



RETURN BIDS TO:

Canadian Nuclear Safety Commission (CNSC)

Send by email to: solicitation-demandedesoumission@cnsccsn.gc.ca
Bid solicitation

Proposal to: Canadian Nuclear Safety Commission (CNSC)

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 and services listed herein and on any attached sheets at the price(s) set out thereof.

Instructions: See herein

Supplier name and address:

Issuing office: CNSC

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

Title: Fire Extinguishers, First Aid Kits and Automated External Defibrillators Monthly Inspections	
Solicitation no.: 5000062272	Date: January 20, 2022
Solicitation closes: At 2 p.m. / 14 h March 3, 2022	
Time zone: Eastern Standard Time (EST)	
Address inquiries to: Luc Bonhomme	
Telephone: 613-293-0419	
Email: solicitation-demandedesoumission@cnsccsn.gc.ca	
Destination: See herein	
Supplier name and address:	
Telephone:	
Fax:	
Name and title of person authorized to sign on behalf of supplier (type or print):	
Signature	Date



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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

The Annexes include the Statement of Work, the Basis of Payment, and the Security Requirements Checklist,.

1.2 Summary

- 1.2.1 The Canadian Nuclear Safety Commission (CNSC) requires the services of a contractor to provide services for monthly inspection of portable fire extinguishers, inspection of first aid kits and inspection of defibrillators in order to have serviceable fire extinguisher , fully stocked first aid kit, and functional defibrillators at all time as per safety regulations. This service is to be provided in the National Capital Region (NCR).
- 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 This requirement is subject to the COVID-19 Vaccination Policy for Supplier Personnel. Failure to complete and provide the COVID-19 Vaccination Requirement Certification as part of the bid will render the bid non-responsive.

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.

A de-brief is intended to:

- i. Provide the Bidder with feedback on their proposal and the solicitation process;
- ii. Review the evaluation of the Bidder's proposal and explain where they met or failed to meet the criteria;
- iii. Identify strengths and weaknesses in the Bidder's proposal to assist them with preparing future proposals.

A de-brief is not an opportunity for the Bidder to debate the evaluation or request a re-evaluation of the proposal.



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. The following changes are made:

a) With the exception of sections 01 and 03 of the 2003 (2020-05-08) Standard Instructions – Goods or Services – Competitive Requirements, all references to Public Works and Government Services PWGSC) should be deleted and replaced with the Canadian Nuclear Safety Commission (CNSC).

b) Revise subsection 2.d. of section 05, Submission of Bids, to read:

“send its bid only to the CNSC as specified on page 1 of the bid solicitation”.

c) Revise subsection 4 of section 5, Submission of Bids, as follows:

Delete: sixty (60) days

Insert: one hundred and eighty (180) days

d) Delete all reference to Canada Post Corporation’s epost Connect service:

1. Third paragraph of section 6 – Late Bids, replace with:

“For bids submitted electronically, the late bids will be deleted. Records will be kept documenting the transaction history of all late bids submitted”;

2. Subsection 1., paragraph b. of section 07

e) Delete section 8, Transmission by Facsimile or by epost Connect, in its entirety

f) Add the following paragraphs to section 18, Conflict of Interest – Unfair Advantage:

Conflict of Interest – Performance of the Work

i. The CNSC reserves the right to review real, potential or apparent conflict(s) of interest. Bidders must disclose any of their activities related to the subject of the statement of work that are licensed by the CNSC. Bidders are also required to disclose any involvement in previous, current or planned work undertaken for a CNSC licensee that is or may be related to the subject of the statement of work. Such activities or work are not in themselves grounds for rejection; however, proposals to review previous work contributed by the bidder on behalf of a CNSC licensee, and proposals to make recommendations affecting the CNSC licensing decisions in which the bidder has a financial or non-financial interest may be rejected.

ii. Bidders must address in detail, in their submitted bids, any real, potential or apparent conflict(s) of interest they may encounter while performing the work, and must substantiate which measures they are taking to prevent the conflict(s). If in doubt about a particular situation, bidders may contact the Contracting Authority before bid closing. The CNSC reserves the right to reject any bids in which a real, potential or apparent conflict of interest exists.

g) Delete subsection 2 of section 20, Further Information, in its entirety.



2.2 Submission of Bids

- 2.2.1 Bids must be submitted only to the CNSC by the date, time and place indicated on page 1 of the bid solicitation.
- 2.2.2 Due to the nature of the bid solicitation, bids transmitted by facsimile to CNSC 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. Refer to Section 5 for certification.

2.4 Enquiries - Bid Solicitation

All inquiries must be submitted in writing to the contracting authority no later than the dates indicated in the table below. Inquiries received after that time may not be answered.

Question Period (QP)	Closing Date of QP	Expected Response Date
QP-1	January 27, 2022	February 3, 2022
QP-2	February 10, 2022	February 17, 2022

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 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least twenty (20) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

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

3.1 Bid Preparation Instructions

The Bidder must submit its bid electronically by email, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. Bidders should provide their bid in a single transmission, subject to a 15MB limitation.

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.

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

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

3.1.1 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.

3.1.2 Section II: Financial Bid

- a) Bidders must submit their financial bids **in Canadian dollars**, in accordance with the pricing schedule detailed in Attachment 1 to Part 3 of this bid solicitation. The total amount of Applicable Taxes must be shown separately, if applicable. Bidders must also reference Annex B, Basis of Payment, when preparing their financial bids.

3.1.3 Section III: Certifications

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



ANNEX 1 to PART 3 OF THE BID SOLICITATION

Pricing Schedule

(Note: MS WORD version of this pricing schedule is available upon request at the email address indicated on the cover page)

The Bidder should complete this pricing schedule and include it in its financial bid. As a minimum, the Bidder must respond to this pricing schedule by inserting in its financial bid for each of the periods specified below its quoted price as detailed for each of the pricing schedule below.

Unless indicated, the prices specified below, when quoted by the Bidder, include the total estimated cost of all travel and living expenses that may need to be incurred for:

- a. Work described in Part 6, Resulting Contract Clauses, of this bid solicitation required to be performed within the National Capital Region (NCR). The NCR is defined in the [National Capital Act](#), R.S.C. 1985, c. N-4, S.2.
- b. travel between the successful bidder's place of business and the NCR; and
- c. the relocation of resources

To satisfy the terms of any resulting contract, these expenses cannot be charged directly and separately from the professional fees to any contract that may result from the bid solicitation, except for what is indicated below (Pricing Schedule 4).

The inclusion of volumetric data in this document does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.

To maintain consistency amongst bids, the metrics cannot be modified.

Pricing Schedule 1 – Firm Unit Prices –Fire Extinguisher Inspection and Consumables

- 1. A monthly All-inclusive Firm Unit Price (s) including, all necessary tools, equipment and services, consumable materials, labour for all inspections, testing – except hydrostatic test, cleaning, maintenance services, **for all locations**, as detailed in Annex A, Statement of Work. .
- 2. An annual All-inclusive Firm Unit Price(s) including, all necessary tools, equipment and services, consumable materials, labour for all inspections, testing – except hydrostatic test, cleaning, maintenance services, **for all locations**, as detailed in Annex A, Statement of Work.

The table below reflects eleven (11) monthly inspections and one (1) annual inspection

	Monthly Inspections			Annual Inspection	
	A	B	C	D	E
	Quantity (months)	Firm Monthly All-inclusive Price	Total Monthly Inspection (=A*B)	All-inclusive Firm Annual Price	Total Fire Extinguisher Service (=C+D)
Year 1	11	\$	\$	\$	\$
Year 2	11	\$	\$	\$	\$
Year 3 (option)	11	\$	\$	\$	\$
Year 4 (option)	11	\$	\$	\$	\$



Year 5 (option)	11	\$	\$	\$	\$
				Total Column E	\$

* In the case of error in the extension of prices, the unit price will govern.

Pricing Schedule 2 – Hydrostatic and Dry Chemical Test

1. An All-inclusive Firm Unit Prices including, all necessary tools, equipment and services, consumable materials, and labour, **for all locations.**

Quantities indicated in the table below are for evaluation purposes and do not represent a firm commitment from the CNSC.

	5 years Hydrostatic Testing CO2 - Firm All-inclusive Unit Price			12 years Hydrostatic Testing – Dry Chemicals - Firm All-inclusive Unit Price			6 Years Dry Chemical Testing Firm All-inclusive Unit Price		
	Average Annual Quantity	Firm All-inclusive Price	Total	Average Annual Quantity	Firm All-inclusive Price	Total	Average Annual Quantity	Firm All-inclusive Price	Total
	F	G	H = F*G	I	J	K = I*J	L	M	N = L*M
Year 1	3	\$	\$	10	\$	\$	17	\$	\$
Year 2	3	\$	\$	10	\$	\$	17	\$	\$
Year 3 (option)	3	\$	\$	10	\$	\$	17	\$	\$
Year 4 (option)	3	\$	\$	10	\$	\$	17	\$	\$
Year 5 (option)	3	\$	\$	10	\$	\$	17	\$	\$
	Total Column H		\$	Total Column K		\$	Total Column N		\$

* In the case of error in the extension of prices, the unit price will govern.



Pricing Schedule 3 – First Aid Kit and Consumables, and Defibrillator Inspection

1. Monthly All-inclusive Firm Unit Prices including, all necessary tools, equipment and services, consumable materials, labour for all inspections, cleaning, and maintenance services, **for all locations**, as detailed in Annex A, Statement of Work.

	First aid kit Monthly Inspection (Monthly All-inclusive Firm Unit Price) O	Monthly Flat Rate for First aid kit replenishment (Monthly All-inclusive Firm Unit Price) P	Monthly Defibrillator Inspections (Monthly All-inclusive Firm Unit Price) Q	Total R = O+P+Q	Quantity (months) S	Total T= R*S
Year 1	\$	\$	\$	\$	12	\$
Year 2	\$	\$	\$	\$	12	\$
Year 3 (option)	\$	\$	\$	\$	12	\$
Year 4 (option)	\$	\$	\$	\$	12	\$
Year 5 (option)	\$	\$		\$	12	\$
				Total Column T		\$

* In the case of error in the extension of prices, the unit price will govern.

Pricing Schedule 4 – Miscellaneous Charges

1. A Firm Hourly Price for Service Calls that may occur over and above the inspections
2. A Firm Unit Price for truck/vehicle charges, if applicable, for work over and above the inspections. Units can be fixed price or hourly price; please specify.

Quantities indicated in the table below are for evaluation purposes and do not represent a firm commitment from the CNSC.

	Service Call Firm Hourly Price			Truck Charges Firm Unit Price		
	Quantity (Hours)	Firm Hourly Price	Total	Quantity (Units)	Firm Unit Price	Total
	U	V	W = U*V	X	Y	Z = X*Y
Year 1	20	\$	\$	10	\$	\$
Year 2	20	\$	\$	10	\$	\$
Year 3 (option)	20	\$	\$	10	\$	\$
Year 4 (option)	20	\$	\$	10	\$	\$
Year 5 (option)	20	\$	\$	10	\$	\$
	Total Column W		\$	Total Column Z		\$

* In the case of error in the extension of prices, the unit price will govern.



Summary of Pricing Schedules

	Total Fire Extinguisher Service (Column E) SA	5 Years Hydrostatic Testing (Column H) SB	12 Years Hydrostatic Testing (Column K) SC	6 Years Dry Chemical Testing (Column N) SD	First Aid Kits (Column T) SE	Service Call (Column W) SF	Truck Charges (Column Z) SG	Total SH = (SUM: SA to SG)
Year 1	\$	\$	\$	\$	\$	\$	\$	\$
Year 2	\$	\$	\$	\$	\$	\$	\$	\$
Year 3 (option)	\$	\$	\$	\$	\$	\$	\$	\$
Year 4 (option)	\$	\$	\$	\$	\$	\$	\$	\$
Year 5 (option)	\$	\$	\$	\$	\$	\$	\$	\$
					Grand Total, Taxes Extra (SUM of Column SH)			\$

* In the case of error in the extension of prices, the unit price will govern.



Firm Unit Price for Replacement Items (as and when required):

Item #	Description	Year 1	Year 2	Year 3	Year 4	Year 5
A	Complete Replacement First Aid Kit Type A	\$	\$	\$	\$	\$
B	Complete Replacement First Aid Kit Type B	\$	\$	\$	\$	\$
C	Replacement Fire extinguisher ABC 10 lbs	\$	\$	\$	\$	\$
D	Replacement Fire extinguisher ABC 5 lbs	\$	\$	\$	\$	\$
E	Replacement Fire extinguisher ABC 2.5 lbs	\$	\$	\$	\$	\$
F	Replacement Fire extinguisher CO2 10 lbs	\$	\$	\$	\$	\$



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

Mandatory and point rated technical evaluation criteria are included in Attachment 1 to Part 4.

4.1.2 Financial Evaluation

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

4.2 Basis of Selection - Lowest Price Per Point

- 1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation;
 - b. meet all mandatory technical evaluation criteria; and
 - c. obtain the required minimum of **13** points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of **21** points.
- 2. Bids not meeting (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted. The responsive bid with the lowest evaluated price per point will be recommended for award of a contract.



ATTACHMENT 1 to PART 4 – EVALUATION CRITERIA

Evaluation Disclaimer

The Technical Evaluation of the proposals will be performed in two phases as follows:

Evaluation Phase 1: Mandatory Technical Criteria

The mandatory criteria will be evaluated on a “Met/Not Met” (i.e. compliant/non-compliant) basis. Bids must demonstrate compliance with all of the following Mandatory requirements and must provide the necessary documentation to support a determination of compliance. Proposals that fail to meet any mandatory requirements will be deemed non-compliant and will be given no further consideration.

Evaluation Phase 2: Point Rated Technical Criteria

The Bidder must obtain the required minimum number of points specified for the point rated technical criteria.

For each of the mandatory requirements listed below, the Bidder **must demonstrate** experience by using project /contract descriptions or listing contracts/clients, **or** provide proof of certification, where applicable. If using the project/contract description, it should include the following:

- a. List of tasks performed within each project/contract (fire extinguisher inspection, first aid kit inspection, defibrillators, or all three) providing specifications such as type and number of fire extinguisher, first aid kits, defibrillators, etc.
- b. Start and end date of project /contract (if end date applies) (dates must include month and year)
- c. Reference contact information that includes name and email. The reference must be a person who was either the Project or Technical Authority, or the supervisor or employer of the resource, if an employee.

Indicate the location in your proposal where the requested information can be found for both the mandatory requirements.

Merely stating the experience is not sufficient and the proposal will be deemed non-compliant.

The Contracting Authority reserves the right to request reference(s) from any of the listed projects to verify and validate the information stated in the bid. If the reference is unable to verify or validate the information stated in the proposal, the bid will be deemed non-compliant.

Definitions

- A. Experience Time Frame

All experiences time-frames provided for evaluation is experience gained by bid closing date. Any experience described after bid is closed will not count towards experience.



1. Mandatory Criteria

No.	Mandatory Criteria	Met/Not Met	Bidder's Cross Reference in the Proposal
M1	The Bidder must demonstrate that it has a minimum of five (5) years of experience in providing fire extinguisher inspection, recharge and refill services to government or private sector.		
M2	All proposed resources conducting annual fire extinguisher inspections must have NFPA certification or ULC or equivalent in portable fire extinguisher inspection and refill.		

2. Point Rated Criteria

No.	Point Rated Criteria	Points to be assigned based on the following	Maximum Points	Bidder's Score	Bidder's Cross Reference in the Proposal
R1	The Bidder should demonstrate that it has experience in providing fire extinguisher inspection, recharge and refill services to government or private sector, above the minimum five (5) year requirement found in M1.	5 years or less = 0 point Above 5 and up to 8 years = 5 point Above 8 and up to 10 years = 10 points Over 10 years = 15 points	15		
R2	The Bidder should demonstrate that it has experience in providing inspections of first aid kits within the last five (5) years.	No project demonstrated = 0 point 1 up to 2 projects demonstrated = 1 point 3 to 5 projects demonstrated = 2 points More than 5 projects demonstrated = 3 points	3		
R3	The Bidder should demonstrate that it has experience in providing inspections of defibrillators within the last five (5) years.	No project demonstrated = 0 point 1 up to 2 projects demonstrated = 1 point 3 to 5 projects demonstrated = 2 points	3		



		More than 5 projects demonstrated = 3 points			
	Total Score CR1 to CR3	Minimum Pass Mark : 13/21		/21	



PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.1.2 COVID-19 Vaccination Requirement Certification

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

COVID-19 Vaccination Requirement Certification

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

- a. fully vaccinated against COVID-19;
- b. for personnel that are unable to be vaccinated due to a certified medical contraindication, religion or other prohibited grounds of discrimination under the *Canadian Human Rights Act*, subject to accommodation and mitigation measures that have been presented to and approved by Canada; or
- c. partially vaccinated against COVID-19 for a period of up to 10 weeks from the date of their first dose and subject to temporary measures that have been presented to and approved by Canada, immediately after which period the personnel will meet the conditions of (a) or (b) or will no longer access federal government workplaces where they may come into contact with public servants under this Contract;

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

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



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

Signature: _____

Date: _____

Optional

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

Initials: _____

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Former Public Servant

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

Definitions

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



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

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

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension?

Yes No

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

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?

Yes No

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;



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

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



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'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.



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 apply and form part of the Contract.

1. The Contractor's and/or its personnel requiring access to Protected A or B information, assets or sensitive work site must at all times during the performance of the contract, maintain a valid RELIABILITY STATUS granted by Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC), Canadian Nuclear Safety Commission or another Federal Departments.
2. Government Officials shall first ensure through the Canadian Industrial Security Directorate or the Canadian Nuclear Safety Commission that the intended supplier and selected site holds the appropriate level of Document Safeguarding Capability. Until this is confirmed the Contractor and/or its personnel MUST NOT remove any PROTECTED information or assets from the identified work site(s).
3. The Contractor and/or its personnel MUST NOT use its IT systems to electronically process, produce or store PROTECTED information or data.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of Canadian Nuclear Safety Commission.
5. The Contractor must comply with the provisions of the Security Requirement Check List attached to this Contract as Annex C.

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from May 1, 2022 to April 30, 2025, inclusive.

7.4.3 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.



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

7.5 Authorities

(to be completed at contract award)

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: _____
Title: _____
Telephone: ____ - ____ - _____
E-mail: _____

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

7.5.2 Project Authority

The Project Authority for the Contract is:

Name: _____
Title: _____
Telephone: ____ - ____ - _____
E-mail: _____

(as applicable)

In its absence, the Project Authority is:

Name: _____
Title: _____
Telephone: ____ - ____ - _____
E-mail: _____

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

7.5.3 Contractor's Representative

Name: _____
Title: _____
Telephone: ____ - ____ - _____
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 Basis of Payment

In consideration of the Contractor satisfactorily completing all its obligations under the Contract, the Contractor will be paid all-inclusive firm unit prices, as specified in Annex "B". Customs duties are included, and Applicable Taxes are extra.

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

7.7.2 Discretionary Audit

The Contractor's certification that the price or rate is not in excess of the lowest price or rate charged anyone else, including the Contractor's most favoured customer, for the like quality and quantity of the goods, services or both, is subject to verification by government audit, at the discretion of Canada, before or after payment is made to the Contractor.

If the audit demonstrates that the certification is in error after payment is made to the Contractor, the Contractor must, at the discretion of Canada, make repayment to Canada in the amount found to be in excess of the lowest price or rate or authorize the retention by Canada of that amount by way of deduction from any sum of money that may be due or payable to the Contractor pursuant to the Contract.

If the audit demonstrates that the certification is in error before payment is made, the Contractor agrees that any pending invoice will be adjusted by Canada in accordance with the results of the audit. It is further agreed that if the Contract is still in effect at the time of the verification, the price or rate will be lowered in accordance with the results of the audit.

7.8 Invoicing Instructions

7.8.1 Invoices can be emailed to finance@cnsccsn.gc.ca

7.8.2 Original receipts are required for reimbursable travel expenses if these expenses are included in the basis of payment found in Annex B attached to this contract. The Contractor must identify the actual travel costs separately on any invoice issued pursuant to the Contract. Travel costs must be itemized by: airfare, train, car rental, personal vehicle, other transportation, accommodation, meals and other. Incidentals are not reimbursable.

7.8.3 The Contractor must clearly indicate the contract number (3000xxxxxx) and appropriate Applicable Taxes registration number on all invoices pertaining to the contract.

7.8.4 The last and final invoice under the contract shall be clearly marked "final invoice".



7.9 Certifications and Additional Information

7.9.1 Compliance

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

7.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____ (*insert the name of the province or territory as specified by the Bidder in its bid, if applicable*).

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) - Higher Complexity – Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) the Contractor's bid dated _____, (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award:* ", as clarified on _____ " **or** ",as amended on _____ " *and insert date(s) of clarification(s) or amendment(s)*).

7.12 Foreign Nationals (Canadian Contractor)

The Contractor must comply with Canadian immigration requirements applicable to foreign nationals entering Canada to work temporarily in fulfillment of the Contract. If the Contractor wishes to hire a foreign national to work in Canada to fulfill the Contract, the Contractor should immediately contact the nearest Service Canada regional office to enquire about Citizenship and Immigration Canada's requirements to issue a temporary work permit to a foreign national. The Contractor is responsible for all costs incurred as a result of non-compliance with immigration requirements.

OR

7.12 Foreign Nationals (Foreign Contractor)

The Contractor must comply with Canadian immigration legislation applicable to foreign nationals entering Canada to work temporarily in fulfillment of the Contract. If the Contractor wishes to hire a foreign national to work in Canada to fulfill the Contract, the Contractor should immediately contact the nearest Canadian Embassy, Consulate or High Commission in the Contractor's country to obtain instructions, information on Citizenship and Immigration Canada's requirements and any required documents. The Contractor is responsible to ensure that foreign nationals have the required information, documents and authorizations before performing any work under the Contract in Canada. The Contractor is responsible for all costs incurred as a result of non-compliance with immigration requirements.

7.13 Insurance

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.



7.14 Dispute Resolution

- (a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- (b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
- (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](#)".



ANNEX "A" - STATEMENT OF WORK

1. TITLE: Fire Extinguishers, First Aid Kits Monthly Maintenance and Defibrillators Monthly Visual Inspection

2. OBJECTIVE

The objective of this requirement is to provide services for monthly inspection of portable fire extinguishers, inspection of first aid kits and inspection of defibrillators in order to have serviceable fire extinguisher , fully stocked first aid kit, and functional defibrillators at all time as per safety regulations.

3. SCOPE

The Contractor must perform monthly and annual inspections on all portable fire extinguishers in accordance with the National Fire Code of Canada (NFCC) and NFPA-10 and recharge them or provide maintenance as necessary.

The Contractor will also have to perform inspection of two (2) types of First Aid kits and replenish the kits as required, and perform visual inspection of the defibrillators, in accordance with Part II of the Canada Labour Code, Occupational Health and Safety Regulations.

It is the responsibility of the Contractor to ensure compliance in the event of changes to regulations.

4. TASK

A. Monthly and Annual Fire Extinguisher Maintenance Check Requirements

The contractor must do the following task on a monthly and annual basis but not limited to the following:

- (1) Inspect all fire extinguishers and mounting hardware for apparent physical damage, corrosion, leakage or missing parts;
 - (2) Inspect nozzle and hose for deterioration and obstruction;
 - (3) Conduct tests to verify proper condition and reading pressure gauge;
 - (4) Inspect lock pin, seal and tamper indicators;
 - (5) Tag and record all tests and inspections on an inspection tag (i.e. one tag per extinguisher);
 - (6) Recharge fire extinguishers found depressurized during inspection, when necessary, at Contractor's expenses. In the event the Contractor needs to remove an extinguisher to be recharged or refilled, a similar extinguisher will be provided, at no extra charge, by the Contractor;
 - (7) Annually all the extinguishers need a complete verification and certification as per NFCC and NFPA-10.
 - (8) Every 5 years hydrostatic testing shall be performed as per NFCC and NFPA-10.
 - (9) Fire extinguishers removed from service for maintenance or recharge shall be replaced by a fire extinguisher suitable for the type of hazard being protected and shall be at least equal rating.
- See extinguisher inventory in Appendix A.

Others:

- (1) In the event of a fire, refills of fire extinguisher(s) will be at CNSC's expenses.
- (2) Damaged fire extinguisher will be repaired or replaced at CNSC's expenses. In the event a repair is required, the Contractor will provide an estimated cost of repair to, and obtain approval from the Project Authority, before doing any repairs.

B. Extinguisher Maintenance Reports

The contractor must maintain a complete inventory, updated as required, of all fire extinguishers that must include the information as follows:

1. location of each piece of equipment;
2. type of fire extinguisher;
3. size of fire extinguisher;
4. serial number;
5. date next test or replacement is required;
6. other remarks, as applicable.



C. Monthly First Aid Kit Check Requirements

The contractor must perform a complete verification of the first aid kit on a monthly basis as follow:

- (1) Ensure access to first aid kits is unobstructed; include in report for action;
- (2) Inspect all kits for damage;
- (3) Inspect all kits for cleanliness, both inside and outside; clean if required
- (4) Inspect contents of kit for missing/expired items;
- (5) Replenish items in kit to the amount specified by the type of kit being inspected; kit contents are listed in Appendix B;
- (6) Tag and record all inspections on an inspection tag (i.e. one tag per kit);
- (7) Individually wrapped emergency blanket kits are included in the scope (inspections and replenishment);
- (8) See first aid kit inventory in Appendix A.
 - o Please note that all items in the first aid kits are to be latex free:
 - Mouth-to-mouth resuscitation mask with one-way valve
 - Gloves: disposable are to be 'Nitrile'
 - o Also note the inclusion of disposable cold/ice packs
- (9) In the event a complete first aid kit requires replacement, it will be at CNSC's expenses

D. First Aid Kit Report

The contractor must maintain a complete inventory, updated as required, of all first aid kits that must include the information as follows:

- (1) location of each kit;
- (2) type of kit;
- (3) were items replenished/changed (Y/N);
- (4) other remarks, as applicable.

E. Defibrillator (AED) visual inspection and Report

The contractor must visually inspect the defibrillators as follows:

1. Ensure access to AED is unobstructed; include in report for action
2. AED Case – Exterior and Interior Visual
3. AED Pads – Present and Unopened
4. Batteries – Visual Check
5. Razor and Scissors
6. Protective Mask and Latex Gloves

All AED component replacement will be at the CNSC's expenses

F. Defibrillator Maintenance Reports

The contractor must maintain a complete inventory, updated as required, of all defibrillators and must include the information as follows:

1. Location of each piece of equipment;
2. Serial number;
3. Date next test or replacement is required;
4. Other remarks, as applicable.

5. LOCATIONS OF FIRE EXTINGUISHERS, FIRST AID KITS AND DEFIBRILLATORS

- |1| 280 Slater Street
Ottawa ON (Fire Extinguishers, First Aid Kits and Defibrillators)
- |2| 333 Laurier West
Ottawa ON (Fire Extinguishers and First Aid Kits)
- |3| 410 Laurier West
Ottawa ON (Fire Extinguishers, First Aid Kits and Defibrillator)
- |4| 3484 Limebank Road
Ottawa (Gloucester) ON (Fire Extinguishers and First Aid Kits)



7. SCHEDULE

All work will be carried out Monday to Friday between 8:00 AM to 4:00 PM excluding statutory holidays. Inspections will be completed once per month with a minimum of 3 weeks between visits.

The Limebank location requires a minimum of 48 hours advance scheduling of any work to be done. The CNSC Project Authority will contact Limebank personnel to schedule the visit.

8. DELIVERABLES

Monthly report (example below)

LOC ATION (3rd Floor)	FIRE EXTINGUISHER						Inspection (Address of Building)			Date : September 19 2019	COMMENTS
	Serial #	Size	HT Due	6 yr. Due	Type	Insp ection	Type	Inspection	Items replenished/changed		
Front Door Near Elevator	K449199	5 lb. ABC	2021	2027	Strike First	X					
Comp Room 3-172	2966257	5lb.co2	2024	2030	Strike First	X					
Exit South	K449166	5 lb. ABC	2021	2027	Strike First	X					
3-155 Cubicle	K449160	5 lb. ABC	2021	2027	Strike First	X					
Exit 3-217	K354379	5 lb. ABC	2020	2026	Strike First	X					
Exit 3-243	K353865	5 lb. ABC	2020	2026	Strike First	X					
Photocopy Room 3-250	K353878	5 lb. ABC	2020	2026	Strike First	X					
Exit North	K353886	5 lb. ABC	2020	2026	Strike First	X					
Kitchen North East	449051	5 lb. ABC	2021	2027	Strike First	X	B	X	Y		
Comp Room 3-236	2966641	5lb.co2	2024	2030	Strike First	X					
3-202 Cubicle	K353860	5 lb. ABC	2020	2026	Strike First	X					
Comp Room3-181	AA329032	10lb.co2	2024	2030	Strike First	X					



Comp Room3-181	AA330 296	5lb.c o2	202 4	203 0	Strik e First	X				
Comp Room 3-182	AA329 440	10lb. co2	202 4	203 0	Strik e First	X				
Exit 3-182	K4492 00	5 lb. ABC	202 1	202 7	Strik e First	X				
Kitchen	K4491 65	5 lb. ABC	202 1	202 7	Strik e First	X	B	X	N	
Room 3-177	AA330 803	5lb.c o2	202 4	203 0	Strik e First	X				
Defibrillator							AE D	X	N/A	Battery, pads needs to be replaced by CNSC



**Appendix A
Inventory list***

Building location	First Aid Type A Kit	First Aid Type B Kit	Total First Aid kit (A+B)	Individually Wrapped Emergency Blanket(2 per kit) Type B only	Fire Extinguisher	Defibrillators
280 Slater (All floors except 18 th)	2	19	21	38	66	5
333 Laurier (12 th floor and Ground Floor Legal Services)	0	2	2	4	5	0
410 Laurier (Floors 9-10-11)	0	6	6	12	22	1
3484 Limebank (Ground floor CNSC Side)	0	3	3	6	20	0
Total	2	30	32	60	113	6

* NOTE: With the GC Workplace initiative, there is a possibility that the number of floors, thus of equipment to be inspected, may be reduced during the period of the contract.

Extinguisher Types*

Building location	Total Extinguishers	ABC 10lb	ABC 5lb	ABC 2.5lb	Co2 5lb
280 Slater	66	5	40	16	5
333 Laurier	5	1	3	1	0
410 Laurier	22	4	14	0	4
3484 Limebank	20	0	17	2	1
Total	113	10	74	19	10

* NOTE: With the GC Workplace initiative, there is a possibility that the number of floors, thus of equipment to be inspected, may be reduced during the period of the contract.



Appendix B
First Aid Kit Content

Item	Supplies and Equipment	Type A	Type B
1	Antiseptic swabs (10-pack)	1	1
2	Bandages: adhesive strips	12	48
3	Bandages: triangular, 100 cm, folded	2	6
4	Blankets: emergency, pocket size	1	—
5	First Aid Kit Container	1	1
6	Dressings: compress, 7.5 cm x 12 cm	1	2
7	Dressings: gauze sterile 10.4 cm x 10.4 cm	4	12
8	Dressings: gauze, non-sterile 10.4 cm x 10.4 cm	10	40
9	Forceps: splinter	1	1
10	Gloves: disposable (Nitrile)	4	8
11	Mouth-to-mouth resuscitation mask with one-way valve (latex-free)	1	1
12	Record book: First Aid	1	1
13	Scissors: bandage	1	1
14	Self-adhering gauze bandage: 7.5 cm x 4.5 m	2	6
15	Tape: adhesive, 2.5 cm x 4.5 m	1	2
16	Splint set	—	1
17	Disposable Cold/ice packs	—	1



ANNEX "B" - BASIS OF PAYMENT

1. Basis of Payment

In consideration of the Contractor satisfactorily completing all its obligations under the Contract, the Contractor will be paid all-inclusive firm unit prices, as specified in the tables below. Customs duties are included, and Applicable Taxes are extra.

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

Tables to be added at contract award

2. Limitation of Expenditure

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



ANNEX "C" - SECURITY REQUIREMENTS CHECK LIST

Please see document attached below



Contract Number / Numéro du contrat 5000062272
Security Classification / Classification de sécurité

**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 CNSC		2. Branch or Directorate / Direction générale ou Direction CFAD	
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 CNSC - Fire Extinguishers, First Aid Kits Monthly Maintenance and Defibrillators Monthly Visual Inspection. Work includes all Head Quarters locations (280 Slater, 333 Laurier, 410 Laurier and 3484 Limebank Road)			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No Non	<input checked="" type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>			
Restricted to: / Limité à : <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays :	Restricted to: / Limité à : <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays :	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"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	



PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :
9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No / Non Yes / Oui
- Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

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

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis
- | | | | |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input type="checkbox"/> SECRET
SECRET | <input type="checkbox"/> TOP SECRET
TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET-SIGINT
TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL
NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET
NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET
COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS
ACCÈS AUX EMPLACEMENTS | | | |
- Special comments:
Commentaires spéciaux : _____
- NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

PRODUCTION

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

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? No / Non Yes / Oui



Contract Number / Numéro du contrat 5000062272
Security Classification / Classification de sécurité

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

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

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
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? No / Non Yes / Oui
 La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

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? No / Non Yes / Oui
 La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

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).