract.

### **13 Premises Security and Security Clearances**

Only designated employees of the Contractor and approved subcontractors are allowed at site. The Contractor shall submit a security requirements checklist (SRCL) for review and approval.

### **14 Fees and Permits**

The Contractor shall pay all fees required to obtain permits or certificates and shall make all arrangements with local utilities for isolation, grounding, and re-energizing of electrical power, if such requirements are required to carry out the maintenance work.

### **15 Right to Use Other Forces**

The Departmental Representative retains the right to appoint the Contractor or other agent for procurement of maintenance or for Additional Work. The Departmental Representative reserves the right to use their own, or any other forces of their choosing, to make any alterations on the bridge if they so desire.

### **16 Maintenance Manuals**

As directed and scheduled by the Departmental Representative during the tendering process, the bidder shall participate in a site visit to the bridge. During the site visit, the Bidder will have the opportunity to interrogate all maintenance related documentation held at the bridge to assess its completeness and as a basis for their bid.

Following award of the contract the Contractor shall review the existing reference documents and provide a summary of missing maintenance information. The Contractor shall provide a proposal for Additional Work to update the maintenance manuals of the electrical systems and equipment. Where manufacturer's maintenance information is unavailable, the Contractor shall document the maintenance/service required in the form of updated manuals to be submitted to the Departmental Representative for approval.

All maintenance manuals shall remain on site throughout the contract period and at the end of the contract. These manuals shall remain as Department property and be available to Department staff.

## **17 Guarantees**

The Contractor shall guarantee any materials used and any work executed by them or their appointed sub-contractor, for a period of one year from the date of completion of the work.

## **18 Annual Inspection Report and Monthly Work Report**

### **18.1 Annual Inspection Report**

The Contractor shall produce an annual electrical inspection report for each fiscal year during the terms of the Contract. The annual inspection will be scheduled to coincide with the navigation startup, at the beginning of each operational season.

Unless otherwise arranged and approved by the Departmental Representative, the annual report shall be due at the end of April of each year during the Contract.

The annual electrical inspection report shall include, but not be limited to, the following sections on all the electrical systems of the bridge: visual inspection of the bridge electrical systems including all equipment, sub-systems, electrical installation, raceways, and the cable installation. The report shall include:

- Major work and modification completed during the previous year.
- Items of concerns and items identified by the Departmental Representative for special attention.
- Recommendations.
- Reports of tests and Inspection done by the Contractor and third party.
- Photographs and drawings.

### **18.2 Monthly Work Report**

A monthly Work Report summarizing the work done and the employee hours spent at site should be submitted.

## **19 Final Inspection**

The Contractor shall provide a final inspection of the maintained systems within two months of the end of the Maintenance Contract. The final inspection shall be coordinated for inspection in the presence of Departmental Representative.

All deficiencies known to the Departmental Representative and not rectified during the execution of the contract, and those deficiencies uncovered during the Final Inspection, shall be corrected prior to the Maintenance Contract closeout.

## 20 Electrical Equipment and Systems Requiring Attention/Maintenance

The following is a list of major electrical equipment or systems to be maintained under this Contract. This list is provided for guidance and may not be comprehensive. Apart from the exclusions noted herein, the maintenance shall include all electrical equipment in the Bridge area that supplies or transmits electrical power, or that affects or contributes to the safe operation of the Bridge, bridge auxiliaries, or facilities shall be considered as part of this Contract.

Suggested minimum maintenance/service intervals are provided in the following table in accordance with this key.

M - Monthly

SA - Semi Annually (Mid-Season)

A – Annually (Season Startup)

Caution: The recommended intervals are provided for guidance only. Actual intervals may depend on the environment, duty cycle, etc. Adjust the intervals as necessary to provide preventative maintenance to ensure reliability.

Item	Description	Location	Maintenance/Service	Interval
<b>1</b>	<b>Electric Utility Service and Generator</b>			
1a	Manual Transfer Switch	Bridge Operator's Control House	Inspection and maintenance of the MTS is excluded from this contract. This contract includes use of this switch as part of an operation using the standby generator.	A
1b	Electrical Feeder Cable	Bridge and Approaches	Visually inspect all conductors and their terminations.	A
			Megger the feeder cables.	

<b>2 Power Distribution Equipment, Motors, Motor Control, And Brakes</b>				
<b>Item</b>	<b>Description</b>	<b>Location</b>	<b>Maintenance/Service/Remarks</b>	<b>Interval</b>
2a	Motor Control Center (1)	Bridge Operator's Control House	Visually inspect all feeder cables and their terminations.	A
			Exercise all active components, including starters, circuit breakers, control switches, disconnecting devices, fuses, and mechanical interlocks.	
			Clean assembly and ensure properly sealed.	
			Inspect for mechanical integrity of enclosure and its anchorage.	
			Check for required area clearances.	
			Replace damaged or failed components.	
2b	UPS (1)	Bridge Operator's Control House	Clean assembly.	A
			Visually inspect all conductors and their terminations.	
			Test batteries in accordance with the manufacturer's recommendations.	
			Test operation of the UPS (disconnect normal power).	
2c	VFDs (2)	Bridge Operator's Control House	Clean the assembly and ensure properly sealed.	A
			Inspect for mechanical integrity of enclosure and its anchorage.	
			Visually inspect all conductors and their terminations.	
			Inspect and verify functionality of relays, contactors, and control and indication devices.	
			Test operate the bridge using each drive individually.	
			Push to test the lights on the cabinet door.	
2d	Safety Disconnect Switches	On Bridge Structure, Machinery Space, and Bridge Operator's Control House	Visually inspect all conductors and their terminations.	A
			Exercise the switch.	
			Clean assembly and ensure properly sealed against water ingress.	
			Inspect for mechanical integrity of enclosure and its anchorage.	
			Check for required area clearances.	
			Replace damaged or failed components.	

2e	Span Drive Motors (2) Span Lock Motor (1)	Machinery Space	Clean assembly and check for mechanical integrity.	A
			Inspect conductor terminations. Tighten as necessary.	
			Inspect conductor wiring for insulation deterioration.	
			Check encoder and its cable for deterioration (span drive only).	
			Grease motor bearings.	
			Megger the motor windings.	
2d	Span Drive Thrustor Brakes (3)	Machinery Space	Inspect conductor terminations. Tighten as necessary.	A
			Inspect conductor wiring for insulation deterioration.	
			Check the functionality of the brake limit switches.	
			Megger the brake motor windings.	
			Check for wear and satisfactory operation.	
			Check and adjust the thrustor reserve stroke as necessary.	
			Clean brake assembly and friction surfaces as necessary.	
			Check brake wheels for corrosion and remove as necessary with emery cloth.	
			Inspect thrustor seals for signs of leaks.	
			Check oil level and top off as necessary.	
			Physically verify brake torque settings.	
			Check Brake shoes for appropriate thickness.	
			Inspect the integrity of the brake linkage assembly.	
			Inspect the brake hand release mechanism to ensure it is functional.	
			Check the safety interlock limit switches for proper function.	
			Check brake wheel/brake pad clearance with brake hand released.	
Check brake wheel/brake pad clearance with brake set.				

<b>3 Control System</b>				
<b>Item</b>	<b>Description</b>	<b>Location</b>	<b>Maintenance/Service/Remarks</b>	<b>Interval</b>
3a	Bridge Operation, Normal Power	Not Applicable	Operate the bridge and verify sequence of operation, interlocks, and permissives associated with the operation.	A
3b	Bridge Operation, Standby Power	Not Applicable	Operate the bridge using the emergency generator. Verify sequence of operation, interlocks, and permissives associated with the operation.	A
3b	Operator's Control Console	Bridge Operator's Control House	Test and verify proper operation of control switches, buttons, and indication lights.	A
			Clean assembly.	
			Check for required area clearances.	
			Replace damaged or failed components.	
3c	Control Relays in Operator's Control Console	Bridge Operator's Control House	Visually inspect conductors and their terminations, relays, breakers, and fuses.	A
			Test and verify proper operation of control switches and indication lights.	
			Clean assembly.	
			Inspect for mechanical integrity of enclosure and its anchorage.	
			Check for required area clearances.	
			Replace damaged or failed components.	
3d	Limit Switches:	Span Drive	Inspect anchorage and proper alignment with target(s).	SA
	Rotary Position (6)		Lubricate equipment (span rotary position switch only).	
	Speed Switch (1)	Span Drive	Test and verify proper operation, feedback control, and indication.	
	Brakes (8)	Span Drive		
	Span Seated (2)	East Pier	Clean limit switch assembly and its associated target.	
	Over-Travel (2)	On Structure	Ensure that limit switch is properly sealed against water ingress.	
	Gates (4)	Approaches	Replace or repair damaged or failed components.	

<b>4 Traffic Control Equipment</b>				
<b>Item</b>	<b>Description</b>	<b>Location</b>	<b>Maintenance/Service/Remarks</b>	<b>Interval</b>
4a	Warning Gates (4)	Bridge Approaches	Clean assembly and ensure properly sealed against water ingress. Clean limit switch contacts if necessary.	SA
			Visually inspect all conductors and their terminations.	
			Verify proper operation of the assembly, including control interlock permissives and gate end-of travel limits.	
			Confirm that gate arm lights function properly.	
			Check gate arm height in lowered position and adjust as needed.	
			Check the mechanical integrity of the gate installation. Spot clean and paint corroded areas.	
			Megger the motor windings.	A
4b	Traffic Lights (4)	Bridge Approaches	Verify proper function and operation of traffic lights and control interlocks.	M
			Replace or repair damaged or failed components.	
			Inspect for mechanical integrity of assemblies and their anchorage.	SA
4c	Navigation Marine Traffic Light (2)	On Bridge Structure	Verify proper function and operation of traffic lights and control interlocks.	M
			Replace or repair damaged or failed components.	
			Inspect for mechanical integrity of assemblies and their anchorage.	SA
4d	Warning Gongs (2)	South Traffic Signal Poles	Verify proper function and operation of gongs and control interlocks.	M
			Replace or repair damaged or failed components.	
			Inspect for mechanical integrity of assemblies and their anchorage.	SA
4e	Fender Lights (4)	Bridge Piers	Verify that the fender lights are functional.	M
			Replace or repair damaged or failed components.	
			Inspect for mechanical integrity of assemblies and their anchorage.	SA

<b>5 General Wiring and Conduit Raceway System</b>				
<b>Item</b>	<b>Description</b>	<b>Location</b>	<b>Maintenance/Service/Remarks</b>	<b>Interval</b>
5a	Conduits and Electrical boxes	Bridge Operator's Control House, Machinery Space, Bridge, Approaches, and Piers	Inspect conduit and repair or replace broken or detached conduits.	A
			Clean electrical box assemblies and ensure properly sealed against water ingress.	
			Inspect for mechanical integrity of enclosures and their anchorages.	
			Remove accumulated debris from around conduit runs and spot clean and paint corroded areas.	

<b>6 Lighting and Other Systems</b>				
<b>Item</b>	<b>Description</b>	<b>Location</b>	<b>Maintenance/Service/Remarks</b>	<b>Interval</b>
6a	Emergency Lighting	Bridge Operator's Control House, Machinery Space	Test and ensure the functionality of the emergency lighting system (test by hand) and ensure illumination for a duration as specified in the National Building Code.	M
			Inspect all bulbs and batteries and replace if needed.	
			Test and ensure the functionality of the emergency lighting system by simulating a power failure or electrical fault condition and ensure illumination for a duration as specified in the National Building Code.	A
			Visually inspect conductors and their terminations.	
		Inspect relays, transformer, and fuses on the control board inside each emergency lighting enclosure.		
6b	General Lighting	Bridge Operator's Control House, Machinery Space, Bridge Structure	Inspect all bulbs and replace as necessary.	M
			Visually inspect lighting circuits, feeder breakers, and wiring.	A
			Inspect mechanical integrity of installations and make repairs as necessary.	
6c	Street Lighting (18 poles)	Roadway and Parking Lot	Inspect all bulbs and replace as necessary. Quantity includes single and double-head fixtures on span and on both approaches.	M
6d	Marine Radio	Bridge Operator's Control House	Inspect and maintain the marine radio equipment per the manufacturer's requirements.	SA
6e	Control House Ancillary Equipment	Bridge Operator's Control House	Inspect and maintain all operator's control house equipment such as heating and air conditioning units per the manufacturer's requirements.	A



**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 IAM

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  
LaSalle Bridge Electrical and Mechanical Maintenance Contract

5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées?  No / Non  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?  No / Non  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)  No / Non  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.  No / Non  Yes / Oui

6. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?  No / Non  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  NATO / OTAN  Foreign / Étranger

7. b) Release restrictions / Restrictions relatives à la diffusion

No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:

7. c) Level of information / Niveau d'information

PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO RESTRICTED <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO DIFFUSION RESTREINTE <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	NATO CONFIDENTIAL <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>
	COSMIC TOP SECRET <input type="checkbox"/>	
	COSMIC TRÈS SECRET <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 / Non  Yes / 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 / Non  Yes / Oui

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

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

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

- |   |   |   |  |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS<br>COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input type="checkbox"/> SECRET<br>SECRET           | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET- SIGINT<br>TRÈS SECRET - SIGINT         | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>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 / Non  Yes / Oui  
If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?  No / Non  Yes / 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 / Non  Yes / 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 / Non  Yes / 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 / Non  Yes / 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 / Non  Yes / 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 / Non  Yes / Oui



Contract Number / Numéro du contrat EQ754210548
Security Classification / Classification de sécurité UNCLASSIFIED

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

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.  
Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.  
Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

**If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.**

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

**If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).**