

**RETURN BIDS TO:**  
Agriculture and Agri-Food Canada

**Address:**

**Attention:**

**Email:**     aafc.escprocurement-  
                  cseapprovisionnement.aac@agr.gc.ca

**REQUEST FOR STANDING OFFER**

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**Offer to: Agriculture and Agri-Food Canada**  
Canada, as represented by the Minister of Agriculture and Agri-Food Canada hereby requests a Standing Offer on behalf of the Identified Users herein

**Comments:**

Optional Site Visit :  
  
October 6, 2022 at 10:00 am (ADT)

**Vendor/Firm Name and Address:**

**Issuing Office**  
Agriculture and Agri-Food Canada  
  
Eastern Service Centre

Title: Refrigeration Services for Kentville Research and Development Centre	
Solicitation Number 01B46-22-070	Date of solicitation: 2022-09-12
Solicitation Closes: At: 2:00 pm On: 2022-10-24	Time Zone: EDT
Address Enquiries to:	
Name: Jacques Toussaint Email: jacques.toussaint@agr.gc.ca	
Telephone Number: 438-455-8237	FAX Number:
Destination of Goods, Services and Construction:  Kentville Research and Development Centre 32 Main Street, Kentville, Nova Scotia, B4N 1J5	
<b>Instructions:</b> Municipal taxes are not applicable. Unless otherwise specified herein all prices quoted must include all applicable Canadian customs duties, GST/HST, excise taxes and are to be delivered Delivery Duty Paid including all delivery charges to destination(s) as indicated. The amount of the Goods and Services Tax/Harmonized Sales Tax is to be shown as a separate item.	
Delivery required:	Delivery offered:
Vendor/Firm Name and Address:	
Name and title of person authorized to sign on behalf of vendor/firm (type or print)	
Signature	
Date	

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## PART 1 - GENERAL INFORMATION

### 1.1 Introduction

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and
- Part 7 7A, Standing Offer, and 7B, Resulting Contract Clauses:
  - 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
  - 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work, the Basis of Payment and any other annexes

### 1.2 Summary

- 1.2.1 Agriculture and Agri-Food Canada has a requirement to establish a Departmental Individual Standing Offer at the Kentville Research and Development Centre, located at 32 Main Street, Kentville, Nova Scotia, B4N 1J5. The service required is for the furnishings of all labour, material, equipment, tools, and supervision required to provide **Refrigeration Services** such as installation, removal and repair on two multiplex refrigeration systems on a **AS and When Required** basis

The purpose of this Request for Standing Offer (RFSO) is to issue Departmental Individual Standing Offer (DISO) to obtain the services described in the Statement of Work - Appendix "A", at the Kentville Research and Development Centre, located at 32 Main Street, Kentville, Nova Scotia

The period of the Standing Offer will be of 1 (one) calendar year from November 21, 2022 until November 20, 2023 with the possibility to extend the Standing Offer four (4) additional one (1) year period under the same conditions.

### 1.3 Security Requirements

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, offerors should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

### 1.4 Debriefings

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

### 1.5 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 7.15 Transition to an e-Procurement Solution (EPS).

The Government of Canada's [press release](#) provides additional information.

## PART 2 - OFFEROR INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The [2006](#) (2022-03-29) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of [2006](#), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days  
Insert: 120 days

In the complete text content (except Subsection 1.0, Subsection 3.0, and Subsection 20):

Delete "Public Works and Government Services Canada"  
Insert "Agriculture and Agri-Food Canada".

Delete "PWGSC"  
Insert "AAFC".

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Subsection 5.2 of Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements 2006 is amended as follows:

Delete: "(d) send its bid only to the specified Bid Receiving Unit of Public Works and Government Services Canada (PWGSC) specified in the RFSO or, to the address specified in the RFSO, as applicable;"

Insert: (d) send its bid only to the specified Bid Receiving Unit of Agriculture and Agri-Food Canada (AAFC) specified in the RFSO or, to the address specified in the RFSO, as applicable;

## 2.2 Submission of Offers

Offers must be submitted only to Agriculture and Agri-Food Canada by the date, time and place indicated on page 1 of the RFSO.

Due to the nature of the RFSO, offers transmitted by facsimile to AAFC will not be accepted.

## 2.3 Former Public Servant

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

## Definitions

For the purposes of this clause,

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

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

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

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension](#)

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Continuation Act, 1970, c. D-3, the Royal Canadian Mounted Police Pension Continuation Act, 1970, c. R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c. R-11, the Members of Parliament Retiring Allowances Act, R.S. 1985, c. M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c. C-8.

### Former Public Servant in Receipt of a Pension

As per the above definitions, is the Offeror a FPS in receipt of a pension? **YES ( ) NO ( )**

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

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

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

### Work Force Adjustment Directive

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES ( ) NO ( )**

If so, the Offeror must provide the following information:

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

### 2.4 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than 5 calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be

clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

## 2.5 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Nova Scotia .

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

## 2.6 Optional Site Visit

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at the Kentville Research and Development Centre located at 32 Main Street, Kentville, NS, B4N 1J5 on October 6<sup>th</sup> , 2022. The site visit will begin at 10AM local time. Bidders may be requested to sign an attendance sheet. Bidders who do not attend or do not send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

## 2.6 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.

## PART 3 - OFFER PREPARATION INSTRUCTIONS

### 3.1 Offer Preparation Instructions

Canada requests that the offer be gathered per section and separated as follows:

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

#### Section I: Technical Offer



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

## **Section II: Financial Offer**

Offerors must submit their financial offer in accordance with the Annex B, Basis of Payment").

## **Section III: Certifications**

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

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

### **4.1 Evaluation Procedures**

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

#### **4.1.1 Technical Evaluation**

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

Failure to comply with any of the mandatory requirements will render the Proposal non-compliant and the Proposal will receive no further consideration.

#### **A General**

Offerors must **provide a list** of licensed journeyman and apprentice plumbers, sheet metal workers and licensed welders in their present employ that would be sent to the site to perform any part of the general scope of Offerors **must provide a list of personnel** in their present employ that would be sent on site to perform any part of the general scope of work.

The bidder **must provide three (3) references** that AAFC may contact to validate experience (see below - criteria 2.2 Experience).

Include the company name, a contact person and telephone number.

#### **B Certificates / Licenses**

Journeyman must hold a certificate of qualification on handling Ozone Depleting Substances and a valid refrigeration license within the Province of Nova Scotia.

Provide both documents for each individual

#### **C Experience**

Each journeyman must have five (5) years' experience in servicing large industrial refrigeration equipment over a five (25) ton capacity.

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Demonstrate in a written statement with the submission how each journeyman meets this Qualification Criteria

#### **4.1.2 Financial Evaluation**

##### **4.1.2.1 Evaluation of Price - Offer**

SACC Manual Clause [M0220T](#) (2016-01-28), Evaluation of Price - Offer (Refer to **Annex "B"**)

#### **4.2 Basis of Selection**

##### **4.2.1 Mandatory Technical Criteria Only**

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer

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

Offerors must provide the required certifications and additional information to be issued a standing offer.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

#### **5.1 Certifications Required with the Offer**

Offerors must submit the following duly completed certifications as part of their offer.

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

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

#### **5.2 Certifications Precedent to the Issuance of a Standing Offer and Additional Information**

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

##### **5.2.1 Integrity Provisions – Required Documentation**

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

### **5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification**

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list ) available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

### **5.2.3 Additional Certifications Precedent to Issuance of a Standing Offer**

#### **5.2.3.1 Status and Availability of Resources**

SACC Manual clause [M3020T](#) (2016-01-28 ) **Status of Availability of Resources – Offer**

#### **5.2.3.2 Education and Experience**

The Offeror certifies that all the information provided in the résumés and supporting material submitted with its offer, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Offeror to be true and accurate. Furthermore, the Offeror warrants that every individual offered by the Offeror for the requirement is capable of performing the Work resulting from a call-up against the Standing Offer.

## **PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS**

### **6.1 Security Requirements**

1. Before issuance of a standing offer, the following conditions must be met:
  - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
  - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7A - Standing Offer;
  - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. 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.

3. For additional information on security requirements, offerors should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

## **PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**

### **A. STANDING OFFER**

#### **7.1 Offer**

- 7.1.1 The Offeror offers to perform the Work in accordance with the Statement of Work at Annex "A".

#### **7.2 Security Requirements**

- 7.2.1 The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of the Standing Offer:

The contractor and/or its employees MUST NOT have unescorted access to Agriculture and Agri-Food Canada premises. The contractor(s) must, at all time, be escorted on Agriculture and Agri-Food Canada premises by the project authority or by a suitable replacement appointed by the project authority until the clearance is granted.

The contractor and/or its employees MUST NOT have access to PROTECTED and/or CLASSIFIED information or assets.

The contractor and/or its employees MUST NOT remove any PROTECTED and/or CLASSIFIED information or assets from the identified work site(s).

The contractor and/or its employees MUST NOT use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data.

Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of Agriculture and Agri-Food Canada.-

The contractor and its employees must comply with the provisions of the:

- a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
- b) Industrial Security Manual (Latest Edition).

#### **7.3 Standard Clauses and Conditions**

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

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### 7.3.1 General Conditions

**2005** (2022-01-28) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

### 7.4 Term of Standing Offer

#### 7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from November 21, 2022 to November 20, 2023.

#### 7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for four (4) additional one (1) year period under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 30 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority

### 7.5 Authorities

#### 7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Jacques Toussaint  
Title: Contracting Officer  
Agriculture at Agri-Food Canada  
Address: 2001, Robert-Bourassa, Room 671  
Telephone: 438- 455- 8239  
E-mail address: Jacques.toussaint@agr.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

#### 7.5.2 Project Authority

The Project Authority for the Standing Offer is:

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

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The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up under the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

### 7.5.3 Offeror's Representative

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

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

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

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

Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

E-mail address: \_\_\_\_\_

### 7.6 Proactive Disclosure of Contracts with Former Public Servants

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

### 7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: The Kentville Research and Development Centre of Agriculture and Agri-Food Canada (AAFC)

### 7.8 Call-up Procedures

Where only one standing offer will be authorized for use as the result of a competitive RFSO, the resulting call-ups are considered competitive and the competitive call-up authorities can be used

### 7.9 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using a Call-up Against a Standing Offer.

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.

### 7.10 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$40,000.00 (Applicable Taxes excluded).

### 7.11 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$110,000.00 per year (Applicable Taxes excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or three (3) months before the expiry date of the Standing Offer,

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whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

## 7.12 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions [2005](#) (2022-01-28), General Conditions - Standing Offers - Goods or Services;
- d) the general conditions [2010C](#) (2022-01-28), General Conditions - Services (Medium Complexity)
- e) Annex A, Statement of Work ;
- f) Annex B, Basis of Payment ;
- g) Annex C, Security Requirements Check List;
- h) the Offeror's offer dated \_\_\_\_\_ (*insert date of offer*),

## 7.13 Certifications and Additional Information

### 7.13.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.

### 7.13.2 SACC Manual Clauses

[M3020C](#) (2016-01-28) Status of Availability of Resources

## 7.14 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Nova Scotia

## 7.15 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.

## **B. RESULTING CONTRACT CLAUSES**

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

### **7.1 Statement of Work**

The Contractor must perform the Work described in the call-up against the Standing Offer.

### **7.2 Standard Clauses and Conditions**

#### **7.2.1 General Conditions**

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

### **7.3 Term of Contract**

#### **7.3.1 Period of the Contract**

The Work is to be performed during the period from November 21, 2022 to November 20, 2023.

### **7.4 Proactive Disclosure of Contracts with Former Public Servants**

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

### **7.5 Payment**

#### **7.5.1 Basis of Payment**

For the services provided, Agriculture and Agri-Food Canada will pay the Contractor in accordance with the attached Basis of Payment, Annex "B" for work performed pursuant to the Call-up.

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

#### **7.5.2 Method of Payment**

Payment by AAFC for the Work will be made following delivery, inspection and acceptance of the Work, and upon presentation of invoices and any other substantiating documentation as AAFC requires.

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

- a) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b) all such documents have been verified by AAFC;



c) the Work delivered has been accepted by AAFC

### **7.5.3 Electronic Payment of Invoices – Call-up**

The Contractor agrees to receive payment through direct deposit to a financial institution.

Government of Canada considers privacy and security of utmost importance in the issuance of payments. Any information you provide to the Government of Canada in support of Direct Deposit is protected under the Government of Canada *Privacy Act and Access to Information Act (R.S.C., 1985, c. A-1)*.

Additional information is available at:

[www.tpsgc-pwgsc.gc.ca/recgen/txt/depot-deposit-eng.html](http://www.tpsgc-pwgsc.gc.ca/recgen/txt/depot-deposit-eng.html)

### **7.6 Invoicing Instructions**

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed. Duly supported by specified release documents and other documents called for under the Call-up

The original and one (1) copy must be forwarded to the Project Authority.

### **7.7 Dispute Resolution**

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



## Annex "A"

### STATEMENT OF WORK



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## STATEMENT OF WORK

### **General Requirements:**

#### **1. Objective:**

Agriculture and Agri-Food Canada Kentville Research and Development Centre located at 32 Main Street, Kentville, Nova Scotia, B4N 1J5 has a requirement to establish a Departmental individual Standing offer for the furnishings of all labour, material, equipment, tools and supervision required to provide **refrigeration services** such as installation, removal and repair on two multiplex refrigeration systems on a **As and When Requested** basis.

*The Kentville Research and Development Centre operates on a five day basis from Monday to Friday from 8:00 AM to 4:30PM, exclusive of holidays.*

Bidders are required to inspect the site where the services are to be rendered in order to familiarize themselves with the characteristics and the constraints. Bidders will be held responsible for examining the site and for finding out about all of the conditions that may affect the nature or provision of the services. Ignorance of the local conditions at no time will constitute a valid reason to justify additional cost or an inability to satisfactorily meet any one of the tasks stipulated.

#### **2. Codes and Legislated Requirements:**

The following codes and standards in effect at the time of award are subject to change / revision. The latest edition of each shall be enforced during the term of the Standing Offer.

- i) Treasury Board of Canada
- ii) Canada Standards Association
- iii) Canadian Environmental Protection Act
- iv) National Building Code of Canada
- v) National Fire code
- vi) Part II of the Canada Labour Code  
Canadian Occupational Safety and Health Section of Part II of the Canada labour Code
- vii) Fire Commissioner of Canada FC 301 Standard for Construction Operations
- ix) Provincial and Territorial Acts and Regulations
- x) Canadian Construction and Labour Safety Codes; Provincial Government Workers=  
Compensation board and Municipal Statutes and Authorities
- xi) Canadian Electrical Code, Part I, CSA 22.1-1998
- xii) Canadian Plumbing Code
- xiii) Materials and workmanship must conform to or exceed applicable standards of Canadian Government Specification Board (CGSB), Canadian Standards Association (CSA), American Society for Testing Materials (ASTM) and referenced organizations

In the event of a conflict between any of the above codes or standards, the most stringent shall apply



### 3. **Service Required:**

Agriculture and Agri-Food Canada at 32 Main Street, Kentville, Nova Scotia , B4N 1J5 has a requirement for the contractor to provide **refrigeration services** such as installation, removal and repair on two multiplex refrigeration systems on a **As and When Requested** basis.

### 4. **Terms and Conditions of Work:**

1. Contractor upon award of standing offer shall furnish the Facility Manager or his designated representative a copy of the Contractors Workers Compensation and Liabilities Certificate and a copy of the Independent Safety Audit Certification.
2. Only journeymen shall perform the repairs. An apprentice may perform work only when it has been previously approved by the Facility Manager.
3. Service is to be provided by one (1) journeyman at a time only, unless a specific request is made in writing to the Facility Manager or his designated representative and approved by the Facility Manager or his designated representative.
4. Upon award of standing offer AAFC will submit the names of the people proposed to do the work, as listed in the mandatory section, to Government of Canada's Security to undergo screening for enhanced security clearances. This requirement must be updated when staff changes occur. The contractor to pay all costs incurred.
5. The Contractor shall report to the Facility Manager or his designated representative upon arrival on site and sign in at the reception desk.
6. The contractor must be available 24 hours a day, 7 days a week, via phone, cell phone or pager number. The Contractor will respond and be on site within 60 minutes for emergency priority and within 24 hours for a routine priority.
7. The contractor shall complete the **Refrigeration and Air Conditioning systems Service Report** (Form AAC 4632) and record their entry in the **Refrigeration and Air Conditioning System Service and Maintenance Log** (Form AAC5044) before leaving the facility each day. Payment will be withheld if the Report or Log entries have been completed incorrectly in accordance with requirement set by the Facilities.
8. The Contractor shall warrant all services performed under this Standing Offer will at the time of acceptance, be free from defects in workmanship. If the Contractor is required to correct or replace the Work or any portion thereof, it shall be at no cost to AAFC, and any Work corrected or replaced by the Contractor shall be subject to all provisions of the Standing Offer to the same extent as Work initially performed. The warranty is one (1) year for parts and ninety (90) days for labour.
9. The Contractor will be responsible to maintain the integrity of the existing facility. Any damage caused by the Contractor must be corrected. If necessary, all mechanically balanced systems will be re-calibrated following any work on the systems.
10. Contractor shall provide training to AAFC's maintenance staff and user groups on operation and maintenance procedures on all new installations. The Contractor shall supply shop drawings and manufacturer's instructions and specifications on all new installations.



11. The Contractor shall execute the work with minimum disturbance to the occupants, public and normal use of the building.
  - i) Protect and maintain existing active services.
  - ii) Any connection to existing services are to be made with minimum disturbance to occupants and building operation.
  - iii) Any shutdown to execute service or repair must first be approved by the Facility Manager or his designate.
12. Power activated devices using explosives shall not be used.
13. The Contractor shall at his own cost, remove and dispose of debris, used and obsolete material on a daily basis environmentally as per the Green Code.
14. The Contractor is to supply all tools and equipment required to provide work under the Standing Offer.
15. Equipment and materials to be new and CSA certified. Deliver, store and maintain materials with manufacture's seal and labels intact.
16. Additions, relocations or removal of equipment or systems are to be recorded, dated and initialled by the Contractor on the as-built prints where applicable.
17. Contractor shall submit a detailed work order explaining the Work undertaken to the Facility Manager or his designated representative before leaving the site.
18. The Contractor shall provide AAFC an invoice complete with a detailed breakdown of all parts, Material and labour used. This invoice must clearly reference all work sheets associated with the call-up.
19. The Contractor may, upon request, provide AAFC with a wholesalers invoice complete with parts pricing.
20. While on-site, Contractor and Contractor's employees shall adhere to all AAFC's safety and workplace policies. A copy of the policy will be provided by the Facility Manager or his designated representative.
21. The Contractor shall provide a copy of their company's Occupational Health and Safety Policy and Program. It shall meet the more stringent of the Federal and Provincial Occupational Health and Safety Acts.
22. The Contractor shall perform site hazard assessments to establish site specific safe work practice procedures for the safety and well being of his/her employees. Copies shall be made available to the Departmental Representative.
23. All copies of the formal Hazard Assessments conducted by the Contractor throughout the duration of the work shall be retained and supplied to the Departmental Representative.
24. Post the Safety Plan at a common location on the site visible to all workers and persons accessing the site. Ensure that all employees, including sub-contractors' personnel are advised of such Safety Plan and of the posted location.



25. The Contractor shall ensure all workers and authorized persons entering the work site are notified of and abide by the posted Safety Plan, safety rules, regulations, safe work practices and applicable Safety Acts, Regulations and Codes. Any person not complying with these shall not be permitted on the work site.
26. The Contractor shall ensure that all applicable personal protective equipment (PPE) is used.
27. All Contractor's employees working with controlled products on Federal property and/or in Federal facilities will require WHMIS certification
28. All Contractors must provide a copy of the Material Safety Data Sheet (MSDS) to the Facility Manager or designate.
29. The Contractor may be required to provide a written estimate for repair work and new installations to the Facility Manager or his designated representative when needed.
30. The contractor must have the following equipment readily available and in stock at all times:
  1. Complete Sabroe SMC 104 L For R-22 with oil cooler
  2. Shaft Seal service kit Sabroe 3188.029
  3. Oil Filter service kit Sabroe 3188.026
  4. Service Kit Rod Bearings Sabroe 3188.090
  5. Service Kit Piston rings Sabroe 3188.028
  6. 08M-146 Motor 100 HP 365TS frame
  7. 08M-146 Micro with sensors
  8. 08M-146 Compressor block
  9. 08M-146 Overhaul kit
  10. 08-146 Shaft seal
  11. 08M-146-S120 Oil 5 gallon pail



## Annex "B"

### BASIS OF PAYMENT







6	<b>Service kit Rod bearings Sabroe 3188.090</b>						
7	<b>Service kit piston rings Sabroe 3188.028</b>						
8	<b>008M-146 Motor 100 HP 365TS frame</b>						
9	<b>08M-146 Micro with sensors</b>						
10	<b>08M-146 Compressor block</b>						
11	<b>08M-146 Overhaul kit</b>						
12	<b>08M-146 Shaft seal</b>						
13	<b>08M-146 S120 Oil 5 gallon pail</b>						

Name of Offeror: \_\_\_\_\_

Name of Authorized Signatory: \_\_\_\_\_

Address of Offeror: \_\_\_\_\_

Position of Signatory: \_\_\_\_\_

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

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



**BASIS OF PAYMENT - Part B Financial Evaluation**

**This section will not be part of the Standing Offer; it is for evaluation purposes only. Rates in this section must be identical to rates submitted in the basis of payment, Part A**

**Year I –** (First year from November 21, 2022)

Item #	Skilled Trades and Site Services	Unit	During Regular Working Hours \$	Estimated Qty per year	Total A (Hour rate multiplied by Estimated Qty.)	Outside Regular Working Hours \$	Estimated Qty per year	Total B (Hour rate multiplied by Estimated Qty.)	Total per Trade / Service (Total A + Total B)
1	Licensed Refrigeration Technician: Service Calls, including travel time and all related expenses on the job site.	Per hour		180 h			20 h		
2	Apprentice Refrigeration technician Service Calls, including travel time and all related expenses on the job site.	Per hour		40 h			10 h		
<b>Equipment</b>									
3	<b>Complete Sabroe SMC 104 L For R-22 with oil cooler</b>	Fixed cost to provide quantity of 1							
4	<b>Shaft Seal service kit Sabroe 3188.29</b>	Fixed cost to provide quantity of 1							
6	<b>Oil Filter service kit Sabroe 3188.026</b>	Fixed cost to provide quantity of 2							



6	<b>Service kit Rod bearings Sabroe 3188.090</b>	Fixed cost to provide quantity of 1								
7	<b>Service kit piston rings Sabroe 3188.028</b>	Fixed cost to provide quantity of 1								
8	<b>008M-146 Motor 100 HP 365TS frame</b>	Fixed cost to provide quantity of 1								
9	<b>08M-146 Micro with sensors</b>	Fixed cost to provide quantity of 1								
10	<b>08M-146 Compressor block</b>	Fixed cost to provide quantity of 1								
11	<b>08M-146 Overhaul kit</b>	Fixed cost to provide quantity of 1								
12	<b>08M-146 Shaft seal</b>	Fixed cost to provide quantity of 1								



13	<b>O8M-146 S120 Oil 5 gallon pail</b>	Fixed cost to provide quantity of 11							
14	Allowance for material, replacement parts, required permits, certificates, assessments, special equipment, and security at net cost, plus a markup of 10% applied to the net cost.	Allowance							<b>5,000.00</b>
								<b>TOTAL EVALUATED COST FOR YEAR I :</b>	



**Year II – (Second year from November 21, 2023)**

Item #	Skilled Trades and Site Services	Unit	During Regular Working Hours \$	Estimated Qty per year	Total A (Hour rate multiplied by Estimated Qty.)	Outside Regular Working Hours \$	Estimated Qty per year	Total B (Hour rate multiplied by Estimated Qty.)	Total per Trade / Service (Total A + Total B)
1	Licensed Refrigeration Technician: Service Calls, including travel time and all related expenses on the job site.	Per hour		180 h			20 h		
2	Apprentice Refrigeration technician Service Calls, including travel time and all related expenses on the job site.	Per hour		40 h			10 h		
<b>Equipment</b>									
3	<b>Complete Sabroe SMC 104 L For R-22 with oil cooler</b>	Fixed cost to provide quantity of 1							
4	<b>Shaft Seal service kit Sabroe 3188.29</b>	Fixed cost to provide quantity of 1							
6	<b>Oil Filter service kit Sabroe 3188.026</b>	Fixed cost to provide quantity of 2							
6	<b>Service kit Rod bearings Sabroe 3188.090</b>	Fixed cost to provide quantity of 1							



7	<b>Service kit piston rings Sabroe 3188.028</b>	Fixed cost to provide quantity of 1								
8	<b>008M-146 Motor 100 HP 365TS frame</b>	Fixed cost to provide quantity of 1								
9	<b>08M-146 Micro with sensors</b>	Fixed cost to provide quantity of 1								
10	<b>08M-146 Compressor block</b>	Fixed cost to provide quantity of 1								
11	<b>08M-146 Overhaul kit</b>	Fixed cost to provide quantity of 1								
12	<b>08M-146 Shaft seal</b>	Fixed cost to provide quantity of 1								
13	<b>08M-146 S120 Oil 5 gallon pail</b>	Fixed cost to provide quantity of 11								



14	Allowance for material, replacement parts, required permits, certificates, assessments, special equipment, and security at net cost, plus a markup of 10% applied to the net cost.	Allowance								<b>5,000.00</b>
									<b>TOTAL EVALUATED COST FOR YEAR II :</b>	



**Year III – (Third year from November 21, 2024)**

Item #	Skilled Trades and Site Services	Unit	During Regular Working Hours \$	Estimated Qty per year	Total A (Hour rate multiplied by Estimated Qty.)	Outside Regular Working Hours \$	Estimated Qty per year	Total B (Hour rate multiplied by Estimated Qty.)	Total per Trade / Service (Total A + Total B)
1	Licensed Refrigeration Technician: Service Calls, including travel time and all related expenses on the job site.	Per hour		180 h			20 h		
2	Apprentice Refrigeration technician Service Calls, including travel time and all related expenses on the job site.	Per hour		40 h			10 h		
<b>Equipment</b>									
3	<b>Complete Sabroe SMC 104 L For R-22 with oil cooler</b>	Fixed cost to provide quantity of 1							
4	<b>Shaft Seal service kit Sabroe 3188.29</b>	Fixed cost to provide quantity of 1							
6	<b>Oil Filter service kit Sabroe 3188.026</b>	Fixed cost to provide quantity of 2							





6	<b>Service kit Rod bearings Sabroe 3188.090</b>	Fixed cost to provide quantity of 1							
7	<b>Service kit piston rings Sabroe 3188.028</b>	Fixed cost to provide quantity of 1							
8	<b>008M-146 Motor 100 HP 365TS frame</b>	Fixed cost to provide quantity of 1							
9	<b>08M-146 Micro with sensors</b>	Fixed cost to provide quantity of 1							
10	<b>08M-146 Compressor block</b>	Fixed cost to provide quantity of 1							
11	<b>08M-146 Overhaul kit</b>	Fixed cost to provide quantity of 1							
12	<b>08M-146 Shaft seal</b>	Fixed cost to provide quantity of 1							



13	<b>O8M-146 S120 Oil 5 gallon pail</b>	Fixed cost to provide quantity of 11							
14	Allowance for material, replacement parts, required permits, certificates, assessments, special equipment, and security at net cost, plus a markup of 10% applied to the net cost.	Allowance							<b>5,000.00</b>
								<b>TOTAL EVALUATED COST FOR YEAR III :</b>	



**Year IV – (Fourth year from November 21, 2025)**

Item #	Skilled Trades and Site Services	Unit	During Regular Working Hours \$	Estimated Qty per year	Total A (Hour rate multiplied by Estimated Qty.)	Outside Regular Working Hours \$	Estimated Qty per year	Total B (Hour rate multiplied by Estimated Qty.)	Total per Trade / Service (Total A + Total B)
1	Licensed Refrigeration Technician: Service Calls, including travel time and all related expenses on the job site.	Per hour		180 h			20 h		
2	Apprentice Refrigeration technician Service Calls, including travel time and all related expenses on the job site.	Per hour		40 h			10 h		
<b>Equipment</b>									
3	<b>Complete Sabroe SMC 104 L For R-22 with oil cooler</b>	Fixed cost to provide quantity of 1							
4	<b>Shaft Seal service kit Sabroe 3188.29</b>	Fixed cost to provide quantity of 1							
6	<b>Oil Filter service kit Sabroe 3188.026</b>	Fixed cost to provide quantity of 2							



6	<b>Service kit Rod bearings Sabroe 3188.090</b>	Fixed cost to provide quantity of 1								
7	<b>Service kit piston rings Sabroe 3188.028</b>	Fixed cost to provide quantity of 1								
8	<b>008M-146 Motor 100 HP 365TS frame</b>	Fixed cost to provide quantity of 1								
9	<b>08M-146 Micro with sensors</b>	Fixed cost to provide quantity of 1								
10	<b>08M-146 Compressor block</b>	Fixed cost to provide quantity of 1								
11	<b>08M-146 Overhaul kit</b>	Fixed cost to provide quantity of 1								
12	<b>08M-146 Shaft seal</b>	Fixed cost to provide quantity of 1								



13	<b>O8M-146 S120 Oil 5 gallon pail</b>	Fixed cost to provide quantity of 11							
14	Allowance for material, replacement parts, required permits, certificates, assessments, special equipment, and security at net cost, plus a markup of 10% applied to the net cost.	Allowance							<b>5,000.00</b>
								<b>TOTAL EVALUATED COST FOR YEAR IV :</b>	



**Year V – (Fifth year from November 21, 2026)**

Item #	Skilled Trades and Site Services	Unit	During Regular Working Hours \$	Estimated Qty per year	Total A (Hour rate multiplied by Estimated Qty.)	Outside Regular Working Hours \$	Estimated Qty per year	Total B (Hour rate multiplied by Estimated Qty.)	Total per Trade / Service (Total A + Total B)
1	Licensed Refrigeration Technician: Service Calls, including travel time and all related expenses on the job site.	Per hour		180 h			20 h		
2	Apprentice Refrigeration technician Service Calls, including travel time and all related expenses on the job site.	Per hour		40 h			10 h		
<b>Equipment</b>									
3	<b>Complete Sabroe SMC 104 L For R-22 with oil cooler</b>	Fixed cost to provide quantity of 1							
4	<b>Shaft Seal service kit Sabroe 3188.29</b>	Fixed cost to provide quantity of 1							
6	<b>Oil Filter service kit Sabroe 3188.026</b>	Fixed cost to provide quantity of 2							



6	<b>Service kit Rod bearings Sabroe 3188.090</b>	Fixed cost to provide quantity of 1								
7	<b>Service kit piston rings Sabroe 3188.028</b>	Fixed cost to provide quantity of 1								
8	<b>008M-146 Motor 100 HP 365TS frame</b>	Fixed cost to provide quantity of 1								
9	<b>08M-146 Micro with sensors</b>	Fixed cost to provide quantity of 1								
10	<b>08M-146 Compressor block</b>	Fixed cost to provide quantity of 1								
11	<b>08M-146 Overhaul kit</b>	Fixed cost to provide quantity of 1								
12	<b>08M-146 Shaft seal</b>	Fixed cost to provide quantity of 1								



13	<b>O8M-146 S120 Oil 5 gallon pail</b>	Fixed cost to provide quantity of 11							
14	Allowance for material, replacement parts, required permits, certificates, assessments, special equipment, and security at net cost, plus a markup of 10% applied to the net cost.	Allowance							<b>5,000.00</b>
								<b>TOTAL EVALUATED COST FOR YEAR V :</b>	





**Total evaluated cost for Year I**                      \$ \_\_\_\_\_

**Total evaluated cost for Year II (optional)**                      \$ \_\_\_\_\_

**Total evaluated cost for Year III (optional)**                      \$ \_\_\_\_\_

**Total evaluated cost for Year IV (optional)**                      \$ \_\_\_\_\_

**Total evaluated cost for Year V (optional)**                      \$ \_\_\_\_\_

**Total for the five (5) years**                      \$ \_\_\_\_\_

(This amount will be compared against other receivable bids to determine the winner)



## Annex "C"

### SECURITY REQUIREMENTS CHECK LIST



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

**PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE**

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine <b>AAFC</b>		2. Branch or Directorate / Direction générale ou Direction Corporate Management Branch	
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 To acquire a contractor to provide refrigeration services to repair and maintain large refrigerated equipment located at the Kentville Research Centre. The contract vehicle will be a Departmental Standing Offer Agreement. The SOR is attached for reference.			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>  Not releasable À ne pas diffuser <input type="checkbox"/>  Restricted to: / Limité à : <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays :	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>  Restricted to: / Limité à : <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays :	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>  Restricted to: / Limité à : <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays :	
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input type="checkbox"/> PROTECTED B PROTÉGÉ B <input type="checkbox"/> PROTECTED C PROTÉGÉ C <input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/> SECRET SECRET <input type="checkbox"/> TOP SECRET TRÈS SECRET <input type="checkbox"/> TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/> NATO RESTRICTED NATO DIFFUSION RESTREINTE <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"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/> PROTECTED B PROTÉGÉ B <input type="checkbox"/> PROTECTED C PROTÉGÉ C <input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/> SECRET SECRET <input type="checkbox"/> TOP SECRET TRÈS SECRET <input type="checkbox"/> TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	



**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<br>COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input type="checkbox"/> SECRET<br>SECRET           | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET-SIGINT<br>TRÈS SECRET – SIGINT          | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>ACCÈS AUX EMPLACEMENTS              |   |   |  |
- Special comments:  
Commentaires spéciaux : Request to be able to escort unscreened personnel until security clearance has been granted.
- NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.  
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

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

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

**PRODUCTION**

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

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

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



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

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

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

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

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

No / Non       Yes / Oui

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

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

No / Non       Yes / Oui

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



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

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

<b>13. Organization Project Authority / Chargé de projet de l'organisme</b>			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Janice Carter		ISM	Janice Carter <small>Digitally signed by Janice Carter Date: 2022.04.21 12:14:49 -03'00'</small>
Telephone No. - N° de téléphone (902)365-8520	Facsimile No. - N° de télécopieur (902)365-8455	E-mail address - Adresse courriel janice.carter@agr.gc.ca	Date
<b>14. Organization Security Authority / Responsable de la sécurité de l'organisme</b>			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Lise Levesque-Masson		Coordinator, SRCL and Passport Officer	Lise Levesque-Masson <small>Digitally signed by Lise Levesque-Masson Date: 2022.04.27 07:18:40 -04'00'</small>
Telephone No. - N° de téléphone (613) 773-1464	Facsimile No. - N° de télécopieur (613) 773-1488	E-mail address - Adresse courriel lise.levesque-masson@agr.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"/> Oui <input type="checkbox"/> Non / <input type="checkbox"/> Oui
<b>16. Procurement Officer / Agent d'approvisionnement</b>			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Paula Dickson		Procurement and Materiel Specialist	Dickson, Paula <small>Digitally signed by Dickson, Paula Date: 2022.04.21 11:58:53 -03'00'</small>
Telephone No. - N° de téléphone (902) 324-8260	Facsimile No. - N° de télécopieur (902) 365-8488	E-mail address - Adresse courriel paula.dickson2@agr.gc.ca	Date
<b>17. Contracting Security Authority / Autorité contractante en matière de sécurité</b>			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date