

## REQUEST FOR STANDING OFFER (RFSO)

HVAC Inspection, Installation & Repairs  
Various Locations, Yukon Territory

This bid solicitation cancels and supersedes previous bid solicitation number EP975-220276/A dated 2022/01/07 with a closing of 2022/01/28 at 2:00 PM. A debriefing or feedback session will be provided upon request to bidders/offerors/suppliers who bid on the previous solicitation.

### IMPORTANT NOTICE TO OFFERORS

Suppliers are required to submit bids electronically using the Canada Post epost Connect application for the subject bid solicitation. This service allows suppliers to submit bids, offers and arrangements electronically to PWGSC Bid Receiving Units. This online service enables the electronic transfer of large files up to Protected B level.

To use epost Connect to submit your bid, or to get more information on its use, please send an email to the Pacific Region Bid Receiving Unit's generic address at:

[TPSGC.RPReceptiondessaoumissions-PRBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.RPReceptiondessaoumissions-PRBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca)

Please refer to GI05 Submission of Offer for additional details.

Faxed and hard copy (submitted in person or via mail/courier) bids will not be accepted for the subject bid solicitation.

Please monitor [buyandsell.gc.ca](http://buyandsell.gc.ca) closely as changes to bid closing dates may be necessary.

### COMPREHENSIVE LAND CLAIMS AGREEMENT (CLCA)

This procurement is subject to the: Carcross/Tagish First Nations Final Agreement, Champagne and Aishihik First Nations Final Agreement, Kluane First Nation Final Agreement, Kwanlin Dun First Nation Final Agreement, Little Salmon/Camacks First Nations Final Agreement, First Nation of Nacho Nyak Dun Final Agreement, Selkirk First Nation Final Agreement, Ta'an Kwach'an Council Final Agreement, Teslin Tlingit Council Final Agreement, Tr'ondëk Hwëch'in Final Agreement and the Vuntut Gwitchin First Nation Final Agreement.

### See recently adopted changes

SI10 Security Clearance Requirements has changed

### THIS DOCUMENT CONTAINS A SECURITY CLEARANCE REQUIREMENT

For further instructions please consult "Special Instruction to Offeror", SI10, "Security clearance requirements" and "Supplementary Conditions" SC01 Security clearance requirements, document safeguarding location.

### CONTRACT SECURITY

The Offeror could be asked to provide Contract Security on call-ups. See SC03.

### ANTICIPATED MIGRATION TO AN E-PROCUREMENT SOLUTION (EPS)

Canada is currently developing an online EPS for faster and more convenient ordering of goods and services. In support of the anticipated transition to this system and how it may impact any resulting Standing Offer that is issued under this solicitation, refer to SC04 Transition to an e-Procurement Solution (EPS).

## Table of Contents

General Instructions to Offerors – Construction Services (GI)	4
GI01 (2016-04-04) Integrity provisions—Offer	4
GI02 (2014-03-01) Completion of offer	4
GI03 (2015-02-25) Identity or legal capacity of the Offeror	5
GI04 (2015-02-25) Applicable Taxes	5
GI05 (2014-03-01) Submission of offer	5
GI06 (2010-01-11) Revision of offer	7
GI07 (2014-09-25) Rejection of offer	8
GI08 (2015-02-25) Offer costs	9
GI09 (2020-05-28) Procurement Business Number	9
GI10 (2013-04-25) Compliance with applicable laws	9
GI11 (2010-01-11) Performance evaluation	9
GI12 (2011-05-16) Conflict of interest—unfair advantage	9
GI13 (2016-04-04) Code of Conduct for Procurement—offer	10
SPECIAL INSTRUCTIONS TO OFFEROR'S (SI)	11
SI01 INTRODUCTION	11
SI02 OFFER DOCUMENTS	11
SI03 ENQUIRIES DURING THE SOLICITATION PERIOD	11
SI04 QUANTITY	11
SI05 PWGSC OBLIGATION	11
SI06 REVISION OF OFFER	12
SI07 OFFER VALIDITY PERIOD	12
SI08 RIGHTS OF CANADA	12
SI09 SECURITY CLEARANCE REQUIREMENTS	12
SI10 BID CHALLENGE AND RECOURSE MECHANISMS	13
SI11 WEB SITES	13
CALL-UPS CLAUSES OR RESULTING CONTRACT DOCUMENTS (CD)	14
STANDING OFFER PARTICULARS (SOP)	15
SOP01 GENERAL	15
SOP02 Period of the Standing Offer	15
SOP03 Call-up Limitation	15
SOP04 Call-up Procedure	15
SOP05 STANDING OFFER RESPONSIBLES	16
SUPPLEMENTARY CONDITIONS (SC)	17
SC01 SECURITY CLEARANCE REQUIREMENTS, DOCUMENT SAFEGUARDING	17
SC02 INSURANCE TERMS	17
SC03 CONTRACT SECURITY	18
SC04 TRANSITION TO AN E-PROCUREMENT SOLUTION (EPS)	18
APPENDIX 1 - PRICE PROPOSAL FORM	19

APPENDIX 2 – INTEGRITY PROVISIONS – LIST OF NAMES.....	22
APPENDIX 3 - SCOPE OF WORK.....	23
APPENDIX 4 - MANDATORY REQUIREMENTS.....	24
APPENDIX 5 VOLUNTARY CERTIFICATION TO SUPPORT THE USE OF APPRENTICES .....	26
APPENDIX 6 - APPLICATION FOR REGISTRATION (AFR) for Canadian legal entities.....	28
APPENDIX 7 - CONTRACT SECURITY PROGRAM (CSP) INITIAL INTERNATIONAL SECURITY SCREENING FORM	29
ANNEX A - SECURITY REQUIREMENT CHECK LIST (SRCL).....	30
ANNEX B - CERTIFICATE OF INSURANCE (Not required at solicitation closing).....	31
ANNEX C - VOLUNTARY REPORT FOR APPRENTICES EMPLOYED DURING THE CONTRACT (Sample) .....	33
ANNEX D – FORM 2829 SAMPLE .....	34

## GENERAL INSTRUCTIONS TO OFFERORS – CONSTRUCTION SERVICES (GI)

### GI01 (2016-04-04) Integrity provisions—Offer

1. The *Ineligibility and Suspension Policy* (the “Policy”) in effect on the date the offer solicitation is issued, and all related Directives in effect on that date, are incorporated by reference into, and form a binding part of the offer solicitation. The Offeror must comply with the Policy and Directives, which can be found at [Ineligibility and Suspension Policy](#).
2. Under the Policy, charges and convictions of certain offences against a Offeror, its affiliates or first tier subcontractors, and other circumstances, will or may result in a determination by Public Works and Government Services Canada (PWGSC) that the Offeror is ineligible to enter, or is suspended from entering into a contract with Canada. The list of ineligible and suspended Suppliers is contained in PWGSC’s Integrity Database. The Policy describes how enquiries can be made regarding the ineligibility or suspension of Suppliers.
3. In addition to all other information required in the offer solicitation, the Offeror must provide the following:
  - a. by the time stated in the Policy, all information required by the Policy described under the heading “Information to be Provided when Offering, Contracting or Entering into a Real Property Agreement”; and
  - b. with its offer, a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier subcontractors that, to the best of its knowledge and belief, may be similar to one of the listed offences in the Policy. The list of foreign criminal charges and convictions must be submitted using an Integrity Declaration Form, which can be found at [Declaration form for procurement](#).
4. Subject to subsection 5, by submitting an offer in response to this offer solicitation, the Offeror certifies that:
  - a. it has read and understands the [Ineligibility and Suspension Policy](#);
  - b. it understands that certain domestic and foreign criminal charges and convictions, and other circumstances, as described in the Policy, will or may result in a determination of ineligibility or suspension under the Policy;
  - c. it is aware that Canada may request additional information, certifications, and validations from the Offeror or a third party for purposes of making a determination of ineligibility or suspension;
  - d. it has provided with its offer a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier subcontractors that, to the best of its knowledge and belief, may be similar to one of the listed offences in the Policy;
  - e. none of the domestic criminal offences, and other circumstances, described in the Policy that will or may result in a determination of ineligibility or suspension, apply to it, its affiliates and its proposed first tier subcontractors; and
  - f. it is not aware of a determination of ineligibility or suspension issued by PWGSC that applies to it.
5. Where an Offeror is unable to provide any of the certifications required by subsection 4, it must submit with its offer a completed Integrity Declaration Form, which can be found at [Declaration form for procurement](#).
6. Canada will declare non-responsive any offer in respect of which the information requested is incomplete or inaccurate, or in respect of which the information contained in a certification or declaration is found by Canada to be false or misleading in any respect. If Canada establishes after award of the Contract that the Offeror provided a false or misleading certification or declaration, Canada may terminate the Contract for default. Pursuant to the Policy, Canada may also determine the Offeror to be ineligible for award of a contract for providing a false or misleading certification or declaration.

### GI02 (2014-03-01) Completion of offer

1. The offer shall be
  - a. submitted on the Offer and Acceptance Form provided through the Government Electronic Tendering Service (GETS) or on a clear and legible reproduced copy of such Offer and Acceptance Form that must be identical in content and format to the Offer and Acceptance Form provided through GETS;
  - b. based on the Offer Documents listed in the Special Instructions to Offerors;
  - c. correctly completed in all respects;

- d. signed by a duly authorized representative of the Offeror; and
  - e. accompanied by
    - i. any other document or documents specified elsewhere in the solicitation where it is stipulated that said documents are to accompany the offer.
2. Subject to paragraph 6) of GI11, any alteration to the pre-printed or pre-typed sections of the Offer and Acceptance Form, or any condition or qualification placed upon the offer may be cause for disqualification. Alterations, corrections, changes or erasures made to statements or figures entered on the Offer and Acceptance Form by the Offeror shall be initialed by the person or persons signing the offer. Alterations, corrections, changes or erasures that are not initialed shall be deemed void and without effect.
  3. Unless otherwise noted elsewhere in the Offer Documents, facsimile copies of offers are not acceptable.
  4. Canada will make available Notices of Proposed Procurement (NPP), offer solicitations and related documents for download through the Government Electronic Tendering Service (GETS). Canada is not responsible and will not assume any liabilities whatsoever for the information found on websites of third parties. In the event an NPP, offer solicitation or related documentation would be amended, Canada will not be sending notifications. Canada will post all amendments, including significant enquiries received and their replies, using GETS. It is the sole responsibility of the Offeror to regularly consult GETS for the most up-to-date information. Canada will not be liable for any oversight on the Offeror's part nor for notification services offered by a third party.

### **GI03 (2015-02-25) Identity or legal capacity of the Offeror**

In order to confirm the authority of the person or persons signing the offer or to establish the legal capacity under which the Offeror proposes to enter into Contract, any Offeror who carries on business in other than its own personal name shall, if requested by Canada, provide satisfactory proof of

- a. such signing authority; and
- b. the legal capacity under which it carries on business;

prior to contract award. Proof of signing authority may be in the form of a certified copy of a resolution naming the signatory(ies) that is (are) authorized to sign this offer on behalf of the corporation or partnership. Proof of legal capacity may be in the form of a copy of the articles of incorporation or the registration of the business name of a sole proprietor or partnership.

### **GI04 (2015-02-25) Applicable Taxes**

"Applicable Taxes" means the Goods and Services Tax (GST), the Harmonized Sales Tax (HST), and any provincial tax, by law, payable by Canada such as, the Quebec Sales Tax (QST) as of April 1, 2013.

### **GI05 (2014-03-01) Submission of offer**

1. Canada requires that each offer, at solicitation closing date and time or upon request from the Contracting Authority, be signed by the Offeror or by an authorized representative of the Offeror.
2. It is the Offeror's responsibility to:
  - a. submit an offer, duly completed, in the format requested, on or before the solicitation closing date and time set;
  - b. In the case of submission by **Canada Post Corporation (CPC) Connect service**, see instructions in GI05.2.i below.
  - c. obtain clarification of the requirements contained in the RFSO, if necessary, before submitting an offer;
  - d. ensure that the Offeror's name, return address, the solicitation number and description, and solicitation closing date and time are clearly visible on the submission containing the Offer; and

- e. provide a comprehensive and sufficiently detailed Offer that will permit a complete evaluation in accordance with the criteria set out in this RFSO.
- f. send its Offer only to the Bid Receiving Unit of Public Works and Government Services Canada (PWGSC) specified below, by the date and time indicated on page 1 of the offer solicitation, by delivering an electronic CPC Connect submission as follows:

**i. ELECTRONIC Offer Submission by CPC Connect service**

- a. Unless specified otherwise in the solicitation, offers may be submitted by using the [CPC Connect service](#) provided by Canada Post Corporation.
- b. The only acceptable email address to use with CPC Connect for responses to solicitation issued by PWGSC is:  
[TPSGC.RPReceptiondessoumissions-PRBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.RPReceptiondessoumissions-PRBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca)

**Note:** Offers will not be accepted if emailed directly to this email address. This email address is to be used to open an CPC Connect conversation, as detailed in c., or to send offers through an CPC Connect message if the Offeror is using its own licensing agreement for CPC Connect.

- c. To submit an offer using CPC Connect service, the Offeror must either:
  - i. send directly its offer only to the specified PWGSC Bid Receiving Unit, using its own licensing agreement for CPC Connect provided by Canada Post Corporation; or
  - ii. send as early as possible, and in any case, at least six business days prior to the solicitation closing date and time, (in order to ensure a response), an email that includes the offer solicitation number to the specified PWGSC Bid Receiving Unit requesting to open an CPC Connect conversation. Requests to open an CPC Connect conversation received after that time may not be answered.
- d. If the Offeror sends an email requesting CPC Connect service to the specified Bid Receiving Unit in the solicitation, an officer of the Bid Receiving Unit will then initiate an CPC Connect conversation. The CPC Connect conversation will create an email notification from Canada Post Corporation prompting the Offeror order to access and action the message within the conversation. The Offeror will then be able to transmit its offer afterward at any time prior to the solicitation closing date and time.
- e. If the Offeror is using its own licensing agreement to send its offer, the Offeror must keep the CPC Connect conversation open until at least thirty (30) business days after the solicitation closing date and time.
- f. The solicitation number should be identified in the CPC Connect message field of all electronic transfers.
- g. It should be noted that the use of CPC Connect service requires a Canadian mailing address. Should an Offeror not have a Canadian mailing address, they may use the Bid Receiving Unit address specified in the solicitation in order to register for the CPC Connect service.
- h. For offers transmitted by CPC Connect service, Canada will not be responsible for any failure attributable to the transmission or receipt of the offer including, but not limited to, the following:
  - i. receipt of a garbled, corrupted or incomplete offer;
  - ii. availability or condition of the CPC Connect service;
  - iii. incompatibility between the sending and receiving equipment;
  - iv. delay in transmission or receipt of the offer;
  - v. failure of the Offeror to properly identify the offer;
  - vi. illegibility of the offer;
  - vii. security of offer data; or,
  - viii. inability to create an electronic conversation through the CPC Connect service.

- i. The Bid Receiving Unit will send an acknowledgement of the receipt of offer document(s) via the CPC Connect conversation, regardless of whether the conversation was initiated by the Offeror using its own license or the Bid Receiving Unit. This acknowledgement will confirm only the receipt of offer document(s) and will not confirm if the attachments may be opened nor if the content is readable.
  - j. Offerors must ensure that they are using the correct email address for the Bid Receiving Unit when initiating a conversation in CPC Connect or communicating with the Bid Receiving Unit and should not rely on the accuracy of copying and pasting the email address into the CPC Connect system.
  - k. A offer transmitted by CPC Connect service constitutes the formal offer of the Offeror.
3. The technical and price components of the offer must be submitted in separate sections as follows:
  - a. The offer should be submitted following a "two-section" procedure of which is to include a technical and financial offer.
  - b. The Technical Offer, and any associated document(s), should be provided in a separate section with the following information clearly provided:
    - Section One - Technical Offer;
    - Solicitation Number; and
    - Name of Offeror.
  - c. The Price Proposal Form and associated document(s), the Financial Offer, should be provided in a separate section with the following information clearly provided:
    - Section Two - Financial Offer;
    - Solicitation Number; and
    - Name of Offeror.
4. Timely and correct delivery of offers to the office designated for receipt of offers is the sole responsibility of the Offeror. PWGSC will not assume or have transferred to it those responsibilities. All risks and consequences of incorrect delivery of offers are the responsibility of the Offeror.
5. Offers and supporting information may be submitted in either English or French.
6. Unless otherwise specified in the Special Instructions to Offerors:
  - a. the offer shall be in Canadian currency; and
  - b. the requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All offers including such provision will render the offer non-responsive.

#### **GI06 (2010-01-11) Revision of offer**

1. An offer submitted in accordance with these instructions may be revised CPC Connect provided the revision is received at the office designated for the receipt of offers, on or before the date and time set for the closing of the solicitation. The letter or facsimile shall be on the Offeror's letterhead or bear a signature that identifies the Offeror.
2. A revision to an offer that includes unit prices must clearly identify the change(s) in the unit price(s) and the specific item(s) to which each change applies.
3. A letter or facsimile submitted to confirm an earlier revision should be clearly identified as a confirmation.
4. Failure to comply with any of the above provisions may result in the rejection of the non-compliant revision(s) only. The offer shall be evaluated based on the original offer submitted and all other compliant revision(s).

## **GI07 (2014-09-25) Rejection of offer**

1. Canada may accept any offer, whether it is the lowest or not, or may reject any or all offers.
2. Without limiting the generality of paragraph 1) of GI07, Canada may reject an offer if any of the following circumstances is present:
  - a. the Offeror's offering privileges are suspended or are in the process of being suspended;
  - b. the offering privileges of any employee or subcontractor included as part of the offer are suspended or are in the process of being suspended, which suspension or pending suspension would render that employee or subcontractor ineligible to offer on the Work, or the portion of the Work the employee or subcontractor is to perform;
  - c. the Offeror is bankrupt, or where for whatever reason, its activities are rendered inoperable for an extended period;
  - d. evidence, satisfactory to Canada, of fraud, bribery, fraudulent misrepresentation or failure to comply with any law protecting individuals against any manner of discrimination, has been received with respect to the Offeror, any of its employees or any subcontractor included as part of its offer;
  - e. evidence satisfactory to Canada that based on past conduct or behavior, the Offeror, a sub-contractor or a person who is to perform the Work is unsuitable or has conducted himself/herself improperly;
  - f. with respect to current or prior transactions with Canada
    - i. Canada has exercised, or intends to exercise, the contractual remedy of taking the work out of the Offeror's hands with respect to a contract with the Offeror, any of its employees or any subcontractor included as part of its offer; or
    - ii. Canada determines that the Offeror's performance on other contracts is sufficiently poor to jeopardize the successful completion of the requirement being offer on.
3. In assessing the Offeror's performance on other contracts pursuant to subparagraph 2)(f)(ii) of GI07, Canada may consider, but not be limited to, such matters as:
  - a. the quality of workmanship in performing the Work;
  - b. the timeliness of completion of the Work;
  - c. the overall management of the Work and its effect on the level of effort demanded of the department and its representative; and
  - d. the completeness and effectiveness of the Offeror's safety program during the performance of the Work.
4. Without limiting the generality of paragraphs 1), 2) and 3) of GI07, Canada may reject any offer based on a unfavorable assessment of the;
  - a. adequacy of the offer price to permit the work to be carried out and, in the case of a offer providing prices per unit, whether each such price reasonably reflects the cost of performing the part of the work to which that price applies;
  - b. Offeror's ability to provide the necessary management structure, skilled personnel, experience and equipment to perform competently the work under the Contract; and
  - c. Offeror's performance on other contracts.
5. Where Canada intends to reject an offer pursuant to a provision of paragraphs 1), 2), 3) or 4) of GI07, other than subparagraph 2)(a) of GI07, the contracting Authority will inform the Offeror and provide the Offeror ten (10) days within which to make representations, before making a final decision on the offer rejection.
6. Canada may waive informalities and minor irregularities in offers received if Canada determines that the variation of the offer from the exact requirements set out in the Offer Documents can be corrected or waived without being prejudicial to other Offerors.

### **GI08 (2015-02-25) Offer costs**

No payment will be made for costs incurred in the preparation and submission of an offer in response to the offer solicitation. Costs associated with preparing and submitting an offer, as well as any costs incurred by the Offeror associated with the evaluation of the offer, are the sole responsibility of the Offeror.

### **GI09 (2020-05-28) Procurement Business Number**

1. Bidders are required to have a Procurement Business Number (PBN) before Contract award. Bidders may register for a PBN in the Supplier Registration Information system on Web site: <https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/register-as-a-supplier>.

### **GI10 (2013-04-25) Compliance with applicable laws**

1. By submission of an offer, the Offeror certifies that the Offeror has the legal capacity to enter into a contract and is in possession of all valid licenses, permits, registrations, certificates, declarations, filings, or other authorizations necessary to comply with all federal, provincial and municipal laws and regulations applicable to the submission of the offer and entry into any ensuing contract for the performance of the work.
2. For the purpose of validating the certification in paragraph 1) of GI13, a Offeror shall, if requested, provide a copy of every valid license, permit, registration, certificate, declaration, filing or other authorization listed in the request, and shall provide such documentation within the time limit(s) set out in the request.
3. Failure to comply with the requirements of paragraph 2) of GI13 shall result in disqualification of the offer.

### **GI11 (2010-01-11) Performance evaluation**

1. Offerors shall take note that the performance of the Offeror during and upon completion of the work shall be evaluated by Canada. The evaluation shall be based on the quality of workmanship; timeliness of completion of the work; project management, contract management and management of health and safety. Should the Offeror's performance be considered unsatisfactory, the Offeror's offering privileges on future work may be suspended indefinitely.
2. The form [PWGSC-TPSGC 2913, SELECT - Contractor Performance Evaluation Report Form](#), is used to record the performance.

### **GI12 (2011-05-16) Conflict of interest—unfair advantage**

1. In order to protect the integrity of the procurement process, Offerors are advised that Canada may reject an offer in the following circumstances:
  - a. if the Offeror, any of its subcontractors, any of their respective employees or former employees was involved in any manner in the preparation of the offer solicitation or in any situation of conflict of interest or appearance of conflict of interest;
  - b. if the Offeror, any of its subcontractors, any of their respective employees or former employees had access to information related to the offer solicitation that was not available to other Offerors and that would, in Canada's opinion, give or appear to give the Offeror an unfair advantage.
2. The experience acquired by a Offeror who is providing or has provided the goods and services described in the offer solicitation (or similar goods or services) will not, in itself, be considered by Canada as conferring an unfair advantage or creating a conflict of interest. This Offeror remains however subject to the criteria established above.
3. Where Canada intends to reject an offer under this section, the Contracting Authority will inform the Offeror and provide the Offeror an opportunity to make representations before making a final decision. Offerors who are in doubt about a particular situation should contact the Contracting Authority before offer closing. By submitting an offer, the Offeror represents that it does not consider itself to be in conflict of interest nor to have an unfair advantage. The Offeror acknowledges that it is within Canada's sole discretion to determine whether a conflict of interest, unfair advantage or an appearance of conflict of interest or unfair advantage exists.

Solicitation No. - N° de l'invitation  
EP975-220276/B

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
pwy036

Client Ref. No. - N° de réf. du client  
EP975-220276

File No. - N° du dossier

CCC No./N° CCC - FMS No./N° VME

---

### **GI13 (2016-04-04) Code of Conduct for Procurement—offer**

The *Code of Conduct for Procurement* provides that Offerors must respond to offer solicitations in an honest, fair and comprehensive manner, accurately reflect their capacity to satisfy the requirements set out in the offer solicitation and resulting contract, submit offers and enter into contracts only if they will fulfill all obligations of the Contract. By submitting an offer, the Offeror is certifying that it is complying with the *Code of Conduct for Procurement*. Failure to comply with the *Code of Conduct for Procurement* may render the offer non-responsive.

## **SPECIAL INSTRUCTIONS TO OFFEROR'S (SI)**

### **SI01 INTRODUCTION**

1. Public Works and Government Services Canada (PWGSC) is inviting Offerors to submit proposals for Standing Offers. The selected offerors shall provide a range of services as identified in the Statement of Work section of this document.
2. It is PWGSC's intention to authorize one (1) Standing Offer, for a period of one (1) year, with the option to extend for two (2), additional one (1) year periods. The total dollar value of all Standing Offers is estimated to be \$975,000.00 (GST or HST included). Individual call-ups will vary up to a maximum of \$100,000.00 (GST or HST included). Any Call Up estimated to be over \$100,000.00 will be authorized by Real Property Contracting and will require Contract Security. Offerors should note that there is no guarantee that the full or any amount of the Standing Offer will be called-up; PWGSC will issue call-ups only when the specific services to be provided under the Standing Offer are needed. Please refer to Section SOP04, CALL-UP PROCEDURE.

### **SI02 OFFER DOCUMENTS**

1. The following are the Offer Documents:
  - a. Request for Standing Offer - Page 1;
  - b. General Instructions to Offeror's- Construction Services
  - c. Special Instructions to Offerors;
  - d. Clauses & Conditions identified in "Call-up Clauses or Resulting Contract Documents;
  - e. Drawings and Specifications;
  - f. Price Proposal form and related Appendix(s); and
  - g. Any amendment issued prior to solicitation closing.

Submission of an Offer constitutes acknowledgement that the Offeror has read and agrees to be bound by these documents.

### **SI03 ENQUIRIES DURING THE SOLICITATION PERIOD**

1. Enquiries regarding this Offer must be submitted in writing to the Contracting Authority named on the Request for Standing Offer (RFSO) Page 1 at e-mail address [delia.martin@pwgsc.gc.ca](mailto:delia.martin@pwgsc.gc.ca). Enquiries should be received no later than (5) calendar days prior to the date set for solicitation closing to allow sufficient time to provide a response. Enquiries received after that time may result in an answer NOT being provided.
2. To ensure consistency and quality of the information provided to Offerors the Contracting Authority will examine the content of the enquiry and shall decide whether or not to issue an amendment.
3. All enquiries and other communications related to this offer sent throughout the solicitation period must be directed ONLY to the Contracting Authority named in paragraph 1. above. Failure to comply with this requirement may result in the offer being declared non-compliant.

### **SI04 QUANTITY**

The amount of work and estimated expenditure specified in the RFSO are only an approximation of requirements. The making of an offer by the Offeror shall not constitute an agreement by Canada. Canada may make one or several call-ups against a standing offer.

### **SI05 PWGSC OBLIGATION**

A RFSO does not commit PWGSC to authorize the utilization of a standing offer or to pay any cost incurred in the submission of offers, or cost incurred in making necessary studies for the preparation thereof, or to procure or contract for any services. PWGSC reserves the right to reject or authorize for utilization any offer in whole or in part, with or without further discussion or negotiation. Canada reserves the right to cancel or amend the RFSO at any time.

## SI06 REVISION OF OFFER

An offer may be revised by epost Connect in accordance with "General Instructions to Offerors – Construction Services to Offerors".

## SI07 OFFER VALIDITY PERIOD

1. The offer cannot be withdrawn for the period of 180 days following the RFSO closing date.
2. Canada reserves the right to seek an extension to the offer validity period. Upon notification in writing from Canada, Offerors shall have the option to either accept or reject the proposed extension.
3. If the extension referred to in paragraph 2 of SI08 is accepted, in writing, by all those who submitted offers, then Canada shall continue immediately with the evaluation of the offers and its approvals processes.
4. If the extension referred to in paragraph 2 of SI09 is not accepted in writing by all those who submitted offers then Canada shall, at its sole discretion, either
  - a. continue to evaluate the offers of those who have accepted the proposed extension and seek the necessary approvals; or
  - b. cancel the request for proposal.
5. The provisions expressed herein do not in any manner limit Canada's rights in law or under G108.

## SI08 RIGHTS OF CANADA

1. Canada reserves the right to:
  - a. Reject any or all bids received in response to the bid solicitation;
  - b. Enter into negotiations with bidders on any or all aspects of their bids;
  - c. Accept any bid in whole or in part without negotiations;
  - d. Cancel the bid solicitation at any time;
  - e. Reissue the bid solicitation;
  - f. If no compliant bids are received and the requirement is not substantially modified, reissue the bid solicitation by inviting only the bidders who bid to resubmit bids within a period designated by Canada; and
  - g. Negotiate with the sole compliant Bidder to ensure best value to Canada.

## SI09 SECURITY CLEARANCE REQUIREMENTS

1. **Application For Registration (AFR) form for Canadian legal entities or Initial International Security Screening (IISS) form for foreign suppliers.**  
All offerors **must** provide a completed **AFR or IISS form**, as applicable, with their offer. Failure to comply with this requirement may result in the offer being declared non-compliant. The AFR (Appendix 6) and IISS (Appendix 7) forms and instructions are included in Appendices attached to this RFSO.
2. Before issuance of a standing offer, the Offeror must hold a valid Security Clearance as indicated in section SC01 of the Supplementary Conditions.
3. The successful Offeror's personnel, as well as any subcontractor and its personnel, who are required to perform any part of the work pursuant to the subsequent contract must meet the mandatory security requirement as indicated in section SC01 of the Supplementary Conditions. **Individuals who do not have the required level of security will not be allowed on site.** It is the responsibility of the successful Offeror to ensure that the security requirements are met throughout the performance of the contract. Canada will not be held liable or accountable for any delays or additional costs associated with the successful Offeror's non-compliance with the mandatory security requirement.

4. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful Offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.
5. For additional information on security requirements, offerors should refer to the Contract Security Program of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

## **SI10 BID CHALLENGE AND RECOURSE MECHANISMS**

- (a) Several mechanisms are available to potential offerors to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages offerors 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) Offerors should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Offerors should therefore act quickly when they want to challenge any aspect of the procurement process.

## **SI11 WEB SITES**

The connection to some of the Web sites in the solicitation documents is established by the use of hyperlinks. The following is a list of the addresses of the Web sites:

Buy and Sell <https://www.achatsetventes-buyandsell.gc.ca>

Canadian economic sanctions <http://www.international.gc.ca/sanctions/index.aspx?lang=eng/>

Contractor Performance Evaluation Report (Form PWGSC-TPSGC 2913)  
<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/2913.pdf>

Standard Acquisition Clauses and Conditions (SACC) Manual  
<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R/>

PWGSC, Industrial Security Services <http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>

PWGSC, Code of Conduct and Certifications  
<http://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/contexte-context-eng.html/>

Construction and Consultant Services Contract Administration Forms Real Property Contracting  
<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html/>

Declaration Form  
<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html/>

Performance Bond (form PWGSC-TPSGC 505)  
[http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/505\\_eng.pdf/](http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/505_eng.pdf/)

Trade agreements  
<https://buyandsell.gc.ca/policy-and-guidelines/Policy-and-Legal-Framework/Trade-Agreements/>

---

## CALL-UPS CLAUSES OR RESULTING CONTRACT DOCUMENTS (CD)

1. The following are the "call up" contract documents:

- a. Contract Page when signed by Canada;
- b. Duly completed Price Proposal Form and any Appendices attached thereto;
- c. Drawings and Specifications;
- d. General Conditions and clauses
  - GC1 General Provisions – Construction Services R2810D (2017-11-28);
  - GC2 Administration of the Contract R2820D (2016-01-28);
  - GC3 Execution and Control of the Work R2830D (2019-11-28);
  - GC4 Protective Measures R2840D (2008-05-12);
  - GC5 Terms of Payment R2550D R2850D (2019-11-28);
  - GC6 Delays and Changes in the Work R2860D (2019-05-30);
  - GC7 Default, Suspension or Termination of Contract R2870D (2018-06-21);
  - GC8 Dispute Resolution R2880D (2019-11-28);
  - GC9 Contract Security R2890D (2018-06-21);
  - GC10 Insurance R2900D (2008-05-12);
  - Allowable Costs for Contract Changes under GC6.4.1 R2950D (2015-02-25);
  - Supplementary Conditions
- e. Any amendment issued or any allowable offer revision received before the date and time set for solicitation closing;
- f. Any amendment incorporated by mutual agreement between Canada and the Offeror before acceptance of the offer; and
- g. Any amendment or variation of the contract documents that is made in accordance with the General Conditions.

2. The documents identified by title, number and date above are incorporated by reference and are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Web site: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>

3. The language of the contract documents is the language of the Price Proposal Form submitted.

## STANDING OFFER PARTICULARS (SOP)

### SOP01 GENERAL

1. The Offeror acknowledges that a standing offer is not a contract and that the issuance of a Standing Offer and Call-up Authority does not oblige or commit Canada to procure or contract for any services listed in the Standing Offer.
2. The Offeror offers to provide and deliver to Canada the services described in the Standing Offer, in accordance with the pricing set out in the Request for Standing Offer if, and when the Technical Authority may request such services, in accordance with the conditions listed at subsection 3 below.
3. The Offeror understands and agrees that:
  - a. a call-up against the Standing Offer will form a contract only for those services which have been called-up, provided that such call-up is made in accordance with the provisions of the Standing Offer;
  - b. Canada's liability is limited to that which arises from call-ups against the Standing Offer made within the period specified in the Standing Offer;
  - c. Canada has the right to procure the services specified in the Standing Offer by means of any other contract, standing offer or contracting method;
  - d. the Standing Offer cannot be assigned or transferred in whole or in part;
  - e. the Standing Offer may be set aside by Canada at any time.

### SOP02 Period of the Standing Offer

The period for placing call-ups against the Standing Offer shall be for one (1) year commencing from the start date identified on the Standing Offer.

### SOP03 Call-up Limitation

Each call-up against the Standing Offer will have a maximum limitation of expenditure of \$100,000.00 (Applicable Taxes included). Any Call Up estimated to be over \$100,000.00 will be authorized by Real Property Contracting and will require Contract Security. Canada will keep track of expenditures and ensure that they do not exceed the maximums allocated.

### SOP04 Call-up Procedure

1. Services will be called-up as follows:
  - a. Technical Authority will establish the work requirements to be provided.
  - b. For each individual call-up the Offeror will be provided the scope of work and will submit an offer to the Technical Authority in accordance with the unit rates established under the Standing Offer. The Offeror's offer shall include all of the work as specified including; mobilizing, sub-trades, materials, labour, tools, administration fees and supervision including building permits as per local regulations.
2. The Offeror will be authorized in writing by the Technical Authority to proceed with the work by issuance of a Call-up against the Standing Offer using form [2829](#). See Annex C

## **SOP05 STANDING OFFER RESPONSIBLES**

The Contracting Authority is responsible for the establishment and administration of the Standing Offer and it's revision if needed. The Contracting Authority is responsible for all contractual related questions regarding call-ups.

### Standing Offer Contracting Authority is:

Name : Delia Martin

Title : Supply Specialist

Department : Public Works and Government Services Canada Division : Real Property Contracting

Telephone : 778-707-2139

e-mail : [delia.martin@pwgsc.gc.ca](mailto:delia.martin@pwgsc.gc.ca)

The Technical Authority represents the Department or Organisation for which the works are executed within a call-up. The Departmental Representative is responsible for all technical related questions regarding call-ups.

### Standing Offer Technical Authority is:

Name : \_\_\_\_\_ TBA \_\_\_\_\_

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

Department : \_\_\_\_\_

Division : \_\_\_\_\_

Telephone : \_\_\_\_- \_\_\_\_- \_\_\_\_\_

e-mail : \_\_\_\_\_

## **SUPPLEMENTARY CONDITIONS (SC)**

### **SC01 SECURITY CLEARANCE REQUIREMENTS, DOCUMENT SAFEGUARDING**

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 PROTECTED information, assets or sensitive site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP, PWGSC.
3. The Contractor/Offeror MUST NOT remove any PROTECTED information or assets from the identified site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
  - a) Security Requirements Check List and security guide (if applicable), attached at Annex D;
  - b) *Contract Security Manual* (Latest Edition).

NOTE: There are multiple levels of personnel security screenings associated with this file. In this instance, a Security Classification Guide must be added to the SRCL clarifying these screenings. The Security Classification Guide is normally generated by the organization's project authority and/or security authority.

### **SC02 INSURANCE TERMS**

- 1) Insurance Contracts
  - (a) The Contractor must, at the Contractor's expense, obtain and maintain insurance contracts in accordance with the requirements of the Certificate of Insurance. Coverage must be placed with an Insurer licensed to carry out business in Canada.
  - (b) Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the agreement. The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the agreement 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.
- 2) Period of Insurance
  - (a) The policies required in the Certificate of Insurance must be in force and be maintained throughout the duration of the standing offer period.
  - (b) The Contractor must be responsible to provide and maintain coverage for Products/Completed Operations hazards on its Commercial General Liability insurance policy, for a period of six (6) years beyond the date of the Certificate of Substantial Performance.
- 3) Proof of Insurance
  - (a) Before commencement of the Work, and no later than thirty (30) days after acceptance of its offer, the Contractor must deposit with Canada a Certificate of Insurance on the form attached herein.
  - (b) Upon request by Canada, the Contractor must provide originals or certified true copies of all contracts of insurance maintained by the Contractor pursuant to the Certificate of Insurance.

4) Insurance Proceeds

In the event of a claim, the Contractor must, without delay, do such things and execute such documents as are necessary to effect payment of the proceeds.

5) Deductible

The payment of monies up to the deductible amount made in satisfaction of a claim must be borne by the Contractor.

**SC03 CONTRACT SECURITY**

Subsequent Call-ups may require that the Contractor provide contract security as described in clause R2890D of the Standard Acquisition Clauses and Conditions (SACC) manual. The clause can be consulted here; <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R/R2890D/8>  
Also consult SOP03 Call-up Limitation for maximum Contract Security that could be asked for.

**SC04 TRANSITION TO AN E-PROCUREMENT SOLUTION (EPS)**

During the period of the Standing Offer, Canada may transition to an EPS for more efficient processing and management of individual call-ups for any or all of the SO's applicable goods and services. Canada reserves the right, at its sole discretion, to make the use of the new e-procurement solution mandatory.

Canada agrees to provide the Offeror with at least a three-month notice to allow for any measures necessary for the integration of the Offer into the EPS. The notice will include a detailed information package indicating the requirements, as well as any applicable guidance and support.

If the Offeror chooses not to offer their goods or services through the e-procurement solution, the Standing Offer may be set aside by Canada.

**APPENDIX 1 - PRICE PROPOSAL FORM****BA01 IDENTIFICATION**

HVAC Inspection, Installation & Repairs  
Various Locations, Yukon Territory

**BA02 BUSINESS NAME AND ADDRESS OF OFFEROR**

Name:					
Address:					
Telephone:		Fax:		PBN:	
E-mail address:					
Contract Security Program Organisation Number (when required)					

**EVALUATION OF PRICE**

1. The Contractor will be paid for actual hours worked/operated, at the firm rate detailed in the Unit Price Schedule.
2. Each item specified in the Unit Price Schedule includes wages, traveling time and costs, allowances, supervision, liabilities as employer, insurance, and the use of all tools, tackle, etc., overhead, profit and all other liabilities whatsoever. Do not include flights in your rates. The cost of flights will be included on a project by project basis, if applicable.
3. Unspecified Material shall be reimbursed at net cost, as supported by invoices, plus Markup as established in the Price Schedule of this Offer. "Net Cost" means all amounts reasonably and properly paid by the Offeror in respect of materials required for and used in the Work, and includes packing, handling and delivery charges, less any trade discounts received by the Offeror. The Offeror's Markup on Unspecified Material covers overheads, profit, and all other expenses whatsoever.
4. The prices inserted in the Price Schedule of this Offer include all applicable federal, provincial, and municipal taxes. they do not include any amount for the Goods and Services Tax (GST) or Harmonized Sales Tax (HST). The appropriate GST/HST amounts will be paid by Canada to the Offeror in addition to the amounts paid against the amount of the contract. The Offeror shall make appropriate remittances to Revenue Canada in accordance with the legislation.
5. Payment by Canada for the Offeror's extraordinary field supplies and/or field equipment (such as a genie lift) that is required at the job site may be allowed on a case by case basis with prior approval. The equipment will be no greater than the local going rental rate for such equipment or the rate published by the local construction association for such equipment, whichever is the lower. If the extraordinary field supplies or internal equipment charge is Contractor owned, proof that Contractor rates are industry competitive must be provided. Extraordinary field supplies and internal equipment charges must be specifically identified in the request for proposal.
6. The unit prices and hourly rates requested for specific types of service shall be the total cost to perform the work including:
  - a. labour including supervision, allowances and liability insurance;
  - b. travel time;
  - c. transportation/vehicle expenses; meals and hotel costs (excluding air fare)
  - d. tools and tackle;
  - e. administration, overhead and profit;
  - f. any other incidental expenses other than supply of materials and replacement parts relating to the delivery of labour

7. The price of bids will be evaluated in Canadian dollars, the Goods and Services Tax (GST) or the Harmonized Sales Tax (HST) excluded, FOB destination for goods, shipping charges included, Customs duties and Excise taxes included.

**BA03 THE OFFER**

The Offeror agrees to perform the work in accordance with Appendix 3 Scope of Work and the prices referred to in the Unit Price Schedules.

**BA04 OFFER VALIDITY PERIOD**

The offer must not be withdrawn for a period of 180 days following the date of solicitation closing.

**BA05 SIGNATURE**

Name and title of person authorized to sign on behalf of Bidder (Type or print)

Signature

Date

## UNIT PRICE SCHEDULES

The Offeror agrees that the following are the prices referred to above.

### Rates

These rates will be used for cost evaluation purposes only and do not constitute a guarantee or commitment on behalf of Canada of the quantity or amount to be used under the Standing Offer.

The Offeror agrees that the Unit Prices govern in calculating the Total Evaluated Price. The Offeror understands that any errors in the extension of the Unit Prices and in the calculations of the Estimated Total Prices will be corrected in order to obtain the Total Evaluated Price.

The rates offered in the Unit Price Schedule must be used by the contractor when creating price quotes in response to Request for Proposals (RFP). The rates below shall remain firm throughout the complete period of the Standing Offer.

A price must be entered for each item.

### Definitions

Regular Rate: During regular working hours: Monday through Friday, 07:00 to 17:00

Overtime Rate: Outside regular working hours: Monday through Friday, 17:01 to 06:59  
Saturday/Sunday/Holidays, 07:00 to 06:59

Hourly Rate: Hourly rates shall be the total cost to perform the work including but not limited to all related costs including labour, travel (excluding flights), vehicle expenses, tools, equipment and overhead expenses. Do not include flights in your hourly rates. The cost of flights will be included on a project by project basis.

Mark up Allowance: Material, replacement parts (except any free issue items) and rental equipment shall be charged at your laid down cost which includes invoice cost, exchange, customs and brokerage charges as applicable. Goods and Services Tax (GST) is not included and must be shown as a separate item on the invoice for payment. The Contractor must attach copies of receipts of any applicable materials and airline ticket used to perform the work when submitting invoices.

**YEAR ONE (1) HOURLY RATES:**

<b>WHITEHORSE</b>		Unit of Measure	Estimated Quantity	Unit Price	Extended Amount
Project Manager/Coordinator	Regular Rate	hour	15	\$	\$
	Overtime Rate	hour	3	\$	\$
Refrigeration Mechanic/HVAC Technician	Regular Rate	hour	30	\$	\$
	Overtime Rate	hour	5	\$	\$
Labourer/Trades Assistant	Regular Rate	hour	8	\$	\$
	Overtime Rate	hour	2	\$	\$

<b>CARCROSS</b>		Unit of Measure	Estimated Quantity	Unit Price	Extended Amount
Project Manager/Coordinator	Regular Rate	hour	5	\$	\$
	Overtime Rate	hour	2	\$	\$
Refrigeration Mechanic/HVAC Technician	Regular Rate	hour	16	\$	\$
	Overtime Rate	hour	8	\$	\$
Labourer/Trades Assistant	Regular Rate	hour	16	\$	\$
	Overtime Rate	hour	1	\$	\$

<b>HAINES JUNCTION</b>		Unit of Measure	Estimated Quantity	Unit Price	Extended Amount
Project Manager/Coordinator	Regular Rate	hour	5	\$	\$
	Overtime Rate	hour	3	\$	\$
Refrigeration Mechanic/HVAC Technician	Regular Rate	hour	16	\$	\$
	Overtime Rate	hour	8	\$	\$
Labourer/Trades Assistant	Regular Rate	hour	5	\$	\$
	Overtime Rate	hour	2	\$	\$

<b>CARMACKS</b>		Unit of Measure	Estimated Quantity	Unit Price	Extended Amount
Project Manager/Coordinator	Regular Rate	hour	5	\$	\$
	Overtime Rate	hour	3	\$	\$
Refrigeration Mechanic/HVAC Technician	Regular Rate	hour	16	\$	\$
	Overtime Rate	hour	5	\$	\$
Labourer/Trades Assistant	Regular Rate	hour	8	\$	\$
	Overtime Rate	hour	2	\$	\$

<b>PELLY CROSSING</b>		Unit of Measure	Estimated Quantity	Unit Price	Extended Amount
Project Manager/Coordinator	Regular Rate	hour	5	\$	\$
	Overtime Rate	hour	2	\$	\$
Refrigeration Mechanic/HVAC Technician	Regular Rate	hour	16	\$	\$
	Overtime Rate	hour	8	\$	\$
Labourer/Trades Assistant	Regular Rate	hour	16	\$	\$
	Overtime Rate	hour	1	\$	\$

<b>MAYO</b>		Unit of Measure	Estimated Quantity	Unit Price	Extended Amount
Project Manager/Coordinator	Regular Rate	hour	5	\$	\$
	Overtime Rate	hour	3	\$	\$
Refrigeration Mechanic/HVAC Technician	Regular Rate	hour	16	\$	\$
	Overtime Rate	hour	8	\$	\$
Labourer/Trades Assistant	Regular Rate	hour	5	\$	\$
	Overtime Rate	hour	2	\$	\$

<b>DAWSON CITY</b>		Unit of Measure	Estimated Quantity	Unit Price	Extended Amount
Project Manager/Coordinator	Regular Rate	hour	5	\$	\$
	Overtime Rate	hour	3	\$	\$
Refrigeration Mechanic/HVAC Technician	Regular Rate	hour	16	\$	\$
	Overtime Rate	hour	5	\$	\$
Labourer/Trades Assistant	Regular Rate	hour	8	\$	\$
	Overtime Rate	hour	2	\$	\$

<b>BEAVER CREEK</b>		Unit of Measure	Estimated Quantity	Unit Price	Extended Amount
Project Manager/Coordinator	Regular Rate	hour	5	\$	\$
	Overtime Rate	hour	2	\$	\$
Refrigeration Mechanic/HVAC Technician	Regular Rate	hour	6	\$	\$
	Overtime Rate	hour	8	\$	\$
Labourer/Trades Assistant	Regular Rate	hour	16	\$	\$
	Overtime Rate	hour	1	\$	\$

<b>TESLIN</b>		Unit of Measure	Estimated Quantity	Unit Price	Extended Amount
Project Manager/Coordinator	Regular Rate	hour	5	\$	\$
	Overtime Rate	hour	3	\$	\$
Refrigeration Mechanic/HVAC Technician	Regular Rate	hour	16	\$	\$
	Overtime Rate	hour	8	\$	\$
Labourer/Trades Assistant	Regular Rate	hour	5	\$	\$
	Overtime Rate	hour	2	\$	\$

<b>ROSS RIVER</b>		Unit of Measure	Estimated Quantity	Unit Price	Extended Amount
Project Manager/Coordinator	Regular Rate	hour	5	\$	\$
	Overtime Rate	hour	3	\$	\$
Refrigeration Mechanic/HVAC Technician	Regular Rate	hour	16	\$	\$
	Overtime Rate	hour	5	\$	\$
Labourer/Trades Assistant	Regular Rate	hour	8	\$	\$
	Overtime Rate	hour	2	\$	\$

<b>FARO</b>		Unit of Measure	Estimated Quantity	Unit Price	Extended Amount
Project Manager/Coordinator	Regular Rate	hour	5	\$	\$
	Overtime Rate	hour	2	\$	\$
Refrigeration Mechanic/HVAC Technician	Regular Rate	hour	6	\$	\$
	Overtime Rate	hour	8	\$	\$
Labourer/Trades Assistant	Regular Rate	hour	16	\$	\$
	Overtime Rate	hour	1	\$	\$

<b>WATSON LAKE</b>		Unit of Measure	Estimated Quantity	Unit Price	Extended Amount
Project Manager/Coordinator	Regular Rate	hour	5	\$	\$
	Overtime Rate	hour	3	\$	\$
Refrigeration Mechanic/HVAC Technician	Regular Rate	hour	16	\$	\$
	Overtime Rate	hour	8	\$	\$
Labourer/Trades Assistant	Regular Rate	hour	5	\$	\$
	Overtime Rate	hour	2	\$	\$

<b>OLD CROW</b>		Unit of Measure	Estimated Quantity	Unit Price	Extended Amount
Project Manager/Coordinator	Regular Rate	hour	5	\$	\$
	Overtime Rate	hour	0	\$	\$
Refrigeration Mechanic/HVAC Technician	Regular Rate	hour	16	\$	\$
	Overtime Rate	hour	8	\$	\$
Labourer/Trades Assistant	Regular Rate	hour	16	\$	\$
	Overtime Rate	hour	8	\$	\$

**YEAR ONE (1) MARK UP ALLOWANCE:**

Description	Estimated Cost	Mark Up Percentage	Estimated Total Price
Material	\$60,000	%	\$

<b>SUBTOTAL YEAR ONE (A)</b>	\$
------------------------------	----

**OPTION YEAR ONE (1) HOURLY RATES:**

<b>WHITEHORSE</b>		Unit of Measure	Estimated Quantity	Unit Price	Extended Amount
Project Manager/Coordinator	Regular Rate	hour	15	\$	\$
	Overtime Rate	hour	3	\$	\$
Refrigeration Mechanic/HVAC Technician	Regular Rate	hour	30	\$	\$
	Overtime Rate	hour	5	\$	\$
Labourer/Trades Assistant	Regular Rate	hour	8	\$	\$
	Overtime Rate	hour	2	\$	\$

<b>CARCROSS</b>		Unit of Measure	Estimated Quantity	Unit Price	Extended Amount
Project Manager/Coordinator	Regular Rate	hour	5	\$	\$
	Overtime Rate	hour	2	\$	\$
Refrigeration Mechanic/HVAC Technician	Regular Rate	hour	16	\$	\$
	Overtime Rate	hour	8	\$	\$
Labourer/Trades Assistant	Regular Rate	hour	16	\$	\$
	Overtime Rate	hour	1	\$	\$

<b>HAINES JUNCTION</b>		Unit of Measure	Estimated Quantity	Unit Price	Extended Amount
Project Manager/Coordinator	Regular Rate	hour	5	\$	\$
	Overtime Rate	hour	3	\$	\$
Refrigeration Mechanic/HVAC Technician	Regular Rate	hour	16	\$	\$
	Overtime Rate	hour	8	\$	\$
Labourer/Trades Assistant	Regular Rate	hour	5	\$	\$
	Overtime Rate	hour	2	\$	\$

<b>CARMACKS</b>		Unit of Measure	Estimated Quantity	Unit Price	Extended Amount
Project Manager/Coordinator	Regular Rate	hour	5	\$	\$
	Overtime Rate	hour	3	\$	\$
Refrigeration Mechanic/HVAC Technician	Regular Rate	hour	16	\$	\$
	Overtime Rate	hour	5	\$	\$
Labourer/Trades Assistant	Regular Rate	hour	8	\$	\$
	Overtime Rate	hour	2	\$	\$

<b>PELLY CROSSING</b>		Unit of Measure	Estimated Quantity	Unit Price	Extended Amount
Project Manager/Coordinator	Regular Rate	hour	5	\$	\$
	Overtime Rate	hour	2	\$	\$
Refrigeration Mechanic/HVAC Technician	Regular Rate	hour	16	\$	\$
	Overtime Rate	hour	8	\$	\$
Labourer/Trades Assistant	Regular Rate	hour	16	\$	\$
	Overtime Rate	hour	1	\$	\$

<b>MAYO</b>		Unit of Measure	Estimated Quantity	Unit Price	Extended Amount
Project Manager/Coordinator	Regular Rate	hour	5	\$	\$
	Overtime Rate	hour	3	\$	\$
Refrigeration Mechanic/HVAC Technician	Regular Rate	hour	16	\$	\$
	Overtime Rate	hour	8	\$	\$
Labourer/Trades Assistant	Regular Rate	hour	5	\$	\$
	Overtime Rate	hour	2	\$	\$

<b>DAWSON CITY</b>		Unit of Measure	Estimated Quantity	Unit Price	Extended Amount
Project Manager/Coordinator	Regular Rate	hour	5	\$	\$
	Overtime Rate	hour	3	\$	\$
Refrigeration Mechanic/HVAC Technician	Regular Rate	hour	16	\$	\$
	Overtime Rate	hour	5	\$	\$
Labourer/Trades Assistant	Regular Rate	hour	8	\$	\$
	Overtime Rate	hour	2	\$	\$

<b>BEAVER CREEK</b>		Unit of Measure	Estimated Quantity	Unit Price	Extended Amount
Project Manager/Coordinator	Regular Rate	hour	5	\$	\$
	Overtime Rate	hour	2	\$	\$
Refrigeration Mechanic/HVAC Technician	Regular Rate	hour	6	\$	\$
	Overtime Rate	hour	8	\$	\$
Labourer/Trades Assistant	Regular Rate	hour	16	\$	\$
	Overtime Rate	hour	1	\$	\$

<b>TESLIN</b>		Unit of Measure	Estimated Quantity	Unit Price	Extended Amount
Project Manager/Coordinator	Regular Rate	hour	5	\$	\$
	Overtime Rate	hour	3	\$	\$
Refrigeration Mechanic/HVAC Technician	Regular Rate	hour	16	\$	\$
	Overtime Rate	hour	8	\$	\$
Labourer/Trades Assistant	Regular Rate	hour	5	\$	\$
	Overtime Rate	hour	2	\$	\$

<b>ROSS RIVER</b>		Unit of Measure	Estimated Quantity	Unit Price	Extended Amount
Project Manager/Coordinator	Regular Rate	hour	5	\$	\$
	Overtime Rate	hour	3	\$	\$
Refrigeration Mechanic/HVAC Technician	Regular Rate	hour	16	\$	\$
	Overtime Rate	hour	5	\$	\$
Labourer/Trades Assistant	Regular Rate	hour	8	\$	\$
	Overtime Rate	hour	2	\$	\$

<b>FARO</b>		Unit of Measure	Estimated Quantity	Unit Price	Extended Amount
Project Manager/Coordinator	Regular Rate	hour	5	\$	\$
	Overtime Rate	hour	2	\$	\$
Refrigeration Mechanic/HVAC Technician	Regular Rate	hour	6	\$	\$
	Overtime Rate	hour	8	\$	\$
Labourer/Trades Assistant	Regular Rate	hour	16	\$	\$
	Overtime Rate	hour	1	\$	\$

<b>WATSON LAKE</b>		Unit of Measure	Estimated Quantity	Unit Price	Extended Amount
Project Manager/Coordinator	Regular Rate	hour	5	\$	\$
	Overtime Rate	hour	3	\$	\$
Refrigeration Mechanic/HVAC Technician	Regular Rate	hour	16	\$	\$
	Overtime Rate	hour	8	\$	\$
Labourer/Trades Assistant	Regular Rate	hour	5	\$	\$
	Overtime Rate	hour	2	\$	\$

<b>OLD CROW</b>		Unit of Measure	Estimated Quantity	Unit Price	Extended Amount
Project Manager/Coordinator	Regular Rate	hour	5	\$	\$
	Overtime Rate	hour	0	\$	\$
Refrigeration Mechanic/HVAC Technician	Regular Rate	hour	16	\$	\$
	Overtime Rate	hour	8	\$	\$
Labourer/Trades Assistant	Regular Rate	hour	16	\$	\$
	Overtime Rate	hour	8	\$	\$

**OPTION YEAR ONE (1) MARK UP ALLOWANCE:**

Description	Estimated Cost	Mark Up Percentage	Estimated Total Price
Material	\$60,000	%	

<b>SUBTOTAL OPTION YEAR ONE (B)</b>	\$
-------------------------------------	----

**OPTION YEAR TWO (2) HOURLY RATES:**

<b>WHITEHORSE</b>		Unit of Measure	Estimated Quantity	Unit Price	Extended Amount
Project Manager/Coordinator	Regular Rate	hour	15	\$	\$
	Overtime Rate	hour	3	\$	\$
Refrigeration Mechanic/HVAC Technician	Regular Rate	hour	30	\$	\$
	Overtime Rate	hour	5	\$	\$
Labourer/Trades Assistant	Regular Rate	hour	8	\$	\$
	Overtime Rate	hour	2	\$	\$

<b>CARCROSS</b>		Unit of Measure	Estimated Quantity	Unit Price	Extended Amount
Project Manager/Coordinator	Regular Rate	hour	5	\$	\$
	Overtime Rate	hour	2	\$	\$
Refrigeration Mechanic/HVAC Technician	Regular Rate	hour	16	\$	\$
	Overtime Rate	hour	8	\$	\$
Labourer/Trades Assistant	Regular Rate	hour	16	\$	\$
	Overtime Rate	hour	1	\$	\$

<b>HAINES JUNCTION</b>		Unit of Measure	Estimated Quantity	Unit Price	Extended Amount
Project Manager/Coordinator	Regular Rate	hour	5	\$	\$
	Overtime Rate	hour	3	\$	\$
Refrigeration Mechanic/HVAC Technician	Regular Rate	hour	16	\$	\$
	Overtime Rate	hour	8	\$	\$
Labourer/Trades Assistant	Regular Rate	hour	5	\$	\$
	Overtime Rate	hour	2	\$	\$

<b>CARMACKS</b>		Unit of Measure	Estimated Quantity	Unit Price	Extended Amount
Project Manager/Coordinator	Regular Rate	hour	5	\$	\$
	Overtime Rate	hour	3	\$	\$
Refrigeration Mechanic/HVAC Technician	Regular Rate	hour	16	\$	\$
	Overtime Rate	hour	5	\$	\$
Labourer/Trades Assistant	Regular Rate	hour	8	\$	\$
	Overtime Rate	hour	2	\$	\$

<b>PELLY CROSSING</b>		Unit of Measure	Estimated Quantity	Unit Price	Extended Amount
Project Manager/Coordinator	Regular Rate	hour	5	\$	\$
	Overtime Rate	hour	2	\$	\$
Refrigeration Mechanic/HVAC Technician	Regular Rate	hour	16	\$	\$
	Overtime Rate	hour	8	\$	\$
Labourer/Trades Assistant	Regular Rate	hour	16	\$	\$
	Overtime Rate	hour	1	\$	\$

<b>MAYO</b>		Unit of Measure	Estimated Quantity	Unit Price	Extended Amount
Project Manager/Coordinator	Regular Rate	hour	5	\$	\$
	Overtime Rate	hour	3	\$	\$
Refrigeration Mechanic/HVAC Technician	Regular Rate	hour	16	\$	\$
	Overtime Rate	hour	8	\$	\$
Labourer/Trades Assistant	Regular Rate	hour	5	\$	\$
	Overtime Rate	hour	2	\$	\$

<b>DAWSON CITY</b>		Unit of Measure	Estimated Quantity	Unit Price	Extended Amount
Project Manager/Coordinator	Regular Rate	hour	5	\$	\$
	Overtime Rate	hour	3	\$	\$
Refrigeration Mechanic/HVAC Technician	Regular Rate	hour	16	\$	\$
	Overtime Rate	hour	5	\$	\$
Labourer/Trades Assistant	Regular Rate	hour	8	\$	\$
	Overtime Rate	hour	2	\$	\$

<b>BEAVER CREEK</b>		Unit of Measure	Estimated Quantity	Unit Price	Extended Amount
Project Manager/Coordinator	Regular Rate	hour	5	\$	\$
	Overtime Rate	hour	2	\$	\$
Refrigeration Mechanic/HVAC Technician	Regular Rate	hour	6	\$	\$
	Overtime Rate	hour	8	\$	\$
Labourer/Trades Assistant	Regular Rate	hour	16	\$	\$
	Overtime Rate	hour	1	\$	\$

<b>TESLIN</b>		Unit of Measure	Estimated Quantity	Unit Price	Extended Amount
Project Manager/Coordinator	Regular Rate	hour	5	\$	\$
	Overtime Rate	hour	3	\$	\$
Refrigeration Mechanic/HVAC Technician	Regular Rate	hour	16	\$	\$
	Overtime Rate	hour	8	\$	\$
Labourer/Trades Assistant	Regular Rate	hour	5	\$	\$
	Overtime Rate	hour	2	\$	\$

<b>ROSS RIVER</b>		Unit of Measure	Estimated Quantity	Unit Price	Extended Amount
Project Manager/Coordinator	Regular Rate	hour	5	\$	\$
	Overtime Rate	hour	3	\$	\$
Refrigeration Mechanic/HVAC Technician	Regular Rate	hour	16	\$	\$
	Overtime Rate	hour	5	\$	\$
Labourer/Trades Assistant	Regular Rate	hour	8	\$	\$
	Overtime Rate	hour	2	\$	\$

<b>FARO</b>		Unit of Measure	Estimated Quantity	Unit Price	Extended Amount
Project Manager/Coordinator	Regular Rate	hour	5	\$	\$
	Overtime Rate	hour	2	\$	\$
Refrigeration Mechanic/HVAC Technician	Regular Rate	hour	6	\$	\$
	Overtime Rate	hour	8	\$	\$
Labourer/Trades Assistant	Regular Rate	hour	16	\$	\$
	Overtime Rate	hour	1	\$	\$

<b>WATSON LAKE</b>		Unit of Measure	Estimated Quantity	Unit Price	Extended Amount
Project Manager/Coordinator	Regular Rate	hour	5	\$	\$
	Overtime Rate	hour	3	\$	\$
Refrigeration Mechanic/HVAC Technician	Regular Rate	hour	16	\$	\$
	Overtime Rate	hour	8	\$	\$
Labourer/Trades Assistant	Regular Rate	hour	5	\$	\$
	Overtime Rate	hour	2	\$	\$

<b>OLD CROW</b>		Unit of Measure	Estimated Quantity	Unit Price	Extended Amount
Project Manager/Coordinator	Regular Rate	hour	5	\$	\$
	Overtime Rate	hour	0	\$	\$
Refrigeration Mechanic/HVAC Technician	Regular Rate	hour	16	\$	\$
	Overtime Rate	hour	8	\$	\$
Labourer/Trades Assistant	Regular Rate	hour	16	\$	\$
	Overtime Rate	hour	8	\$	\$

**OPTION YEAR TWO (2) MARK UP ALLOWANCE:**

Description	Estimated Cost	Mark Up Percentage	Estimated Total Price
Material	\$60,000	%	

<b>SUBTOTAL OPTION YEAR TWO (C)</b>	\$
-------------------------------------	----

<b>TOTAL PRICE FOR EVALUATION (A+B+C)</b>	\$
---	----

**OFFEROR'S CONTACTS**

The names, telephone numbers and email addresses of the Offeror's permanent staff members cleared to receive call-ups from Identified Users.

NAME	TELEPHONE NUMBER	CELL NUMBER	EMAIL



Solicitation No. - N° de l'invitation  
EP975-220276/B

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
pwy036

Client Ref. No. - N° de réf. du client  
EP975-220276

File No. - N° du dossier

CCC No./N° CCC - FMS No./N° VME

---

## **APPENDIX 3 - SCOPE OF WORK**

Attached

---

## APPENDIX 3 - SCOPE OF WORK

### 1. PURPOSE

The purpose of the Heating, Ventilation, and Air Conditioning (HVAC) Standing Offer Agreement is for HVAC services, installations, alterations, testing and repair work, as and when required, at detachments or houses located throughout the Yukon Territory for the Royal Canadian Mounted Police (RCMP).

The Statement of Work (SOW) has been developed to ensure that the Contractor has a clear understanding of the Standing Offer Agreement (SOA) work scope, procedures and services.

### 2. BACKGROUND INFORMATION

Work will be conducted throughout the Yukon Territory at various RCMP Sites.

The locations include but are not limited to:

- Beaver Creek
- Carcross
- Carmacks
- Dawson City
- Faro
- Haines Junction
- Mayo
- Old Crow
- Pelly Crossing
- Ross River
- Teslin
- Watson Lake
- Whitehorse

The contractor will be required to perform work in both urban and remote communities.

### 3. THE PSPC GENERAL CONDITIONS (GC)

- The SOW must be used in conjunction with the General Conditions (GC) document, as the two documents are complimentary.
- The SOW describes work-specific requirements, services and deliverables while the GC document outlines the term and conditions of the contract, common to all projects.
- In the case of a conflict between the two documents, the requirements of the GC override this document (Appendix 3 SOW document).

### 4. CATEGORIES OF REQUIRED PERSONNEL

The Offeror must be qualified/certified to provide the necessary professional services to the full extent in the Yukon Territory for the Class of Labour listed.

### 5. GENERAL INFORMATION

Each project conducted under this agreement will commence with a request for proposal (RFP) from the departmental representative. The RFP will contain specific details and terms of reference (TOR) sufficient for the contractor to create and respond with a proposal complete with cost breakdowns. Approved proposals will result in a Call Up to action the proposal.

The name of the Departmental Representative (DR) responsible for the Call-up will appear on the Call-up document.

Standing offer holder to supply all labour, materials, tools, equipment, supervision and transportation required to perform construction duties.

All damages resulting from work carried out by the Standing offer holder or their representatives shall be rectified by the standing offer holder at no cost to Canada.

## 6. REQUIRED SERVICES

The scope of work will vary from project to project, but may include any combination of the following services identified in this Statement of Work.

Testing, Inspections, Maintenance, Repairs or Replacement on equipment or systems listed below:

### **HVAC Systems and related components:**

- Investigation and troubleshooting HVAC issues
- Maintenance, Repair or Replacement of HVAC components
- Design and installation of HVAC equipment and systems
- Installation or alteration of Ducting associated with air handling equipment
- Testing, repairs, maintenance or replacement of pneumatic and digital controls
- Installation and alterations of DDC programming

### **Other work as required:**

- Fuel or oil tank connections and spill prevention, installation of tanks, lines and fittings.
- Prepare, Review and submit for approval all required Shop Drawings.
- Design, preparation and submission of As-Built drawings and Specifications to the Departmental Representative upon
- Principal Contractor duties, including responsibilities defined by the *Occupational Health and Safety Act*.
- Repair to any existing conditions that may be damaged during the Work.
- Daily Work-Site Clean-up and final Work clean-up.
- Preparation and submission of maintenance manuals to the Departmental Representative upon completion of the Work.
- Field Services and Quality Assurance of Work conducted.
- Other related duties as defined in the SOA Call-up.

## 7. CONSTRAINTS AND CHALLENGES

1. The Contractor will be required to become familiar with the work site and obtain local information as required.
2. HVAC service, testing, repair and/or replacement on the work site will be performed during the full operation of the facilities. Work phasing must be planned to ensure that disruption to the daily operation of the facilities is kept to a minimum.
3. The RCMP have their own particular security requirements and subsequently unique security regulations. The Contractor will become familiar and must comply with these regulations.

## 8. PROJECT DELIVERY APPROACH

The proposal will be submitted to the DR and shall be based off of the Scope of Work. The proposals will be based on the firm hourly rates and/or mark-up that has been identified in Appendix 1 Price Proposal.

Once the DR has reviewed and approved the proposal that has been submitted from the contractor the DR will provide the following when applicable:

- For complex projects, Plans and Specifications (if available), will be provided at the time of the Call-up.
- In the case of less complex work the Call-up scope may be described by sketch and/or narration.

For each Call-up, the RCMP security department will determine which type of Security Clearance is required for the contractor.

Requirements for the Contractor during the project include but not limited to:

- The Contractor shall ensure full co-ordination of the work of all sub-contractors.
- Upon completion of the Work, , the Contractor is to prepare and submit to the Departmental Representative a detailed listing of all makes and models of equipment used to complete scope of work.
- Work may be carried out during normal working hours.
- Work may be carried out after normal working hours, or on weekends.
- Work may be carried out when the site is occupied and operational.
- In the absence of a statement regarding hours of work or occupancy, it is assumed that the work will be carried out during normal working hours, when the facility is fully occupied and operational.
- Minimal disruption and interference with occupants, including the prevention of transmission of noise, when demolition or construction work occurs in the building or on the property.

## 9. PRINCIPLE CONTRACTOR REQUIREMENTS SUMMARY OF SERVICES

- The Contractor will be assigned the duties and responsibility of Principal Contractor (as defined by Yukon Territory Work Safe regulations) when the contractor is the sole contractor on the call up work site.
- The Contractor may be assigned the duties and responsibility of Principal Contractor when sub-contractors occupy the same space and time.
- When the Contractor is acting in the capacity of the Principal Contractor, both construction and construction supervision for services are included within the assigned Work.

## 10. SUB-CONTRACT

- Subcontracting is permitted under the terms of this SOA. The Contractor may subcontract the supply of goods or services that are customarily subcontracted by the Contractor. When they do so they are then acting as the Prime Contractor with all the inherent responsibilities and obligations.
- Before any subcontracting, approval must be given by the DR.
- Subcontracting does not relieve the Prime Contractor from fulfilling any of its obligations under the terms of the SOA.
- In any subcontracts, the Contractor agrees to bind the subcontractor by the same conditions by which the Contractor is bound under the SOA.

## 11. EXISTING DOCUMENTATION

### Documents Available for the Successful Contractor

- Copies of all work specific documentation will be made available to the Contractor at the time of the SOA Call-up.
- Operation & Maintenance Manuals and log books may be available on the work site. If referenced, the Contractor will be responsible for verifying the accuracy of the information contained and adding pertinent information upon completion of Standing Offer Agreement work.

## 12. DISCLAIMER

1. Reference information will be available in the language in which it is written.
2. The documentation may be unreliable and is offered, "As is" for the information of the Contractor.

## 13. CODES, ACTS, STANDARDS AND REGULATIONS

### General

The Work shall, unless otherwise specified, be conducted in a manner which:

- a. Is compliant with all applicable federal, territorial, municipal, and regional laws, acts, regulations, and Codes.
- b. Minimizes disruption and interference with occupants, including the prevention of transmission of noise, when demolition or construction work occurs in the building or on the property.
- c. Adherence to all applicable codes and standards and without limiting the generality of the foregoing shall include the most current edition of the following:
  - a. The NRC National Building Code of Canada,
  - b. The NRC National Fire Code of Canada,
  - c. The NRC National Plumbing Code of Canada,
  - d. Canada Occupational Health and Safety Regulations,
  - e. Canada Labour Code (including latest revisions of all regulations)
  - f. The Canadian Electrical Code,
  - g. C282 Emergency Electrical Power Supply for Buildings,
  - h. B52 Refrigeration Code,
  - i. National Fire Protection Association (NFPA) standards,
  - j. American Society for Testing and Materials (ASTM),
  - k. American Society of Heating, Refrigeration, and Air Conditioning Engineers, (ASHRAE)
  - l. Work safe, Yukon
  - m. American National Standards Institute (ANSI),
  - n. Local and/or municipal codes and bylaws.

In the event of a conflict between Codes, the more stringent shall take precedence.

## 14. PROJECT ADMINISTRATION

### General Requirements

In response to the request for proposal and an accompanying TOR the contractor is responsible, at no cost to PSPC, to submit a proposal in conjunction with the TOR that shall include but not limited to:

- a) Description of the work being completed.
- b) Resourcing, that includes roles and responsibilities of in house personnel or external sub-contractors.
- c) Appendix of detailed cost estimate table of personnel, rates, and hours compliant with the Price Proposal.
- d) Appendix of detailed disbursements with rationale and back up quotes compliant with the Price Proposal.
- e) The approach must be cost-efficient and ensure that the stated objectives of the project must be achieved. Proposed cost estimate must not be exceeded without a revision signed by the DR.
- f) Proposed milestone schedule (including shop drawings submissions and approval timelines and any other deliverables) is reasonable and able to be completed within the time set in the proposal.

Prior to commencing work, the Contractor must confirm the following:

- The Call-up has been issued to the Contractor.
  - DR approval on work schedule and DR and client approval for building access if required.
  - All related permits that adhere to the local community, municipality, approvals, and agreements to a specific project are in place.
  - All Health and Safety and Environmental Protection requirements are in place.
  - Understanding of the potential risks during the completion of work.

Upon completion of work, the contractor is responsible for the following:

- Inform the Department Representative when work is completed, site inspection maybe required.
- Complete site log books on site (HVAC, Electrical)

## 15. COMMUNICATIONS AND MEETINGS

If any communication with the Client Departments results in the need for any change to the scope of work, quality, cost or schedule, the Contractor shall inform the Departmental Representative (DR) and seek written direction. Only the DR can authorize scope of work changes, any unauthorized scope change will be at the cost of the Contractor.

There shall be no correspondence between occupants or users of the facilities and the Contractor, unless directed by the DR.

During the work, the Contractor's Key Personnel shall be:

- Available to attend meetings and respond to inquiries within one (1) working day notice.
- Shall provide emergency contact information to be used in the event of any urgent project related event.

## 16. ROLES AND RESPONSIBILITIES

### A. Contractor

The "Contractor's Team" must be eligible and registered to work in the Yukon Territories. The Contractor's Team is composed of the Contractor and designated employees along with sub-contractors and their designated employees.

The contractor must obtain RCMP Security Clearance prior to work starting.

The Contractor shall, during the construction phases, participate in construction meetings, ensure sub-contractors attend required meetings and attend site inspection meetings.

The Contractor may be assigned the duties and responsibility of Principal Contractor when the contractor is the sole contractor on site and/or will oversee/monitor subcontractors. This may include review subcontractors documents for adherence.

The Contractor may be required to provide a full team as outlined in the SOA Call-up documents.

All those employed to work on the site are to meet the requirements of the provincially legislated Apprenticeship and Industry Training Act. Tradespersons are to be registered apprentice or certified journeyman, skilled, qualified and supervised.

The Contractor will schedule, record and distribute the record of decisions for all meetings.

## **B. The PSPC Team**

Pertaining to PSPC Issued Call-ups

- The PSPC Project Manager is the Departmental Representative and is responsible for conveying all Client Department requirements to the Contractor.
- The Departmental Representative will facilitate discussions between the main stakeholders of the overall project including, but not limited to; PSPC, the Consultant, the Contractor and Client Department stakeholders.

## **C. Client Department responsibilities**

- The Client representative is responsible for communicating the interests of the Client, in collaboration with the PSPC Departmental Representative.
- Unless directed otherwise, all communication with the Client is through the PSPC Departmental Representative.
- Client Departmental Representative is responsible for the resolution of all security issues including but not limited to providing the contractor with the required documents, conduct the required security clearance for the scope of work in certain areas.

## **17. REPLACEMENT PERSONNEL**

The replacement personnel must meet the mandatory qualifications for the individual they are replacing. The Contractor must submit the qualifications of the proposed replacement. Any replacement resources must have the prior authorization of the Departmental Representative before starting work.

The rates for the replacement personnel must be the same rate as the category their replacement was in

If the Contractor plans to move a pre-approved personnel listed in a certain category into another category, they must get pre-approval by PSPC and have qualifications equal or better than the requirements of the new category. PSPC reserves the right not to make payment for personnel not pre-approved into a different category.

## **18. STATUS AND AVAILABILITY OF RESOURCES USE OF SUBCONTRACTOR CLAUSE**

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications. The Bidder must advise the Departmental Representative and provide the name and mandatory certifications of the proposed replacement.

## **19. SUMMARY OF HEALTH AND SAFETY**

### **REFERENCES**

- **Government of Canada**
  - Canada Labour Code - Part II
  - Canada Occupational Health and Safety Regulations.
- **National Building Code of Canada (NBC)**
  - Part 8, Safety Measures at Construction and Demolition Sites.
- **Canadian Standards Association (CSA) as amended**
  - CSA Z797-2009 Code of Practice for Access Scaffold
  - CSA S269.1-1975 (R2003) Falsework for Construction Purposes
  - CSA S350-M1980 (R2003) Code of Practice for Safety in Demolition of Structure
  - CSA Z1006-10 – Management of Work In Confined Space
- **National Fire Code of Canada 2010 (as amended)**
  - Part 5 – Hazardous Processes and Operations and Division B as required.
- **American National Standards Institute (ANSI)**
  - ANSI A10.3, Operations – Safety Requirements for Powder-Actuated Fastening Systems.

- **Yukon Territory**
  - Workers Compensation Act Occupational Health and Safety.
  - Occupational Health and Safety Regulations

## **20. WORKERS' COMPENSATION BOARD COVERAGE**

Comply fully with the Workers' Compensation Act, regulations and orders made pursuant thereto, and any amendments up to the completion of the work.

Maintain Workers' Compensation Board coverage during the term of the Contract, until and including the date that the Certificate of Final Completion is issued.

## **21. COMPLIANCE WITH REGULATIONS**

PSPC may terminate the Contract without liability to PSPC where the Contractor, in the opinion of PSPC, refuses to comply with a requirement of the Workers' Compensation Act or the Occupational Health and Safety Regulations.

It is the Contractor's responsibility to ensure that all workers are qualified, competent and certified to perform the work as required by the Workers' Compensation Act or the Occupational Health and Safety Regulations.

## **22. SUBMITTALS**

When requested based on complexity of the project being undertaken. Submit to Departmental Representative any or all of the following.

Work affected by submittal shall not proceed until review is complete.

Submit the following:

- General Health and Safety Plan of the Company.
- Copies of reports or directions issued by federal and provincial health and safety inspectors.
- Copies of incident and accident reports.

Complete set of Material Safety Data Sheets (MSDS), and all other documentation required by Workplace Hazardous Materials Information System (WHMIS) requirements.

Copy of current Health and Safety Plan including safe work procedures.

Emergency Evacuation Procedures.

The Departmental Representative will review the Contractor's Site Specific Project Health and Safety Emergency Procedures, and provide comments to the Contractor within 5 (five) days after receipt of the plan. Revise the plan as appropriate and resubmit to Departmental Representative.

Medical surveillance: where prescribed by legislation, regulation or safety program, submit certification of medical surveillance for site personnel prior to commencement of work, and submit additional certifications for any new site personnel to Departmental Representative.

Submission of the Health and Safety Plan, and any revised version, to the Departmental Representative is for information and reference purposes only. It shall not:

- Be construed to imply approval by the Departmental Representative.
- Be interpreted as a warranty of being complete, accurate and legislatively compliant.
- Relieve the Contractor of his legal obligations for the provision of health and safety on the project.

## **23. RESPONSIBILITY**

If one or more contractors are employed at the site, you may be requested to assume responsibility as the Principal Contractor for work under this contract and appoint a qualified coordinator for the purpose of ensuring the coordination of health and safety activities for the location in accordance with the Workers Compensation Act.

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

Comply with and enforce compliance by employees with safety requirements of Contract documents, applicable federal, provincial, territorial and local statutes, regulations, and ordinances, and with site-specific Health and Safety Plan, control personnel, and temporary lighting as required.

#### **24. HEALTH AND SAFETY COORDINATOR**

When required by Work safe Yukon regulations the Principal Contractor shall appoint a Health and Safety Coordinator and shall:

- Be responsible for completing all health and safety training, and ensuring that personnel that do not successfully complete the required training are not permitted to enter the site to perform work.
- Be responsible for implementing, daily enforcing, and monitoring the site-specific Health and Safety Plan.
- Be on site during execution of work.

#### **25. GENERAL CONDITIONS**

- Provide safety barricades and lights around work site as required to provide a safe working environment for workers and protection for pedestrian and vehicular traffic.
- Ensure that non-authorized persons are not allowed to circulate in designated work areas of the work site.
- Provide appropriate means by use of barricades, fences, warning signs, traffic
- Secure site after working hours in accordance with – Security Requirements.

#### **26. UTILITY CLEARANCES**

The Contractor is solely responsible for all utility detection and clearances prior to starting the work. The Contractor will not rely solely upon the Reference Drawings or other information provided to identify utility locations.

#### **27. PROJECT/SITE CONDITIONS**

Work at sites may involve some or all of the following conditions:

- Confined space and restricted access space.
- Working at heights. (Roof tops, ladders, scaffolding, etc.)
- Working alone.
- Hazardous material. (i.e. asbestos, lead, silica, mold)
- Vehicle traffic.
- Machinery (hot/cold or moving parts).

#### **28. REGULATORY REQUIREMENTS**

Comply with all codes, acts, bylaws, standards and regulations to ensure safe operations at site.

In event of conflict between any provisions of the above authorities, the most stringent provision will apply. Should a dispute arise in determining the most stringent requirement, the Departmental Representative will advise on the course of action to be followed.

#### **29. WORK PERMITS**

Obtain speciality permits related to the work before start of work.

Examples of speciality permits include the following:

- Confined space entry.
- Electrical work.
- Building permits.

#### **30. HEALTH AND SAFETY PLAN**

Depending on the complexity of the work as and when directed by the Departmental Representative conduct a site-specific hazard assessment based on review of Contract documents, required work, and project site. Identify any known and potential health risks and safety hazards.

Develop, implement, and enforce a Site Specific Project Health and Safety Plan based on hazard assessment, including, but not limited to, the following:

Primary requirements:

- Contractor's safety policy.
- Identification of applicable compliance obligations.
- Definition of responsibilities for project safety/organization chart for project.

- General safety rules for project.
- Incident reporting and investigation policy and procedures
- Occupational Health and Safety Committee/Representative procedures.
- Occupational Health and Safety meetings.
- Occupational Health and Safety communication and record keeping procedures.
- Summary of health risks and safety hazards resulting from analysis of hazard assessment, with respect to site tasks and operations which must be performed as part of the work.
- List hazardous materials to be brought on site as required by work.
- Indicate in writing engineering and administrative control measures to be implemented at the site for managing identified risks and hazards.
- Identify personal protective equipment (PPE) to be used by workers.
- Identify personnel and alternates responsible for site safety and health.
- Identify personnel training requirements and training plan, including site orientation for new workers.
- Develop the Site Specific Health and Safety Plan in collaboration with all subcontractors. Ensure that work/activities of subcontractors are included in the hazard assessment and are reflected in the plan.
- Revise and update Site Specific Health and Safety Plan as required, and re-submit to the Departmental Representative.
- Departmental Representative's review: the review of the contractors' Site Specific Safety Health and Safety Plan by Public Services and Procurement Canada (PSPC) is for the sole purpose of ascertaining conformance with PSPC's Construction Safety Directive and Construction Standards. PSPC's review shall not relieve the Contractor of responsibility for errors or omissions in final Site Specific Health and Safety Plan or of responsibility for meeting all requirements of construction and Contract documents.

### **31. EMERGENCY PROCEDURES**

1. List standard operating procedures and measures to be taken in emergency situations. Include an evacuation plan and emergency contacts (i.e. names/telephone numbers) of:
  - a. Designated personnel from own company.
  - b. Regulatory agencies applicable to work and as per legislated regulations.
  - c. Local emergency resources.
  - d. Departmental Representative.
2. Include the following provisions in the emergency procedures:
  - a. Notify workers of the nature and location of the emergency.
  - b. Evacuate all workers safely.
  - c. Check and confirm the safe evacuation of all workers.
  - d. Notify the fire department or other emergency responders.
  - e. Notify adjacent workplaces which may be affected if the risk extends beyond the work site.
  - f. Notify Departmental Representative.
3. Provide written rescue/evacuation procedures as required for, but not limited to:
  - a. Work at high angles.
  - b. Work in confined spaces or where there is a risk of entrapment.
  - c. Work with hazardous substances.
  - d. Underground work.
4. Design and mark emergency exit routes to provide quick and unimpeded exit.

### **32. HAZARDOUS PRODUCTS**

Comply with requirements of Workplace Hazardous Materials Information System (WHMIS) regarding use, handling, storage and disposal of hazardous materials, and regarding labelling and provision of Material Safety Data Sheets (MSDS) acceptable to the Departmental Representative and in accordance with the Canada Labour Code.

### **33. ELECTRICAL SAFETY REQUIREMENTS**

Comply with authorities and ensure that, when installing new facilities or modifying existing facilities, all Electrical personnel are completely familiar with existing and new Electrical circuits and equipment and their operation.

Before undertaking any work, coordinate required energizing and de-energizing of equipment.

Maintain Electrical safety procedures and take necessary precautions to ensure safety of all personnel working under this Contract, as well as safety of other personnel on site.

Develop, implement and enforce a communication plan with Departmental representative for all Electrical work and lockout procedures.

#### **34. ELECTRICAL LOCKOUT**

Develop, implement and enforce use of established procedures to provide Electrical lockout and to ensure the health and safety of workers for every event where work must be done on any Electrical circuit or facility.

Prepare the lockout procedures in writing, listing step-by-step processes to be followed by workers, including how to prepare and issue the request/authorization form. Have procedures available for review upon request by the Departmental Representative.

Keep the documents and lockout tags at the site and list in a log book for the full duration of the Contract. Upon request, make such data available for viewing by Departmental Representative or by any authorized safety representative.

#### **35. OVERLOADING**

Ensure no part of work is subjected to a load which will endanger its safety or will cause permanent deformation.

#### **36. FALSEWORK**

Design and construct falsework in accordance with CSA S269.1.

#### **37. SCAFFOLDING**

Design, construct and maintain scaffolding in a rigid, secure and safe manner, in accordance with CSA Z797-2009 and Yukon Occupational Health and Safety Regulations.

#### **38. CONFINED SPACES**

Carry out work in confined spaces in compliance with Work safe Yukon Confined Spaces and CSA Z1006-10 Management of Work in Confined Space.

#### **39. RESTRICTED ACCESS**

Contractor shall perform a hazard assessment and develop an appropriate restricted access entry plan in accordance with Work safe Yukon regulations.

#### **40. CONFINED SPACE AND RESTRICTED SPACE OUTSIDE OF DEFINED WORK SITE**

Carry out work in confined spaces in compliance with Work safe Yukon Confined Spaces and CSA Z1006-10 Management of Work in Confined Space. Coordinate all confined space entry work with PSPC Departmental Representative through the contractor's confined space entry permit system.

Contractor shall perform a hazard assessment and develop an appropriate restricted access entry plan in accordance with Work safe Yukon regulations. Coordinate all restricted access space entry work with the PSPC Departmental Representative prior to entry.

The Contractor is required to provide a reasonable amount of time to the Departmental Representative for making arrangements for entry and/or access to Confined Space or Restricted Access spaces located outside the designated work site.

#### **41. POWDER-ACTUATED DEVICES**

Use powder-actuated devices in accordance with ANSI A10.3 only after receipt of written permission from the Departmental Representative.

#### **42. FIRE SAFETY AND HOT WORK**

Obtain Departmental Representative's authorization before any welding, cutting or any other hot work operations can be carried out on site.

Hot work includes cutting/melting with use of torch, flame heating roofing kettles, or other open flame devices and grinding with equipment which produces sparks.

#### **43. FIRE SAFETY REQUIREMENTS**

Store oily/paint-soaked rags, waste products, empty containers and materials subject to spontaneous combustion in ULC approved, sealed containers and remove from site on a daily basis.

Handle, store, use and dispose of flammable and combustible materials in accordance with the National Fire Code of Canada.

#### **44. FIRE PROTECTION AND ALARM SYSTEM**

Fire protection and alarm systems shall not be:

- Obstructed.
- Shut off.
- Left inactive at the end of a working day or shift.
- Do not obstruct, shut-off or leave inactive at the end of a working day or shift, the fire protection and alarm systems.
- Do not use fire hydrants, standpipes and hose systems for purposes other than firefighting.
- Be responsible/liable for costs incurred from the fire department, the building owner and the tenants, resulting from false alarms.

#### **45. UNFORESEEN HAZARDS**

Should any unforeseen or peculiar safety-related factor, hazard or condition become evident during performance of the work, immediately stop work and advise the Departmental Representative verbally and in writing.

#### **46. POSTED DOCUMENTS**

When requested based on complexity of work, Post legible versions of the following documents on site:

- Site Specific Health and Safety Plan.
- Sequence of work.
- Emergency procedures.
- Site drawing showing project layout, locations of the first-aid station, evacuation route and marshalling station, and the emergency transportation provisions.
- Notice of Project.
- Floor plans or site plans.
- Notice as to where a copy of the Workers' Compensation Act and Regulations are available on the work site for review by employees and workers.
- Workplace Hazardous Materials Information System (WHMIS) documents.
- Material Safety Data Sheets (MSDS).
- List of names of Health and Safety Coordinator, Joint Health and Safety Committee members, or Health and Safety Representative, as applicable.
- Post all Material Safety Data Sheets (MSDS) on site, in a common area, visible to all workers and in locations accessible to tenants when work of this Contract includes construction activities adjacent to occupied areas.
- Postings should be protected from the weather, and visible from the street or the exterior of the principal construction site shelter provided for workers and equipment, or as approved by the Departmental Representative.

#### **47. MEETINGS**

Attend health and safety pre-construction meeting and all subsequent meetings called by the Departmental Representative.

#### **48. CORRECTION OF NON-COMPLIANCE**

Immediately address health and safety non-compliance issues identified by the Departmental Representative.

Provide Departmental Representative with written report of action taken to correct non-compliance with health and safety issues identified.

The Departmental Representative may issue a "stop work order" if non-compliance of health and safety regulations is not corrected immediately or within posted time

The Contractor/subcontractors will be responsible for any costs arising from such a "stop work order".

## APPENDIX 4 - MANDATORY REQUIREMENTS

Using the form provided or a reasonable facsimile, provide a response to each of the mandatory requirements.

Canada reserves the right to verify the information provided and to confirm certifications and experience statements. Failure by the Bidder to provide the required evidence or in the event that the evidence cannot be verified shall result in the Bidder being disqualified and no further consideration being given to the Bidder. Any blank responses will result in the bid being disqualified with no further consideration being given to the bidder.

The certifications listed below should be submitted with the bid but may be submitted afterwards. If any of the required certifications 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 listed below within the time frame specified will render the bid non-responsive.

**Failure to meet all the mandatory requirements will render the offer as non-responsive.**

### CATEGORIES OF PERSONNEL:

Individuals must have the following minimum years of relevant experience and certificates. This does not include time at school or time working in a different discipline. Time worked as an Apprentice Refrigeration Mechanic or HVAC Technician is acceptable.

Personnel must be in house employees in the Offerors organization.

Personnel Category	Minimum Years of Experience	Mandatory Tickets/Certificates
Project Manager / Coordinator	5	N/A
Refrigeration Mechanic/HVAC Technician	5	Red Seal Trade Certified

A maximum of two resource categories of required personnel may be fulfilled by one individual (i.e. Project Manager/Coordinator may also be the Refrigeration Mechanic/HVAC Technician).

### MANDATORY TRADE CERTIFICATION:

Copies of certificates should be provided with your offer for personnel that have current Provincial or Interprovincial Red Seal Trade Certification in Refrigeration and HVAC.

### MANDATORY EXPERIENCE CERTIFICATION:

Project Manager / Coordinator must provide two (2) Client References establishing a minimum 5 years' experience in the last 8 years.

Refrigeration Mechanic/HVAC Technician must provide two (2) Client References establishing a minimum 5 years' experience in the last 8 years.

Proposed Project Manager/Coordinator Full Name: \_\_\_\_\_

No.	Client/Company	Reference Contact Information	Type of Project	Year of Project
1				
2				

Proposed Refrigeration Mechanic/HVAC Technician Full Name: \_\_\_\_\_

No.	Client/Company	Reference Contact Information	Type of Project	Year of Project
1				
2				

**MANDATORY STATEMENTS:**

The successful Offeror must have prior work experience within the last three (3) years in all the Equipment listed below:

- |  |           |          |
|--|-----------|----------|
| a. Heat Pump Systems   | YES _____ | NO _____ |
| b. Air Handling Systems  | YES _____ | NO _____ |
| c. Computer Room Air Conditioning  | YES _____ | NO _____ |
| d. Direct digital controls for building automation                             | YES _____ | NO _____ |
| e. Heating Systems (electric, indirect and direct-fired gas or oil, heat pump) | YES _____ | NO _____ |
| f. Johnson Control Pneumatics Systems  | YES _____ | NO _____ |

## APPENDIX 5 VOLUNTARY CERTIFICATION TO SUPPORT THE USE OF APPRENTICES

(page 1 of 2)

### PUBLIC WORKS AND GOVERNMENT SERVICES CANADA APPRENTICE PROCUREMENT INITIATIVE

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

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

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

To support this initiative, a voluntary certification signaling the Contractor's commitment to hire and train apprentices is available at page 2 of 2.

If you accept fill out and sign page 2 of 2.

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

**Voluntary Certification**

(To be filled out and returned with offer on a voluntary basis)

(page 2 of 2)

*Note: The Offeror will be asked to fill out a report every six months or at project completion as per sample "Voluntary Reports for Apprentices Employed during the Contract" provided at Annex C*

Name:	
Signature:	
Company Name:	
Company Legal Name:	
Standing Offer Solicitation Number:	
Number of company employees:	
Number of apprentices planned to be working on this contract:	

Trades of those apprentices:


Solicitation No. - N° de l'invitation  
EP975-220276/B

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
pwy036

Client Ref. No. - N° de réf. du client  
EP975-220276

File No. - N° du dossier

CCC No./N° CCC - FMS No./N° VME

---

## **APPENDIX 6 - APPLICATION FOR REGISTRATION (AFR) FOR CANADIAN LEGAL ENTITIES**

Attached



## 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 <table style="margin-left: 20px;"> <tr> <td><input type="checkbox"/></td> <td>Private</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Public</td> </tr> </table> <input type="checkbox"/> Other (specify)		<input type="checkbox"/>	Private	<input type="checkbox"/>	Public
<input type="checkbox"/>	Private				
<input type="checkbox"/>	Public				
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

Solicitation No. - N° de l'invitation  
EP975-220276/B

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
pwy036

Client Ref. No. - N° de réf. du client  
EP975-220276

File No. - N° du dossier

CCC No./N° CCC - FMS No./N° VME

---

## **APPENDIX 7 - CONTRACT SECURITY PROGRAM (CSP) INITIAL INTERNATIONAL SECURITY SCREENING FORM**

Attached



## CONTRACT SECURITY PROGRAM (CSP) INITIAL INTERNATIONAL SECURITY SCREENING FORM

### Purpose

The purpose of this form is to initiate the security screening process for foreign suppliers who will need access to Canadian Protected/Classified information/assets/sites under a Government of Canada contract or Multinational Program processed by the Canadian Contract Security Program (CSP). 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. Additionally, the information may be disclosed to and used by other Government of Canada institutions that may require this information as part of their functions or investigation under Canadian Law or for security assurances from foreign data protection authorities or industrial security programs of foreign governments.

The role of the Designated Security Authority for Canada (Canadian DSA) is performed by the International Industrial Security Directorate under the Contract Security Program and is the Canadian authority for confirming compliance with the Canadian national and international security requirements involving foreign suppliers.

### Instructions for completing this form

#### General

- This form and the additional documentation required 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 and/or table rows as required.
- Refusal to provide the information, the provision of false statement, misleading information, or concealment and/or failure to disclose of any material fact on this screening form will result in a denial or revocation of eligibility to perform on contracts or multinational programs requiring access to Canadian Protected/Classified information/assets/sites.

#### Section A - Business Information

- You must provide all required documentation (outlined below) in relation to the type of company or corporate entity. Company or corporate entity's organization chart is mandatory for all types of entity.
- **Legal name of the company or corporate entity** refers to the legal name of the company or corporate entity as it is registered with the relevant foreign government 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.
- **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 additional information to substantiate this type of company or corporate entity selection:
  - Stock exchange identifier (if applicable); and
  - Certificate of Incorporation, compliance, continuance, etc.
- **Partnership** refers to a voluntary contract between two or more competent persons to place their money, effects, labor, and skill, or some or all of them, in lawful commerce or business, with the understanding that there shall be a proportional sharing of the profits and losses between them. Provide the following additional information to substantiate this type of company or corporate entity selection:
  - Evidence of legal status (e.g. partnership documentation).
- **Sole proprietor** refers to the owner of a business who acts alone and has no partners. Provide the following additional information to substantiate this type of company or corporate entity selection:
  - Government registration documentation; and
  - Other (e.g. Master Business License).
- **State-owned entity** refers to a state-owned enterprise or government-owned enterprise where the government or state has significant control over this business entity through full, majority, or significant minority ownership. Provide the following additional information to substantiate this type of company or corporate entity selection:
  - National Law, Act or policies defining the entity; and
  - Evidence of legal status.



- **Other** (e.g. letters of patent, universities, financial institutions, unincorporated companies). Provide the following information to substantiate this type of company or corporate entity selection:
  - Evidence of legal status;
  - National laws and Acts; and/or
  - Charters.
- If the company or corporate entity is already registered in an industrial security program from the National Security Authority (NSA) or Designated Security Authority (DSA) of the relevant country, indicate the security level of its facility clearance and its date of validity.
- Indicate the name of the national Data Protection Authority (DPA) responsible for the protection of personal information in the country where the company or corporate entity is located and indicate the title of the legislation defining this authority.

### Section B – Company Security Officer (CSO)

- Identify the individual that will be nominated as the company or corporate entity’s Security Officer (hereinafter referred to as Company Security Officer (CSO)) who will be responsible for ensuring compliance with the security requirements of the Government of Canada contract or multinational program.
- The CSO **must** be:
  - an employee of the company or corporate entity; and
  - be security assessed at the same level as the company or corporate entity.
- The CSO must notify the Contract Security Program of any structure changes of the ownership for the company or corporate entity, including changes of the membership of its Board of Directors and the change of the nominated CSO.
- **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 political community, owing allegiance to the community and being entitled to enjoy all the civil rights and protections.
- 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.

### Section C – List of Board of Directors

- List all members of the company’s Board of Directors. Applicants are to add additional rows to the section if required.
- **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 political community, owing allegiance to the community and being entitled to enjoy all the civil rights and protections.
- 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.

### Section D - Ownership Information

- For the purposes of the Contract Security Program, the following interpretations are applicable:
  - **Direct (or registered)** owners are 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 or corporate entity** refers to a company or corporate entity 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 E - Certification and Consent

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



**IMPORTANT NOTE:** The provision of false, misleading information, or concealment and/or failure to disclose of any material fact on this screening form will prohibit your eligibility to perform on contracts or multinational programs requiring access to Canadian Protected/Classified information/assets/sites. An incomplete form will not be processed by the Contract Security Program and will be returned to you.

<b>SECTION A - BUSINESS INFORMATION</b>		
<b>Complete Section A and provide the required documentation identified in the instructions above.</b>		
1. Legal name of the company or corporate entity		
2. Business or trade name (if different from legal name)		
3. Type of company or corporate entity (Indicate the type of organization and provide the required validation documentation) (select one only)		
<input type="checkbox"/> Sole proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation (Private or Public) <input type="checkbox"/> State-owned entity <input type="checkbox"/> Other, specify:		
4. Provide a brief description of your company or corporate entity's general business activities		
5. Business (Head office) civic address		
6. Mailing address (if different from business civic address)		
7. Company or corporate website (if applicable)		
8. Business Identifier Number if applicable (e.g. CAGE/NCAGE code)	9. Telephone number (include country code and extension number if any)	10. Facsimile number if applicable (include country code)
11. Number of employees in your company or corporate entity		12. Number of employees who require access to Canadian Protected/Classified information/assets/sites
13. Indicate the valid facility security level of the company or corporate entity granted by the relevant National Security Authority or Designated Security Authority (indicate NIL if none)		14. Provide the date of the validity of the facility clearance (if applicable)
15. Name of the relevant national Data Protection Authority (DPA) responsible for the protection of personal information in the country (indicate NIL if none)		16. Title of the legislation defining the Data Protection Authority (DPA) (if applicable)



<b>SECTION B – COMPANY SECURITY OFFICER</b>				
<b>Complete Section B.</b>				
Position title	Surname	Given name(s)	Citizenship(s)	Country of primary residence/National domicile
Email address for the company security officer:				

<b>SECTION C – LIST OF MEMBERS OF THE BOARD OF DIRECTORS (INDICATE N/A IF NOT APPLICABLE)</b>				
<b>Complete Section C. Add additional rows or attachment as required</b>				
Position title	Surname	Given name(s)	Citizenship(s)	Country of primary residence/National domicile

<b>SECTION D – OWNERSHIP INFORMATION</b>					
<b>Complete Section D for each level of ownership</b>					
Identify all entities, individuals, public or private corporations that have an ownership stake in the organization listed in Section 1. For publicly traded corporations, identify stock exchange. An ownership relation chart with percentages of ownership must be included.					
<b>SECTION D-1 – OWNERSHIP LEVEL 1 (DIRECT OWNERSHIP)</b>					
Identify all individual owners or direct organizations ownership related to the company or corporate entity identified in Section 1.					
Name of organization or individual	Address	Type of entity (e.g. private or public corporation, state-owned)	Stock exchange (public or private)	Percentage of ownership	Country of jurisdiction or citizenship
<b>SECTION D-2 – OWNERSHIP LEVEL 2</b>					
If there is any additional ownership for the names listed in the previous section (D-1), provide the information below. If none, please indicate N/A (not applicable).					
Name of organization or individual	Address	Type of entity (e.g. private or public corporation, state-owned)	Stock exchange (public or private)	Percentage of ownership	Country of jurisdiction or citizenship
<b>SECTION D-3 – OWNERSHIP LEVEL 3</b>					
If there is any additional ownership for the names listed in the previous section (D-2) please provide the information below. If none, please indicate N/A (not applicable).					
Name of organization or individual	Address	Type of entity (e.g. private or public corporation, state-owned)	Stock exchange (public or private)	Percentage of ownership	Country of jurisdiction or citizenship



**SECTION E – CERTIFICATION AND CONSENT (only an individual identified in Section C may complete this section)**

I, the undersigned, as the individual authorized by the organization identified in Section 1, have read the purpose and instructions of this screening form and do hereby certify that the information contained in this screening form 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 the information provided in this screening form for the purposes as described above. I agree to notify the Contract Security Program of any changes to the organization such as change of address, contact phone numbers, email address, change in company management structure, ownership, company security officer and the members of the Board of Directors.

Surname	Given name(s)
Position title	Telephone number (include country code and extension number if any)
Facsimile number if applicable (include country code)	Email address
Signature	Date

**FOR USE BY THE PSPC’S CONTRACT SECURITY PROGRAM**

Recommendations		
Recommendation by analyst (Name)	Signature	Date
Approval (Name)	Signature	Date

Solicitation No. - N° de l'invitation  
EP975-220276/B

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
pwy036

Client Ref. No. - N° de réf. du client  
EP975-220276

File No. - N° du dossier

CCC No./N° CCC - FMS No./N° VME

---

## **ANNEX A - SECURITY REQUIREMENT CHECK LIST (SRCL)**

Attached



Contract Number / Numéro du contrat EP975-220276/B
Security Classification / Classification de sécurité UNCLASSIFIED

**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 Technical Services	
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 HVAC Annual and Monthly inspections, repairs and installations				
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 type="checkbox"/> No / Non <input checked="" 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 checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with <b>no</b> overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale <b>sans</b> 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 checked="" 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 checked="" 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"/>
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 checked="" 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"/>		



Contract Number / Numéro du contrat EP975-220276/B
Security Classification / Classification de sécurité UNCLASSIFIED

**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui  
If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?  No / Non  Yes / Oui  
Short Title(s) of material / Titre(s) abrégé(s) du matériel :  
Document Number / Numéro du document :

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

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

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET- SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMBLEMES			

Special comments:  
Commentaires spéciaux : \_\_\_\_\_

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.  
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

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

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

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

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

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



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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

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

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

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

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



Contract Number / Numéro du contrat EP975-220276/B
Security Classification / Classification de sécurité UNCLASSIFIED

**PART D - AUTHORIZATION / PARTIE D - AUTORISATION**

<b>13. Organization Project Authority / Chargé de projet de l'organisme</b>			
Name (print) - Nom (en lettres moulées) Steele, Sherry		Title - Titre Senior Maintenance Management Specialist	Signature <b>Sherry Steele</b> <small>Digitally signed by: Sherry Steele DN: CN = Sherry Steele email = sherry.steele@pwgsc.gc.ca C = CA Date: 2022.08.03 12:33:40 -07'00'</small>
Telephone No. - N° de téléphone 250-415-9430	Facsimile No. - N° de télécopieur 000-000-0000	E-mail address - Adresse courriel Sherry.Steele@pwgsc-tpsgc.gc.ca	Date 2022/08/03
<b>14. Organization Security Authority / Responsable de la sécurité de l'organisme</b>			
Name (print) - Nom (en lettres moulées) LVERS/SRCL, (TPSGC/PWGSC)		Title - Titre SO	Signature <b>Juvita Olaf</b> <small>Digitally signed by Juvita Olaf Date: 2022.08.05 09:19:51 -04'00'</small>
Telephone No. - N° de téléphone --	Facsimile No. - N° de télécopieur --	E-mail address - Adresse courriel LVERS-SRCL@tpsgc-pwgsc.gc.ca	Date
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input type="checkbox"/> No / <input type="checkbox"/> Yes <input type="checkbox"/> Non / <input type="checkbox"/> Oui
<b>16. Procurement Officer / Agent d'approvisionnement</b>			
Name (print) - Nom (en lettres moulées) Delia Martin - Supply Specialist PSPC delia.martin@pwgsc.gc.ca		Title - Titre	Signature <b>Martin, Delia</b> <small>Digitally signed by: Martin, Delia DN: CN = Martin, Delia C = CA O = GC OU = PWGSC-TPSGC Date: 2022.08.10 14:54:44 -07'00'</small>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
<b>17. Contracting Security Authority / Autorité contractante en matière de sécurité</b>			
Name (print) - Nom (en lettres moulées) Anik Farrell - CSO <a href="mailto:anik.farrell@tpsgc-pwgsc.gc.ca">anik.farrell@tpsgc-pwgsc.gc.ca</a>		Title - Titre	Signature <b>Farrell, Anik</b> <small>Digitally signed by Farrell, Anik Date: 2022.08.08 10:52:49 -04'00'</small>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

## ANNEX B - CERTIFICATE OF INSURANCE (NOT REQUIRED AT SOLICITATION CLOSING) CERTIFICATE OF INSURANCE



Travaux publics et  
Services gouvernementaux  
Canada

Public Works and  
Government Services  
Canada

<b>Description and Location of Work</b> <b>HVAC Inspection, Installation &amp; Repairs</b> <b>Various Locations, Yukon Territory</b>	<b>Contract No.</b> <b>EP975-220276/001/PWY</b>
	<b>Project No.</b>

Name of Insurer, Broker or Agent	Address (No., Street)	City	Province	Postal Code
Name of Insured (Contractor)	Address (No., Street)	City	Province	Postal Code
Additional Insured				
<i>Her Majesty the Queen in Right of Canada as represented by the Minister of Public Works and Government Services</i>				

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

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

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

Signature

Telephone number

Date D / M / Y

## CERTIFICATE OF INSURANCE Page 2 of 2

### General

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

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

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

**WITHOUT INCREASING THE LIMIT OF LIABILITY, THE POLICIES MUST PROTECT ALL INSURED PARTIES TO THE FULL EXTENT OF COVERAGE PROVIDED. FURTHER, THE POLICIES MUST APPLY TO EACH INSURED IN THE SAME MANNER AND TO THE SAME EXTENT AS IF A SEPARATE POLICY HAD BEEN ISSUED TO EACH.**

### COMMERCIAL GENERAL LIABILITY

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

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

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

The policy must have the following minimum limits:

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

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



Solicitation No. - N° de l'invitation  
EP975-220276/B

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
pwy036

Client Ref. No. - N° de réf. du client  
EP975-220276

File No. - N° du dossier

CCC No./N° CCC - FMS No./N° VME

## ANNEX D – FORM 2829 SAMPLE



Public Works and  
Government Services  
Canada

Travaux publics et  
Services gouvernementaux  
Canada

### CALL-UP AGAINST A STANDING OFFER COMMANDE SUBSÉQUENTE À UNE OFFRE PERMANENTE

In accordance with  
STANDING OFFER NO.

Conformément à  
l'OFFRE PERMANENTE N°

Call-up no. - N° de commande

Dated  
and the terms and conditions therein, you are  
requested to carry out the work described below.

en date du  
et les modalités qui y sont énumérées, vous êtes prié  
d'exécuter les travaux décrits ci-après.

Contractor's name and address - Nom et adresse de l'entrepreneur		Send invoice to - Expédier la facture à
Project no. - N° du projet	Note: Quote standing offer number, project number and call-up number on your invoice. Inscrire le numéro de l'offre permanente, le numéro du projet et le numéro de commande sur la facture.	
Location of work - Endroit des travaux	Call-up cost, GST extra - Coût de la commande, TPS en plus	

Work description - Description des travaux

**SAMPLE ONLY**  
**ÉCHANTILLON SEULEMENT**

Certified pursuant to subsection 32 (1) of the Financial Administration Act  
Certifié en vertu du paragraphe 32 (1) de la Loi sur la gestion des finances publiques

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Departmental Representative - Représentant du ministère

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

PWGSC-TPSGC 2829 (03/2006)