

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

**Address:**

**Attention:** Eastern Service Centre

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

**REQUEST FOR PROPOSAL**

**Proposal To: Agriculture and Agri-Food Canada**

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

**Comments:**

**Vendor/Firm Name and Address:**

**Issuing Office**

Agriculture and Agri-Food Canada

Eastern Service Centre  
2001 Robert-Bourassa,  
Montreal, QC., H3A 3N2

Title: Chiller and Water Tower Maintenance	
Solicitation Number 01B46-22-097	Date of solicitation: 2022-11-15
Solicitation Closes: At: 2:00pm On: 2022-12-19	Time Zone: EST
Address Enquiries to:          Name: Jean-Francois Lemay Email: jean-francois.lemay@agr.gc.ca	
Telephone Number: 343-571-9706	FAX Number:
Destination of Goods, Services and Construction:  Saint-Hyacinthe Research and Development Centre 3600 boul. Casavant West Saint-Hyacinthe, Québec, J2S 8E3	
<b>Instructions:</b> Municipal taxes are not applicable. Unless otherwise specified herein all prices quoted must include all applicable Canadian customs duties, GST/HST, excise taxes and are to be delivered Delivery Duty Paid including all delivery charges to destination(s) as indicated. The amount of the Goods and Services Tax/Harmonized Sales Tax is to be shown as a separate item.	
Delivery required:	Delivery offered:
Vendor/Firm Name and Address:          	
Name and title of person authorized to sign on behalf of vendor/firm (type or print)	
Signature	
Date	

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, 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 Other Requirements: includes specific requirements that must be addressed by Bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment and the Security Requirements Checklist.

### **1.2 Summary**

Agriculture and Agri-Food Canada (AAFC) requires the services of a contractor to ensure the maintenance and timely repairs of its chillers and water towers, including tower speed regulators.

#### **1.2.1 Security requirements**

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

### **1.3 Debriefings**

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

## **PART 2 - BIDDER INSTRUCTIONS**

### **2.1 Standard Instructions, Clauses and Conditions**

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

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

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

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

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

Delete "PWGSC"  
Insert "AAFC".

Subsection 5.2 of Standard Instructions - Goods or Services - Competitive Requirements 2003 is amended as follows:

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

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

## **2.2 Submission of Bids**

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

Bids will only be received electronically.

## **2.3 Former Public Servant**

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

### **Definitions**

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

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

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the

implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

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

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

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

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

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

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

### **Work Force Adjustment Directive**

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

If so, the Bidder must provide the following information:

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

## **2.4 Enquiries - Bid Solicitation**

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

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

## 2.5 Applicable Laws

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

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

## 2.6 Optional Site Visit

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at the Saint-Hyacinthe Research and Development Centre located at 3600, boul. Casavant West, Saint-Hyacinthe, Québec, J2S 8E3 on **November 29, 2022. The site visit will begin at 10 AM local time.**

Bidders may be requested to sign an attendance sheet. Bidders who do not attend or do not send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

## 2.7 Bid Challenge and Recourse Mechanisms

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

## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

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

Section I: Financial Bid

Section II: Certifications

#### Section I: Financial Bid

The bidder must complete and sign Annex B (Basis of Payment). Prices shall not appear in any area of the proposal.

#### Section II: Certifications

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

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

### **4.1 Evaluation Procedures**

An evaluation team composed of representatives of Canada will evaluate the bids.

### **4.2 Basis of Selection**

A bid must comply with all requirements of the bid solicitation to be declared responsive.

The responsive bid with the lowest price will be recommended for award of a contract.

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

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

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

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

### **5.1 Certifications Required with the Bid**

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

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

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

#### **5.2 Certifications Precedent to Contract Award and Additional Information**

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

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

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

##### **5.2.2 Additional Certifications Precedent to Contract Award**

###### **5.2.2.1 Status and Availability of Resources**

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

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

### **5.2.2.2 Education and Experience**

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

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

### **6.1 Security Requirements**

1. Before award of a contract, the following conditions must be met:
  - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
  - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
  - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

## **PART 7 - RESULTING CONTRACT CLAUSES**

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



## 7.1 Statement of Work

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

## 7.2 Standard Clauses and Conditions

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

### 7.2.1 General Conditions

[2035](#) (2022-05-12), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

## 7.3 Security Requirements

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

The contractor/offeror personnel requiring access to sensitive work site(s) must **each** hold a valid **reliability status**, granted or approved by AAFC;

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

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

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

Subcontracts which contain security requirements are **not** to be awarded without the prior written permission of the AAFC; and

The contractor/offeror must comply with the provisions of the Security Requirements Check List.

## 7.4 Term of Contract

The period of the Contract is from January 1, 2023 to December 31, 2023.

### 7.4.3 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to four (4) additional 1-year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 30 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

## 7.5 Authorities

### 7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Jean-François Lemay  
Title: Procurement Officer  
Agriculture and Agri-Food Canada  
Address: 2001 Robert-Bourassa, Montréal, Québec, H3A 3N2  
Telephone: 343-571-9706  
E-mail address : [jean-francois.lemay@agr.gc.ca](mailto:jean-francois.lemay@agr.gc.ca)

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

### 7.5.2 Project Authority

The Project Authority for the Contract is:  
(will be provided at contract award)

Name:  
Title:  
Organization:  
Address:  
Telephone:  
E-mail address:

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

### 7.5.3 Contractor's Representative

(will be inserted at contract award)

Name:  
Title:  
Organization:  
Address:  
Telephone:  
E-mail address:

## 7.6 Proactive Disclosure of Contracts with Former Public Servants

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

## **7.7 Payment**

For the services provided, Agriculture and Agri-Food Canada will pay the Contractor in accordance with the Rates in Annex B (Basis of Payment) for Work performed.

Payment will be made no more than once a month, following the submission of all invoicing documentation and upon acceptance by the Project Authority.

### **7.7.1 Limitation of Expenditure – Service Calls (Improvements / Repairs)**

For service calls (Improvements / Repairs) described in the Statement of Work, Canada's total liability to the Contractor under the Contract must not exceed **\$ 30,000.00 annually** (+ applicable taxes).

No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority.

### **7.7.2 Direct Deposit**

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

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

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

## **7.8 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.

The invoice shall be forwarded to :

- 1) the Project Authority at the address noted in Article 7.5.2.
- 2) the following address: [aafc.comptesfournisseurssthyacintheaccounts payable.aac@agr.gc.ca](mailto:aafc.comptesfournisseurssthyacintheaccounts payable.aac@agr.gc.ca)

## **7.9 Certifications and Additional Information**

### **7.9.1 Compliance**

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

### **7.10 Applicable Laws**

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

### 7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2022-05-12), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List ;
- (f) the Contractor's bid dated \_\_\_\_\_ . (will be inserted at contract award)

### 7.12 Foreign Nationals (Canadian Contractor)

The Contractor must comply with Canadian immigration requirements applicable to foreign nationals entering Canada to work temporarily in fulfillment of the Contract. If the Contractor wishes to hire a foreign national to work in Canada to fulfill the Contract, the Contractor should immediately contact the nearest Service Canada regional office to enquire about Citizenship and Immigration Canada's requirements to issue a temporary work permit to a foreign national. The Contractor is responsible for all costs incurred as a result of non-compliance with immigration requirements.

### 7.13 Dispute Resolution

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

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MAINTENANCE OF CENTRIFUGAL CHILLERS,  
THE CHILLER WITH HELICAL ROTARY COMPRESSORS,  
COOLING TOWERS AND THE CLOSED-LOOP WATER TOWER

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## **ANNEX A – Statement of Work**

### **1. Background**

The Saint-Hyacinthe Research and Development Centre is part of a national network of 20 research centres operated by Agriculture and Agri-Food Canada (AAFC).

The Saint-Hyacinthe Centre is the only departmental research and development centre dedicated exclusively to food processing research. Half of the Centre's area is occupied by pilot plants for the production of processed foods under quasi-industrial conditions, which allows researchers and Canadian companies to collaborate and conduct research to improve manufacturing processes in the main industrial sectors (meat products, dairy products, grain products, oilseeds and pulses, processed fruits and vegetables). Through the industrial program, companies can scale up their processes and conduct sensory evaluations to determine the impact of innovations on food flavour and texture.

The main building of the Research Centre was built in 1985. At the beginning, the construction consisted of wings A, B, C, D. Later, wings E and F were added gradually for an area of over 10,000 square meters.

### **2. Scope of work**

Agriculture and Agri-Food Canada (AAFC) requires the services of a contractor to ensure the maintenance and timely repairs of its chillers and water towers, including tower speed regulators.

The Contractor is asked to submit a proposal for the performance of services related to the chillers and water towers. The goods and services to be rendered are described in more detail in section 4.

The Contractor must engage the services of such subcontractors or consultants as it deems necessary to complete this mandate.

### **2. Place of work**

Agriculture and Agri-Food Canada  
Saint-Hyacinthe Research and Development Centre  
Saint-Hyacinthe, Quebec  
J2S 8E3

### **3. General requirements**

- a. *Act respecting the Commission des normes, de l'équité, de la santé et de la sécurité au travail du Québec (CNESST)*
  - i. The Contractor must perform the role and duties of a prime contractor as set out in the said Act in addition to its obligations related to its employer status under the said Act and the health and safety obligations set out in these contract documents.

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MAINTENANCE OF CENTRIFUGAL CHILLERS,  
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b. Work

- i. All work must be carried out in such a way as not to unnecessarily interfere with the operations of the centre and the production of the greenhouses.
- ii. Any damage to property caused by the Contractor, its subcontractors and employees will be repaired immediately to the satisfaction of the Departmental Representative at no additional cost to the Department.

c. Warranty

- i. All materials must be free from defects in workmanship and installation. If, during the warranty period, such defects are found to exist, the Contractor must restore to good working order or replace such materials, fixtures, appliances and equipment without additional charge to the Department.
- ii. Upon completion of the work, the Contractor and manufacturer must issue a warranty certificate on behalf of the owner for the warranty stipulated in the following section.
- iii. All work and materials must be guaranteed for a minimum of one year from final acceptance of the work.

d. Contractor's responsibilities

- i. Should the Contractor require further information or details for the performance of the Work, the Contractor must make such request to the Departmental Representative, failing which the Contractor must be deemed to have all the information required to perform the Work in a satisfactory manner and according to accepted practices. Such request must be made by the Contractor in sufficient time to allow the Departmental Representative time to prepare the detailed drawings.

e. Construction site layout

- i. The Contractor will maintain the access roads used during the work. In addition, they will have to repair any damage that may result from the use of the roads.
- ii. The Contractor will be required to remove waste and scrap materials from the site on a daily basis. Disposal locations must be in accordance with applicable provincial and municipal regulations.

f. Materials and equipment

- i. Unless otherwise specified, use new materials and equipment.

g. Applicable standards, codes and requirements

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MAINTENANCE OF CENTRIFUGAL CHILLERS,  
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The list of standards and requirements is non-restrictive and applies to every stage of this project. In case of contradiction, the most stringent regulations apply.

- Safety on construction sites
  - *Safety Code for the Construction Industry*, (S-2.1, r. 6);
  - *Occupational Health and Safety Act*, (S-2.1);
  - *Canada Labour Code*, Part II, Canada Occupational Safety and Health Regulations;
  - Health Canada / Workplace Hazardous Materials Information System (WHMIS);
  - Apply all applicable policies, guidelines and standards.
- Any other document, regulation, code or standard applicable to this project.

Upon the award of the contract, the contractor must submit a list of all personnel who may be working on the site.

h. Security requirements

This need includes a security requirement. The contractor will be required to have a reliability clearance for access to the facility for all employees who will be on site.

**Available documents**

All existing and relevant documents will be provided to the Contractor by technological means. The Contractor will be responsible for verifying the information contained therein. The documents currently identified are the following:

- a) Original architectural construction plans.

Reference information will be available in the language in which it is written. The reliability of the documentation cannot be guaranteed and is offered for information purposes only.

The Contractor will be provided with existing documentation to assist in the completion of this project. However, it should be noted that the existing documentation of “as-built” drawings represents the actual layout of the building systems and equipment in the early years of operation only. Since that time, there have been many changes to the Building. They are not necessarily represented in the “as-built” documentation.

The Contractor understands and acknowledges that they cannot base their findings on a review of existing documentation and that the majority of the evaluation of the existing condition will be accomplished through engineering surveys and on-site observations. Therefore, the contractor must visit the site as many times as necessary to ensure that all work meets or exceeds the requirements of the terms of this contract to the satisfaction of AAFC.

The Contractor, however, must keep in mind that the plans of the facilities are almost non-existent and that the best option to have exact measurements will be to conduct a field survey.

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**BID**

- **MAINTENANCE OF THE TWO CENTRIFUGAL CHILLERS (350-TONNE LOW PRESSURE - TRANE)**
- **ONE CHILLER WITH HELICAL ROTARY COMPRESSORS (80-TONNE - TRANE)**
- **TWO COOLING TOWERS (EVAPCO MODEL AT19-912)**
- **ONE CLOSED-LOOP WATER TOWER (EVAPCO MODEL LRW-68-3-2)**
- **TWO VARIABLE-SPEED DRIVES (ABB MODEL ACH 550-UH-032A-6 for 30 HP motor)**



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**MAINTENANCE OF CENTRIFUGAL CHILLERS,  
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**St-Hyacinthe RDC, Agriculture and Agri-Food Canada,  
3600 Casavant  
Saint-Hyacinthe, Quebec**

Specification Sections	Section Titles	Pages
- Specification index		8 and 9
- Section 1 ET	General requirements of all-inclusive maintenance specification	10 to 27
- Section 2 REF	Maintenance of centrifugal chillers and the chiller with helical rotary compressors	28 to 43
- Section 3 TR	Maintenance of cooling towers and the closed circuit water tower.	44 to 49
- Section 4 INVENTORY	Equipment inventory	50 and 51
- Basis of payment		52
- Schedule of visits and tests		53

**SECTION 1 AND - GENERAL REQUIREMENTS**

1. Drawings
2. Conditions
3. Service calls
4. Major breakdowns, defects and abnormal conditions
5. Parts and tools
6. Labour force
7. Work period
8. Power down
9. Security of premises
10. Staff training
11. Site and system knowledge
12. Protection of person and property
13. Fire protection
14. Cleanliness of the premises
15. Instructions
16. Communications
17. Report or worksheet
18. Manufacturer's instructions
19. Electrical isolation and transfer request
20. System modifications

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MAINTENANCE OF CENTRIFUGAL CHILLERS,  
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21. General safety

**SECTION 2 REF - MAINTENANCE OF CENTRIFUGAL CHILLERS AND CHILLER WITH HELICAL ROTARY COMPRESSORS**

1. Scope of work
2. Definitions
3. Technical update
4. Visit report
5. Staff training

Minimum maintenance of the cooler with helical rotary compressors

6. General
7. Materials and components
8. Seasonal commissioning

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9. Closed for the winter
  10. Monthly maintenance
  11. Refrigerant charge
  12. Oil level
  13. Oil filter

Minimum maintenance of centrifugal chillers

14. General
15. Materials and components
16. Seasonal commissioning (April)
17. Operational inspection (7 times a year)
18. Annual inspection and at the beginning of the contract
19. Closed for the winter
20. Cleaning of condenser tubes (Oct/Nov)
21. Cleaning of evaporator tubes
22. Annual oil analysis
23. Refrigerant analysis
24. Analysis of the condition of the exchanger tubes (evaporators and condensers)
25. Vibration analysis
26. Other analysis

**SECTION 3 TR- COOLING TOWERS AND CLOSED-LOOP WATER TOWER MAINTENANCE**

1. Scope of work
2. Definitions
3. Technical update
4. Visit report
5. Operation

Minimum maintenance of the cooling towers and the closed-loop water tower.

6. End of season shutdown (November) and annual maintenance.
7. Spring start-up in April.
8. Operational inspection (six monthly required).
9. Checking the capacity of the cooling tower.

**SECTION 4 INVENTORY - EQUIPMENT INVENTORY.**

**GENERAL REQUIREMENTS**

**MAINTENANCE OF CENTRIFUGAL CHILLERS, THE  
CHILLER WITH HELICAL ROTARY COMPRESSORS,  
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**1 DRAWINGS**

1. There are no drawings attached to these specifications.

**2 CONDITIONS**

1. The work to be performed under this contract consists in executing the specific tasks and responsibilities of the REF and TR sections for the maintenance of the low-pressure centrifugal chillers, the main water towers, the chiller with helical compressors and the closed-loop water tower and other equipment listed in section 4 INVENTORY.
2. The Contractor will supply all parts necessary for the execution of the maintenance or repair work for which they are responsible.
3. The complete maintenance program includes all the parts required by the maintenance tasks, and all the tools and labour in order to carry out the maintenance according to the recommendations of the equipment manufacturer.

**3 SERVICE CALLS**

1. The Contractor will be required to provide 24-hour emergency service during the period of operation (12 months/year)
2. The maximum deadlines for an intervention will be two hours between 8:00 am and 4:00 pm on weekdays and four hours in all other cases. Thereafter, repairs must be completed within one week.

**4 MAJOR BREAKDOWNS,  
DEFECTS AND ABNORMAL  
CONDITIONS**

1. The Contractor will be required to provide a trouble-shooting service. Defects or abnormal conditions of systems, apparatuses and equipment discovered during the inspection must be promptly reported to the Facilities Manager or their representative.
2. The Contractor must provide within 48 hours (following diagnosis of failure on one of the low-pressure centrifugal chillers, main water towers, chiller with helical compressors or closed-loop water tower) the following major replacement parts; variable speed drives, motors, starters, controls, circuit breakers, tubes for all exchangers (evaporator and condenser. For water towers, belts, bearings, pulleys and layer shafts. The above list of parts is not exhaustive.

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**5 PARTS AND TOOLS**

- The Contractor is not responsible for the supply of all spare parts to ensure the condition and operation of the chillers / cooling towers.
3. After submitting the report on the major breakdown, the Contractor will have to submit an action plan and provide a quotation to proceed with the corrective work.

1. The Contractor must repair or, where necessary, replace worn parts with new parts.

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

2. Spare parts must be genuine and come from the manufacturers of the equipment. Where genuine replacement parts or equipment are not available, the Contractor must use equivalents of at least equal or better quality than the originals; equivalents must be approved by the Facilities Manager.
3. The Facilities Manager reserves the right to decide on the quality of the spare parts; this decision will be final and without appeal.
4. Any parts installed without approval or found to be non-compliant by the Facilities Manager must be replaced within eight days, otherwise, the Contractor will be considered in default.
5. Any change of rooms must be previously authorized by the Facilities Manager.

**6 WORKFORCE**

1. The Contractor must supervise its employees to ensure that their conduct and attire are appropriate and must restrict movement in the buildings to the specific requirements of the work to be performed.
2. The Contractor must not award the work under this contract to any subcontractor or third-party company, except for the non-destructive testing specified in items #22, #23, #24 and #25 of the REF section,

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- serviced only by the manufacturer’s licensed contractor or the manufacturer itself.
3. Some work in specialized areas such as pipe inspection and vibration analysis may be performed by other specialized firms, but always at the Contractor’s expense. The Contractor is responsible for its subcontractors as if the work had been done by the Contractor.
  4. The Contractor must be fully responsible for any oversights, breakages, incompetence and involvement of their personnel.
- 7 WORK PERIOD**
1. The work must be performed in such a manner as not to interfere with the normal operations of the users of the building and must be performed on a schedule that will cause the least possible inconvenience to the occupants and users of the building. The work period and schedule must be established and harmonized with the schedule previously agreed upon between the contractor and the Facilities Manager and/or their authorized representative.
- 8 POWER DOWN**
1. No powering down of any of the owner’s equipment and/or fixtures must occur unless official notice is given to the contractor by the Facilities Manager and/or their authorized representative.
- 9 SITE SECURITY**
1. The Contractor will provide instructions, notices, signs to notify the facilities manager and/or authorized building representative and building occupants of the work in progress.
  2. The equipment must be delivered to the location stipulated by the building administrator. The Contractor’s representatives must vacate this location upon receipt of the materials unless otherwise authorized by the Facilities Manager.
  3. The Contractor or their representatives will be required to sign in and out at the location designated by the Facilities Manager or their authorized representative. They must indicate the time of entry and exit and the reasons for the visit.
  4. Agriculture Canada will provide an access card that meets current security standards. They will be required to wear and display the card on their uniform at all times while in the Building. Persons assigned to the work will

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wear a special uniform unique to the Contractor and the Contractor's identification must appear on their shirt.

**10 STAFF TRAINING**

1. The Contractor is responsible for the ongoing training of the operating personnel and must, upon request of the Facilities Manager, make its technicians available to the operating personnel so they may receive all the information necessary to operate the chillers, towers and other equipment covered by this contract in the most efficient and safe manner possible.

**11 KNOWLEDGE OF PREMISES  
AND SYSTEMS**

1. No additional claims for special equipment will be considered by the Facilities Manager due to a lack of information on existing conditions.

**12 PROTECTION OF PERSON  
AND PROPERTY**

1. Take all necessary safety measures and precautions to protect persons and property from any accident or damage while performing maintenance or repair services.
2. Particular care must be taken to avoid soiling, scratching, damaging or striking the facings of finished surfaces by contact with equipment, ladders, scaffolding or any other parts that may be used during the execution of the work.

**13 PROTECTION AGAINST  
FIRE**

1. All operations and tasks related to this contract must comply with the *National Fire Code of Canada* and the *National Building Code*, latest edition.

**14 SITE CLEANLINESS**

1. Debris will not be allowed to accumulate. After each work period, the Contractor must remove from the premises all waste and debris resulting from the execution of their work. They must leave the premises in a clean condition satisfactory to the Facilities Manager.

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|--|----|---|
| <b>15 INSTRUCTIONS</b>                                   | 1. | The Contractor must comply with any instructions or directions received from the Facilities Manager.  |
| <b>16 COMMUNICATIONS</b>                                 | 1. | Contact information, including addresses and telephone numbers where the contractor and their superintendent or manager may be contacted or reached at all hours of the day and night, must be included in a list prepared and updated as necessary by the Contractor and submitted to the Facilities Manager prior to the commencement of the work.  |
| <b>17 REPORT OR WORKSHEET</b>                            | 1. | Provide detailed printed reports as requested in other sections and appendices of the specification. These reports must be submitted to the Facilities Manager of the specification.  |
|  | 2. | At each visit, a detailed handwritten or PDF report must be presented for signature to the Facilities Manager before leaving the centre   |
| <b>18 MANUFACTURER'S INSTRUCTIONS</b>                    | 1. | Service maintenance of systems, apparatuses and equipment must be performed by the Contractor in strict accordance with the instructions and guidelines of the manufacturers and suppliers concerned.   |
| <b>19 REQUEST FOR INSULATION AND ELECTRICAL TRANSFER</b> | 1. | The Contractor must complete the "Shutdown and Resupply Procedure" and "Shutdown and Resupply Request" forms in all cases of electrical failure or isolation described below in accordance with the <i>Canada Labour Code</i> , Part II, Section VIII. <ol style="list-style-type: none"><li>1. Main building power feeders</li><li>2. Feeder supply panels and sub-panels</li><li>3. Busbars</li><li>4. Motor control centres</li><li>5. Emergency power circuits</li><li>6. Fire alarm system and fire protection equipment</li><li>7. Mechanical protection equipment (pump, etc.)</li></ol> |



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8. Alarm circuit for building services, including heating, ventilation and air conditioning equipment.
9. Circuits serving more than one device.
10. Refrigerant leakage monitor circuit and its alarm.
11. Circuits connected to a single device incorporated into a cooling or heating system.

2. The Contractor must, after duly completing the form, have it countersigned by the Facilities Manager before carrying out the work.

**20 SYSTEM CHANGES**

1. The Facilities Manager reserves the right to move, modify or add devices and connected equipment.

**21 HEALTH AND SAFETY CLAUSES**

**GENERAL CLAUSES**

- .1 The Contractor must manage its activities to ensure that the health and safety of its employees, the occupants of the building or facility and the public and protection of the environment must always take precedence over cost and scheduling issues. Further, the Contractor must meet all of the requirements of this notice.
- .2 The Contractor must comply at all times with the provisions of the *Quebec Act respecting occupational health and safety*, the *Safety Code for the Construction Industry*, and the Regulation respecting occupational health and safety, where applicable.
- .3 The Contractor must perform all work in accordance with the latest edition of the *National Fire Code of Canada*, the *National Building Code* and the *Canadian Electrical Code* and all other applicable codes or standards.
- .4 The Contractor must submit to the Facilities Manager a prevention program specific to all activities the Contractor is likely to carry out in the building at least 10 days before the start of the maintenance work. The Contractor must then update their prevention program if the course of the work differs from their initial forecasts. The Facilities Manager may, following receipt of the program and at any time during the course of the work, require that the program be modified or supplemented to better reflect the reality of the work environment. The Contractor must then make the required corrections before the maintenance work begins.

This program must be based on the identification of risks and must take into account the information and requirements set out in this specification. The program must be implemented

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throughout the life of the contract and must meet the following requirements:

- include the company's health and safety policy;
  - include a flow chart of health and safety responsibilities;
  - identify the risks specific to each category of tasks that will be performed in the execution of the contract and the corresponding preventive measures based on the regulatory requirements;
  - identify the person responsible for implementing preventive measures;
  - take into account the risks that may affect the health and safety as well as those of the occupants of the building or facility and the public;
  - include first aid and first-aid standards;
  - include an accident procedure;
  - include a workplace inspection grid based on the content of its identification of risks;
  - include any repair tasks that may be assigned to it within the scope of this contract;
  - include a written commitment from all stakeholders to adhere to this prevention program;
  - The Contractor must include in their prevention program a specific procedure for the maintenance and cleaning of water towers, in which they must detail the personal protective equipment to be worn by the workers (protection against bioaerosols and against the vapours of the cleaning products used).
- .5 In addition to the program specified in the previous section, in all cases where the work to be performed constitutes a construction site within the meaning of the *Act respecting occupational health and safety*, R.S.Q., c. S-2.1, the Contractor must develop and submit to the Facilities Manager a prevention program tailored to the work to be carried out, which must also be transmitted to the Commission des normes, de l'équité, de la santé et de la sécurité du travail (CNESST) and the Joint Occupational Health and Safety Association, in accordance with section 198 of the Act. All the requirements related to that program are the same as the requirements listed in the previous section.
- .6 For all cases where the work to be performed is in a construction site within the meaning of the *Act respecting occupational health and safety*, R.S.Q., c. S-2.1, a notice of construction site opening must be sent to the CNESST before the beginning of work, and a copy must be forwarded to the Facilities Manager. A copy of this notice must be clearly posted on the site. When the work is complete, a notice of construction site closing must be sent to the CNESST with a copy to the Facilities Manager.
- .7 The Contractor must ensure that all materials, equipment, tools and protective equipment used in the performance of the Work are maintained and in good repair. Equipment, tools or protective equipment that cannot be installed or used without compromising the health and safety of workers or the public must be deemed to be inadequate for the work to be performed. The Facilities Manager reserves the right to prevent the use of such equipment or tools deemed unsafe, defective or inappropriate.
- .8 The Contractor must take all necessary steps to ensure that the health and safety requirements set out in the contract documents, provincial regulations, applicable standards and

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the prevention program specific to the work, and to comply promptly with any order or notice of correction issued by the Commission des normes, de l'équité, de la santé et de la sécurité du travail (CNESST).

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

- .9 Without limiting the scope of the previous section, the Facilities Manager may at any time order that work be stopped if they believe there is a hazard or risk to the health or safety of the employees assigned to the work, of the public or the environment.

The Contractor must take such measures as are needed to ensure effective communication of health and safety information. Upon arrival at the work site, all workers must be informed of the details of the prevention program and their obligations and rights. A record of the information provided and the signatures of all workers who have received the information must be kept and updated.

The Contractor must advise its workers that they have the right to refuse any work that involves a health or safety hazard.

- .10 The Contractor must inspect the work sites and submit the completed work site inspection sheet to the Facilities Manager upon request, every week or at an interval established by the Facilities Manager on the call-up form.

- .11 The Contractor must promptly take all necessary measures to correct deviations from statutes and regulations and hazardous occurrences identified by a government inspector, the Facilities Manager, the PWGSC Health and Safety Coordinator, or during periodic inspections. Provide written confirmation to the Facility Manager of all actions taken to correct deviations and hazardous occurrences.

- .12 The Contractor must provide first aid and first aid standards in accordance with the applicable policies and regulations as well as any other clauses of these specifications.

- .13 The Contractor must review the building and facility evacuation procedure, and must train and inform their employees on this subject so that they are able to apply this procedure.

- .14 For all cases where the work to be performed constitutes a construction site within the meaning of the Act respecting occupational health and safety, R.S.Q., c. S-2.1, a decision-making representative of the contractor must attend all meetings where health and safety on the site is discussed. The contractor must establish a site committee and hold meetings in accordance with the requirements of the *Safety Code for the Construction Industry* S-2.1, r.4.

- .15 For all cases where the work to be performed constitutes a construction site within the meaning of the *Act respecting occupational health and safety*, R.S.Q., c. S-2.1, the information and

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The following documents must be posted in a location that is easily accessible to workers:

- notice of commencement of work;
  - identification of the project manager;
  - company's OHS policy;
  - specific prevention program for the site;
  - contingency plan;
  - Material Safety Data Sheets (MSDS) for all controlled products used on the job site;
  - minutes of the site committee meetings;
  - names of representatives on the worksite committee;
  - name of the rescuers;
  - intervention and correction reports issued by the CNESST.
- .16 The Contractor must mark off the work site, control access and barricade as required.
- .17 The Contractor must take all necessary steps to keep the work site clean and orderly throughout the work and ensure that at the end of each work day the work site is free of unsafe conditions.
- .18 When a worker is working alone in an isolated location where assistance cannot be summoned, the contractor must identify the hazards associated with this situation and provide the Facilities Manager with a procedure to prevent these hazards and to obtain prompt assistance in the event of an emergency.
- .19 Where a hazard not identified in the specifications arises as a result of or in the course of the work, the Contractor must immediately stop work, implement temporary protective measures for workers and the public, and notify the Facilities Manager orally and in writing. The Contractor must then submit for approval any changes required before proceeding with the prevention program so that the work can be resumed safely.
- .20 In the event of an incident, the Contractor must take all necessary measures, including stopping work, to ensure the health and safety of the workers and the public and must contact the Facility Manager promptly.
- .21 Subcontracting is not permitted without special authorization from the Facilities Manager. The Facilities Manager will consider the ability of the subcontractor to meet these requirements in making their decision.
- .22 Sealing guns or other cartridge devices must not be used without authorization from the Facilities Manager. Notwithstanding the foregoing;
- Every person who uses a sealing gun must hold a training certificate and meet all the requirements of section 7 of the *Safety Code for the Construction Industry* (S-2.1, r. 4);
  - All other cartridge devices must be used in accordance with the manufacturer's instructions and the applicable standards and regulations.
- .23 On the work site, the Contractor must take into account the following conditions in the development of their safe work planning:

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If the Contractor is asked to carry out work where asbestos dust is likely to be released, the Contractor must comply with the requirements of section 3.23 of the *Safety Code for the Construction Industry*, the *Act respecting Occupational Health and Safety* (R.S.Q., c. S-2.1).

If the Contractor is asked to do roofing work, the Contractor must indicate in their prevention program the measures to be taken to prevent falls.

If the Contractor is asked to work near a body of water or a holding tank, the Contractor must indicate in their prevention program the measures to be taken to prevent the risk of drowning, electrical shock or electrocution.

If work is required to work at heights in the building, the Contractor must indicate in their prevention program the measures to be taken for work at heights.

If inspections or audits are required in the electrical rooms, the Contractor must indicate in their prevention program the measures they intends to take to ensure the protection of persons in these areas.

If work is required in confined spaces, the Contractor must indicate in their prevention program the measures they intend to take when working in these areas and take into account the requirements of section 3.21 of the *Safety Code for the Construction Industry*, the *Act respecting Occupational Health and Safety* (R.S.Q., c. S-2.1).

If work is required in laboratories, the Contractor must check with the Facilities Manager to determine whether special procedures are required.

.2 SPECIFIC CLAUSES

.1 Lockout

- .1 Whenever work is being done on electric equipment that could be powered on inadvertently, the Contractor must send a lockout procedure to the Departmental Representative and implement it.
- .2 Supervisory personnel and all workers involved in work requiring lockout must have received training on lockout from a recognized organization. The Contractor must send the proof of training to the Departmental Representative.
- .3 Before locking out equipment on an occupied site, the Contractor must coordinate with the site representative if the power interruption might affect site operations or occupants.
- .4 Before undertaking a lockout operation on equipment, the Contractor must obtain from the site representative all the information necessary to identify the cut-off voltage of the equipment to be locked out, validate this information, lock out and perform “zero mechanical state” tests before doing the work.

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- .5 The Contractor must complete the lockout form provided by the site representative, where applicable.
- .2 Electrical work
  - .1 The Contractor must ensure that all work of an electrical nature is performed by qualified employees under provincial regulations on professional training and qualifications.
  - .2 Any work on electrical equipment must be done with the power turned off, unless it is not possible to completely disconnect the equipment.
  - .3 The Contractor must comply with all the requirements of the “Lockout” paragraph in this section.
  - .4 The Contractor must notify the departmental representative in writing of any work that cannot be performed offline. They must demonstrate to the Departmental Representative that it is impossible to do the work offline and provide all the information required to complete and obtain a live-line work permit (work method, arc level assessment, flash protection boundary, protection equipment, etc.) before the work begins.
  - .5 The live-line work permit must contain at least the following items:
    - Description of the circuit, equipment and location;
    - Justification for the need to perform live-line work;
    - Description of safe working practices to be adopted;
    - Conclusions of the electric shock hazard analysis;
    - Delimitation of the protection perimeter against electric shocks;
    - Conclusions of the arc flash hazard analysis;
    - Description of the arc flash protection perimeter;
    - Description of the personal protective equipment required;
    - Description of means to restrict access to unqualified persons;
    - Evidence that a briefing was held;
    - Signature of approval for live-line work (by a person in authority) or by the owner).
    - If, for the operational needs of the site occupants, the Contractor must perform live-line work, they must obtain all the information required to complete a live work permit (work method, arc level assessment, protective perimeter, protective equipment, etc.) and have it signed by the site representative designated by the Departmental Representative before the work begins.
- .6 In addition to the requirements listed in the preceding paragraphs, the contractor must comply with the requirements of CSA Z462 *Electrical Safety at Work*.

**GENERAL REQUIREMENTS**

**MAINTENANCE OF CENTRIFUGAL CHILLERS, THE  
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.3 Preventing risks of falls

- .1 The Contractor must provide the necessary equipment for working at heights (e.g., ladders, stepladders, elevating platforms, scaffolding).
- .2 All persons using a elevating platform (scissor, telescoping, articulated or rotating elevating platform) must have received training to do so.
- .3 Workers must always wear a safety harness when working on a telescoping, articulated or rotating elevating platform.
- .4 A danger zone must be identified around each elevating platform.
- .5 Any opening in a floor or roof must be surrounded by a guardrail or covered by a cover attached to the floor and resistant to the loads to which it may be subjected, regardless of the size of the opening and the height of fall it represents.
- .6 Any person working within two metres of a fall hazard of three or more metres must use a safety harness in accordance with the regulatory requirements, unless there is a guardrail or other element offering an equivalent level of safety.
- .7 Notwithstanding regulatory requirements, the Departmental Representative may require the installation of guardrails or the use of safety harnesses for specific situations where there is a risk of a fall of less than three metres.

The Departmental Representative may also require the installation of guardrails or the use of safety harnesses for certain temporary installations presenting the risk of a fall of less than three metres.

.4 Asbestos

Prior to the commencement of work likely to emit asbestos dust, the Contractor must:

- .1 Provide a written procedure that addresses all the items mentioned in section 3.23 of the *Safety Code for the Construction Industry S-2.1, r-4*.
- .2 Show that all workers concerned have received hazard training related to asbestos and the above procedure (ASP Construction) (s. 3.23.7)
- .3 Demonstrate that they have on hand all the materials and equipment necessary to comply with the procedure and safely perform the work.

.5 Special conditions for confined spaces

- .1 For each confined space to which the Contractor must have access, the Contractor must include in its prevention program a written procedure identifying the following:
  - The tools needed to perform the work;
  - The equipment installed or to be installed in the confined space and the measures to be taken to install, use, maintain, protect or move the equipment.
  - Pipes and ducts entering the confined space;

**GENERAL REQUIREMENTS**

**MAINTENANCE OF CENTRIFUGAL CHILLERS, THE  
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- The hazards and safety measures to be taken depending on the work to be performed;
  - Contaminants that might be encountered in the confined space;
  - Appropriate rescue methods and equipment and emergency measures.
- .2 The Contractor must complete an access permit for any entry into a confined space. They must first send a copy of their blank permit to the building representative who may request that the permit be modified if its content is not complete. The permit is valid for one shift and must take into account the information contained in the evaluation report and the specific conditions related to the work to be performed.
- .3 The Contractor must complete a live-line work permit issued by the building representative when the work to be performed involves welding, cutting or any other activity that produces a flame or sparks.
- .4 All persons with access to confined spaces, as well as the custodian, will require the following training certificates:
- Confined Space Safety (ASP Construction or equivalent course)
  - Workplace first aid and CPR (CNESST-recognized organization)
  - Use of ventilation equipment (ASP Construction or equivalent course)
  - Use of the safety harness (ASP Construction or equivalent course)
  - Use and maintenance of respiratory protection equipment (ASP Construction or equivalent course)
  - Gas detection devices (ASP Construction or equivalent course)
  - Where the use of supplied air or self-contained respirators is planned, full training in the preparation, maintenance and use of the devices (manufacturer, supplier or recognized organization) is required.
  - In remote areas where there is no local rescue and emergency response unit available, the Contractor must designate persons capable of performing confined space rescue operations. Rescue personnel designated by the Contractor must receive appropriate training in the use of rescue equipment.
- .5 All persons required to use a supplied-air respirator will be required to present a medical certificate confirming their suitability to use this type of respirator. The certificate is valid for two years.
- .6 Employees who are required to work in sewage collection systems or other similar systems must be immunized against infectious diseases in accordance with the immunization program prescribed by Health Canada, i.e., diphtheria and tetanus and, for work at Correctional Services Canada, hepatitis "B".



**GENERAL REQUIREMENTS**

**MAINTENANCE OF CENTRIFUGAL CHILLERS, THE  
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- .7 Diphtheria-tetanus vaccination is strongly recommended for all work in confined spaces.
- .8 The Contractor must establish an emergency and rescue procedure with municipal and ambulance services. The procedure, telephone numbers and location of the nearest telephone must be clearly posted near the work area.
- .9 The Contractor must, prior to entry into the confined space and on an ongoing basis thereafter, take readings for oxygen, flammable gases and any toxic gases that may be present, including carbon monoxide and hydrogen sulphide, and ensure that no one enters the confined space if the gas concentrations do not meet the regulatory limits. The readings should be recorded on the entry permit. Detection devices used should be calibrated and adjusted by a competent person and in accordance with the manufacturer's specifications, so that the alarms meet the limits established on the permit.
- .10 The Contractor must provide their own gas detection devices and maintain them in good condition. At any time, the Departmental Representative may have the accuracy of the Contractor's equipment checked by a qualified person. In the event of a failure of a detection device, the work must be immediately suspended and all workers must leave the confined space. No claims for loss of time will be accepted in these circumstances.
- .11 If a detection device alarm is triggered, all workers must exit the confined space. The Contractor must then find the source of the contamination, neutralize it, ventilate the confined space to remove residual contaminants, and allow access to the confined space only when oxygen and gas concentrations have returned to normal.
- .12 Compressed gas cylinders or welding machines must not be taken into confined spaces. Such equipment must remain outside and must not block any entrance or exit. All cylinders must be properly secured.
- .13 Electrical tools and equipment used to gain access to confined spaces must be grounded and, where necessary, designed to be explosion-proof. All equipment must be connected to a ground fault circuit interrupter or step-down transformer. The Contractor must, at their own expense, have a qualified electrician modify any power outlets and/or circuit breakers they intend to use that do not meet these criteria.
- .14 The Contractor must provide a ventilation system to keep contaminant levels below allowable limits.
- .15 The Contractor must post signs to prevent unauthorized persons from entering the confined space.
- .16 Where it is impossible to keep the noise level below 85 dB, the Contractor must provide all workers with ear protection appropriate to the desired level of attenuation and the work to be performed.

**GENERAL REQUIREMENTS**

**MAINTENANCE OF CENTRIFUGAL CHILLERS, THE  
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- .17 The Contractor must ensure that all workers wear the required personal protective equipment.
- .18 The Contractor must assign a qualified person to perform the duties of custodian. The custodian must:
- Be familiar with the procedure for working in confined spaces.
  - Ensure constant communication with all workers in confined spaces. The instructions applied must be appropriate for confined spaces. The Contractor must select the means of communication taking into account the identified hazards and other relevant factors, i.e., the protective equipment that workers are required to wear, noise levels in and near confined space, remoteness, lighting conditions.
  - Be familiar with the gas detection equipment and ensure that they are functioning properly for the duration of the work.
  - Be familiar with make-up ventilation systems and ensure their proper operation for the duration of the work.
  - Be familiar with emergency procedures.
  - Ensure that:
    - All workers entering the confined space follow the Contractor's work procedure.
    - The working conditions and environment inside the confined space do not endanger the health and safety of workers
- .19 The custodian must stand and remain at the entrance to the confined space at all times and never leave their post as long as there is a worker in the confined space.
- .20 The Contractor must designate a person responsible for confined space safety. This person must be present at all times on the job site.
- .21 The same person may perform the duties of a custodian and a confined spaces security officer, provided that they can meet all the requirements of both positions.
- .6 Hot work
- .1 Hot work means any work using an open flame or that can produce heat or sparks such as riveting, welding, cutting, brazing, grinding, burning, heating.
- .2 At the beginning of each shift and for each sector, the Contractor must obtain a "Hot Work Permit" issued by the site manager.
- .3 A working portable fire extinguisher, appropriate to the fire hazard, must be available and readily accessible within 5 m of any flame or source of sparks or intense heat.
- .4 The Contractor must designate a person to continuously monitor fire risks for a minimum period of one hour after the end of any hot work.

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This person must sign the section of the permit designated for this purpose and give it to the site manager after the one-hour deadline.

**.7 Welding and cutting**

In addition to the requirements set forth in the preceding paragraphs, the Contractor must comply with the following requirements:

- Welding and cutting work must be performed in accordance with the requirements of the *Safety Code for Construction Work*, S-2.1, r.4. and CSA Standard W117.2 *Safety in Welding, Cutting and Allied Processes*.
- Discontinue any activity that produces flammable or combustible gases, vapours or dust in the vicinity of welding or cutting operations.
- Store compressed gas cylinders on a fireproof surface and ensure that the room is well ventilated.
- Store all oxygen cylinders at a minimum distance of 6 meters from cylinders containing flammable gas (e.g., acetylene) or combustible materials such as oil or grease, unless they are separated by a partition made of non-combustible material as specified in article 3.13.4. of the *Safety Code for the Construction Industry*, S-2.1, r.4.
- Store cylinders away from heat sources.
- Do not store cylinders near stairs, exits, hallways and elevators.
- Do not bring acetylene into contact with such metals as silver, mercury, copper and brass alloys with more than 65% copper, to avoid the risk of an explosive reaction.
- Make sure that the electric arc welding equipment has the required voltage rating and it is grounded.
- Make sure that the lead wires of the electric welding equipment are not damaged.
- Place the welding equipment on level ground protected from the weather.
- Put fireproof cloths in place when overhead welding is being done, and there is a risk of falling sparks.
- Keep flammable or combustible materials away or protected within 15 metres of the welding operation.
- Never weld or cut on a closed container.
- Do not cut, weld or perform any open-flame work on any container, tank, pipe, or other receptacle that may contain a flammable or explosive substance or residue unless:
  - air samples have been taken indicating that the work can be done safely or that
  - arrangements have been made to ensure the safety of workers.

**.8 Scaffolding**

In addition to the requirements of *the Safety Code for Construction*, the Contractor using scaffolding must comply with the following requirements: Solid footings:

## GENERAL REQUIREMENTS

### MAINTENANCE OF CENTRIFUGAL CHILLERS, THE CHILLER WITH HELICAL ROTARY COMPRESSORS, COOLING TOWERS AND THE CLOSED-LOOP WATER TOWER

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- Scaffolding must be installed on solid footings so that it cannot slip or tip.
- If the Contractor wishes to install scaffolding on a roof, overhang, canopy or mansard, the Contractor must submit to the Departmental Representative their calculations and loads signed and sealed by an engineer and obtain their authorization before beginning the installation.

#### Assembly, bracing and anchoring

- All scaffolds must be assembled, braced and secured in accordance with the manufacturer's instructions and the provisions of the *Safety Code for the Construction Industry*.
- In situations where it is necessary to remove some scaffolding components (e.g., braces), the Contractor must submit to the Departmental Representative, before assembling the scaffolding, an assembly procedure signed and sealed by an engineer certifying that the scaffolding thus assembled will allow the work to be carried out in a safe manner, taking into account the loads that will be applied.
- For any scaffolding structure with a span between two supports of more than three metres, the Contractor must provide the Departmental Representative with an assembly plan signed and sealed by an engineer before the scaffolding is assembled.

#### Protection against falls during assembly

- Throughout the assembly process, workers must be protected against falls if they are exposed to a fall hazard of more than three metres.

#### Platforms

- Scaffold decks must be designed and installed in accordance with the provisions of the *Safety Code for the Construction Industry*.
- If planks are used, they must be approved and stamped in accordance with the provisions of Section 3.9.8 of the *Safety Code for the Construction Industry*.
- Scaffolding of four or more sections (or six metres) in height must have a full deck covering the entire surface of the putlogs every three metres in height or fraction thereof, and at no time may the components of such decks be moved to create intermediate platforms.

#### Guardrails

- A guardrail must be installed on every platform.
- Cross-bracing must not be considered as guardrails.
- If the decks are not full, the guardrails must be installed just above the edge of such decks so that there is no horizontal gap between the deck and the guardrail.

## GENERAL REQUIREMENTS

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- For scaffolding of four sections (or six metres) or more in height that require full decks, guardrails must be installed on all such platforms at the start of the work and remain in place until the work is completed.

#### Access

- The Contractor must ensure that access to the scaffolding does not compromise worker safety.
- Where the scaffolding decks are made of planks, ladders must be installed so that protruding planks do not impede ascent or descent.
- Notwithstanding the provisions of the *Safety Code for the Construction Industry*, stairs must be installed on all scaffolding with six or more sets of uprights that are six or more sections (or nine metres) in height.

#### Protection of the public and occupants

- Where scaffolding is erected in an area accessible to the public, the Contractor must take steps to prevent public access to the scaffolding and, where applicable, to the work site or storage area near the scaffolding.
- The Contractor must install covered walkways, nets or similar devices to protect the public or occupants from falling objects. The means of protection selected must be approved by the Departmental Representative.

#### Engineering drawings

- In addition to those required by the *Safety Code for Construction Work*, the Departmental Representative reserves the right to require engineering drawings for other types or configurations of scaffolds.
- A plan signed and sealed by an engineer is required for any scaffolding to which tarpaulins, sheets or other devices that catch the wind will be attached.

**A compliance certificate signed by a professional engineer is required in all cases where an engineer's drawings are required, before a person uses the facility that is the subject of the plan. A copy of these documents must be available at all times on the site.**

MAINTENANCE OF CENTRIFUGAL CHILLERS  
AND CHILLER WITH HELICAL ROTARY COMPRESSORS.

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**1 SCOPE OF WORK**

1. Perform preventive maintenance on the chiller with helical compressors and centrifugal chillers listed in this specification section.
2. The Contractor must be responsible at all times for the performance of the unit, i.e., maintaining the kW/tonne of each compressor and exchanger at operating conditions as per ARI Standard 550/590, latest edition.
3. The level of maintenance, i.e., frequency of visits and details of interventions, is determined by the Contractor in order to fulfill all their contractual obligations and responsibilities. However, they must refer to the minimum activities described in this specification section.
4. Follow the manufacturer's maintenance recommendations to the letter, including information that can be obtained in the form of technical notices.
5. Comply fully with all halocarbon regulations, including the *Federal Halocarbon Regulations*. Produce the necessary documents for the application of these regulations.
6. All work must be carried out in accordance with Environment Canada's Code of Practice and other recognized industry codes of practice.

**2 DEFINITIONS**

1. All inclusive: All maintenance work, travel, supply of materials and expertise necessary to maintain and service the chillers and other equipment listed in the inventory section, in their original condition in terms of energy and mechanical efficiency, reliability and internal and external cleanliness.
2. Interventions: Inspection and/or repair, and planned or unplanned tests of the various chiller components.
3. Minimum activities: All work listed in this specifications section.

MAINTENANCE OF CENTRIFUGAL CHILLERS  
AND CHILLER WITH HELICAL COMPRESSORS.

**TECHNICAL UPDATE**

1. Upgrades to communications software, microprocessor software (if required) or the EPROM version used for control are not included. The Contractor must, when required, submit to AAFC the proposed improvements/modifications.
2. Any safety devices on the unit must be modified and upgraded at the Contractor's expense when the manufacturer announces desirable upgrades.
3. Devices that may improve the chillers' performance are not included. However, the Contractor must, when required, submit to AAFC the manufacturer's proposed improvements so that AAFC can judge the suitability and cost effectiveness of the proposed modification.

**3 VISIT REPORT**

1. Following a response, which may be a "seasonal inspection", a "monthly visit", an "emergency call" or a "special inspection", the Contractor will be required to provide AAFC with a detailed report of the activities that took place within 10 working days.
2. This report will not be the work order completed by the employee, but a **detailed** written report **in electronic format**.
3. There will be a minimum of eight monthly reports for scheduled visits in addition to the emergency call reports (in addition to the required visits for centrifugal chillers and the chiller with helical compressors).
4. All documents must contain, at a minimum, all the information required by the Federal Halocarbon Regulations, 2022.

**4 PERFORMANCE**

1. A performance report will be submitted annually. Verify original kW/tonne and report current performance, but after condenser cleaning.
2. If the exchanger flows are not as originally specified, balance the flows as required.
3. The following activities are not part of preventive maintenance:

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MAINTENANCE OF CENTRIFUGAL COOLERS  
AND COOLER WITH HELICAL COMPRESSORS.

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2.1.1 Normal operation of chillers and its peripherals (water tower, pumps)

3.1.1 Normal treatment of chilled water (or heat transfer fluid such as brine)

4.1.1 Normal treatment of chilled water (evaporative condenser condensate)

**MINIMUM MAINTENANCE OF THE COOLER WITH HELICAL COMPRESSORS**

**5 GENERAL**

1. The quality of the chilled water is the responsibility of AAFC.
2. Condensers will be cleaned by the Contractor as often as necessary to maintain the original kW/tonne.
3. All maintenance work, materials and components used for maintenance purposes will be new and will be at the Contractor's expense. In general, but not limited to, the components covered by the maintenance service are the following:
  1. Chiller
  2. Starter, fuses, main disconnect switch;
  3. Controls including, microprocessor, sensors, actuators, solenoids, fuses on the chillers themselves and any other control devices mounted on the units;
  4. Compressors, motors and oil pumps;
  5. Refrigerant valves;
  6. Thermostatic and electronic or electromechanical valves;
  7. Safety valves;
  8. Exchangers including tubes, tube supports, shells, tube plates and covers; plate exchangers on oil chillers.
  9. The flow detection switches electrically connected to the microprocessors or any other sensors installed on the pipe and connected to the microprocessor (including the led-lag panel).



MAINTENANCE OF CENTRIFUGAL COOLERS  
AND COOLER WITH HELICAL COMPRESSORS.

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- 10. Insulation in Arma Flex or other materials.
  - 11. Anti-vibration elements.
  - 12. Oil separators and any other components attached to the chillers.
- 6 MATERIALS AND COMPONENTS**
- 1. All materials and components used for maintenance and/or repair will be new and approved by the manufacturer.
  - 2. The Contractor will provide, at their own expense, all materials and components required for the preventive maintenance of the equipment identified in the inventory list according to the manufacturer's recommendations (oil, filters, refrigerant, seals, refrigerant gas, etc.).
- 7 SEASONAL COMMISSIONING**
- 1. Perform a leak detection test.
  - 2. Adjust the microprocessor setpoints.
  - 3. Open the service valves of the refrigerant and oil lines.
  - 4. Run the chilled water and condensing water pump at least one minute before starting the chiller.
  - 5. Place the selector switch in Auto mode. The unit should start (if the flow switches are in their flow proof position)
  - 6. After 30 minutes of walking, proceed with the following steps.
  - 7. Check evaporator and condenser pressure (in psig add 14.7 psia)
  - 8. Check the indicators for the liquid line. The refrigerant should be clear.
  - 9. The presence of bubbles indicates a low refrigerant charge or excessive pressure drop in the liquid line. In the case of a restriction in the liquid line, dissimilar temperatures can often be observed on either side of the restriction (frost may form on this section).

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MAINTENANCE OF CENTRIFUGAL CHILLERS  
AND CHILLER WITH HELICAL COMPRESSORS.

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10. The presence of a clear liquid in the sight glass does not mean that the refrigerant charge is appropriate. The superheating, subcooling and operating pressures of the condenser and evaporator of each of the two refrigeration circuits must also be checked.
11. Measure superheat and subcooling and report it in the start-up report (as well as any data that can be observed on the LCD display).
12. Abnormally low operating pressures and low subcooling indicate a lack of refrigerant. Charge refrigerant (type of refrigerant indicated on the nameplate) in gaseous form to the compressor suction until operating pressures are normal. If the operating pressures are low, but the subcooling is normal, the problem is not caused by a lack of refrigerant.
13. If the operating conditions indicate a refrigerant overcharge, refrigerant should be removed through the liquid valve, but very slowly, so as not to remove too much oil from the system.
14. Check for overheating, it should be 6°F when the system is stable at all loads.
15. Subcooling of each circuit should be between 10°F and 20°F (under no circumstances should gaseous refrigerant be observed passing through the glass).
16. **Make a complete report of these audits and submit it to the Facilities Manager. The report must be printed.**

**8 CLOSED FOR  
WINTER**

1. Perform a leak detection test.
2. Turn off the chilled water pump and lock the switch in the open position.
3. Close all chilled water and chilled water valves.
4. Drain water from the evaporator and condenser.
5. Open the main electrical disconnect switches of the unit and the one mounted directly on the chiller.

MAINTENANCE OF CENTRIFUGAL COOLERS  
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**9 MAINTENANCE  
(MONTHLY)**

6. Open the 120-volt switch (control transformer), if required.
7. Check the refrigerant pressures monthly.
8. Make a complete report of these checks and submit it to the Facilities Manager. The report must be printed and sent by mail or fax within one week of the visit.

1. Check the entire system for any abnormal conditions. Take all readings from the LCD display.
2. Check the refrigerant pressures of the evaporator and condenser with the LCD display in order to minimize refrigerant losses.
3. Check the liquid sight glass for bubbles.
4. Measure and record the overheating.
5. Measure and record subcooling.
6. Keep the chiller clean at all times (dust, oil, etc.)
7. Complete a draft report of these audits and submit it to the Facilities Manager. The report should be printed and sent by email.

**10 REFRIGERANT  
CHARGE**

1. Note in the logbook the quantity added according to Quebec regulations and declare the leak. The addition of refrigerant is at the Contractor's expense.

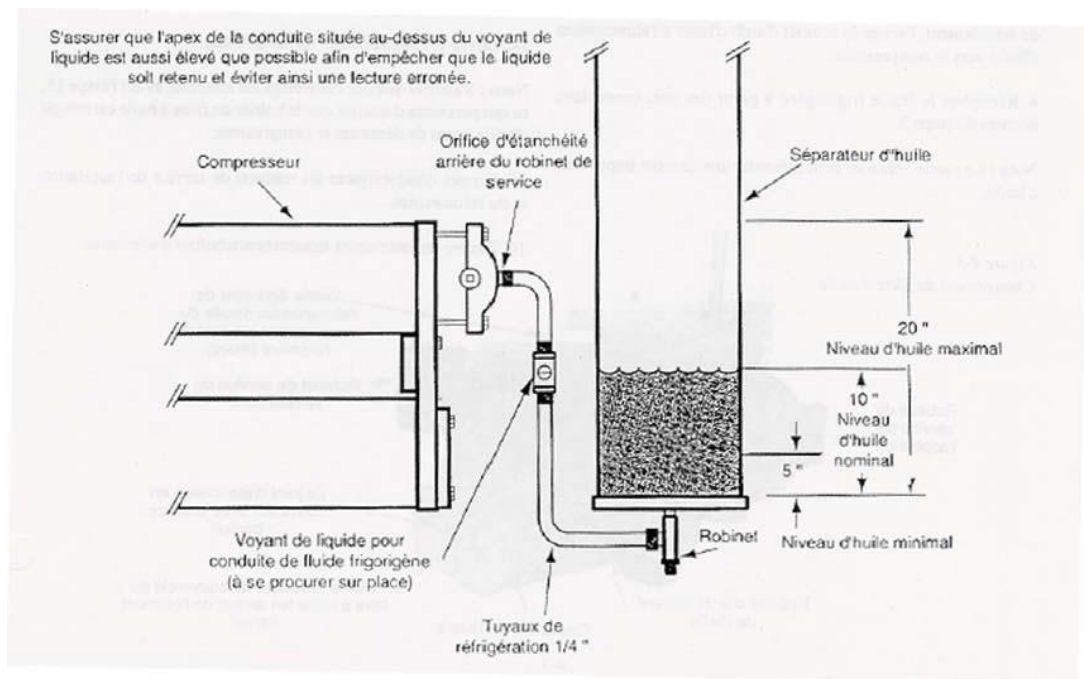
**MAINTENANCE OF CENTRIFUGAL CHILLERS  
AND CHILLER WITH HELICAL COMPRESSORS.**

**11 OIL LEVEL**

1. Adjust the oil level according to the method indicated.

**Translation of Legend**

1. Ensure that the apex of the pipe located above the liquid indicator is as high as possible in order to prevent the liquid from being retained and thus avoid an incorrect reading. 2. Rear seal hole of the service valve; 3. Liquid indicator for the refrigerant pipe; 4. ¼ refrigeration pipe; 5. Oil separator; 6. Minimum oil level; 7. 10" nominal oil level; 8. Minimum oil level; 9. Valve; 10. Compressor; 11. 20" Maximum oil level



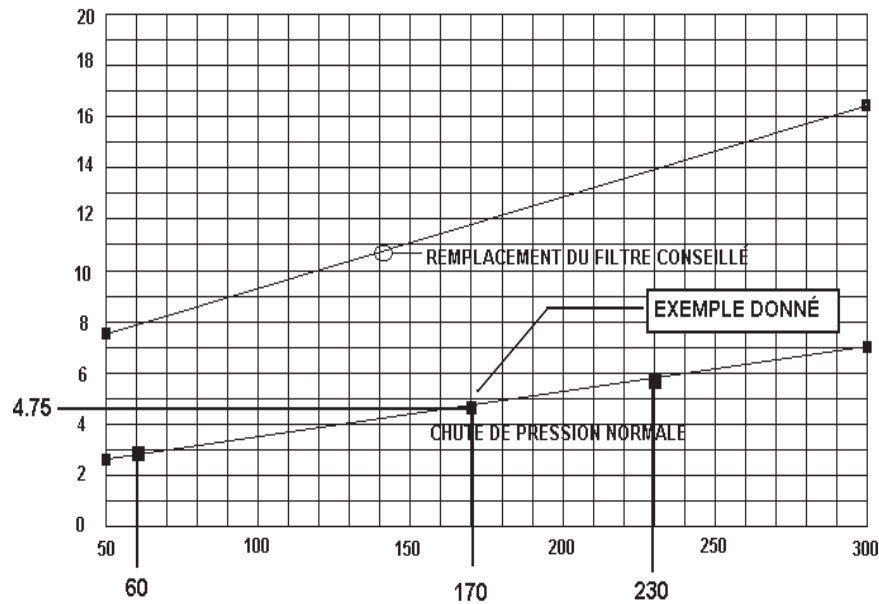
MAINTENANCE OF CENTRIFUGAL CHILLERS  
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**12. OIL FILTER**

**Translation of legend:** Oil filter replacement table

1. Replacement of filter recommended;
2. EXAMPLE GIVEN;
3. Normal pressure drop

**Tableau de remplacement du filtre à l'huile**



**PRESSION DE CONDENSATION - PRESSION D'ASPIRATION psig**

CONDENSATION PRESSURE – ASPIRATION PRESSURE (psig)

**Example**

**Head pressure = 230 psig; evap. pressure = 60 psig; diff = 170 psig**

**In these conditions, the loss of filter pressure should be 4.75 psig**

**Exemple**

**Pression de tête = 230psig , pression évap. = 60 psig, diff = 170psig**

**Dans ces conditions le perte de pression du filtre devrait être 4.75 psig**

Replace the oil filter according to the maximum allowable pressure drop in the chart above. Here, in the example, the allowable pressure drop before replacing the filter would be 11.75 psig to 12 psig.

MAINTENANCE OF CENTRIFUGAL CHILLERS  
AND CHILLER WITH HELICAL COMPRESSORS.

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**MINIMUM MAINTENANCE OF LOW-PRESSURE CENTRIFUGAL CHILLERS.**

**13 GENERAL**

All maintenance work, materials and components used for maintenance purposes will be new and will be at the Contractor's expense. In general, but not limited to the components covered by the maintenance service are the following:

1. The star/delta or electronic starter, fuses and capacitors;
2. Controls including modem, microprocessor (see note to equipment inventory list), sensors, actuators, solenoids, fuses on the unit itself and any other control devices mounted on the chiller;
3. Compressor, motor and oil pump;
4. Refrigerant valve(s);
5. Thermostatic or electronic or electromechanical valve(s) or metering orifices;
6. Non-fragmentary safety valves and rupture discs;
7. Prevac controller and heating elements and transformer, if required.
8. Exchangers include tubes, tube supports, grommets, tube plates and covers;
9. Flow detection switches electrically connected to the microprocessors or any other sensors installed on the pipes;
10. Insulation in armafex or other material.
11. Halocarbon (R-123) detectors and their controller. Annual calibration is required.

**14 MATERIALS AND  
COMPONENTS**

1. All materials and components used for maintenance and/or repair will be new and approved by the manufacturer.
2. The Contractor will provide, at their own expense, all materials and components required for the preventive maintenance of the equipment identified in the inventory list according to the manufacturer's recommendations (oil, filters, refrigerant, seals, refrigerant gas).

MAINTENANCE OF CENTRIFUGAL CHILLERS  
AND CHILLER WITH HELICAL COMPRESSORS.

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**15 SEASONAL  
COMMISSIONING**

1. Check the refrigerant level (on and off) for optimum compressor performance.
2. Check the oil level and replace the filter.
3. Check the non-condensable drain system.
4. Check the operation and the safety cut-off point of the low temperature for chilled water, refrigerant and high temperature for condenser water.
5. Check the operation and the cut-off point of the low oil pressure.
6. Check that the lubrication by the oil pump at start-up is sufficient.
7. Check the fit and function of the compressor overload protection controls.
8. Check the oil pump – pressure and temperature.
9. Check the operation of the oiling system timer during compressor shutdown.
10. Check evaporator and condenser pressures and temperatures.
11. Check the operation of the water flow switch.
12. Inspect for abnormal noise and vibration.
13. Check the adjustment and proper operation of the temperature controls for chilled water.
14. Check the pilot lights.
15. Check the operation of the microprocessor.
16. Check the operation of the refrigerant supply controls.
17. Measure and record the current at the oil pump terminals.
18. Measure and record the current across the compressor motor terminals.
19. Check the operation of the oil chiller.
20. Give the necessary instructions to the operators when new operating procedures are adopted.

MAINTENANCE OF CENTRIFUGAL CHILLERS  
AND CHILLER WITH HELICAL COMPRESSORS.

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**16 OPERATIONAL  
INSPECTION (8  
TIMES/YEAR)**

21. Renew the logbook.
  22. Load the latest version of the control software into the microprocessor (or replace the EPROM), if required.
  23. Check intake flap speed calibration, as well as anti-short cycle protection systems.
  24. Start the chiller, if required.
  25. Complete a full report of these checks and submit it to the Facilities Manager.
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1. Check the oil level.
  2. Check the operation and the low-temperature safety breakpoint for chilled water, the refrigerant and the high temperature safety breakpoint for the condenser water.
  3. Check the operation and the breakpoint of the low oil pressure.
  4. Check that the lubrication by the oil pump at start-up is adequate.
  5. Check the adjustment and operation of the compressor motor overload protection controls.
  6. Check the oil pump – pressure and temperature.
  7. Check the operation of the oiling system timer during compressor shutdown.
  8. Check the evaporator and condenser pressures and temperatures.
  9. Check the operation of the water flow switch.
  10. Inspect for abnormal noise and vibration.
  11. Check the adjustment and proper operation of the chilled water temperature controls.
  12. Check the pilot lights.
  13. Check the operation of the microprocessor.
  14. Check the operation of the refrigerant supply controls.



MAINTENANCE OF CENTRIFUGAL CHILLERS  
AND CHILLER WITH HELICAL COMPRESSORS.

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**17 ANNUAL INSPECTION  
AND AT THE BEGINNING  
OF THE CONTRACT**

15. Measure and record the amperage at the connection terminals for the oil pump motor.
16. Measure and record amperage at the connection terminals for the compressor motor.
17. Check the operation of the oil pans.
18. Give the operator Instructions on any new operating procedures.
19. Renew the logbook if required.
20. Check modem communications.
21. Prepare a complete report on these checks and submit it to the Facilities Manager.

1. Check the control panel and the main starter.
2. Carry out a leak test.
3. Check the compressor motor and oil pump motor directly at the terminals with a megohmmeter (disconnect the leads and reinstall them using the recommended lb-in. voltage).
4. Check the operation of the exhaust unit, if applicable.
5. Clean the drain barrel and oil separator, if applicable.
6. Check the oil in the discharge pump and oil separator, if any.
7. Lubricate the discharge pump motor, if applicable.
8. Lubricate the intake blade linkage, if applicable.
9. Check the operation of the oil pan heater.
10. Prepare a complete report of these checks and submit it to the Facilities Manager.

MAINTENANCE OF CENTRIFUGAL CHILLERS  
AND CHILLER WITH HELICAL COMPRESSORS.

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**18 CLOSED FOR  
WINTER**

1. Prepare the chiller(s) for winter storage according to the manufacturer's recommendations. The quality of the chilled and frozen water must be appropriate for long-term storage. Treat the water in the evaporator and condenser, if necessary, and insulate these two exchangers.
2. Provide instructions and warnings to operating personnel in writing.
3. Check the condition of the stored chiller (temperature and pressure) to prevent loss of refrigerant.
4. Prepare a complete report of these checks and submit it to the Facilities Manager.

**19 CLEANING OF  
CONDENSER TUBES (OCT.  
/NOV.)**

1. Annually, clean the condenser tubes of each chiller.
2. Remove the condenser covers at each end.
3. Clean the tubes with nylon brushes of the appropriate diameter; rinse each tube with clean water until a clean jet of water is obtained.
4. Depending on the degree of algae and sediment accumulation, make appropriate recommendations. The Contractor will be required to clean up the scale or other sediment at their expense using the method specified by the manufacturer. Ideally, the cleaning should coincide with an inspection by the hydronic circuit water treatment consultant
5. Replace lids only after approval by the Departmental Representative.
6. Prepare a complete a full report of these checks and submit it to the Facilities Manager.

MAINTENANCE OF CENTRIFUGAL CHILLERS  
AND CHILLER WITH HELICAL COMPRESSORS.

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**20 CLEANING OF  
EVAPORATOR  
TUBES**

1. This activity will be performed at least once during the contract period for each chiller. Do this work in conjunction with the Eddy Current tube inspection (January to March) preferably in the third year of the contract.
2. Remove the evaporator covers at each end.
3. Clean the tubes with nylon brushes of the appropriate diameter; rinse each tube with clean water until a clean jet of water is obtained.
4. Prepare a complete report of these checks and submit it to the Facilities Manager.
5. Make a complete draft report of these audits and submit it to the Facilities Manager. The report should be printed and mailed or faxed within one week of the visit.

**21 OIL ANALYSIS  
ANNUALLY**

1. Once a year during the contract, conduct a spectrographic and chemical analysis of the oil of each of the chillers. The parameters analyzed will be the following:
  - a) Humidity.
  - b) Acidity (pH).
  - c) Percentage of refrigerant saturation.
  - d) Concentration of metals (aluminium, copper, iron, etc.).
2. Provide AAFC with a sample (50 ml) of the oil. The sampling will be done in the presence of the AAFC representative. Identify the sample (chiller serial #, date, hours of operation and technician name).
3. The oil must be replaced, if necessary. When replacing it, issue a printout specifically for this activity.
4. Print a detailed report on the condition of the oil.

MAINTENANCE OF CENTRIFUGAL CHILLERS  
AND CHILLER WITH HELICAL COMPRESSORS.

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**22 COOLANT  
ANALYSIS**

1. Once a year and, if necessary, proceed with a refrigerant analysis of each chiller.
2. Make a detailed printout of the condition of the refrigerant. The impurity limits according to the manufacturer's standards and the percentage (%) of oil saturation must be indicated.
3. If the refrigerant is deteriorated, filter it or analyze the condition of the exchanger tubes (evaporator and condenser).

**23 ANALYSIS OF THE  
CONDITION OF THE  
EXCHANGER TUBES  
(EVAPORATOR AND  
CONDENSER)**

1. In the first and third years of the contract (or earlier if necessary), conduct a tube analysis on all chiller exchangers. Clean the tubes and conduct an Eddy Current Testing analysis (probology). Coordinate the recovery condenser tube cleaning with the tube analysis.
2. The level of corrosion (pitting), abnormal wear on the tube supports, variation in tube diameter (bulging due to frost), fin condition or any other anomalies encountered.
3. Replace or seal defective tube(s) if required.
4. Produce a complete report of the analyses showing the location of the tubes, their numbering, the results and recommendations.
5. Clean the exchanger covers and replace sacrifice anode(s) if applicable.
6. Replace the gaskets.
7. Check the calibration of the temperature and/or pressure transmitters if they have been dismantled to open the exchangers.
8. Have the lagging redone by an accredited lagging company.
9. Perform a leakage test by electronic or thermographic means.
10. Start the unit.

MAINTENANCE OF CENTRIFUGAL CHILLERS  
AND CHILLER WITH HELICAL COMPRESSORS.

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11. Check connections and conductors by thermography.
12. Prepare a complete report of these checks and submit it to the Facilities Manager. The report should be printed and emailed within one week of the visit.

**24 FURTHER TESTING**

1. Each year during the summer season when the load is at its maximum, conduct a thermographic analysis of the conductors, electrical connections and all components likely to be overheated beyond their normal temperature. This analysis should cover all power from the circuit breaker (or main switch). An annual report must be produced for each chiller.

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## COOLING TOWER MAINTENANCE AND THE CLOSED-LOOP WATER TOWER

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### 1 SCOPE OF WORK

1. Perform preventive maintenance on the cooling towers and one closed-loop water tower listed in Section 4 INVENTORY of this specification.
2. The Contractor must be responsible at all times for the performance of the Evapco AT19-912 cooling towers and the Evapco LRW-68-3-2 closed-loop water tower. The maintenance level, i.e., frequency of visits and details of interventions, is determined by the Contractor in order to fulfill all their contractual obligations and responsibilities. However, they must refer to the minimum activities described in this section of the specifications.
3. All preventive maintenance work is at the Contractor's expense. In general, but without limitation, the components covered by the maintenance service are the following: Variable speed drives, starters, fuses, sealed flexible conduit, switches, specialized control panel, suspensions, frames and structures, exchangers (media), eliminators, fans, transmissions, motors, belts, bearings, distributors, sprinklers, watertight doors, gaskets, regulation motors and linkages, temperature controllers, couplings, screens, watertight basins, partitions, water level control valve.

### 2 DEFINITIONS

1. Includes: all labour, travel, materials and expertise necessary to maintain and service the cooling tower in its original condition in terms of energy and mechanical efficiency, unit reliability and the cleanliness of the cooling tower interior and exterior.
2. Interventions: planned or unplanned inspection and testing of various cooling tower components.
3. Minimum activities: all the work listed in this section of the estimate.

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## COOLING TOWER MAINTENANCE AND THE CLOSED-LOOP WATER TOWER

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### TECHNICAL UPDATE

1. All safety devices on the unit must be modified and upgraded at the Contractor's expense when the manufacturer announces desirable improvements in this regard.
2. Devices that may improve cooling tower performance are not included. However, the Contractor must, when required, submit to AAFC the manufacturer's proposed improvements so that AAFC can judge the suitability and cost effectiveness of the proposed modification.

### 3 VISIT REPORT

1. Following a seasonal inspection, monthly visit, emergency call or special inspection, the Contractor must provide AAFC with a detailed report of the activities that took place.
2. This report will not be the work order completed by the employee, but a detailed print-out.
3. There will be 12 monthly reports OK!!! (January through December) for scheduled visits, plus emergency call reports, spring impoundment and fall shutdown for the closed-loop water tower.

***Note: The closed-loop water tower is put into operation very early in the spring (April) and shut down very late in the fall (November). The Contractor will have to organize their work in such a way that the tower is operational in this operating range. The other two cooling towers operate 12 months a year.***

1. The following activities are not part of preventive maintenance:
  - Normal operation of cooling towers and their peripherals (pumps).
  - The normal treatment of cooled water and ice water.

### 4 OPERATION

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## COOLING TOWER MAINTENANCE AND THE CLOSED-LOOP WATER TOWER

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### MINIMUM MAINTENANCE OF THE COOLING TOWERS AND THE CLOSED-LOOP WATER TOWER

#### 5 END OF SEASON SHUTDOWN (NOV.) AND ANNUAL MAINTENANCE

1. The cleaning of the towers must be performed in accordance with the manufacturer's recommendations and in compliance with the procedures specified in PWGSC Standard IM-15161-2013 "Legionella Control in Mechanical Systems" as amended from time to time. The work must include, but not be limited to, the following activities;
2. Empty and clean the water basin. Clean the roof and the roof drain.
3. Empty and clean the inner basin (tower running all year) pumps/screens and valves.
4. Clean the distribution system, nozzles and screens.
5. Inspect the tower for the condition of exchangers (media) and eliminators.
6. Inspect the condensers for the condition of the exchangers, eliminators and soft seals. Clean the condenser tubes and fins by circulating an Evapco-approved acid solution (CLR) (max. 5%/vol.) through the sprinkler water circuit. This procedure is required only if there is a build-up of scale on the tubes after cleaning the exchanger with clean water. Circulate the solution maintaining a 5% concentration. Once the descaling is complete, neutralize the circuit with an alkaline solution (baking soda) to obtain a pH equivalent to the pH of the water supply (7.5 to 8.0). Rinse and drain as needed.
7. Check for chemical buildup on the exterior of the chassis and possible water leaks.
8. Check and correct, if necessary, the tightness of the access doors (gaskets and condition of the hardware).
9. Check and correct, if necessary, the integrity of the internal structures for the presence of oxidation and deposits.
10. Check and correct, if necessary, the fans for cleanliness of the blades and solidity of the cages.
11. Tighten all the bolts of the water tower.
12. Check the alignment of the pulleys and the condition of the Belts. Correct if necessary.



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### COOLING TOWER MAINTENANCE AND THE CLOSED-LOOP WATER TOWER

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13. Check and correct, if necessary, the layered shafts and bearings, tighten all components and lubricate, if necessary.
14. Check suspension springs for deflection and rust, and correct if necessary.
15. Lubricate the bearings.
16. Check and correct, if necessary, oil leaks from the transmission (if applicable).
17. Replace transmission oil (if applicable).
18. Check blade angle for evenness (if applicable).
19. Check the extreme vibration detector for proper operation (if applicable).
20. Clean the floor after the work and close the tower.
21. Prepare a complete report of these checks and submit it to the Facilities Manager. **The report must include colour photographs taken before and after the cleaning work.** Photographs of the following items must be included in the report: nozzles, exchangers, droplet eliminators and basins. The report must be printed and sent by mail or fax within **one week of the visit.**

#### 6 SPRING START-UP IN APRIL

1. The towers must be started up in accordance with the manufacturer's recommendations and in compliance with the procedures specified in PWGSC Standard IM-15161-2013 "control of Legionella in Mechanical Systems" as amended from time to time. The work must include, but not be limited to, the following activities;
2. Clean and remove debris from the air inlet of the inner tower.
3. Clean water distribution system, clean tower strainers, clean tower and chilled water system strainers, clean drip eliminators, clean heat exchange media (cells), clean tower inner body and basins, and clean movable sections.
4. Clean and disinfect cross-flooding pipes or pipe arms containing stagnant water.

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**COOLING TOWER MAINTENANCE  
AND THE CLOSED-LOOP WATER TOWER**

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5. Check and adjust water flow to spray nozzles, balance the circuit flow, if necessary.
6. Adjust the tension and check the condition of the belts. Replace belts and pulleys if necessary.
7. Prior to the seasonal start-up, grease the fan shaft bearings.
8. Check the rotation of the fans and ensure their operation is unobstructed.
9. Fill the tank with clean water and check the operation of the float valve or other water level control device (float valve or other), adjust the water to the optimal level.
10. Check the starters (contactors and overload relays). Replace indicator lights as necessary.
11. Check the motors (current, voltage, etc.)
12. Check the electrical connections for the overheat switch with an infrared indicator.
13. Check all the capacity controls.
14. Prepare a complete report on all these checks and submit it to the Facilities Manager. **The report must include colour photographs taken before and after the cleaning work.** Photographs of the following components must be included in the report: exterior of towers, nozzles, exchangers, droplet eliminators and basins. The report must be printed and sent by mail or fax within **one week of the visit.**

**7 MONTHLY  
OPERATIONAL  
INSPECTION (12)  
REQUIRED**

1. In addition to the spring start-up and fall shutdown, perform 12 monthly inspections.
2. Perform a visual leak test.
3. Carry out an operating test.
4. Inspect the towers and make any necessary adjustments and repairs.
5. Adjust the tension of the belts.
6. Check the motor mounts and vibrations.

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### COOLING TOWER MAINTENANCE AND THE CLOSED-LOOP WATER TOWER

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7. Check the operation of the water level control valve. Adjust the valve.
  8. Check and record the amperage and voltage of the motors.
  9. If necessary, run the unit at high speed and at low speed, and check the time lapse when switching from low speed to high speed and vice versa.
  10. Lubricate the bearings and bearing bushings.
  11. Check all capacity controls.
  12. Clean the inlet strainer.
  13. Prepare a complete report of these checks and submit it to the Facilities Manager. The report must be printed and sent by mail or fax within one week of the visit.
- 8 CHECKING THE CAPACITY OF THE COOLING TOWER**
1. During the annual ARI 550/590 chiller test, record the operating data such as: water flow rate (from the chilled water pump curve), the dry-bulb and wet-bulb ambient air temperatures, chilled water supply and return temperatures, fan speed and total fan load in kW.
  2. These data will be included in the ARI 550/590 compliance report.
  3. If the cooling tower does not appear to be operating at its rated design capacity, the Contractor must take the necessary steps to bring the facility into compliance with the ITA accreditation in effect.
  4. Attach this report to the ARI 550/590 compliance report.
  5. The report will be comparative and present the initial start-up data (obtain the EVAPCO file) and data obtained from the ARI 550/590 trial.
  6. The report must be printed and sent by mail or fax within one **week of the visit.**

## EQUIPMENT INVENTORY

**INVENTORY OF EQUIPMENT INCLUDED IN THE CONTRACT****(2) LOW PRESSURE CENTRIFUGAL COOLERS AND (2) WATER TOWERS**

MANUFACTURER	MODEL	CAPACITY
<b>LOW PRESSURE CENTRIFUGAL COOLERS</b>		
TRANE (1984)	CVHE-032J-AF-2KB2532CE1C14CE1C00	350 tonnes
TRANE (1984)	CVHE-032J-AF-2KB2532CE1C14CE1C00	350 tonnes
<b>COOLING TOWERS</b>		
EVAPCO (2009)	AT19-912	400 tonnes
EVAPCO (2009)	AT19-912	400 tonnes
<b>SPEED VARIATORS</b>		
ABB	ACH-550-UH-032A-6	(For 30 HP motor)
ABB	ACH-550-UH-032A-6	(For 30 HP motor)

**ACCESSORIES INCLUDED IN THE CONTRACT**

- I. The refrigerant detection system.
- II. Containment accessories.
- III. The four flow switches.
- IV. Shut-off valves for the flow of ice water to the evaporators.

**COMPONENTS EXCLUDED FROM THE CONTRACT**

- I. Model controller (Classic Black) of HISTORY HVAC chillers

The chillers date back to 1984.

The chillers were equipped with containment accessories (Prevac, Pre-Rupt, Purge) in 1998. In 1999, both chillers were converted from R-11 to R-123 and a refrigerant detection system was installed.

**OPERATION AND MAINTENANCE OF EQUIPMENT**

The cooling towers operate year-round. Both are on in the winter, but the fans are mostly off. There is an indoor basin for cooled water. This basin feeds the Trane chillers, another process water chiller and 43 condensing units serving the chiller condensing units and other systems. The Contractor maintains the basin and the pumps/screens/valves of the cooled water system.

**INVENTORY OF EQUIPMENT INCLUDED IN THE CONTRACT**

**HELICAL COMPRESSOR COOLER  
AND CLOSED-LOOP WATER TOWER**

<b>MANUFACTURER</b>	<b># MODEL CAPACITY</b>	<b>DESCRIPTION</b>
<b>HELICAL COMPRESSOR COOLER</b>		
TRANE (2002)	RTWA-080 2 X 40 tons	Cooler with two helical compressors. Water-cooled condensers. The chiller controls are of the microprocessor type. The cooler operates seven months/year.
<b>CLOSED-LOOP COOLING TOWER (WATER)</b>		
EVAPCO (2002)	LRW-68-3-2	Closed circuit cooling tower. 10 and 40 HP fan motors 2-HP tower water recirculation pump motor The cooling tower operates year-round.

**OPERATION AND MAINTENANCE OF EQUIPMENT**

In the winter, the cooling water circuit and the 2-HP recirculation pump are dried out and the tower is operated with the 10-HP motor (the belts on the 40 HP must be removed and those on the 10 HP installed). The chilled water coil is then cooled by the air flow which must be kept below freezing. The function of the closed loop cooling water system is to cool the RTWA chiller condensers over a period of approximately seven months per year. This water is also circulated through the condensers of the laboratory cold room condensing units (expansion) throughout the year.

In mid-season, the 40-HP motor is started (install the belts and remove the belts on the 10 HP), the water basin is filled with water and the 2-HP circulation pump is placed in auto mode. The water treatment system must be operational.

**ACCESSORIES INCLUDED IN THE CONTRACT**

Variable speed drives and safety switch located in the tower control panel, and the conductivity controller.

**Note**

- 1 When changing the belts, apply the lockout method according to the OHS section of this specification.**

## SCHEDULE OF VISITS AND TESTS

Visits	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Year 1	Year 2	Year 3	Year 4	Year 5	Comments
Periodic interviews																		
Opening and closing of the towers																		
Opening and closing of the chillers																		
Annual performance report																		
Annual leak test (RFH 2022)																		
Calibration of halocarbon detectors																		
Condenser cleaning																		
Evaporator cleaning																		
Eddy current test (evap.)																		
Leak test (evap.)																		
Oil analysis																		
Refrigerant analysis																		
Thermographic analysis (elec.)																		
Tower capacity ratio																		

\*\*The bidder must include the anticipated schedule of mandatory interviews and tests.

### ANNEX B – BASIS OF PAYMENT

\* Prices must exclude taxes

#### Maintenance Services / Testing / Analysis

	Firm monthly price		Firm annual price
<b>Year 1 :</b> January 1, 2023 to December 31, 2023	_____ \$ / month	X 12 months	= _____ \$
<b>Year 2 : (Optional)</b> January 1, 2024 to December 31, 2024	_____ \$ / month	X 12 months	= _____ \$
<b>Year 3 : (Optional)</b> January 1, 2025 to December 31, 2025	_____ \$ / month	X 12 months	= _____ \$
<b>Year 4 : (Optional)</b> January 1, 2026 to December 31, 2026	_____ \$ / month	X 12 months	= _____ \$
<b>Year 5 : (Optional)</b> January 1, 2027 to December 31, 2027	_____ \$ / month	X 12 months	= _____ \$
		<b>Total (5 years)</b>	= _____ \$

#### Improvements / Repairs

**Year 1 :** January 1, 2023 to December 31, 2023

	Hourly Rate	Estimated Qty.	Total
1 technician weekdays 8 am to 5 pm	_____ \$ / hour	X 120 hours	= _____ \$
1 technician weekdays 5 pm to 8 am	_____ \$ / hour	X 40 hours	= _____ \$
1 technician weekends & holidays	_____ \$ / hour	X 40 hours	= _____ \$
Profit on parts (%)	_____ %	X \$ 15,000.00	= _____ \$
		<b>Total for year 1</b>	= _____ \$

**Year 2 (Optional) :** January 1, 2024 to December 31, 2024

	Hourly Rate	Estimated Qty.	Total
1 technician weekdays 8 am to 5 pm	_____ \$ / hour	X 120 hours	= _____ \$
1 technician weekdays 5 pm to 8 am	_____ \$ / hour	X 40 hours	= _____ \$
1 technician weekends & holidays	_____ \$ / hour	X 40 hours	= _____ \$
Profit on parts (%)	_____ %	X \$ 15,000.00	= _____ \$
		<b>Total for year 2</b>	= _____ \$

**Year 3 (Optional) :** January 1, 2025 to December 31, 2025

	Hourly Rate	Estimated Qty.	Total
1 technician weekdays 8 am to 5 pm	_____ \$ / hour	X 120 hours	= _____ \$
1 technician weekdays 5 pm to 8 am	_____ \$ / hour	X 40 hours	= _____ \$
1 technician weekends & holidays	_____ \$ / hour	X 40 hours	= _____ \$
Profit on parts (%)	_____ %	X \$ 15,000.00	= _____ \$
		<b>Total for year 3</b>	= _____ \$



**Year 4 (Optional) :** January 1, 2026 to December 31, 2026

	Hourly Rate	Estimated Qty.	Total
1 technician weekdays 8 am to 5 pm	_____ \$ / hour	X 120 hours	= _____ \$
1 technician weekdays 5 pm to 8 am	_____ \$ / hour	X 40 hours	= _____ \$
1 technician weekends & holidays	_____ \$ / hour	X 40 hours	= _____ \$
Profit on parts (%)	_____ %	X \$ 15,000.00	= _____ \$
		<b>Total for year 4</b>	= _____ \$

**Year 5 (Optional) :** January 1, 2027 to December 31, 2027

	Hourly Rate	Estimated Qty.	Total
1 technician weekdays 8 am to 5 pm	_____ \$ / hour	X 120 hours	= _____ \$
1 technician weekdays 5 pm to 8 am	_____ \$ / hour	X 40 hours	= _____ \$
1 technician weekends & holidays	_____ \$ / hour	X 40 hours	= _____ \$
Profit on parts (%)	_____ %	X \$ 15,000.00	= _____ \$
		<b>Total for year 5</b>	= _____ \$

**SIGNATURE**

Signed at : \_\_\_\_\_ on \_\_\_\_\_ 2022.  
(City and Province)

Name and address of supplier/contractor:

\_\_\_\_\_  
\_\_\_\_\_

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

Position : \_\_\_\_\_

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



Contract Number / Numéro du contrat
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  3. a) Subcontract Number / Numéro du contrat de sous-traitance	2. Branch or Directorate / Direction générale ou Direction <b>DGSI</b>  3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
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4. Brief Description of Work / Brève description du travail  
**Contrat de service pour l'entretien des tours d'eau et des refroidisseurs au CRD Saint-Hyacinthe.**

5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui

6. Indicate the type of access required / Indiquer le type d'accès requis

6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with <b>no</b> overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale <b>sans</b> entreposage de nuit?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès

Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
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7. b) Release restrictions / Restrictions relatives à la diffusion

No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>  Not releasable À ne pas diffuser <input type="checkbox"/>  Restricted to: / Limité à : <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays :	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>   Restricted to: / Limité à : <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays :	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>   Restricted to: / Limité à : <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays :
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7. c) Level of information / Niveau d'information

PROTECTED A PROTÉGÉ A <input type="checkbox"/> PROTECTED B PROTÉGÉ B <input type="checkbox"/> PROTECTED C PROTÉGÉ C <input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/> SECRET SECRET <input type="checkbox"/> TOP SECRET TRÈS SECRET <input type="checkbox"/> TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/> NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/> NATO SECRET NATO SECRET <input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/> PROTECTED B PROTÉGÉ B <input type="checkbox"/> PROTECTED C PROTÉGÉ C <input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/> SECRET SECRET <input type="checkbox"/> TOP SECRET TRÈS SECRET <input type="checkbox"/> TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>
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Security Classification / Classification de sécurité
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Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

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

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

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

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

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

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

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

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

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

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

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

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

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

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



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

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

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

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

No / Non  Yes / Oui

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

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

No / Non  Yes / Oui

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



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

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

13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Marie-Ève Desbiens-Girard		Gestionnaire des services intégrés	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

Security Classification / Classification de sécurité
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## Instructions for completion of a Security Requirements Check List (SRCL)

The instruction sheet should remain attached until Block #17 has been completed.

### GENERAL - PROCESSING THIS FORM

The project authority shall arrange to complete this form.

The organization security officer shall review and approve the security requirements identified in the form, in cooperation with the project authority.

The contracting security authority is the organization responsible for ensuring that the suppliers are compliant with the security requirements identified in the SRCL.

**All requisitions and subsequent tender / contractual documents including subcontracts that contain PROTECTED and/or CLASSIFIED requirements must be accompanied by a completed SRCL.**

It is important to identify the level of PROTECTED information or assets as Level "A," "B" or "C," when applicable; however, certain types of information may only be identified as "PROTECTED". No information pertaining to a PROTECTED and/or CLASSIFIED government contract may be released by suppliers, without prior written approval of the individual identified in Block 17 of this form.

The classification assigned to a particular stage in the contractual process does not mean that everything applicable to that stage is to be given the same classification. Every item shall be PROTECTED and/or CLASSIFIED according to its own content. If a supplier is in doubt as to the actual level to be assigned, they should consult with the individual identified in Block 17 of this form.

### PART A - CONTRACT INFORMATION

#### Contract Number (top of the form)

This number must be the same as that found on the requisition and should be the one used when issuing an RFP or contract. This is a unique number (i.e. no two requirements will have the same number). A new SRCL must be used for each new requirement or requisition (e.g. new contract number, new SRCL, new signatures).

**1. Originating Government Department or Organization**

Enter the department or client organization name or the prime contractor name for which the work is being performed.

**2. Directorate / Branch**

This block is used to further identify the area within the department or organization for which the work will be conducted.

**3. a) Subcontract Number**

If applicable, this number corresponds to the number generated by the Prime Contractor to manage the work with its subcontractor.

**b) Name and Address of Subcontractor**

Indicate the full name and address of the Subcontractor if applicable.

**4. Brief Description of Work**

Provide a brief explanation of the nature of the requirement or work to be performed.

**5. a) Will the supplier require access to Controlled Goods?**

*The Defence Production Act (DPA) defines "Controlled Goods" as certain goods listed in the Export Control List, a regulation made pursuant to the *Export and Import Permits Act* (EIPA). Suppliers who examine, possess, or transfer Controlled Goods within Canada must register in the Controlled Goods Directorate or be exempt from registration. More information may be found at [www.cgd.gc.ca](http://www.cgd.gc.ca).*

**b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations?**

The prime contractor and any subcontractors must be certified under the U.S./Canada Joint Certification Program if the work involves access to unclassified military data subject to the provisions of the Technical Data Control Regulations. More information may be found at [www.dlis.dla.mil/jcp](http://www.dlis.dla.mil/jcp).

**6. Indicate the type of access required**

Identify the nature of the work to be performed for this requirement. The user is to select one of the following types:

**a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets?**

The supplier would select this option if they require access to PROTECTED and/or CLASSIFIED information or assets to perform the duties of the requirement.

**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.**

The supplier would select this option if they require regular access to government premises or a secure work site only. The supplier will not have access to PROTECTED and/or CLASSIFIED information or assets under this option.

**c) Is this a commercial courier or delivery requirement with no overnight storage?**

The supplier would select this option if there is a commercial courier or delivery requirement. The supplier will not be allowed to keep a package overnight. The package must be returned if it cannot be delivered.

**7. Type of information / Release restrictions / Level of information**

Identify the type(s) of information that the supplier may require access to, list any possible release restrictions, and if applicable, provide the level(s) of the information. The user can make multiple selections based on the nature of the work to be performed.

Departments must process SRCLs through PWGSC where:

- contracts that afford access to PROTECTED and/or CLASSIFIED foreign government information and assets;
- contracts that afford foreign contractors access to PROTECTED and/or CLASSIFIED Canadian government information and assets; or
- contracts that afford foreign or Canadian contractors access to PROTECTED and/or CLASSIFIED information and assets as defined in the documents entitled Identifying INFOSEC and INFOSEC Release.

**a) Indicate the type of information that the supplier will be required to access**

**Canadian government information and/or assets**

If Canadian information and/or assets are identified, the supplier will have access to PROTECTED and/or CLASSIFIED information and/or assets that are owned by the Canadian government.

**NATO information and/or assets**

If NATO information and/or assets are identified, this indicates that as part of this requirement, the supplier will have access to PROTECTED and/or CLASSIFIED information and/or assets that are owned by NATO governments. NATO information and/or assets are developed and/or owned by NATO countries and are not to be divulged to any country that is not a NATO member nation. Persons dealing with NATO information and/or assets must hold a NATO security clearance and have the required need-to-know.

Requirements involving CLASSIFIED NATO information must be awarded by PWGSC. PWGSC / CIISD is the Designated Security Authority for industrial security matters in Canada.

**Foreign government information and/or assets**

If foreign information and/or assets are identified, this requirement will allow access to information and/or assets owned by a country other than Canada.

**b) Release restrictions**

If **Not Releasable** is selected, this indicates that the information and/or assets are for **Canadian Eyes Only (CEO)**. Only Canadian suppliers based in Canada can bid on this type of requirement. NOTE: If Canadian information and/or assets coexists with CEO information and/or assets, the CEO information and/or assets must be stamped **Canadian Eyes Only (CEO)**.

If **No Release Restrictions** is selected, this indicates that access to the information and/or assets are not subject to any restrictions.

If **ALL NATO countries** is selected, bidders for this requirement must be from NATO member countries only.

**NOTE: There may be multiple release restrictions associated with a requirement depending on the nature of the work to be performed. In these instances, a security guide should be added to the SRCL clarifying these restrictions. The security guide is normally generated by the organization's project authority and/or security authority.**

**c) Level of information**

Using the following chart, indicate the appropriate level of access to information/assets the supplier must have to perform the duties of the requirement.



PROTECTED	CLASSIFIED	NATO
PROTECTED A	CONFIDENTIAL	NATO UNCLASSIFIED
PROTECTED B	SECRET	NATO RESTRICTED
PROTECTED C	TOP SECRET	NATO CONFIDENTIAL
	TOP SECRET (SIGINT)	NATO SECRET
		COSMIC TOP SECRET

**8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?**

If Yes, the supplier personnel requiring access to COMSEC information or assets must receive a COMSEC briefing. The briefing will be given to the "holder" of the COMSEC information or assets. In the case of a "personnel assigned" type of contract, the customer department will give the briefing. When the supplier is required to receive and store COMSEC information or assets on the supplier's premises, the supplier's COMSEC Custodian will give the COMSEC briefings to the employees requiring access to COMSEC information or assets. If Yes, the Level of sensitivity must be indicated.

**9. Will the supplier require access to extremely sensitive INFOSEC information or assets?**

If Yes, the supplier must provide the Short Title of the material and the Document Number. Access to extremely sensitive INFOSEC information or assets will require that the supplier undergo a Foreign Ownership Control or Influence (FOCI) evaluation by CIISD.

**PART B - PERSONNEL (SUPPLIER)**

**10. a) Personnel security screening level required**

Identify the screening level required for access to the information/assets or client facility. More than one level may be identified depending on the nature of the work. Please note that Site Access screenings are granted for access to specific sites under prior arrangement with the Treasury Board of Canada Secretariat. A Site Access screening only applies to individuals, and it is not linked to any other screening level that may be granted to individuals or organizations.

RELIABILITY STATUS	CONFIDENTIAL	SECRET
TOP SECRET	TOP SECRET (SIGINT)	NATO CONFIDENTIAL
NATO SECRET	COSMIC TOP SECRET	SITE ACCESS

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

**b) May unscreened personnel be used for portions of the work?**

Indicating Yes means that portions of the work are not PROTECTED and/or CLASSIFIED and may be performed outside a secure environment by unscreened personnel. The following question must be answered if unscreened personnel will be used:

**Will unscreened personnel be escorted?**

If No, unscreened personnel may not be allowed access to sensitive work sites and must not have access to PROTECTED and/or CLASSIFIED information and/or assets.

If Yes, unscreened personnel must be escorted by an individual who is cleared to the required level of security in order to ensure there will be no access to PROTECTED and/or CLASSIFIED information and/or assets at the work site.

**PART C - SAFEGUARDS (SUPPLIER)**

**11. INFORMATION / ASSETS**

**a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information and/or assets on its site or premises?**

If Yes, specify the security level of the documents and/or equipment that the supplier will be required to safeguard at their own site or premises using the summary chart.

**b) Will the supplier be required to safeguard COMSEC information or assets?**

If Yes, specify the security level of COMSEC information or assets that the supplier will be required to safeguard at their own site or premises using the summary chart.

**PRODUCTION**

**c) Will the production (manufacture, repair and/or modification) of PROTECTED and/or CLASSIFIED material and/or equipment occur at the supplier's site or premises?**

Using the summary chart, specify the security level of material and/or equipment that the supplier manufactured, repaired and/or modified and will be required to safeguard at their own site or premises.

**INFORMATION TECHNOLOGY (IT)**

**d) Will the supplier be required to use its IT systems to electronically process and/or produce or store PROTECTED and/or CLASSIFIED information and/or data?**

If Yes, specify the security level in the summary chart. This block details the information and/or data that will be electronically processed or produced and stored on a computer system. The client department and/or organization will be required to specify the IT security requirements for this procurement in a separate technical document. The supplier must also direct their attention to the following document: Treasury Board of Canada Secretariat - Operational Security Standard: Management of Information Technology Security (MITS).

**e) Will there be an electronic link between the supplier’s IT systems and the government department or agency?**

If Yes, the supplier must have their IT system(s) approved. The Client Department must also provide the Connectivity Criteria detailing the conditions and the level of access for the electronic link (usually not higher than PROTECTED B level).

**SUMMARY CHART**

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.

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

PROTECTED	CLASSIFIED	NATO	COMSEC
PROTECTED A	CONFIDENTIAL	NATO RESTRICTED	PROTECTED A
PROTECTED B	SECRET	NATO CONFIDENTIAL	PROTECTED B
PROTECTED C	TOP SECRET	NATO SECRET	PROTECTED C
	TOP SECRET (SIGINT)	COSMIC TOP SECRET	CONFIDENTIAL
			SECRET
			TOP SECRET

**12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?**

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

**b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?**

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).

**PART D - AUTHORIZATION**

**13. Organization Project Authority**

This block is to be completed and signed by the appropriate project authority within the client department or organization (e.g. the person responsible for this project or the person who has knowledge of the requirement at the client department or organization). This person may on occasion be contacted to clarify information on the form.

**14. Organization Security Authority**

This block is to be signed by the Departmental Security Officer (DSO) (or delegate) of the department identified in Block 1, or the security official of the prime contractor.

**15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?**

A Security Guide or Security Classification Guide is used in conjunction with the SRCL to identify additional security requirements which do not appear in the SRCL, and/or to offer clarification to specific areas of the SRCL.

**16. Procurement Officer**

This block is to be signed by the procurement officer acting as the contract or subcontract manager.

**17. Contracting Security Authority**

This block is to be signed by the Contract Security Official. Where PWGSC is the Contract Security Authority, Canadian and International Industrial Security Directorate (CIISD) will complete this block.

## Instructions pour établir la Liste de vérification des exigences relatives à la sécurité (LVERS)

La feuille d'instructions devrait rester jointe au formulaire jusqu'à ce que la case 17 ait été remplie.

### GÉNÉRALITÉS - TRAITEMENT DU PRÉSENT FORMULAIRE

Le responsable du projet doit faire remplir ce formulaire.

L'agent de sécurité de l'organisation doit revoir et approuver les exigences de sécurité qui figurent dans le formulaire, en collaboration avec le responsable du projet.

Le responsable de la sécurité des marchés est le responsable chargé de voir à ce que les fournisseurs se conforment aux exigences de sécurité mentionnées dans la LVERS.

**Toutes les demandes d'achat ainsi que tous les appels d'offres et les documents contractuels subséquents, y compris les contrats de sous-traitance, qui comprennent des exigences relatives à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS doivent être accompagnés d'une LVERS dûment remplie.**

Il importe d'indiquer si les renseignements ou les biens PROTÉGÉS sont de niveau A, B ou C, le cas échéant; cependant, certains types de renseignements peuvent être indiqués par la mention « PROTÉGÉ » seulement. Aucun renseignement relatif à un contrat gouvernemental PROTÉGÉ ou CLASSIFIÉ ne peut être divulgué par les fournisseurs sans l'approbation écrite préalable de la personne dont le nom figure à la case 17 de ce formulaire.

La classification assignée à un stade particulier du processus contractuel ne signifie pas que tout ce qui se rapporte à ce stade doit recevoir la même classification. Chaque article doit être PROTÉGÉ et/ou CLASSIFIÉ selon sa propre nature. Si un fournisseur ne sait pas quel niveau de classification assigner, il doit consulter la personne dont le nom figure à la case 17 de ce formulaire.

### PARTIE A - INFORMATION CONTRACTUELLE

#### Numéro du contrat (au haut du formulaire)

Ce numéro doit être le même que celui utilisé sur la demande d'achat et services et devrait être celui utilisé dans la DDP ou dans le contrat. Il s'agit d'un numéro unique (c.-à-d. que le même numéro ne sera pas attribué à deux besoins distincts). Une nouvelle LVERS doit être utilisée pour chaque nouveau besoin ou demande (p. ex. un nouveau numéro de contrat, une nouvelle LVERS, de nouvelles signatures).

#### 1. Ministère ou organisme gouvernemental d'origine

Inscrire le nom du ministère ou de l'organisme client ou le nom de l'entrepreneur principal pour qui les travaux sont effectués.

#### 2. Direction générale ou Direction

Cette case peut servir à fournir plus de détails quant à la section du ministère ou de l'organisme pour qui les travaux sont effectués.

#### 3. a) Numéro du contrat de sous-traitance

S'il y a lieu, ce numéro correspond au numéro généré par l'entrepreneur principal pour gérer le travail avec son sous-traitant.

#### b) Nom et adresse du sous-traitant

Indiquer le nom et l'adresse au complet du sous-traitant, s'il y a lieu.

#### 4. Brève description du travail

Donner un bref aperçu du besoin ou du travail à exécuter.

#### 5. a) Le fournisseur aura-t-il accès à des marchandises contrôlées?

La *Loi sur la production de défense* (LPD) définit « marchandises contrôlées » comme désignant certains biens énumérés dans la Liste des marchandises d'exportation contrôlée, un règlement établi en vertu de la *Loi sur les licences d'exportation et d'importation* (LLEI). Les fournisseurs qui examinent, possèdent ou transfèrent des marchandises contrôlées à l'intérieur du Canada doivent s'inscrire à la Direction des marchandises contrôlées ou être exemptés de l'inscription. On trouvera plus d'information à l'adresse [www.cgp.gc.ca](http://www.cgp.gc.ca).

#### b) 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?

L'entrepreneur et tout sous-traitant doivent être accrédités en vertu du Programme mixte d'agrément Etats-Unis / Canada si le travail comporte l'accès à des données militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques. On trouvera plus d'information à l'adresse [www.dlis.dla.mil/jcp/](http://www.dlis.dla.mil/jcp/).

## 6. Indiquer le type d'accès requis

Indiquer la nature du travail à exécuter pour répondre à ce besoin. L'utilisateur doit choisir un des types suivants :

### a) Le fournisseur et ses employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS?

Le fournisseur choisit cette option s'il doit avoir accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS pour accomplir le travail requis.

### b) 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.

Le fournisseur choisit cette option seulement s'il doit avoir accès régulièrement aux locaux du gouvernement ou à un lieu de travail protégé. Le fournisseur n'aura pas accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS en vertu de cette option.

### c) S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?

Le fournisseur choisit cette option s'il y a nécessité de recourir à un service de messagerie ou de livraison commerciale. Le fournisseur ne sera pas autorisé à garder un colis pendant la nuit. Le colis doit être retourné s'il ne peut pas être livré.

## 7. Type d'information / Restrictions relatives à la diffusion / Niveau d'information

Indiquer le ou les types d'information auxquels le fournisseur peut devoir avoir accès, énumérer toutes les restrictions possibles relatives à la diffusion, et, s'il y a lieu, indiquer le ou les niveaux d'information. L'utilisateur peut faire plusieurs choix selon la nature du travail à exécuter.

Les ministères doivent soumettre la LVERS à TPSGC lorsque:

- les marchés prévoient l'accès aux renseignements et aux biens de nature PROTÉGÉS et/ou CLASSIFIÉS étrangers ;
- les marchés prévoient aux entrepreneurs étrangers l'accès aux renseignements et aux biens de nature PROTÉGÉS et/ou CLASSIFIÉS canadiens; ou
- les marchés prévoient aux entrepreneurs étrangers ou canadiens l'accès aux renseignements et aux biens de nature PROTÉGÉS et/ou CLASSIFIÉS tels que définis dans les documents intitulés Moyens INFOSEC détermination et Divulgateion de INFOSEC.

### a) Indiquer le type d'information auquel le fournisseur devra avoir accès

#### Renseignements et/ou biens du gouvernement canadien

Si des renseignements et/ou des biens canadiens sont indiqués, le fournisseur aura accès à des renseignements et/ou à des biens PROTÉGÉS et/ou CLASSIFIÉS appartenant au gouvernement canadien.

#### Renseignements et/ou biens de l'OTAN

Si des renseignements et/ou des biens de l'OTAN sont indiqués, cela signifie que, dans le cadre de ce besoin, le fournisseur aura accès à des renseignements et/ou à des biens PROTÉGÉS et/ou CLASSIFIÉS appartenant à des gouvernements membres de l'OTAN. Les renseignements et/ou les biens de l'OTAN sont élaborés par des pays de l'OTAN ou leur appartiennent et ne doivent être divulgués à aucun pays qui n'est pas un pays membre de l'OTAN. Les personnes qui manient des renseignements et/ou des biens de l'OTAN doivent détenir une autorisation de sécurité de l'OTAN et avoir besoin de savoir.

Les contrats comportant des renseignements CLASSIFIÉS de l'OTAN doivent être attribués par TPSGC. La DSICI de TPSGC est le responsable de la sécurité désigné relativement aux questions de sécurité industrielle au Canada.

#### Renseignements et/ou biens de gouvernements étrangers

Si des renseignements et/ou des biens de gouvernements étrangers sont indiqués, ce besoin permettra l'accès à des renseignements et/ou à des biens appartenant à un pays autre que le Canada.

### b) Restrictions relatives à la diffusion

Si **À ne pas diffuser** est choisi, cela indique que les renseignements et/ou les biens sont **réservés aux Canadiens**. Seuls des fournisseurs canadiens installés au Canada peuvent soumissionner ce genre de besoin. NOTA : Si des renseignements et/ou des biens du gouvernement canadien coexistent avec des renseignements et/ou des biens réservés aux Canadiens, ceux-ci doivent porter la mention **Réservé aux Canadiens**.

Si **Aucune restriction relative à la diffusion** est choisi, cela indique que l'accès aux renseignements et/ou aux biens n'est assujéti à aucune restriction.

Si **Tous les pays de l'OTAN** est choisi, les soumissionnaires doivent appartenir à un pays membre de l'OTAN.

**NOTA : Il peut y avoir plus d'une restriction s'appliquant à une demande, selon la nature des travaux à exécuter. Pour ce genre de contrat, un guide de sécurité doit être joint à la LVERS afin de clarifier les restrictions. Ce guide est généralement préparé par le chargé de projet et/ou le responsable de la sécurité de l'organisme.**

**c) Niveau d'information**

À l'aide du tableau ci-dessous, indiquer le niveau approprié d'accès aux renseignements et/ou aux biens que le fournisseur doit avoir pour accomplir les travaux requis.

PROTÉGÉ	CLASSIFIÉ	NATO
PROTÉGÉ A	CONFIDENTIEL	NATO NON CLASSIFIÉ
PROTÉGÉ B	SECRET	NATO DIFFUSION RESTREINTE
PROTÉGÉ C	TRÈS SECRET	NATO CONFIDENTIEL
	TRÈS SECRET (SIGINT)	NATO SECRET
		COSMIC TRÈS SECRET

**8. Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?**

Si la réponse est Oui, les membres du personnel du fournisseur qui doivent avoir accès à des renseignements ou à des biens COMSEC doivent participer à une séance d'information COMSEC. Cette séance sera donnée au « détenteur autorisé » des renseignements ou des biens COMSEC. Dans le cas des contrats du type « personnel affecté », cette séance sera donnée par le ministère client. Lorsque le fournisseur doit recevoir et conserver, dans ses locaux, des renseignements ou des biens COMSEC, le responsable de la garde des renseignements ou des biens COMSEC de l'entreprise donnera la séance d'information COMSEC aux membres du personnel qui doivent avoir accès à des renseignements ou à des biens COMSEC.

**9. Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?**

Si la réponse est Oui, le fournisseur doit indiquer le titre abrégé du document, le numéro du document et le niveau de sensibilité. L'accès à des renseignements ou à des biens extrêmement délicats INFOSEC exigera que le fournisseur fasse l'objet d'une vérification Participation, contrôle et influence étrangers (PCIE) effectuée par la DSICI.

**PARTIE B - PERSONNEL (FOURNISSEUR)**

**10. a) Niveau de contrôle de la sécurité du personnel requis**

Indiquer le niveau d'autorisation de sécurité que le personnel doit détenir pour avoir accès aux renseignements, aux biens ou au site du client. Selon la nature du travail, il peut y avoir plus d'un niveau de sécurité. Veuillez noter que des cotes de sécurité sont accordées pour l'accès à des sites particuliers, selon des dispositions antérieures prises auprès du Secrétariat du Conseil du Trésor du Canada. La cote de sécurité donnant accès à un site s'applique uniquement aux personnes et n'est liée à aucune autre autorisation de sécurité accordée à des personnes ou à des organismes.

COTE DE FIABILITÉ	CONFIDENTIEL	SECRET
TRÈS SECRET	TRÈS SECRET (SIGINT)	NATO CONFIDENTIEL
NATO SECRET	COSMIC TRÈS SECRET	ACCÈS AUX EMBLEMES

Si plusieurs niveaux d'autorisation de sécurité sont indiqués, un guide de classification de sécurité doit être fourni.

**b) Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?**

Si la réponse est Oui, cela veut dire que certaines tâches ne sont pas PROTÉGÉES et/ou CLASSIFIÉES et peuvent être exécutées à l'extérieur d'un environnement sécurisé par du personnel n'ayant pas d'autorisation de sécurité. Il faut répondre à la question suivante si l'on a recours à du personnel n'ayant pas d'autorisation de sécurité :

**Le personnel n'ayant pas d'autorisation de sécurité sera-t-il escorté?**

Si la réponse est Non, le personnel n'ayant pas d'autorisation de sécurité ne pourra pas avoir accès à des lieux de travail dont l'accès est réglementé ni à des renseignements et/ou à des biens PROTÉGÉS et/ou CLASSIFIÉS.

Si la réponse est Oui, le personnel n'ayant pas d'autorisation de sécurité devra être escorté par une personne détenant la cote de sécurité requise, pour faire en sorte que le personnel en question n'ait pas accès à des renseignements et/ou à des biens PROTÉGÉS et/ou CLASSIFIÉS sur les lieux de travail.

**PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)**

**11. RENSEIGNEMENTS / BIENS :**

**a) Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?**

Si la réponse est Oui, préciser, à l'aide du tableau récapitulatif, le niveau de sécurité des documents ou de l'équipement que le fournisseur devra protéger dans ses installations.

**b) Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?**

Si la réponse est Oui, préciser, à l'aide du tableau récapitulatif, le niveau de sécurité des renseignements ou des biens COMSEC que le fournisseur devra protéger dans ses installations.

**PRODUCTION**

**c) Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?**

Préciser, à l'aide du tableau récapitulatif, le niveau de sécurité du matériel que le fournisseur fabriquera, réparera et/ou modifiera et devra protéger dans ses installations.

**TECHNOLOGIE DE L'INFORMATION (TI)**

**d) 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?**

Si la réponse est Oui, préciser le niveau de sécurité à l'aide du tableau récapitulatif. Cette case porte sur les renseignements qui seront traités ou produits électroniquement et stockés dans un système informatique. Le ministère/organisme client devra préciser les exigences en matière de sécurité de la TI relativement à cet achat dans un document technique distinct. Le fournisseur devra également consulter le document suivant : Secrétariat du Conseil du Trésor du Canada – Norme opérationnelle de sécurité : Gestion de la sécurité des technologies de l'information (GSTI).

**e) Y aura-t-il un lien électronique entre les systèmes informatiques du fournisseur et celui du ministère ou de l'agence gouvernementale?**

Si la réponse est Oui, le fournisseur doit faire approuver ses systèmes informatiques. Le ministère client doit aussi fournir les critères de connectivité qui décrivent en détail les conditions et le niveau de sécurité relativement au lien électronique (habituellement pas plus haut que le niveau PROTÉGÉ B).

**TABLEAU RÉCAPITULATIF**

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.

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.

PROTÉGÉ	CLASSIFIÉ	NATO	COMSEC
PROTÉGÉ A	CONFIDENTIEL	NATO DIFFUSION RESTREINTE	PROTÉGÉ A
PROTÉGÉ B	SECRET	NATO CONFIDENTIEL	PROTÉGÉ B
PROTÉGÉ C	TRÈS SECRET	NATO SECRET	PROTÉGÉ C
	TRÈS SECRET (SIGINT)	COSMIC TRÈS SECRET	CONFIDENTIEL
			SECRET
			TRÈS SECRET

**12. a) La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?**

Si la réponse est Oui, classifier le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de

sécurité » au haut et au bas du formulaire.

**b) La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?**

Si la réponse est Oui, 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).

**PARTIE D - AUTORISATION**

**13. Chargé de projet de l'organisme**

Cette case doit être remplie et signée par le chargé de projet pertinent (c.-à-d. la personne qui est responsable de ce projet ou qui connaît le besoin au ministère ou à l'organisme client. On peut, à l'occasion, communiquer avec cette personne pour clarifier des renseignements figurant sur le formulaire.

**14. Responsable de la sécurité de l'organisme**

Cette case doit être signée par l'agent de la sécurité du ministère (ASM) du ministère indiqué à la case 1 ou par son remplaçant ou par le responsable de la sécurité du fournisseur.

**15. Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?**

Un Guide de sécurité ou un Guide de classification de sécurité sont utilisés de concert avec la LVERS pour faire part d'exigences supplémentaires en matière de sécurité qui n'apparaissent pas dans la LVERS et/ou pour éclaircir certaines parties de la LVERS.

**16. Agent d'approvisionnement**

Cette case doit être signée par l'agent des achats qui fait fonction de gestionnaire du contrat ou du contrat de sous-traitance.

**17. Autorité contractante en matière de sécurité**

Cette case doit être signée par l'agent de la sécurité du marché. Lorsque TPSGC est le responsable de la sécurité du marché, la Direction de la sécurité industrielle canadienne et internationale (DSICI) doit remplir cette case.