



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

Travaux publics et Services gouvernementaux  
Canada  
Voir dans le document/  
See herein  
NA  
Québec  
NA

**REQUEST FOR QUOTATION  
DEMANDE DE PRIX**

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

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

**Soumission de prix aux: Travaux Publics et Services  
Gouvernementaux Canada**

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

**Comments - Commentaires**

**Vendor/Firm Name and Address**

Raison sociale et adresse du  
fournisseur/de l'entrepreneur

**Issuing Office - Bureau de distribution**

TPSGC-PWGSC  
601-1550, Avenue d'Estimauville  
Québec  
Québec  
G1J 0C7

<b>Title - Sujet</b> Ent. groupes électrogènes - ESC Entretien de groupes électrogènes - Les Escoumins	
<b>Solicitation No. - N° de l'invitation</b> EE517-230306/A	<b>Date</b> 2022-07-28
<b>Client Reference No. - N° de référence du client</b> R.120808.692	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$QCM-042-18338
<b>File No. - N° de dossier</b> QCM-2-45014 (042)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b>  <b>at - à 02:00 PM</b> Eastern Daylight Saving Time EDT <b>on - le 2022-08-25</b> Heure Avancée de l'Est HAE	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Fortin-Harvey, Gabriel	<b>Buyer Id - Id de l'acheteur</b> qcm042
<b>Telephone No. - N° de téléphone</b> (343)551-4944 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> MINISTERE DES TRAVAUX PUBLICS ET SERVICES GOUVERNEMENTAUX CANADA CST 1 - DFO / TC ESC 1 - MPO / TRANSPORT 35 RUE OTIS LES ESCOUMINS Québec G0T1K0 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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## MAINTENANCE OF GENERATORS – LES ESCOUMINS

### TABLE OF CONTENTS

<b>PART 1 - GENERAL INFORMATION .....</b>	<b>2</b>
1.1 SECURITY REQUIREMENTS .....	2
1.2 STATEMENT OF WORK.....	2
1.3 DEBRIEFINGS .....	2
1.4 EPOST CONNECT SERVICE .....	2
<b>PART 2 - BIDDER INSTRUCTIONS .....</b>	<b>3</b>
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	3
2.3 FORMER PUBLIC SERVANT.....	3
2.4 ENQUIRIES - BID SOLICITATION.....	4
2.5 APPLICABLE LAWS.....	5
2.6 BID CHALLENGE AND RECOURSE MECHANISMS.....	5
<b>PART 3 - BID PREPARATION INSTRUCTIONS.....</b>	<b>6</b>
3.1 BID PREPARATION INSTRUCTIONS .....	6
<b>PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION .....</b>	<b>7</b>
4.1 EVALUATION PROCEDURES.....	7
4.2 BASIS OF SELECTION.....	7
<b>PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION .....</b>	<b>8</b>
5.1 CERTIFICATIONS REQUIRED WITH THE BID .....	8
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION .....	8
<b>PART 6 - RESULTING CONTRACT CLAUSES .....</b>	<b>10</b>
6.1 SECURITY REQUIREMENTS .....	10
6.2 STATEMENT OF WORK.....	10
6.3 STANDARD CLAUSES AND CONDITIONS.....	10
6.4 TERM OF CONTRACT .....	10
6.5 AUTHORITIES .....	11
6.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS .....	12
6.7 PAYMENT .....	12
6.8 INVOICING INSTRUCTIONS .....	14
6.9 CERTIFICATIONS AND ADDITIONAL INFORMATION.....	14
6.10 APPLICABLE LAWS.....	14
6.11 PRIORITY OF DOCUMENTS .....	15
6.12 DISPUTE RESOLUTION.....	15
6.13 INSURANCE – SPECIFIC REQUIREMENTS .....	15
<b>ANNEX A – STATEMENT OF WORK .....</b>	<b>18</b>
<b>ANNEX B -BASIS OF PAYMENT .....</b>	<b>19</b>
<b>ANNEX C – SECURITY REQUIREMENTS CHECK LIST .....</b>	<b>20</b>
<b>ANNEX D – APPLICATION FOR REGISTRATION (AFR) .....</b>	<b>21</b>
<b>ANNEX E TO PART 3 OF THE BID SOLICITATION .....</b>	<b>22</b>

## **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;
2. Before access to sensitive information is provided to the Bidder, the following conditions must be met:
  - (a) the Bidder's proposed individuals requiring access to sensitive information, assets or sensitive work sites must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses.
  - (b) the Bidder's security capabilities must be met as indicated in Part 6 - Resulting Contract Clauses;
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 requirement is detailed at Annex A – Statement of Work.

### **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 epost Connect service**

This bid solicitation requires bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

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

### 2.2 Submission of Bids

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

#### 2.2.1 Epost Connect

Bidders must submit using epost Connect must send an email requesting to open an epost Connect conversation to the following address:

[TPSGC.RQReceptionSoumissions-QRSupplyTendersReception.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.RQReceptionSoumissions-QRSupplyTendersReception.PWGSC@tpsgc-pwgsc.gc.ca)

Note: **Bids will not be accepted if emailed directly to this email address.** This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions [2003](#) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2003/active>), or to send bids through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

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

[Steps to follow for the Bid Submission to Bid Receiving Unit \(BRU\) using epost Connect](https://buyandsell.gc.ca/steps-to-follow-for-the-bid-submission-to-bid-receiving-unit-bru-using-epost-connect) (<https://buyandsell.gc.ca/steps-to-follow-for-the-bid-submission-to-bid-receiving-unit-bru-using-epost-connect>)

### 2.3 Former Public Servant

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

#### Definitions

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

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

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

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

#### **Former Public Servant in Receipt of a Pension**

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

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

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

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

#### **Work Force Adjustment Directive**

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

If so, the Bidder must provide the following information:

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

## **2.4 Enquiries - Bid Solicitation**

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

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

## 2.5 Applicable Laws

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

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 in accordance with section 08 of the 2003 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

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

Section I: Financial Bid  
Section II: Certifications

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

#### **Section I: Financial Bid**

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

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

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

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

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

#### **Section II: Certifications**

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

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

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

#### 4.1.1 Financial Evaluation

The Bidder must provide with its bid all financial information requested in the bid solicitation at Annex B - Basis of Payment.

For Part 1 – Firm lot price of Annex B – Basis of payment, the firm lot price for each period of the contract will be added.

For Part 2 - Firm productive on-site hourly rate of Annex B - Basis of Payment, the hourly rates per worker will be multiplied by the on-demand hours estimated for evaluation only, as presented in Annex B - Basis of payment. The product of each line will then be added.

For Part 2 – On-demand materials of Annex B - Basis of Payment, the estimated on-demand materials amount will be multiplied by the percentage increase.

For Part 2 – Other costs of subcontracting of Annex B - Basis of Payment, the estimated on-demand materials amount will be multiplied by the percentage increase.

For the overall evaluation, totals for **Part 1 - Fixed price; Part 2 - Firm productive hourly rate on site; Part 2 – On-demand materials** and **Part 2 – Other costs of subcontracting** of Annex B - Basis of payment will be added. The result obtained in the overall evaluation will be subject to the following selection method:

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

### 4.2 Basis of Selection

#### 4.2.1 Basis of Selection

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



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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 Security Requirements – Required Documentation

In accordance with the requirements of the Contract Security Program of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>), the Bidder must provide a completed the Contract Security Program Application for Registration (AFR) form at Annex D – Application for Registration (AFR) to be given further consideration in the procurement process.

Bidders are reminded to obtain the required security clearance and, as applicable, security capabilities promptly. As indicated above, bidders who do not provide all the required information at bid closing will be given the opportunity to complete any missing information from the AFR form within a period set by the Contracting Authority. If that information is not provided within the timeframe established by the Contracting Authority (including any extension granted by the Contracting Authority in its discretion), or if Canada requires further information from the bidder in connection with assessing the request for security clearance (i.e., information not required by the AFR form), the Bidder will be required to submit that information within the time period

N° de l'invitation - Solicitation No.  
EE517-230306/A  
N° de réf. du client - Client Ref. No.  
R.120808.692

N° de la modif - Amd. No.  
000  
File No. - N° du dossier  
QCM-2-45014

Id de l'acheteur - Buyer ID  
QCM042  
N° CCC / CCC No./ N° VME - FMS

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established by the Contracting Authority, which will not be less than 48 hours. If, at any time, the Bidder fails to provide the required information within the timeframe established by the Contracting Authority, its bid will be declared non-compliant.

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

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

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

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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

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

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

### 6.4 Term of Contract

#### 6.4.1 Period of the Contract

The period of the Contract is from [date of award](#) to **December 31<sup>st</sup>, 2024 inclusive**.

#### 6.4.3 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to **three (3) 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 in Annex B – Basis of payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least fifteen (15) calendar 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:

Name: Gabriel Fortin-Harvey  
Title: Procurement Agent  
Public Works and Government Services Canada  
Telephone: 343-551-4944  
E-mail address: Gabriel.Fortin-Harvey@tpsgc-pwgsc.gc.ca

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

### 6.5.2 Project Authority (*will be added at contract award*)

The Project Authority for the Contract is:

Name :  
Title :  
Organization :  
Address :

Telephone :  
Fax :  
Email :

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 (*will be added at contract award*)

Nom : \_\_\_\_\_  
Titre : \_\_\_\_\_  
Organisation : \_\_\_\_\_  
Adresse : \_\_\_\_\_

Téléphone : \_\_\_\_ \_\_\_\_ \_\_\_\_  
Télécopieur : \_\_\_\_ \_\_\_\_ \_\_\_\_  
Courriel : \_\_\_\_\_

## **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**

#### **6.7.1.1 Part 1 – Firm lot price of Annex B – Basis of Payment**

For the maintenance and inspection work described in the statement of work in Annex A:

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm lot price, as specified at Part 1 of Annex B – Basis of Payment. 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.

#### **6.7.1.2 Part 2 – Firm productive on-site hourly rate of Annex B – Basis of Payment**

For additional work, on-demand work, repairs, emergency maintenance and service calls described in the Statement of Work in Annex A:

The Contractor will be paid firm hourly rates as specified at Part 2 of Annex B – Basis of Payment for the supply of direct or productive labor devoted solely to on-site work including the call for service, all labor costs relating to staff work, equipment, transport, marginal costs, administration costs, travel and living expenses as well as the profit of the contractor. Working time is counted from the moment the contractor is on site. Hourly rates do not apply to meal times or travel time off site. Customs duties are included and Applicable Taxes are extra.

#### **6.7.1.3 Part 2 – On-demand materials of Annex B – Basis of Payment**

For materials on demand needed during the execution of additional work, on-demand work, repairs, emergency maintenance and service calls described in the Statement of Work in Annex A:

The Contractor will be paid its costs reasonably and properly incurred in the performance of the Work, in accordance with Contract Cost Principles [1031-2](#), as determined by a government audit, plus a fixed fee in accordance with Part 2 of Annex B – Basis of Payment. The results and findings of the government's audit will be conclusive. Customs duties are included and Applicable Taxes are extra.

#### **6.7.1.4 Part 2 – Other subcontracting costs of Annex B – Basis of Payment**

For other subcontracting costs engaged during the execution of additional work, on-demand work, repairs, emergency maintenance and service calls described in the Statement of Work in Annex A:

The Contractor will be paid its costs reasonably and properly incurred in the performance of the Work, in accordance with Contract Cost Principles 1031-2, as determined by a government audit, plus a fixed fee in accordance with Part 2 of Annex B – Basis of Payment. The results and findings of the government's audit will be conclusive. Customs duties are included and Applicable Taxes are extra.

#### **6.7.1.5 Limitation of Expenditure**

For additional work, on-demand work, on-demand materials, repairs, emergency maintenance and service calls described in the Statement of Work in Annex A:

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

#### **6.7.3 Payment Methods**

##### **6.7.3.1 Invoicing Instructions - Maintenance Services**

(For the maintenance and inspection work described in the statement of work in Annex A.)

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions along with the semi-annual maintenance report described in the Statement of Work of the Contract. Invoices cannot be submitted until all work identified in the invoice has been completed and that all maintenance service call reports related to the Work identified in the invoice have been received by the Project Authority.
2. The Contractor must distribute the invoices and reports as follows:

The original of the invoices and semi-annual maintenance reports must be forwarded to the email address of the Project Authority shown at article 6.5.3 – Project Authority of the Contract for certification and payment.

##### **6.7.3.2 Invoicing Instructions – Single Payment**

(For additional work, on-demand work, repairs, emergency maintenance and service calls described in the Statement of Work in Annex A.)

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

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

#### **6.7.4 SACC Manual Clauses**

SACC Manual clause [A9068C](#) (2010-01-11), Government Site Regulations  
SACC Manual clause [A9117C](#) (2007-11-30), T1204 - Direct Request by Customer Department  
SACC Manual clause [B1501C](#) (2018-06-21), Electrical equipment  
SACC Manual clause [C0705C](#) (2010-01-11), Discretionary Audit

#### **6.7.5 Electronic Payment of Invoices – Contract**

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

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

### **6.8 Invoicing Instructions**

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions along with the maintenance report described in the Statement of Work of the Contract. Invoices cannot be submitted until all work identified in the invoice has been completed and that all maintenance service call reports related to the Work identified in the invoice have been received by the Project Authority.
2. The Contractor must distribute the invoices and reports as follows:

The original and two (2) copies of the invoices and the maintenance reports must be forwarded to the address shown on page 1 of the Contract for certification and payment.

### **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**

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

#### 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;
- (b) the supplemental general conditions 2010C (2020-05-28), General conditions: Services (medium complexity);
- (c) the general conditions \_\_\_\_\_ (*insert number, date and title*);
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) the Contractor's bid dated \_\_\_\_\_ (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award: " , as clarified on \_\_\_\_\_ " or " , as amended on \_\_\_\_\_ " and insert date(s) of clarification(s) or amendment(s)*)

#### 6.12 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".

#### 6.13 Insurance – Specific Requirements

The Contractor must comply with the insurance requirements specified in Annex 6.13.1. 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.



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### **6.13.1 Commercial General Liability Insurance**

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
  - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - j. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
  - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
  - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
  - m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
  - n. All Risks Tenants Legal Liability - to protect the Contractor for liabilities arising out of its occupancy of leased premises.

- o. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
- p. Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

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

For other provinces and territories, send to:

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

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

N° de l'invitation - Solicitation No.  
EE517-230306/A  
N° de réf. du client - Client Ref. No.  
R.120808.692

N° de la modif - Amd. No.  
000  
File No. - N° du dossier  
QCM-2-45014

Id de l'acheteur - Buyer ID  
QCM042  
N° CCC / CCC No./ N° VME - FMS

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## **ANNEX A – STATEMENT OF WORK**



## Annex A STATEMENT OF WORK

### CONTRACT : Maintenance of generators – Les Escoumins

Marine Communications and Traffic Services  
35 Rue Otis  
Les Escoumins, Qc, G0T 1K0

**EE517-230306**



Version 1.0

Updated : July, 2022

<b>PART 1 – GENERAL .....</b>	<b>3</b>
1.1 ADDRESS .....	3
1.2 SITE AND BUILDING ACCESS .....	3
1.3 INTERPRETATION OF DOCUMENTS .....	3
1.4 WORK OBJECTIVES .....	3
1.5 CONDITIONS .....	3
1.6 THE CONTRACTOR 'S RESPONSIBILITIES .....	4
1.7 PROTECTION AND PREVENTION .....	4
1.8 ESTIMATES .....	4
1.9 AVAILABILITY AND TIME FRAMES.....	4
1.10 INSPECTION AND CONTROL .....	5
1.11 CLEAN-UP .....	6
1.12 FIRST SITE MEETING .....	6
1.13 SMOKING POLICY .....	6
1.14 PARTS AND TOOLS.....	7
1.15 SECURITY OF THE PREMISES .....	7
1.16 DEPARTMENT REQUIREMENTS .....	7
1.17 REPORTS, CERTIFICATES AND WORKSHEET.....	7
1.18 MANUFACTURER'S INSTRUCTION .....	7
1.19 ADDITIONS/MODIFICATIONS .....	8
1.20 WORKER QUALIFICATIONS.....	8
1.21 EQUIPMENT .....	8
1.22 MOBILIZING WORK.....	8
1.23 BYLAWS AND PERMITS .....	9
1.24 EXECUTION QUALITY .....	9
1.25 ENVIRONMENT .....	9
1.26 FIRE PROTECTION .....	9
1.27 ACCESSIBLE ACT .....	9
1.28 IDENTIFICATION OF PERSONNEL OF THE CONTRACTOR .....	9
1.29 ACCESS TO FACILITIES.....	10
<b>PART 2 – EXECUTION .....</b>	<b>12</b>
2.1 GENERATOR SET .....	12
2.2 GENERATOR SET MODULE .....	13
<b>PART 3 - PRODUCTS.....</b>	<b>20</b>
3.1 GENERAL .....	20
3.2 MATERIAL SAFETY DATA SHEET (WHMIS) .....	20
3.3 DATA SHEETS.....	20
<b>PART 4 - HEALTH AND SAFETY FOR MAINTENANCE WORK.....</b>	<b>21</b>
4.1 GENERAL CLAUSES .....	21
4.2 SAFETY DATA SHEETS – SDS (WHMIS 2015) .....	24
4.3 PARTICULAR CLAUSES .....	24
4.4 INTERIOR USE OF INTERNAL COMBUSTION ENGINES .....	34

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## **PART 1 – General**

### **1.1 ADDRESS**

1.1.1 The purpose of this statement of work is to set out the tasks to be realized at the following location :

35 Rue Otis,  
Les Escoumins, QC G0T 1K0

### **1.2 SITE AND BUILDING ACCESS**

1.2.1 The terms and conditions for access to the site must be prescribed by the Departmental Representative.

- See the Security Requirements Check List (SRCL) in this contract for security clearance.

1.2.2 The Contractor must restrict to a minimum the number of vehicles parked on site. Those that are parked on site must bear company identification .

1.2.3 Building access will be governed by the regulations in effect and depend on the building. The wearing of identification cards may be required .

1.2.4 All employees must wear clothing bearing the company name or logo.

### **1.3 INTERPRETATION OF DOCUMENTS**

1.3.1 Any protected or classified document will be transmitted in paper version only or must be consulted in the premises of PWGSC. Note that documents transmitted electronically must be unclassified.

### **1.4 WORK OBJECTIVES**

1.4.1 The bulk of the work consists in carrying out preventive maintenance and repairs of generator sets.

1.4.2 Maintenance on a weekly, monthly, semi-annual, annual and five-year basis is required to ensure adequate preventive maintenance. Some of this maintenance will be carried out by Department employees. See the pricing table in this bid solicitation for the delineation of the Contractor 's responsibilities.

1.4.3 The Contractor must fill out the preventive maintenance form specific to each generator sets in its entirety. The forms will be sent to the contractor by PWGSC during the inspection. These forms describe the regular inspection and maintenance activities as well as minor tasks to be carried out after deficiencies are found during inspections. No question may be ignored. At the end of the form, there is a space where the Contractor can enter their recommendations for all of the items on the form to which the Contractor answered "no", by matching it with the number of the corresponding item as well as the estimated price submitted to carry out the required task.

### **1.5 CONDITIONS**

1.5.1 Sections 2.1 et 2.2 of these Specifications will be performed at fixed prices set out in Part 1 of annex B – Basis of payment.

1.5.2 If repair work is required and authorized by the Department, it will be done at the hourly rates set out in Part 2 of annex B – Basis of payment.

1.5.3 The Contractor must provide at all times an emergency service to cover possible breakdowns. He/she must ensure that the required employees will be on site within a maximum period of two (2) hours. Only the Building Technical Authority or his/her representative may authorize service calls and work orders.

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- 1.5.4** The Contractor will provide all necessary parts for carrying out the maintenance or repair work for which he or she is responsible .

**1.6 THE CONTRACTOR 'S RESPONSIBILITIES**

- 1.6.1** Assume responsibility for any accident or damage caused by its employees to government property or to any person on the premises. The Contractor must promptly repair damage at own expense to the satisfaction of the Department representative.
- 1.6.2** Assume responsibility for any accident or damage caused by its equipment to government property or to any person on the premises of this equipment is defective or was left unattended. The Contractor must promptly repair damage at own expense to the satisfaction of the Department representative.
- 1.6.3** Assume responsibility for the safety of its personnel and assume occupational health and safety responsibility for the work that the Contractor will be performing.
- 1.6.4** Assume sole responsibility for the safety of its equipment and material during and after working hours. PWGSC will not be held liable for vandalism, theft or loss.
- 1.6.5** Analyze, For each request, the work to be done and determine quantities. This verification can be done either by telephone or by a site visit, and the Contractor must cover all costs.
- 1.6.6** The Contractor must perform the work taking care to inconvenience the occupants of the building and the public as little as possible and disrupting the normal use of the building and operating activities as little as possible.

**1.7 PROTECTION AND PREVENTION**

- 1.7.1** Maintenance and repair work must be carried out so as not to hamper the normal operations of building users and according to a schedule, during normal working hours, that causes the least possible disruption to building occupants and users.
- 1.7.2** In accordance with the safety standards of the ministère du Travail du Québec, the Contractor must take all safety measures and precautions necessary to protect persons and property from accidents and damage while maintenance or repair work is being carried out.

**1.8 ESTIMATES**

- 1.8.1** Upon the request of the Departmental Representative, provide, at no charge, a written estimate of the cost of the work to be performed based on an hourly rate or a lump sum .
- 1.8.2** Include in the estimate :
- the number of hours anticipated;
  - the description and cost of parts and materials likely to be used;
  - the delivery timeframes imposed by suppliers; and
  - the work schedule.
- 1.8.3** PWGSC will not be bound by any estimate.

**1.9 AVAILABILITY AND TIME FRAMES**

Communication :

- 1.9.1** The technical manager of the building or his representative must be able to reach the contractor without delay by telephone and mail, during regular working hours of 7:30 a.m. to 4:00 p.m.,

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Monday to Friday, and outside regular working hours on evenings, after 4:00 p.m., weekends and statutory holidays .

Response time for the execution of an urgent request :

- 1.9.2** The Contractor must provide emergency service at all times to cover possible breakdowns. The Contractor must be able to report to the site within two (2) hours of receiving an emergency notice. Following an emergency call, the Contractor must confirm the completion of work and provide a detailed service report to the Departmental Representative.

Hours of work :

- 1.9.3** Unless otherwise indicated, perform the work during regular working hours, Monday to Friday between 7:30 a.m. and 4:00 p.m.
- 1.9.4** The Contractor will provide a fixed annual schedule of visits planned as part of the preventive maintenance activities (Part A of Annex B – Basis of payment). The calendar will specify the dates and time of the planned visits, as well as the type of visit (semi-annual, annual, five-year). It should be updated annually and as needed.

Miscellaneous :

- 1.9.5** The Contractor does not have the exclusive right to carry out work in the fields (trades) mentioned in these specifications. The Canada reserves the right to have work performed by other people.

**1.10 INSPECTION AND CONTROL**

Note: Inspection and control will take place following:

- Work carried out in each individual call-up;
- At the request of the Departmental Representative.

Communication on site :

- 1.10.1** Be available to accompany the Departmental Representative on work inspections.
- 1.10.2** Submit all action taken for acceptance by the Departmental Representative in the form of a written or digital report.
- 1.10.3** Report every time there is an issue at the site.
- 1.10.4** Contact the Departmental Representative at the beginning and end of each visit for a call-up.
- 1.10.5** As soon as the job is finished, submit by mail to [QUEGII.QUEPFM@TPSGC-PWGSC.GC.CA](mailto:QUEGII.QUEPFM@TPSGC-PWGSC.GC.CA), for verification a work ticket detailing the :
- a) Place and date the work was performed ;
  - b) Description of the work performed ;
  - c) The names of all persons employed ;
  - d) The exact time of every arrival and departure according to the log and the exact time of every interruption and resumption of work, if the contract provides for work at hourly rates ;
  - e) The quantities and descriptions of billable goods, if payment for such goods is provided in call-up ;
  - f) The signature of the employee who wrote up the work ticket.



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#### **1.10.6 WORK ON DEMAND (REPAIRS AND SERVICE CALLS)**

1.10.6.1 Performance of repair work at hourly rates, as well as service calls, must in all cases be pre-authorized by the departmental representative and confirmed through submission of the duly completed "Work Order" form duly completed by PWGSC.

1.10.6.2 The applicable hourly rates shall be the rates set out in Part 2 of Annex B – Basis of Payment and must include benefits, administrative costs and profit.

1.10.6.3 Work on request may include, for example, but is not limited to, repair work following an inspection, replacement of equipment not included in the contract. The request to do work on demand must come from the departmental representative.

#### **1.11 CLEAN-UP**

1.11.1 While the work is in progress, the site must be clean and free of garbage and debris. Volatile waste must be stored in covered metal containers and removed from the site on a daily basis.

1.11.2 On completion of the work, leave the site clean and free of garbage, debris, materials, tools and equipment to the satisfaction of the Departmental Representative.

1.11.3 Dispose of waste materials outside PWGSC property in accordance with federal, provincial and municipal environmental protection regulations. Such waste materials must also include demolition materials not kept by PWGSC. For toxic liquids and waters containing suspended solids, have each load approved by the Departmental Representative.

1.11.4 For the disposal of waste materials, the Contractor is responsible for finding a site where dumping is authorized and for covering the cost of the fees claimed by the owner of the dump site.

#### **1.12 FIRST SITE MEETING**

1.12.1 The first site meeting must be held as soon as possible following the awarding of the standing offer. The location of the meeting will be determined by the Departmental Representative. The Departmental Representative's and the Contractor's authorized Representatives must attend to set the terms, schedules and detailed operating procedures that will be in effect over the life of the contract.

1.12.2 At the meeting, the following information must be provided :

- a) name and telephone number of the person in charge of administration ;
- b) names and phone numbers of the persons in charge or foremen authorized to be on the work site ;
- c) list of the names of employees who will be working on federal government property and proof of a valid reliability status list ;
- d) list of emergency numbers.

1.12.3 During the contract period, inform the Departmental Representative in writing of any change to the information provided.

#### **1.13 SMOKING POLICY**

1.13.1 Smoking is prohibited inside federal government buildings or within the limits mentioned on the premises.

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#### **1.14 PARTS AND TOOLS**

- 1.14.1** The Contractor is required to repair or, when necessary, replace worn parts with the new parts.
- 1.14.2** The Contractor will provide the instruments, tools and all materials (or parts) necessary for the maintenance, repair or replacement of parts covered by the contract.
- 1.14.3** The spare parts must be genuine and come from the manufacturers of the equipment. When it is not possible to obtain genuine replacement parts or materials, the Contractor must then use equivalents whose quality will at least be equal to or superior to that of the originals; the equivalents must be approved by the representative of the ministry.
- 1.14.4** Any change of parts must be authorized in advance by the representative of the ministry.
- 1.14.5** The representative of the ministry reserves the right to decide on the quality of the spare parts; this decision will be final and without appeal.
- 1.14.6** Any parts installed without approval or found non-compliant by the departmental representative must be replaced within eight (8) days, otherwise the Contractor will be considered to be in default.

#### **1.15 SECURITY OF THE PREMISES**

- 1.15.1** The Contractor and the representatives of his firm must comply with the security regulations of the building.
- 1.15.2** The Contractor will provide instructions, notices, signs to notify the administrator and occupants of the building of the work in progress.
- 1.15.3** The material must be delivered to the location stipulated by the building administrator. The Contractor's representatives must vacate this area upon receipt of the material, unless otherwise authorized by the administrator.
- 1.15.4** The Contractor or his representatives must sign the attendance register at the place designated by the building administrator. They must indicate the time of entry and exit as well as the reasons for the visit.

#### **1.16 DEPARTMENT REQUIREMENTS**

- 1.16.1** The Contractor must demonstrate that it has the necessary resources to respond to service calls within a maximum period of two (2) hours.

#### **1.17 REPORTS, CERTIFICATES AND WORKSHEET**

- 1.17.1** After each inspection, the Contractor must complete a detailed site visit report including the building name, address and the date. He will have to report the task accomplished, the parts that have been changed and / or repaired and the number of hours of each worker assigned to the work. The Contractor will present separate worksheets for maintenance work and repair work.
- 1.17.2** The report must be sent after each inspection to the email address [TPSGC.RQSGBIAssuranceQualite-QRSGENQualityAss.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.RQSGBIAssuranceQualite-QRSGENQualityAss.PWGSC@tpsgc-pwgsc.gc.ca)

#### **1.18 MANUFACTURER'S INSTRUCTION**

- 1.18.1** Maintenance of service on systems, apparatus and equipment must be provided by the Contractor in strict accordance with the instructions and directives of the manufacturers and suppliers concerned.

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## **1.19 ADDITIONS/MODIFICATIONS**

- 1.19.1** The ministry reserves the right to move, modify or add devices and equipment attached to them. The Contractor will be required to maintain it at no additional cost, provided that the amount of equipment added does not exceed 3% of the existing quantities.

## **1.20 WORKER QUALIFICATIONS**

- 1.20.1** The workers who perform for this contract work must have been previously authorized by the Departmental Representative, in accordance with the criteria below.
- 1.20.2** During the period, if an authorized person is no longer available or his or her qualifications change, the authorized person must be replaced by someone else who meets the requirements of the contractual documents, under the same conditions and to the Departmental Representative's satisfaction.
- 1.20.3** Workers handling hazardous materials must be aware of the WHMIS requirements relating to the products used. (See part 3 of the specifications.).
- 1.20.4** All expenses related to training, qualifications, certifications or exemptions are at the Contractor's expense.
- 1.20.5** Workers performing construction trade work, whether said work is included in these specifications or is related work, must hold a competency card in good standing issued by the Commission de la construction du Québec (CCQ), or by Emploi Québec (formerly the Société québécoise de Développement de la Main-d'œuvre). All persons employed must also have sufficient experience to carry out the work requested.

## **1.21 EQUIPMENT**

- 1.21.1** The contractor must have in his possession all the necessary equipment, tools, products and materials which he will use to carry out his mandate.
- 1.21.2** At no time may the Contractor use materials, equipment, products or tools owned by the Government of Canada.
- 1.21.3** The Contractor must perform the work without the assistance of PWGSC employees or building occupants.
- 1.21.4** The Contractor must ensure that all equipment, tools, products and materials used is in good condition. The Departmental Representative reserves the right to remove equipment deemed to be defective or unsuitable and take it out of service. The Contractor must appropriately replace defective equipment within 24 working hours of a written notice from the Departmental Representative.

## **1.22 MOBILIZING WORK**

- 1.22.1** If a roadway needs to be closed, make sure it is re-opened to traffic as quickly as possible.
- 1.22.2** Supply and install the necessary guardrails and signage to ensure public safety and the protection of structures.
- 1.22.3** Install scaffolding in a safe and sturdy manner independent of walls and in accordance with standards and compliant with CSA-S269.2-16.
- 1.22.4** Take all necessary precautions to prevent the spread of odours in the building.

**1.22.5** On the date the work is scheduled to start, be present at the work site with all the tools, equipment, materials and parts needed to start and pursue the work without interruption.

**1.22.6** No technical room will be accessible without the presence of a PWGSC employee.

### **1.23 BYLAWS AND PERMITS**

**1.23.1** The Contractor must perform the works in accordance with federal, provincial, municipal regulations and codes that govern the various stages of the work.

**1.23.2** The contractor must hold the licenses and permits for the various specialties essential to be qualified for the performance of the contract.

**1.23.3** All expenses relating to permit applications and the issuance and administration of permits are at the Contractor's expense.

**1.23.4** The Contractor must obtain, at own expense, all permits and certificates that the Contractor is required to have. In all cases, the successful bidder must comply, at own expense, with all requirements associated with these permits and certificates.

**1.23.5** The technician performing the work must have the qualification to work on issued by Veeder-Root for the maintenance of the TLS or ILS system, as the case may be.

### **1.24 EXECUTION QUALITY**

**1.24.1** The work must be performed in accordance with the norms in force. If the Departmental Representative observes any non-compliance during an inspection, the work must be redone at the Contractor's expense.

**1.24.2** The Contractor must have all the specialized equipment and qualified staff needed to complete the work.

### **1.25 ENVIRONMENT**

**1.25.1** Respect the environmental clauses in force.

### **1.26 FIRE PROTECTION**

**1.26.1** During all operations, we must comply with the National Fire Code, latest version.

### **1.27 ACCESSIBLE ACT**

**1.27.1** PWGSC undertakes to comply with the relevant provisions of the *Accessible Canada Act*. Any non-compliance that may hamper service delivery will be assessed by PWGSC in order to put the required accommodations in place.

### **1.28 IDENTIFICATION OF PERSONNEL OF THE CONTRACTOR**

**1.28.1** It is the responsibility of the Contractor to provide the following elements at its expense at the outset of the contract and to keep this information up to date :

1.28.1.1 The list of all personnel that will have access to the facilities ;

1.28.1.2 Confirmation from Industrial Security that each member of staff who will have access to the facilities has valid security clearance in accordance with the contract requirements. For more information, see the link below.

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**Toll-free number:** 1-866-368-4646  
**National Capital Region:** 613-948-4176  
**Email:** [ssi-iss@tpsgc-pwgsc.gc.ca](mailto:ssi-iss@tpsgc-pwgsc.gc.ca)  
**Website:** [www.tpsgc-pwgsc.gc.ca/esc-src](http://www.tpsgc-pwgsc.gc.ca/esc-src)  
<https://www.tpsgc-pwgsc.gc.ca/esc-src/enquete-screening-fra.html>

- 1.28.2** The Departmental representative will require from the Contractor to supply option 1 and/or option 2 at its convenience.

**Option 1:** Provide a passport-size colour photograph (digital format) for each employee who will be working on site.

Consult the link below for all photo requirements: <https://www.canada.ca/fr/immigration-refugies-citoyennete/services/passeports-canadiens/photos.html>

**Option 2:** Provide a passport-size colour photograph (paper format) for each employee who will be working on site.

Consult the link below for all photo requirements: <https://www.canada.ca/fr/immigration-refugies-citoyennete/services/passeports-canadiens/photos.html>

**NOTE :**

- In order to access the facilities, the Contractor must provide the following information as soon as possible and then await confirmation that everything is in order from the departmental representative.
- Depending on the validity period for the access cards and the duration of the standing offers, the Contractor may be required to provide new photographs (see 1.29.2) at its expense for employees with access to the facilities.

**1.29 ACCESS TO FACILITIES**

**1.29.1 Visitation schedule**

**1.29.1.1 Regular maintenance**

All visits must be scheduled with the departmental representative. Regular maintenance is scheduled a minimum of one month in advance .

**1.29.1.2 Follow-up or maintenance following maintenance**

Maintenance or follow-up may be required following regular maintenance. In this case, a minimum of 72 working hours is required in order to notify all stakeholders and occupants on site. This is always coordinated with the departmental representative.

**1.29.1.3 Emergency maintenance**

In the event of an emergency situation, go to the reception area, and the departmental representative who assigned you will be there to meet you.

NOTE: For anything that is not an emergency response situation, access will not be granted without prior authorization from PWGSC .

**1.29.2 Visitor card**

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- 1.29.2.1 For access to a visitor card, each member of the Contractor 's staff MUST :
- Provide a valid piece of identification to the custodian, (e.g.: driver's licence, health card);
  - Sign the attendance log and provide a telephone number where they can be reached.
- 1.29.2.1.1.1 During the visit, each member of the Contractor 's staff must wear the identification provided in a very obvious manner.
- 1.29.2.1.2 At the end of the shift, each member of the Contractor 's staff must return the identification card and sign the log again.

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## **PART 2 – EXECUTION**

### **2.1 GENERATOR SET**

#### **2.1.1 GENERAL**

- 2.1.1.1 The Contractor shall provide the labour, materials, tools and equipment needed to perform the maintenance work described in this section on all of the equipment comprising the systems described in the GEN module including all components thereof and inspections. The Contractor shall follow the description of work and omit irrelevant items.
- 2.1.1.2 The purpose of the Specifications is to ensure that the equipment is kept in excellent operating condition. These Specifications shall be considered a minimum standard under which the Contractor shall work and in no way represents the full extent of the Contractor's responsibilities and obligations.
- 2.1.1.3 All work shall be performed in accordance with the manufacturer's instructions, the latest editions of the National Building Code. Testing shall comply with CSA-C282, latest revision, as well as NFCC section 6.5 and any other applicable standards.
- 2.1.1.4 While the building is occupied, the Contractor shall not carry out any tests or inspections that could accidentally trigger the transfer switch. Testing during occupancy hours is prohibited without written authorization by the building technical officer.
- 2.1.1.5 The Contractor shall arrange with the technical officer when to operate the generator set under load.
- 2.1.1.6 Workforce development shall meet CSA-C282, latest revision.
- 2.1.1.7 Annual oil changes shall be done in accordance with the manufacturer's recommendations.
- 2.1.1.8 Adjust injectors (if required) in accordance with the manufacturer's recommendations. Should the injectors need replacing, a written estimate shall be submitted to the technical officer. The technical officer may seek a second opinion following the Contractor's recommendation.

#### **2.1.2 REPORTS**

- 2.1.2.1 Within 10 business days of the completion of the work, the Contractor must provide the technical officer with a complete typed report of the inspections, including the list of equipment confirming that it is operating properly.
- 2.1.2.2 The form and the information to be recorded in each report must, before the execution of the contract, be submitted for approval by the Technical Authority, who reserves the right to amend the information, where applicable.
- 2.1.2.3 Each report shall be verified and countersigned by the Building Technical Authority or a person he or she designates.
- 2.1.2.4 Reports can be delivered by email.
- 2.1.2.5 The Department must have received the required reports and certificates before paying the invoice.
- 2.1.2.6 The report must be written in French.

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### **2.1.3 INSPECTION, TESTING AND MAINTENANCE WORK LOG**

2.1.3.1 The Contractor shall establish/keep up to date an inspection, testing and maintenance work log for each generator set, in accordance with the model provided, and retain these logs for consultation by the competent authority. These logs shall be available for consultation during the time required between two inspections, maintenance operations or tests, and must include the following elements :

- The date the work was performed;
- A note indicating parts replaced;
- A note indicating the defect found and the measures taken to correct it;
- The names of persons who performed the work;
- A note verifying that any switches or controls that were deactivated for safety purposes during maintenance have been restored to their intended operation condition.

(ref: NFCC 6.5.1.4/CAN/CSA-C282-11.1.2 and 11.5.3)

## **2.2 GENERATOR SET MODULE**

### **2.2.1 INSPECTIONS BEFORE START-UP**

2.2.1.1 Ensure that all safety measures are followed.

2.2.1.2 Ensure that all safety signs are in place at the entrance to the emergency generator room and that they indicate that the equipment is controlled automatically and could start at any time.

### **2.2.2 OPERATING CONDITIONS**

2.2.2.1 Check that the safe operating temperature of the engine is not exceeded.

2.2.2.2 Check that the room temperature does not exceed 38°C nor fall below 10°C.

2.2.2.3 Check that the combustion air required for the engine is available.

2.2.2.4 Check that the operating temperature of the cooling system components does not exceed the level recommended by the manufacturer.

2.2.2.5 Ensure that the independent emergency lighting units provide light of 50 lux for at least two hours in all rooms containing equipment requiring adjustment and maintenance.

2.2.2.6 Inspect the exhaust pipe and muffler for any loss of particles and other pollutants.

### **2.2.3 OPERATION AND MAINTENANCE**

2.2.3.1 Electrical emergency power supply equipment must be operated and maintained in compliance with the manufacturer's recommendations and instruction manuals, and clauses 11.1.2 to 11.5 of Chapter 11, Operation and Maintenance Program, of Standard CSA-C282-09, latest edition.

### **2.2.4 INSPECTION LISTS**



2.2.4.1 The inspection lists presented in the tables below have been created using the tables setting out inspection, test and maintenance requirements contained in Standard CSA-C282 published by the Canadian Standards Association. Should there be any discrepancies between the lists and the tables, the content of the tables in the Standard shall take precedence.

2.2.4.2 The clauses and tables given as a reference in each of the tables are those contained in Standard CSA-C282-19 published by the Canadian Standards Association.

2.2.4.3 The five-year inspection shall be determined by the Department.

## 2.2.5 WEEKLY INSPECTIONS

2.2.5.1 Weekly inspections, tests and maintenance shall be performed in compliance with the requirements and with the assistance of Table 2 of Standard CSA-C282-15.

2.2.5.2 The inspections set out in the following table will be performed during monthly, quarterly, annual and five-year inspections.

**Table 2**  
**Work to be realized according to Standard CSA-C282-19**  
Weekly Inspection, Testing and Maintenance Work Requirements

(See clauses 6.7, 6.8.1, 6.11.2, 7.3.1, 7.6.1, 10.7, 11.1.2, 11.5.1 and 11.5.2 and tables 3 through 5 of the standard)

**\*\*\* WEEKLY INSPECTIONS WILL BE CARRIED OUT BY PWGSC \*\*\***

1.	<p>Consumables :</p> <ul style="list-style-type: none"> <li>a) Inspect day tank fuel level (gas pressure) and main tank level, if applicable (gas pressure). Minimum 2-hour supply required (see clause 7.3.1).</li> <li>b) Inspect lubricating oil level.</li> <li>c) Inspect engine coolant level.</li> <li>d) Inspect engine, generator, fuel tank(s), and cooling systems for leakage.</li> <li>e) Inspect for proper operation of fuel transfer pump (if applicable).</li> <li>f) Inspect fuel filter for contamination if filter is equipped with a transparent bowl .</li> </ul>
	<p>Starter system :</p> <ul style="list-style-type: none"> <li>a) Electric starter: inspect starter for cleanliness, mounting and terminal security.</li> <li>b) Air starter : <ul style="list-style-type: none"> <li>(i) Inspect air tanks for pressure.</li> <li>(ii) Inspect valves for leakage.</li> <li>(iii) Test auxiliary engine and compressor for proper operation.</li> <li>(iv) Bleed off any condensation</li> </ul> </li> </ul>
3.	<p>Batteries and charging equipment :</p> <ul style="list-style-type: none"> <li>a) Inspect all battery cells for electrolyte fill level (applies only to flooded or open lead acid batteries)</li> <li>b) Test all battery cells for correct electrolyte-specific gravity (applies only to flooded or open lead acid batteries)</li> <li>c) Inspect electrical connections for tightness and evidence of corrosion.</li> <li>d) Inspect battery for cleanliness and dryness between terminals.</li> <li>e) Inspect charger electrical connections for cleanliness and tightness.</li> <li>f) Check operation of the battery charger in both float and equalize mode.</li> <li>g) Change the batteries every three (3) years. Enter the dates when the batteries were last replaced and the next expected replacement date in the system (CRM) log.</li> </ul>

4.	Engine : a) Test lubricant and/or coolant heaters for proper operation. b) Inspect governor control linkages and oil level (if applicable). c) ) Inspect fuel pump oil sump (if applicable). d) Inspect fan belts for correct tension and wear.
5.	Control panel : a) Inspect control panel covers for security. b) Test annunciator lamps to confirm they are operational. c) Inspect control panel settings (to ensure unit is ready for automatic start-up). d) Test remote visual and audible trouble signals at the building fire alarm panel.
6.	Inspect air control louvre settings for proper operation.
7.	Test emergency lighting unit(s).
8.	Verify whether room temperature is above 10°C.
9.	Inspect generator and transfer switch room(s) for cleanliness and accessibility to all components of the emergency system.
10.	Correct all defects found during inspections and tests.
11.	Enter all inspections, tests and corrective actions in the maintenance log (see clause 11.5.3).

### 2.2.6 MONTHLY INSPECTIONS

2.2.6.1 Monthly inspections, tests and maintenance shall be performed in compliance with the requirements and with the assistance of Table 3 of Standard CSA-C282-19.

**Table 3**

#### **Work to be realized according to Standard CSA-C282-19**

Weekly Inspection, Testing and Maintenance Work Requirements  
(See clauses 6.7, 10.7, 11.1.2, 11.4, 11.5.1 and 11.5.2 tables 4 and 5 of the standard)

**\*\*\* MONTHLY INSPECTIONS WILL BE CARRIED OUT BY PWGSC \*\*\***

1.	All items specified in Table 2.
2.	Test and verify the entire system as follows : a) Simulate a failure of the normal electrical supply in the building. b) Verify that the output current power of the battery charger increases at cranking . c) Operate the system under at least 30% of the rated load for 60 minutes. d) Operate all automatic transfer switches under load. e) Inspect brush operation for sparking. f) Inspect for bearing seal leakage . g) Inspect for correct operation of all auxiliary equipment, e.g., radiator shutter control, coolant pumps, fuel transfer pumps, oil coolers, and engine room ventilation system(s). h) Record the readings for all instruments in the log (see clause 11.5.3) and verify that they are normal. i) Drain the exhaust system condensate trap.
3.	Inspect block heater hoses and wires.
4.	Correct all defects found during inspection and tests.
5.	Record all inspections, tests, and corrective actions in the log (see clause 1 1.5.3).
6.	Inspect all electrical components to ensure that they are operating correctly.

### 2.2.7 SEMI-ANNUAL INSPECTIONS

2.2.7.1 Semi-annual inspections, tests and maintenance shall be performed in compliance with the requirements and with the assistance of Table 4 of Standard CSA-C282-19.

2.2.7.2 The work described in points 2 to 9 of Table 4 of Standard CSA-C282-19 requires special skills. This work shall be carried out by a qualified contractor, the system manufacturer, or individuals trained and certified by the system manufacturer.

\* If it is not possible to create the condition in point 5 below, a failure condition shall be simulated, if circumstances allow.

**Table 4**  
**Work to be realized according to Standard CSA-C282-19**

Semi-Annual Inspection, Test and Maintenance Work Requirements  
(See clauses 6.7, 7.6.1, 10.7, 11.1.2, 11.5.1 and 11.5.2 and table 5 of the standard)

**\*\*\* SEMI-ANNUAL INSPECTIONS CARRIED OUT BY THE CONTRACTOR \*\*\***

1.	All items specified in Tables 2 and 3.
2.	Inspect and clean engine crankcase breathers.
3.	Inspect and clean all engine linkages.
4.	Lubricate the engine governor and ventilation system.
5.	Test protective devices for proper operation *
6.	Before start-up, perform two full cranking cycles (as specified in clauses 10.4.1 and 10.4.2). Immediately before the end of each cycle (and while still cranking), measure and record the lowest indicated battery voltage. If the measured voltage is less than 80% of the battery's rated voltage, replace the battery. Alternatively, perform a battery load test using as suitable load tester.
7.	Inspect ventilation system belt(s).
8.	Correct all defects found during inspections and tests.
9.	Enter all inspections, tests and corrective actions in the maintenance log (see clause 11.5.3).

## 2.2.8 ANNUAL INSPECTIONS

2.2.8.1 Annual inspections, tests and maintenance shall be performed in compliance with the requirements and with the assistance of Table 5 of Standard CSA-C282-19.

2.2.8.2 The work described in points 2 to 10 of Table 5 of Standard CSA-C282-19 require special skills. All such work must be done by a licensed contractor, the system manufacturer or individuals trained and certified by the system manufacturer.

**Table 5**  
**Work to be realized according to Standard CSA-C282-19**

Annual Inspection, Test and Maintenance Work Requirements  
(See clauses 7.3.7, 8.7.1, 11.1.2, 11.3, 11.5.1, 11.5.2 and 11.5.5.1, B.13, B.21 and B.24 of the standard)

**\*\*\* ANNUAL INSPECTIONS CARRIED OUT BY THE CONTRACTOR \*\*\***

1.	All items specified in Tables 2 to 4.
2.	Control panel (see clause B.23) : a) Open all inspection covers and inspect all electrical connections. b) Test breakers for proper operation. c) Clean insulators and bushings. d) Test voltage regulator for proper operation. e) Operate all moving parts to ensure that they move freely. f) Clean and dress contacts as necessary. g) Remove all dust. h) Check gauge calibration. i) With the generator set operating at full load (as described in clause 11.3), conduct an infrared survey of all electrical connections to identify high resistance connections. j) For off-site fuelled generators, turn position-indicating gas valve to off-position to ensure valve rotates properly and that the audible alarm on generator control panel is activated.

3.	<p>Engine :</p> <ul style="list-style-type: none"> <li>a) Change engine lubrication oil and filters.</li> <li>b) Test strength of coolant and chemical protection level of coolant inhibitors.</li> <li>c) Change fuel filters, clean strainer(s), and verify that the fuel supply valve is open.</li> <li>d) Inspect the exhaust system. Check and record the back pressure of the exhaust system to ensure that it complies with the engine manufacturer's requirements and compare with previous readings.</li> <li>e) Clean and lubricate linkages.</li> <li>f) Inspect air filters.</li> <li>g) Inspect mechanical connections.</li> <li>h) Inspect electrical connections.</li> <li>i) Inspect all external surfaces of heat exchanger(s) and clean as necessary.</li> <li>j) Inspect all belts and hoses and replace if necessary.</li> <li>k) Test and inspect ignition system(s). Replace any defective components.</li> <li>l) Inspect coolant pump(s) for leaks and external wear (if belt driven, remove the belt(s) first).</li> </ul>
4.	<p>Fuel tank :</p> <p>The fuel oil in any storage (and day tank, if used) shall be tested in accordance with clause 1 1.5.5, and non-compliant fuel oil shall be :</p> <ul style="list-style-type: none"> <li>a) drained and refilled with fresh fuel in accordance with section 6.5.1.5 of the National Fire Code of Canada; or</li> <li>b) fuel filtered to remove water, scale, bacteria, and oxidized gums/resins to minimize filter clogging and ensure diesel start-up (see clause B.24 for commentary).</li> </ul> <p>When the fuel is filtered, it shall be treated with a suitable conditioner and stabilizer to minimize degradation while in storage.</p> <p><b>Note :</b> The bottom(s) of the tank(s) shall also be tested chemically for water.</p>
5.	<p>Generator :</p> <ul style="list-style-type: none"> <li>a) Test surge suppressor and rotating rectifier on brushless machines.</li> <li>b) Grease bearings (replace old grease with new) (if applicable).</li> <li>c) Clean commutator and slip rings (if applicable).</li> <li>d) Clean rotor and stator windings using clean compressed air.</li> <li>e) Inspect coupling bolts and alignment.</li> <li>f) Inspect conduits for tightness.</li> <li>g) Inspect windings at rotor and stator slots.</li> <li>h) Inspect all electrical connections.</li> <li>i) With the generator set operating at full load (see clause 11.3), conduct an infrared survey of all electrical connections to identify any high-resistance connections.</li> </ul>
6.	<p>Overcurrent devices :</p> <ul style="list-style-type: none"> <li>a) Isolate all overcurrent devices from all electrical connections.</li> <li>b) Remove all dust.</li> <li>c) Check operation of devices.</li> <li>d) With the generator set operating at full load (see clause 11.3), conduct an infrared survey of all electrical connections, contacts and components under load.</li> </ul>
7.	<p>Transfer switches :</p> <ul style="list-style-type: none"> <li>a) Isolate transfer switch, open all inspection covers, and inspect all electrical connections.</li> <li>b) Operate all moving parts to ensure free movement.</li> <li>c) Clean and dress contacts as necessary.</li> <li>d) Remove all dust.</li> <li>e) Clean and lubricate linkages.</li> <li>f) Conduct an infrared survey of all electrical connections, contacts and energized components while under load on both the normal and the emergency side.</li> </ul>
8.	Lubricate door locks and hinges, especially those of outdoor enclosures.
9.	Conduct a 2-hour full-load test (see clause 11.3).
10.	As necessary, review and comment on the technical requirements of Tables 2 to 4 with persons responsible for performing the work.
11.	Correct all defects found during inspections and tests.
12.	Record all inspections, tests, and corrective actions in the maintenance log (see clause 11.5.3).

### 2.2.9 FIVE-YEAR INSPECTIONS

- 2.2.9.1 Five-year inspections, tests and maintenance shall be performed in compliance with the requirements and with the assistance of Table 6 of Standard CSA-C282-19.
- 2.2.9.2 The work described in points 2 to 5 of Table 6 of Standard CSA-C282-19 requires special skills. All such work must be done by a licensed contractor, the system manufacturer or individuals trained and certified by the system manufacturer.
- 2.2.9.3 The five-year inspections, tests and maintenance supplement the annual inspections. They shall be coordinated so as to be carried out at the same time.

**Table 6**  
**Work to be realized according to Standard CSA-C282-19**

Five-Year (Every Five Years) Inspection, Testing and Maintenance Work Requirements  
(See clauses 11.1.2, 11.5.1 and 11.5.2 of the standard)

**\*\*\* FIVE-YEAR INSPECTIONS CARRIED OUT BY THE CONTRACTOR \*\*\***

1.	<p>Generator :</p> <p>Inspect insulation of generator windings. Use an insulation tester (Megger). The resistance in megohms should be not less than :</p> <p><u>Rated voltage + 1000</u></p> <p style="text-align: center;">1000</p> <p>If the resistance is less, dry out the insulation using the auxiliary heat process.</p>
2.	<p>Engine :</p> <p>a) Drain and flush the cooling system. Refill the system with new coolant.</p> <p>b) Clean radiator tubes and cooling fins.</p> <p>c) Replace thermostats.</p> <p>d) Inspect valve clearance and adjust as appropriate.</p>
3.	With the generator set operating at full load (see clause 11.3), conduct an infrared survey of all electrical connections, contacts and components under load.
4.	Correct all defects found during inspections and tests.
5.	Record all inspections, tests, and corrective actions in the maintenance log (see clause 11.5.3).

## 2.2.10 OVERVIEW OF EQUIPMENT

### 35 Rue Otis, Les Escoumins (ONE (1) GENERATOR SET)

#### 1<sup>st</sup> Generator

**Generator:** Capacity: 125 KW, 600 /347Volt, 60 cycles, 3 phases, Kohler brand, Model 125REOZJF, Series No.: GM72460

**Engine / Alternator:** John Deere brand, 4045HF285K model, Series R533086 series

**Transfer switch:** GE Zenith brand, Entelli-Switch model, Series No: 2522734

## 2.2.11 ROUTINE INSPECTION RECORDS (EXAMPLE)

EMERGENCY POWER		
	DATE	SIGNATURE
SEMI-ANNUAL		
ANNUAL		
EVERY FIVE YEARS		

END OF GENERATOR SET MODULE SECTION

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## **PART 3 - PRODUCTS**

### **3.1 GENERAL**

- 3.1.1** Upon issuance of a call-up, the Contractor must provide a list of all products.
- 3.1.2** A Upon issuance of a call-up, the Contractor must have at its disposal the parts and material required for the work required.
- 3.1.3** Have in inventory or in service trucks the basic materials and tools needed to perform most of the work for call-ups.
- 3.1.4** Use new devices, parts and materials that are free of defects.
- 3.1.5** For new facilities, use the devices, parts and materials specified by the Departmental Representative.

### **3.2 MATERIAL SAFETY DATA SHEET (WHMIS)**

- 3.2.1** Refer to point 4.2 health and safety provisions *Safety Data Sheets – SDS (WHMIS 2015)*.

### **3.3 DATA SHEETS**

- 3.3.1** At the request of the Departmental Engineer, be able to supply data sheets for all products used.

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## PART 4 - HEALTH AND SAFETY FOR MAINTENANCE WORK

### 4.1 GENERAL CLAUSES

**4.1.1** By accepting this contract, the Contractor agrees to supervise the work and assume all responsibilities normally bestowed upon the main Contractor and the employer under An Act respecting occupational health and safety and to act as supervisor of the work.

**4.1.2** The Contractor must manage your activities so that the health and safety of your staff, occupants of the building or facility and the public and protection of the environment always takes precedence over considerations of cost and scheduling.

The Contractor must comply with all requirements of these specifications, including :

**4.1.3** Comply at all times with the provisions of the Act respecting occupational health and safety, the Safety Code for the construction Industry and the Occupational Health and Safety Regulations where applicable.

**4.1.4** The Contractor shall submit to the departmental representative a prevention program specific to all the activities it is likely to carry out on the property at least 10 days prior to the start of work. The Contractor must subsequently update its prevention program if the course of work diverges from initial projections. The Departmental Representative may, after receiving the program and at any time during the contract, require that the program be modified or supplemented in order to better reflect the reality of the workplace. The Contractor must then make the necessary changes prior to the start of work.

This program must be based on the risks identified and must take into account the information and requirements contained in these specifications. The program must remain in force throughout the term of this standing offers and must satisfy the following requirements :

- Identify risks specific to each category of tasks that will be performed in order to execute this standing offers and the corresponding preventive measures based on the regulatory requirements.
- Identify the person responsible for implementing preventive measures.
- Take into account the risks that may affect the health and safety of the workers as well as the health and safety of the occupants of the building or facility and of the public.
- Include an accident response procedure.
- Include a workplace inspection checklist based on the content of its risk identification.
- Include any repair tasks that may be assigned under this contract.
- Include any repair tasks that may be assigned under this contract.

**4.1.5** The Contractor must submit the following documents to the building technical officer :

1. a copy of the training certificates required for application of these specifications and safe planning of the work (for example: general health and safety for construction sites, asbestos, lock-out, first aid.);
2. a copy of the safety data sheet for every controlled product on the worksite, at least three days before the product is used on site ;
3. confirmation of medical certificates for supervisory staff and all employees where a medical examination is required under a statute, regulations, a directive, specifications or a prevention program, the Contractor must thereafter promptly submit confirmations of medical exams for all ;
4. a copy, signed and sealed by an engineer, of all plans and compliance certificates required under the Safety Code for the construction industry (S-2.1, r. 4), any other statute or



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regulation, or any other clause of the specifications or the contract. A copy of these documents must also be sent to the CNESST and be available on the worksite at all times;

5. a mechanical inspection certificate for the machinery used to perform the work (e.g., elevating platforms);
6. an investigation report within 24 hours following any accident that results in an injury or any incident that brings to light a potential hazard ;
7. a copy, within 24 hours, of any inspection report, notice of correction or recommendation issued by federal or provincial inspectors.

**4.1.6** The Contractor must ensure that the equipment, tools and protective equipment used to carry out the work are maintained and kept in good condition. Equipment, tools or protective devices that cannot be installed or used without compromising the health and safety of workers or the public are deemed to be inadequate for the work to be performed. The technical officer reserves the right to prohibit the use of equipment or tools deemed to be dangerous, defective or inappropriate.

**4.1.7** The Contractor must ensure that its employees have received the training and information needed to perform their tasks safely and that all necessary tools and protective devices are available, comply with the applicable standards, statutes and regulations and are used.

**4.1.8** The Contractor must 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 Commission de la santé et de la sécurité du travail (CSST).

Regardless of the number of workers assigned to the work, the Contractor must designate a person to act as workplace health and safety officer and give that person the authority to order work be stopped or resumed when the person deems such action to be necessary for health and safety reasons.

**4.1.9** Without limiting the scope of the preceding paragraph, the building technical officer may at any time order that work be stopped if the officer believes there is a hazard or risk to the health and safety of the employees assigned to the work, of the public or of the environment.

**4.1.10** The Contractor must take all measures necessary to ensure effective communication of health and safety information. When they arrive on the premises, all workers must be informed of any special features of the prevention program, as well as their obligations and their rights. The Contractor must maintain a log of information provided and obtain a signature from every worker who is given the information.

The Contractor must inform its workers that they have the right to refuse any work which might constitute a hazard to their health or safety.

**4.1.11** The Contractor must inspect the work site and submit, at the request of the building technical officer, a duly completed work site inspection sheet every week or at an interval determined with the building technical officer on the call-up form.

**4.1.12** The Contractor must 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 officer or the PWGSC health and safety coordinator, or in the course of a periodic inspection. Submit to the building technical officer written confirmation of all measures taken to correct non-compliance or hazardous situations.

**4.1.13** The Contractor must provide first aid in compliance with applicable standards and any other clause of these specifications.

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- 4.1.14** The Contractor must review the building and facility evacuation procedure and provide its employees with the training and information they need to apply the procedure.
- 4.1.15** The Contractor must mark off and control access to the work area and install barricades as needed.
- 4.1.16** The Contractor must take all measures necessary to keep the workplace clean and orderly throughout the work, and must ensure that the workplace is free of any hazards at the end of each workday.
- 4.1.17** When a worker works alone in an isolated place where it is impossible to ask for assistance, the Contractor must identify the risks related to the situation and provide the building technical officer with a procedure for preventing those risks and quickly getting help in an emergency.
- 4.1.18** Where a hazard not identified in the specifications arises as a result of or in the course of the work, the Contractor must stop work immediately, implement temporary protective measures for workers and the public, and notify the departmental representative orally and in writing. The Contractor must then submit the necessary modifications for approval before proceeding with the prevention program, so that work can continue safely.
- 4.1.19** In the event of an incident, the Contractor must take such measures as are needed, including stoppage of work, to ensure the health and safety of workers and the public and must contact the technical officer promptly.
- 4.1.20** On the worksite, the Contractor must consider the following conditions in developing a safe work plan :
- 4.1.21** If the Contractor is asked to do work that is likely to produce asbestos dust, the Contractor must meet the requirements of section 3.23 of the Safety code for the construction industry, made under the *Act respecting occupational health and safety* (R.S.Q., c. S-2.1).
- 4.1.22** If the Contractor is asked to do work at heights in the building, the Contractor must indicate in its prevention program the measures to be taken to prevent falls.
- 4.1.23** The Contractor may be asked to do work near a body of water or holding pond. The Contractor must indicate in its prevention program the measures to be taken to prevent the risk of drowning, electric shock and electrocution.
- 4.1.24** If the Contractor is asked to inspect or check electrical rooms, the Contractor must indicate in its prevention program the measures it plans to take to protect people in those areas.
- 4.1.25** If the Contractor is asked to do work in confined spaces, the Contractor must 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, in the *Act respecting occupational health and safety*, (R.S.Q., c. S-2.1).
- 4.1.26** If the Contractor is asked to do work in laboratories, the Contractor must contact the building technical officer to determine whether special procedures need to be observed.
- 4.1.27** In addition to all of the above, the Contractor must :
1. Provide a list of all products used in the project upon request ;
  2. Have at its disposal the parts and equipment required for the work described in these specifications ;

3. Have in inventory at the shop or in service trucks the basic materials and tools needed to perform most of the work contained in these specifications ;
4. Use new apparatuses, parts and materials that are free of defects ;
5. For new installations, use apparatuses, parts and materials specified by the Departmental Representative.

## **4.2 SAFETY DATA SHEETS – SDS (WHMIS 2015)**

- 4.2.1** Hazardous materials must be transported to the work site in their original containers. Each container shall include a label that complies with Workplace Hazardous Materials Information System (WHMIS) requirements. Storage of pesticide products is not permitted in PWGSC owned or operated facilities.
- 4.2.2** All chemicals, such as cleaning products, varnishes, paints, solvents, coatings, gases and any other toxic products are considered hazardous products.
- 4.2.3** Before starting work, submit for the Departmental Representative's approval all safety data sheets (SDSs) for hazardous products. The sheets must meet the requirements of the Workplace Hazardous Materials Information System (WHMIS 2015) :
1. Product identification ;
  2. Hazard identification ;
  3. Composition/information on components ;
  4. First aid ;
  5. Fire-fighting measures ;
  6. Accidental release measures ;
  7. Handling and storage ;
  8. Exposure controls/personal protection ;
  9. Physical and chemical properties ;
  10. Stability and reactivity ;
  11. Toxicological information ;
  12. Ecological ;
  13. Disposal considerations ;
  14. Transport information ;
  15. Regulatory information ;
  16. Other information.
- 4.2.4** Upon the Departmental Representative's request, be able to provide the safety data sheets (SDS) for the products used.
- 4.2.5** Keep at the worksite a binder with all SDSs for products used on site; the SDSs must be updated as needed.
- 4.2.6** Provide the Departmental Representative with documents proving workers have taken WHMIS 2015 training.

Example of an SDS in French:

[https://www.csst.qc.ca/prevention/reptox/simdut-2015/guide-utilisation-fiche-donnees-securite/Pages/24-exemple-fds.aspx?\\_ga=2.236168900.430740398.1604605383-686866387.1573666632](https://www.csst.qc.ca/prevention/reptox/simdut-2015/guide-utilisation-fiche-donnees-securite/Pages/24-exemple-fds.aspx?_ga=2.236168900.430740398.1604605383-686866387.1573666632)

## **4.3 PARTICULAR CLAUSES**

### **4.3.1 LOCKOUT-TAGOUT**

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- 4.3.1.1 For all work on electrically or otherwise energized equipment, the Contractor shall draw up and implement a general lockout-tagout procedure and submit it to the Departmental representative.
- 4.3.1.2 Supervisors and all workers concerned by work requiring lockout-tagout must have received training on lockout-tagout procedures by a recognized organization; Contractor shall submit training certificates to the Departmental representative.
- 4.3.1.3 Before starting the lockout-tagout procedure of a piece of equipment on an occupied site, Contractor must coordinate his work with the representative of the site if the interruption of the power sources can have an impact on the operations of the site or on its occupants.
- 4.3.1.4 Contractor must designate a qualified person as responsible for the lockout-tagout and must make sure that that person prepares a lockout-tagout data sheet for each piece of equipment involved. The lockout-tagout data sheet must be submitted to the Departmental representative at least 48 hours before the beginning of the work. The Departmental representative will review the data sheet with the representative of the site if the work takes place in an existing building. The data sheets for lockout-tagout must contain at least the following information :
1. description of work to carry out ;
  2. identification, description and location of the circuit and/or ~~piece of~~ equipment to lockout-tagout ;
  3. identification of energy sources that feeds the equipment ;
  4. identification of each cut-out point ;
  5. sequence of lockout-tagout and the release of residual energy as well as the
  6. sequence of unlocking ;
  7. list of material needed for the lockout-tagout ;
  8. method of verification of zero energy implementation ;
  9. name and signature of the person who prepared the data sheet.

When required by the Departmental representative, Contractor must record all this information on the site's representative form.

- 4.3.1.5 At the time of lockout-tagout, the person responsible must date the data sheet and ensure that each worker involved in the work on the circuit/equipment to lockout-tagout puts his name on the data sheet and signs it.

#### **4.3.2 ELECTRICAL WORK**

- 4.3.2.1 Contractor shall ensure that all electrical work is executed by qualified employees in accordance with the provincial regulation respecting vocational training and qualification.
- 4.3.2.2 Contractor shall respect all requirements of standard *CSA Z462 Workplace Electrical Safety Standard*.
- 4.3.2.3 No repairs or alterations shall be carried out on any live equipment except where complete disconnection of the equipment is not feasible.
- 4.3.2.4 Contractor shall respect all requirements prescribed in paragraph "LOCKOUT-TAGOUT" in this section.
- 4.3.2.5 Contractor shall advise in writing the Departmental representative of all the work that cannot be done with de-energized equipment and obtain his authorization. Contractor shall demonstrate to the Departmental representative that it is impossible to do the work with de-energized equipment and provide all the information necessary to request and obtain an energized electrical work permit (indicate working procedures, arc flash hazard

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analysis, protective perimeter, protective equipment, etc.) before the beginning of the work, excluding for the exceptions indicated in standard CSA Z462 *Workplace electrical safety*.

4.3.2.6 The energized electrical work permit on must contain at least the following elements :

- a. description of the circuit and equipment and its location ;
- b. justification for having to do the work in an energized condition ;
- c. description of safe work practices to apply ;
- d. results of the shock hazard analysis ;
- e. limit of the protective perimeter against electric shocks ;
- f. results of the arc flash hazard analysis ;
- g. description of the arc flash protection boundary ;
- h. description of the personal protective equipment required ;
- i. description of the means to limit access to unqualified persons ;
- j. proof that an information session has been carried out ;
- k. approval signature of the energized electrical work (by a person in authority or by the owner).

4.3.2.7 If for the operational requirements of the occupants of the site the representative of the site requires that the Contractor performs work in an energized condition, the Contractor shall obtain all the information required to request and obtain an energized electrical work permit (indicate working procedures, arc flash hazard analysis, protective perimeter, protective equipment, etc.) and have it signed by the representative of the site assigned by the Departmental representative before the beginning of the work.

In addition to the requirements indicated in the paragraphs above, the Contractor must comply with the requirements of standard CSA Z462 Workplace Electrical Safety Standard.

#### **4.3.3 ASBESTOS EXPOSURE**

4.3.3.1 It is not anticipated that the work covered by the present specifications involves the manipulation of materials containing asbestos; however, if the Contractor or the Departmental representative or his agent discover materials which are susceptible of containing asbestos, the Contractor must immediately stop the work and advise the Departmental representative. If more investigation demonstrates that the materials do contain asbestos, the Contractor shall comply with the following requirements.

Prior to starting any work likely to emit asbestos dust, the Contractor must :

1. Provide a written procedure for the work, identifying the risk level of the work (low, moderate, high), as defined in section 3.23 of the *Code de la sécurité pour les travaux de construction* S-2.1, r- 4, (Safety code for the construction industry). This procedure must take into account all the requirements of that section 3.23.
2. Submit certificates that demonstrate that all workers involved in the work have received training on asbestos hazards and on the procedure required in the preceding paragraph.
3. Demonstrate that he has all the material and equipment required on hand to respect the procedure and for safely conducting the work.

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#### **4.3.4 FALL PROTECTION**

- 4.3.4.1 The Contractor must provide the equipment needed to work at heights (ladders, stepladders, elevating platforms, scaffolding, etc.).
- 4.3.4.2 Plan and organize work so as to eliminate the risk of fall at the source or ensure collective protection, thereby minimizing the use of personal protective equipment. When personal fall protection is required, workers must use a safety harness that complies with CSA standard CAN/CSA Z-259.10 M90. A safety belt must not be used as fall protection.
- 4.3.4.3 Every person using an elevating platform (scissors, telescopic mast, articulated mast, rotative mast, etc.) must have a training regarding this equipment.
- 4.3.4.4 The use of a safety harness is mandatory for all elevating platforms with telescopic, articulate or rotative mast.
- 4.3.4.5 Define the limits of the danger zone around each elevating platform.
- 4.3.4.6 All openings in a floor or roof must be surrounded by a guardrail or provided with a cover fixed to the floor able to withstand the loads to which it could be exposed, regardless of the size of the opening and the height of the fall it represents.
- 4.3.4.7 Everyone who works within two metres from a fall hazard of three metres or more must use a safety harness in accordance with the requirements of the regulation, unless there is a guardrail or another device offering an equivalent safety.
- 4.3.4.8 Despite the requirements of the regulation, the Departmental representative may require the installation of a guardrail or the use of a safety harness for specific situations presenting a risk of fall less than three metres.

#### **4.3.5 CONFINED SPACES**

In addition to the requirements of the provincial regulation applicable to confined spaces, the Contractor must respect the requirements in the following paragraphs.

The Departmental representative reserves the right, depending on the nature of the risk of the confined spaces, of the work to be done and/or of the level of competence in confined spaces demonstrated by the Contractor, to require from the latter that he use the services of a firm specialized in health and safety or in confined space work to perform the analysis of the risks inherent to the confined spaces, to complete the entry permit, to conduct surveillance of the work or for any other task related to the work in confined spaces.

##### **4.3.5.1 Information on confined spaces existing on the construction site.**

The list of confined spaces will be provided to you on request.

##### **4.3.5.2 Person in charge of the health and safety for the work in confined spaces**

The Contractor shall designate a person to be in charge of the health and safety for the work in confined spaces. This person shall be qualified, as defined in the article 297 of the *Règlement sur la santé et la sécurité du travail* (S-2.1, r.13) (Occupational Health and Safety Regulation). This person must be present at all times during work in confined spaces and must make sure that all the requirements of the regulation and the ones specified in this section are respected. This person must amongst other things fill out and issue the entry permit for the confined spaces.

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#### 4.3.5.3 Training

- 4.3.5.3.1 All persons having access to a confined space, including the person in charge and the watcher of the confined space shall have completed training on entry in confined spaces.
- 4.3.5.3.2 All persons who have to use supplied-air respirator to access the confined spaces shall have completed training on the use of these apparatus.
- 4.3.5.3.3 All persons identified as rescuers for confined spaces shall have completed training on confined spaces rescue.
- 4.3.5.3.4 Each training required in the preceding paragraphs must be provided by a firm specialized in health and safety or in confined spaces.
- 4.3.5.3.5 The training certificates of the persons mentioned above must be submitted to the Departmental representative before the beginning of the work in confined spaces.

#### 4.3.5.4 Risk assessment of confined spaces

- 4.3.5.4.1 For each of the confined spaces listed at the beginning of this article, the Contractor must obtain the necessary information from the site representative and proceed to the assessment of the risk inherent to each confined space and relative to :
  - 1. the prevailing internal atmosphere, namely the concentration of oxygen, inflammable gases and vapours, combustible or explosive dusts as well as the categories of contaminants likely to be present in this enclosed area or nearby;
  - 2. the fact that the natural or mechanical ventilation is insufficient ;
  - 3. The materials that are present there and that can cause the worker to sink, to be buried or to drown, such as sand, grain or a liquid ;
  - 4. the interior configuration ;
  - 5. pipes and conduits penetrating the confined space ;
  - 6. energies such as electricity, moving mechanical parts, heat stress, noise and hydraulic energy ;
  - 7. ignition sources such as open flames, lighting, welding and cutting, static electricity or sparks ;
  - 8. all other particular circumstances, such as the presence of vermin, rodents or insects ;
- 4.3.5.4.2 These risk assessments must be done by the person in charge of the health and safety of the work in confined spaces. They must be submitted to the Departmental representative for analysis at least 10 days before the proposed date for the work in confined spaces and they must also include the following information:
  - 1. location of the confined space ;
  - 2. description of the confined space ;
  - 3. dimensions of the confined space ;

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4. number, location and dimensions of the openings ;
  5. date of the assessment ;
  6. name and signature of the person who conducted the assessment and the name of his employer.

4.3.5.4.3 The Contractor must repeat the same process for each of the confined spaces that he will build/install during this project.

#### 4.3.5.5 Confined spaces entry permits

4.3.5.5.1 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 :

1. The tools needed to perform the work ;
2. 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 ;
3. Pipes and conduits entering the confined space ;
4. The hazards and safety measures to be taken depending on the work to be performed ;
5. Contaminants that might be encountered in the confined space ;
6. Appropriate rescue measures and equipment and emergency measures.

4.3.5.5.2 The Contractor must send to the departmental representative for analysis, at least five days before the work in confined spaces is scheduled to begin, a copy of each confined space entry permit for the spaces it must access. The entry permits must be completed by the person responsible for health and safety regarding work in confined spaces and must include, at the minimum, the following information:

1. a description of the work to be performed and the work method ;
2. a description of the hazards and corresponding control measures based on the results of the confined space hazard assessment made in advance and based on the inherent hazards of the work to be performed;
3. the safety equipment to be used to control the confined space hazards (e.g., ventilator, gas detector, local exhaust ventilation, personal protective equipment, etc.);
4. the rescue procedure consisting of, at a minimum :
  - a. a means of communication between the confined space monitor and the workers in the confined spaces ;
  - b. the rescue equipment specific to each confined space ;
  - c. confirmation that the municipal emergency response service has been made aware of the confined space work to be performed specifically on this site and that it may intervene to carry out a confined space rescue; otherwise, the Contractor must designate site workers who will act as rescue persons in the event these rescue persons must enter the confined space (mandatory rescue training) ;
  - d. the location of the telephone and the telephone number of the municipal emergency response service (if applicable).
5. the date of the entry permit ;
6. the name of the person who issued the permit and the name of the employer ;
7. the name of the supervisor and the name of the employer ;
8. the names of the workers who must enter the confined space and the names of their employers.



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In the event that the departmental representative requires the use of a confined space entry permit specific to its site, the Contractor must comply with the requirements of that permit.

**4.3.5.6 All persons who have access to a confined space, including the custodian, must hold the following training certificates :**

- 4.3.5.6.1 PWGSC safe work in confined spaces (ASP Construction or equivalent course);
- 4.3.5.6.2 Workplace first aid and CPR (organization recognized by the CSST);
- 4.3.5.6.3 Use of ventilation devices (ASP Construction or equivalent course);
- 4.3.5.6.4 Use of safety harnesses (ASP Construction or equivalent course);
- 4.3.5.6.5 Use and maintenance of respiratory protection devices (ASP Construction or equivalent course);
- 4.3.5.6.6 Gas detection devices (ASP Construction or equivalent course);
- 4.3.5.6.7 Where the use of supplied-air or self-contained respirators is planned, full training in the preparation, maintenance and use of the devices (manufacturer, supplier or recognized organization) is required;
- 4.3.5.6.8 In remote areas where there is no local emergency response unit, the Contractor must designate persons to carry out rescue operations in confined spaces. The rescuers designated by the Contractor must complete relevant training in the use of rescue equipment.

**4.3.5.7 Medical surveillance**

- 4.3.5.7.1 The Contractor must submit to the Departmental representative a medical certificate dated in the last two years for all persons who must use a supplied-air respirator. The certificate must confirm the ability of each person to use this type of apparel.
- 4.3.5.7.2 It is recommended that the persons who have to work in sewer collection systems or other similar systems be vaccinated against diphtheria, tetanus and hepatitis "B".
- 4.3.5.7.3 Vaccination against diphtheria and tetanus is strongly recommended for work in confined spaces.
- 4.3.5.7.4 The Contractor must establish an emergency and rescue procedure with municipal and ambulance services. The procedure, telephone numbers and location of the nearest telephone must be clearly posted near the work location.

**4.3.5.8 Requirements while working in confined spaces**

- 4.3.5.8.1 Before each entry into a confined space, the person in **charge** of the health and safety for the work in confined spaces shall take readings of oxygen concentration, flammable gases and all toxic gases likely to be present and record these readings on the entry permit required earlier.
- 4.3.5.8.2 No worker can access the confined space if the following requirements are not respected :

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- a) the concentration of oxygen shall be greater than or equal to 19.5% and less than or equal to 23%;
  - b) the concentration of inflammable gases or vapours shall be less than or equal to 10% of the lower explosion limit ;
  - c) the concentration of other gases must not exceed the standards prescribed in annex I of the *Règlement sur la santé et la sécurité du travail* (S-2.1, r.13) (Occupational Health and Safety Regulation).
- 4.3.5.8.3 If the oxygen and gas concentrations measured respect the regulatory values, the person in charge of the health and safety for the work in confined spaces must ensure that all preventive measures indicated on the permit are in place and then must complete the entry permit (date, time, signatures, etc.) before issuing the permit and allow entry into the confined space.
- 4.3.5.8.4 A permit is only valid for one work shift; the Contractor must submit a new permit for each extra shift.
- 4.3.5.8.5 During the work inside the confined space, the gas concentration must be measured continuously, and the gas detector must be installed at the level of the breathing area of the workers. If the conditions inside the confined space are such that the workers might not hear/see the detector's alarm, the Contractor must find a way for the confined space safety watcher to watch the concentration measures while maintaining the measurements at the level of the breathing zone of the workers.
- 4.3.5.8.6 If the work is organized in a way that the workers are scattered far away from each other in a large confined space, the Contractor needs to provide additional gas detectors.
- 4.3.5.8.7 The Contractor must provide the gas detectors and maintain them in good condition. He must be able to show that the gas detectors used have been calibrated and adjusted by the person in **charge** of the health and safety for the work in confined spaces or by a qualified person, in accordance with the manufacturer's recommendations. The Departmental representative can at all times have the accuracy of the measuring devices checked. In the event of the failure of a detection device, the work must be stopped immediately, and all workers must leave the confined space.
- 4.3.5.8.8 The manufacturer's manual of the gas detectors must be available on the construction site.
- 4.3.5.8.9 The Contractor shall provide a ventilation system to keep concentrations of contaminants below the regulatory limits.
- 4.3.5.8.10 If work generating contaminants are performed (welding, use of products, etc.), the Contractor must, if needed, install an aspiration system for the contaminants so that the regulatory values of air quality can be maintained at all times.
- 4.3.5.8.11 If a detecting device alarm goes off, all workers shall leave the confined space. The measured levels of concentration must then be recorded on the entry permit. The Contractor shall then find the source of contamination, neutralize it, ventilate the confined space to eliminate contaminant residues and authorize access to the confined space only when concentrations of oxygen and gas have returned to normal.

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4.3.5.8.12 Compressed gas cylinders or welding equipment shall not be brought into confined spaces: this equipment shall remain outside and shall not block entrances or exits; all cylinders shall be properly secured.

4.3.5.8.13 Tools and electrical devices used to work in the confined spaces shall be grounded and, when necessary, designed to be explosion-proof. All equipment must be connected to a ground fault interrupter outlet or to a step-down transformer. The Contractor shall, at his own cost, hire a qualified electrician to adjust power receptacles and/or circuit breakers that he intends to use which do not meet these criteria.

4.3.5.8.14 The Contractor shall obtain a Hot Work Permit and respect the requirements to that effect when the work to be carried out includes hot work.

4.3.5.8.15 The Contractor must assign a competent person to assume the duties of confined space safety watcher. The supervisor shall be exclusively dedicated to these duties and must constantly remain outside of the confined space as long as there is a worker in it. He must also :

- a) ensure that the entry permit has been filled, signed and posted near the confined space ;
- b) be familiar with the work procedure specific to the confined space and ensure that it is respected ;
- c) ensure continuous communication with all the workers in the confined space and ensure that all the equipment required in case of emergency is present ;
- d) have a good knowledge of the ~~backup~~ ventilation systems and ensure their proper functioning for the duration of the work ;
- e) prevent access to unauthorized persons ;
- f) ensure that the conditions around the confined space zone is not a health or security risk for the workers inside the confined space ;
- g) initiate the emergency procedure if needed.

4.3.5.8.16 The same person may act as a confined space safety watcher and as the person in charge of the health and safety of the work in confined spaces, provided all requirements of both functions are met.

#### **4.3.6 HOT WORK**

4.3.6.1 Hot work means any work where a flame is used or a source of ignition may be produced, i.e., riveting, welding, cutting, grinding, burning, heating, etc.

4.3.6.2 Before the beginning of each shift of work and for each sector, the Contractor must obtain a "Hot Work Permit" emitted by the person responsible for the site.

4.3.6.3 A working portable fire extinguisher suitable to the fire risk shall be available and easily accessible within a 5 m radius from any flame, spark source or intense heat.

4.3.6.4 The Contractor must appoint an individual to do continuous monitoring of the fire risks for a period of one (1) hour after the end of the shift of hot work. This individual shall sign the section for this purpose on the permit and give it to the person in charge of the construction site after the one-hour period.

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- 4.3.6.5 When the hot work is done in areas where there are combustible materials or where the walls, ceilings or floors are made of or covered with combustible materials, a final inspection of the work area must be scheduled four (4) hours after the work has finished. Unless specified otherwise by the Departmental representative, the Contractor must assign a person to carry out this monitoring.

#### 4.3.7 WELDING AND CUTTING

In addition to the requirements prescribed in the preceding paragraphs, the Contractor must respect the following requirements :

- 4.3.7.1 Welding and cutting work must be carried out in accordance with the requirements of the *Code de Sécurité pour les travaux de construction*, S-2.1, r.4 (Safety code for the construction industry) and CSA standard W117.2, Safety in Cutting, Welding and Allied Processes.
- 4.3.7.2 Air extraction system with filters must be used for all welding and cutting work performed inside.
- 4.3.7.3 Stop all activities producing flammable or combustible gas, vapours or dust in the vicinity of the welding or cutting work.
- 4.3.7.4 Store all compressed gas cylinder on a fireproof fabric and make sure that the room is well ventilated.
- 4.3.7.5 Store all oxygen cylinders more than 6 metres from a flammable gas cylinder (ex: acetylene) or a combustible such as oil or grease, unless the oxygen cylinder is separated from it by a wall made of non-combustible material as mentioned in subsection 3.13.4 of the *Code de sécurité pour les travaux de construction*, S-2, r. 6 (Safety code for the construction industry).
- 4.3.7.6 Store the cylinders far from all heat sources.
- 4.3.7.7 Not to store the cylinders close to the staircases, exits, corridors and elevators.
- 4.3.7.8 Do not put acetylene in contact with metals such as silver, mercury, copper and alloys of brass having more than 65% copper, to avoid the risk of an explosive reaction.
- 4.3.7.9 Check that welding equipment with electric arc has the necessary tension and are grounded.
- 4.3.7.10 Ensure that the conducting wires of the electric welding equipment are not damaged.
- 4.3.7.11 Place the welding equipment on a flat ground away from the bad weather.
- 4.3.7.12 Install fireproof canvas when the welding work is done in a superposition and where there is the risk of falling sparks.
- 4.3.7.13 Move away or protect the combustible materials which are closer than 15 metres from the welding work.
- 4.3.7.14 Prohibition to weld or cut any closed container.
- 4.3.7.15 Do not perform any cutting, welding or work with a naked flame on a container, a tank, a pipe or other container containing a flammable or explosive substance unless :
- ✓ They have been clean and air samples have been taken indicating the absence of explosive vapours; and
  - ✓ Arrangements have been made to ensure the safety of workers.

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#### **4.4 INTERIOR USE OF INTERNAL COMBUSTION ENGINES**

- 4.4.1** In addition to respecting article 3.10.17 of the *Code de sécurité pour les travaux de construction* (S-2.1, r.4) (Safety code for the Construction Industry), the Contractor must also respect the requirements described in the following paragraphs.
- 4.4.2** The use of a gas-powered equipment inside a building is prohibited even if the building is provided with openings.
- 4.4.3** The use of other equipment powered by an internal combustion engine inside a building must be submitted to the approval of the Departmental representative.
- 4.4.4** For the use of any piece of equipment powered by an internal combustion engine inside a building, even if the building is provided with openings, the Contractor must install a ventilation system able to maintain the concentrations of toxic gases below the regulatory values. The stale air shall be exhausted outside the building.
- 4.4.5** Before using equipment powered by an internal combustion engine, the Contractor must plan and write the following :
- 4.4.5.1 number of fans to install;
  - 4.4.5.2 power of the fans;
  - 4.4.5.3 location of the fans;
  - 4.4.5.4 dimensions of the openings that will be open during the work.
- 4.4.6** During the operation of equipment with internal combustion engine, the Contractor must measure the concentrations of carbon monoxide and nitrogen oxides in the work area and at the breathing area of the workers; the concentration levels measured must be recorded in a register every 30 minutes that must be available for consultation.
- 4.4.7** If work is in an occupied building, the Contractor must also measure the concentrations of carbon monoxide and nitrogen oxides in the rooms next to the work area and the concentration levels measured must be recorded in a register every 30 minutes.
- 4.4.8** If the carbon monoxide or nitrogen oxides detector alarm goes off during the work, the Contractor must stop the work and take the corrective measures required before resuming the work.
- 4.4.9** A portable fire extinguisher must be available at all times in the work area during the use of equipment with internal combustion engines.
- 4.4.10** The equipment must be maintained at a safe distance from all combustible material.
- 4.4.11** The storage of fuel for any equipment with internal combustion engine is prohibited inside a building.

N° de l'invitation - Solicitation No.  
EE517-230306/A  
N° de réf. du client - Client Ref. No.  
R.120808.692

N° de la modif - Amd. No.  
000  
File No. - N° du dossier  
QCM-2-45014

Id de l'acheteur - Buyer ID  
QCM042  
N° CCC / CCC No./ N° VME - FMS

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## **ANNEX B -BASIS OF PAYMENT**



## **Annex B**

# **BASIS OF PAYMENT**

### **CONTRACT :**

## **Maintenance of generators – Les Escoumins**

Marine Communications and Traffic Services  
35 Rue Otis  
Les Escoumins, QC, G0T 1K0

**EE517-230306**



Version 1.0

Update : July, 2022

## PART 1 – FIXED PRICE

**Firm prices (all-inclusive)** provided at Part 1 – Fixed Price cover the maintenance work included at Annex A – Scope of Work.

Each price below includes all travel expenses between the contractor's place of business and the building at 35 rue Otis, Les Escoumins as well any material or equipment necessary for the performance of the work mentioned in Annex A – Statement of work.

### Base year 1 and 2 of the contract – Contract Award to December 31<sup>st</sup>, 2024

INSPECTION	PRICE PER INSPECTION	ANNUAL PRICE
6 month	_____ \$ X 4 =	_____ \$
Annual	_____ \$ X 2 =	_____ \$
5 year	_____ \$ X 1 =	_____ \$
TOTAL FIRM PRICE FOR TWO YEARS		(a) _____ \$

### 1<sup>st</sup> year of option – January 1<sup>st</sup>, 2025 to December 31<sup>st</sup>, 2025

INSPECTION	PRICE PER INSPECTION	ANNUAL PRICE
6 month	_____ \$ X 2 =	_____ \$
Annual	_____ \$ X 1 =	_____ \$
TOTAL FIRM PRICE FOR 1 <sup>ST</sup> YEAR OF OPTION		(b) _____ \$

### 2<sup>nd</sup> year of option – January 1<sup>st</sup>, 2026 to December 31<sup>st</sup>, 2026

INSPECTION	PRICE PER INSPECTION	ANNUAL PRICE
6 month	_____ \$ X 2 =	_____ \$
Annual	_____ \$ X 1 =	_____ \$
TOTAL FIRM PRICE FOR 2 <sup>ND</sup> YEAR OF OPTION		(c) _____ \$

### 3<sup>rd</sup> year of option – January 1<sup>st</sup>, 2027 to December 31<sup>st</sup>, 2027

INSPECTION	PRICE PER INSPECTION	ANNUAL PRICE
6 month	_____ \$ X 2 =	_____ \$
Annual	_____ \$ X 1 =	_____ \$
TOTAL FIRM PRICE FOR 3 <sup>RD</sup> YEAR OF OPTION		(d) _____ \$

**TOTAL PART 1 (a)+(b)+(c)+(d) = (e) \_\_\_\_\_ \$**



## PART 2 – PRICE LIST ON REQUEST

### DEFINITIONS

The following list defines the terms used in Part B - Price list on request:

**Regular working hours:** from 7:30 a.m. to 4:00 p.m. EST, Monday to Friday.

**Outside regular working hours:** evenings, weekends and holidays. The statutory holidays recognized by the federal government are as follows: New Year's Day, Good Friday, Easter Monday, Queen's Day, Saint-Jean-Baptiste, Canada Day, Labor Day, Thanksgiving Day, Remembrance Day, Christmas, Boxing Day.

### FIRM PRODUCTIVE ON SITE HOURLY RATE

- Rate apply to on demand work for services that are excluded from Part 1 – Fixed Price.
- Hourly rates relate to direct or productive labor devoted solely to providing the services requested by the Departmental Representative.
- The firm productive hourly rates on site include, but are not limited to, labor, service call, equipment, transportation, administration costs as well as the profit of the contractor.
- **Time is running out from the moment the contractor is on site.**
- Hourly rates do not apply to meal times or travel time off site. In addition, no accommodation costs can be charged.
- **The hourly rates provided by the contractor will apply to the firm two years of the contract as well as the option years.**
- Given that the work covered by Part 2 of Annex B – Basis of Payment is “on demand” only, Canada does not undertake to request a minimum value of work during the period of the contract:

No on demand work will be performed without the prior authorization from PWGSC. No additional work will be authorized by PWGSC without having obtained a written quote (fax, mail or email) from the contractor. Only work that has been ordered and performed will be payable by Canada.

<b>Rate for direct or productive labor</b> <b>** Number of hours are estimated and for evaluation purposes only **</b>				
<b>Types of hours</b>	<b>Estimated number of hours</b>	<b>Your hourly rate</b>		<b>Estimated annual costs</b>
<b>TECHINCIEN</b> <i>Regular working hours</i> <i>(Voir definition)</i>	20 hrs	x _____ \$	=	_____ \$
<b>TECHNICIEN</b> <i>Hours outside regular working hours</i> <i>(Voir definition)</i>	10 hrs	x _____ \$	=	_____ \$
<b>Estimated annual cost for evaluation</b>				<b>(f) _____ \$</b>

## MATERIALS ON DEMAND

<b>** the annual amount is estimated and for evaluation purposes only **</b>				
<b>Materials on demand</b>	<b>Estimated annual amount of materials on demand</b>	<b>Your mark-up rate</b>		<b>Estimated annual costs</b>
Materials according to the estimate prepared by the Contractor and approved by the Departmental Representative.	2000 \$	+ _____ %	=	(g) _____ \$

The fixed mark-up rate provided by the Contractor will apply to the firm two years of the contract as well as the option years. Payment for materials on demand will be at the cost price plus a fixed mark-up rate to cover the costs and profit of the contractor. At the request of the project manager, the contractor must provide original supporting documents for the cost price of the materials used whether they were purchased directly or indirectly through a subcontractor. The contractor or his subcontractor must procure the materials at the most economical cost price possible.

## OTHER SUBCONTRACTING COSTS

<b>** the annual amount is estimated and for evaluation purposes only **</b>				
<b>Other sub-contracting costs</b>	<b>Estimated annual amount of other subcontracting costs</b>	<b>Your mark-up rate for the five (5) years of the contract</b>		<b>Estimated annual costs</b>
Other costs according to the detailed estimate prepared by the Contractor and approved by the Departmental Representative.	10 000 \$	+ _____ %	=	(h) _____ \$

The fixed mark-up rate provided by the Contractor will apply to the firm two years of the contract as well as to the option years. Payment of other subcontracting costs will be made at the cost price plus a fixed mark-up rate to cover the costs and profit of the contractor. At the request of the project manager, the contractor must provide original supporting documents for the cost price of other subcontracting costs. The contractor must procure the subcontracting services at the most economical cost price possible.

**TOTAL PART 2 (f)+(g)+(h) = (i) \_\_\_\_\_ \$**

**GRAND TOTAL PART 1 + PART 2 (e)+(i) = (j) \_\_\_\_\_ \$**

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**General informations**

Company: \_\_\_\_\_

Name of  
representative: \_\_\_\_\_

Primary phone number : \_\_\_\_\_

Cell phone number : \_\_\_\_\_

Fax number : \_\_\_\_\_

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

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

N° de l'invitation - Solicitation No.  
EE517-230306/A  
N° de réf. du client - Client Ref. No.  
R.120808.692

N° de la modif - Amd. No.  
000  
File No. - N° du dossier  
QCM-2-45014

Id de l'acheteur - Buyer ID  
QCM042  
N° CCC / CCC No. / N° VME - FMS

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



SECURITY REQUIREMENTS CHECK LIST (SRCL)

LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		Public Works and Government Services Canada	2. Branch or Directorate / Direction générale ou Direction Biens immobiliers	
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 Entretien des groupe électrogènes - 35, rue Otis, Les Escoumins G0T 1K0, 2 ans + 3 options				
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?			<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?			<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis				
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)			<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.			<input type="checkbox"/> No Non	<input checked="" type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?			<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès				
Canada <input type="checkbox"/>		NATO / OTAN <input type="checkbox"/>		Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion				
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>		All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>		No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>				
Restricted to: / Limité à : <input type="checkbox"/>		Restricted to: / Limité à : <input type="checkbox"/>		Restricted to: / Limité à : <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays :		Specify country(ies): / Préciser le(s) pays :		Specify country(ies): / Préciser le(s) pays :
7. c) Level of information / Niveau d'information				
PROTECTED A PROTÉGÉ A <input type="checkbox"/>		NATO UNCLASSIFIED 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 ☐ Yes  
Non Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? ☒ No ☐ Yes  
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

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

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



RELIABILITY STATUS  
COTE DE FIABILITÉ



CONFIDENTIAL  
CONFIDENTIEL



SECRET  
SECRET



TOP SECRET  
TRÈS SECRET



TOP SECRET- SIGINT  
TRÈS SECRET - SIGINT



NATO CONFIDENTIAL  
NATO CONFIDENTIEL



NATO SECRET  
NATO SECRET



COSMIC TOP SECRET  
COSMIC TRÈS SECRET



SITE ACCESS  
ACCÈS AUX EMPLACEMENTS

Special comments:

Commentaires spéciaux : \_\_\_\_\_

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☒ No ☐ Yes  
Non Oui

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté?



No  
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 ☐ Yes  
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? ☒ No ☐ Yes  
Non Oui

**PRODUCTION**

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

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes  
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☒ No ☐ Yes  
Non Oui



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

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non ☐ Yes  
Oui

**If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".**

**Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.**

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non ☐ Yes  
Oui

**If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).**

**Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).**

N° de l'invitation - Solicitation No.  
EE517-230306/A  
N° de réf. du client - Client Ref. No.  
R.120808.692

N° de la modif - Amd. No.  
000  
File No. - N° du dossier  
QCM-2-45014

Id de l'acheteur - Buyer ID  
QCM042  
N° CCC / CCC No./ N° VME - FMS

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## **ANNEX D – APPLICATION FOR REGISTRATION (AFR)**





## CONTRACT SECURITY PROGRAM (CSP)

### APPLICATION FOR REGISTRATION (AFR) for Canadian legal entities

#### Instructions for completing the Application for Registration (AFR)

##### Privacy notice for Canadian entities registering in the CSP

Part of the information collected in this form includes personal information which is collected under the authority of subsection 7(1) of the *Financial Administration Act* and is mandatory in accordance with Treasury Board's *Policy on Government Security and Standard on Security Screening* for the purposes of security assessment and registration in the Contract Security Program (CSP) of Public Services and Procurement Canada (PSPC). The personal information will be used to assess your eligibility to hold a security status or security clearance and for your organization to be registered in the Contract Security Program. The information provided may be disclosed to the Royal Canadian Mounted Police and Canadian Security Intelligence Service to conduct the requisite checks and / or investigation in accordance with the *Policy on Government Security and Standard on Security Screening*. Additionally, the information may be disclosed to and used by other federal institutions that may require this information as part of their functions or investigation under Canadian Law or to the industrial security programs of foreign governments (with which Canada has bilateral security instruments) for foreign assurances.

Personal information is protected, used and disclosed in accordance with the Privacy Act and is described in the Info Source under the Personal Information Bank PWGSC PPU 015 ([Access to information and privacy - PSPC \(tpsgc-pwgsc.gc.ca\)](https://www.tpsgc-pwgsc.gc.ca/access-to-information-and-privacy)) and the TBS standard personal information bank Personal Security Screening PSU 917 ([Standard personal information banks - Canada.ca](https://www.tpsgc-pwgsc.gc.ca/standard-personal-information-banks)). Under the *Privacy Act*, you have the right to access and correct your personal information, if erroneous or incomplete. The personal information from paper sources that accompanies an organization registration is retained for two years after the last administrative action, and then destroyed. The personal information from paper sources that accompanies a foreign ownership, control, or influence assessments is kept for two years, and then destroyed if there are no changes to the organization that are reported to the foreign ownership, control, or influence evaluation office during this period. The personal information from paper sources that accompanies the personnel security screening process or foreign assurance process will be retained for a minimum period of two years after the last administrative action, and then destroyed. The Contract Security Program's retention period and disposal standards of personal information in electronic format may vary from the above retention period.

If you have concerns or require clarification about this privacy notice, you can contact PSPC's Access to Information and Privacy Directorate by email at [TPSGC.ViePrivee-Privacy.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.ViePrivee-Privacy.PWGSC@tpsgc-pwgsc.gc.ca). If you are not satisfied with the response to your privacy concern or if you want to file a complaint about the handling of your personal information, you may wish to contact the Office of the Privacy Commissioner of Canada.

##### General Instructions:

- This form is used for registering Canadian legal entities **ONLY**. The CSP does not register foreign based organizations. **ALL** Foreign based firms must contact the [International Industrial Security Directorate \(IISD\)](https://www.tpsgc-pwgsc.gc.ca/international-industrial-security-directorate) for more information on the security screening process. Canadian subsidiaries of foreign based firms may be eligible to register with the CSP.
- This form and all supporting documentation requested must be provided in English or French
- In any instance where this form does not allow enough space for a complete answer, please include additional pages or rows to the table as required.

**For organizations that do not yet have a clearance, refusal to provide required information, the provision of a false statement, misleading information, concealment or failure to disclose of any material fact on this application will result in the CSP not granting, or upgrading, a security clearance.**

**In the case of already cleared organizations; a denial or revocation of your organization's existing security clearance may occur and any personnel reliability statuses and/or personnel security clearances issued to your organization will be administratively closed out along with the organization's clearance with the Contract Security Program. This will immediately prohibit your eligibility to perform work on contracts requiring organization security clearances.**



## CONTRACT SECURITY PROGRAM (CSP)

### Section A - Business Information

- **Legal name of the organization** refers to the legal name of the organization as it is organized & existing within the country of jurisdiction. In the case of Canadian legal entities, this would be the legal name that is registered with federal, provincial or territorial authorities.
- **Business or Trade name** refers to the name which a business trades under for commercial purposes, although its registered, legal name, used for contracts and other formal situations, may be another name.
- **Type of Organization** - All required documentation in relation to the type of organization must be provided
  - **Corporation** refers to an entity having authority under the law to act as a single person distinct from the shareholders who own it and having rights to issue stock and exist indefinitely.  
Provide the following information to substantiate this "Type of Organization" selection:
    - Stock exchange identifier (if applicable);
    - Certificate of incorporation, compliance, continuance, current articles of incorporation, etc.
    - Ownership structure chart is mandatory
  - **Partnership** refers to an association or relationship between two or more individuals, corporations, trusts, or partnerships that join together to carry on a trade or business.  
Provide the following information to substantiate this "Type of Organization" selection:
    - Evidence of legal status, ie. partnership agreement;
    - Provincial partnership name registration (if applicable);
    - Ownership structure chart
  - **Sole proprietor** refers to the owner of a business who acts alone and has no partners.  
Provide the provincial registration documentation (if applicable) ie. master business license, provincial name registration document
  - **Other** (universities, financial institutions, unincorporated organizations, Assembly of First Nations, etc.)  
Provide the following information to substantiate this "Type of Organization" selection:
    - Evidence of legal status such as acts, charters, bands, etc.
    - Ownership structure chart and management structure chart
- **Principal place of business** must be where the business is physically located and operating in Canada. Virtual locations, mail boxes, receiving offices, coworking spaces, representative agent's office, etc. will not be accepted.
- **Self-identify as a diverse supplier:** Public Services and Procurement Canada (PSPC) defines a diverse supplier as "a business owned or led by Canadians from underrepresented groups, such as women, Indigenous Peoples, persons with disabilities and visible minorities.

### Section B - Security Officers

Identify the individual(s) you intend to nominate or are already appointed as your organization's company security officer and alternate company security officer(s). For Document Safeguarding Capability at other locations, please ensure to indicate address (site) the ACSO is located at. Add additional rows or provide a separate page as required. Employee has the same meaning as that used by the Canada Revenue Agency.

- Email address must be able to accept various types of correspondence from the CSP
- Security officers **must** meet all of the following criteria:
  - an employee of the organization;
  - physically located in Canada;
  - a Canadian citizen\*; and
  - security screened at the same level as the organization (in some cases alternates may require a different level).

\*Canadian citizenship is required due to the oversight responsibility entrusted to a security officer and some contractual requirements in relation to national security. This requirement may be waived on a case by case basis for Permanent Residents.



## CONTRACT SECURITY PROGRAM (CSP)

### Section C - Officers

- Your organization must list **all** the names and position titles for its officers, management, leadership team, executives, managing partners, authorized signatories, members, etc. that are responsible for the day to day operations of its business. A management structure chart must be provided to demonstrate the reporting structure. Add additional rows to the section if required.
- For the purposes of the Contract Security Program, the term "Country of Primary Residence/National Domicile" refers to the particular country for a person's true, fixed, principal and permanent home, to which that person intends to return and remain even though currently residing elsewhere.
- **Citizenship** refers to the status of being a citizen. A **citizen** is a person who, by either birth or naturalization, is a member of a state or nation, entitled to enjoy all the civil rights and protections of that state or nation and owing allegiance to its government.

### Section D - Board of Directors

- List **all** members of your organization's board of directors. Indicate all board titles including the chairperson if there is one. Add additional rows to the section or on a separate page if required.
- For the purposes of the Contract Security Program, the term "Country of Primary Residence/National Domicile" refers to the particular country for a person's true, fixed, principal and permanent home, to which that person intends to return and remain even though currently residing elsewhere.
- **Citizenship** refers to the status of being a citizen. A **citizen** is a person who, by either birth or naturalization, is a member of a state or nation, entitled to enjoy all the civil rights and protections of that state or nation and owing allegiance to its government.

### Section E - Ownership Information

- For the purposes of the CSP, the following interpretations are applicable:
  - **Direct (or registered) ownership** are **all** owners who hold legal title to a property or asset in that owner's name.
  - **Ownership** refers to either (1) voting rights attached to the corporation's outstanding voting shares or (2) outstanding shares measured by fair market value.
  - **Parent company** refers to a company which owns and/or controls controlling interest (e.g., voting stock) of other firms or companies, usually known as subsidiaries, which may give it control of the operation of the subsidiaries.

### Section F - Justification (this section is to be completed by organizations that are undergoing a renewal ONLY - not bidding)

- Your organization is to provide a list of active federal contracts, subcontracts, leases, supply arrangements (SA), standing offers (SO), purchase orders that have security requirements. Indicate the contract number (lease, SA, SO, sub-contract, etc.), contracting authority or prime contractor and the security level requirement.

### Section G - Certification and Consent

- Only an officer identified in Section C may complete this section.



## CONTRACT SECURITY PROGRAM (CSP)

### APPLICATION FOR REGISTRATION (AFR) for Canadian legal entities

**NOTE:**

The provision of false, misleading information, or concealment and/or failure to disclose of any material fact on this application will result in a denial or revocation of your organization security clearance and registration with the Contract Security Program which will immediately prohibit your eligibility to perform on contracts requiring organization security clearances. An incomplete form **will not** be processed.

#### SECTION A - BUSINESS INFORMATION

1. Legal name of the organization	
2. Business or trade name (if different from legal name)	
3. Type of organization - <b>Indicate the type of organization and provide the required validation documentation (select one only)</b>	
<input type="checkbox"/> Sole proprietor	
<input type="checkbox"/> Partnership	
<input type="checkbox"/> Corporation	
<input type="checkbox"/> Private	
<input type="checkbox"/> Public	
<input type="checkbox"/> Other (specify)	
4. Provide a brief description of your organization's general business activities.	
5. Procurement Business Number (PBN) (if applicable)	6. Self-identify as a diverse supplier (provide profile)
7. Business civic address (head office)	
8. Principal place of business (if not at head office)	
9. Mailing address (if different from business civic address)	
10. Organization website (if applicable)	
11. Telephone number	12. Facsimile number
13. Number of employees in your organization or corporate entity	14. Number of employees requiring access to protected/classified information/assets/sites



## CONTRACT SECURITY PROGRAM (CSP)

### SECTION B – SECURITY OFFICERS

Please identify all security officers for your organization. For document safeguarding capability identify the site number for each ACSO and the corresponding address for each site below.

Add additional rows or attachments as needed if there is not enough space allotted

Position title	Site #	Surname	Given name	E-mail (where the CSP will send correspondence)
Company security officer (CSO)				
Alternate company security officer (ACSO)				
ACSO (if applicable)				
ACSO (if applicable)				
ACSO (if applicable)				

#### For Document Safeguarding Capability ONLY:

00 – Address will be principal place of business	
01 – Site address:	
02 – Site address:	

### SECTION C – OFFICERS (managing partners, key leadership, signatories, etc.)

Add additional rows or attachments as needed and include management structure chart demonstrating reporting structures

Position title - within your organization	Surname	Given name	Citizenship(s)	Country of primary residence/National domicile



## CONTRACT SECURITY PROGRAM (CSP)

### SECTION D – LIST OF BOARD OF DIRECTORS

Add additional rows or attachments as needed

Position Title on the Board	Surname	Given name	Citizenship(s)	Country of primary residence/National domicile

### SECTION E - OWNERSHIP INFORMATION - PLEASE COMPLETE FOR EACH LEVEL OF OWNERSHIP

#### Please complete for each level of ownership

Identify all entities, individuals, public or private corporations that have an ownership stake in your organization being registered. Indicate if the entity has a valid Facility Security Clearance from Public Services and Procurement Canada's Contract Security Program or any other country. For publicly traded corporations, identify stock exchange. If there are more than three levels of ownership; please submit on an additional page to include **all** levels of ownership from direct to ultimate.

**Note: The organization structure chart with percentages of ownership must be included with your submission**

#### SECTION E-1 - OWNERSHIP LEVEL 1 (direct ownership) if more than three - please provide on additional sheet

Ownership - Level 1 (Direct Parent)			
Name of organization or individual			
Address			
Type of entity (e.g. private or public corporation, state-owned)			
Stock exchange identifier (if applicable)			
Facility security clearance (FSC) yes/no			
Percentage of ownership			
Country of jurisdiction or citizenship			



## CONTRACT SECURITY PROGRAM (CSP)

### SECTION E-2 - OWNERSHIP LEVEL 2

If there is any additional ownership for the names listed in the previous section (E-1) please provide the information below. If not, please indicate N/A (not applicable).

Ownership of entries listed in E-1 (Level 2)

Name of direct owner from E-1			
Name of organization or individual			
Address			
Type of entity (e.g. private or public corporation, state-owned)			
Stock exchange identifier (if applicable)			
Facility security clearance (FSC) yes/no			
Percentage of ownership			
Country of jurisdiction or citizenship			

### SECTION E-3 - OWNERSHIP LEVEL 3

If there is any additional ownership for the names listed in the previous section (E-2) please provide the information below. If not, please indicate N/A (not applicable).

Ownership of entries listed in E-2 (Level 3)

Name of intermediary ownership from E-2			
Name of organization or individual			
Address			
Type of entity (e.g. private or public corporation, state-owned)			
Stock exchange identifier (if applicable)			
Facility security clearance (FSC) yes/no			
Percentage of ownership			
Country of jurisdiction or citizenship			



## CONTRACT SECURITY PROGRAM (CSP)

### SECTION F - JUSTIFICATION (FOR RENEWING ORGANIZATIONS)

#### Add additional rows or attachments as needed

Please provide all current procurement rationales that have security requirements - i.e. contracts, leases, RFP, RFI, ITQ, supply arrangements, standing offers, etc.

Contract, lease, SA, SO, etc. number	Client / contracting authority	Security Type & level	Expiry date (dd-mm-yyyy)

### SECTION G - CERTIFICATION AND CONSENT (ONLY AN OFFICER IDENTIFIED IN SECTION C MAY COMPLETE THIS SECTION)

I, the undersigned, as the Officer authorized by the organization, have read the Privacy Notice to this application and do hereby certify that the information contained in this application is true, complete and correct. I acknowledge and agree to comply with the responsibilities outlined in the Public Services and Procurement Canada's Contract Security Manual and consent to the collection, use and disclosure of my personal information for the purposes as described above. **I agree to notify the Contract Security Program of any changes to the organization including but not limited to: change of address, phone number, contact information, change in security officers, officers and directors, board members, partners, management / leadership team and ownership.**

Surname	Given name
Position title	Telephone number (include extension number if any)
Facsimile number	Email address
Signature	Date (dd-mm-yyyy)

### FOR USE BY THE PSPC'S CONTRACT SECURITY PROGRAM

Recommendations	
Recommended by e-signature	Approved by e-signature



N° de l'invitation - Solicitation No.  
EE517-230306/A  
N° de réf. du client - Client Ref. No.  
R.120808.692

N° de la modif - Amd. No.  
000  
File No. - N° du dossier  
QCM-2-45014

Id de l'acheteur - Buyer ID  
QCM042  
N° CCC / CCC No./ N° VME - FMS

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

### **ELECTRONIC PAYMENT INSTRUMENTS**

The Bidder accepts any of the following Electronic Payment Instrument(s):

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