



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Travaux publics et Services gouvernementaux
Canada

Voir dans le document/

See herein

NA

Québec

NA

REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

Proposal To: Public Works and Government Services Canada

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

Proposition aux: Travaux Publics et Services Gouvernementaux Canada

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

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du

fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

TPSGC-PWGSC

601-1550, Avenue d'Estimauville

Québec

Québec

G1J 0C7

Title - Sujet Entretien portes de garage	
Solicitation No. - N° de l'invitation EE517-222081/B	Date 2022-09-21
Client Reference No. - N° de référence du client R.001991.099	
GETS Reference No. - N° de référence de SEAG PW-\$QCM-039-18359	
File No. - N° de dossier QCM-2-45016 (039)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM Eastern Daylight Saving Time EDT on - le 2022-10-12 Heure Avancée de l'Est HAE	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Jean, Serge	Buyer Id - Id de l'acheteur qcm039
Telephone No. - N° de téléphone (418) 928-1906 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: MINISTERE DES TRAVAUX PUBLICS ET SERVICES GOUVERNEMENTAUX CANADA ESC 1- MPO /TRANSPORT CST 1- DFO/TC 1550 D'ESTIMAUVILLE QUEBEC Québec G1J0C7 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

1. Before award of a contract, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

1.2 Statement of Work

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

1.3 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing or by telephone.

1.4 Canada Post Corporation's (CPC) Connect service

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

2.2 Submission of Bids

Offers must be submitted using the epost Connect service provided by Canada Post Corporation ([Connect: share secure digital files | Business | Canada Post \(canadapost-postescanada.ca\)](#)).

The only acceptable email address for submitting bids in response to the bid solicitation issued by PWGSC regional offices using the epost Connect service is:

TPSGC.RQReceptionSoumissions-QRSupplyTendersReception.PWGSC@tpsgc-pwgsc.gc.ca

Note: Bids will not be accepted if emailed directly to this email address. This email address is to be used to open a CPC Connect conversation, as detailed in Standard Instructions [2003](#), or to send bids through a CPC Connect message if the bidder is using its own licensing agreement for CPC Connect service.

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

2.3 Former Public Servant

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

Definitions

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

- a. an individual;

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 7 calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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

2.6 Bid Challenge and Recourse Mechanisms

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

The Bidder must submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. The CPC Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

Canada requests that the Bidder submits its bid in separately bound sections as follows:

Section I: Technical Bid
Section II: Financial Bid
Section III: Certifications
Section IV: Additional Information

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, bidders should:

- 1) Include all environmental certification(s) relevant to your organization (e.g., ISO 14001, Leadership in Energy and Environmental Design (LEED), Carbon Disclosure Project, etc.)
- 2) Include all environmental certification(s) or Environmental Product Declaration(s) (EPD) specific to your product/service (e.g., Forest Stewardship Council (FSC), ENERGYSTAR, etc.)

Section I: Technical Bid

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

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment (Annex B).

Section III: Certifications

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

Section IV: Additional Information

The Company Security Officer must ensure through the [Contract Security Program](#) that the Contractor and individuals hold a valid security clearance at the required level, as indicated in Part 1, clause 1.1, Security Requirements.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

At bid closing, the bid must meet the mandatory technical criteria specified below. Bidders who fail to meet the mandatory technical criteria will be declared non-responsive.

4.1.1.1 Mandatory Technical Criteria

Bidders must demonstrate in their technical bid that they have a minimum of two (2) years of experience in the areas covered by this request. To assess the experience, closing date or at the request of Canada, bidders must submit a list and/or letter with the name of the technicians and the number of years of experience of each individual and give a list of similar contracts.

4.1.3 Financial Evaluation

For evaluation purposes only, for the on-demand part, the annual estimated costs will be added as described in Part B of the Basis of Payment in Annex B. It is important to note that Canada makes no commitment to respect the values indicated as an estimated amount per year.

For the overall evaluation, the Fixed Price portion (Part A of Annex B) will be added to the Asking Price portion (Part B of Annex B) for the contract period.

4.2 Basis of Selection

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

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Status and Availability of Resources

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 and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

5.2.3.2 Education and Experience

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

5.2.3.3 Former Public Servant

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

Definitions

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

- e. an individual;
- f. an individual who has incorporated;
- g. a partnership made of former public servants; or
- h. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

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

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement](#)

Benefits Act, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the Canadian Forces Superannuation Act, R.S., 1985, c. C-17, the Defence Services Pension Continuation Act, 1970, c. D-3, the Royal Canadian Mounted Police Pension Continuation Act, 1970, c. R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c. R-11, the Members of Parliament Retiring Allowances Act, R.S. 1985, c. M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

- h. name of former public servant;
- i. conditions of the lump sum payment incentive;
- j. date of termination of employment;
- k. amount of lump sum payment;
- l. rate of pay on which lump sum payment is based;
- m. period of lump sum payment including start date, end date and number of weeks;
- n. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

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

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

6.2 Statement of Work

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

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

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

6.3.2 Supplemental General Conditions

T1204 - Direct Request by Customer Department, apply to and form part of the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the contract is two (2) years from the date of the contract, with the possibility of three (3) periods of one year extension.

6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment (Annex B).

Canada may exercise this option at any time by sending a written notice to the Contractor at least 15 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Serge Jean
Title: Supply specialist
Public Works and Government Services Canada
Directorate: Acquisitions Branch
Address: 1550, D'Estimauville, Québec (Qc) G1J 0C7
Telephone: 418-928-1906
E-mail address: serge.jean@tpsgc-pwgsc.gc.ca

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

6.5.2 Project Authority

The Project Authority for the Contract is: *(Will be announced at contract award)*

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: _____
Facsimile: _____
E-mail address: _____

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

6.5.3 Contractor's Representative

Name: _____
Title: _____

N° de l'invitation - Solicitation No.
EE517-222081-B
N° de réf. du client - Client Réf. No.
EE517

N° de la modif - Amd. No.
File No. - N° du dossier
QCM-2-45016

Id de l'acheteur - Buyer ID
qcm039
N° CCC / CCC No./ N° VME - FMS

Organization: _____
Address: _____
Telephone: _____
Facsimile: _____
E-mail address: _____

6.6 Proactive Disclosure of Contracts with Former Public Servants

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

6.7 Payment

6.7.1 Basis of Payment

6.7.2 Limitation of Price

The Contractor will supply the goods and services under the Contract up to a total estimated expenditure not exceeding \$ (to be determined) (Applicable Taxes included), of which \$ (to be determined) (Applicable Taxes included), is for the goods and/or services listed or described in the Pricing Schedule Part A of Annex B, Basis of Payment, and \$ (TBD) (applicable taxes included) is for additional goods and/or services that may be requested "as required" at the prices and/or rates specified in Pricing Schedule Part B of Annex B, Basis of Payment.

6.7.3 Basis of Payment - Firm and "As Needed" Prices

Provided it satisfactorily performs all of its obligations under the Contract, the Contractor will be paid firm prices, in accordance with General Conditions 2010C. Applicable taxes are extra, if applicable.

a) The firm rates will be paid in accordance with the price of Part A of Annex B, Basis of Payment, in two (2) equal quarterly installments.

b) Works "As needed"

Any costs incurred for additional work will be paid in accordance with the Part B Pricing Schedule and Statement of Work, Schedule A, "as required", after completion, inspection and acceptance of the work performed. Canada's total obligation under the part of the Contract that applies "as required" must not exceed (TBD). Applicable taxes are extra, if applicable.

The Contractor is not obligated to perform any work or provide any service which would result in an increase in Canada's total liability unless the increase has been authorized in writing by the Contracting Authority. The Contractor must advise, in writing, the Contracting Authority regarding the adequacy of this sum:

(a) when 75% 100 of the sum is committed, or

(b) if at any time the Contractor anticipates that this amount will not be sufficient, the Contractor must promptly notify the Contracting Authority.

according to the first of these conditions to occur.

When notifying the Contracting Authority that funds are insufficient, the Contractor must provide a written estimate of the additional funds required. The submission of this information by the Contractor does not automatically increase Canada's obligation to it.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work unless such design changes, modifications or interpretations have been approved in writing by the Contracting Authority prior to execution. be included in the work.

6.7.4 Electronic Payment of Invoices – Contract

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

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

6.8 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions together with the maintenance report described in Annex A, Statement of Work, of the Contract.

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

2. The Contractor must distribute invoices and reports as follows:

(a) The original invoice must be submitted by email to the Departmental Representative.

6.9 Certifications and Additional Information

6.9.1 Compliance

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

6.10 Applicable Laws

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

6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2003 (2022-03-29);
- (c) Annex A, Statement of Work;
- (d) Annex B Bases of payment;
- (e) Annex C, Security Requirements Check List;

- (f) the Contractor's bid dated _____ (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award: “, as clarified on _____” or “, as amended on _____” and insert date(s) of clarification(s) or amendment(s) including its* Inuit Benefits Plan. (*if applicable*).

6.12 Dispute Resolution

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

6.13 Insurance – Specific Requirements

6.13.1 Insurance – Specific Requirements

The Contractor must comply with the insurance requirements specified in 6.14.2 _____. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

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

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

6.13.2 Commercial General Liability Insurance

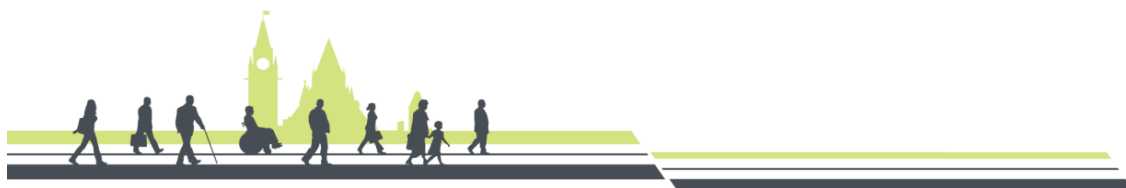
1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.

-
- b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

6.14 Meeting before work begins

The contractor must attend this meeting before starting the work; the minutes of this meeting will be drawn up. The Departmental Representative will set the time and location of this meeting.

The Contractor must provide the Technical Authority with a copy of its safety policy in accordance with the requirements of applicable provincial occupational health and safety regulations.



Annex A STATEMENT OF WORK

CONTRACT : Inspection and maintenance of garage doors

Quebec base
101, Boulevard Champlain
Quebec, Quebec G1K 4H9

EE517-222081/B



Version 1.0

Update : October, 2021

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PART 1 – General

1.1 ADDRESS

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

101, boulevard Champlain
Quebec, Quebec G1K 4H9

1.2 SITE AND BUILDING ACCESS

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

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

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

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

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

1.3 THE CONTRACTOR 'S RESPONSIBILITIES

1.3.1 Assume responsibility for any accident or damage caused by its employees to government property or to any person on the premises. The Contractor must promptly repair damage at own expense to the satisfaction of the Department representative.

1.3.2 Assume responsibility for any accident or damage caused by its equipment to government property or to any person on the premises if this equipment is defective or was left unattended. The Contractor must promptly repair damage at own expense to the satisfaction of the Department representative.

1.3.3 Assume responsibility for the safety of its personnel and assume occupational health and safety responsibility for the work that the Contractor will be performing.

1.3.4 Assume sole responsibility for the safety of its equipment and material during and after working hours. PWGSC will not be held liable for vandalism, theft or loss.

1.3.5 Analyze, For each request, the work to be done and determine quantities. This verification can be done either by telephone or by a site visit, and the Contractor must cover all costs.

1.3.6 Inform all subcontractors of contract requirements.

1.4 PROTECTION AND PREVENTION

1.4.1 Maintenance and repair work must be carried out so as not to hamper the normal operations of building users and according to a schedule, during normal working hours, that causes the least possible disruption to building occupants and users.

1.4.2 In accordance with the safety standards of the ministère du Travail du Québec, the Contractor must take all safety measures and precautions necessary to protect persons and property from accidents and damage while maintenance or repair work is being carried out.

1.5 ESTIMATES

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

1.6 AVAILABILITY AND TIME FRAMES

Communication :

- 1.6.1** The technical manager of the building or his representative must be able to reach the contractor without delay by telephone and mail, during regular working hours of 7:00 a.m. to 5:00 p.m., Monday to Friday, and outside regular working hours on evenings, after 5:00 p.m., weekends and statutory holidays.

Response time for the execution of an urgent request:

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

Hours of work:

- 1.6.3** Unless otherwise indicated, perform the work during regular working hours, Monday to Friday between 7:30 a.m. and 4:00 p.m.

Miscellaneous:

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

1.7 INSPECTION AND CONTROL

Note: Inspection and control will take place following:

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

Communication on site:

- 1.7.1** Be available to accompany the Departmental Representative on work inspections.
- 1.7.2** Submit all action taken for acceptance by the Departmental Representative in the form of a written or digital report.
- 1.7.3** Report every time there is an issue at the site.

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- 1.7.4** Contact the Departmental Representative at the beginning and end of each visit for a call-up.
- 1.7.5** As soon as the job is finished, submit by mail to QUEGII.QUEPFM@TPSGC-PWGSC.GC.CA, for verification a work ticket detailing the:
- a) Place and date the work was performed;
 - b) Description of the work performed;
 - c) The names of all persons employed;
 - d) The exact time of every arrival and departure according to the log and the exact time of every interruption and resumption of work, if the contract provides for work at hourly rates.
 - e) The quantities and descriptions of billable goods, if payment for such goods is provided in call-up;
 - f) The signature of the employee who wrote up the work ticket;

1.8 INVOICING

- 1.8.1** Present computerized invoices in one original copy. Include the following information :
- 1.8.1.1** name, address and telephone number of the company;
 - 1.8.1.2** serial number on the invoice and the day's date;
 - 1.8.1.3** write the Purchase Order No or contract;
 - 1.8.1.4** places and dates of the supply of services;
 - 1.8.1.5** tailed description of goods and services supplied (cost, quantity);
 - 1.8.1.6** amount of the invoice without HST;
 - 1.8.1.7** detail amount of the HST; and
 - 1.8.1.8** Amount of the invoice with HST;
- 1.8.2** To each invoice, attach a copy of the corresponding service order as well as the control documents specified in the specifications (work tickets). If the control documents are not included or do not bear the required signatures, the invoices will not be paid.
- 1.8.3** Write up one (1) invoice per work order and submit the invoice within ten (10) working days of the completion of the work. Where an invoice is incorrect, the credit must be sent within ten (10) days of the correction request by the Departmental Representative.
- 1.8.4** Subcontractor invoice.
- 1.8.5** Send your invoice by mail to : quegii.quepfm@tpsgc-pwgsc.gc.ca

1.9 CLEAN-UP

- 1.9.1** While the work is in progress, the site must be clean and free of garbage and debris. Volatile waste must be stored in covered metal containers and removed from the site on a daily basis.
- 1.9.2** On completion of the work, leave the site clean and free of garbage, debris, materials, tools and equipment to the satisfaction of the Departmental Representative.
- 1.9.3** Dispose of waste materials outside PWGSC property in accordance with federal, provincial and municipal environmental protection regulations. Such waste materials must also include demolition materials not kept by PWGSC. For toxic liquids and waters containing suspended solids, have each load approved by the Departmental Representative.
- 1.9.4** For the disposal of waste materials, the Contractor is responsible for finding a site where dumping is authorized and for covering the cost of the fees claimed by the owner of the dump site.

1.10 FIRST SITE MEETING

- 1.10.1** The first site meeting must be held as soon as possible following the awarding of the standing offer. The location of the meeting will be determined by the Departmental Representative. The

Departmental Representative's and the Contractor's authorized Representatives must attend to set the terms, schedules and detailed operating procedures that will be in effect over the life of the contract.

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

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

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

1.11 SMOKING POLICY

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

1.12 PARTS AND TOOLS

1.12.1 The Contractor is required to repair or, when necessary, replace worn parts with the new parts.

1.12.2 The Contractor will provide the instruments, tools and all materials (or parts) necessary for the maintenance, repair or replacement of parts covered by the contract.

1.12.3 The spare parts must be genuine and come from the manufacturers of the equipment. When it is not possible to obtain genuine replacement parts or materials, the Contractor must then use equivalents whose quality will at least be equal to or superior to that of the originals; the equivalents must be approved by the representative of the ministry.

1.12.4 The representative of the ministry reserves the right to decide on the quality of the spare parts; this decision will be final and without appeal.

1.12.5 Any parts installed without approval or found non-compliant by the departmental representative must be replaced within eight (8) days, otherwise the Contractor will be considered to be in default.

1.12.6 Any change of parts must be authorized in advance by the representative of the ministry.

1.13 SITE SECURITY

1.13.1 The Contractor and the representatives of his firm must comply with the security regulations of the building.

1.13.2 The Contractor will provide instructions, notices, signs to notify the administrator and occupants of the building of the work in progress.

1.13.3 The material must be delivered to the location stipulated by the building administrator. The Contractor's representatives must vacate this area upon receipt of the material, unless otherwise authorized by the administrator.

-
- 1.13.4** The Contractor or his representatives must sign the attendance register at the place designated by the building administrator. They must indicate the time of entry and exit as well as the reasons for the visit.

1.14 MINISTRY REQUIREMENTS

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

1.15 REPORTS, CERTIFICATES AND WORKSHEET

- 1.15.1** After each inspection, the Contractor must complete a detailed site visit report including the building name, address and the date. He will have to report the task accomplished, the parts that have been changed and / or repaired and the number of hours of each worker assigned to the work. The Contractor will present separate worksheets for maintenance work and repair work.

- 1.15.2** The report must be sent after each inspection to the email address TPSGC.RQSGBIAssuranceQualite-QRSGENQualityAss.PWGSC@tpsgc-pwgsc.gc.ca

1.16 MANUFACTURER'S INSTRUCTION

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

1.17 ADDITIONS/MODIFICATIONS

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

1.18 PERMIT

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

1.19 COMPANY QUALIFICATIONS

- 1.19.1** Unless authorized in writing by the Departmental Representative, the company must carry out the work without resorting to subcontracting. If the contractor, with the agreement of PWGSC, resorts to subcontracting, this does not reduce its liability.

- 1.19.2** The Contractor must perform the work taking care to inconvenience the occupants of the building and the public as little as possible and disrupting the normal use of the building and operating activities as little as possible.

1.20 WORKER QUALIFICATIONS

- 1.20.1** The workers who perform for this contract work must have been previously authorized by the Departmental Representative, in accordance with the criteria below.

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

1.21 EQUIPMENT

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

1.22 MOBILIZING WORK

- 1.22.1 If a roadway needs to be closed, make sure it is re-opened to traffic as quickly as possible.
- 1.22.2 Supply and install the necessary guardrails and signage to ensure public safety and the protection of structures.
- 1.22.3 Install scaffolding in a safe and sturdy manner independent of walls and in accordance with standards and compliant with CSA-S269.2-16.
- 1.22.4 Take all necessary precautions to prevent the spread of odours in the building.
- 1.22.5 On the date the work is scheduled to start, be present at the work site with all the tools, equipment, materials and parts needed to start and pursue the work without interruption.
- 1.22.6 No technical room will be accessible without the presence of a PWGSC employee.

1.23 BYLAWS AND PERMITS

- 1.23.1** The Contractor must perform the works in accordance with federal, provincial, municipal regulations and codes that govern the various stages of the work.
- 1.23.2** The contractor must hold the licenses and permits for the various specialties essential to be qualified for the performance of the contract.
- 1.23.3** All expenses relating to permit applications and the issuance and administration of permits are at the Contractor 's expense.

1.24 EXECUTION QUALITY

- 1.24.1** The work must be performed in accordance with the norms in force. If the Departmental Representative observes any non-compliance during an inspection, the work must be redone at the Contractor 's expense.
- 1.24.2** The Contractor must have all the specialized equipment and qualified staff needed to complete the work.
- 1.24.3** If the contractor, with the agreement of PWGSC, resorts to subcontracting, this does not reduce its responsibility with regard to the quality and speed of execution.

1.25 ENVIRONMENT

- 1.25.1** Respect the environmental clauses in force.

PART 2 – EXECUTION

2.1 DESCRIPTION OF WORK

2.1.1 Inspections for garage doors must be carried out every 6 months, in September and March. The manual garage doors as well as the Dorion door of building 900 must be inspected annually, in March. See appendix D for the inventory of garage doors as well as the inspection frequency.

2.1.2 GARAGE DOORS (DOOR DORION OF THE BUILDING 900 – INTERVENTION ENVIRONNEMENTALE NOT INCLUDED)

2.1.2.1 SIX MONTHS INSPECTIONS

- Check the operation of the door from end to end and in intermediate positions;
- Verification of steel cables;
- Check the solidity of the lifting cable anchor points;
- Verification of the adjustment of the doors and correct, if necessary;
- Verification and adjustment of locks;
- Checking door handles;
- Clean under doors;
- Checking the retaining cable on both sides of the doors;
- Verification of all welds and cracks;
- Checking all springs and fasteners;
- Spring tension adjustment;
- Verification of the swinging of the doors;
- Checking the sealing cushions and making the necessary adjustments;
- Checking for tears in the canvas of the sealing cushions;
- Verification and adjustment of belt tension and replacement, if necessary ;
- Verification and lubrication of doors;
- Verification and lubrication of chains;
- Check the condition of the slides and lubricate them if necessary;
- Check the solidity of the rollers and their supports, hinges and stiffeners and repair or replace if necessary ;
- Check the strength of the guide assembly, fasteners and stirrups ;
- Check alignment of all pulleys ;
- Lubrication of ball bearings;
- Verification of the keys on the serrated wheels and the pulleys;
- Check the condition and wear of counterweights and pins ;
- Check brake wear and adjust, if necessary ;
- Verification of the assembly, in operation, for abnormal vibrations and noises, overheating of the bearings, solidity of the anchors, the supports and the frame of the door, as well as the drive mechanisms ;
- Verification of the assembly in the « STOP » position as to the condition of the direct couplings, mechanical connections, rails, hinges, rollers, panels. Tighten or adjust, if necessary ;
- Clean and lubricate bearings and rollers as needed;
- Clean the contacts or replace them if necessary;
- Clean motor and gearbox and lubricate as needed;
- Check the strength of the wiring and connections and clean them if necessary;
- Check signal and operational LEDs, if applicable;

- Check the manual operation of the stop system, the disengagement of the engine and the correct operation of the chain and sprockets;
- Verification and adjustment of controls as well as stroke limiting devices ;
- Verification of the operation of the mechanical and/or electrical safety and emergency stop system, (i.e. electric eye, stopping device, limit switches, push buttons, guide path, etc.);
- Make all minor adjustments required for proper operation and employee safety;
- Provide : grease, lubricant and oil for maintenance.

2.1.3 MANUAL GARAGE DOORS

2.1.3.1 ANNUAL INSPECTIONS

- Check the operation of the door from end to end and in intermediate positions;
- Verification of steel cables;
- Check the solidity of the lifting cable anchor points;
- Verification of the adjustment of the doors and correct, if necessary;
- Verification and adjustment of locks;
- Checking door handles;
- Clean under doors;
- Checking the retaining cable on both sides of the doors;
- Verification of all welds and cracks;
- Checking all springs and fasteners;
- Spring tension adjustment;
- Verification of the swinging of the doors;
- Checking the sealing cushions and making the necessary adjustments;
- Checking for rips in the canvas of the sealing cushions;
- Verification and lubrication of doors;
- Verification and lubrication of chains;
- Check the condition of the slides and lubricate them if necessary;
- Check the solidity of the rollers and their supports, hinges and stiffeners and repair or replace if necessary;
- Check the strength of the guide assembly, fasteners and stirrups;
- Check alignment of all pulleys ;
- Checking the keys on the toothed wheels and the pulleys;
- Check the condition and wear of counterweights and pins;
- Lubrication of ball bearings;
- Clean and lubricate bearings and rollers as needed;
- Make all minor adjustments required for proper operation and employee safety;
- Provide : grease, lubricant and oil for maintenance.

2.1.4 DOOR DORION (BUILDING 900 – INTERVENTION ENVIRONNEMENTALE)

2.1.4.1 ANNUAL INSPECTIONS

a) Mechanical (Points to check)

.1 Door operation

- Check the general condition of the door panels.
- Check the alignment of the door panels.
- Check that no irregularity hinders the movement of the panels.
- Check that no damage hinders the movement of the panels.

-
- Detect any abnormal noise.
- .2 Bottom rails
- Check the bottom rails so that they are free of any dirt, debris or other.
 - Check that the bottom rails are not damaged.
 - Check that there are no obstacles in the bottom rails that could hinder the movement of the panels.
 - Check that there are no obstacles, debris or other objects in the gutter.
 - Never grease the bottom rails.
- .3 Top rails
- Clean the top rails so that they are free of any dirt, debris or other.
 - Check that the top rails are not damaged.
 - Check that there are no obstacles in the top rails that could hinder the movement of the panels.
 - Never grease the top rails.
- .4 Guide wheels
- Clean sand or other dirt from guide wheels.
 - Check the alignment of the guide wheels.
 - Check the load limiting switch (OSD) on the engine.
 - Check that the guide wheels are firmly attached to the base of each panel.
- .5 Top guides
- Clean the top guides of any dirt or other.
 - Check the alignment of the top guides.
 - Check the adjustment of the top guides.
 - Check that the top guides are properly attached to the head of each panel.
 - Check shaft alignment.
- .6 Drive mechanism
- Clean the drive mechanism of any sand, debris or other dirt.
 - Check all gear wheels.
 - Check the load limiting switches (OSD) on the motor.
 - Check the roller chains mounted on the sprockets.
 - Adjust roller chain tension and tensioners as needed.
 - Adjust roller chain tensioners as needed.
- .7 Pedestrian door
- Check the general condition of the pedestrian door.
 - Check panic bar.
 - Check the door closer.
 - Check the latch.
- .8 Glazing
- Check the condition of the glazing in each door panel.
 - Check the condition of the glazing in the pedestrian door.
- .9 Weatherstripping
- Check the condition of brush type weather stripping.
 - Check the condition of the EPDM rubber strips.

- Check the condition of the weather stripping of the pedestrian door.

b) Electric (Points to check)

.1 Electric motor

- Clean any dirt on the electric motor.
- Check that the electric motor is well fixed. Adjust as needed.
- See the BIM 1004 brochure following this page for further details (only the English version is available).

.2 Reducer

- Check the gearbox oil level. Adjust as needed.
- See the BIM 1004 brochure following this page for further details (only the English version is available).

.3 Brake

- Clean any dirt.
- Check brake air gap. Adjust as needed.
- Check the brake pads. Adjust as needed.

.4 Control panel

Caution: Cut the current before this inspection by turning the disconnecter to the “OFF” position (See OHS clause – Lockout-Tagout).

- Check the fixing of the control panel.
- Open the control panel door. Clean any dirt in the control panel while being careful not to touch the components.
- Inspect all components.
- Check that all connections are secure.

.5 Limit switches

- Check the adjustment of the limit switches. Adjust as needed.

.6 AGDS safety edge

- Check the integrity of the circuit of the AGDS safety edge installed on the vertical face of each panel by pressing at various points on the edge during the closing cycle.
- Check the presence of tears, cuts, loss of sensitivity that could hinder the free movement of the AGDS safety edge.

.7 Manual operation

- Check operation of manual mode.
- Ensure the proper behavior of the operation.

.8 Conductor bars

- Check the condition of the trolleys.
- Check the cable connecting the panel to the trolleys which move in the bars.
- Check that all connections are secure.
- Check the bars to the ceiling.

.9 Flashing light

- Check its operation.
- Replace the burnt out bulb if necessary.
- Check the fixing of the beacon.

.10 Buzzer

- Check its operation.
- Check the mounting of the buzzer.

2.2 EQUIPMENT LIST

2.1.5 See equipment list in **Annex D**.

PART 3 - PRODUCTS

3.1 GENERAL

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

3.2 MATERIAL SAFETY DATA SHEET (WHMIS)

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

3.3 DATA SHEETS

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

PART 4 - HEALTH AND SAFETY FOR MAINTENANCE WORK

4.1 GENERAL CLAUSES

- 4.1.1** By accepting this contract, the Contractor agrees to supervise the work and assume all responsibilities normally bestowed upon the main Contractor and the employer under An Act respecting occupational health and safety and to act as supervisor of the work.
- 4.1.2** The Contractor must manage your activities so that the health and safety of your staff, occupants of the building or facility and the public and protection of the environment always takes precedence over considerations of cost and scheduling.

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

- 4.1.3** Comply at all times with the provisions of the Act respecting occupational health and safety, the Safety Code for the construction Industry and the Occupational Health and Safety Regulations where applicable.
- 4.1.4** The Contractor shall submit to the departmental representative a prevention program specific to all the activities it is likely to carry out on the property at least 10 days prior to the start of work. The Contractor must subsequently update its prevention program if the course of work diverges from initial projections. The Departmental Representative may, after receiving the program and at any time during the contract, require that the program be modified or supplemented in order to better reflect the reality of the workplace. The Contractor must then make the necessary changes prior to the start of work.

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

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

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

- 4.1.5.1** a copy of the training certificates required for application of these specifications and safe planning of the work (for example: general health and safety for construction sites, asbestos, lock-out, first aid.);
- 4.1.5.2** a copy of the safety data sheet for every controlled product on the worksite, at least three days before the product is used on site;
- 4.1.5.3** confirmation of medical certificates for supervisory staff and all employees where a medical examination is required under a statute, regulations, a directive, specifications or a prevention program, the Contractor must thereafter promptly submit confirmations of medical exams for all;

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- 4.1.5.4** a copy, signed and sealed by an engineer, of all plans and compliance certificates required under the Safety Code for the construction industry (S-2.1, r. 4), any other statute or regulation, or any other clause of the specifications or the contract. A copy of these documents must also be sent to the CNESST and be available on the worksite at all times;
 - 4.1.5.5** a mechanical inspection certificate for the machinery used to perform the work (e.g., elevating platforms);
 - 4.1.5.6** an investigation report within 24 hours following any accident that results in an injury or any incident that brings to light a potential hazard;
 - 4.1.5.7** a copy, within 24 hours, of any inspection report, notice of correction or recommendation issued by federal or provincial inspectors.
- 4.1.6** The Contractor must ensure that the equipment, tools and protective equipment used to carry out the work are maintained and kept in good condition. Equipment, tools or protective devices that cannot be installed or used without compromising the health and safety of workers or the public are deemed to be inadequate for the work to be performed. The technical officer reserves the right to prohibit the use of equipment or tools deemed to be dangerous, defective or inappropriate.
 - 4.1.7** The Contractor must ensure that its employees have received the training and information needed to perform their tasks safely and that all necessary tools and protective devices are available, comply with the applicable standards, statutes and regulations and are used.
 - 4.1.8** The Contractor must take such measures as are needed to enforce and ensure compliance with the health and safety requirements set out in the contract documents, provincial regulations, applicable standards and the prevention program specific to the work, and to comply promptly with any order or notice of correction issued by the Commission de la santé et de la sécurité du travail (CSST).

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

- 4.1.9** Without limiting the scope of the preceding paragraph, the building technical officer may at any time order that work be stopped if the officer believes there is a hazard or risk to the health and safety of the employees assigned to the work, of the public or of the environment.
- 4.1.10** The Contractor must take all measures necessary to ensure effective communication of health and safety information. When they arrive on the premises, all workers must be informed of any special features of the prevention program, as well as their obligations and their rights. The Contractor must maintain a log of information provided and obtain a signature from every worker who is given the information.

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

- 4.1.11** The Contractor must inspect the work site and submit, at the request of the building technical officer, a duly completed work site inspection sheet every week or at an interval determined with the building technical officer on the call-up form.
- 4.1.12** The Contractor must promptly take such measures as are needed to correct instances of non-compliance with statutes and regulations and hazardous situations identified by a government inspector, the building technical officer or the PWGSC health and safety coordinator, or in the course of a periodic inspection. Submit to the building technical officer written confirmation of all measures taken to correct non-compliance or hazardous situations.

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- 4.1.13 The Contractor must provide first aid in compliance with applicable standards and any other clause of these specifications.
 - 4.1.14 The Contractor must review the building and facility evacuation procedure and provide its employees with the training and information they need to apply the procedure.
 - 4.1.15 The Contractor must mark off and control access to the work area and install barricades as needed.
 - 4.1.16 The Contractor must take all measures necessary to keep the workplace clean and orderly throughout the work, and must ensure that the workplace is free of any hazards at the end of each workday.
 - 4.1.17 When a worker works alone in an isolated place where it is impossible to ask for assistance, the Contractor must identify the risks related to the situation and provide the building technical officer with a procedure for preventing those risks and quickly getting help in an emergency.
 - 4.1.18 Where a hazard not identified in the specifications arises as a result of or in the course of the work, the Contractor must stop work immediately, implement temporary protective measures for workers and the public, and notify the departmental representative orally and in writing. The Contractor must then submit the necessary modifications for approval before proceeding with the prevention program, so that work can continue safely.
 - 4.1.19 In the event of an incident, the Contractor must take such measures as are needed, including stoppage of work, to ensure the health and safety of workers and the public and must contact the technical officer promptly.
 - 4.1.20 Sub-contracting is not permitted without special authorization from the building technical officer. In making the decision, the building technical officer will consider the subcontractor's ability to meet these requirements.
 - 4.1.21 On the worksite, the Contractor must consider the following conditions in developing a safe work plan.
 - 4.1.22 If the Contractor is asked to do work that is likely to produce asbestos dust, the Contractor must meet the requirements of section 3.23 of the Safety code for the construction industry, made under the *Act respecting occupational health and safety* (R.S.Q., c. S-2.1).
 - 4.1.23 If the Contractor is asked to do work at heights in the building, the Contractor must indicate in its prevention program the measures to be taken to prevent falls.
 - 4.1.24 The Contractor may be asked to do work near a body of water or holding pond. The Contractor must indicate in its prevention program the measures to be taken to prevent the risk of drowning, electric shock and electrocution.
 - 4.1.25 If the Contractor is asked to inspect or check electrical rooms, the Contractor must indicate in its prevention program the measures it plans to take to protect people in those areas.
 - 4.1.26 If the Contractor is asked to do work in confined spaces, the Contractor must include in its prevention program the measures it intends to take when working in these areas and take into account the requirements of section 3.21 of the Safety code for the construction industry, in the *Act respecting occupational health and safety*, (R.S.Q., c. S-2.1).
 - 4.1.27 If the Contractor is asked to do work in laboratories, the Contractor must contact the building technical officer to determine whether special procedures need to be observed.

4.1.28 In addition to all of the above, the Contractor must:

4.1.28.1 Provide a list of all products used in the project upon request ;

4.1.28.2 Have at its disposal the parts and equipment required for the work described in these specifications;

4.1.28.3 Have in inventory at the shop or in service trucks the basic materials and tools needed to perform most of the work contained in these specifications;

4.1.28.4 Use new apparatuses, parts and materials that are free of defects;

4.1.28.5 For new installations, use apparatuses, parts and materials specified by the Departmental Representative.

4.2 SAFETY DATA SHEETS – SDS (WHMIS 2015)

4.2.1 Hazardous materials must be transported to the work site in their original containers. Each container shall include a label that complies with Workplace Hazardous Materials Information System (WHMIS) requirements. Storage of pesticide products is not permitted in PWGSC owned or operated facilities.

4.2.2 All chemicals, such as cleaning products, varnishes, paints, solvents, coatings, gases and any other toxic products are considered hazardous products.

4.2.3 Before starting work, submit for the Departmental Representative's approval all safety data sheets (SDSs) for hazardous products. The sheets must meet the requirements of the Workplace Hazardous Materials Information System (WHMIS 2015):

1. Product identification;
2. Hazard identification;
3. Composition/information on components;
4. First aid;
5. Fire-fighting measures;
6. Accidental release measures;
7. Handling and storage;
8. Exposure controls/personal protection;
9. Physical and chemical properties;
10. Stability and reactivity;
11. Toxicological information;
12. Ecological;
13. Disposal considerations;
14. Transport information;
15. Regulatory information;
16. Other information.

4.2.4 Upon the Departmental Representative's request, be able to provide the safety data sheets (SDS) for the products used.

4.2.5 Keep at the worksite a binder with all SDSs for products used on site; the SDSs must be updated as needed.

4.2.6 Provide the Departmental Representative with documents proving workers have taken WHMIS 2015 training.

Example of an SDS in French:

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

4.3 PARTICULAR CLAUSES

4.3.1 LOCKOUT-TAGOUT

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

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

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

4.3.2 ELECTRICAL WORK

- 4.3.2.1** Contractor shall ensure that all electrical work is executed by qualified employees in accordance with the provincial regulation respecting vocational training and qualification.
- 4.3.2.2** Contractor shall respect all requirements of standard *CSA Z462 Workplace Electrical Safety Standard*.
- 4.3.2.3** No repairs or alterations shall be carried out on any live equipment except where complete disconnection of the equipment is not feasible.

4.3.2.4 Contractor shall respect all requirements prescribed in paragraph "LOCKOUT-TAGOUT" in this section.

4.3.2.5 Contractor shall advise in writing the Departmental representative of all the work that cannot be done with de-energized equipment and obtain his authorization. Contractor shall demonstrate to the Departmental representative that it is impossible to do the work with de-energized equipment and provide all the information necessary to request and obtain an energized electrical work permit (indicate working procedures, arc flash hazard analysis, protective perimeter, protective equipment, etc.) before the beginning of the work, excluding for the exceptions indicated in standard CSA Z462 *Workplace electrical safety*.

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

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

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

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

4.3.3 ASBESTOS EXPOSURE

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

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

1. Provide a written procedure for the work, identifying the risk level of the work (low, moderate, high), as defined in section 3.23 of the *Code de la sécurité pour les travaux de construction* S-2.1, r- 4, (Safety code for the construction industry). This procedure must take into account all the requirements of that section 3.23.

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2. Submit certificates that demonstrate that all workers involved in the work have received training on asbestos hazards and on the procedure required in the preceding paragraph.
 3. Demonstrate that he has all the material and equipment required on hand to respect the procedure and for safely conducting the work.

4.3.4 FALL PROTECTION

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

4.3.5 SCAFFOLDINGS

In addition to the requirements of the *Code de sécurité pour les travaux de construction* (Safety code for the construction industry), the Contractor who uses scaffoldings must respect the following requirements:

4.3.5.1 Foundation

- 4.3.5.1.1** Scaffoldings shall be installed on a solid foundation so that it does not slip or rock.
- 4.3.5.1.2** Contractors wishing to install scaffoldings on a roof, overhang, canopy or awning shall submit their calculations and loads, as well as plans signed and sealed by an engineer to the Departmental representative and obtain his authorization before beginning installation.

4.3.5.2 Assembly, bracing and mooring

4.3.5.2.1 All scaffoldings shall be assembled, braced and moored in accordance with the manufacturer's instructions and the provisions of the *Code de sécurité pour les travaux de construction* (Safety code for the construction industry).

4.3.5.2.2 Where a situation requires the removal of part of the scaffoldings (e.g., crosspieces), the Contractor shall submit to the Departmental representative an assembly procedure signed and sealed by an engineer certifying that the scaffolding assembled in that manner will allow the work to be done safely given the loads to which it will be subject.

4.3.5.2.3 For scaffoldings where the span between two supports is greater than three metres, the Contractor shall provide the Departmental representative an assembly plan signed and sealed by an engineer.

4.3.5.3 Protection against falls during assembly

4.3.5.3.1 Workers exposed to the risk of falling more than three metres shall be protected against falls at all times during assembly.

4.3.5.4 Platforms

4.3.5.4.1 Scaffolding platforms shall be designed and installed in accordance with the provisions of the *Code de sécurité pour les travaux de construction* (Safety code for the construction industry).

4.3.5.4.2 If planks are used, they shall be approved and stamped in accordance with section 3.9.8 of the *Code de sécurité pour les travaux de construction* (Safety code for the construction industry).

4.3.5.4.3 Scaffoldings of four sections (or six metres) high or more shall have a full platform covering the entire surface between the putlogs every three metres high or fraction thereof, and the components of that platform shall not be moved at any time to create an intermediate landing.

4.3.5.5 Guardrails

4.3.5.5.1 A guardrail shall be installed on every landing.

4.3.5.5.2 Cross braces shall not be considered as guardrails.

4.3.5.5.3 If the platforms are not covering the entire surface between the putlogs, the guardrail must be installed just above the edge of the platform so that there is no empty horizontal space between the platform and the guardrail.

4.3.5.5.4 Where scaffoldings has four sections (or six metres) high or more and full platforms are required, the guardrails shall be installed on each landing at the start of work and shall remain in place until the work is completed.

4.3.5.6 Access

4.3.5.6.1 The Contractor shall ensure that access to the scaffoldings does not compromise worker safety.

4.3.5.6.2 Where the platforms of the scaffoldings are comprised of planks, ladders shall be installed in such a way that planks extending beyond the platform do not block the way up or down.

4.3.5.6.3 Notwithstanding the provisions of the *Code de sécurité pour les travaux de construction* (Safety code for the construction industry), stairs shall be installed on all scaffoldings that have six or more rows of uprights or is six sections (or nine metres) high or higher.

4.3.5.7 Protection of the public and occupants

4.3.5.7.1 When scaffoldings are installed in a zone accessible to the public, the Contractor shall take the necessary measures to prevent the public from having access to them and, if applicable, to the work or storage area located in the vicinity of these scaffolding.

4.3.5.7.2 Contractor must install covered walkways, nets or other similar devices to protect workers, the public and the occupants against falling objects. The means of protection must be approved by the Departmental representative.

4.3.5.8 Engineering plans

4.3.5.8.1 In addition to those required by the *Code de sécurité pour les travaux de construction* (Safety code for the construction industry), the Departmental representative reserves the right to require engineering plans for other types or configurations of scaffoldings.

4.3.5.8.2 A plan signed and sealed by an engineer is required for all scaffoldings that will be covered with a canvas, a tarpaulin or any other material that has wind resistance.

4.3.5.8.3 A certificate of conformity signed by an engineer is required in all cases where an engineering plan is required for the installation and this, before anybody uses the facility. A copy of these documents must be available on the construction site at all times.

4.3.6 CONFINED SPACES

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

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

4.3.6.1 Information on confined spaces existing on the construction site

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

4.3.6.2 Person in charge of the health and safety for the work in confined spaces.

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

4.3.6.3 Training

4.3.6.3.1 All persons having access to a confined space, including the person in charge and the watcher of the confined space shall have completed training on entry in confined spaces.

4.3.6.3.2 All persons who have to use supplied-air respirator to access the confined spaces shall have completed training on the use of these apparatus.

4.3.6.3.3 All persons identified as rescuers for confined spaces shall have completed training on confined spaces rescue.

4.3.6.3.4 Each training required in the preceding paragraphs must be provided by a firm specialized in health and safety or in confined spaces.

4.3.6.3.5 The training certificates of the persons mentioned above must be submitted to the Departmental representative before the beginning of the work in confined spaces.

4.3.6.4 Risk assessment of confined spaces

4.3.6.4.1 For each of the confined spaces listed at the beginning of this article, the Contractor must obtain the necessary information from the site representative and proceed to the assessment of the risk inherent to each confined space and relative to:

1. the prevailing internal atmosphere, namely the concentration of oxygen, inflammable gases and vapours, combustible or explosive dusts as well as the categories of contaminants likely to be present in this enclosed area or nearby;
2. the fact that the natural or mechanical ventilation is insufficient;
3. The materials that are present there and that can cause the worker to sink, to be buried or to drown, such as sand, grain or a liquid;
4. the interior configuration;
5. pipes and conduits penetrating the confined space;
6. energies such as electricity, moving mechanical parts, heat stress, noise and hydraulic energy;
7. ignition sources such as open flames, lighting, welding and cutting, static electricity or sparks;
8. all other particular circumstances, such as the presence of vermin, rodents or insects.

4.3.6.4.2 These risk assessments must be done by the person in charge of the health and safety of the work in confined spaces. They must be submitted to the Departmental representative for analysis at least 10 days before the proposed date for the work in confined spaces and they must also include the following information:

1. location of the confined space;
2. description of the confined space;
3. dimensions of the confined space;
4. number, location and dimensions of the openings;
5. content of the confined space (material, substances, etc.);

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6. date of the assessment;
 7. name and signature of the person who conducted the assessment and the name of his employer.

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

4.3.6.5 Confined spaces entry permits

4.3.6.5.1 For each confined space to which the Contractor must have access, the Contractor must include in its prevention program a written procedure identifying the following:

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

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

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

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

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

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

4.3.6.6 Medical surveillance

4.3.6.6.1 The Contractor must submit to the Departmental representative a medical certificate dated in the last two years for all persons who must use a supplied-air respirator. The certificate must confirm the ability of each person to use this type of apparel.

4.3.6.6.2 It is recommended that the persons who have to work in sewer collection systems or other similar systems be vaccinated against diphtheria, tetanus and hepatitis "B".

4.3.6.6.3 Vaccination against diphtheria and tetanus is strongly recommended for work in confined spaces.

4.3.6.6.4 The Contractor must establish an emergency and rescue procedure with municipal and ambulance services. The procedure, telephone numbers and location of the nearest telephone must be clearly posted near the work location.

4.3.6.7 Requirements while working in confined spaces

4.3.6.7.1 Before each entry into a confined space, the person in charge of the health and safety for the work in confined spaces shall take readings of oxygen concentration, flammable gases and all toxic gases likely to be present and record these readings on the entry permit required earlier.

4.3.6.7.2 No worker can access the confined space if the following requirements are not respected.

- a) the concentration of oxygen shall be greater than or equal to 19.5% and less than or equal to 23%;
- b) the concentration of inflammable gases or vapours shall be less than or equal to 10% of the lower explosion limit;
- c) the concentration of other gases must not exceed the standards prescribed in annex I of the *Règlement sur la santé et la sécurité du travail* (S-2.1, r.13) (Occupational Health and Safety Regulation).

4.3.6.7.3 If the oxygen and gas concentrations measured respect the regulatory values, the person in charge of the health and safety for the work in confined spaces

must ensure that all preventive measures indicated on the permit are in place and then must complete the entry permit (date, time, signatures, etc.) before issuing the permit and allow entry into the confined space.

- 4.3.6.7.4** A permit is only valid for one work shift; the Contractor must submit a new permit for each extra shift.
- 4.3.6.7.5** During the work inside the confined space, the gas concentration must be measured continuously, and the gas detector must be installed at the level of the breathing area of the workers. If the conditions inside the confined space are such that the workers might not hear/see the detector's alarm, the Contractor must find a way for the confined space safety watcher to watch the concentration measures while maintaining the measurements at the level of the breathing zone of the workers.
- 4.3.6.7.6** If the work is organized in a way that the workers are scattered far away from each other in a large confined space, the Contractor needs to provide additional gas detectors.
- 4.3.6.7.7** The Contractor must provide the gas detectors and maintain them in good condition. He must be able to show that the gas detectors used have been calibrated and adjusted by the person in charge of the health and safety for the work in confined spaces or by a qualified person, in accordance with the manufacturer's recommendations. The Departmental representative can at all times have the accuracy of the measuring devices checked. In the event of the failure of a detection device, the work must be stopped immediately, and all workers must leave the confined space.
- 4.3.6.7.8** The manufacturer's manual of the gas detectors must be available on the construction site.
- 4.3.6.7.9** The Contractor shall provide a ventilation system to keep concentrations of contaminants below the regulatory limits.
- 4.3.6.7.10** If work generating contaminants are performed (welding, use of products, etc.), the Contractor must, if needed, install an aspiration system for the contaminants so that the regulatory values of air quality can be maintained at all times.
- 4.3.6.7.11** If a detecting device alarm goes off, all workers shall leave the confined space. The measured levels of concentration must then be recorded on the entry permit. The Contractor shall then find the source of contamination, neutralize it, ventilate the confined space to eliminate contaminant residues and authorize access to the confined space only when concentrations of oxygen and gas have returned to normal.
- 4.3.6.7.12** Compressed gas cylinders or welding equipment shall not be brought into confined spaces: this equipment shall remain outside and shall not block entrances or exits; all cylinders shall be properly secured.
- 4.3.6.7.13** Tools and electrical devices used to work in the confined spaces shall be grounded and, when necessary, designed to be explosion-proof. All equipment must be connected to a ground fault interrupter outlet or to a step-down transformer. The Contractor shall, at his own cost, hire a qualified electrician to adjust power receptacles and/or circuit breakers that he intends to use which do not meet these criteria.
- 4.3.6.7.14** The Contractor shall obtain a Hot Work Permit and respect the requirements to that effect when the work to be carried out includes hot work.
- 4.3.6.7.15** The Contractor must assign a competent person to assume the duties of confined space safety watcher. The supervisor shall be exclusively dedicated to

these duties and must constantly remain outside of the confined space as long as there is a worker in it. He must also:

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

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

4.3.7 HOT WORK

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

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

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

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

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

4.3.8 WELDING AND CUTTING

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

4.3.8.1 Welding and cutting work must be carried out in accordance with the requirements of the *Code de Sécurité pour les travaux de construction, S-2.1, r.4* (Safety code for the construction industry) and CSA standard W117.2, Safety in Cutting, Welding and Allied Processes.

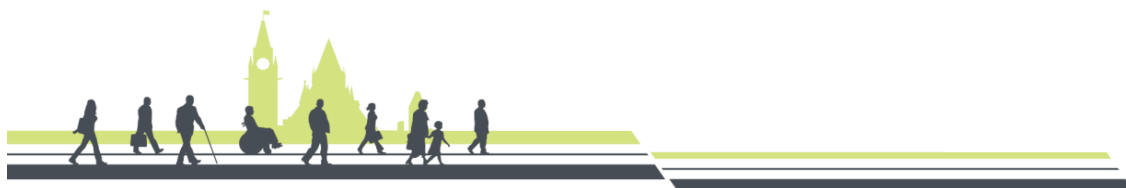
-
- 4.3.8.2 Stop all activities producing flammable or combustible gas, vapours or dust in the vicinity of the welding or cutting work.
 - 4.3.8.3 Store all compressed gas cylinder on a fireproof fabric and make sure that the room is well ventilated.
 - 4.3.8.4 Store all oxygen cylinders more than 6 metres from a flammable gas cylinder (ex: acetylene) or a combustible such as oil or grease, unless the oxygen cylinder is separated from it by a wall made of non-combustible material as mentioned in subsection 3.13.4 of the *Code de sécurité pour les travaux de construction*, S-2, r. 6 (Safety code for the construction industry).
 - 4.3.8.5 Store the cylinders far from all heat sources.
 - 4.3.8.6 Not to store the cylinders close to the staircases, exits, corridors and elevators.
 - 4.3.8.7 Do not put acetylene in contact with metals such as silver, mercury, copper and alloys of brass having more than 65% copper, to avoid the risk of an explosive reaction.
 - 4.3.8.8 Check that welding equipment with electric arc has the necessary tension and are grounded.
 - 4.3.8.9 Ensure that the conducting wires of the electric welding equipment are not damaged.
 - 4.3.8.10 Place the welding equipment on a flat ground away from the bad weather.
 - 4.3.8.11 Install fireproof canvas when the welding work is done in a superposition and where there is the risk of falling sparks.
 - 4.3.8.12 Move away or protect the combustible materials which are closer than 15 metres from the welding work.
 - 4.3.8.13 Prohibition to weld or cut any closed container.
 - 4.3.8.14 Do not perform any cutting, welding or work with a naked flame on a container, a tank, a pipe or other container containing a flammable or explosive substance unless:
 - ✓ They have been clean and air samples have been taken indicating the absence of explosive vapours; and
 - ✓ Arrangements have been made to ensure the safety of workers.

4.3.9 INTERIOR USE OF INTERNAL COMBUSTION ENGINES

- 4.3.9.1 In addition to respecting article 3.10.17 of the *Code de sécurité pour les travaux de construction* (S-2.1, r.4) (Safety code for the Construction Industry), the Contractor must also respect the requirements described in the following paragraphs.
- 4.3.9.2 The use of a gas-powered equipment inside a building is prohibited even if the building is provided with openings.
- 4.3.9.3 The use of other equipment powered by an internal combustion engine inside a building must be submitted to the approval of the Departmental representative.

-
- 4.3.9.4** For the use of any piece of equipment powered by an internal combustion engine inside a building, even if the building is provided with openings, the Contractor must install a ventilation system able to maintain the concentrations of toxic gases below the regulatory values. The stale air shall be exhausted outside the building.
- 4.3.9.5** Before using equipment powered by an internal combustion engine, the Contractor must plan and write the following :
- 4.3.9.5.1** number of fans to install;
 - 4.3.9.5.2** power of the fans;
 - 4.3.9.5.3** location of the fans;
 - 4.3.9.5.4** dimensions of the openings that will be open during the work.
- 4.3.9.6** During the operation of equipment with internal combustion engine, the Contractor must measure the concentrations of carbon monoxide and nitrogen oxides in the work area and at the breathing area of the workers; the concentration levels measured must be recorded in a register every 30 minutes that must be available for consultation.
- 4.3.9.7** If work is in an occupied building, the Contractor must also measure the concentrations of carbon monoxide and nitrogen oxides in the rooms next to the work area and the concentration levels measured must be recorded in a register every 30 minutes.
- 4.3.9.8** If the carbon monoxide or nitrogen oxides detector alarm goes off during the work, the Contractor must stop the work and take the corrective measures required before resuming the work.
- 4.3.9.9** A portable fire extinguisher must be available at all times in the work area during the use of equipment with internal combustion engines.
- 4.3.9.10** The equipment must be maintained at a safe distance from all combustible material.
- 4.3.9.11** The storage of fuel for any equipment with internal combustion engine is prohibited inside a building.

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Annex B BASIS OF PAYMENT

CONTRACT : Inspection and maintenance of garage doors

Base of Quebec
101, boulevard Champlain
Quebec, Quebec G1K 4H9

EE517-222081/B



PART A – FIXED PRICE

Firm all-inclusive prices and rates, including indirect costs, profit margin and all associated costs to fulfill the scope of work in Annex A.

Each monthly rate below must include, if necessary, the time to get to the workplace as well as any equipment or extras such as : the service truck, the foreman’s truck if applicable, as well as all hand tools (either non-electric, electric, pneumatic, etc.), accessories, lifting equipment, and any other supplies or knowledge necessary for the performance of the work mentioned in Annex A – Statement of work.

The price includes all travel expenses for a return trip by service call, between the contractor’s place of business and the building at 101, boulevard Champlain only.

During the first year of the contract, the contractor will have to carry out the annual and semi-annual inspections even if the contract period is shorter.

INSPECTIONS

GARAGE DOORS
(EXCEPT DORION DOOR BUILDING 900 – HELIPORT)

FIXED PRICE

1.	CONTRACT DATES	RATE PER INSPECTION	ANNUAL RATE
1.1	1 st 2 years fixed contract From grant to March 31, 2024	_____ \$ X 4 =	_____ \$
1.2	1st year option April 1, 2024 to March 31, 2025	_____ \$ X 2 =	_____ \$
1.3	2nd year option April 1, 2025 to March 31, 2026	_____ \$ X 2 =	_____ \$
1.4	3rd year option April 1, 2026 to March 31, 2027	_____ \$ X 2 =	_____ \$

DORION DOOR BUILDING 900 - HELIPORT**FIXED PRICE**

2.	CONTRACT DATES	RATE PER INSPECTION	ANNUAL RATE
2.1	1 st 2 years fixed contract From grant to March 31, 2024	_____ \$ X 2 =	_____ \$
2.2	1st year option April 1, 2024 to March 31, 2025	_____ \$ X 1 =	_____ \$
2.3	2nd year option April 1, 2025 to March 31, 2026	_____ \$ X 1 =	_____ \$
2.4	3rd year option April 1, 2026 to March 31, 2027	_____ \$ X 1 =	_____ \$

PART B – PRICE LIST ON REQUEST

- Rate apply to on-demand work for services that are excluded from Part 1 – Fixed Price.
- Hourly rates relate to direct or productive labor devoted only to work including the call for service, all labor costs relating to staff work, equipment, fringe benefits, transport, administration costs as well as the contractor's profit.
- **Time is running out from the moment the contractor is on site.**
- Hourly rates do not apply to meal times or travel time off site. In addition, no accommodation costs can be charged.
- The price scale for work on request will be the same as those applied for the emergency service.

Rate for direct or productive labor				
** Quantities are estimated for evaluation **				
Types of hours	Estimated number of hours for evaluation	Your hourly rate		Estimated annual costs (\$)
<i>Regular hours</i>	<i>20 hrs</i>	x _____ \$	=	_____ \$
<i>Hours outside regular hours : Saturday, Sunday and public holidays</i>	<i>10 hrs</i>	x _____ \$	=	_____ \$
Estimated annual cost for evaluation (\$)				_____ \$

Materials on demand	Estimate \$ / year	Your mark-up rate for the five (5) years of the contract		Total
Materials according to the estimate prepared by the Contractor and approved by the Departmental Representative. Charge each item at cost plus a mark-up percentage to cover costs and profits. Provide supporting documents for the cost price. Submit a mark-up percentage.	<i>2000 \$</i>	+ _____ %	=	_____ \$

Other sub-contracting costs	Estimate \$ / year	Your mark-up rate for the five (5) years of the contract		Total
<p>Other costs according to the detailed estimate prepared by the Contractor and approved by the Departmental Representative.</p> <p>Invoice at cost, plus a mark-up percentage to cover costs and profit, work excluded from the specifications which will be performed by a sub-contractor. Provide supporting documents for the cost price. Submit a mark-up percentage.</p>	2000 \$	+ _____ %	=	_____ \$

General informations

Company : _____

Name of representative: _____

Primary phone number : _____

Cell phone number : _____

Fax number : _____

Email : _____

Signature: _____ Dated : _____

-
- 1- All amounts in the bid are used for evaluation purposes only. SPAC does not undertake to grant or give any proof appearing in this basis of payment.
 - 2- For work in part “B” (work on request) : The increase on the cost price of the parts is valid for the duration of the contract. Hourly rates are to include all labor costs relating to the work of personnel, equipment, including all fringe benefits, administration costs and contractor's profit.
 - 3- Payment for materials and spare parts at cost plus a mark-up percentage to cover costs and profit. At the request of PWGSC, the supplier must provide original supporting documents of the cost price. Obtain materials and parts at the most economical cost possible. PWGSC reserves the right to verify the cost price with the supplier.
 - 4- The ministry reserves the right to move, modify or add devices and equipment attached to them. The contractor will be required to maintain it at no additional cost, provided that the quantity of equipment added does not exceed 3% of the existing quantities.
 - 5- For ALL work : including works, labor, product and materials and for subcontracting :

The administration of the establishment must place a separate order each time work on request is required. No fixed-rate work will be carried out without the prior authorization of SPAC. No additional work will be authorized by SPAC without having obtained a written quote (email) from the contractor. These works will be invoiced at the indicated rates. The quantities mentioned for work on request are estimated quantities and only work that has been ordered and executed will be payable by the Crown.

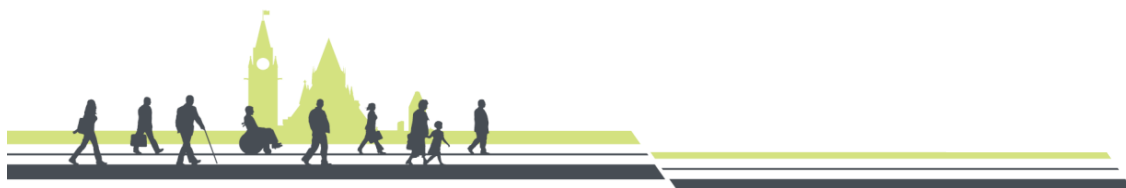
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Services publics et
Approvisionnement Canada

Public Services and
Procurement Canada

Canada



Au service du
GOUVERNEMENT,
au service des
CANADIENS.

Annexe C

Security Requirements Check List (SCRL)

CONTRAT :

Inspection and Maintenance of Garage Doors

Base de Québec
101, boulevard Champlain
Québec, Québec G1K 4H9

EE517-222081/B





Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

EE517-222081

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		2. Branch or Directorate / Direction générale ou Direction Public Works and Government Services Canada Biens immobiliers
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
4. Brief Description of Work / Brève description du travail Entretien des portes de garage - 101, boulevard Champlain, Québec - 2 ans + 3 options		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
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 <input type="checkbox"/> Yes
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 <input type="checkbox"/> Yes
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 <input checked="" type="checkbox"/> Yes
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 <input type="checkbox"/> Yes
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada



PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

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

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

Document Number / Numéro du document :

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

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



RELIABILITY STATUS

COTE DE FIABILITÉ



CONFIDENTIAL



SECRET

SECRET



TOP SECRET

TRÈS SECRET



TOP SECRET-SIGINT

TRÈS SECRET - SIGINT



NATO CONFIDENTIAL

NATO CONFIDENTIEL



NATO SECRET

NATO SECRET



COSMIC TOP SECRET

COSMIC TRÈS SECRET



SITE ACCESS

ACCÈS AUX EMPLACEMENTS

Special comments:

Commentaires spéciaux :

Escorte requise si aucune cote de fiabilité

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

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

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

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté? ☐ No ☒ Yes
Non Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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



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

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

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL 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
											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).



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

EE517-222081

Security Classification / Classification de sécurité
UNCLASSIFIED

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées)		Title - Titre		Signature	
Lapiente, Marie-Michelle		Agente des immeubles et installations		 <small>Signé numériquement par : Lapiente, Marie-Michelle Non DN : CN = Lapiente, Marie-Michelle C = CA D # GC OU = PWGSC-TPSGC Date : 2022.02.22 13:23:33 -0500</small>	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel		Date	
418-649-2789	418-649-2898	marie-michelle.lapiente@tpsgc-pwgsc.gc.ca		2022/02/22	

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées)		Title - Titre		Signature	
Fleury, Jean-Michel		SO		 Digitally signed by Demers, Patrice Date: 2022.02.24 10:52:48 -05'00'	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel		Date	
—	—	Jean-Michel.Fleury@tpsgc-pwgsc.gc.ca		—	

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? ☐ No ☐ Yes

16. Procurement Officer / Agent d'approvisionnement

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	

17. Contracting Security Authority / Autorité contractante en matière de sécurité

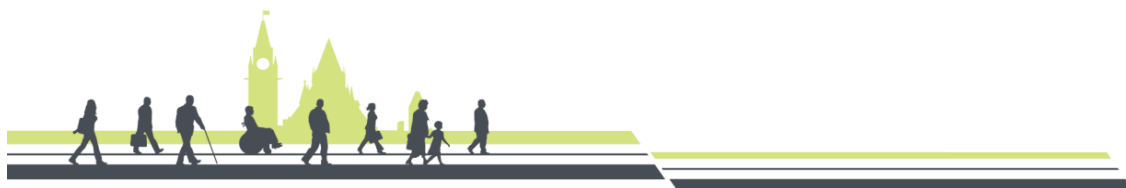
Name (print) - Nom (en lettres moulées)		Title - Titre		Signature	
Anik Farrell - CSO				 Digitally signed by Farrell, Anik Date: 2022.02.28 09:25:06 -05'00'	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel		Date	
		anik.farrell@tpsgc-pwgsc.gc.ca			



Services publics et
Approvisionnement Canada

Public Services and
Procurement Canada

Canada



Au service du
GOUVERNEMENT,
au service des
CANADIENS.

Annex D Inventory

CONTRACT : Inspection and maintenance of garage doors

Quebec base
101, Boulevard Champlain
Quebec, Quebec G1K 4H9

EE517-222081/B



GARAGE DOOR INVENTORY

# DOOR	BUILDING	LOCATION	TYPE	MARK	MODEL	INSPECTION FREQUENCY
PG-100-1	100	Landing stage	Rolling 69" x 84"	Armeco		Annual
PG-100-2	100	Landing stage	Rolling 83" x 84"	Armeco		Annual
4-120	400	Porte intérieur L-4-120	Rubber roller	Albany	J230-C01575	6 month
4-130	400	West landing stage		Richard Wilcox	rainurés	6 month
4-200	400	North landing stage	Rolling 72 1/2" x 84"	Kinnear	coupe-feu	6 month
5-110-1	500	Buoy workshop (East)	Rolling 14' x 20'	Kinnear		6 month
5-110-4	500	Buoy workshop (River)	Rolling 14' x 20'	Kinnear		6 month
5-110-5	500	interior (buoy and welding)	Rolling (manual) 15' x 12'	Omerson (coupe-feu)		6 month
5-115-1	500	Welding workshop	Multi-blades 18' x 20'	Richard Wilcox		6 month
5-120-1	500	Carpentry workshop	Rolling 14' x 14'	Kinnear		6 month
5-130-1	500	Inter Environmental	Rolling 280" x 16'	Overhead Door		6 month
5-130-3	500	Inter Environmental	Rolling 14' x 16'	Kinnear		6 month
5-135-1	500	General services	Rolling 8' x 107"	Overhead Door		6 month
5-145-2	500	Store	Section 14' x 125"	Garaga	rainurés	6 month
6-100-1	600	Battery workshop	Section 8' x 103" (manuelle)	Richard Wilcox		6 month
9-140-1	900	Shed	Sliding 3 sections 66' x 20'	Dorion		Annual
9-140-3	900	Shed	Rolling Fast winding 5 meter x 5 meter	Hormann	Speed-Guardian 5000 U 42	6 month

End of document