



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

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

**11 LaurierSt./ 11, rue Laurier
Place du Portage, Phase III**

Core 0B2 / Noyau 0B2

Gatineau

Québec

K1A 0S5

Bid Fax: (819) 997-9776

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

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

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

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

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

Comments - Commentaires

Title - Sujet Firm 1272-21/22 HVAC	
Solicitation No. - N° de l'invitation EJ196-212837/B	Date 2022-01-20
Client Reference No. - N° de référence du client 20212837	
GETS Reference No. - N° de référence de SEAG PW-\$\$FK-301-80874	
File No. - N° de dossier fk301.EJ196-212837	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM Eastern Standard Time EST on - le 2022-02-24 Heure Normale du l'Est HNE	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Ruest, Stéfan	Buyer Id - Id de l'acheteur fk301
Telephone No. - N° de téléphone (613) 295-7625 ()	FAX No. - N° de FAX (819) 956-3600
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	

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

Infrastructure Maintenance and Solution Services Division
(FK)

L'Esplanade Laurier,
East Tower 4th Floor

L'Esplanade Laurier,

Tour est 4e étage

140 O'Connor, Street

Ottawa

Ontario

K1A 0R5

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

Solicitation No. - N° de l'invitation
EJ196-212837/B
Client Ref. No. - N° de réf. du client
20212837

Amd. No. - N° de la modif.
File No. - N° du dossier
FK301.EJ196-212837

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

IMPORTANT NOTICE TO BIDDERS

Security

This notice is to advise ALL interested bidders that in order to be awarded a contract which contains a security requirement, all bidders MUST hold a valid Security Clearance granted or approved by PWGSC Industrial Security Sector (ISS) at the level indicated in this solicitation document. Should the bidder not currently hold a valid Security Clearance or require the level to be upgraded, PWGSC will sponsor the bidder. Please submit your written request with the following information to Stefan Ruest by e-mail to Stefan.ruest@pwgsc-tpsgc.gc.ca.

- Legal Company Name
- Mailing address
- Surname and given name of contact person
- Telephone number of contact person
- Title of contact person
- Facsimile number
- E-mail address of contact person
- Procurement Business Number
- Preferred Language of correspondence
- Level of Security Required

Additional information on PWGSC security can be found on the following website:
<http://ssi-iss.tpsgc-pwgsc.gc.ca> or by dialing 1-866-368-4646 (Toll free).

Support the use of apprentices

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

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION	4
1.1 INTRODUCTION.....	4
1.2 SUMMARY.....	4
1.3 DEBRIEFINGS.....	5
1.4 Covid Vaccination Requirement.....	5
PART 2 - BIDDER INSTRUCTIONS	6
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS	6
2.2 SUBMISSION OF BIDS	6
2.3 FORMER PUBLIC SERVANT	6
2.4 ENQUIRIES - BID SOLICITATION	8
2.5 APPLICABLE LAWS	8
2.6 MANDATORY SITE VISIT.....	8
2.7 BID CHALLENGE AND RECOURSE MECHANISM.....	9
PART 3 - BID PREPARATION INSTRUCTIONS.....	10
3.1 BID PREPARATION INSTRUCTIONS.....	10
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION	18
4.1 EVALUATION PROCEDURES.....	18
4.2 BASIS OF SELECTION.....	21
PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION	22
5.1 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION.....	22
PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS.....	25
6.1 SECURITY REQUIREMENTS	25
PART 7 - RESULTING CONTRACT CLAUSES.....	26
7.1 STATEMENT OF WORK.....	26
7.2 SACC Clauses	26
7.3 SECURITY REQUIREMENTS	26
7.4 TERM OF CONTRACT	27
7.5 AUTHORITIES	27
7.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS.....	28
7.7 PAYMENT	28
7.8 INVOICING INSTRUCTION.....	29
7.9 CERTIFICATIONS AND ADDITIONAL INFORMATION	30
7.10 APPLICABLE LAWS	30
7.11 PRIORITY OF DOCUMENTS	30
7.12 FOREIGN NATIONALS (CANADIAN CONTRACTOR).....	30
7.13 INSURANCE REQUIREMENTS	30
7.14 CELLULAR PHONES.....	33
7.15 GOVERNMENT SITE REGULATIONS.....	33
7.16 PRE COMMENCEMENT MEETING.....	33
7.17 VOLUNTARY REPORTS FOR APPRENTICES EMPLOYED DURING THE CONTRACT.....	33
7.18 DISPUTE RESOLUTION.....	34

ANNEX "A"

STATEMENT OF WORK

Solicitation No. - N° de l'invitation
EJ196-212837/B
Client Ref. No. - N° de réf. du client
20212837

Amd. No. - N° de la modif.
File No. - N° du dossier
FK301.EJ196-212837

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

ANNEX "B"

SECURITY REQUIREMENTS CHECK LIST

ANNEX "C" TO PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

ANNEX "D" TO PART 5 OF THE BID SOLICITATION

FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

ANNEX "E"

COST ESTIMATE FORM FOR EXTRA WORK

ANNEX "F"

VOLUNTARY CERTIFICATION TO SUPPORT THE USE OF APPRENTICES

ANNEX "G"

BELTS AND FILTERS LIST BY BUILDING

PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

The Annexes include the Statement of Work, the Security Requirements Check List, the Electronic Payment Instruments, Federal Contractors Program for Employment Equity, Cost Estimate Form for Extra Work, the Voluntary Certification to Support the Use of Apprentices and the filter and belt size list.

1.2 Summary

- 1.2.1 To provide maintenance services on heating, ventilation, air conditioning (HVAC), commercial refrigeration and boiler equipment, including all necessary tools, services, materials, travel and labour on equipment in accordance with the Statement of Work attached herein as Annex A. This requirement is for Public Services and Procurement Canada (PSPC) at various buildings located within the Shirley's Bay Complex at 3701 Carling Avenue, Ottawa, Ontario, Canada.

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

- 1.2.2 There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.
- 1.2.3 There is an optional site visit associated with this requirement where personnel security screening is required prior to gaining access to PROTECTED information, assets or sites. Consult Part 2 – Bidder Instructions.

- 1.2.4 The Federal Contractors Program (FCP) for employment equity applies to this procurement; refer to Part 5 – Certifications and Additional Information, Part 7 - Resulting Contract Clauses and the annex titled Federal Contractors Program for Employment Equity - Certification.”
- 1.2.5 This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.
- 1.2.6 SACC Manual clause A3080T - COVID-19 vaccination requirement applies to this procurement. Please see section 5 – Certifications and additional information.

1.3 Debriefings

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

1.4 COVID-19 Vaccination Requirement

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 offer will render the offer non-responsive.

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

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

Delete: 60 days
Insert: 120 days

2.2 Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) by Epost.

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

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

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

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

2.3 Former Public Servant

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

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

2.4 Enquiries - Bid Solicitation

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

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

2.5 Applicable Laws

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

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

2.6 Optional Site Visit

Optional Site Visit

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at 3701 Carling Avenue (Shirley's Bay) on February 3rd, 2022. The site visit will begin at 10:00am, we will meet in front of the commissionaires gate.

Personnel security screening is required prior to gaining authorized access to PROTECTED information, assets, or sites. The Bidder's Company Security Officer (CSO) must ensure that their representative(s)

hold a valid security clearance at the required level for the site visit. Failure to comply with the security requirements will result in the representative(s) being denied access to the site.

Bidders must communicate with the Contracting Authority no later than January 27th, 2022 at 2pm to confirm attendance and provide the name(s) and date of birth of the person(s) holding a valid security clearance at the required level, who will attend. Bidders who do not confirm attendance and who do not provide the name(s) of the person(s) who will attend 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.

2.6.1 Additional restrictions will include:

- must not have symptoms of COVID-19
- must respect physical distancing measures while on site.
- only two representative per Bidder will be allowed to visit the site

This site visit is subject to the COVID-19 Vaccination Policy for Supplier Personnel. The person(s) who attend must be fully vaccinated against COVID-19, or, 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.

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

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

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

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

2.7 Bid Challenge and Recourse Mechanisms

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

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

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

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

Section I: Technical Bid

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

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

Section II: Financial Bid

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

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

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

Pricing Schedule 1 - Firm Price

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

Bidders should submit single unit per year pricing, totals are for evaluation purposes only.

Please see Attachement Pricing Schedule 1 excel document. It can be found as an attachment to the RFP.

Summary of Pricing Schedule 1

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

Pricing Schedule 1			
Period	Firm Monthly Rate	Number of Months	Annual Firm Price
Year 1	\$	x 12	\$
Year 2	\$	x 12	\$
Year 3	\$	x 12	\$
Year 4	\$	x 12	\$
Year 5	\$	x 12	\$
Total of Pricing Schedule 1			\$

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

Pricing Schedule 2: Extra Work - As and When Requested

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

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

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

2.1 LABOUR: Our firm hourly rate per qualified **HVAC & Refrigeration Equipment Technician** shall be:

i) Regular Hours: 8:00 to 16:00, Monday to Friday	Year 1	Year 2	Year 3	Year 4	Year 5
Rate/Hour	\$ /HR				
Estimated quantity of hours per year	10	10	10	10	10
Extended Price	\$	\$	\$	\$	\$
2.1(i) SUB-TOTAL:					\$

ii) Outside Regular Hours: Monday to Saturday,	Year 1	Year 2	Year 3	Year 4	Year 5
Rate/Hour	\$ /HR				
Estimated quantity of hours per year	10	10	10	10	10
Extended Price	\$	\$	\$	\$	\$
2.1(ii) SUB-TOTAL:					\$

iii) Sunday & Statutory Holidays, Double Time	Year 1	Year 2	Year 3	Year 4	Year 5
Rate/Hour	\$ /HR				
Estimated quantity of hours per year	10	10	10	10	10
Extended Price	\$	\$	\$	\$	\$
2.1(iii) SUB-TOTAL:					\$

2.2 LABOUR: Our firm hourly rate per qualified **Gas Fired Equipment Technician** shall be:

i) Regular Hours: 8:00 to 16:00, Monday to Friday	Year 1	Year 2	Year 3	Year 4	Year 5
Rate/Hour	\$ /HR				
Estimated quantity of hours per year	10	10	10	10	10
Extended Price	\$	\$	\$	\$	\$
<u>2.2(i) SUB-TOTAL:</u>					\$

ii) Outside Regular Hours: Monday to Saturday,	Year 1	Year 2	Year 3	Year 4	Year 5
Rate/Hour	\$ /HR				
Estimated quantity of hours per year	10	10	10	10	10
Extended Price	\$	\$	\$	\$	\$
<u>2.2(ii) SUB-TOTAL:</u>					\$

iii) Sunday & Statutory Holidays, Double Time	Year 1	Year 2	Year 3	Year 4	Year 5
Rate/Hour	\$ /HR				
Estimated quantity of hours per year	10	10	10	10	10
Extended Price	\$	\$	\$	\$	\$
<u>2.2(iii) SUB-TOTAL:</u>					\$

2.3 LABOUR: Our firm hourly rate per qualified **TSSA recognized 4th Class Stationary Engineer** shall be:

i) Regular Hours: 8:00 to 16:00, Monday to Friday	Year 1	Year 2	Year 3	Year 4	Year 5
Rate/Hour	\$ /HR				
Estimated quantity of hours per year	650	650	650	650	650
Extended Price	\$	\$	\$	\$	\$
2.3(i) SUB-TOTAL:					\$

ii) Outside Regular Hours: Monday to Saturday,	Year 1	Year 2	Year 3	Year 4	Year 5
Rate/Hour	\$ /HR				
Estimated quantity of hours per year	40	40	40	40	40
Extended Price	\$	\$	\$	\$	\$
2.3(ii) SUB-TOTAL:					\$

iii) Sunday & Statutory Holidays, Double Time	Year 1	Year 2	Year 3	Year 4	Year 5
Rate/Hour	\$ /HR				
Estimated quantity of hours per year	40	40	40	40	40
Extended Price	\$	\$	\$	\$	\$
2.3(iii) SUB-TOTAL:					\$

2.4 LABOUR: Our firm hourly rate per qualified **Commercial Plumber** shall be:

i) Regular Hours: 8:00 to 16:00, Monday to Friday	Year 1	Year 2	Year 3	Year 4	Year 5
Rate/Hour	\$ /HR				
Estimated quantity of hours per year	10	10	10	10	10
Extended Price	\$	\$	\$	\$	\$
2.4(i) SUB-TOTAL:					\$

ii) Outside Regular Hours: Monday to Saturday,	Year 1	Year 2	Year 3	Year 4	Year 5
Rate/Hour	\$ /HR				
Estimated quantity of hours per year	10	10	10	10	10
Extended Price	\$	\$	\$	\$	\$
<u>2.4(ii) SUB-TOTAL:</u>					\$

iii) Sunday & Statutory Holidays, Double Time	Year 1	Year 2	Year 3	Year 4	Year 5
Rate/Hour	\$ /HR				
Estimated quantity of hours per year	10	10	10	10	10
Extended Price	\$	\$	\$	\$	\$
<u>2.4(iii) SUB-TOTAL:</u>					\$

2.5 LABOUR: Our firm hourly rate per qualified **Commercial Electrician** shall be:

i) Regular Hours: 8:00 to 16:00, Monday to Friday	Year 1	Year 2	Year 3	Year 4	Year 5
Rate/Hour	\$ /HR				
Estimated quantity of hours per year	10	10	10	10	10
Extended Price	\$	\$	\$	\$	\$
<u>2.5(i) SUB-TOTAL:</u>					\$

ii) Outside Regular Hours: Monday to Saturday,	Year 1	Year 2	Year 3	Year 4	Option Year 5
Rate/Hour	\$ /HR				
Estimated quantity of hours per year	10	10	10	10	10
Extended Price	\$	\$	\$	\$	\$
<u>2.5(ii) SUB-TOTAL:</u>					\$

iii) Sunday & Statutory Holidays, Double Time	Year 1	Year 2	Year 3	Year 4	Year 5
Rate/Hour	\$ /HR				
Estimated quantity of hours per year	10	10	10	10	10
Extended Price	\$	\$	\$	\$	\$
2.5(iii) SUB-TOTAL:					\$

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

	Year 1	Year 2	Year 3	Year 4	Year 5
Percentage Mark Up	_____%	_____%	_____%	_____%	_____%
Estimated Expenditure	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
Extended Price:	\$	\$	\$	\$	\$
2.6 SUB-TOTAL:					\$

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

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

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

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

AUTHORIZATION FOR DELIVERY: The consignee shall request delivery of goods/services identified in Pricing Schedule 2., 2.1 (i), (ii), (iii) to 2.5 (i), (ii), (iii); and 2.6 on an authorization form provided by the Technical Authority.

Solicitation No. - N° de l'invitation
EJ196-212837/B
Client Ref. No. - N° de réf. du client
20212837

Amd. No. - N° de la modif.
File No. - N° du dossier
FK301.EJ196-212837

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

TOTAL ASSESSED PROPOSAL PRICE

Sum of Basis of Pricing

Pricing Schedule 1: = Subtotal \$ _____ +

Pricing Schedule 2: 2.1 (i) to (iii) + 2.5 (i) to (iii) = Subtotal \$ _____ +

Pricing Schedule 2: 2.6 = Subtotal \$ _____ +

Total assessed proposal price = \$ _____

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

3.1.2 Electronic Payment of Invoices – Bid

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

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

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

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

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

4.1.1 Technical Evaluation

4.1.1.1 Submission of Evidence

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

The evidence provided by the bidder may be verified.

4.1.1.2 HVAC & Refrigeration Equipment Technicians

To carry out the work on this requirement, the Bidder must provide three (3) HVAC & Refrigeration Equipment Technicians to perform maintenance of Heating, Ventilation and Air Conditioning (HVAC).

The Bidder must provide the name of each HVAC & Refrigeration Equipment Technicians:

Technician	First and Last Name
HVAC Technician 1	
HVAC Technician 2	
HVAC Technician 3	

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

- .1 valid Ontario refrigeration and air conditioning license, or red seal inter-provincial equivalent.
- .2 valid Ozone Depletion Prevention Card or approved inter-provincial equivalent
- .3 valid Fall Protection Certificate
- .4 valid Confined Space Awareness/Entry Certificate
- .5 valid Working From Heights Certificate
- .6 valid First Aid & CPR Training Certificate
- .7 valid WHMIS certification [includes the new Globally Harmonized System of Classification and Labelling for chemicals (GHS)]

4.1.1.3 Gas Technicians

To carry out the work on this requirement, the Bidder must provide three (3) Gas Fired Equipment Technicians to perform maintenance of Heating, Ventilation and Air Conditioning (HVAC).

The bidder must provide the name of each Gas Fired Equipment Technicians:

Gas Technician	First and Last Name
Gas Technician 1	
Gas Technician 2	
Gas Technician 3	

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

1. valid Québec certificate of qualification in class 3 gas appliance techniques OR a valid Ontario Certificate G1 (Gas Technician 1) OR Provincially accepted Red Seal equivalent
2. valid Fall Protection Certificate
3. valid Confined Space Awareness/Entry Certificate
4. valid Working from Heights Certificate
5. valid First Aid & CPR Training Certificate
6. valid WHMIS certification [includes the new Globally Harmonized System of Classification and Labelling for chemicals (GHS)]

4.1.1.4 Commercial Electrician

To carry out the work on this requirement, the Bidder must provide one (1) Commercial Electrician to perform maintenance of Heating, Ventilation and Air Conditioning (HVAC).

The bidder must provide the name of the Commercial Electrician:

Commercial Electrician	First and Last Name
Commercial Electrician 1	

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

1. valid Certificate of Qualification (C of Q) at the Journeyman level as a Commercial Electrician ("Electrician-Construction and maintenance") issued by the Ontario College of Trades;
2. valid Fall Protection Certificate;
3. valid Confined Space Awareness/Entry Certificate;
4. valid Working from Heights Certificate;
5. valid First Aid & CPR Training Certificate; and
6. valid WHMIS certification [includes the new Globally Harmonized System of Classification and Labelling for chemicals (GHS)]

4.1.1.5 Commercial Plumber

To carry out the work on this requirement, the Bidder must provide one (1) Commercial Plumber to perform maintenance of Heating, Ventilation and Air Conditioning (HVAC).

The bidder must provide the name of the Commercial Plumber:

Commercial Plumber	First and Last Name
Commercial Plumber 1	

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

1. valid Certificate of Qualification (C of Q) at the Journeyman level as a "Plumber" issued by the Ontario College of Trades;
2. valid Fall Protection Certificate;
3. valid Confined Space Awareness/Entry Certificate;
4. valid Working from Heights Certificate;
5. valid First Aid & CPR Training Certificate; and
6. valid WHMIS certification [includes the new Globally Harmonized System of Classification and Labelling for chemicals (GHS)]

4.1.1.6 TSSA Recognized 4th Class Stationary Engineer

To carry out the work on this requirement, the Bidder must provide one (1) TSSA Recognized 4th Class Stationary Engineer to perform maintenance of Heating, Ventilation and Air Conditioning (HVAC).

The bidder must provide the name of the TSSA Recognized 4th Class Stationary Engineer:

TSSA Recognized 4th Class Stationary Engineer	First and Last Name
TSSA Recognized 4th Class Stationary Engineer 1	

The following certificates/cards must be provided for the TSSA Recognized 4th Class Stationary Engineer proposed by the Bidder. Each of the certificate/card must be valid (not expired) as of the bid closing date of this RFP.

1. valid 4th class TSSA Stationary Engineer Certificate or Greater
2. valid working at height Certificate
3. valid Fall Protection Certificate
4. valid Confined Space Awareness/Entry Certificate
5. valid First Aid & CPR Training Certificate
6. valid WHMIS certification [includes the new Globally Harmonized System of Classification and Labelling for chemicals (GHS)]

The personnel named in 'HVAC equipment' above may also be named in items 'Gas fired equipment' and provided they hold the required certifications of each category.

Solicitation No. - N° de l'invitation
EJ196-212837/B
Client Ref. No. - N° de réf. du client
20212837

Amd. No. - N° de la modif.
File No. - N° du dossier
FK301.EJ196-212837

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

4.1.2 Apprentices

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

4.1.3 Reference Checks

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

4.2 Basis of selection

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

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications 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.

5.1.1 Integrity Provisions – Required Documentation

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

5.1.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

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

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

5.2.1 Additional Certifications Precedent to Contract Award

5.2.1.1 Status and Availability of Resources

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

5.2.2.1 Education and Experience

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

5.2.3.1 Covid Vaccination Requirement

5.2.3.2 SACC Manual clause A3081T – Covid Vaccine Requirement

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

COVID-19 Vaccination Requirement Certification

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

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

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

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

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

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

Solicitation No. - N° de l'invitation
EJ196-212837/B
Client Ref. No. - N° de réf. du client
20212837

Amd. No. - N° de la modif.
File No. - N° du dossier
FK301.EJ196-212837

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

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.

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirements

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

6.2 Employee Information for Security

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

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

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

[2035 \(2021-12-02\)](#), 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.

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

Solicitation No. - N° de l'invitation
EJ196-212837/B
Client Ref. No. - N° de réf. du client
20212837

Amd. No. - N° de la modif.
File No. - N° du dossier
FK301.EJ196-212837

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

7.4 Term of Contract

7.4.1 Period of Contract

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

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Stefan Ruest
Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Real Property Contracting Directorate
140 O'Connor Street, East Tower, 4th Floor
Ottawa, ON K1A 0S5

Telephone: 613-295-7625
E-mail address: Stefan.ruest@pwgsc-tpsgc.gc.ca

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

7.5.2 Technical Authority

"TO BE PROVIDED AT CONTRACT AWARD"

The Technical Authority for the Contract is:

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

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

7.5.3 Contractor's Representative

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

Name: _____
Title: _____
Company Name: _____
Address: _____

Telephone: _____
Facsimile: _____
Cellular: _____
E-mail: _____

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Payment

7.7.1 Limitation of Expenditure

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

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

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm prices, in accordance with General Conditions 2035 16 (2021-12-02) 'Payment Period' and the following tables. Applicable Taxes are extra, if applicable.

a) Firm rates will be paid in accordance with Pricing Schedule 1 in twelve (12) equal monthly payments

b) "As and When Requested" Work:

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

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

The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- (a) when it is 75 percent committed, or
- (b) if the Contractor considers that the said sum may be exceeded, the Contractor must promptly notify the Contracting Authority

whichever comes first.

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

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

7.7.3 (Pricing tables will be inserted at contract award)

7.7.3 SACC Manual Clauses

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

A3015C (2014-06-26) Certifications – Contract

7.7.4 Electronic Payment of Invoices

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

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

7.8 Invoicing Instructions - Maintenance Services

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions along with the *quarterly* maintenance report described in "the Statement of Work article 5 – Reporting" of the Contract.

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

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

The original and two (2) copies of the invoices and quarterly maintenance reports must be forwarded to the following address for certification and payment.

Public Works and Government Services Canada
Manager, Maintenance & Operational Assurance
180 Kent Street, 18th Floor
Ottawa, Ontario
K1A 0S5
Attention: [Inserted at contract award](#)

7.9 Certifications and Additional Information

7.9.1 Compliance

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

7.9.2 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

7.10 Applicable Laws

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

7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2021-12-02);
- (c) Annex A, Statement of Work;
- (d) Annex B, Security Requirements Check List;
- (e) Annex E, Cost estimate Form for Extra Work and
- (f) the Contractor's bid dated _____, (*to insert date of bid at contract award*)

7.12 Foreign Nationals (Canadian Contractor)

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

7.13 Insurance Requirements

7.13.1 Insurance – Specific Requirements

The Contractor must comply with the insurance requirements specified in the **following article 7.13.2 Commercial General Liability Insurance**. The Contractor must maintain the required insurance

coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

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

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

7.13.2 Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)

- i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- j. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
- k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- n. Advertising Injury: While not limited to, the endorsement must include coverage piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.
- o. All Risks Tenants Legal Liability - to protect the Contractor for liabilities arising out of its occupancy of leased premises.
- p. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
- r. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

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

For other provinces and territories, send to:

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

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-

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

7.14 Cellular Phones

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

7.15 Government Site Regulations

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

7.16 Pre-Commencement Meeting

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

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

7.17 Voluntary Reports for Apprentices Employed during the Contract

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

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

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

Number of apprentices hired	Trade specialty

(Add lines if needed)

Solicitation No. - N° de l'invitation
EJ196-212837/B
Client Ref. No. - N° de réf. du client
20212837

Amd. No. - N° de la modif.
File No. - N° du dossier
FK301.EJ196-212837

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

7.18 Dispute Resolution

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

Solicitation No. - N° de l'invitation
EJ196-212837/B
Client Ref. No. - N° de réf. du client
20212837

Amd. No. - N° de la modif.
File No. - N° du dossier
FK301.EJ196-212837

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

ANNEX "A"
STATEMENT OF WORK

Solicitation No. - N° de l'invitation
EJ196-212837/B
Client Ref. No. - N° de réf. du client
20212837

Amd. No. - N° de la modif.
File No. - N° du dossier
FK301.EJ196-212837

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

ANNEX "B"

SECURITY REQUIREMENTS CHECK LIST

Solicitation No. - N° de l'invitation
EJ196-212837/B
Client Ref. No. - N° de réf. du client
20212837

Amd. No. - N° de la modif.
File No. - N° du dossier
FK301.EJ196-212837

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

ANNEX "C" to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

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

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

ANNEX "D" to PART 5 OF THE BID SOLICITATION

FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\) – Labour's](#) website.

Date: _____ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

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

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

- A5.1. The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.

OR

- A5.2. The Bidder certifies having submitted the [Agreement to Implement Employment Equity \(LAB1168\)](#) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

OR

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

Solicitation No. - N° de l'invitation
EJ196-212837/B
Client Ref. No. - N° de réf. du client
20212837

Amd. No. - N° de la modif.
File No. - N° du dossier
FK301.EJ196-212837

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

ANNEX "E"

COST ESTIMATE FORM FOR EXTRA WORK

ANNEX F

Voluntary Certification to Support the Use of Apprentices

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

In order to help meet demand for skilled tradespeople, the Contractor agrees to use, and require its subcontractors to use, reasonable commercial efforts to hire and train registered apprentices, to strive to fully utilize allowable apprenticeship ratios¹ and to respect any hiring requirements prescribed by provincial or territorial statutes.

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

Name:
Signature:
Company Name:
Company Legal Name:
Solicitation Number:

Optional information to provide:
Number of apprentices planned to be working on this contract:
Trades of those apprentices:

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

Solicitation No. - N° de l'invitation
EJ196-212837/B
Client Ref. No. - N° de réf. du client
20212837

Amd. No. - N° de la modif.
File No. - N° du dossier
FK301.EJ196-212837

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

ANNEX G

BELTS and FILTERS BY BUILDING

1.0 General

The Contractor must furnish all necessary travel, tools, materials, services and labour to carry out the Work required under the terms and conditions of this Statement of Work, on the equipment listed in 6.0 Equipment Inventory.

1.1 Certification

The Contractor must be registered with Technical Standards and Safety Authority (TSSA) and service personnel must be in possession of:

HVAC & Refrigeration Equipment - three (3) service personnel with:

- .1 valid Refrigeration and Air Conditioning License or approved red seal inter-provincial equivalent
- .2 valid Ozone Depletion Prevention Card or approved inter-provincial equivalent
- .3 valid Fall Protection Certificate
- .4 valid working at height Certificate
- .5 valid Confined Space Awareness Certificate
- .6 valid First Aid & CPR Training Certificate
- .7 valid WHMIS certification [includes the new Globally Harmonized System of Classification and Labelling for chemicals (GHS)]

Gas Fired Equipment - three (3) service personnel with:

- .1 valid Québec certificate of qualification in class 3 gas appliance techniques OR a valid Ontario Certificate G1 (Gas Technician 1) OR Provincially accepted Red Seal equivalent
- .2 valid Fall Protection Certificate
- .3 valid working at height Certificate
- .4 valid Confined Space Awareness Certificate
- .5 valid First Aid & CPR Training Certificate
- .6 valid WHMIS certification [includes the new Globally Harmonized System of Classification and Labelling for chemicals (GHS)]

Qualified Commercial Electrician - one (1) service personnel with

- .1 valid Certificate of Qualification (C of Q) at the Journeyman level as a Commercial Electrician ("Electrician-Construction and maintenance") issued by the Ontario College of Trades;
- .2 valid Fall Protection Certificate.
- .3 valid working at height Certificate
- .4 valid Confined Space Awareness Certificate.
- .5 valid First Aid & CPR Training Certificate; and
- .6 valid WHMIS certification [includes the new Globally Harmonized System of Classification and Labelling for chemicals (GHS)]

Qualified Commercial Plumber - one (1) service personnel with

- .1 valid Certificate of Qualification (C of Q) at the Journeyman level as a "Plumber" issued by the Ontario College of Trades;
- .2 valid Fall Protection Certificate.
- .3 valid working at height Certificate
- .4 valid Confined Space Awareness Certificate.
- .5 valid First Aid & CPR Training Certificate; and
- .6 valid WHMIS certification [includes the new Globally Harmonized System of Classification and Labelling for chemicals (GHS)]

Qualified 4th Class Stationary Engineer - one (1) service personnel with:

- .1 valid 4th class TSSA Stationary Engineer Certificate or Greater
- .2 valid working at height Certificate
- .3 valid Fall Protection Certificate
- .4 valid Confined Space Awareness Certificate
- .5 valid First Aid & CPR Training Certificate

- .6 valid WHMIS certification [includes the new Globally Harmonized System of Classification and Labelling for chemicals (GHS)]

Apprentices

- a) Apprentices employed by the Contractor must be fully registered in a Boiler or Refrigeration Tradesman Program related to the services of this Statement of Work
- b) Apprentices must work, at any time, under the direct supervision of a Boiler, and or Refrigeration Mechanic.

2.0 Task and Responsibilities: Comprehensive Maintenance

The Contractor must provide travel, labour and materials for all service calls, monthly inspections, cleaning, lubrication, testing, calibration, filter replacements, repairs, as per the manufacturer's recommended maintenance including but not limited to the items listed below to maintain the equipment listed in 6.0 Equipment Inventory.

2.1 Included in the Contract

- .1 Provide travel, labour and materials for all service calls, monthly inspections, cleaning, lubrication, testing, calibration, filter replacements, repairs, and as per the manufacturer's recommended maintenance
- .2 perform oil and refrigerant analysis annually. - **Provide a report as per section 5 – Reporting.**
- .3 replace oil and filters in the first year of the contract; including filters eductor and skimmer lines then replace as per the manufacturer's recommendations, or base on recommendations from the oil analysis reports
- .4 replace refrigerant filters annually or more frequently if necessary
- .5 clean chiller condensers annually
- .6 clean evaporator tubes in the **first** year and **fourth** year of the contract
- .7 perform Eddy Current tests on both the evaporator and condenser tubes in the **first** year and **fourth** year of the contract.
- .8 pressure-clean all AC condensers annually before the 15th of July. - **Provide a report as per section 5 – Reporting.**
- .9 inspect and maintain all electrical switches, disconnect and fuses; including control components from the equipment to the Motor Controlled Center (MCC)
- .10 inspect and maintain all control valves, regulating valves, relief valves and strainers between the chillers and the cooling towers; and, between the equipment (boilers, air handling units, ACs ...etc.) and the pumps
- .11 inspect, test and maintain the Variable Frequency Drive (VFD) and Speed drives, attached to equipment listed in 6.0 Equipment Inventory as per manufacturer's recommendations
- .12 replace pressure relief valves as per TSSA's recommendations
- .13 test refrigerant leak detectors semi-annually. - **Provide a report as per section 5 – Reporting.**
- .14 test and maintain the refrigerant exhaust systems – including dampers – monthly
- .15 leak-test the chillers and all AC units quarterly - **Provide a report as per section 5 – Reporting.**
- .16 inspect the cooling towers monthly and quarterly:
 - a. examine water flow through the tower for normal unrestricted flow – monthly
 - b. examine drift eliminators internally and externally for damage and for excessive drift
 - c. with system power off, examination of the internal structure of the tower deterioration
 - d. report any deterioration of materials, particularly the fill, drift eliminators, basin, and water distribution system. The report must include photos of the damage.
- .17 perform complete as per manufacturer's recommendations - maintenance on compressed air systems (compressor, storage tanks dryers, piping, valves and fittings) semi-annually. Use only OEM parts for the compressors.
- .18 inspect maintain condensate systems
- .19 repair/replace defective components and air vents
- .20 test and certify all the carbon monoxide sensor semi-annually
- .21 test and certify (dust) spark-arresters semi-annually
- .22 the costs for service calls (24/7) are included in the contract and is defined as the labour from the time a service call is initiated with the Contractor inclusive of travel, parking, labour to investigate the call, and repair and confirmation to the National Service Call Centre (NSCC) that the call has been rectified.

2.2 Task and Responsibilities: Inspection and Maintenance

2.2.1 Included in the Contract:

The Contractor must complete all required inspections and maintenance on the equipment listed in 6.0 Equipment Inventory, as per manufacturer's recommendations except where required more frequently herein.

- .1 Travel, labour and materials for all inspection, cleaning, lubrication, testing, calibration and maintenance as per manufacturer's recommendation
- .2 replacement of belts
- .3 replacement of filters
- .4 replacement of motor pulleys
- .5 replacement of fan pulleys
- .6 replacement of shaft coupling
- .7 replacement of all externally lubricated motors
- .8 safety valves on compressors
- .9 replacement of fuses, switches and contactors
- .10 quarterly leak-tests on all AC equipment
- .11 replace motor and fan bearings
- .12 oil analysis annually
- .14 refrigerant analysis annually
- .15 emergency calls are included, if the cause or reason for the call results from failure of parts or systems related .2 to .14 above. All other repairs are extra. The Contractor must follow the instructions outlined in 3.0.Extra work and Exclusions

2.2.2. General Service

- .1 All equipment must be inspected monthly. Seasonal startup and shutdown of the equipment must be coordinated with the PWGSC site authority. The Work must be performed in such manner that ensures operation of the complete system(s) based on original design or subsequent approved design modifications and must be as recommended by the manufacturer(s).
- .2 The Contractor must have and maintain access at all times, sufficient direct replacement parts, OEM for immediate repair of component to ensure continuous operation of equipment.
- .3 Upon request of the Technical Authority, the Contractor must provide a complete schematic wiring diagrams, detailed adjustment procedures and detailed operational descriptions of all equipment included in this Statement of Work.

2.2.3. Control Systems

- .1 Conduct annual tests of the control systems where applicable, to ensure all circuits and settings are properly adjusted.
- .2 Test the controls according to the manufacturer's specifications.
- .3 Record all limit and control settings and submit along with the quarterly reports.

2.2.4. Oil and filter(s)

The Contractor must perform a full oil change and filter(s) replacement at intervals as per manufacturer's recommendations or more often if conditions indicate deterioration.

2.2.5. Steam Traps and Strainers

The Contract must survey all steam traps, strainers, and vents annually - **Provide a report as per section 5 – Reporting.**

2.2.6. Scheduling

Preventive maintenance must be performed during regular working hours, 08:00 to 15:00 hours Monday through Friday, excluding legal holidays. Within 30 days after contract award, the Contractor must provide a detailed schedule of maintenance to be applied for the term of this contract.

- a. This schedule must contain and reflect the manufacturer's recommended maintenance and all requirements of this Statement of Work.

- b. The proposed schedule must be reviewed by the Technical Authority and may require revision by the Contractor to meet the Technical Authority's requirements. Any such changes must be considered as part of this Statement of Work. The Technical Authority must approve any variance from this schedule.

2.2.7. Call Backs/Emergency Calls

The Contractor must provide twenty-four (24) hour, seven (7) days a week emergency call back service for the duration of the contract at no extra cost. The Contractor must respond within 30 minutes and be on site ready to work within two (2) hours of receiving the emergency call. All work for emergency service must be executed by qualified service personnel named in the Contract and such work must proceed continuously until the system is returned to safe operating condition. The Contractor must contact the NSCC at 1-800-463-1850 and update the NSCC on the status of each request within 24 hours; and to close out the ticket once the issue is resolved.

2.2.8. Non-working Service Manager

The non-working service manager must be fully responsible for all technical services performed on this contract. He / She must be authorized to accept notices, orders, and make decisions, give consent, direct the technicians and be the first point communication for all matters pertaining to the contract.

In the event that there is an emergency, the Technical Authority may request that the Contractor's Non-working Service Manager respond on-site within two (2) hours of receiving the call on a 24 hour, 7 day basis.

2.2.9. Maintenance Plan

The Contractor must provide a detailed maintenance service plan specific to the equipment inventory, which must outline all tasks, procedures, all maintenance routines and frequencies to meet the manufacturers' recommendations. The plan must identify the maintenance to be performed annually, semi-annually, quarterly and monthly. The plan must be reviewed by the Technical Authority and may require revision by the Contractor to meet operational requirements – any such changes required must be considered as part of the contract. The Contractor must submit the plan to the Technical Authority in Microsoft Office Suite format (including sample of inspections sheets for all routines), within 30 calendar days after award of the Contract.

3.0. Extra work and Exclusions

3.1. Extra Work

The Contractor must notify the Technical Authority by phone within four (4) hours and subsequently follow-up with a written report via e-mail within 24 hours of any equipment failure requiring a repair(s), and upon discovery of any negligent operation, or misuse of the equipment by others. The Contractor may be required to make the repair(s) or replace components necessitated by such occurrence at extra cost. The Contractor must identify modifications or improvements to the equipment or system(s) that will enhance the serviceability, life expectancy and/or efficiency of the equipment or system. The Contractor must provide a cost estimate for suggested repairs, modifications or improvements in accordance with "Pricing Schedule 2".

3.2. Heating Plant (HP) Services on As And When Basis

- .1 provide the service of one (1) TSSA recognized "4th Class Stationary Engineer" to maintain the on-site central heating and cooling plant at the Shirley's Bay complex: 3701 Carling Avenue.
- .2 provide the service of one (1) TSSA recognized "4th Class Stationary Engineer" or Greater classification." See Appendix "A".

4th Class Stationary Engineer service personnel with:

- .1 valid 4th class TSSA Stationary Engineer Certificate or Greater
- .2 valid working at height Certificate
- .3 valid Fall Protection Certificate

- .4 valid Confined Space Awareness Certificate
- .5 valid First Aid & CPR Training Certificate
- .6 valid WHMIS certification [includes the new Globally Harmonized System of Classification and Labelling for chemicals (GHS)]

3.3. Exclusions

The Contractor is not required - as part of this contract - to make renewals or repairs necessitated by reasons of the negligent operation or misuse of the equipment by others; or by reason of any other cause beyond the Contractor's control, such as "Acts of God".

If the responsibility for the repair is contested, the Contractor must provide a concise empirical report delineating the cause of the failure.

4.0. Health and Safety Requirements

4.1. Environmental Protection

The Contractor must conform to all applicable environmental laws and regulations in effect including the Federal Halocarbon Regulations.

During repair or replacements the Contractor must use closed-loop refrigerant recovery equipment to minimize refrigerant emissions. The Contractor must guard against oil spills or damage to surfaces and roofing system by providing protection (such as plywood or plastic under the equipment) during service operations. In the event of an accidental spill, the Contractor must notify the Site Authority immediately so that remedial action may be taken.

The Contractor must not leave waste materials on site unless approved by the Site Authority. The Contractor must not dispose waste or volatile materials, such as mineral spirits or paints and oil thinner into waterways, storm or sanitary sewers. The Contractor must control the disposal of the runoff of water containing suspended materials or other harmful substances in accordance with local environmental regulations.

4.2. WHMIS and Safety Training

The Contractor must comply with the requirements of the Workplace Hazardous Materials Information System (WHMIS) regarding use, handling, storage, and disposal of hazardous materials, regarding labeling and the provision of material safety data sheets acceptable to Human Resources Development Canada, Labour Program.

- a. Provide a blue binder with all up to date material safety data sheets (MSDS) for the chemicals being used by the Contractor on site.
- b. Ensure that all service personnel have all the required safety training to perform the work on this contract.
 - .i the training must include: fall protection, confined spaces, first aid and cardiopulmonary resuscitation (CPR) and any other safety training required by Acts, Codes or Regulations.
- d. The Contractor must provide a copy of its "Safe Work Policy" to the Technical Authority within thirty (30) calendar days after the contract is awarded; and update it and submit for review to the Technical Authority annually, at the end of each year. The Contractor must ensure that the Work area is maintained in a safe condition at all times during work performance.

The Contractor must complete and submit to the Technical Authority via E-mail Hazardous Assessment, Emergency Response and Safety Orientation Checklists (see Appendix "B") after the first regular inspection of the equipment.

5.0 Reporting

5.1 All Reports are to be type written, and submitted in PDF format electronically via E-mail or Drop-Box.

5.2. Interim or incident Reporting

The Contractor must report to the Technical Authority verbally, and follow-up by E-mail within twenty-four (24) hours of every visit for other than regular maintenance.

- a. The report must detail the work completed, any work outstanding and reasons, and an estimated time of completion.
- b. the Contractor must call to the attention of the Technical Authority any improper procedures noted on site - details must be provided in the quarterly reports.
- c. Report all Halocarbon losses and complete the applicable forms - in accordance with the Federal Halocarbon Regulations (FHR) - within twenty-four (24) hours of release to the Technical Authority.

5.2.1. Equipment report cards

A completed service report card outlining all services performed on the equipment must be enclosed in a clear vinyl envelope and affixed safely to the equipment - each system. The report cards are to remain with the equipment for the duration of the contract and are to be turned over to the Technical Authority when the cards are complete or upon contract completion or termination.

5.2.2. Service Reports

The Contractor must provide all services reports in Electronic format, as described above. The Contractor must provide the manufacturers recommended checklist for each piece of equipment in accordance with the manufacturer's recommend maintenance with every quarterly report. A signed, written service report must be completed and left with the Site Authority each time service is performed. The Contractor must provide reports of test and certification/verification of (i.e...The gas detection) systems within 30 days of completion.

5.2.3. All reports must include:

- a. Date and time of inspection and repair;
- b. Building name and location;
- c. Technician's name and signature;
- d. Equipment identification - including make, model, serial numbers, maintenance management identification, location within the facility
- e. Description of work performed;
- f. Parts replaced; and
- g. Condition of equipment (good, Fair Poor);

6.0 Equipment Inventory

See Pricing Table 1.

**APPENDIX "A"
HP-4 Work Description**

Environmental Hazards:

1. The work requires intermittent exposure to disagreeable conditions that include high noise levels of up to 90 decibels, intense heat over 120°F, dust, dirt, noxious gases and caustic chemicals.
2. The work is performed in an industrial environment that typically includes shift work, working alone, climbing to various heights, exposure of steam release, high temperature liquids and a variety of operating equipment.
3. In spite of all personal protective equipment provided, precautions and safety measures taken, the type of injuries and loss of work time which might be caused by the work is as follows: hearing damage, heat prostration, electric shock and injury from falls, burns, abrasions, and exposure to contaminants, asbestos, refrigerant, and combustion gases.

SERVICE

The operation, maintenance and monitoring of **heating and cooling** energy producing equipment and distribution systems in central plants to provide the essential services of steam and/or high temperature hot and chilled water. Assists in ensuring system and load demands are met for continuous operations, including maintenance, repair and monitoring of operating equipment and systems. **This position is to be manned on a part time basis of 3 days a week for approximately 4 hours.**

KEY ACTIVITIES

1. Assists with as required: operation of plant equipment and systems; ensures standard operations; maintains the daily operations of the plant and its auxiliary equipment on the day shift; observes instruments, gauges and computerized operating data; starts up, shuts down and adjusts controls on equipment manually, and by computer; complies with Regulations and Standards; inspects operating conditions and reports malfunctions; responds to alarms in operating systems; performs patrols and verifies operating equipment; contribute information regarding procurement of parts and plant supplies.
2. Performs scheduled preventive and in-house maintenance as assigned. On occasion, assists with emergency repair and overhaul of plant equipment; uses hand and power tools; identifies, troubleshoots and repairs problems in the plant and the distribution system; maintains and repairs equipment; identifies required repair parts; advises tradespersons on problem solving; escorts tradespersons and contractors within the plant or systems.
3. Maintains a maintenance log; may be required to observe and record instrument, gauge and meter readings. Performs calculations related to water, gas and electricity consumption; prepares reports for supervisor or management on operational issues or deficiencies.
4. May observe scheduled running tests on the diesel electric generator; logs test results and the condition of the unit; conducts standardized water sample tests and adjusts chemical feed rates.
5. Investigates reports and takes action on conditions that affect the safety and security of the plant and staff; prepares incident reports; performs housekeeping duties; provides a team work safety watch, as needed.
6. Assists with activities in support of the commissioning of new or overhauled equipment and systems.

KNOWLEDGE AND SKILLS REQUIRED

1. Must be in possession of a provincially recognized 4th class Operating Engineer Licence, or Certification.
2. Strong skill and knowledge in all of the major services (heating, cooling, and distribution services).
 - the work will require additional skill and knowledge to continuously operate the power plant in a safe, effective and efficient manner when delivering heating, cooling, distribution services to buildings, within the occasional project related construction environment.
3. Familiarity with the operating characteristics of boilers, chillers, combustion chambers, firing equipment, water pumps, valves, expansion joints, fans, distribution systems and auxiliary equipment, including computer systems.
 - this knowledge is needed to deliver to clients' safe and continuous control of temperature to achieve their specific operational requirements.
4. General knowledge of federal and provincial Regulations related to environmental standards and occupational health and safety in plant operations.
5. Skill in conducting standardized tests on mechanical equipment and plant water treatment program.
6. General knowledge of technical theories, methods, techniques and practices is required to read and interpret technical manuals and materials, manufacturer's instructions, blue prints, drawings and work orders.
7. Knowledge of administrative procedures, preventive maintenance management systems forms (PMMS), plant and administrative forms to complete timesheets and travel claims.
8. Attendance at training and safety awareness courses offered by the employer on an annual basis; training and orientation on new equipment and operating systems and changes to operating procedures.
9. Knowledge and skills to assist or perform start up and shut down of large oil and gas fired boilers; adjust controls that regulate output; perform preventive maintenance and on occasion, remove and replace parts.
10. Knowledge of a variety of computer software programs (Microsoft Suit). Knowledge of digital control systems computer software programs to operate the plant.
11. Written communication skill is needed to record information in a written shift log and to prepare reports, complete various forms, time sheets, travel claims and procurement documents. Verbal communication is required to describe mechanical problems to colleagues or supervisors.
12. Manual dexterity is required to repair and overhaul operating plant and extensive distribution systems equipment, pumps, valves, expansion joints and fans. This employee performs limited seasonal maintenance on plant equipment.
13. Skill in effectively supporting the commissioning of new equipment and systems which necessitates knowledge and skill regarding new technologies being introduced within the plan.

DUTIES

1. Conducting tours of inspection, record observations and ensure that readings on instruments and gauges comply with regulations, operating procedures and occupational health and safety standards; this process requires greater effort when project related construction activities impact plant operations.
2. Occasionally interpreting information for colleagues, clients and supervisors on operational issues, deficiencies or changes in normal operations and new equipment; relays verbal instruction, as received from supervisors or colleagues regarding inspection and repair.
3. Troubleshoot to identify mechanical equipment problems. Creativity is required to implement solutions to mechanical breakdowns. The actions performed may prevent damage to the plant and equipment, increased operating costs and the interruption of service to clients.
4. Perform a variety of mathematical calculations that determine water, gas and electricity consumption and use patterns.
5. Apply established work procedures and prescribed operating methods: Guidance is available in manuals, standard operating procedures, the property and facilities manager (PFM), manufacturer directions and mechanical drawings.
6. Investigate conditions that may affect the safety and security of the plant and persons in the plant.
7. Conduct periodic and scheduled running tests and to operate equipment and distribution systems.
8. Perform the assigned maintenance and occasional repair of plant equipment and systems.
9. Perform standardized tests of water samples for heating and cooling plant.
10. Read instruments, gauges and computerized operating data and adjust settings to meet operational requirements.
11. Track operating data and identify changes and abnormalities.
12. Ensure that all in the plant uses the proper personal protective equipment (PPE) at all times.
13. Provide support of any commissioning of new equipment and system installation.

RESPONSIBILITY

Human Resources

1. The work does not require substantive supervision but may include coaching student trainees and escorting contractors performing work within the plant or systems.
2. All contacts are within the work unit and immediate building or installation.
3. Informs staff and contractors on the nature of potentially hazardous situations within the plant.

Financial Resources

1. The work requires no budgetary responsibility. The incumbent makes recommendations on purchasing parts and supplies, completes time sheets and travel claims.

Technical Resources

2. Assists and participates in annual review and update of plant SOPs, technical procedures development and confirming compliance with specifications; maintaining the technical and procedural manuals, equipment and/or time logs; basic upkeep and maintaining of tools and equipment.
3. Responsible for personal protective equipment which may include protective clothing, goggles, gloves, face shield, hard hat, safety boots and fall arrest equipment.
4. Responsible for a range of heating plant equipment and systems. These include:
 - a. diesel electric generator, computer systems that control the plant or facility, instruments and gauges, controls to regulate plant output, the plant distribution system, oil and gas fired high pressure boilers, combustion chambers, firing equipment, water pumps, valves, expansion joints, fans, hand and power tools and water samples.
 - b. This equipment and systems which are monitored and controlled by the position will be modified as there will be a requirement to re-route and replace components during prolonged and complex construction projects.
5. The work includes the responsibility for inputting to both shift and commissioning logs, detailed plant operating conditions and matters may affect plant safety and security.
 - a. These logs are used to generate work orders for the repair of plant equipment and systems.
6. Responsible for personal protective equipment which, may include: protective clothing, goggles, gloves, face shield, hard hat, safety boots and fall arrest equipment.

APPENDIX "B"

Emergency Response Plan

Nearest Hospital; [Queensway-Carleton Hospital](#)

In case of minor injury

For minor injuries, provide immediate 1st aid and record.

In case of serious injury

1) TAKE COMMAND

Assign duties to specific personnel.

For Instance:

One Person gets first aid kit one-person clear area of unneeded personnel

2) PROVIDE PROTECTION

Protect the accident scene from continuing or further hazards.

For Instance:

Traffic, operating Machinery, if qualified - live electrical wires....

3) GIVE FIRST AID

Give first aid to the injured as soon as possible.

4) CALL AN AMBULANCE

From a Closest phone Call # 991-7288 that will put you in contact with the Commissionaires office tell them the Emergency, **who you are and where you are.**

5) GUIDE THE AMBULANCE

Have someone Meet and direct the ambulance to the accident scene.

6) GET NAME OF HOSPITAL

For follow-up, find out where the Injured is being taken.

7) ADVISE MANAGEMENT

Inform on Site PWGSC Representative and then Technical Authority.

They can then contact relatives, notify authorities, and start procedures for reporting and investigating the accident.

8) ISOLATE THE ACCIDENT SCENE

Barricade, rope off or post a guard at the scene to make sure that nothing is moved or changed until authorities have completed their investigation.



SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine: Public Works and Government Services Canada
2. Branch or Directorate / Direction générale ou Direction RPS

3. a) Subcontract Number / Numéro du contrat de sous-traitance
3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant

4. Brief Description of Work / Brève description du travail
Work location will be as follow nad please see attached the SWO: Shirleys Bay 3701 Carling Ave.

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 <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
---------------------------------	--------------------------------------	---

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

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

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

PROTECTED A / PROTÉGÉ A <input type="checkbox"/> PROTECTED B / PROTÉGÉ B <input type="checkbox"/> PROTECTED C / PROTÉGÉ C <input type="checkbox"/> CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/> SECRET / SECRET <input type="checkbox"/> TOP SECRET / TRÈS SECRET <input type="checkbox"/> TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>	NATO UNCLASSIFIED <input type="checkbox"/> NATO NON CLASSIFIÉ <input type="checkbox"/> NATO RESTRICTED <input type="checkbox"/> NATO DIFFUSION RESTREINTE <input type="checkbox"/> NATO CONFIDENTIAL <input type="checkbox"/> NATO CONFIDENTIEL <input type="checkbox"/> NATO SECRET <input type="checkbox"/> NATO SECRET <input type="checkbox"/> COSMIC TOP SECRET <input type="checkbox"/> COSMIC TRÈS SECRET <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/> PROTECTED B / PROTÉGÉ B <input type="checkbox"/> PROTECTED C / PROTÉGÉ C <input type="checkbox"/> CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/> SECRET / SECRET <input type="checkbox"/> TOP SECRET / TRÈS SECRET <input type="checkbox"/> TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>
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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 type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input checked="" type="checkbox"/> SECRET
SECRET | <input type="checkbox"/> TOP SECRET
TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET- SIGINT
TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL
NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET
NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET
COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS
ACCÈS AUX EMPLACEMENTS | | | |

Contractor need to be escorted for 3701 Carling ave. / In some cases the contractor may get a contractor badge that will authorize the person to work without escort.

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



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		TRÈS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL			A	B	C	CONFIDENTIEL		TRÈS SECRET
Information / Assets Renseignements / Biens Production																
IT Media / Support TI																
IT Link / Lien électronique																

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

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

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

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

ANNEX E
Cost Estimate Form For Extra Work

Contract Number: EJ196-

Contractor: _____

Date: _____

Estimate Number: _____

Name: _____
(Please print)

Signature: _____