

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

[annette.damour@tc.gc.ca](mailto:annette.damour@tc.gc.ca)

**REQUEST FOR PROPOSAL**  
**DEMANDE DE PROPOSITION**

**Comments – Commentaires**

**Proposal To: Transport 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 thereof.

On behalf of the bidder, by signing below, I confirm that I have read the entire bid solicitation including the documents incorporated by reference into the bid solicitation and I certify that:

1. The bidder considers itself and its products able to meet all the mandatory requirements described in the bid solicitation;
2. This bid is valid for the period requested in the bid solicitation;
3. All the information provided in the bid is complete, true and accurate; and
4. If the bidder is awarded a contract, it will accept all the terms and conditions set out in the resulting contract clauses included in the bid solicitation.

**Proposition à : Transports 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-annexées, au(x) prix indiqué(s).

En apposant ma signature ci-après, j'atteste, au nom du soumissionnaire, que j'ai lu la demande de propositions (DP) en entier, y compris les documents incorporés par renvoi dans la DP et que :

1. le soumissionnaire considère qu'il a les compétences et que ses produits sont en mesure de satisfaire les exigences obligatoires décrites dans la demande de soumissions;
2. cette soumission est valide pour la période exigée dans la demande de soumissions ;
3. tous les renseignements figurant dans la soumission sont complets, véridiques et exacts; et
4. si un contrat est attribué au soumissionnaire, ce dernier se conformera à toutes les modalités énoncées dans les clauses concernant le contrat subséquent et comprises dans la demande de soumissions

<b>Title – Sujet</b>	
Preventive and Corrective Maintenance of SMARDT and Carrier Chillers and of Two Water Towers	
<b>Solicitation No. – N° de l'invitation</b>	<b>Date</b>
T8080-220065	June 16, 2022
<b>Client Reference No. – N° référence du client</b>	
T3125-210041	
<b>GETS Reference No. – N° de référence de SEAG</b>	
<b>Solicitation Closes L'invitation prend fin</b>	<b>Time Zone Fuseau horaire</b>
<b>at – à</b> 02:00 PM – 14h00	Eastern Daylight Time (EDT)
<b>on – le</b> 26 Juillet 2022	Heure Avancée de l'Est (HAE)
<b>F.O.B. - F.A.B.</b>	
Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
<b>Address inquiries to – Adresser toute demande de renseignements à :</b>	
<b>Annette D'Amour</b>	
Area code and Telephone No. Code régional et N° de téléphone	E-mail Courriel
(506) 269-2587	<a href="mailto:annette.damour@tc.gc.ca">annette.damour@tc.gc.ca</a>
<b>Destination – of Goods, Services, and Construction:</b>	
<b>Destination – des biens, services et construction</b>	
Dorval, Quebec	

**Instructions:** See Herein

**Instructions :** Voir aux présentes

<b>Delivery required -Livraison exigée</b>	<b>Delivery offered -Livraison proposée</b>
See Herein – Voir aux présentes	
<b>Jurisdiction of Contract:</b> Province in Canada the bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation)	
<b>Compétence du contrat :</b> Province du Canada choisie par le soumissionnaire et qui aura les compétences sur tout contrat subséquent (si différente de celle précisée dans la demande)	
<b>Vendor/firm Name and Address</b>	
<b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
Telephone No. - N° de téléphone	
e-mail - courriel	
<b>Name and title of person authorized to sign on behalf of Vendor/firm (type or print)</b>	
<b>Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur ( taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

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## PART 1 - GENERAL INFORMATION

### 1.1 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 6 - 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 6 - 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.

### 1.2 Statement of Work

The Work to be performed is detailed under Annex "A" of the resulting contract clauses.

### 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

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.

## 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.

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The [2003](#) (2022-03-29) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: 60 days  
Insert: 90 days

## 2.2 Submission of Bids

Unless specified otherwise in the RFP, bids must be received by the Contract Authority at the location identified by the date, time and place indicated on page 1 of the solicitation. If your bid is transmitted by electronic mail, Canada will not be responsible for late bids received at destination after the closing date and time, even if it was submitted before.

**Bids must be submitted by Electronic Submission only to: [annette.damour@tc.gc.ca](mailto:annette.damour@tc.gc.ca)**

Refer to Part 3, section 3.1 "Bid Preparation Instructions".

## 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](#)

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[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 **seven (7) calendar days** before the bid closing date. Enquiries received after that time may not be answered.

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

## **2.5 Applicable Laws**

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

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory

specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

## 2.6 Bid Challenge and Recourse Mechanisms

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

## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

The Bidder must submit its bid electronically by the date and time of closing identified on page 1. Canada requests that bidders provide their bid in separately bound sections as follows:

- Section I: Technical Bid One** (1) soft copy, Submitted by E-mail;
- Section II: Financial Bid One** (1) soft copy, Submitted by E-mail;
- Section III: Certifications** – Not included in the technical bid, One (1) soft copy, Submitted by E-Mail.

The bids must be sent by E-mail to: [annette.damour@tc.gc.ca](mailto:annette.damour@tc.gc.ca)

Epost Connect service and facsimile are not accepted by Transport Canada at this time.

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

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

- use a numbering system that corresponds to the bid solicitation;
- include a title page at the front of each volume of the bid that includes the title, date, bid solicitation number, bidder's name and address and contact information of its representative; and
- Include a table of contents.

### Section I: Technical Bid

In their technical bid, Bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

## **Section II: Financial Bid**

Bidders must submit their financial bid in accordance with the Basis of Payment at Annex "B"

### **A. Electronic Payment of Invoices - Bid**

Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of invoices.

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

- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI).

## **Section III: Certifications**

In Section III of their bid, bidders should provide the certifications required under Part 5 and, as applicable, any associated additional information.

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

### **4.1 Evaluation Procedures**

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

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1 Mandatory Technical Criteria**

Each bid will be reviewed to determine whether it meets the mandatory requirements of the bid solicitation. Any element of the bid solicitation that is identified specifically with the words "must" or "mandatory" is a mandatory requirement. Bids that do not comply with each and every mandatory requirement will be considered non-responsive and be disqualified. The Mandatory evaluation criteria are described in Attachment 1 to Part 4 - Bid Evaluation Criteria

#### **4.1.2 Financial Evaluation**

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

### **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.

**ATTACHMENT 1 to PART 4 – BID EVALUATION CRITERIA**

**Mandatory Technical Criteria**

<b>Criteria</b>	<b>Description – Mandatory Criteria (MC)</b>	<b>Proposal page number confirming the Criteria</b>	<b>Met / Not Met</b>
<b>MC-1</b>	<p>The Contractor must have one or more refrigeration technicians at its disposal with five (5) years' experience in SMARDT high-pressure magnetic centrifugal chillers and Carrier screw chillers.</p> <p>The Contractor must submit the resumes of the refrigeration technicians who will be assigned to the facility. The resumes must demonstrate the experience acquired in maintaining SMARDT high-pressure magnetic centrifugal chillers and Carrier screw chillers and provide certification that they have successfully completed certified training from the manufacturer on the maintenance of SMARDT and Carrier chillers.</p> <p>Only certified individuals will be authorized to perform maintenance on SMARDT and Carrier chillers.</p>		
<b>MC-2</b>	<p>The Contractor must submit a list of facilities where it is currently contracted to maintain chillers as part of a maintenance contract for SMARDT high-pressure magnetic centrifugal chillers and Carrier screw chillers. The list must include at least three (3) facilities in Quebec.</p>		
<b>MC-3</b>	<p>The Contractor must submit written proof listing the refrigeration technicians' licences and certifying that they have been issued by local authorities.</p>		
<b>MC-4</b>	<p>The refrigeration technicians must have completed training on federal regulations (<i>Halocarbon Regulations</i>). Submit proof of training on the subject.</p>		



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## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

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

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

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

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

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

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

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

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

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided 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 Additional Certifications Precedent to Contract Award**

##### **5.2.2.1 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.

##### **5.2.2.2 Status and Availability of Resources**

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

##### **5.2.2.3 Education and Experience**

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

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**ATTACHMENT 1 to PART 5 - COVID-19 Mandatory Contractor Vaccination Certification Form**

Please complete the required information in the document hereunder.

Please check one of the following two options:

- This is a new submission; or
- This is an update or correction that replaces a previously submitted form.

I, \_\_\_\_\_, as the representative of \_\_\_\_\_, pursuant to Contract no. **T8080-220065** with Transport Canada, warrant and certify that all personnel, including any subcontracted personnel, that \_\_\_\_\_ will provide on this Contract who access federal government workplaces within Canada will be:

- fully vaccinated against COVID-19 with Health Canada-approved COVID-19 vaccine(s) as of November 15, 2021; or
- subject to accommodation and mitigation measures as of November 15, 2021, that have been presented to and approved by Canada. This applies to personnel that are unable to be vaccinated due to a medical contraindication, religion, or other prohibited grounds of discrimination under the Canadian Human Right Act;

until such time that Canada indicates that the mandatory vaccination requirements of the Government of Canada are no longer in effect.

Alternatively, I warrant and certify that:

- no personnel, including subcontractors and their personnel, will require any access to federal government workplaces for the performance of this Contract. This includes temporary access, such as the access required for in-office delivery, installation or repair of goods, equipment or supplies.

I further certify that all personnel provided by \_\_\_\_\_ have been notified of the vaccination requirements of the Government of Canada's COVID-19 Vaccination Policy for Supplier Personnel.

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 reserves the right to declare the Contractor in default if a certification is found to be untrue, whether made knowingly or unknowingly, during the 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 may constitute a default under the Contract.

Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

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

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

Note: While Canada reserves the right to ask for additional information at a later date to verify the certifications, please do not submit any personal information pertaining to your resources or

employees, including proofs of vaccination, the name of an affected personnel, or any specifics about an individual's medical contraindications, disability or religious grounds through this certification request.

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.

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## PART 6 - RESULTING CONTRACT CLAUSES

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

### 6.1 Security Requirements

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

- a) The contractor/offeror must, at all times during the performance of the contract/standing offer, hold a valid designated organization screening (DOS), issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC)
- b) The contractor/offeror personnel requiring access to sensitive work site(s) must **each** hold a valid **reliability status**, granted or approved by the CSP, PWGSC
- c) Subcontracts which contain security requirements are **not** to be awarded without the prior written permission of the CSP, PWGSC
- d) The contractor/offeror must comply with the provisions of the:
  - a. Security Requirements Check List and security guide (if applicable), attached at Annex "C"
  - b. Contract Security Manual (latest edition)

### 6.2 Statement of Work

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

### 6.3 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.

#### 6.3.1 General Conditions

[2010C](#) (2022-01-28), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

#### 6.3.2 Supplemental General Conditions

[4013](#) (2021-11-29), Supplemental General Conditions – Compliance with on-site measures, standing order, policies and rules apply to and form part of the Contract

### 6.4 Term of Contract

#### 6.4.1 Period of the Contract

The work is to be performed during the period of contract award to August 31, 2023.

#### 6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to Four (4) additional One (1) year period 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 at least Fifteen (15) days 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.

## 6.5 Authorities

### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Annette D'amour  
A/Team Leader Procurement  
Transport Canada  
275 Sparks Street  
Ottawa, ON K1A 0N5  
Tel: 506-269-2587  
[annette.damour@tc.gc.ca](mailto:annette.damour@tc.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.

### 6.5.2 Project Authority

The Project Authority for the Contract is: *(to be inserted at contract award)*

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

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

### 6.5.3 Contractor's Representative *(to be inserted at contract award)*

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

## 6.6 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.

## **6.7 Payment**

### **6.7.1 Basis of Payment**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price as specified in Annex "B" for a cost of \$ \_\_\_\_\_ (*amount to be inserted at contract award*). 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.

### **6.7.2 Multiple Payments**

SACC Manual clause [H1001C \(2008-05-12\)](#) Multiple Payments

#### **A. Electronic Payment of Invoices – Contract**

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

- a. Direct Deposit (Domestic and International);
- b. Electronic Data Interchange (EDI).

## **6.8 Invoicing Instructions**

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions together with the Maintenance Report (Monthly- Bi-Monthly or Quarterly) described in the Statement of Work.

Invoices cannot be submitted until all work identified in the invoice is completed and all maintenance service request reports for the work identified in the invoice are received by the Project Authority.

Invoices must be sent to the Transport Canada regional facilities officer on a monthly basis:

[TC.QUEAssistInstallationsDorval-DorvalFacilitiesAssistQUE.TC@tc.gc.ca](mailto:TC.QUEAssistInstallationsDorval-DorvalFacilitiesAssistQUE.TC@tc.gc.ca)

## **6.9 Certifications and Additional Information**

### **6.9.1 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.

### **6.10 Applicable Laws**

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

### **6.11 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;

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- (b) Supplemental General Conditions [4013](#)(2021-11-29), Compliance with on-site measures, standing orders, policies, and rules
  - (c) the general conditions [2010B](#) (2022-01-28) Professional Services (Medium Complexity);
  - (d) Annex "A", Statement of Work
  - (e) Annex "B", Basis of Payment
  - (f) Annex "C", Security Requirement Checklist (SRCL)
  - (g) the Contractor's bid dated \_\_\_\_\_ *(to be inserted at contract award)*

## 6.12 Insurance

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

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

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

## 6.13 Dispute Resolution

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

**ANNEX « A »**

**STATEMENT OF WORK**

**PREVENTIVE AND CORRECTIVE MAINTENANCE  
OF SMARTD AND CARRIER CHILLERS  
AND TWO WATER TOWERS**

TRANSPORT CANADA  
REGIONAL BUILDING  
700 Leigh-Capreol Place  
Dorval, Quebec  
H4Y 1G7



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## 1. GENERAL REQUIREMENT

### 1.1 BACKGROUND AND PURPOSE

Perform maintenance on the two chillers and two water towers located at 700 Leigh-Capreol Place in Dorval, including cleaning the two water towers. The award of this maintenance contract will help ensure a safe work environment for the employees and other occupants in the building.

- .1 The Contractor shall submit to the Technical Authority a prevention program specific to all activities the Contractor is likely to carry out in the building at least ten (10) days before the start of work.
- .2 The Contractor shall thereafter update its prevention program if the work proceeds differently than initially planned. The Building Technical Authority may, after receiving the program and at any time during the work, demand that the program be amended or complemented to better reflect actual worksite conditions. The Contractor must then make the necessary changes prior to the start of work.
- .3 The program must be based on the risks identified and must take into account the information and requirements contained in these specifications. The program shall remain in force throughout the term of the contract and must satisfy the following requirements:
  - Include the company's policy on health and safety;
  - Include an organization chart of health and safety responsibilities;
  - Identify the risks specific to each category of task to be performed in the execution of the contract and the corresponding preventive measures, based on regulatory requirements;
  - Identify the person responsible for applying the preventive measures;
  - Take into account risks that may affect the health and safety of workers, occupants of the building or facility, and the public;
  - Include first aid and emergency response standards;
  - Include a procedure in case of accident;
  - Include a workplace inspection sheet based on risk identification;
  - Include possible repair jobs that could be assigned to the Contractor under this contract; and
  - Include a written undertaking from all parties to adhere to the prevention program.
- .4 The Contractor must include in its prevention program a specific procedure for the maintenance and cleaning work of the water towers, in which it must, in particular, list the personal protection equipment to be worn by workers (protection against bioaerosols and fumes from the cleaning products used).
- .5 The Contractor must submit the following documents to the Departmental Representative:
  - A copy of the training certificates required for the application of these specifications and the safe planning of work, e.g. general health and safety for construction sites,

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- asbestos, locking out and first aid, in particular, training on how to wear respiratory protection devices and confirmation that every worker has had leak tightness tests performed on the respiratory protective devices that he or she must wear.
- A copy of the safety data sheet for every controlled product used on the worksite, at least three days before the product is used;
  - Confirmation of medical examinations of its supervisory employees and all employees, where a medical examination is required under a statute, regulations, a directive, specifications or a prevention program. The Contractor shall also thereafter promptly submit confirmations of medical exams for all persons new to the worksite;
  - A copy, signed and sealed by an engineer, of all plans and compliance certificates required under the *Safety Code for the Construction Industry* (c. S-2.1, r. 4), any other statute or regulation, or any other clause of the specifications or the contract. A copy of these documents shall also be sent to the CNESST and shall be available on the site at all times;
  - A mechanical inspection certificate for the machinery used to perform the work (e.g., elevating platforms);
  - An investigation report within 24 hours following any accident that results in an injury or any incident that brings to light a potential hazard; and
  - A copy, within 24 hours, of any inspection report, notice of correction or recommendation issued by federal or provincial inspectors.
- .6** The Contractor shall ensure that the material, equipment, tools and protective devices used to carry out the work are maintained and kept in good condition. Equipment, tools or protective equipment that cannot be installed or used without compromising the health and safety of workers or the public are deemed inadequate for the work to be performed. The Technical Authority reserves the right to prohibit the use of equipment or tools deemed to be dangerous, defective or inappropriate.
- .7** The Contractor shall ensure that its employees have received the training and information needed to perform their tasks safely and that all necessary tools and protective equipment are available, comply with the applicable standards, statutes and regulations, and are used.
- .8** The Contractor shall take such measures as are needed to enforce and ensure compliance with the health and safety requirements set out in the contract documents, provincial regulations, applicable standards and the prevention program specific to the work, and to comply promptly with any order or notice of correction issued by the CNESST.
- .9** Regardless of the number of workers assigned to the work, the Contractor shall designate a person to act as workplace health and safety officer and give that person the authority to order work stopped or resumed when the person deems such action to be necessary for health and safety reasons.
- .10** Without limiting the scope of the preceding clause, the Building Technical Authority may at any time order that work be stopped if they believe there is a hazard or risk to the health and safety of employees assigned to the work, the public or the environment.

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- .11** The Contractor shall take all measures necessary to ensure effective communication of health and safety-related information. Immediately upon their arrival at the workplace, all workers must be informed of the specifics of the prevention program, their obligations and their rights. The Contractor shall maintain a log of information provided and obtain the signature of every worker who is given the information.
  - .12** The Contractor shall inform its workers that they have the right to refuse any work that entails a risk to their health or safety.
  - .13** The Contractor shall inspect the work site and submit to the Building Technical Authority a duly completed work site inspection sheet once a week or at an interval determined with the Building Technical Authority on the call-up form.
  - .14** The Contractor shall promptly take such measures as are needed to correct instances of non-compliance with statutes and regulations and hazardous situations identified by a government inspector, the Building Technical Authority or the PSPC health and safety coordinator, or in the course of a periodic inspection. Submit to the Building Technical Authority written confirmation of all measures taken to correct non-compliance or hazardous situations.
  - .15** The Contractor agrees to comply with first-aid and emergency response standards in accordance with the applicable policies and regulations and any other clause of the specifications.
  - .16** The Contractor shall review the building and facility evacuation procedure and provide its employees with the training and information they need to apply the procedure.
  - .17** The Contractor shall identify and control access to the work area and install barricades as needed.
  - .18** The Contractor must take all necessary measures to keep the work site clean and orderly throughout the work and must ensure that, at the end of each work day, the work site is free of any hazards.
  - .19** Where a worker works alone in an isolated place where it is impossible to ask for assistance, the Contractor shall identify the risks related to the situation and provide the Building Technical Authority with a procedure for preventing those risks and quickly getting help in an emergency.
  - .20** Where a hazard not identified in the specifications arises as a result of or in the course of the work, the Contractor shall stop work immediately, implement temporary protective measures for workers and the public, and notify the Building Technical Authority orally and in writing. The Contractor shall then submit the necessary changes for approval before proceeding with the prevention program to ensure that work can resume safely.
  - .21** In the event of an incident, the Contractor shall take such measures as are needed, including stoppage of work, to ensure the health and safety of workers and the public and shall contact the technical authority promptly.

**.22** Sub-contracting is not permitted without special authorization from the Building Technical Authority. In making a decision, the Building Technical Authority will consider the subcontractor's ability to meet these requirements.

**.23** Sealing guns and other cartridge devices shall not be used without authorization from the Building Technical Authority.

**.24** The above notwithstanding:

- a) Every person who uses a sealing gun shall have a training certificate and shall meet all the requirements set out in section 7 of the *Safety Code for the Construction Industry* (S-2.1, r. 4);
- b) Every cartridge device shall be used in accordance with the manufacturer's instructions and the applicable standards and regulations.

**.25** On the work site, the Contractor shall consider the following conditions in developing a safe work plan:

- If the Contractor is asked to do work that is likely to produce asbestos dust, the Contractor shall meet the requirements of section 3.23 of the *Safety Code for the Construction Industry*, under the *Act respecting occupational health and safety* (R.S.Q., c. S-2.1).
- The Contractor may be asked to perform roofing work. The Contractor shall indicate in its prevention program the measures to be taken to prevent falls.
- If the Contractor is asked to perform work near a body of water or holding pond, the Contractor shall indicate in its prevention program the measures to be taken to prevent the risk of drowning, electric shock and electrocution.
- The Contractor may be asked to perform work at heights. The Contractor shall indicate in its prevention program the measures to be taken for work at heights.
- If the Contractor is asked to inspect or check electrical rooms, the Contractor shall indicate in its prevention program the measures it plans to take to protect people in those areas.
- If the Contractor is asked to perform work in confined spaces, the Contractor shall include in its prevention program the measures it intends to take when working in these areas, and take into account the requirements of section 3.21 of the *Safety Code for the Construction Industry*, under the *Act respecting occupational health and safety* (R.S.Q., c. S-2.1).
- If the Contractor is asked to perform work in laboratories, the Contractor shall contact the Building Technical Authority to determine whether special procedures need to be taken.

## **2. SPECIFIC CLAUSES**

### **2.1 Lock-out**

- .1** Whenever work is being done on electrically powered equipment or equipment powered by any other source of energy, the Contractor shall submit a lock-out procedure to the Departmental Representative and implement it.

- .2 Supervisory staff and all workers involved in or affected by the work for which the lock-out is required must have received training on lock-out provided by a recognized entity; the Contractor must send the certificates for this training to the Departmental Representative.
- .3 Before undertaking a lock-out operation on equipment on an occupied site, the Contractor shall coordinate its work with the site representative if the power cut-off could have an effect on site operations or on the occupants.
- .4 Before locking out equipment, the Contractor shall obtain from the site representative all information necessary to identify the isolation points for the equipment to be locked out, validate this information, perform the lock-out and then conduct "zero-energy" tests before doing the work.
- .5 The Contractor must complete the lock-out form supplied by the site representative, where applicable.

## 2.2 Electrical work

- .1 The Contractor shall ensure that all electrical work is performed by qualified licensed workers in accordance with provincial regulations on professional training and qualification.
- .2 Any electrical equipment on which work is being done must be de-energized, except where complete disconnection is not feasible.
- .3 The Contractor must comply with of all the requirements in the "Lock-out" paragraph in this section.
- .4 The Contractor shall notify the Departmental Representative in writing regarding any work that must be done on live equipment. The Contractor shall demonstrate to the Departmental Representative that de-energizing is not feasible, and supply all the information needed to complete and obtain a live-line work permit and authorization (method of work, assessment of arc flash level, flash protection boundary, protection equipment, etc.) before starting the work.
- .5 The live-line work permit must at the minimum contain the following:
  - Description of the circuit, the equipment and location;
  - Justification for the need to do live-line work;
  - Description of the work safety practices to be used;
  - Conclusions of the shock hazard analysis;
  - Definition of the shock protection boundary;
  - Conclusions of the flash hazard analysis;
  - Description of the flash protection boundary;
  - Description of the personal protection equipment required;
  - Description of the methods to be used for restricting access to unqualified persons;
  - Proof that an information session has been held;

- Approval signature for the live-line work (by a person in authority or the owner).
- .6 If operational needs of the site occupants are such that the Contractor has to do live-line work, it shall obtain all information necessary to complete a live-line work permit (method of work, assessment of arc flash level, flash protection boundary, protection equipment, etc.) and have it signed by the site representative designated by the Departmental Representative before the start of the work.
- .7 In addition to the requirements indicated in the paragraphs above, the Contractor shall comply with the requirements of standard CSA Z462, *Workplace Electrical Safety Standard*.

### **2.3 Fall risk prevention**

- .1 The Contractor shall supply the equipment needed to work at heights (e.g. ladders, stepladders, elevating platforms, scaffolding).
- .2 All persons who use an elevating platform (scissor lift, telescoping, articulated or rotating elevating platform, etc.) shall have received training to do so.
- .3 A safety harness must be worn on all telescoping, articulated and rotating elevating platforms.
- .4 A danger zone must be identified around any elevating platform.
- .5 Any opening in a platform or in a roof must be surrounded by a guardrail or blocked with a cover attached to the platform and strong enough to withstand the loads to which it will be subjected, regardless of the dimensions of this opening or the fall height it represents.
- .6 Anyone working less than two metres from a location from which a fall of three or more metres could occur must use a safety harness, in accordance with regulatory requirements, unless there is a guardrail or other element to ensure an equivalent level of safety.
- .7 Notwithstanding regulatory requirements, the Departmental Representative may order the installation of guardrails or the use of safety harnesses for certain specific situations where there is a risk of a fall of less than three metres.
- .8 The Departmental Representative may also order the installation of a guardrail or the use of safety harnesses for certain temporary installations where there is a risk of a fall of less than three metres.

### **2.4 Asbestos**

Before starting work likely to generate asbestos dust, the Contractor shall:

- .1 Provide a written procedure covering all of the items listed in section 3.23 of the *Safety Code for the Construction Industry S-2.1, r-4*.
- .2 Show that all workers concerned have been trained in asbestos hazards and the procedure described above (ASP Construction) (s. 3.23.7).
- .3 Show that it has in hand all the equipment needed to comply with the procedure and safely perform the work.

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## 2.5 Special condition for confined spaces

- .1 For each confined space to which the Contractor must have access, the Contractor must include in its prevention program a written procedure identifying the following:
  - The tools needed to perform the work;
  - The equipment installed or to be installed in the confined space and the measures to be taken to install, use, maintain, protect or move the equipment;
  - Pipes and conduits entering the confined space;
  - The hazards and safety measures to be taken depending on the work to be performed;
  - Contaminants that might be encountered in the confined space; and
  - Appropriate rescue measures and equipment and emergency measures.
- .2 The Contractor shall complete an access permit for any entry into a confined space. The Contractor shall submit a copy of its initially filled-out permit beforehand to the building representative; the latter may request that it be amended if content is not complete. The permit is valid for an entire shift and shall take into account the information in the evaluation report and the specific conditions of the work to be performed.
- .3 The Contractor shall complete a hot work permit issued by the Departmental Representative where the work to be performed includes welding, cutting or any other activity that produces a flame or sparks.
- .4 All persons who have access to a confined space, including the custodian, shall hold the following training certificates:
  - PSPC safety for work in enclosed spaces (ASP Construction or equivalent course)
  - Workplace first aid and CPR (organization recognized by the CNESST)
  - use of ventilation devices (ASP Construction or equivalent course)
  - use of safety harnesses (ASP Construction or equivalent course)
  - use and maintenance of respiratory protection devices (ASP Construction or equivalent course)
  - Gas detection devices (ASP Construction or equivalent course).
  - Where the use of air-supplied devices or stand-alone respirators is anticipated, full training in the preparation, maintenance and use of the devices (manufacturer, supplier or a recognized organization).
  - In remote areas where there is no local emergency response unit, the Contractor shall designate persons to carry out rescue operations in confined spaces. The rescuers designated by the Contractor shall complete relevant training in the use of rescue equipment.
- .5 Anyone who has to use a supplied air respirator must present a medical certificate which confirms their ability to use this sort of device. This certificate will be valid for a term of two years.

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- .6 The Contractor shall establish an emergency and rescue procedure with municipal and ambulance services. The procedure, telephone numbers and location of the nearest telephone shall be clearly posted near the work location.
  - .7 Before entering the confined space and continuously thereafter, the Contractor shall take readings of the concentration of oxygen, flammable gases and any toxic gases likely to be present, in particular carbon monoxide and hydrogen sulphide, and make sure that no one enters the confined spaces if the gas concentrations are not within regulatory limits. The readings must be recorded in the entry permit. The detection devices used shall be calibrated and adjusted according to the manufacturer's instructions by a qualified person so that the alarms comply with the limits set out in the permit.
  - .8 The Contractor shall supply its own gas detection devices and keep them in good condition. The Departmental Representative may have the Contractor's devices checked for accuracy by a qualified person at any time. If a detection device fails, work shall be suspended immediately and all workers shall leave the confined space. Where that occurs, there will no compensation for lost time.
  - .9 If the alarm on a detection device sounds, all workers shall leave the confined space. The Contractor shall then determine the source of the contamination, neutralize it and ventilate the confined space in order to eliminate any remaining contaminant and shall keep individuals out of the confined space until the oxygen and gas levels have returned to normal.
  - .10 Compressed gas cylinders and welding machines shall not be taken into confined spaces. Such equipment shall remain outside and shall not block any entrance or exit. All cylinders shall be properly secured.
  - .11 Electric tools and devices used to access confined spaces shall be grounded and, if necessary, designed to be explosion-proof. All equipment shall be connected to a ground fault interrupter or step-down transformer. The Contractor shall, at its own expense, have a qualified electrician modify any power outlets and/or circuit breakers it plans to use which do not meet these criteria.
  - .12 The Contractor shall provide a ventilation system in order to keep the contaminant levels below the allowable limits.
  - .13 The Contractor shall post signs to stop unauthorized persons from entering the confined space.
  - .14 Where it is impossible to keep the noise level below 85 dB, the Contractor shall provide all workers with ear protectors appropriate to the desired level of attenuation and the work to be performed.
  - .15 The Contractor must ensure that all workers wear the required personal protective equipment.
  - .16 The Contractor shall designate a qualified person to assume the duties of custodian. This person shall:
    - Be familiar with the procedure for working in confined spaces.



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- Ensure constant communication is maintained with all workers in the confined space. The instructions applied shall be adapted to confined spaces. The Contractor shall select means of communication taking into account the identified hazards and other pertinent factors, that is, the protective equipment workers are required to wear, noise levels in and near confined spaces, remoteness, lighting conditions, etc.
  - Be familiar with the gas detection devices and ensure that they are functioning properly throughout the performance of the work.
  - Be familiar with the back-up ventilation systems and ensure that they are functioning properly throughout the work period.
  - Be familiar with emergency procedures.
  - Ensure that:
    - All workers entering the confined space observe the Contractor's work procedure.
    - Working conditions and the work environment inside the confined space are not detrimental to the workers' health and safety.
- .17** The custodian shall remain at the entrance to the confined space as long as there is a worker in the space.
- .18** The Contractor shall designate a person to be in charge of safety in confined spaces. That person shall be on site at all times.
- .19** The same person may not serve as custodian and confined spaces safety officer unless he or she is able to meet the requirements of both positions.

## **2.6 Hot work**

- .1** Hot work means any work that involves the use of an open flame or which may produce heat or sparks, such as the following work: riveting, welding, cutting, grinding, milling, burning, heating, etc.
- .2** At the start of each work shift and for each sector, the Contractor shall obtain a hot work permit issued by the Building Technical Authority.
- .3** A working handheld extinguisher appropriate to the fire hazard must be available and readily accessible within a 5-metre radius of any flame or source of sparks or intense heat.
- .4** The Contractor shall designate a person to continuously monitor fire risks for a minimum period of one hour after the end of any hot work. This person must sign the section of the permit designated for this purpose and give it to the Building Technical Authority after that hour has gone by.

## **2.7 Welding and cutting**

In addition to the conditions set out in the preceding paragraphs, the Contractor must comply with the following requirements:

- Welding and cutting must be performed in accordance with the requirements set out in the *Safety Code for the Construction Industry*, S-2.1, r.4. and Standard CSA W117, *Safety in Welding, Cutting and Allied Processes*.
- Pause any activity that produces gases, vapors or flammable or combustible dust if in proximity to welding or cutting work.
- Store compressed gas cylinders on a fireproof surface and ensure that the room is well ventilated.
- Store oxygen cylinders at least six metres away from cylinders containing flammable gas (e.g. acetylene) or such combustible materials as oil and grease unless they are separated by a wall made of non-combustible material as specified in section 3.13.4 of the *Safety Code for the Construction Industry*, c. S-2.1, r.4.
- Store cylinders away from all heat sources.
- Do not store cylinders near stairs, exits, corridors or elevators.
- To avoid the risk of explosion, do not allow acetylene to come into contact with such metals as silver, mercury, copper and brass alloys containing more than sixty-five per cent (65%) copper.
- Make sure that all electric arc welding equipment has the required voltage rating and is grounded.
- Make sure that the lead wires of the electric welding equipment are not damaged.
- Place the welding equipment on a flat surface protected from the weather.
- Put fire-proof fabric in place when overhead welding is being done and there is a risk of falling sparks.
- Remove or protect flammable or combustible materials located within 15 metres of the welding work.
- Never weld or cut on closed containers.
- Do not cut, weld or carry out open-flame work on a tank, pipe or other container that may contain a flammable or explosive substance or residue unless:
  - air samples have been taken, indicating that the work can be done safely, or
  - measures have been taken to ensure worker safety.

## 2.8 Scaffolding

In addition to the requirements of the *Safety Code for the Construction Industry*, any Contractor who uses scaffolding must meet the following conditions:

### Footings:

- Scaffolding shall be placed on solid footings so as to prevent it from sliding or tipping.
- If the Contractor wishes to place scaffolding on a roof, an eave, a canopy or a garret, the Contractor shall submit its load calculations and plans, signed and sealed by an engineer, to the Departmental Representative for authorization before beginning installation.

### Assembly, bracing and anchoring:

- All scaffolding must be assembled, braced and anchored in accordance with manufacturer's instructions and the provisions of the *Safety Code for the Construction Industry*.

- In situations where it is necessary to remove some scaffolding components (e.g. cross pieces), the Contractor, before assembling the scaffold, shall submit to the Departmental Representative an assembly procedure, signed and sealed by an engineer, certifying that the scaffolding will allow work to be carried out safely, taking into account the loads that will be applied.
- For any scaffolding structure where the span between two scaffolding supports is greater than three metres, the Contractor, before assembling the scaffold, must provide the Departmental Representative with an assembly plan signed and sealed by an engineer.

Fall protection during assembly:

- Throughout the assembly process, all workers shall be protected against falls if they are exposed to a risk of falling farther than three metres.

Platforms:

- Scaffold platforms shall be designed and installed in accordance with the provisions of the *Safety Code for the Construction Industry*.
- If planks are used, they must be approved and stamped in accordance with Section 3.9.8 of the *Safety Code for the Construction Industry*.
- Scaffolding four sections (or six metres) high or higher shall have a full platform covering the entire surface of the putlogs every three metres or portion thereof, and at no time shall the components of such platforms be moved to create intermediate landings.

Guardrails:

- A guardrail must be installed on every landing.
- Cross-bracing must not be considered guardrails.
- If the platforms are not full ones, the guardrails must be installed just above the edge of the platform in such a way that there is no empty horizontal space between the platform and the guardrail.
- On scaffolding four sections (or six metres) high or higher that requires full platforms, the guardrails must be installed on every platform at the start of work and must remain in place until the work is finished.

Access:

- The Contractor must ensure that access to scaffolding does not compromise worker safety.
- Where the scaffolding platforms are made up of planks, ladders shall be installed so as to ensure that any planks that extend past the edge do not prevent the workers from moving up or down.
- Notwithstanding the provisions of the *Safety Code for the Construction Industry*, stairs shall be installed on all scaffolding with six or more sets of uprights and six sections (or nine metres) high or higher.

Protection of the public and occupants:

- Where the scaffolding is installed in an area accessible to the public, the Contractor shall take measures to prevent the public from accessing the scaffolding and, if need be, any work area or storage area located near the scaffolding.
- The Contractor must install covered walkways, nets or other similar devices to protect the public and building occupants from falling objects. The protection measures used must be approved by the Departmental Representative.

Engineer's plans:

- In addition to those required by the *Safety Code for the Construction Industry*, the Departmental Representative reserves the right to demand engineer's plans for other scaffolding types or configurations.
- A plan signed and sealed by an engineer is required for any scaffolding to which tarpaulins, canvases or other contrivances susceptible to wind uplift are attached.

**A certificate of compliance must be signed by an engineer for all cases where an engineer's plan is required, before anyone uses the facility for which the plan was created. A copy of these documents must be available on the construction site at all times.**

### **3. GENERAL CONDITIONS**

#### **3.1 Scope of Work**

The work to carry out consists of performing the general tasks and responsibilities of this section and the specific tasks and responsibilities described in sections 4.1. and 4.2 and in Parts A, B, C and D covering the maintenance of a high-pressure centrifugal chiller, a screw chiller, water towers and other equipment listed in Part D.

#### **3.2 Subcontracting**

The Contractor shall not subcontract any work under this contract to a subcontractor or a third party, with the exception of the non-destructive tests specified in Part A Item 8.

Some work in specialized areas, such as tube inspection and vibration analysis, may be carried out by other specialized firms, but at the Contractor's expense. The Contractor shall be responsible for the work of its subcontractors just as if the work had been done by the Contractor itself.

#### **3.3 Major Damage**

The Contractor must provide a report within forty-eight (48) hours following diagnosis of the breakage on one of the centrifugal chillers, one of the screw chillers, or one of the water towers. The report shall list the main replacement parts, such as motors, starters, microprocessor controls (Microtech), circuit breakers, the tubes for all the exchangers (evaporators and condensers). For the water towers, the belts, coils, pulleys and main drive shafts.

After filing the report relating to the major breakage, the Contractor must submit a plan of action for maintaining the operational capacity of the equipment in the building.

### 3.4 Staff Turnover

The Contractor shall, whenever possible, always assign the same two refrigeration technicians to the facility so that both of them are familiar with the specific operation of the building in question. Staff turnover shall be kept to a minimum and under no circumstances shall turnover exceed 50% per year.

### 3.5 Security Requirements

The Contractor awarded the contract cannot begin work until it obtains security clearance for its employees. The Contractor personnel requiring access to protected information, assets or sensitive work site(s) must EACH hold a valid **Reliability Status**, granted or approved by Transport Canada. The Contractor must comply with the provisions of the *Security Requirements Check List* (SRCL) attached to this contract.

Upon request from the Departmental Representative, the Contractor, or those assigned to do the work, must supply personal information for a security screening. The aforementioned security screening may also involve fingerprinting. Anyone with a criminal record will be rejected.

Once the security clearance has been issued, the Departmental Representative shall notify the Contractor.

The Contractor and representatives of the Contractor's firm shall comply with the building Security rules.

The parking area shall be accessible to the Contractor, if possible, but only to vehicles bearing the company name.

Material shall be delivered to the location stipulated by the Departmental Representative, and the Contractor's representatives shall leave that location upon delivery of the material.

The Contractor's employees shall sign the attendance register at the place designated by building security. They shall indicate the time in, time out and purpose of the visit. Transport Canada shall supply an access card, in accordance with the applicable security standards. These are to be affixed to uniforms and worn in full view whenever in the building. People assigned to do the work must have a distinct uniform which is specific to the Contractor and bears the Contractor's identification on the shirt.

If the Contractor has not undergone a security investigation, it must be accompanied at all times in the building until it obtains the proper security clearance.

### 3.6 Location of Work and Work Period

The Contractor shall work at 700 Leigh-Capreol Place, Dorval, Quebec, H4Y 1G7, Room 0141 and outside the building at ground level for the two water towers.

The work must be carried out in such a way that the normal activities of the building's users are not hampered and be scheduled in such a way that the building's occupants and users will be

inconvenienced as little as possible. When setting the schedule, cooperate with the maintenance team to ensure that the measures taken are acceptable to Transport Canada.

### **3.7 Emergency Calls**

The Contractor shall provide emergency service 24/7 during the period of operation (12 months/year).

The maximum response time after an emergency call shall be two (2) hours between 8:00 a.m. and 4:00 p.m. on weekdays and four (4) hours at all other times.

### **3.8 Protection of Persons and Property**

The Contractor shall take such safety measures and precautions as are necessary to protect persons and property against accidents or damage while the maintenance or repair work is being performed.

The Contractor shall be specifically and fully liable for any accidents or damage sustained by persons or property as a result of its activities on the premises.

Special care shall be taken to avoid soiling, scratching, damaging or hitting finished surfaces with pieces of equipment, ladders, scaffolding or any other equipment that may be used in the course of the work.

### **3.9 Fire Protection**

All operations and tasks relating to this contract must be performed in compliance with the most recent version of the *National Fire Code of Canada* and the *National Building Code*.

### **3.10 System Modifications**

Transport Canada reserves the right to modify the systems and control sequence as it deems necessary. The Contractor will be officially notified of these modifications in due course.

### **3.11 Tidiness of Premises**

The department shall not allow debris to accumulate. After each work period, the Contractor shall remove from the premises any waste generated by its work. The Contractor shall clean the premises to the satisfaction of the Departmental Representative.

### **3.12 Instructions**

The Contractor shall perform work following instructions and guidance from the department's maintenance team. The Contractor shall send its monthly work reports and all other communications related to performance of the contract to the Departmental Representative.

### **3.13 Communications**

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The addresses and telephone numbers where the Contractor and the Contractor's superintendent or manager can be reached at any time of day or night shall be recorded on a list prepared and updated as necessary by the Contractor and given to the building manager.

All oral and written communication shall be in French.

### **3.14 Work Start Date**

The Contractor will start chiller maintenance work immediately after being notified that it has been awarded the contract and once it has obtained security clearances for its employees.

### **3.15 Request for Electrical Isolation and Transfer**

The Contractor will complete form *Isolation and Electrical Transfer Request*, in all instances of electrical power interruption or isolation described below in accordance with Part II, Division VIII, of the *Canada Labour Code*:

- The building's main power supply lines
- Power supply line panels and sub-panels
- Bus bars
- Motor control centres
- Back-up power circuits
- Fire alarm and fire protection equipment
- Mechanical protection devices (sump pump, etc.)
- Alarm circuits for building services, including heating, ventilation and air conditioning devices
- Circuits serving more than one device
- Refrigerant leak monitoring system and its alarmCircuits connected to a single device incorporated into a cooling or heating system

The Contractor will complete the form and have it countersigned by the Departmental Representative before carrying out any work.

### **3.16 Insurance Against Damage**

When the contract is being signed, the Contractor shall provide a copy of its combined property damage/liability insurance for the term of the contract, as established below.

Five (5) million dollar minimum including a maximum for the following elements:

- Compensation to the injured and/or deceased individual;
- Property damage;

Damage claims of any kind that relate to the Contractor's work on the site shall be successfully settled between the Contractor and the claimant without any charge to the department.

## **4. GENERAL DESCRIPTION OF SERVICES**

### **4.1 Service of a Smardt High-Pressure Centrifugal Chiller and a Carrier Screw Chiller**

#### 4.1.1 Scope

The Contractor must provide all components, materials, tools and skilled labour needed to carry out the corrective and preventive maintenance of the high-pressure centrifugal chiller and a screw chiller listed in Part D of these specifications.

The Contractor will be responsible at all times for the performance of the unit, that is, the maintenance of kW/ton for each of the compressors and exchangers under operating conditions in accordance with AHRI standard 550/590 (latest edition).

The level of maintenance (i.e., the frequency of maintenance visits and the specific tasks carried out) will be determined by the Contractor so as to ensure that the Contractor meets all of its contractual obligations and responsibilities; the Contractor must, however, refer to the minimum tasks set out in Part A of these specifications.

The Contractor must follow to the letter all of the manufacturer's recommendations for maintenance, including information which may be obtained in the form of technical advice.

The Contractor must comply at all time with the halocarbon regulations (*Federal Halocarbon Regulations*). Produce the reports necessary to implement this regulation.

The Contractor must provide at its own expense all of the materials, tools and skilled labour needed to carry out the corrective and preventive maintenance of the chillers listed in Part D of these specifications.

The following list is not exhaustive and includes the most recent versions of the subject-matter references:

Air-Conditioning, Heating and Refrigeration Institute (AHRI):

- AHRI 550/590, Performance Rating of Water-Chilling and Heat Pump Water-heating Packages Using the Vapour Compression Cycle;
- American Society for Testing and Materials International (ASTM);
- ASTM C547-2000 – Standard Specification for Mineral Fiber Pipe Insulation;
- Canadian Standards Association and CSA International;
- CSA B52-2013 – Mechanical Refrigeration Code;
- CSA C22.2 NO. 14-2018 – Industrial Control Equipment;
- CSA C22.2 NO. 100-2014 – *Motors and Generators*;
- CSA C22.2 NO. 156-FM1987 (C2013) – *Solid-State Speed Controls*;
- ASHRAE Standard 90.1-2016 (I-P Edition) – *Energy Standard for Buildings Except Low-Rise Residential Buildings* (ANSI Approved; IES Co-sponsored);
- *National Energy Code for Buildings* (NECB), 2015 (updated December 18, 2015);
- *New Regulations respecting pressure vessels* published on March 7, 2018. These regulations replace the *Act respecting pressure vessels* (Chapter A 20.01) and the *Regulations respecting pressure vessels* (Chapter A 20.01, r. 1), and help integrate the pressure installations field into the *Building Act* (Chapter B-1.1);



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- CSA C22.10-2018 – *Québec Construction Code*, Chapter V: Electricity;
  - ASME BPVC-2017 – *Boiler and Pressure Vessel Code*, Section VII: Rules for construction of pressure vessels division 1;
  - ANSI/NEMA MG 1-2016 – *Motors and Generators*;
  - CAN/CSA-C743-09 (R2014) – Performance Standard for rating packaged water chillers;

#### **4.1.2 Definitions**

Included: All maintenance, or travel time, mileage, parking, rental, gas and supply of the materials and expertise required to keep the chillers and other equipment listed in the inventory section in their original condition in terms of energy and mechanical efficiency and reliability, and to keep this equipment clean inside and out.

Tasks: Inspections and/or repairs and scheduled and unscheduled tests of the various chiller components.

Minimum tasks: All of the work listed in Part A of the present specifications.

#### **4.1.3 Technical Update**

The software in both MicroTech microprocessors must be automatically updated at no additional cost. The Contractor must, where required, submit to the Departmental Representative the proposed improvements/modifications.

Any safety devices on the unit shall be modified and upgraded at the Contractor's expense when the manufacturer announces desirable upgrades.

Devices with the potential to improve the chiller's performance are not included. However, the Contractor shall, when required, submit to the Departmental Representative the upgrades proposed by the manufacturer, so that the Departmental Representative can determine whether the proposed modifications are desirable and cost-effective. The department reserves the right to accept or reject the proposed modifications in whole or in part.

Modifications to the instrumentation or software of the microprocessors (algorithms) shall be made free of charge, it being in the Contractor's interest to make the chiller more reliable while maintaining the capacity and efficiency established on the shop drawings.

Modifications required under federal, provincial or municipal regulations shall be paid for by the Contractor.

#### **4.1.4 Maintenance Work Report**

Following any visit, which may be a seasonal inspection, a monthly visit, an emergency service call, or a special inspection, the Contractor shall send the Departmental Representative a detailed report on the tasks that were carried out.

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This report shall not consist of the work order filled in by the employee. It must be a **detailed, electronic report**.

At least twelve (12) monthly reports shall be submitted for the scheduled visits, in addition to reports on emergency service calls, and on spring and autumn check-ups.

#### **4.1.5 Staff Training**

The Contractor is responsible for the continuous training of the operational staff and shall, at the request of the Building Technical Authority, make its technicians available to operational staff to provide all the information needed to operate the chillers and other equipment covered by this contract as effectively and safely as possible.

#### **4.1.6 Operations**

Maintenance will be performed at the Contractor's expense. The components included in the preventive maintenance service are the components that can be maintained or repaired, and where the condition can be maintained throughout their intended life cycle. Maintenance services generally cover, but are not limited to, the following components:

- Factory-installed motor start equipment and fuses;
- Controls, including the modem, microprocessor, sensors, actuators, solenoids, fuses on the chillers and any other regulating devices mounted on the units;
- Compressors, motors, couplers and oil pumps;
- The refrigerant inlet and outlet service valves and all other service valves, thermostatic/electronic/electromechanical valves, pressure gauges, safety valves;
- Exchangers, including tubes, tube supports, shells, tube plates and covers;
- Flow detection switches electrically connected to microprocessors and any other sensors installed on the pipes;
- All components that are essential to chiller operation;
- The Armaflex or other thermal insulation must be replaced if it shows signs of drying or cracking.

### **4.2 MAINTENANCE SERVICE FOR THE TWO WATER TOWERS**

#### **4.2.1 Scope**

The Contractor must provide at its own expense all of the materials, tools and skilled labour needed to carry out the corrective and preventive maintenance of the cooling towers and accessory equipment listed in Part D of these specifications.

The Contractor shall be responsible at all times for the performance of the towers. The Contractor shall organize its work so that the towers are performing within their operating range.

The level of maintenance (i.e., the frequency of maintenance visits and the specific tasks carried out) shall be determined by the Contractor so as to ensure that the Contractor meets all of its

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contractual obligations and responsibilities; the Contractor must, however, refer to the minimum tasks set out in Part B of these specifications.

Maintenance generally includes, but is not limited to, the following components: the towers' frames and structures, mounting base, bladed fans, transmissions, motors, belts, bearings, distributors, spray nozzles, exchange surfaces, drift eliminators, sealed basins, partitions, sealed doors, gaskets, regulator motors and linkages, temperature controls, couplings, strainers, water-level control valve and associated tower equipment.

The tower 1's inner tank must be maintained.

The following list is not exhaustive and generally includes the most recent versions of the subject-matter references:

- ANSI/ASHRAE Standard 188-2018 – Legionellosis: Risk Management for Building Water Systems;
- Mechanical design standard 15161-2013 – *Control of Legionella in Mechanical Systems* (including addenda A, B and C; and addendum C published on March 31, 2016);
- CSA/CSA-Z204-94 (C1999) – Guideline for Managing Indoor Air Quality in Office Buildings;
- *Canada Occupational Health and Safety Regulations* (SOR/86-304) Part II - Permanent structures, Section III - HVAC Systems (Regulations updated 2018-09-26; last amended 2018-06-25);
- Regulation respecting occupational health and safety, S-2.1, r. 13 (from the Act respecting occupational health and safety, c. S-2.1[223]) updated July 1, 2018.

#### **4.2.2 Definitions**

Included: All maintenance, or travel time, mileage, parking, rental, gas and supply of the materials and expertise required to keep the cooling towers and accessory equipment in their original condition in terms of energy and mechanical efficiency and reliability, and to keep this equipment clean inside and out.

Tasks: Inspections and/or repairs and scheduled and unscheduled tests of the various cooling tower components.

Minimum tasks: All of the work listed under Part B.

#### **4.2.3 Technical Update**

Any safety devices on the unit shall be modified and upgraded at the Contractor's expense when the manufacturer announces desirable upgrades.

Devices with the potential to improve the performance of the cooling tower are not included. However, the Contractor shall, when required, submit to Departmental Representative the upgrades proposed by the manufacturer, so that the department can determine whether the proposed modifications are desirable and cost-effective.

The department reserves the right to accept or reject the proposed modifications in whole or in part. However, if the department accepts the proposal, then the Contractor shall be compensated for the work in accordance with the clauses set out in Section 3.

#### **4.2.4 Maintenance Work Report**

Following any visit, which may be a seasonal inspection, a monthly visit, an emergency service call, or a special inspection, the Contractor shall send the Departmental Representative a detailed report on the tasks that were carried out.

This report shall not consist of the work order filled in by the employee. It must be a detailed, typed report.

At least seven (7) monthly reports shall be submitted for tower 2 and twelve (12) monthly reports for tower 1 for the scheduled visits, in addition to reports on emergency service calls, on spring start-up and tune-up, and fall shutdown and tune-up.

#### **4.2.5 Training the Department's Maintenance Team**

The Contractor is responsible for providing ongoing training for the maintenance team. Upon the request of the team's chief of operations, the Contractor shall provide training and all information necessary to operate the cooling towers and other related equipment in the most efficient and safe manner possible.

#### **4.2.6 Operations**

Maintenance will be performed at the Contractor's expense. The components included in the preventive maintenance service are the components that can be maintained or repaired, and where the condition can be maintained throughout their intended life cycle. The maintenance service generally covers, but is not limited to, the following components:

- Factory-installed motor start equipment and fuses;
- Controls, microprocessors, sensors, actuators, solenoids, fuses on the towers and any other regulating devices mounted on the units;
- Motors and their bearings, pulleys, couplings and fan blades;
- Flow detection switches electrically connected to microprocessors and any other sensors installed on the pipes;
- All components that are essential to tower operation.
- The Contractor shall perform the maintenance in accordance with the instructions and at the intervals recommended in the towers' maintenance manuals. The manuals shall be provided by the Contractor and must remain on the premises.
- Following any visit (for start-up, shutdown or monthly inspections), a notation must be made in the work record as to which procedures were carried out at that visit, referencing them by the sections of the maintenance manual that document them.
- The following work is not part of preventative maintenance:
- Normal operation of the cooling towers and their peripheral equipment (pumps).

- Normal treatment of condensing water and chilled water.

#### **4.2.7 Mandatory Visit**

Before submitting a bid, the Contractor absolutely must visit and carefully examine the premises and systems in order to be aware of the existing conditions in the building and all specifics thereof, in order to ascertain the maintenance work that needs to be done and the conditions under which it will have to be performed.

The Contractor must be aware that the control sequence for the two chillers is complex and must be verified at every visit and complied with in all aspects. The set points must not be changed, the Contractor must submit a written authorization request describing any requested change and the reasons for it.

No additional claims for special equipment as a result of a lack of information on the existing conditions will be considered by Transport Canada.

**The contact person responsible to coordinate the mandatory visit is:**

Kevin Cassim, A/Regional Facilities Agent, Facilities Management

[kevin.cassim@tc.gc.ca](mailto:kevin.cassim@tc.gc.ca)

Telephone : (514) 796-6449

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## **PART A - MINIMUM MAINTENANCE OF THE SMARDT CENTRIFUGAL CHILLER AND THE CARRIER SCREW CHILLER**

### **1. GENERAL**

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The Contractor shall perform the maintenance in accordance with the instructions and at the intervals recommended in the maintenance manuals for the SMARDT chiller (chiller 2) and the Carrier chiller (chiller 1). The manuals shall be provided by the Contractor and must remain on the premises. The department shall be the custodian of the manuals until the end of the contract. A PDF or a photocopy describing the recommended specifications and service intervals in the service manuals for the SMARDT chiller (chiller 2) and the Carrier chiller (chiller 1) shall be attached to the tender documents so that the bidder is able to evaluate costs based on the manufacturer's recommended specifications and intervals.

Following any visit (for start-up, shutdown or monthly inspections), a notation must be made in the work record as to which procedures were carried out at that visit, referencing them by the sections of the maintenance manual that document them.

### **2. MATERIALS AND COMPONENTS**

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The Contractor shall provide at its own expense all materials and components required to perform the equipment preventive maintenance tasks identified in the inventory list according to the manufacturer's recommendations (e.g., refrigerant oil, oil filters, refrigerant fluid, seals).

Only new, manufacturer-approved materials and components shall be used for maintenance and/or repairs. For major components and special components, only original parts shall be used. Chiller tubes from another brand may be used but must be accompanied by a certificate attesting that their exact specifications meet the basic design criteria of the unit.

### **3. START-UP**

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The following is a non-exhaustive list of start-up tasks:

A cooling load must exist for recovery chiller 1 to be put into operation in the winter. Energy recovery can then be performed. Energy cannot be recovered without a cooling load. The Contractor must consider performing chiller 1's annual start-up at the same time as the main chiller (chiller 2).

In the fall, conduct an overall check of chiller 1 to prepare it for winter. In summer, chiller 2 is the primary chiller and 1 is the secondary chiller. These parameters can be switched using a computer command if chiller 2 experiences a major breakdown.

Clean the units completely. It shall be the Contractor's responsibility to keep the chillers clean. The presence of dust or streaks of oil on the compressors, starters and exchangers shall not be tolerated.

- Check the systems for leaks.
- Check the oil level.

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- Check the refrigerant level.
  - Check the insulation for the motors, and tighten the electrical connections.
  - Start the unit.
  - Check the low-temperature safety breakpoint for the chilled water, the refrigerant and the high-temperature safety breakpoint for the condensing water and ensure they are operational.
  - Check the differential low oil pressure breakpoint and ensure it is operational.
  - Check the adjustment and operation of the compressor motor overload protection controls (overload relay and/or thermistor in the coil).
  - Check the evaporator and condenser pressures and temperatures.
  - Check the operation of the water flow switch.
  - Inspect for abnormal noise and vibration.
  - Check the adjustment and operation of the chilled water temperature controls.
  - Check the indicator lights.
  - Check the operation of the multistage thermostat.
  - Check the operation of the thermostatic expansion valves.
  - Check for superheating and sub cooling.
  - Check the unloaders.
  - Check the condition of the valves (valve plate assembly).
  - Measure and record the amperage at the compressor motor terminals.
  - Give the operators the necessary instructions when new operating procedures are adopted.
  - Update the log book.
  - Run the chiller(s), if required.

In the week following the visit, prepare a comprehensive report on all these checks and submit it to the operations manager. This report must be typed and sent in by mail or fax within one week of the visit.

#### 4. MONTHLY INSPECTIONS

The following is a non-exhaustive list of monthly tasks:

Chiller 1 can be turned on at any time if the cooling load is high enough.

In summer when chiller 2 is considered the primary chiller, change the command if necessary, so that chiller 1 is the primary chiller and can be started up.

After the monthly inspection checks are completed (60-minute minimum shutdown of chiller 2), establish chiller 2 as the primary chiller.

Meet with the facility manager to discuss past operational events. Complete a full check of the control sequence attached to this specification.

- Check the chiller's operation as recommended by the manufacturer.
- Check the oil level.

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- Check the low-temperature safety breakpoint for the chilled water, and the refrigerant and the high-temperature safety breakpoint for the condensing water and ensure they are operational.
  - Check the low oil pressure breakpoint and ensure it is operational.
  - Check the adjustment and operation of the compressor motor overload protection controls.
  - Check the evaporator and condenser pressures and temperatures.
  - Check the operation of the water flow switch.
  - Inspect for abnormal noise and vibration.
  - Check the operation of the multistage thermostat.
  - Check the indicator lights.
  - Check the operation of the thermostatic expansion valves.
  - Check for superheating and sub cooling.
  - Check the unloaders.
  - Check sump oil levels.
  - Measure and record the current at the compressor motor binding posts.
  - Give the operator instructions on any new operating procedures.

In the week following the visit, prepare a comprehensive report on all these checks and submit it to the operations manager.

This report must be typed and sent in by mail or fax within one week of the visit. Make note of all checks on the report (visit record). List operational recommendations that will need to be implemented for normal, cost-effective operation.

#### 5. PERFORMANCE AND CAPACITY TESTING TO AHRI STANDARD 550/590 (ANNUAL CHECK)

The following is a non-exhaustive list of capacity tests:

Provide at its own expense all materials, components and skilled labour required to maintain the current cooling capacity of the chiller.

Perform an operating test under load. Shut down the primary chiller and let the temperature of the chilled water rise so that the test can be performed under the conditions specified in the most recent edition of AHRI standard 550/590. Check the exchanger flows, the temperature differentials and the power demand at 100% load under AHRI normal conditions.

Prepare a complete draft report on these checks and submit it to the operations manager. This report must be typed and sent in by mail or fax within one week of the visit.

#### 6. ANNUAL CONDENSER TUBE CLEANING

The following is a non-exhaustive list of annual cleaning tasks:



Before cleaning the tubes of the recovery condenser, make the necessary preparations because the heating system will need to be shut down.

- Remove the condenser cover(s).
- Every year, clean the condenser with a soft-bristled, bronze rotating brush and finish with the nylon brush.
- Depending on how much algae and sediment have built up, make the necessary recommendations. The Contractor shall at its own expense clean the lime or other sediment using the method specified by the manufacturer. Time the annual cleanings to coincide with the visit by the hydronic circuit water treatment consultant.
- Schedule the work so that at least one chiller is always available.

In the week following the visit, prepare a complete report on all these checks and submit it to the operations manager. This report must be typed and sent in by mail or fax within one week of the visit.

## 7. EXCHANGER TUBE CLEANING

At the start of the first year of the contract, inspect the tubes for all the exchangers in the chillers. Clean the tubes and perform a Foucault current (Probolog) analysis. Chiller 1 has a plate heat exchanger that must be checked.

Tube inspection includes the degree of corrosion (pitting), abnormal wear of tube supports, variations in tube diameter (bulges caused by freezing), condition of fins and any other abnormalities observed.

Prepare a comprehensive report on the analyses, showing the location and numbering of the tubes, the results and recommendations.

- Replace or seal any defective tubes as required.
- Clean the exchanger covers and replace the sacrificial anode(s) if necessary.
- Replace the gaskets.
- Check the calibration of the temperature and/or pressure transmitter(s) if they were taken apart to open the exchangers.
- Have the thermal insulation replaced by an accredited insulation firm.
- Perform an electronic or thermographic leak test.
- Start up the unit (see spring start-up).
- Check the connections and conductors thermographically.

In the week following the visit, prepare a complete report on all these checks and submit it to the operations manager. This report must be typed and sent in by mail or fax within one week of the visit.

## 8. END-OF-SEASON SHUTDOWN (NOVEMBER) FOR CHILLER 2

The following is a non-exhaustive list of annual shutdown tasks:

- Turn off the power and attach labels to the distribution cut-out switches and the 600-V starters.
- Make sure that the concentration of chemicals will properly protect the exchanger tubes. Operations will supply the chemicals and labour to achieve this concentration.
- Close the chilled water and condenser water valves.
- Place a tarpaulin over any components that could get dirty over the winter.
- Perform all the checks that the manufacturer recommends for the long-term shutdown of this type of unit.

In the week following the visit, prepare a complete report on all these checks and submit it to the operations manager. This report must be typed and sent in by mail or fax within one week of the visit.

## 9. NON-DESTRUCTIVE TESTS

Starting in the first year, perform the following annual tests:

- Oil test: Conduct a spectrochemical and chemical analysis of the oil. The following parameters must be analyzed: oil moisture content and acidity (pH).
- Submit a 50 mL sample of the oil. This sample must be taken with the Departmental Representative present. Identify the sample (chiller serial number, sample date, hours in operation, and technician's name).
- The oil must be changed, if necessary. When replacing the oil, produce a detailed printed report specifically for this task that describes the condition of the oil.
- Vibration test: Perform a vibration analysis and compare the resulting vibration levels with the manufacturer's recommended levels. Compare the current year's results with those of the previous year.
- For each of these two non-destructive tests, submit a comprehensive report on the general condition of the chillers and note any abnormalities (such as abnormal vibrations, metal particles in the oil, etc.) that could cause premature wear. All reports shall be submitted at the same time, both in electronic format (.pdf or .doc) and in printed format.
- At the appropriate time, prepare the chiller for the pressure vessel inspection. Carry out any corrective actions required by the Quebec-accredited inspection authority. The costs of this inspection shall be borne by the department.

## **PART B - MINIMUM MAINTENANCE OF THE TWO WATER TOWERS**

### 1. MATERIALS AND COMPONENTS

The Contractor shall provide at its own expense all materials and components required to perform the equipment preventive maintenance tasks identified in the inventory list according to the manufacturer's recommendations (e.g., lubrication of motor bearings and other bearings, seals for the tower base).

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Only new, manufacturer-approved materials and components shall be used for maintenance and/or repairs. For major components and special components, only original parts shall be used. Plastic fill media (film fill) from another brand may be used, but must be accompanied by a certificate attesting that their exact specifications meet the tower's basic design criteria.

## 2. END-OF-SEASON SHUTDOWN (NOVEMBER) AND MAINTENANCE

The towers should be cleaned and shut down in accordance with the manufacturer's recommendations and in compliance with the procedures specified in the PSPC standard IM-15161-2013 *Control of Legionella in Mechanical Systems* and successive modifications. The following is a non-exhaustive list of annual fall maintenance activities:

- Empty and clean the water basin. Clean and dispose of debris from the basin and drain located on the roof.
- Clean the distribution system, spray nozzles and strainers.
- Inspect the tower to check the condition of the plastic fill media and drift eliminators.
- Check for any build-up of chemicals on the outside of the frame and for any possible water leaks from the basin floor.
- Check the access doors to make sure they are properly sealed (condition of seals and hardware), and correct as necessary.
- Check the integrity of the internal structures for oxidation and deposits, and correct as necessary.
- Check the fans to ensure that the blades are clean and the cages are secure, and correct as necessary.
- Tighten all the bolts on the water tower.
- Check the alignment of the pulleys and the condition of the belts. Correct as necessary.
- Check the shafts and bearings and correct as necessary; tighten all components and lubricate as necessary.
- Check the deflection of the suspension springs, check for rust, and correct as necessary.
- Lubricate the bearings.
- Check for oil leaks from the transmission (if applicable), and correct as necessary.
- Replace the oil in the transmissions (if applicable).
- Check the blade angles for uniformity (if applicable).
- Check whether the extreme vibration detector is working properly (if applicable).
- When done working, clean the floor and close the tower.

In the week following the visit, prepare a complete report on all these checks and submit it to the operations manager.

This report must be typed and sent in by mail or fax within one week of the visit. The report must include colour photographs taken before and after the cleaning work. Photographs of the following components must be included in the report: the outsides of the towers, basins, tubes, plastic fill media, drift eliminators.

## 3. SPRING START-UP (APRIL)

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The towers should be started up in accordance with the manufacturer's recommendations and in compliance with the procedures specified in the PSPC standard IM-15161-2013 *Control of Legionella in Mechanical Systems* and successive modifications.

The following is a non-exhaustive list of annual spring maintenance activities:

- Clean and remove debris from the air inlet to the outer tower.
- Clean the water distribution system, tower strainer, tower's water system strainer, chilled water system strainers, drift eliminators, plastic fill media (film fill), inside of the tower and its basins and all moving parts.
- Clean and disinfect balancing pipes or pipe shafts containing standing water.
- Check and adjust the flow of water to the spray nozzles; balance the circuit flow if necessary.
- Adjust the tension on the belts. Check belt condition. If the condition of the parts is sub-optimal, replace the belts and pulleys.
- Before spring start-up, lubricate the fan shaft bearings.
- Check fan rotation and ensure that their movement is unobstructed.
- Seal the various sections of the tower's basin floor using elastomer seals to prevent possible leaks.
- Fill the tank with clean water and check the operation of the float valve or other water-level control device and adjust the water to the optimal level.
- Check the starters (overload relays and contactors); replace the indicator lights as necessary.
- Check the motors (amperage, voltage, etc.).
- Check the electrical connections for the overheat switch with an infrared indicator.
- Check all capacity controls.

In the week following the visit, prepare a complete report on all these checks and submit it to the operations manager.

This report must be typed and sent in by mail or fax within one week of the visit. The report must include colour photographs taken before and after the cleaning work. Photographs of the following components must be included in the report: the outsides of the towers, basins, tubes, plastic fill media, drift eliminators.

#### 4. MANDATORY MONTHLY OPERATING INSPECTIONS (12)

In addition to spring start-up and fall shutdown, perform seven (7) additional monthly inspections on tower 2 while it is operating and twelve (12) monthly inspections on tower 1, which must operate year-round.

The following is a non-exhaustive list of monthly maintenance activities:

- Check for ice build-up, and repair leaks as necessary.
- Perform a visual leak check of the tower and basin water pipes.
- Perform an operating test.

- 
- Inspect the tower and make any necessary adjustments and repairs.
  - Adjust the tension on the belts.
  - Check the motor mount and vibrations.
  - Check the operation of the water-level control valve. Adjust the valve. Check the level of the basins. Check for sediment (mud, lime deposits, etc.) accumulation.
  - Check and record the amperage and voltage of the motors.
  - If necessary, run the unit at high speed and at low speed, and check the time lapse when switching from low speed to high speed and vice versa.
  - Lubricate the bearings and bearing bushings.
  - Check all capacity controls.
  - Clean the inlet strainer.

In the week following the visit, prepare a complete report on all the checks and submit it to the operations manager, or the acting operations manager.

This report must be typed and sent in by mail or fax within one week of the visit.

## 5. CAPACITY TESTING OF COOLING TOWERS

The following is a non-exhaustive list of capacity tests:

- During the annual AHRI 550/590 (latest edition) test of the chillers, record operating data such as water flow (from the curve for the condenser water pump), the dry-bulb and wet-bulb temperatures of the ambient air, the condenser water feed and return temperatures, the speed of the fans and their total load in kW.
- This operating data shall be included in the AHRI 550/590 conformity report.
- If the cooling tower does not seem to be operating at its rated design capacity, the Contractor shall indicate the necessary steps to bring the facility into conformity with the CTI certification currently in effect.
- Attach the tower report to the AHRI 550/590 conformity report for the chillers. The report shall be comparative in nature, presenting the initial start-up data (obtain the tower's file) and the data obtained from the AHRI 550/590 testing.
- This report must be typed and sent in by mail or fax within one week of the visit.

## **PART C – CONTROL SEQUENCE**

### **CHILLER OPERATING SEQUENCE**

#### **AUTHORIZATION TO START UP THE COOLING SYSTEM:**

- ❑ The principle of the existing winter and summer modes has been kept. Based on the outdoor temperature with the appropriate differential and temperature, the cooling unit can switch from one mode to the other.
- ❑ Therefore, in winter mode, chiller 1 (recovery chiller) is considered the primary chiller and is authorized, by the existing programmable digital controller (PDC), to run continuously. Chiller 2 can be started up via SMARTD chiller 1's MicroTech control panel if the building's chilled water needs exceed chiller 1's capacity. However, in the winter, the SMARTD chiller is shut off or put on standby.
- ❑ In summer mode, chiller 2 is used as the primary chiller and is started up by the PDC. Chiller 1 becomes the secondary chiller and can also be started up by the PDC if chiller 2 lacks the necessary capacity. The operator can nevertheless use an existing software-run selector switch on the control panel screen to indicate that in summer mode chiller 1 is the primary chiller and chiller 2 is the secondary chiller.
- ❑ The guiding principle of the two modes must be maintained, but the programming can be changed to run a new sequence.
- ❑ For chiller 1, the transition from one mode to the other must be performed after the PDC for that chiller has been shut down, if it was running. Any chiller pumps that are controlled by the PDC and are operating must be kept running. Two minutes later, the PDC then activates the start-up sequence described below.

### **WINTER MODE**

#### **1. START-UP**

- ❑ Prior to starting this sequence, the PDC must check that the new motorized valve, SMTVE-1, is in the recirculation (open) position. This is confirmed via an IFC limit switch. However, pump P-25 must be stopped for over an hour so that the PDC can keep the valve open on the water tank side in order to allow the air that might have entered the pipes to be evacuated.
- ❑ Upon receiving the command to start up in winter mode, the PDC will do the following:
  - ❑ Adjust chiller 1's chilled water setpoint to the maximum value.
  - ❑ Adjust the normal condenser's cooling water STEA probe setpoint to the maximum value.
  - ❑ Maintain the heating hot water ECTE probe setpoint at its programmed value.

- 
- ❑ Start up the normal condenser's P-25 pump.
  - ❑ Start up heating pump P-15 or P-16 (the one with fewer operating hours), powering the plate exchanger and the building's heating system.
  - ❑ Authorize the start-up of chiller 1. Chiller 1's MicroTech control panel will then do the following:
    - ❑ Start up chiller 1's chilled water pump P-13 upon confirming that chilled water pump P-13 and pump P-25 and/or P-15/P-16 have been started up, via three flow switches, and start up the chiller.

## **2. COOLING WATER (NORMAL CONDENSER)**

An STEA probe, installed at the normal condenser inlet, and the PDC, will do the following if the temperature rises:

- ❑ Adjust valve SMTVE-1 in the closing direction on the recirculation side.
- ❑ Pump P-25 will keep the temperature between 24 and 32 °C (between 75 and 90 °F).
- ❑ This loop will be cascaded from the heat recovery hot water loop via the ECTE probe. If the temperature drops, the PDC, in sequence and in order, will cause:
  - ❑ Pump P-25 and a ramp to begin opening valve SMTVE-1 on the recirculation side.

## **3. HEATING WATER (RECOVERY CONDENSER)**

An ECTE temperature probe, installed at the plate exchanger inlet, and the PDC, will do the following via a ramp and in sequence when it receives a heating command:

- ❑ First, readjust the condenser's control loop setpoint upward.
- ❑ Then stop pump P-25 five minutes after fully opening valve SMTVE-1 on the recirculation side. Finally, modulate the boiler's capacity (set and SCR stages).
- ❑ These steps all work to maintain the return heating hot water's temperature according to the schedule indicated on the plan (based on the outdoor temperature).
- ❑ The TAEC probe (installed on the boiler's outlet) and the PDC will take control of the boiler to ensure that the heating hot water supply temperature does not exceed 38 °C (100 °F) at this point.

However, when a surplus of heat is detected by the ECTE probe, the PDC will do the following, in order and in sequence:

- ❑ Modulate (reduce) the boiler's capacity.
- ❑ Start pump P-25 in recirculation mode.

- ❑ Readjust downward (following a ramp), the setpoint for the condenser's control loop (STEA).

#### **4. CHILLED WATER**

- ❑ An analog output of 4 to 20 mA of the PDC readjusts chiller 1's chilled water supply setpoint, via its MicroTech control panel, according to the schedule indicated in the plan.

#### **SUMMER MODE**

Same operating sequence as in winter mode, with the exception of the following:

- ❑ Heating pumps P-15/P-16 are stopped and the heating system's control loops, including the boiler, are shut down.
- ❑ Pump P-25 is kept running.
- ❑ The normal condenser's control loop (STEA) is set at 24 °C (75 °F).



## **PART D – EQUIPMENT INVENTORY**

### **SMARTD CENTRIFUGAL AND CARRIER SCREW CHILLERS**

Quantity	Equipment	Manufacturer	Model number	Serial number
1	Chiller 1 – R134, 136 T	Carrier (installed in 2008)	30HXC 146 RZE 161KA	4008Q16982
1	Chiller 2 – R134A, 250 T	SMARTD (installed in 2015)	SWA095.2H-F5-F2HHHA-F2AVHA-0501	FF0010K028Q1625

Included: All accessories in the chillers including switches/starters.

Included: Two combined Star/Delta starters and Vulkan refrigerant leak detector (R-134a probe)

### **BAC COOLING TOWERS**

Quantity	Equipment	Manufacturer	Model number and description
1	Water tower 1	BAC	FXT-115 (115 T) 5 HP (115 nominal tons, 5 HP)
	Inner tank and its controls for tower 1	Assembled inside the building	
1	Water tower 2	BAC	FXTN-215 (215 T) 25 HP (215 nominal tons, 10 HP)

Included: External power switches (WP)

Included: Inner tank for tower 1 (chiller 1) and its controls.

Tower 1 (recovery chiller 1) can be operated at any time, so it is equipped with an inner tank. Tower 2 is a summer tower that operates mainly from spring to fall and based on winter operational needs.

**ANNEX « B »**

**BASIS OF PAYMENT**

Bidders must submit their financial bid under the Pricing Schedule below. The total amount of applicable taxes will be shown separately, if applicable. During leap years, the Contractor will have to modify its schedule in order to provide services on February 29, without Transport Canada having to pay additional costs.

<b>Annual Preventative Maintenance (Maintenance and Inspection Service)</b>							
<b>Unit Price (Applicable Taxes Extra)</b>							
<b>Item</b>	<b>Description</b>	<b>Unit</b>	<b>Firm Price Year 1</b>	<b>Option Year 2</b>	<b>Option Year 3</b>	<b>Option Year 4</b>	<b>Option Year 5</b>
1	Winter Maintenance – Carrier Screw Chiller	12 months	_____ \$ / month	_____ \$ / month	_____ \$ / month	_____ \$ / month	_____ \$ / month
2	Summer Maintenance – SMARDT Centrifugal High-Pressure Magnetic Chiller	6 months (May to October)	_____ \$ / month	_____ \$ / month	_____ \$ / month	_____ \$ / month	_____ \$ / month
3	Water Tower 1 - Maintenance	12 months	_____ \$ / month	_____ \$ / month	_____ \$ / month	_____ \$ / month	_____ \$ / month
4	Water Tower 2 - Maintenance	7 months (April to October)	_____ \$ / month	_____ \$ / month	_____ \$ / month	_____ \$ / month	_____ \$ / month
<b>Spring Start-up (Service and Inspection)</b>							
5	Spring Start-up SMARDT centrifugal high-pressure magnetic chiller	Once per year	_____ \$ Price	_____ \$ Price	_____ \$ Price	_____ \$ Price	_____ \$ Price
6	Cleaning both water towers including the inner tank of chiller 1 and starting up water tower 2	Once per year	_____ \$ Price	_____ \$ Price	_____ \$ Price	_____ \$ Price	_____ \$ Price

7	For the services required, and with prior approval from the Transport Canada Representative (Estimate 40hrs per year)	\$ _____ Hourly Rate	\$ _____ Hourly Rate	\$ _____ Hourly Rate	\$ _____ Hourly Rate	\$ _____ Hourly Rate
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**TOTAL SUBMISSION PRICE (September 1, 2022 to August 31, 2025) :**

Article	Total Year 1 (a)	Option Year 2 (b)	Option Year 3 (c)	Option Year 4 (d)	Option Year 5 (e)	Total Cost (a)+(b)+(c)+(d)+(e)
1	Price per Month \$ _____ X 12 =	Price per Month \$ _____ X 12 =	Price per Month \$ _____ X 12 =	Price per Month \$ _____ X 12 =	Price per Month \$ _____ X 12 =	
	<b>Total (a)</b> \$ _____	<b>Total (b)</b> \$ _____	<b>Total (c)</b> \$ _____	<b>Total (d)</b> \$ _____	<b>Total (e)</b> \$ _____	\$ _____
2	Price per Month \$ _____ X 6 =	Price per Month \$ _____ X 6 =	Price per Month \$ _____ X 6 =	Price per Month \$ _____ X 6 =	Price per Month \$ _____ X 6 =	
	<b>Total (a)</b> \$ _____	<b>Total (b)</b> \$ _____	<b>Total (c)</b> \$ _____	<b>Total (d)</b> \$ _____	<b>Total (e)</b> \$ _____	\$ _____
3	Price per Month \$ _____ X 12 =	Price per Month \$ _____ X 12 =	Price per Month \$ _____ X 12 =	Price per Month \$ _____ X 12 =	Price per Month \$ _____ X 12 =	
	<b>Total (a)</b> \$ _____	<b>Total (b)</b> \$ _____	<b>Total (c)</b> \$ _____	<b>Total (d)</b> \$ _____	<b>Total (e)</b> \$ _____	\$ _____
4	Price per Month \$ _____ X 7 =	Price per Month \$ _____ X 7 =	Price per Month \$ _____ X 7 =	Price per Month \$ _____ X 7 =	Price per Month \$ _____ X 7 =	
	<b>Total (a)</b> \$ _____	<b>Total (b)</b> \$ _____	<b>Total (c)</b> \$ _____	<b>Total (d)</b> \$ _____	<b>Total (e)</b> \$ _____	\$ _____
5	Yearly Rate \$ _____ X 1 =	Yearly Rate \$ _____ X 1 =	Yearly Rate \$ _____ X 1 =	Yearly Rate \$ _____ X 1 =	Yearly Rate \$ _____ X 1 =	
	<b>Total (a)</b> \$ _____	<b>Total (b)</b> \$ _____	<b>Total (c)</b> \$ _____	<b>Total (d)</b> \$ _____	<b>Total (e)</b> \$ _____	\$ _____
6	Yearly Rate \$ _____ X 2 =	Yearly Rate \$ _____ X 2 =	Yearly Rate \$ _____ X 2 =	Yearly Rate \$ _____ X 2 =	Yearly Rate \$ _____ X 2 =	
	<b>Total (a)</b> \$ _____	<b>Total (b)</b> \$ _____	<b>Total (c)</b> \$ _____	<b>Total (d)</b> \$ _____	<b>Total (e)</b> \$ _____	\$ _____

	Hourly Rate \$ _____ X 40 =	Hourly Rate \$ _____ X 40 =	Hourly Rate \$ _____ X 40 =	Hourly Rate \$ _____ X 40 =	Hourly Rate \$ _____ X 40 =	
<b>7</b>	<b>Total (a)</b> \$ _____	<b>Total (b)</b> \$ _____	<b>Total (c)</b> \$ _____	<b>Total (d)</b> \$ _____	<b>Total (e)</b> \$ _____	\$ _____
<b>Total (a)+(b)+(c)+(d)+(e) – Items 1 à 7 :</b>						\$ _____
<b>*Amount reserved for spare parts for the duration of the Contract (5 Years X \$2,500) :</b>						<b>\$ <u>12,500.00</u></b>
<b>Total Submission Price (Applicable taxes extra) :</b>						\$ _____

*\* Replacement parts used for repairs must be approved in advance by the Transport Canada representative and reimbursed according to the invoice produced or price established in the manufacturer's catalogue. The price must not exceed the value indicated in the manufacturer's invoice or catalogue.*

**ANNEX « C »**

**Security Requirement Checklist (SRCL)**



Contract Number / Numéro du contrat T8080-220065
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	2. Branch or Directorate / Direction générale ou Direction
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

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"/>
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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 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 EMBLEMES			

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 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  Yes  
 La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?  Non  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?  No  Yes  
 La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?  Non  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).**