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PART 1 - GENERAL INFORMATION

1. Introduction

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

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

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

2. Summary

The Correctional Service of Canada (CSC) is looking for a contractor to provide, as and when required, skilled labor, tools, and materials for the instrumentation and control services on the building controllers with “Delta Controls” technology in the various correctional institutions of the Quebec Region and all in accordance with Annex A - Statement of Work.

This need affects all correctional institutions in the Quebec region. CSC may issue one or more Standing Offers, as a result of this request for Standing Offer.

Offerors may place an offer for one or more institutions, depending on their ability to serve the region where the institutions are located.

Offerors bidding for more than one institution must provide a sufficient number of resources to be able to meet all the requirements for all the institutions for which they are bidding.

The period for Standing Offer will begin from the award until **March 31st, 2024**, with the possibility of three (3) additional periods of one (1) year each.

3. Security Requirements

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 – Security, Financial and Insurance Requirements, and Part 7 – Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Offerors should refer to the Contract Security Program (CSP) of Public Works and Government Services Canada website.

4. Revision of Departmental Name

As this request for Standing Offer is issued by Correctional Service of Canada (CSC), any reference to Public Works and Government Services Canada (PWGSC) or its Minister contained in full text or by reference in any term, condition or clause of this document, or any resulting contract, shall be interpreted as a reference to CSC or its Minister.

5. Debriefings

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



6. Procurement Ombudsman

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the award of contracts under \$26,400 for goods and under \$105,700 for services. You have the option of raising issues or concerns regarding the solicitation, or the award resulting from it with the OPO by contacting them by telephone at 1-866-734-5169 or by e-mail at boa-opo@boa-opo.gc.ca. You can also obtain more information on the OPO services available to you at their website at www.opo-boa.gc.ca. Pour de plus amples renseignements sur les services du BOA ou pour déterminer si vos préoccupations relèvent du mandat de l'ombudsman, veuillez consulter le [Règlement concernant l'ombudsman de l'approvisionnement](#) ou le [site Web du BOA](#).



PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offer (RFSO) by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](#) issued by Public Works and Government Services Canada.

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

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

2. Submission of Offers

Offerors must submit their offer only to Correctional Service of Canada (CSC) by the date, time and at the bid submission email address indicated on page 1 of the request for standing offers (RFSO).

Section 06 Late offers of 2006 Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: Section 06 in its entirety.

Insert: 06 Late offers:

For offers submitted by email, Canada will delete offers delivered after the stipulated RFSO closing date and time. Canada will keep records documenting receipt of late offers by email.

Section 07 Delayed offers of 2006 Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: Section 07 in its entirety.

Insert: 07 Delayed offers:

Canada will not accept any delayed offers.

Section 08 Transmission by facsimile or by E-Post Connect of 2006, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: Section 08 in its entirety.

Insert: 08 Transmission by email

- a. Unless specified otherwise in the RFSO, Offerors must submit their offer to the CSC bid submission email address indicated on page 1 of the RFSO document. This email address is the only acceptable email address for Offerors to submit their offer in response to this RFSO.
- b. Offerors may transmit their offer at any time prior to the RFSO closing date and time.
- c. Offerors should include the RFSO number in the subject field of their email.
- d. Canada will not be responsible for any failure attributable to the transmission or receipt of the offer by email including, but not limited to, the following:
 - i. Receipt of a garbled, corrupted or incomplete offer;
 - ii. Availability or condition of the email service;
 - iii. Incompatibility between the sending and receiving equipment;
 - iv. Delay in transmission or receipt of the offer;
 - v. Failure of the Offeror to properly identify the offer;
 - vi. Illegibility of the offer;
 - vii. Security of offer data;
 - viii. Failure of the Offeror to send the offer to the correct email address;
 - ix. Connectivity issues; or
 - x. Email attachments that are blocked or not received even though the Offeror's email has been successfully delivered.
- e. CSC will send an acknowledgement of receipt of the Offeror's email by email from the bid submission email address provided for the submission of offers. This acknowledgement will confirm only the receipt of the Offeror's email and will not confirm if all of the Offeror's email attachments have been received, may be opened nor if their contents are readable. CSC will not respond to follow-up emails from Offerors requesting confirmation of attachments.



- f. Offerors must ensure they are using the correct email address for offer submission and should not rely on the accuracy of copying and pasting the email address from the RFSO cover page.
- g. A offer transmitted by an Offeror to the CSC bid submission email address constitutes the Offeror's formal offer, and must be submitted in accordance with section 05 of 2006, Standard Instructions - Request for Standing Offers Goods or Services - Competitive Requirements.
- h. Offerors are to note that CSC's email system has a limit of 10 MB per single email message. CSC's email system will reject emails with the following attachments: batch files, executable files, and image files in the following formats: JPEG, GIF, TIFF. Canada will not accept encrypted emails or emails that include attachments with passwords

Section 09 Customs clearance of 2006, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is deleted in its entirety.

CSC recommends that offerors submit their response to the requirements of this request for standing offer in typewritten format.

Offerors must ensure that any handwritten information included in their offer is clearly legible in order to allow CSC to complete the offer evaluation. CSC reserves the right, at its sole and entire discretion, to disregard any handwritten information which it determines to be illegible when assessing whether offers comply with all of the requirements of the request for standing offer including, if applicable, any and all evaluation criteria.

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 with FPS, offerors must provide the information required below before the issuance of a Standing Offer. If the answers to the questions and, as applicable, the information have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirements within the prescribed time frame will render the offer non-responsive.

Definitions

For the purposes of this clause,

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

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

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

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Offeror a FPS in receipt of a pension?

YES () NO ()

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

- a. name of former public servant;



- b. date of termination of employment or retirement from the Public Service.

By providing this information, Offerors agree that the successful Offeror's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?

YES () NO ()

If so, the Offeror must provide the following information:

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

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

4. Enquiries - Request for Standing Offer

All enquiries must be submitted in writing to the Standing Offer Authority **no later than six (6) business days before the Request for Standing Offer (RFSO) closing date**. Enquiries received after that time may not be answered.

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

5. Applicable Laws

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

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



PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

CSC requests that offerors provide their offer in separate sections as follows:

Section I: Technical Offer: **one (1) electronic copy in PDF format** ([not applicable](#))

Section II: Financial Offer: **one (1) electronic copy in PDF format**

Section III: Certifications: **one (1) electronic copy in PDF format**

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

Offerors should submit their technical offer and financial offer in two (2) separate documents.

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, the [Policy on Green Procurement](#). To assist Canada in reaching its objectives, Offerors should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fiber certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Offer ([not applicable](#))

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

Section II: Financial Offer

Offerors must submit their financial offer in accordance with Annex B, Basis of Payment. The total amount of Applicable Taxes must be shown separately.

Section III: Certifications

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



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

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

1.1. Technical Evaluation (not applicable)

1.1.1 Mandatory Technical Criteria

Offers will be evaluated to determine if they meet all mandatory technical criteria outlined in **Annex D – Evaluation Criteria**. Offers not meeting all mandatory criteria will be declared non-responsive and will be given no further consideration.

1.2 Financial Evaluation

- 1.2.1 The price of the offer will be evaluated in Canadian dollars, Applicable Taxes are excluded, FOB destination, Canadian customs and excise taxes are included.

Offers containing a financial offer other than the one requested at **Article 3. Section II: Financial Offer of PART 3 – OFFER PREPARATION INSTRUCTIONS** will be declared non-compliant.

In the event of an error in the multiplication or addition of prices, the unit price will prevail.

2. Basis of Selection

An offer must comply with the requirements of the Request for a Standing Offer and must meet the mandatory technical criteria to be declared responsive. The Standing Offer will be awarded to the responsive bid with the lowest evaluated price per institution/complex. **A maximum of huit (8) Standing Offers may be awarded.**

Please note that, for the purpose of the evaluation, the total bid price per institution/complex will be calculated by adding the all-inclusive fixed hourly rates and unit prices for the term of the Standing Offer and the options years.

This need affects all correctional institutions in the Quebec region. CSC may issue one or more Standing Offer, as a result of this request for standing Offer.

Offerors may place an offer for one or more institutions, depending on their ability to serve the region where the institutions are located.

Offerors bidding for more than one institution must provide a sufficient number of resources to be able to meet all the requirements for all the institutions for which they are bidding.

In the event of a tie with the lowest overall bid price among bidders, the Standing Offer will be awarded to the bidder with the most experience as a supplier of Delta Controls products.

Please note that the award of the Standing Offer is subject to compliance with the budget ceiling established for this process.



PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and additional information to be issued a Standing Offer.

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

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

1. Certifications Precedent to the Issuance of a Standing Offer and Additional Information

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

1.1 Integrity Provisions – Declaration of Convicted Offenses

- A) Subject to subsection B, by submitting an offer in response to this request for standing offer (RFSO), the Offeror certifies that:
- i. it has read and understands the Ineligibility and Suspension Policy;
 - ii. it understands that certain domestic and foreign criminal charges and convictions, and other circumstances, as described in the Policy, will or may result in a determination of ineligibility or suspension under the Policy;
 - iii. it is aware that Canada may request additional information, certifications, and validations from the Offeror or a third party for purposes of making a determination of ineligibility or suspension;
 - iv. it has provided with its bid a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier subcontractors that, to the best of its knowledge and belief, may be similar to one of the listed offenses in the Policy;
 - v. none of the domestic criminal offenses, and other circumstances, described in the Policy that will or may result in a determination of ineligibility or suspension, apply to it, its affiliates and proposed first tier subcontractors; and
 - vi. it is not aware of a determination of ineligibility or suspension issued by PWGSC that applies to it.
- B) Where an Offeror is unable to provide any of the certifications required by subsection A, it must submit with its offer the completed [Integrity Declaration Form](#). Offerors must submit this form to Correctional Service of Canada with their offer.



1.2 Integrity Provisions – Required documentation

List of names: all Offerors, regardless of their status under the Ineligibility and Suspension Policy, must submit the following information:

- i. Offerors that are corporate entities, including those submitting an offer as joint ventures, must provide a complete list of the names of all current directors or, for a privately owned corporation, the names of the owners of the corporation;
- ii. Offerors submitting an offer as sole proprietors, including sole proprietors submitting an offer as joint ventures, must provide a complete list of the names of all owners; or
- iii. Offerors that are a partnership do not need to provide a list of names.

List of Names:

_____	_____
_____	_____
_____	_____

OR

- The Offeror is a partnership

During the evaluation of offers, the Offeror must, within ten (10) working days, inform the Contracting Authority in writing of any changes affecting the list of names submitted with the offer.

1.4 Certification:

By submitting an offer, the Offeror certifies that the information submitted by the Offeror in response to the above requirements is accurate and complete.



PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

1. Security Requirement

1. Before issuance of a standing offer, the following conditions must be met:
 - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
 - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7A - Standing Offer;
 - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful Offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.
3. For additional information on security requirements, Offerors should refer to the Contract Security Program (CSP) of Public Works and Government Services Canada website.
4. Offerors should complete the Contract Security Program – Application for Registration – Form (AFR), at Annex E, and submit it with their offer but may submit it afterwards. If the AFR is not completed and submitted as requested, the Contracting Authority will inform the Offeror of a time frame within which to provide the information. Failure to provide the AFR within the time frame provided will render the offer non-responsive.



PART 7 – STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer

1.1 The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Annex A.

2. Security Requirement

2.1 The following security requirements (SRCL and related clauses provided by CSP) apply to and form part of the Standing Offer.

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE No. 21301-23-4177044

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), and obtain approved Document Safeguarding Capability at the level of **PROTECTED A**, issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to PROTECTED information, assets, or sensitive site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP, PWGSC.
3. The Contractor/Offeror MUST NOT utilize its facilities to process, produce, or store PROTECTED information or assets until the CSP, PWGSC has issued written approval.
4. Processing of PROTECTED materiel electronically at the Contractor/Offeror's site is NOT permitted under this Contract/Standing Offer.
5. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
6. 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).

3. Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](#) issued by Public Works and Government Services Canada.

As this Standing Offer is issued by Correctional Service of Canada (CSC), any reference to Public Works and Government Services Canada (PWGSC) or its Minister contained in full text or by reference in any term, condition or clause of this document must be interpreted as a reference to CSC or its Minister.

3.1 General Conditions

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

4. Term of Standing Offer

4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from **the award until March 31st, 2024 inclusively**.

4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional **three (3) periods of one (1) year each**, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

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



5. Authorities

5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Karine Clément
Title: Contracting and Procurement Regional Officer
Correctional Service of Canada
Contracting and Materiel Services
Address: 250, montée St-François
Laval (Quebec) H7C 1S5

Telephone: 514-235-8177
Facsimile: 450-664-6626
E-mail address: karine.clement@csc-scc.gc.ca

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

5.2 Project Authority *(will be completed upon the award of the Standing Offer)*

The Project Authority for the Standing Offer is:

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

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

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

5.3 Offeror's Representative *(to be completed by the Offeror)*

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

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

6. Proactive Disclosure of Contracts with Former Public Servants

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

7. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is:

Correctional Service of Canada, Quebec Region.

- **Laval Complex and COMMUNITY CORRECTIONAL CENTERS (CCC) Montreal Metropolitan District- 4 different addresses :**
 - Federal Training Centre, site 600: 600, montée St-François, Laval (Quebec) H7C 1S5;
 - Federal Training Centre, site 6099: 6099, Lévesque blvd, Laval (Quebec) H7C 1P1;
 - Martineau CCC : 10345, St-Laurent blvd, Montreal (Quebec) H3L 2P1;
 - Ogilvy CCC: 435, Ogilvy, Montreal (Quebec) H3N 1M3;
 - Hochelaga CCC: 6905, Hochelaga, Montreal (Quebec) H1N 1Y9;
 - Sherbrooke CCC: 2190, Sherbrooke East, Montreal (Quebec) H2K 1C7.



- **Sainte-Anne-des-Plaines Complex:**
 - Archambault minimum Institution: 244, boulevard Gibson, Sainte-Anne-des-Plaines (Quebec) J5N 1V8 ;
 - Archambault medium Institution: 242, boulevard Gibson, Sainte-Anne-des-Plaines (Quebec) J5N 1V8;
 - Regional Reception Centre: 246, boulevard Gibson, Sainte-Anne-des-Plaines (Québec) J5N 1V8.
- **Cowansville Institution:** 400, Fordyce avenue, Cowansville (Quebec) J2K 3N7.
- **Drummond Institution:** 2025, Jean-de-Brébeuf blvd, Drummondville (Quebec) J2B 7Z6.
- **Donnacona Institution & Marcel-Caron CCC:**
 - Donnacona Institution: 1537, Road 138, Donnacona (Quebec) G3M 1C9;
 - Marcel-Caron CCC: 825, Kirouac, Quebec (Quebec) G1N 2J7.
- **Joliette Institution – 3 different addresses :**
 - **Joliette Institution :** 400, Marsolais, Joliette (Quebec) J6E 8V4;
 - **Bureau Lanaudière :** 3 rue Papineau, suite 107, Joliette, QC, J6E 2K3
 - **CCC Laferrière :** 202 rue St-George, Saint-Jérôme, QC, J7Z 4Z9
- **La Macaza Institution:** 321, chemin de l'Aéroport, La Macaza (Quebec) J0T 1R0.
- **Port-Cartier Institution:** 1, chemin de l'Aéroport, Port-Cartier (Québec) G5B 2W2.

8. Call-up Procedures

9. Call-up Instrument

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

10. Limitation of Call-ups *(will be completed upon the award of the Standing Offer)*

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

11. Financial Limitation *(will be completed upon the award of the Standing Offer)*

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

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or four (4) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

12. Priority of Documents

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

- a) the call-up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions [2005](#) (2022-01-28), General Conditions - Standing Offers - Goods or Services;
- d) the general conditions [2010C](#) (2022-01-28), General Conditions – Services (medium complexity);
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Security Requirements Checklist;
- h) Annex D, Insurance Requirements;
- i) Annex E, Contract Security Program – Application for Registration;
- j) the Offeror's offer dated _____ *(will be completed upon the award of the Standing Offer)*



13. Certifications and Additional Information

13.1 Compliance

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

14. Applicable Laws

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



B. RESULTING CONTRACT CLAUSES

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

1. Statement of Work

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

2. Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](#) issued by Public Works and Government Services Canada.

As this Standing Offer is issued by Correctional Service of Canada (CSC), any reference to Public Works and Government Services Canada (PWGSC) or its Minister contained in full text or by reference in any term, condition or clause of this document must be interpreted as a reference to CSC or its Minister.

2.1 General Conditions

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

2.2 Supplemental General Conditions

4013 (2021-11-29) – Compliance with On-Site Measures, Standing Orders, Policies, and Rules – apply to and form part of the contract

The Contractor must comply and ensure that its employees and subcontractors comply with all security measures, standing orders, policies or other rules in force at the site where the Work is performed.

2.3 Replacement of Specific Individuals

1. If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
2. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:
 - a. The name, qualifications and experience of the proposed replacement; and
 - b. Proof that the proposed replacement has the required security clearance granted by Canada, if applicable.
3. The Contractor must not, in any event, allow performance of the work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the work does not release the Contractor from its responsibility to meet the requirements of the contract.

3. Term of Contract

3.1 Period of the Contract

The work must be completed in accordance with the call-up against the Standing Offer.

4. Proactive Disclosure of Contracts with Former Public Servants

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

5. Payment

5.1 Basis of Payment

Payments will be made in accordance with Annex B – Basis of Payment



5.2 Limitation of Price

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

5.3 Single Payment

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

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

5.4 SACC Manual Clauses

SACC Manual clause [A9117C](#) (2007-11-30), T1204 - Direct Request by Customer Department

SACC Manual clause [C0710C](#) (2007-11-30), Time and Contract Price Verification

SACC Manual clause [C0705C](#) (2010-01-11), Discretionary Audit

5.5 Travel and Living Expenses

There are no travel and living expenses associated with the Contract.

5.6 Electronic Payment of Invoices – Contract

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

- (a) MasterCard Acquisition Card;
- (b) Direct Deposit (Domestic and International).

Note to bidders: This clause will be deleted from the resulting contract clauses if the Contractor does not accept payment by MasterCard Acquisition Card.

5.7 Direct deposit request

All new suppliers have to sign up for Direct Deposit to receive their payment. All « **IFMMS Supplier Record Requests / Revisions** » CSC / SCC 1400-03 (R-2014-06) form, must be sent to GEN-QUE307Fournisseurs@CSC-SCC.GC.CA.

6. Invoicing Instructions

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by :

- a. a copy of time sheets to support the time claimed;
- b. a copy of the release document and any other documents as specified in the Contract;
- c. a copy of the invoices, receipts, vouchers for all direct expenses.

Invoices must be distributed as follows:

The original must be forwarded to the Project Authority of the institution, identified at article 5.2, Project Authority of the Standing Offer.

7. Insurance – Specific Requirements

The Contractor must comply with the insurance requirements specified in Annex C. 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. Coverage must be placed



with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

8. Ownership Control

Where the Contractor will have access to any and all personal and confidential information belonging to Canada, CSC staff or inmates for the performance of the work, the following will apply:

- (a) The Contractor warrants that it is not under ownership control of any non-resident entity (i.e. Individual, partnership, joint venture, corporation, limited liability company, parent company, affiliate or other).
- (b) The Contractor shall advise the Minister of any change in ownership control for the duration of the contract.
- (c) The Contractor acknowledges that the Minister has relied on this warranty in entering into this Contract and that, in the event of breach of such warranty, or in the event that the Contractor's ownership control becomes under a non-resident entity, the Minister shall have the right to treat this Contract as being in default and terminate the contract accordingly.
- (d) For the purposes of this clause, a non-resident entity is any individual, partnership, joint venture, corporation, limited liability company, parent company, affiliate or other residing outside of Canada.

9. Closure of Government Facilities

Contractor personnel are employees of the Contractor and are paid by the Contractor on the basis of services rendered. Where the Contractor or the Contractor's employees are providing services on government premises pursuant to this Contract and the said premises become non accessible due to evacuation or closure of government facilities, and consequently no Work is being performed as a result of the closure, Canada will not be liable for payment to the Contractor for the period of closure.

Contractors working at CSC sites should be aware that they may be faced with delay or refusal of entry to certain areas at certain times even if prior arrangements for access may have been made. Contractors are advised to call in advance of travel to ensure that planned access is still available.

10. Tuberculosis Testing

It is a condition of this contract that the Contractor or any employees of the Contractor who require entry into a Correctional Service of Canada Institution to fulfill the conditions of the contract may, at the sole discretion of the Warden, be required to provide proof of and results of a recent tuberculin test for the purpose of determining their TB infection status.

Failure to provide proof of and results of a tuberculin test may result in the termination of the contract.

All costs related to such testing will be at the sole expense of the Contractor.

11. Compliance with CSC Policies

The Contractor agrees that its officers, representatives, agents and subcontractors will comply with all regulations and policies in force at the site where the work covered by this contract is to be performed.

Unless otherwise provided in the contract, the Contractor shall obtain all permits and hold all certificates and licenses required for the performance of the Work.

Details on existing CSC policies can be found on the [CSC website](#) or any other CSC web page designated for such purpose.

12. Health and Labour Conditions

In this section, "Public Entity" means the municipal, provincial or federal government body authorized to enforce any laws concerning health and labour applicable to the performance of the Work or any part thereof.

The Contractor shall comply with all laws concerning health and labour conditions applicable to the performance of the Work or part thereof and shall also require compliance of same by all its subcontractors when applicable.

The Contractor upon any request for information or inspection dealing with the Work by an authorized representative of a Public Entity shall forthwith notify the Project Authority or Her Majesty.

Evidence of compliance with laws applicable to the performance of the Work or part thereof by either the Contractor or its subcontractor shall be furnished by the Contractor to the Project



Authority or The Canada at such time as the Project Authority or The Canada may reasonably request."

13. Identification Protocol Responsibilities

The Contractor must ensure that the Contractor and each of its agents, representatives or subcontractors (referred to as Contractor Representatives for the purposes of this clause) comply with the following self-identification requirements:

- 13.1 During the performance of any Work at a Government of Canada site, the Contractor and each Contractor Representative must be clearly identified as such at all times;
- 13.2 During attendance at any meeting, the Contractor or Contractor Representatives must identify themselves as such to all meeting participants;
- 13.3 If the Contractor or a Contractor Representative requires the use of the Government of Canada's e-mail system in the performance of the Work, then the individual must clearly identify himself as the Contractor or an agent or subcontractor of the Contractor in all electronic mail in the signature block as well as under the e-mail account Properties. This identification protocol must also be used in all other correspondence, communication, and documentation; and
- 13.4 If Canada determines that the Contractor is not complying with any of the obligations stated in this article, Canada will advise the Contractor and request that the Contractor implement, without delay, appropriate corrective measures to eliminate recurrence of the problem.

14. Dispute Resolution Services

The Parties agree to make every reasonable effort, in good faith, to settle amicably all disputes or claims relating to or arising from the Contract, through negotiations between the Parties' representatives authorized to settle. If the Parties do not reach a settlement within 25 working days after the dispute was initially raised to the other party in writing, either Party may contact the Office of the Procurement Ombudsman (OPO) to request dispute resolution/mediation services.

The Office of the Procurement Ombudsman may be contacted by e-mail at [the Office of the Procurement Ombudsman email address](#), by telephone at 1-866-734-5169, or by web at [the Office of the Procurement Ombudsman website](#). For more information on OPO's services, please see the [Procurement Ombudsman Regulations](#) or visit [the Office of the Procurement Ombudsman website](#).

15. Contract Administration

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an impartial, independent venue for Canadian bidders to raise complaints regarding the administration of certain federal contracts, regardless of dollar value. If you have concerns regarding the administration of a federal contract, you may contact OPO by e-mail at [the Office of the Procurement Ombudsman email address](#), by telephone at 1-866-734-5169, or by web [the Office of the Procurement Ombudsman website](#). For more information on OPO's services, please see the [Procurement Ombudsman Regulations](#) or visit [the Office of the Procurement Ombudsman website](#).

16. Privacy

- 16.1 The Contractor acknowledges that Canada is bound by the Privacy Act, R.S.C. 1985, c. P-21, with respect to the protection of personal information as defined in that Act. The Contractor must keep private and confidential any such personal information collected, created or handled by the Contractor under the Contract, and must not use, copy, disclose, dispose of or destroy such personal information except in accordance with this clause and the delivery provisions of the Contract.
- 16.2 All such personal information is the property of Canada, and the Contractor must have no right in or to that information. The Contractor must deliver to Canada all such personal information in whatever form, including all copies, drafts, working papers, notes, memoranda, reports, data in machine-readable format or otherwise, and documentation which have been made or obtained in relation to this Contract, upon the completion or termination of the Contract, or at such earlier time as the Minister may request. Upon delivery of the personal information to Canada, the Contractor must have no right to retain that information in any form and must ensure that no record of the personal information remains in the Contractor's possession.

17. Information Guide for Contractors

Prior to the commencement of any work, the Contractor certifies that its employees or employees of its subcontractors, working under contract for CSC will complete the applicable Module(s) and retain the signed checklist(s) from the CSC "Information Guide for Contractors" website: www.bit.do/CSC-EN.



ANNEX A – STATEMENT OF WORK

(See PDF document attached)
SPECIFICATION
« **STATEMENT OF REQUIREMENTS - PARTS AND LABOUR FOR
SERVICING OF BUILDING CONTROLLERS** »



ANNEX B – PROPOSED BASIS OF PAYMENT

The following basis of payment will apply to any call-up issued against this Standing Offer.

1. Services provided at hourly rates rates and unit prices:

For services requested by Canada, Canada will pay the Contractor up to the Maximum Price, for actual work and resulting deliverables in accordance with the firm all-inclusive hourly rates and unit prices set in this Annex, Applicable Taxes extra.

The Contractor must check the appropriate box(es) below, indicating for which Institution(s) or Complex(es) he is submitting a price:

- Laval Complex and 4 Community Correctionnal Centers (CCC) Montreal Metropolitan District
- Sainte-Anne-des-Plaines Complex
- Cowansville Institution
- Drummond Institution
- Donnacona Institution & Marcel-Caron CCC
- Joliette Institution (3 addresses)
- La Macaza Institution
- Port-Cartier Institution

* In the event of a discrepancy between the information above and the information identified in the unit price tables, the information contained in the unit price tables will prevail.

IMPORTANT: The Contractor may bid for one Institution or Complex or more, according to his ability to serve in the designated areas. For a bid to be considered, the Contractor must provide prices for each item of the unit price table of the Institution(s)/ Complex(es), for the fixed period and option years.



BASIS OF PAYMENT
LAVAL COMPLEX / CCCs MTL

Service and maintenance of Delta Control building controllers and devices
Fixed period : from the award until March 31st, 2024

UNIT PRICE TABLE

It has been convened between the Canada and the Contractor that the following table is the "Unit price table for the standing offer". Prices must include among other things: profits and administration, labor, transportation to and including fuel and all the elements mentioned in this Request for Standing Offer.

Item	Description	Unit of measurement	Unit price (before tax)	Estimated quantity (*)	Estimated price
Part A - Labour					
A.1	Control and Instrumentation Technician During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	120	_____ \$
A.2	Control and Instrumentation Technician Outside normal working hours / emergency call (5:00 PM to 6:59 AM, Monday to Friday, week-ends and holidays)	Hr	_____ \$	24	_____ \$
A.3	Electrician During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	40	_____ \$
A.4	Control and Instrumentation specialist engineer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	24	_____ \$
A.5	Programmer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	40	_____ \$
A.6	Graphic designer / Plan designer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	40	_____ \$
A.7	Trainer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	40	_____ \$
Part B – Administrative documents					
B.1	Production of associated documents as requested by the Technical Authority	Hr	_____ \$	32	_____ \$
Part C – Material and parts					
C.1	Supply of all materials, pieces or equipment from the manufacturer DELTA including Entelliweb and Tech licence	%	_____ %	75 000,00 \$	_____ \$
C.2	Supply of all other materials, pieces or equipment Will be billed to CSC at cost, plus an increase of ____%.	%	_____ %	20 000,00 \$	_____ \$
Estimated total cost: * The estimated quantities are indicated as a reference for evaluation purposes					_____ \$

Hourly rates:

ONLY those services actually rendered shall be paid for. Hourly rates apply to on-site productive worktime, which includes but is not limited to mobilization, demobilization and clean-up. Hourly rates do not apply to meal times and unauthorized breaks. No payment shall be made for travel time to the site. In other words, time paid must be calculated based on arrival and departure times at the institution.

Expenses:

ONLY those expenses invoiced at the above bid rate shall be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services. This include, but is not limited to, administration fees and expenses; profit; transportation of labor, equipment and materials; and any other necessary service delivery expenses.



BASIS OF PAYMENT
SAINTE-ANNE-DES PLAINES COMPLEX
Service and maintenance of Delta Control building controllers and devices
Fixed period : from the award until March 31st, 2024

UNIT PRICE TABLE

It has been convened between the Canada and the Contractor that the following table is the "Unit price table for the standing offer". Prices must include among other things: profits and administration, labor, transportation to and including fuel and all the elements mentioned in this Request for Standing Offer.

Item	Description	Unit of measurement	Unit price (before tax)	Estimated quantity (*)	Estimated price
Part A - Labour					
A.1	Control and Instrumentation Technician During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	120	_____ \$
A.2	Control and Instrumentation Technician Outside normal working hours / emergency call (5:00 PM to 6:59 AM, Monday to Friday, week-ends and holidays)	Hr	_____ \$	24	_____ \$
A.3	Electrician During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	40	_____ \$
A.4	Control and Instrumentation specialist engineer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	24	_____ \$
A.5	Programmer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	40	_____ \$
A.6	Graphic designer / Plan designer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	40	_____ \$
A.7	Trainer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	40	_____ \$
Part B – Administrative documents					
B.1	Production of associated documents as requested by the Technical Authority	Hr	_____ \$	16	_____ \$
Part C – Material and parts					
C.1	Supply of all materials, pieces or equipment from the manufacturer DELTA including Entelliweb and Tech licence	%	_____ %	88 000,00 \$	_____ \$
C.2	Supply of all other materials, pieces or equipment Will be billed to CSC at cost, plus an increase of ____%.	%	_____ %	20 000,00 \$	_____ \$
Estimated total cost: * The estimated quantities are indicated as a reference for evaluation purposes					_____ \$

Hourly rates:

ONLY those services actually rendered shall be paid for. Hourly rates apply to on-site productive worktime, which includes but is not limited to mobilization, demobilization and clean-up. Hourly rates do not apply to meal times and unauthorized breaks. No payment shall be made for travel time to the site. In other words, time paid must be calculated based on arrival and departure times at the institution.

Expenses:

ONLY those expenses invoiced at the above bid rate shall be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services. This include, but is not limited to, administration fees and expenses; profit; transportation of labor, equipment and materials; and any other necessary service delivery expenses.



BASIS OF PAYMENT
Cowansville Institution
Service and maintenance of Delta Control building controllers and devices
Fixed period : from the award until March 31st, 2024

UNIT PRICE TABLE

It has been convened between the Canada and the Contractor that the following table is the "Unit price table for the standing offer". Prices must include among other things: profits and administration, labor, transportation to and including fuel and all the elements mentioned in this Request for Standing Offer.

Item	Description	Unit of measurement	Unit price (before tax)	Estimated quantity (*)	Estimated price
Part A - Labour					
A.1	Control and Instrumentation Technician During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	80	_____ \$
A.2	Control and Instrumentation Technician Outside normal working hours / emergency call (5:00 PM to 6:59 AM, Monday to Friday, week-ends and holidays)	Hr	_____ \$	40	_____ \$
A.3	Electrician During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	60	_____ \$
A.4	Control and Instrumentation specialist engineer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	24	_____ \$
A.5	Programmer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	24	_____ \$
A.6	Graphic designer / Plan designer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	24	_____ \$
A.7	Trainer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	24	_____ \$
Part B – Administrative documents					
B.1	Production of associated documents as requested by the Technical Authority	Hr	_____ \$	16	_____ \$
Part C – Material and parts					
C.1	Supply of all materials, pieces or equipment from the manufacturer DELTA including Entelliweb and Tech licence	%	_____ %	35 000,00 \$	_____ \$
C.2	Supply of all other materials, pieces or equipment Will be billed to CSC at cost, plus an increase of ____%.	%	_____ %	15 000,00 \$	_____ \$
Estimated total cost: * The estimated quantities are indicated as a reference for evaluation purposes					_____ \$

Hourly rates:

ONLY those services actually rendered shall be paid for. Hourly rates apply to on-site productive worktime, which includes but is not limited to mobilization, demobilization and clean-up. Hourly rates do not apply to meal times and unauthorized breaks. No payment shall be made for travel time to the site. In other words, time paid must be calculated based on arrival and departure times at the institution.

Expenses:

ONLY those expenses invoiced at the above bid rate shall be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services. This includes, but is not limited to, administration fees and expenses; profit; transportation of labor, equipment and materials; and any other necessary service delivery expenses.



BASIS OF PAYMENT
Drummondville Institution
Service and maintenance of Delta Control building controllers and devices
Fixed period : from the award until March 31st, 2024

UNIT PRICE TABLE

It has been convened between the Canada and the Contractor that the following table is the "Unit price table for the standing offer". Prices must include among other things: profits and administration, labor, transportation to and including fuel and all the elements mentioned in this Request for Standing Offer.

Item	Description	Unit of measurement	Unit price (before tax)	Estimated quantity (*)	Estimated price
Part A - Labour					
A.1	Control and Instrumentation Technician During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	80	_____ \$
A.2	Control and Instrumentation Technician Outside normal working hours / emergency call (5:00 PM to 6:59 AM, Monday to Friday, week-ends and holidays)	Hr	_____ \$	40	_____ \$
A.3	Electrician During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	60	_____ \$
A.4	Control and Instrumentation specialist engineer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	24	_____ \$
A.5	Programmer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	24	_____ \$
A.6	Graphic designer / Plan designer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	24	_____ \$
A.7	Trainer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	24	_____ \$
Part B – Administrative documents					
B.1	Production of associated documents as requested by the Technical Authority	Hr	_____ \$	16	_____ \$
Part C – Material and parts					
C.1	Supply of all materials, pieces or equipment from the manufacturer DELTA including Entelliweb and Tech licence	%	_____ %	20 000,00 \$	_____ \$
C.2	Supply of all other materials, pieces or equipment Will be billed to CSC at cost, plus an increase of ____%.	%	_____ %	10 000,00 \$	_____ \$
Estimated total cost: * The estimated quantities are indicated as a reference for evaluation purposes					_____ \$

Hourly rates:

ONLY those services actually rendered shall be paid for. Hourly rates apply to on-site productive worktime, which includes but is not limited to mobilization, demobilization and clean-up. Hourly rates do not apply to meal times and unauthorized breaks. No payment shall be made for travel time to the site. In other words, time paid must be calculated based on arrival and departure times at the institution.

Expenses:

ONLY those expenses invoiced at the above bid rate shall be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services. This includes, but is not limited to, administration fees and expenses; profit; transportation of labor, equipment and materials; and any other necessary service delivery expenses.



BASIS OF PAYMENT
Donnacona Institution/ CCC Marcel-Caron
Service and maintenance of Delta Control building controllers and devices
Fixed period : from the award until March 31st, 2024

UNIT PRICE TABLE

It has been convened between the Canada and the Contractor that the following table is the "Unit price table for the standing offer". Prices must include among other things: profits and administration, labor, transportation to and including fuel and all the elements mentioned in this Request for Standing Offer.

Item	Description	Unit of measurement	Unit price (before tax)	Estimated quantity (*)	Estimated price
Part A - Labour					
A.1	Control and Instrumentation Technician During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	80	_____ \$
A.2	Control and Instrumentation Technician Outside normal working hours / emergency call (5:00 PM to 6:59 AM, Monday to Friday, week-ends and holidays)	Hr	_____ \$	80	_____ \$
A.3	Electrician During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	80	_____ \$
A.4	Control and Instrumentation specialist engineer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	8	_____ \$
A.5	Programmer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	40	_____ \$
A.6	Graphic designer / Plan designer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	32	_____ \$
A.7	Trainer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	8	_____ \$
Part B – Administrative documents					
B.1	Production of associated documents as requested by the Technical Authority	Hr	_____ \$	16	_____ \$
Part C – Material and parts					
C.1	Supply of all materials, pieces or equipment from the manufacturer DELTA including Entelliweb and Tech licence	%	_____ %	15 000,00 \$	_____ \$
C.2	Supply of all other materials, pieces or equipment Will be billed to CSC at cost, plus an increase of ____%.	%	_____ %	2 000,00 \$	_____ \$
Estimated total cost: * The estimated quantities are indicated as a reference for evaluation purposes					_____ \$

Hourly rates:

ONLY those services actually rendered shall be paid for. Hourly rates apply to on-site productive worktime, which includes but is not limited to mobilization, demobilization and clean-up. Hourly rates do not apply to meal times and unauthorized breaks. No payment shall be made for travel time to the site. In other words, time paid must be calculated based on arrival and departure times at the institution.

Expenses:

ONLY those expenses invoiced at the above bid rate shall be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services. This includes, but is not limited to, administration fees and expenses; profit; transportation of labor, equipment and materials; and any other necessary service delivery expenses.



BASIS OF PAYMENT
Joliette Institution (3 addresses)
Service and maintenance of Delta Control building controllers and devices
Fixed period : from the award until March 31st, 2024

UNIT PRICE TABLE

It has been convened between the Canada and the Contractor that the following table is the "Unit price table for the standing offer". Prices must include among other things: profits and administration, labor, transportation to and including fuel and all the elements mentioned in this Request for Standing Offer.

Item	Description	Unit of measurement	Unit price (before tax)	Estimated quantity (*)	Estimated price
Part A - Labour					
A.1	Control and Instrumentation Technician During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	80	_____ \$
A.2	Control and Instrumentation Technician Outside normal working hours / emergency call (5:00 PM to 6:59 AM, Monday to Friday, week-ends and holidays)	Hr	_____ \$	40	_____ \$
A.3	Electrician During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	50	_____ \$
A.4	Control and Instrumentation specialist engineer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	12	_____ \$
A.5	Programmer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	40	_____ \$
A.6	Graphic designer / Plan designer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	20	_____ \$
A.7	Trainer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	8	_____ \$
Part B – Administrative documents					
B.1	Production of associated documents as requested by the Technical Authority	Hr	_____ \$	8	_____ \$
Part C – Material and parts					
C.1	Supply of all materials, pieces or equipment from the manufacturer DELTA including Entelliweb and Tech licence	%	_____ %	35 000,00 \$	_____ \$
C.2	Supply of all other materials, pieces or equipment Will be billed to CSC at cost, plus an increase of ____%.	%	_____ %	15 000,00 \$	_____ \$
Estimated total cost: * The estimated quantities are indicated as a reference for evaluation purposes					_____ \$

Hourly rates:

ONLY those services actually rendered shall be paid for. Hourly rates apply to on-site productive worktime, which includes but is not limited to mobilization, demobilization and clean-up. Hourly rates do not apply to meal times and unauthorized breaks. No payment shall be made for travel time to the site. In other words, time paid must be calculated based on arrival and departure times at the institution.

Expenses:

ONLY those expenses invoiced at the above bid rate shall be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services. This include, but is not limited to, administration fees and expenses; profit; transportation of labor, equipment and materials; and any other necessary service delivery expenses.



BASIS OF PAYMENT
La Macaza Institution
Service and maintenance of Delta Control building controllers and devices
Fixed period : from the award until March 31st, 2024

UNIT PRICE TABLE

It has been convened between the Canada and the Contractor that the following table is the "Unit price table for the standing offer". Prices must include among other things: profits and administration, labor, transportation to and including fuel and all the elements mentioned in this Request for Standing Offer.

Item	Description	Unit of measurement	Unit price (before tax)	Estimated quantity (*)	Estimated price
Part A - Labour					
A.1	Control and Instrumentation Technician During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	30	_____ \$
A.2	Control and Instrumentation Technician Outside normal working hours / emergency call (5:00 PM to 6:59 AM, Monday to Friday, week-ends and holidays)	Hr	_____ \$	20	_____ \$
A.3	Electrician During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	20	_____ \$
A.4	Control and Instrumentation specialist engineer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	12	_____ \$
A.5	Programmer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	12	_____ \$
A.6	Graphic designer / Plan designer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	10	_____ \$
A.7	Trainer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	8	_____ \$
Part B – Administrative documents					
B.1	Production of associated documents as requested by the Technical Authority	Hr	_____ \$	8	_____ \$
Part C – Material and parts					
C.1	Supply of all materials, pieces or equipment from the manufacturer DELTA including Entelliweb and Tech licence	%	_____ %	30 000,00 \$	_____ \$
C.2	Supply of all other materials, pieces or equipment Will be billed to CSC at cost, plus an increase of ____%.	%	_____ %	15 000,00 \$	_____ \$
Estimated total cost: * The estimated quantities are indicated as a reference for evaluation purposes					_____ \$

Hourly rates:

ONLY those services actually rendered shall be paid for. Hourly rates apply to on-site productive worktime, which includes but is not limited to mobilization, demobilization and clean-up. Hourly rates do not apply to meal times and unauthorized breaks. No payment shall be made for travel time to the site. In other words, time paid must be calculated based on arrival and departure times at the institution.

Expenses:

ONLY those expenses invoiced at the above bid rate shall be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services. This include, but is not limited to, administration fees and expenses; profit; transportation of labor, equipment and materials; and any other necessary service delivery expenses.



BASIS OF PAYMENT
Port-Cartier Institution
Service and maintenance of Delta Control building controllers and devices
Fixed period : from the award until March 31st, 2024

UNIT PRICE TABLE

It has been convened between the Canada and the Contractor that the following table is the "Unit price table for the standing offer". Prices must include among other things: profits and administration, labor, transportation to and including fuel and all the elements mentioned in this Request for Standing Offer.

Item	Description	Unit of measurement	Unit price (before tax)	Estimated quantity (*)	Estimated price
Part A - Labour					
A.1	Control and Instrumentation Technician During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	180	_____ \$
A.2	Control and Instrumentation Technician Outside normal working hours / emergency call (5:00 PM to 6:59 AM, Monday to Friday, week-ends and holidays)	Hr	_____ \$	32	_____ \$
A.3	Electrician During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	40	_____ \$
A.4	Control and Instrumentation specialist engineer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	8	_____ \$
A.5	Programmer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	16	_____ \$
A.6	Graphic designer / Plan designer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	16	_____ \$
A.7	Trainer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	16	_____ \$
Part B – Administrative documents					
B.1	Production of associated documents as requested by the Technical Authority	Hr	_____ \$	8	_____ \$
Part C – Material and parts					
C.1	Supply of all materials, pieces or equipment from the manufacturer DELTA including Entelliweb and Tech licence	%	_____ %	40 000,00 \$	_____ \$
C.2	Supply of all other materials, pieces or equipment Will be billed to CSC at cost, plus an increase of ____%.	%	_____ %	20 000,00 \$	_____ \$
Estimated total cost: * The estimated quantities are indicated as a reference for evaluation purposes					_____ \$

Hourly rates:

ONLY those services actually rendered shall be paid for. Hourly rates apply to on-site productive worktime, which includes but is not limited to mobilization, demobilization and clean-up. Hourly rates do not apply to meal times and unauthorized breaks. No payment shall be made for travel time to the site. In other words, time paid must be calculated based on arrival and departure times at the institution.

Expenses:

ONLY those expenses invoiced at the above bid rate shall be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services. This include, but is not limited to, administration fees and expenses; profit; transportation of labor, equipment and materials; and any other necessary service delivery expenses.



BASIS OF PAYMENT
LAVAL COMPLEX / CCCs MTL
Service and maintenance of Delta Control building controllers and devices
Option #1 : April 1st, 2024 until March 31st, 2025

UNIT PRICE TABLE

It has been convened between the Canada and the Contractor that the following table is the "Unit price table for the standing offer". Prices must include among other things: profits and administration, labor, transportation to and including fuel and all the elements mentioned in this Request for Standing Offer.

Item	Description	Unit of measurement	Unit price (before tax)	Estimated quantity (*)	Estimated price
Part A - Labour					
A.1	Control and Instrumentation Technician During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	120	_____ \$
A.2	Control and Instrumentation Technician Outside normal working hours / emergency call (5:00 PM to 6:59 AM, Monday to Friday, week-ends and holidays)	Hr	_____ \$	24	_____ \$
A.3	Electrician During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	40	_____ \$
A.4	Control and Instrumentation specialist engineer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	24	_____ \$
A.5	Programmer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	40	_____ \$
A.6	Graphic designer / Plan designer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	40	_____ \$
A.7	Trainer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	40	_____ \$
Part B – Administrative documents					
B.1	Production of associated documents as requested by the Technical Authority	Hr	_____ \$	32	_____ \$
Part C – Material and parts					
C.1	Supply of all materials, pieces or equipment from the manufacturer DELTA including Entelliweb and Tech licence	%	_____ %	88 000,00 \$	_____ \$
C.2	Supply of all other materials, pieces or equipment Will be billed to CSC at cost, plus an increase of ____%.	%	_____ %	20 000,00 \$	_____ \$
Estimated total cost: * The estimated quantities are indicated as a reference for evaluation purposes					_____ \$

Hourly rates:

ONLY those services actually rendered shall be paid for. Hourly rates apply to on-site productive worktime, which includes but is not limited to mobilization, demobilization and clean-up. Hourly rates do not apply to meal times and unauthorized breaks. No payment shall be made for travel time to the site. In other words, time paid must be calculated based on arrival and departure times at the institution.

Expenses:

ONLY those expenses invoiced at the above bid rate shall be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services. This includes, but is not limited to, administration fees and expenses; profit; transportation of labor, equipment and materials; and any other necessary service delivery expenses.



BASIS OF PAYMENT
SAINET-ANNE-DES-PLAINES COMPLEX
Service and maintenance of Delta Control building controllers and devices
Option #1 : April 1st, 2024 until March 31st, 2025

UNIT PRICE TABLE

It has been convened between the Canada and the Contractor that the following table is the "Unit price table for the standing offer". Prices must include among other things: profits and administration, labor, transportation to and including fuel and all the elements mentioned in this Request for Standing Offer.

Item	Description	Unit of measurement	Unit price (before tax)	Estimated quantity (*)	Estimated price
Part A - Labour					
A.1	Control and Instrumentation Technician During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	120	_____ \$
A.2	Control and Instrumentation Technician Outside normal working hours / emergency call (5:00 PM to 6:59 AM, Monday to Friday, week-ends and holidays)	Hr	_____ \$	24	_____ \$
A.3	Electrician During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	40	_____ \$
A.4	Control and Instrumentation specialist engineer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	24	_____ \$
A.5	Programmer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	40	_____ \$
A.6	Graphic designer / Plan designer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	40	_____ \$
A.7	Trainer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	40	_____ \$
Part B – Administrative documents					
B.1	Production of associated documents as requested by the Technical Authority	Hr	_____ \$	16	_____ \$
Part C – Material and parts					
C.1	Supply of all materials, pieces or equipment from the manufacturer DELTA including Entelliweb and Tech licence	%	_____ %	75 000,00 \$	_____ \$
C.2	Supply of all other materials, pieces or equipment Will be billed to CSC at cost, plus an increase of ____%.	%	_____ %	30 000,00 \$	_____ \$
Estimated total cost: * The estimated quantities are indicated as a reference for evaluation purposes					_____ \$

Hourly rates:

ONLY those services actually rendered shall be paid for. Hourly rates apply to on-site productive worktime, which includes but is not limited to mobilization, demobilization and clean-up. Hourly rates do not apply to meal times and unauthorized breaks. No payment shall be made for travel time to the site. In other words, time paid must be calculated based on arrival and departure times at the institution.

Expenses:

ONLY those expenses invoiced at the above bid rate shall be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services. This includes, but is not limited to, administration fees and expenses; profit; transportation of labor, equipment and materials; and any other necessary service delivery expenses.



BASIS OF PAYMENT
Cowansville Institution
Service and maintenance of Delta Control building controllers and devices
Option #1 : April 1st, 2024 until March 31st, 2025

UNIT PRICE TABLE

It has been convened between the Canada and the Contractor that the following table is the "Unit price table for the standing offer". Prices must include among other things: profits and administration, labor, transportation to and including fuel and all the elements mentioned in this Request for Standing Offer.

Item	Description	Unit of measurement	Unit price (before tax)	Estimated quantity (*)	Estimated price
Part A - Labour					
A.1	Control and Instrumentation Technician During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	80	_____ \$
A.2	Control and Instrumentation Technician Outside normal working hours / emergency call (5:00 PM to 6:59 AM, Monday to Friday, week-ends and holidays)	Hr	_____ \$	40	_____ \$
A.3	Electrician During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	60	_____ \$
A.4	Control and Instrumentation specialist engineer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	24	_____ \$
A.5	Programmer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	24	_____ \$
A.6	Graphic designer / Plan designer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	24	_____ \$
A.7	Trainer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	24	_____ \$
Part B – Administrative documents					
B.1	Production of associated documents as requested by the Technical Authority	Hr	_____ \$	16	_____ \$
Part C – Material and parts					
C.1	Supply of all materials, pieces or equipment from the manufacturer DELTA including Entelliweb and Tech licence	%	_____ %	35 000,00 \$	_____ \$
C.2	Supply of all other materials, pieces or equipment Will be billed to CSC at cost, plus an increase of ____%.	%	_____ %	15 000,00 \$	_____ \$
Estimated total cost:					_____ \$
* The estimated quantities are indicated as a reference for evaluation purposes					_____ \$

Hourly rates:

ONLY those services actually rendered shall be paid for. Hourly rates apply to on-site productive worktime, which includes but is not limited to mobilization, demobilization and clean-up. Hourly rates do not apply to meal times and unauthorized breaks. No payment shall be made for travel time to the site. In other words, time paid must be calculated based on arrival and departure times at the institution.

Expenses:

ONLY those expenses invoiced at the above bid rate shall be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services. This include, but is not limited to, administration fees and expenses; profit; transportation of labor, equipment and materials; and any other necessary service delivery expenses.



BASIS OF PAYMENT
Drummondville Institution
Service and maintenance of Delta Control building controllers and devices
Option #1 : April 1st, 2024 until March 31st, 2025

UNIT PRICE TABLE

It has been convened between the Canada and the Contractor that the following table is the "Unit price table for the standing offer". Prices must include among other things: profits and administration, labor, transportation to and including fuel and all the elements mentioned in this Request for Standing Offer.

Item	Description	Unit of measurement	Unit price (before tax)	Estimated quantity (*)	Estimated price
Part A - Labour					
A.1	Control and Instrumentation Technician During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	80	_____ \$
A.2	Control and Instrumentation Technician Outside normal working hours / emergency call (5:00 PM to 6:59 AM, Monday to Friday, week-ends and holidays)	Hr	_____ \$	40	_____ \$
A.3	Electrician During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	60	_____ \$
A.4	Control and Instrumentation specialist engineer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	24	_____ \$
A.5	Programmer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	24	_____ \$
A.6	Graphic designer / Plan designer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	24	_____ \$
A.7	Trainer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	24	_____ \$
Part B – Administrative documents					
B.1	Production of associated documents as requested by the Technical Authority	Hr	_____ \$	16	_____ \$
Part C – Material and parts					
C.1	Supply of all materials, pieces or equipment from the manufacturer DELTA including Entelliweb and Tech licence	%	_____ %	20 000,00 \$	_____ \$
C.2	Supply of all other materials, pieces or equipment Will be billed to CSC at cost, plus an increase of ____%.	%	_____ %	10 000,00 \$	_____ \$
Estimated total cost: * The estimated quantities are indicated as a reference for evaluation purposes					_____ \$

Hourly rates:

ONLY those services actually rendered shall be paid for. Hourly rates apply to on-site productive worktime, which includes but is not limited to mobilization, demobilization and clean-up. Hourly rates do not apply to meal times and unauthorized breaks. No payment shall be made for travel time to the site. In other words, time paid must be calculated based on arrival and departure times at the institution.

Expenses:

ONLY those expenses invoiced at the above bid rate shall be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services. This includes, but is not limited to, administration fees and expenses; profit; transportation of labor, equipment and materials; and any other necessary service delivery expenses.



BASIS OF PAYMENT
Donnacona Institution/ CCC Marcel-Caron
Service and maintenance of Delta Control building controllers and devices
Option #1 : April 1st, 2024 until March 31st, 2025

UNIT PRICE TABLE

It has been convened between the Canada and the Contractor that the following table is the "Unit price table for the standing offer". Prices must include among other things: profits and administration, labor, transportation to and including fuel and all the elements mentioned in this Request for Standing Offer.

Item	Description	Unit of measurement	Unit price (before tax)	Estimated quantity (*)	Estimated price
Part A - Labour					
A.1	Control and Instrumentation Technician During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	80	_____ \$
A.2	Control and Instrumentation Technician Outside normal working hours / emergency call (5:00 PM to 6:59 AM, Monday to Friday, week-ends and holidays)	Hr	_____ \$	80	_____ \$
A.3	Electrician During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	80	_____ \$
A.4	Control and Instrumentation specialist engineer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	8	_____ \$
A.5	Programmer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	40	_____ \$
A.6	Graphic designer / Plan designer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	32	_____ \$
A.7	Trainer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	8	_____ \$
Part B – Administrative documents					
B.1	Production of associated documents as requested by the Technical Authority	Hr	_____ \$	16	_____ \$
Part C – Material and parts					
C.1	Supply of all materials, pieces or equipment from the manufacturer DELTA including Entelliweb and Tech licence	%	_____ %	15 000,00 \$	_____ \$
C.2	Supply of all other materials, pieces or equipment Will be billed to CSC at cost, plus an increase of ____%.	%	_____ %	2 000,00 \$	_____ \$
Estimated total cost: * The estimated quantities are indicated as a reference for evaluation purposes					_____ \$

Hourly rates:

ONLY those services actually rendered shall be paid for. Hourly rates apply to on-site productive worktime, which includes but is not limited to mobilization, demobilization and clean-up. Hourly rates do not apply to meal times and unauthorized breaks. No payment shall be made for travel time to the site. In other words, time paid must be calculated based on arrival and departure times at the institution.

Expenses:

ONLY those expenses invoiced at the above bid rate shall be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services. This includes, but is not limited to, administration fees and expenses; profit; transportation of labor, equipment and materials; and any other necessary service delivery expenses.



BASIS OF PAYMENT
Joliette Institution (3 addresses)
Service and maintenance of Delta Control building controllers and devices
Option #1 : April 1st, 2024 until March 31st, 2025

UNIT PRICE TABLE

It has been convened between the Canada and the Contractor that the following table is the "Unit price table for the standing offer". Prices must include among other things: profits and administration, labor, transportation to and including fuel and all the elements mentioned in this Request for Standing Offer.

Item	Description	Unit of measurement	Unit price (before tax)	Estimated quantity (*)	Estimated price
Part A - Labour					
A.1	Control and Instrumentation Technician During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	80	_____ \$
A.2	Control and Instrumentation Technician Outside normal working hours / emergency call (5:00 PM to 6:59 AM, Monday to Friday, week-ends and holidays)	Hr	_____ \$	40	_____ \$
A.3	Electrician During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	50	_____ \$
A.4	Control and Instrumentation specialist engineer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	12	_____ \$
A.5	Programmer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	40	_____ \$
A.6	Graphic designer / Plan designer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	20	_____ \$
A.7	Trainer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	8	_____ \$
Part B – Administrative documents					
B.1	Production of associated documents as requested by the Technical Authority	Hr	_____ \$	8	_____ \$
Part C – Material and parts					
C.1	Supply of all materials, pieces or equipment from the manufacturer DELTA including Entelliweb and Tech licence	%	_____ %	35 000,00 \$	_____ \$
C.2	Supply of all other materials, pieces or equipment Will be billed to CSC at cost, plus an increase of ____%.	%	_____ %	15 000,00 \$	_____ \$
Estimated total cost: * The estimated quantities are indicated as a reference for evaluation purposes					_____ \$

Hourly rates:

ONLY those services actually rendered shall be paid for. Hourly rates apply to on-site productive worktime, which includes but is not limited to mobilization, demobilization and clean-up. Hourly rates do not apply to meal times and unauthorized breaks. No payment shall be made for travel time to the site. In other words, time paid must be calculated based on arrival and departure times at the institution.

Expenses:

ONLY those expenses invoiced at the above bid rate shall be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services. This include, but is not limited to, administration fees and expenses; profit; transportation of labor, equipment and materials; and any other necessary service delivery expenses.



BASIS OF PAYMENT
La Macaza Institution
Service and maintenance of Delta Control building controllers and devices
Option #1 : April 1st, 2024 until March 31st, 2025

UNIT PRICE TABLE

It has been convened between the Canada and the Contractor that the following table is the "Unit price table for the standing offer". Prices must include among other things: profits and administration, labor, transportation to and including fuel and all the elements mentioned in this Request for Standing Offer.

Item	Description	Unit of measurement	Unit price (before tax)	Estimated quantity (*)	Estimated price
Part A - Labour					
A.1	Control and Instrumentation Technician During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	30	_____ \$
A.2	Control and Instrumentation Technician Outside normal working hours / emergency call (5:00 PM to 6:59 AM, Monday to Friday, week-ends and holidays)	Hr	_____ \$	20	_____ \$
A.3	Electrician During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	20	_____ \$
A.4	Control and Instrumentation specialist engineer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	12	_____ \$
A.5	Programmer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	12	_____ \$
A.6	Graphic designer / Plan designer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	10	_____ \$
A.7	Trainer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	8	_____ \$
Part B – Administrative documents					
B.1	Production of associated documents as requested by the Technical Authority	Hr	_____ \$	8	_____ \$
Part C – Material and parts					
C.1	Supply of all materials, pieces or equipment from the manufacturer DELTA including Entelliweb and Tech licence	%	_____ %	30 000,00 \$	_____ \$
C.2	Supply of all other materials, pieces or equipment Will be billed to CSC at cost, plus an increase of ____%.	%	_____ %	15 000,00 \$	_____ \$
Estimated total cost: * The estimated quantities are indicated as a reference for evaluation purposes					_____ \$

Hourly rates:

ONLY those services actually rendered shall be paid for. Hourly rates apply to on-site productive worktime, which includes but is not limited to mobilization, demobilization and clean-up. Hourly rates do not apply to meal times and unauthorized breaks. No payment shall be made for travel time to the site. In other words, time paid must be calculated based on arrival and departure times at the institution.

Expenses:

ONLY those expenses invoiced at the above bid rate shall be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services. This include, but is not limited to, administration fees and expenses; profit; transportation of labor, equipment and materials; and any other necessary service delivery expenses.



BASIS OF PAYMENT
Port-Cartier Institution
Service and maintenance of Delta Control building controllers and devices
Option #1 : April 1st, 2024 until March 31st, 2025

UNIT PRICE TABLE

It has been convened between the Canada and the Contractor that the following table is the "Unit price table for the standing offer". Prices must include among other things: profits and administration, labor, transportation to and including fuel and all the elements mentioned in this Request for Standing Offer.

Item	Description	Unit of measurement	Unit price (before tax)	Estimated quantity (*)	Estimated price
Part A - Labour					
A.1	Control and Instrumentation Technician During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	180	_____ \$
A.2	Control and Instrumentation Technician Outside normal working hours / emergency call (5:00 PM to 6:59 AM, Monday to Friday, week-ends and holidays)	Hr	_____ \$	32	_____ \$
A.3	Electrician During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	40	_____ \$
A.4	Control and Instrumentation specialist engineer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	8	_____ \$
A.5	Programmer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	16	_____ \$
A.6	Graphic designer / Plan designer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	16	_____ \$
A.7	Trainer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	16	_____ \$
Part B – Administrative documents					
B.1	Production of associated documents as requested by the Technical Authority	Hr	_____ \$	8	_____ \$
Part C – Material and parts					
C.1	Supply of all materials, pieces or equipment from the manufacturer DELTA including Entelliweb and Tech licence	%	_____ %	40 000,00 \$	_____ \$
C.2	Supply of all other materials, pieces or equipment Will be billed to CSC at cost, plus an increase of ____%.	%	_____ %	20 000,00 \$	_____ \$
Estimated total cost: * The estimated quantities are indicated as a reference for evaluation purposes					_____ \$

Hourly rates:

ONLY those services actually rendered shall be paid for. Hourly rates apply to on-site productive worktime, which includes but is not limited to mobilization, demobilization and clean-up. Hourly rates do not apply to meal times and unauthorized breaks. No payment shall be made for travel time to the site. In other words, time paid must be calculated based on arrival and departure times at the institution.

Expenses:

ONLY those expenses invoiced at the above bid rate shall be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services. This include, but is not limited to, administration fees and expenses; profit; transportation of labor, equipment and materials; and any other necessary service delivery expenses.



BASIS OF PAYMENT
LAVAL COMPLEX / CCCs MTL
Service and maintenance of Delta Control building controllers and devices
Option #2 : April 1st, 2025 until March 31st, 2026

UNIT PRICE TABLE

It has been convened between the Canada and the Contractor that the following table is the "Unit price table for the standing offer". Prices must include among other things: profits and administration, labor, transportation to and including fuel and all the elements mentioned in this Request for Standing Offer.

Item	Description	Unit of measurement	Unit price (before tax)	Estimated quantity (*)	Estimated price
Part A - Labour					
A.1	Control and Instrumentation Technician During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	120	_____ \$
A.2	Control and Instrumentation Technician Outside normal working hours / emergency call (5:00 PM to 6:59 AM, Monday to Friday, week-ends and holidays)	Hr	_____ \$	24	_____ \$
A.3	Electrician During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	40	_____ \$
A.4	Control and Instrumentation specialist engineer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	24	_____ \$
A.5	Programmer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	40	_____ \$
A.6	Graphic designer / Plan designer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	40	_____ \$
A.7	Trainer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	40	_____ \$
Part B – Administrative documents					
B.1	Production of associated documents as requested by the Technical Authority	Hr	_____ \$	32	_____ \$
Part C – Material and parts					
C.1	Supply of all materials, pieces or equipment from the manufacturer DELTA including Entelliweb and Tech licence	%	_____ %	88 000,00 \$	_____ \$
C.2	Supply of all other materials, pieces or equipment Will be billed to CSC at cost, plus an increase of ____%.	%	_____ %	20 000,00 \$	_____ \$
Estimated total cost: * The estimated quantities are indicated as a reference for evaluation purposes					_____ \$

Hourly rates:

ONLY those services actually rendered shall be paid for. Hourly rates apply to on-site productive worktime, which includes but is not limited to mobilization, demobilization and clean-up. Hourly rates do not apply to meal times and unauthorized breaks. No payment shall be made for travel time to the site. In other words, time paid must be calculated based on arrival and departure times at the institution.

Expenses:

ONLY those expenses invoiced at the above bid rate shall be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services. This includes, but is not limited to, administration fees and expenses; profit; transportation of labor, equipment and materials; and any other necessary service delivery expenses.



BASIS OF PAYMENT
SAINTE-ANNE-DES-PLAINES COMPLEX
Service and maintenance of Delta Control building controllers and devices
Option #2 : April 1st, 2025 until March 31st, 2026

UNIT PRICE TABLE

It has been convened between the Canada and the Contractor that the following table is the "Unit price table for the standing offer". Prices must include among other things: profits and administration, labor, transportation to and including fuel and all the elements mentioned in this Request for Standing Offer.

Item	Description	Unit of measurement	Unit price (before tax)	Estimated quantity (*)	Estimated price
Part A - Labour					
A.1	Control and Instrumentation Technician During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	120	_____ \$
A.2	Control and Instrumentation Technician Outside normal working hours / emergency call (5:00 PM to 6:59 AM, Monday to Friday, week-ends and holidays)	Hr	_____ \$	24	_____ \$
A.3	Electrician During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	40	_____ \$
A.4	Control and Instrumentation specialist engineer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	24	_____ \$
A.5	Programmer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	40	_____ \$
A.6	Graphic designer / Plan designer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	40	_____ \$
A.7	Trainer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	40	_____ \$
Part B – Administrative documents					
B.1	Production of associated documents as requested by the Technical Authority	Hr	_____ \$	16	_____ \$
Part C – Material and parts					
C.1	Supply of all materials, pieces or equipment from the manufacturer DELTA including Entelliweb and Tech licence	%	_____ %	75 000,00 \$	_____ \$
C.2	Supply of all other materials, pieces or equipment Will be billed to CSC at cost, plus an increase of ____%.	%	_____ %	30 000,00 \$	_____ \$
Estimated total cost: * The estimated quantities are indicated as a reference for evaluation purposes					_____ \$

Hourly rates:

ONLY those services actually rendered shall be paid for. Hourly rates apply to on-site productive worktime, which includes but is not limited to mobilization, demobilization and clean-up. Hourly rates do not apply to meal times and unauthorized breaks. No payment shall be made for travel time to the site. In other words, time paid must be calculated based on arrival and departure times at the institution.

Expenses:

ONLY those expenses invoiced at the above bid rate shall be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services. This includes, but is not limited to, administration fees and expenses; profit; transportation of labor, equipment and materials; and any other necessary service delivery expenses.



BASIS OF PAYMENT
Cowansville Institution
Service and maintenance of Delta Control building controllers and devices
Option #2 : April 1st, 2025 until March 31st, 2026

UNIT PRICE TABLE

It has been convened between the Canada and the Contractor that the following table is the "Unit price table for the standing offer". Prices must include among other things: profits and administration, labor, transportation to and including fuel and all the elements mentioned in this Request for Standing Offer.

Item	Description	Unit of measurement	Unit price (before tax)	Estimated quantity (*)	Estimated price
Part A - Labour					
A.1	Control and Instrumentation Technician During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	80	_____ \$
A.2	Control and Instrumentation Technician Outside normal working hours / emergency call (5:00 PM to 6:59 AM, Monday to Friday, week-ends and holidays)	Hr	_____ \$	40	_____ \$
A.3	Electrician During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	60	_____ \$
A.4	Control and Instrumentation specialist engineer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	24	_____ \$
A.5	Programmer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	24	_____ \$
A.6	Graphic designer / Plan designer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	24	_____ \$
A.7	Trainer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	24	_____ \$
Part B – Administrative documents					
B.1	Production of associated documents as requested by the Technical Authority	Hr	_____ \$	16	_____ \$
Part C – Material and parts					
C.1	Supply of all materials, pieces or equipment from the manufacturer DELTA including Entelliweb and Tech licence	%	_____ %	35 000,00 \$	_____ \$
C.2	Supply of all other materials, pieces or equipment Will be billed to CSC at cost, plus an increase of ____%.	%	_____ %	15 000,00 \$	_____ \$
Estimated total cost: * The estimated quantities are indicated as a reference for evaluation purposes					_____ \$

Hourly rates:

ONLY those services actually rendered shall be paid for. Hourly rates apply to on-site productive worktime, which includes but is not limited to mobilization, demobilization and clean-up. Hourly rates do not apply to meal times and unauthorized breaks. No payment shall be made for travel time to the site. In other words, time paid must be calculated based on arrival and departure times at the institution.

Expenses:

ONLY those expenses invoiced at the above bid rate shall be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services. This includes, but is not limited to, administration fees and expenses; profit; transportation of labor, equipment and materials; and any other necessary service delivery expenses.



BASIS OF PAYMENT
Drummondville Institution
Service and maintenance of Delta Control building controllers and devices
Option #2 : April 1st, 2025 until March 31st, 2026

UNIT PRICE TABLE

It has been convened between the Canada and the Contractor that the following table is the "Unit price table for the standing offer". Prices must include among other things: profits and administration, labor, transportation to and including fuel and all the elements mentioned in this Request for Standing Offer.

Item	Description	Unit of measurement	Unit price (before tax)	Estimated quantity (*)	Estimated price
Part A - Labour					
A.1	Control and Instrumentation Technician During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	80	_____ \$
A.2	Control and Instrumentation Technician Outside normal working hours / emergency call (5:00 PM to 6:59 AM, Monday to Friday, week-ends and holidays)	Hr	_____ \$	40	_____ \$
A.3	Electrician During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	60	_____ \$
A.4	Control and Instrumentation specialist engineer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	24	_____ \$
A.5	Programmer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	24	_____ \$
A.6	Graphic designer / Plan designer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	24	_____ \$
A.7	Trainer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	24	_____ \$
Part B – Administrative documents					
B.1	Production of associated documents as requested by the Technical Authority	Hr	_____ \$	16	_____ \$
Part C – Material and parts					
C.1	Supply of all materials, pieces or equipment from the manufacturer DELTA including Entelliweb and Tech licence	%	_____ %	20 000,00 \$	_____ \$
C.2	Supply of all other materials, pieces or equipment Will be billed to CSC at cost, plus an increase of ____%.	%	_____ %	10 000,00 \$	_____ \$
Estimated total cost: * The estimated quantities are indicated as a reference for evaluation purposes					_____ \$

Hourly rates:

ONLY those services actually rendered shall be paid for. Hourly rates apply to on-site productive worktime, which includes but is not limited to mobilization, demobilization and clean-up. Hourly rates do not apply to meal times and unauthorized breaks. No payment shall be made for travel time to the site. In other words, time paid must be calculated based on arrival and departure times at the institution.

Expenses:

ONLY those expenses invoiced at the above bid rate shall be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services. This includes, but is not limited to, administration fees and expenses; profit; transportation of labor, equipment and materials; and any other necessary service delivery expenses.



BASIS OF PAYMENT
Donnacona Institution/ CCC Marcel-Caron
Service and maintenance of Delta Control building controllers and devices
Option #2 : April 1st, 2025 until March 31st, 2026

UNIT PRICE TABLE

It has been convened between the Canada and the Contractor that the following table is the "Unit price table for the standing offer". Prices must include among other things: profits and administration, labor, transportation to and including fuel and all the elements mentioned in this Request for Standing Offer.

Item	Description	Unit of measurement	Unit price (before tax)	Estimated quantity (*)	Estimated price
Part A - Labour					
A.1	Control and Instrumentation Technician During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	80	_____ \$
A.2	Control and Instrumentation Technician Outside normal working hours / emergency call (5:00 PM to 6:59 AM, Monday to Friday, week-ends and holidays)	Hr	_____ \$	80	_____ \$
A.3	Electrician During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	80	_____ \$
A.4	Control and Instrumentation specialist engineer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	8	_____ \$
A.5	Programmer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	40	_____ \$
A.6	Graphic designer / Plan designer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	32	_____ \$
A.7	Trainer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	8	_____ \$
Part B – Administrative documents					
B.1	Production of associated documents as requested by the Technical Authority	Hr	_____ \$	16	_____ \$
Part C – Material and parts					
C.1	Supply of all materials, pieces or equipment from the manufacturer DELTA including Entelliweb and Tech licence	%	_____ %	15 000,00 \$	_____ \$
C.2	Supply of all other materials, pieces or equipment Will be billed to CSC at cost, plus an increase of ____%.	%	_____ %	2 000,00 \$	_____ \$
Estimated total cost: * The estimated quantities are indicated as a reference for evaluation purposes					_____ \$

Hourly rates:

ONLY those services actually rendered shall be paid for. Hourly rates apply to on-site productive worktime, which includes but is not limited to mobilization, demobilization and clean-up. Hourly rates do not apply to meal times and unauthorized breaks. No payment shall be made for travel time to the site. In other words, time paid must be calculated based on arrival and departure times at the institution.

Expenses:

ONLY those expenses invoiced at the above bid rate shall be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services. This includes, but is not limited to, administration fees and expenses; profit; transportation of labor, equipment and materials; and any other necessary service delivery expenses.



BASIS OF PAYMENT
Joliette Institution (3 addresses)
Service and maintenance of Delta Control building controllers and devices
Option #2 : April 1st, 2025 until March 31st, 2026

UNIT PRICE TABLE

It has been convened between the Canada and the Contractor that the following table is the "Unit price table for the standing offer". Prices must include among other things: profits and administration, labor, transportation to and including fuel and all the elements mentioned in this Request for Standing Offer.

Item	Description	Unit of measurement	Unit price (before tax)	Estimated quantity (*)	Estimated price
Part A - Labour					
A.1	Control and Instrumentation Technician During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	80	_____ \$
A.2	Control and Instrumentation Technician Outside normal working hours / emergency call (5:00 PM to 6:59 AM, Monday to Friday, week-ends and holidays)	Hr	_____ \$	40	_____ \$
A.3	Electrician During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	50	_____ \$
A.4	Control and Instrumentation specialist engineer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	12	_____ \$
A.5	Programmer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	40	_____ \$
A.6	Graphic designer / Plan designer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	20	_____ \$
A.7	Trainer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	8	_____ \$
Part B – Administrative documents					
B.1	Production of associated documents as requested by the Technical Authority	Hr	_____ \$	8	_____ \$
Part C – Material and parts					
C.1	Supply of all materials, pieces or equipment from the manufacturer DELTA including Entelliweb and Tech licence	%	_____ %	35 000,00 \$	_____ \$
C.2	Supply of all other materials, pieces or equipment Will be billed to CSC at cost, plus an increase of ____%.	%	_____ %	15 000,00 \$	_____ \$
Estimated total cost: * The estimated quantities are indicated as a reference for evaluation purposes					_____ \$

Hourly rates:

ONLY those services actually rendered shall be paid for. Hourly rates apply to on-site productive worktime, which includes but is not limited to mobilization, demobilization and clean-up. Hourly rates do not apply to meal times and unauthorized breaks. No payment shall be made for travel time to the site. In other words, time paid must be calculated based on arrival and departure times at the institution.

Expenses:

ONLY those expenses invoiced at the above bid rate shall be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services. This include, but is not limited to, administration fees and expenses; profit; transportation of labor, equipment and materials; and any other necessary service delivery expenses.



BASIS OF PAYMENT
La Macaza Institution
Service and maintenance of Delta Control building controllers and devices
Option #2 : April 1st, 2025 until March 31st, 2026

UNIT PRICE TABLE

It has been convened between the Canada and the Contractor that the following table is the "Unit price table for the standing offer". Prices must include among other things: profits and administration, labor, transportation to and including fuel and all the elements mentioned in this Request for Standing Offer.

Item	Description	Unit of measurement	Unit price (before tax)	Estimated quantity (*)	Estimated price
Part A - Labour					
A.1	Control and Instrumentation Technician During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	30	_____ \$
A.2	Control and Instrumentation Technician Outside normal working hours / emergency call (5:00 PM to 6:59 AM, Monday to Friday, week-ends and holidays)	Hr	_____ \$	20	_____ \$
A.3	Electrician During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	20	_____ \$
A.4	Control and Instrumentation specialist engineer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	12	_____ \$
A.5	Programmer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	12	_____ \$
A.6	Graphic designer / Plan designer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	10	_____ \$
A.7	Trainer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	8	_____ \$
Part B – Administrative documents					
B.1	Production of associated documents as requested by the Technical Authority	Hr	_____ \$	8	_____ \$
Part C – Material and parts					
C.1	Supply of all materials, pieces or equipment from the manufacturer DELTA including Entelliweb and Tech licence	%	_____ %	30 000,00 \$	_____ \$
C.2	Supply of all other materials, pieces or equipment Will be billed to CSC at cost, plus an increase of ____%.	%	_____ %	15 000,00 \$	_____ \$
Estimated total cost: * The estimated quantities are indicated as a reference for evaluation purposes					_____ \$

Hourly rates:

ONLY those services actually rendered shall be paid for. Hourly rates apply to on-site productive worktime, which includes but is not limited to mobilization, demobilization and clean-up. Hourly rates do not apply to meal times and unauthorized breaks. No payment shall be made for travel time to the site. In other words, time paid must be calculated based on arrival and departure times at the institution.

Expenses:

ONLY those expenses invoiced at the above bid rate shall be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services. This include, but is not limited to, administration fees and expenses; profit; transportation of labor, equipment and materials; and any other necessary service delivery expenses.



BASIS OF PAYMENT
Port-Cartier Institution
Service and maintenance of Delta Control building controllers and devices
Option #2 : April 1st, 2025 until March 31st, 2026

UNIT PRICE TABLE

It has been convened between the Canada and the Contractor that the following table is the "Unit price table for the standing offer". Prices must include among other things: profits and administration, labor, transportation to and including fuel and all the elements mentioned in this Request for Standing Offer.

Item	Description	Unit of measurement	Unit price (before tax)	Estimated quantity (*)	Estimated price
Part A - Labour					
A.1	Control and Instrumentation Technician During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	180	_____ \$
A.2	Control and Instrumentation Technician Outside normal working hours / emergency call (5:00 PM to 6:59 AM, Monday to Friday, week-ends and holidays)	Hr	_____ \$	32	_____ \$
A.3	Electrician During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	40	_____ \$
A.4	Control and Instrumentation specialist engineer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	8	_____ \$
A.5	Programmer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	16	_____ \$
A.6	Graphic designer / Plan designer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	16	_____ \$
A.7	Trainer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	16	_____ \$
Part B – Administrative documents					
B.1	Production of associated documents as requested by the Technical Authority	Hr	_____ \$	8	_____ \$
Part C – Material and parts					
C.1	Supply of all materials, pieces or equipment from the manufacturer DELTA including Entelliweb and Tech licence	%	_____ %	40 000,00 \$	_____ \$
C.2	Supply of all other materials, pieces or equipment Will be billed to CSC at cost, plus an increase of ____%.	%	_____ %	20 000,00 \$	_____ \$
Estimated total cost: * The estimated quantities are indicated as a reference for evaluation purposes					_____ \$

Hourly rates:

ONLY those services actually rendered shall be paid for. Hourly rates apply to on-site productive worktime, which includes but is not limited to mobilization, demobilization and clean-up. Hourly rates do not apply to meal times and unauthorized breaks. No payment shall be made for travel time to the site. In other words, time paid must be calculated based on arrival and departure times at the institution.

Expenses:

ONLY those expenses invoiced at the above bid rate shall be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services. This include, but is not limited to, administration fees and expenses; profit; transportation of labor, equipment and materials; and any other necessary service delivery expenses.



BASIS OF PAYMENT
LAVAL COMPLEX / CCCs MTL
Service and maintenance of Delta Control building controllers and devices
Option #3 : April 1st, 2026 until March 31st, 2027

UNIT PRICE TABLE

It has been convened between the Canada and the Contractor that the following table is the "Unit price table for the standing offer". Prices must include among other things: profits and administration, labor, transportation to and including fuel and all the elements mentioned in this Request for Standing Offer.

Item	Description	Unit of measurement	Unit price (before tax)	Estimated quantity (*)	Estimated price
Part A - Labour					
A.1	Control and Instrumentation Technician During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	120	_____ \$
A.2	Control and Instrumentation Technician Outside normal working hours / emergency call (5:00 PM to 6:59 AM, Monday to Friday, week-ends and holidays)	Hr	_____ \$	24	_____ \$
A.3	Electrician During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	40	_____ \$
A.4	Control and Instrumentation specialist engineer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	24	_____ \$
A.5	Programmer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	40	_____ \$
A.6	Graphic designer / Plan designer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	40	_____ \$
A.7	Trainer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	40	_____ \$
Part B – Administrative documents					
B.1	Production of associated documents as requested by the Technical Authority	Hr	_____ \$	32	_____ \$
Part C – Material and parts					
C.1	Supply of all materials, pieces or equipment from the manufacturer DELTA including Entelliweb and Tech licence	%	_____ %	88 000,00 \$	_____ \$
C.2	Supply of all other materials, pieces or equipment Will be billed to CSC at cost, plus an increase of ____%.	%	_____ %	20 000,00 \$	_____ \$
Estimated total cost: * The estimated quantities are indicated as a reference for evaluation purposes					_____ \$

Hourly rates:

ONLY those services actually rendered shall be paid for. Hourly rates apply to on-site productive worktime, which includes but is not limited to mobilization, demobilization and clean-up. Hourly rates do not apply to meal times and unauthorized breaks. No payment shall be made for travel time to the site. In other words, time paid must be calculated based on arrival and departure times at the institution.

Expenses:

ONLY those expenses invoiced at the above bid rate shall be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services. This includes, but is not limited to, administration fees and expenses; profit; transportation of labor, equipment and materials; and any other necessary service delivery expenses.



BASIS OF PAYMENT
SADP COMPLEX
Service and maintenance of Delta Control building controllers and devices
Option #3 : April 1st, 2026 until March 31st, 2027

UNIT PRICE TABLE

It has been convened between the Canada and the Contractor that the following table is the "Unit price table for the standing offer". Prices must include among other things: profits and administration, labor, transportation to and including fuel and all the elements mentioned in this Request for Standing Offer.

Item	Description	Unit of measurement	Unit price (before tax)	Estimated quantity (*)	Estimated price
Part A - Labour					
A.1	Control and Instrumentation Technician During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	120	_____ \$
A.2	Control and Instrumentation Technician Outside normal working hours / emergency call (5:00 PM to 6:59 AM, Monday to Friday, week-ends and holidays)	Hr	_____ \$	24	_____ \$
A.3	Electrician During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	40	_____ \$
A.4	Control and Instrumentation specialist engineer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	24	_____ \$
A.5	Programmer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	40	_____ \$
A.6	Graphic designer / Plan designer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	40	_____ \$
A.7	Trainer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	40	_____ \$
Part B – Administrative documents					
B.1	Production of associated documents as requested by the Technical Authority	Hr	_____ \$	16	_____ \$
Part C – Material and parts					
C.1	Supply of all materials, pieces or equipment from the manufacturer DELTA including Entelliweb and Tech licence	%	_____ %	75 000,00 \$	_____ \$
C.2	Supply of all other materials, pieces or equipment Will be billed to CSC at cost, plus an increase of ____%.	%	_____ %	30 000,00 \$	_____ \$
Estimated total cost: * The estimated quantities are indicated as a reference for evaluation purposes					_____ \$

Hourly rates:

ONLY those services actually rendered shall be paid for. Hourly rates apply to on-site productive worktime, which includes but is not limited to mobilization, demobilization and clean-up. Hourly rates do not apply to meal times and unauthorized breaks. No payment shall be made for travel time to the site. In other words, time paid must be calculated based on arrival and departure times at the institution.

Expenses:

ONLY those expenses invoiced at the above bid rate shall be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services. This includes, but is not limited to, administration fees and expenses; profit; transportation of labor, equipment and materials; and any other necessary service delivery expenses.



BASIS OF PAYMENT
Cowansville Institution
Service and maintenance of Delta Control building controllers and devices
Option #3 : April 1st, 2026 until March 31st, 2027

UNIT PRICE TABLE

It has been convened between the Canada and the Contractor that the following table is the "Unit price table for the standing offer". Prices must include among other things: profits and administration, labor, transportation to and including fuel and all the elements mentioned in this Request for Standing Offer.

Item	Description	Unit of measurement	Unit price (before tax)	Estimated quantity (*)	Estimated price
Part A - Labour					
A.1	Control and Instrumentation Technician During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	80	_____ \$
A.2	Control and Instrumentation Technician Outside normal working hours / emergency call (5:00 PM to 6:59 AM, Monday to Friday, week-ends and holidays)	Hr	_____ \$	40	_____ \$
A.3	Electrician During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	60	_____ \$
A.4	Control and Instrumentation specialist engineer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	24	_____ \$
A.5	Programmer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	24	_____ \$
A.6	Graphic designer / Plan designer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	24	_____ \$
A.7	Trainer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	24	_____ \$
Part B – Administrative documents					
B.1	Production of associated documents as requested by the Technical Authority	Hr	_____ \$	16	_____ \$
Part C – Material and parts					
C.1	Supply of all materials, pieces or equipment from the manufacturer DELTA including Entelliweb and Tech licence	%	_____ %	35 000,00 \$	_____ \$
C.2	Supply of all other materials, pieces or equipment Will be billed to CSC at cost, plus an increase of ____%.	%	_____ %	15 000,00 \$	_____ \$
Estimated total cost: * The estimated quantities are indicated as a reference for evaluation purposes					_____ \$

Hourly rates:

ONLY those services actually rendered shall be paid for. Hourly rates apply to on-site productive worktime, which includes but is not limited to mobilization, demobilization and clean-up. Hourly rates do not apply to meal times and unauthorized breaks. No payment shall be made for travel time to the site. In other words, time paid must be calculated based on arrival and departure times at the institution.

Expenses:

ONLY those expenses invoiced at the above bid rate shall be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services. This includes, but is not limited to, administration fees and expenses; profit; transportation of labor, equipment and materials; and any other necessary service delivery expenses.



BASIS OF PAYMENT
Drummondville Institution
Service and maintenance of Delta Control building controllers and devices
Option #3 : April 1st, 2026 until March 31st, 2027

UNIT PRICE TABLE

It has been convened between the Canada and the Contractor that the following table is the "Unit price table for the standing offer". Prices must include among other things: profits and administration, labor, transportation to and including fuel and all the elements mentioned in this Request for Standing Offer.

Item	Description	Unit of measurement	Unit price (before tax)	Estimated quantity (*)	Estimated price
Part A - Labour					
A.1	Control and Instrumentation Technician During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	80	_____ \$
A.2	Control and Instrumentation Technician Outside normal working hours / emergency call (5:00 PM to 6:59 AM, Monday to Friday, week-ends and holidays)	Hr	_____ \$	40	_____ \$
A.3	Electrician During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	60	_____ \$
A.4	Control and Instrumentation specialist engineer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	24	_____ \$
A.5	Programmer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	24	_____ \$
A.6	Graphic designer / Plan designer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	24	_____ \$
A.7	Trainer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	24	_____ \$
Part B – Administrative documents					
B.1	Production of associated documents as requested by the Technical Authority	Hr	_____ \$	16	_____ \$
Part C – Material and parts					
C.1	Supply of all materials, pieces or equipment from the manufacturer DELTA including Entelliweb and Tech licence	%	_____ %	20 000,00 \$	_____ \$
C.2	Supply of all other materials, pieces or equipment Will be billed to CSC at cost, plus an increase of ____%.	%	_____ %	10 000,00 \$	_____ \$
Estimated total cost: * The estimated quantities are indicated as a reference for evaluation purposes					_____ \$

Hourly rates:

ONLY those services actually rendered shall be paid for. Hourly rates apply to on-site productive worktime, which includes but is not limited to mobilization, demobilization and clean-up. Hourly rates do not apply to meal times and unauthorized breaks. No payment shall be made for travel time to the site. In other words, time paid must be calculated based on arrival and departure times at the institution.

Expenses:

ONLY those expenses invoiced at the above bid rate shall be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services. This includes, but is not limited to, administration fees and expenses; profit; transportation of labor, equipment and materials; and any other necessary service delivery expenses.



BASIS OF PAYMENT
Donnacona Institution/ CCC Marcel-Caron
Service and maintenance of Delta Control building controllers and devices
Option #3 : April 1st, 2026 until March 31st, 2027

UNIT PRICE TABLE

It has been convened between the Canada and the Contractor that the following table is the "Unit price table for the standing offer". Prices must include among other things: profits and administration, labor, transportation to and including fuel and all the elements mentioned in this Request for Standing Offer.

Item	Description	Unit of measurement	Unit price (before tax)	Estimated quantity (*)	Estimated price
Part A - Labour					
A.1	Control and Instrumentation Technician During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	80	_____ \$
A.2	Control and Instrumentation Technician Outside normal working hours / emergency call (5:00 PM to 6:59 AM, Monday to Friday, week-ends and holidays)	Hr	_____ \$	80	_____ \$
A.3	Electrician During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	80	_____ \$
A.4	Control and Instrumentation specialist engineer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	8	_____ \$
A.5	Programmer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	40	_____ \$
A.6	Graphic designer / Plan designer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	32	_____ \$
A.7	Trainer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	8	_____ \$
Part B – Administrative documents					
B.1	Production of associated documents as requested by the Technical Authority	Hr	_____ \$	16	_____ \$
Part C – Material and parts					
C.1	Supply of all materials, pieces or equipment from the manufacturer DELTA including Entelliweb and Tech licence	%	_____ %	15 000,00 \$	_____ \$
C.2	Supply of all other materials, pieces or equipment Will be billed to CSC at cost, plus an increase of ____%.	%	_____ %	2 000,00 \$	_____ \$
Estimated total cost: * The estimated quantities are indicated as a reference for evaluation purposes					_____ \$

Hourly rates:

ONLY those services actually rendered shall be paid for. Hourly rates apply to on-site productive worktime, which includes but is not limited to mobilization, demobilization and clean-up. Hourly rates do not apply to meal times and unauthorized breaks. No payment shall be made for travel time to the site. In other words, time paid must be calculated based on arrival and departure times at the institution.

Expenses:

ONLY those expenses invoiced at the above bid rate shall be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services. This includes, but is not limited to, administration fees and expenses; profit; transportation of labor, equipment and materials; and any other necessary service delivery expenses.



BASIS OF PAYMENT
Joliette Institution (3 addresses)
Service and maintenance of Delta Control building controllers and devices
Option #3 : April 1st, 2026 until March 31st, 2027

UNIT PRICE TABLE

It has been convened between the Canada and the Contractor that the following table is the "Unit price table for the standing offer". Prices must include among other things: profits and administration, labor, transportation to and including fuel and all the elements mentioned in this Request for Standing Offer.

Item	Description	Unit of measurement	Unit price (before tax)	Estimated quantity (*)	Estimated price
Part A - Labour					
A.1	Control and Instrumentation Technician During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	80	_____ \$
A.2	Control and Instrumentation Technician Outside normal working hours / emergency call (5:00 PM to 6:59 AM, Monday to Friday, week-ends and holidays)	Hr	_____ \$	40	_____ \$
A.3	Electrician During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	50	_____ \$
A.4	Control and Instrumentation specialist engineer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	12	_____ \$
A.5	Programmer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	40	_____ \$
A.6	Graphic designer / Plan designer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	20	_____ \$
A.7	Trainer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	8	_____ \$
Part B – Administrative documents					
B.1	Production of associated documents as requested by the Technical Authority	Hr	_____ \$	8	_____ \$
Part C – Material and parts					
C.1	Supply of all materials, pieces or equipment from the manufacturer DELTA including Entelliweb and Tech licence	%	_____ %	35 000,00 \$	_____ \$
C.2	Supply of all other materials, pieces or equipment Will be billed to CSC at cost, plus an increase of ____%.	%	_____ %	15 000,00 \$	_____ \$
Estimated total cost: * The estimated quantities are indicated as a reference for evaluation purposes					_____ \$

Hourly rates:

ONLY those services actually rendered shall be paid for. Hourly rates apply to on-site productive worktime, which includes but is not limited to mobilization, demobilization and clean-up. Hourly rates do not apply to meal times and unauthorized breaks. No payment shall be made for travel time to the site. In other words, time paid must be calculated based on arrival and departure times at the institution.

Expenses:

ONLY those expenses invoiced at the above bid rate shall be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services. This include, but is not limited to, administration fees and expenses; profit; transportation of labor, equipment and materials; and any other necessary service delivery expenses.



BASIS OF PAYMENT
La Macaza Institution
Service and maintenance of Delta Control building controllers and devices
Option #3 : April 1st, 2026 until March 31st, 2027

UNIT PRICE TABLE

It has been convened between the Canada and the Contractor that the following table is the "Unit price table for the standing offer". Prices must include among other things: profits and administration, labor, transportation to and including fuel and all the elements mentioned in this Request for Standing Offer.

Item	Description	Unit of measurement	Unit price (before tax)	Estimated quantity (*)	Estimated price
Part A - Labour					
A.1	Control and Instrumentation Technician During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	30	_____ \$
A.2	Control and Instrumentation Technician Outside normal working hours / emergency call (5:00 PM to 6:59 AM, Monday to Friday, week-ends and holidays)	Hr	_____ \$	20	_____ \$
A.3	Electrician During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	20	_____ \$
A.4	Control and Instrumentation specialist engineer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	12	_____ \$
A.5	Programmer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	12	_____ \$
A.6	Graphic designer / Plan designer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	10	_____ \$
A.7	Trainer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	8	_____ \$
Part B – Administrative documents					
B.1	Production of associated documents as requested by the Technical Authority	Hr	_____ \$	8	_____ \$
Part C – Material and parts					
C.1	Supply of all materials, pieces or equipment from the manufacturer DELTA including Entelliweb and Tech licence	%	_____ %	30 000,00 \$	_____ \$
C.2	Supply of all other materials, pieces or equipment Will be billed to CSC at cost, plus an increase of ____%.	%	_____ %	15 000,00 \$	_____ \$
Estimated total cost: * The estimated quantities are indicated as a reference for evaluation purposes					_____ \$

Hourly rates:

ONLY those services actually rendered shall be paid for. Hourly rates apply to on-site productive worktime, which includes but is not limited to mobilization, demobilization and clean-up. Hourly rates do not apply to meal times and unauthorized breaks. No payment shall be made for travel time to the site. In other words, time paid must be calculated based on arrival and departure times at the institution.

Expenses:

ONLY those expenses invoiced at the above bid rate shall be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services. This include, but is not limited to, administration fees and expenses; profit; transportation of labor, equipment and materials; and any other necessary service delivery expenses.



BASIS OF PAYMENT
Port-Cartier Institution
Service and maintenance of Delta Control building controllers and devices
Option #3 : April 1st, 2026 until March 31st, 2027

UNIT PRICE TABLE

It has been convened between the Canada and the Contractor that the following table is the "Unit price table for the standing offer". Prices must include among other things: profits and administration, labor, transportation to and including fuel and all the elements mentioned in this Request for Standing Offer.

Item	Description	Unit of measurement	Unit price (before tax)	Estimated quantity (*)	Estimated price
Part A - Labour					
A.1	Control and Instrumentation Technician During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	180	_____ \$
A.2	Control and Instrumentation Technician Outside normal working hours / emergency call (5:00 PM to 6:59 AM, Monday to Friday, week-ends and holidays)	Hr	_____ \$	32	_____ \$
A.3	Electrician During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	40	_____ \$
A.4	Control and Instrumentation specialist engineer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	8	_____ \$
A.5	Programmer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	16	_____ \$
A.6	Graphic designer / Plan designer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	16	_____ \$
A.7	Trainer During normal working hours (7:00 AM to 4:59 PM, Monday to Friday)	Hr	_____ \$	16	_____ \$
Part B – Administrative documents					
B.1	Production of associated documents as requested by the Technical Authority	Hr	_____ \$	8	_____ \$
Part C – Material and parts					
C.1	Supply of all materials, pieces or equipment from the manufacturer DELTA including Entelliweb and Tech licence	%	_____ %	40 000,00 \$	_____ \$
C.2	Supply of all other materials, pieces or equipment Will be billed to CSC at cost, plus an increase of ____%.	%	_____ %	20 000,00 \$	_____ \$
Estimated total cost: * The estimated quantities are indicated as a reference for evaluation purposes					_____ \$

Hourly rates:

ONLY those services actually rendered shall be paid for. Hourly rates apply to on-site productive worktime, which includes but is not limited to mobilization, demobilization and clean-up. Hourly rates do not apply to meal times and unauthorized breaks. No payment shall be made for travel time to the site. In other words, time paid must be calculated based on arrival and departure times at the institution.

Expenses:

ONLY those expenses invoiced at the above bid rate shall be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services. This include, but is not limited to, administration fees and expenses; profit; transportation of labor, equipment and materials; and any other necessary service delivery expenses.



2. Options to Extend the Standing Offer Period:

Subject to the exercise of the option to extend the Standing Offer period in accordance with Article 4.2 of the original Standing Offer, Options to Extend the Standing Offer, the Contractor will be paid the firm all inclusive Hourly Rate(s) and Unit Price(s), in accordance with the following tables, Applicable Taxes extra, to complete all Work and services required to be performed in relation any call-up issued as a result of the Standing Offer extension.

3. Applicable Taxes

- (a) All prices and amounts of money in the Standing Offer are exclusive of Applicable Taxes, unless otherwise indicated. Applicable Taxes are extra to the price herein and will be paid by Canada.
- (b) The estimated Applicable Taxes of \$*<To Be Inserted at Standing Offer Award>* are included in the total estimated cost shown on page 1 of this Standing Offer. The estimated Applicable Taxes will be incorporated into all invoices and progress claims and shown as a separate item on invoices and progress claims. All items that are zero-rated, exempt, or to which taxes do not apply, are to be identified as such on all invoices. The Offeror agrees to remit to Canada Revenue Agency (CRA) any amounts of Applicable Taxes or due.

4. Electronic Payment of Invoices - Offer

Canada requests that Offerors complete option 1 or 2 below:

- 1. Electronic Payment Instruments will be accepted for payment of invoices.

The following Electronic Payment Instrument(s) are accepted:

- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);

- 2. Electronic Payment Instruments will not be accepted for payment of invoices.

The Offeror is not obligated to accept payment by credit card by Electronic Payment Instruments.

Acceptance of credit cards for payment of call-ups will not be considered as an evaluation criterion.



Annex C – Security Requirements Check List

DSD-QUE5069



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat 21301-23-4177044
Security Classification / Classification de sécurité

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE	
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine SCC - CSC	2. Branch or Directorate / Direction générale ou Direction Services Techniques, Région du Québec
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 Programmation du logiciel Entelliweb déjà installé sur un serveur du SCC. l'accès doit se faire via un compte réseau avec accès limité à Entelliweb	
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis	
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)	<input type="checkbox"/> No Non <input checked="" type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès	
Canada <input checked="" type="checkbox"/> DS	NATO / OTAN <input type="checkbox"/> Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion	
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/> DS	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <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:
7. c) Level of information / Niveau d'information	
PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/> DS	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>	TOP SECRET / TRÈS SECRET <input type="checkbox"/>
	TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité





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du Canada

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21301-23-4177044

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PART A (continued) / PARTIE A (suite)

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

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

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

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

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

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

Special comments: Accès limiter au réseau TI/SCC et à Entelliweb Via Ordinateur du DS
Commentaires spéciaux :

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

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

Canada



DSD-QUE5069



Government
of Canada

Gouvernement
du Canada

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21301-23-4177044

Security Classification / Classification de sécurité

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO	NATO	NATO	COSMIC TOP SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
							RESTRICTED	CONFIDENTIAL	SECRET		A	B	C			
DS				CONFIDENTIAL		TRÈS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL								
Information / Assets Renseignements / Biens		X														
Production																
IT Media / Support IT																
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).

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

Canada



DSD-QUE5069



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat 21301-23-4177044
Security Classification / Classification de sécurité

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Martin Roy	Title - Titre Spécialiste régional de l'entretien	Signature 	
Telephone No. - N° de téléphone 514 242-4877	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel martin.roy@csc-scc.gc.ca	Date 2022-06-22
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Dominic St-Denis	Title - Titre A/Contracting Security Analyst	Signature StDenis Dominic	<small>Digitally signed by StDenis, Canada DN: cn=StDenis, o=CSC, ou=CSC-SCC, c=Canada; e=stdenis@scs.csc.gc.ca Location: your signing location here Date: 2022.08.29 07:24:25 -0400 Mail PGP Error: nosec: 11.0.1</small>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input checked="" type="checkbox"/> No / <input type="checkbox"/> Yes Non / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées) Amélia Laplante	Title - Titre Agente rég. int., Service des contrats et gestion du matériel	Signature 	<small>Signature numérique de Laplante, Amélia Date: 2022.07.28 10:40:42 -0400</small>
Telephone No. - N° de téléphone 438-459-1599	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel amelia.laplante@csc-scc.gc.ca	Date 2022-07-28
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
APPROVED <small>(en lettres moulées)</small> By Denis Lecompte at 10:23 am, Aug 29, 2022	Title - Titre Lecompte, Denis	Signature Lecompte, Denis	<small>Digitally signed by Lecompte, Denis Date: 2022.08.29 10:24:25 -04'00'</small>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité





ANNEX D – INSURANCE REQUIREMENTS

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 twelve (12) months after the completion or termination of the Contract.
 - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
 - m. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.

Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s. 1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:
*Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8*

For other provinces and territories, send to:
*Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8*

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



Annex E – Contract Security Program – Application for Registration

CONTRACT SECURITY PROGRAM APPLICATION FOR REGISTRATION (AFR) for Canadian legal entities

Instructions for completing the Application for Registration (AFR)

Privacy notice for Canadian entities registering in the CSP

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

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

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

General Instructions:

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

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

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

Section A - Business Information

- **Legal name of the organization** refers to the legal name of the organization as it is organized & existing within the country of jurisdiction. In the case of Canadian legal entities, this would be the legal name that is registered with federal, provincial or territorial authorities.
- **Business or Trade name** refers to the name which a business trades under for commercial purposes, although its registered, legal name, used for contracts and other formal situations, may be another name.
- **Type of Organization** - All required documentation in relation to the type of organization must be provided
 - **Corporation** refers to an entity having authority under the law to act as a single person distinct from the shareholders who own it and having rights to issue stock and exist indefinitely.
Provide the following information to substantiate this "Type of Organization" selection:
 - Stock exchange identifier (if applicable);
 - Certificate of incorporation, compliance, continuance, current articles of incorporation, etc.



- Ownership structure chart is mandatory
- **Partnership** refers to an association or relationship between two or more individuals, corporations, trusts, or partnerships that join together to carry on a trade or business.
Provide the following information to substantiate this "Type of Organization" selection:
 - Evidence of legal status, ie. partnership agreement;
 - Provincial partnership name registration (if applicable);
 - Ownership structure chart
- **Sole proprietor** refers to the owner of a business who acts alone and has no partners.
Provide the provincial registration documentation (if applicable) ie. master business license, provincial name registration document
- **Other** (universities, financial institutions, unincorporated organizations, Assembly of First Nations, etc.)
Provide the following information to substantiate this "Type of Organization" selection:
 - Evidence of legal status such as acts, charters, bands, etc.
 - Ownership structure chart and management structure chart
- **Principal place of business** must be where the business is physically located and operating in Canada. Virtual locations, mail boxes, receiving offices, coworking spaces, representative agent's office, etc. will not be accepted.
- **Self-identify as a diverse supplier:** Public Services and Procurement Canada (PSPC) defines a diverse supplier as "a business owned or led by Canadians from underrepresented groups, such as women, Indigenous Peoples, persons with disabilities and visible minorities.

Section B - Security Officers

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

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

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

Section C - Officers

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

Section D - Board of Directors

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

Section E - Ownership Information

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



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

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

Section G - Certification and Consent

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



APPLICATION FOR REGISTRATION (AFR) for Canadian legal entities

NOTE:

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

SECTION A - BUSINESS INFORMATION

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

SECTION B - SECURITY OFFICERS

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

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

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



ACSO (if applicable)				
ACSO (if applicable)				
ACSO (if applicable)				

For Document Safeguarding Capability ONLY:

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

SECTION C – OFFICERS (managing partners, key leadership, signatories, etc.)
Add additional rows or attachments as needed and include management structure chart demonstrating reporting structures

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

SECTION D – LIST OF BOARD OF DIRECTORS
Add additional rows or attachments as needed

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

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

Please complete for each level of ownership

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

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

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

Ownership - Level 1 (Direct Parent)				
Name of organization or individual				
Address				
Type of entity (e.g. private or public corporation, state-owned)				



Stock exchange identifier (if applicable)			
Facility security clearance (FSC) yes/no			
Percentage of ownership			
Country of jurisdiction or citizenship			

SECTION E-2 - OWNERSHIP LEVEL 2

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

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

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

SECTION E-3 - OWNERSHIP LEVEL 3

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

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

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

SECTION F - JUSTIFICATION (FOR RENEWING ORGANIZATIONS)

Add additional rows or attachments as needed

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

Contract, lease, SA, SO, etc number	Client / contracting authority	Security Type & level	Expiry date (dd-mm-yyyy)
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SECTION G - CERTIFICATION AND CONSENT (ONLY AN OFFICER IDENTIFIED IN SECTION C MAY COMPLETE THIS SECTION)

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

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

FOR USE BY THE PSPC'S CONTRACT SECURITY PROGRAM

Recommendations	
Recommended by e-signature	Approved by e-signature