

RETURN BIDS TO:
Agriculture and Agri-Food Canada

Address:

Attention:

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 therefor.

Comments:

Vendor/Firm Name and Address:

Issuing Office
Agriculture and Agri-Food Canada

| | |
|---|-------------------------------------|
| Title: Fire Alarm and Sprinkles Systems Maintenance at the Research and Development Centre in Kentville | |
| Solicitation Number 01B46-22-133 | Date of solicitation: 2023-01-20 |
| Solicitation Closes: At: 2:00PM On: 2023-02-28 | Time Zone: EST |
| Address Enquiries to: aafc.escprocurement-cseapprovisionnement.aac@agr.gc.ca | |
| Name: Carol Rahal Email: carol.rahal@agr.gc.ca | |
| Telephone Number: 418-928-1059 | FAX Number: |
| Destination of Goods, Services and Construction: Kentville Research and Development Centre 32 Main Street Kentville, NS B4N1J5 | |
| Instructions: 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: 2024-04-19 | 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 Security Requirements

1. Before award of a contract, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
2. Before access to sensitive information is provided to the Bidder, the following conditions must be met:
 - (a) the Bidder's proposed individuals requiring access to sensitive information, assets or sensitive work sites must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
 - (b) the Bidder's security capabilities must be met as indicated in Part 6 - Resulting Contract Clauses.
3. For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

1.2 Statement of Work

The Work to be performed is detailed under Article 6.2 of the resulting contract clauses

1.3 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, 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 _____ (*insert date*) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 120 days

In the complete text content (except Subsection 1.0, Subsection 3.0, and Subsection 20): Delete "Public Works and Government Services Canada" and Insert "Agriculture and Agri-Food Canada". Delete "PWGSC" and 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.

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

2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to 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 (five) 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 Nova Scotia.

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

2.6 Bid Challenge and Recourse Mechanisms

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

2.7 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 **Kentville Research and Development Centre, 32 Main Street, Kentville, NS on February 8th, 2023. The site visit will begin at 10AM (AST).**

Bidders are requested to communicate with Paula Dickson by email at Paula.Dickson2@agr.gc.ca no later than **February 6th, 2023** to confirm attendance and provide the name(s) of the person(s) who will attend. 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.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

- Section I: Technical Bid- mandatory requirement
- Section II: Financial Bid
- Section III: Certifications

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

Section I: Technical Bid

In their technical bid, Bidders must provide a copy of a valid **Fire Alarm Certificate** for all his technicians assigned to the work.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment, Annex B. Prices shall not appear in any area of the proposal except in the Financial Proposal.

3.1.1 SACC Manual Clauses

Section III: 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

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including (*insert* "technical", *if applicable*, "Inuit Benefits Plan" *if applicable*, "financial", *if applicable*) evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Failure to comply with the following mandatory requirement will render the Proposal noncompliant and the Proposal will receive no further consideration.

Bidders must provide a copy of a valid **Fire Alarm Certificate** for all his technicians assigned to the work.

4.1.2 Financial Evaluation

SACC Manual Clause [A0220T \(2014-06-26\)](#), Evaluation of Price-Bid.

4.2 Basis of Selection

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

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Security Requirements – Required Documentation

In accordance with the [requirements of 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>), the Bidder must provide a completed Contract Security Program Application for Registration (AFR) form to be given further consideration in the procurement process.

Bidders are reminded to obtain the required security clearance and, as applicable, security capabilities promptly. As indicated above, bidders who do not provide all the required information at bid closing will be given the opportunity to complete any missing information from the AFR form within a period set by the Contracting Authority. If that information is not provided within the timeframe established by the Contracting Authority (including any extension granted by the Contracting Authority in its discretion), or if Canada requires further information from the bidder in connection with assessing the request for security clearance (i.e., information not required by the AFR form), the Bidder will be required to submit that information within the time period established by the Contracting Authority, which will not be less than 48 hours. If, at any time, the Bidder fails to provide the required information within the timeframe established by the Contracting Authority, its bid will be declared non-compliant.

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Status and Availability of Resources

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

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

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

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

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

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

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

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

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

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

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

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

6.2 Statement of Work

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

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

2010C (2022-12-01), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from April 20, 2023 to April 19, 2024 inclusive.

6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 4 additional one year period 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 15 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Carol Rahal
Title: Team Lead
Agriculture and Agri-Food Canada
Corporate Management Branch
Address: 2001 Robert-Bourassa, Suite 671-L
Montreal, Quebec H3A 3N2

Telephone: 418-928-1059
E-mail address: carol.rahala@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.

6.5.2 Project Authority

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

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

Telephone: _____
Facsimile: _____

E-mail address: _____

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

6.5.3 Contractor's Representative **(information will be provided at contract award)**

6.6 Proactive Disclosure of Contracts with Former Public Servants

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

6.7 Payment

6.7.1 Basis of Payment

For the regular services provided, Agriculture and Agri-Food Canada will pay the Contractor in accordance with the Rates in Annex B, PART A.1. (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.

6.7.2 Limitation of Expenditure - On-Demand Services (PART A.2, Basis of payment)

Canada's total liability (For extra services) to the Contractor under the Contract must not exceed **\$10 000.00 per year (plus applicable taxes)** . **This amount is an estimation and will be used at AAFC's discretion.**

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.

6.7.3 Electronic Payment of Invoices – Contract

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

6.8 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.

Invoices should be sent to the email addresses below and one copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

- aafc.apkentville-kentvillecf.aac@agr.gc.ca

-Or by mail to Accounts payable (Agriculture and Agri-Food Canada, 32 Main Street, Kentville, NS B4N 1J5).

6.9 Certifications and Additional Information

6.9.1 Compliance

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

6.10 Applicable Laws

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

6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions , 2010C (2022-12-01), Services (Medium Complexity)
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of payment;
- (e) Annex C, Security Requirements Check List;
- (f) Annex D, Integrity Form
- (g) the Contractor's bid dated _____ (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award:* “, as clarified on _____” **or** “, as amended on _____

6.12 Dispute Resolution

- (a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- (b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
- (c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.

Solicitation No. - N° de l'invitation
01B46-22-133
Client Ref. No. - N° de réf. du client

Amd. No. - N° de la modif.
File No. - N° du dossier
01B46-22-133

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

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

ANNEX "A"

Statement of Work

N° de l'invitation - Solicitation No.
01B46-22-133
N° de réf. du client - Client Réf. No.

N° de la modif - Amd. No.
File No. - N° du dossier
01B46-22-133

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

ANNEX "A" – STATEMENT OF WORK

1 Requirement:

For the supply of all labour, material, equipment, transportation and supervision necessary to provide Legislated Fire System Testing and Certification, for Agriculture and Agri-Food Canada (AAFC), Kentville Research Centre, 32 Main Street, Kentville, Nova Scotia.

2 Background:

The Kentville Research Centre is one of 18 Agriculture and Agri-Food Canada Research Centre's across the country.

The Research Centre operates on a five day basis from 0800 to 1630 hours, although some experiments are conducted around the clock over extended periods of time.

3 Codes and Legislated Requirements:

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

Treasury Board of Canada

Canada Standards Association

Canadian Environmental Protection Act

National Building Code of Canada

National Fire code

Part II of the Canada Labour Code

Canadian Occupational Safety and Health Section of Part II of the Canada labour Code

Fire Commissioner of Canada FC 301 Standard for Construction Operations

Provincial and Territorial Acts and Regulations

Canadian Construction and Labour Safety Codes; Provincial Government Workers'

Compensation board and Municipal Statutes and Authorities

Canadian Electrical Code, Part I, CSA 22.1-1998

Canadian Plumbing Code

Materials and workmanship must conform to or exceed applicable standards of Canadian Government Specification Board (CGSB), Canadian Standards Association (CSA), American Society for Testing Materials (ASTM) and referenced organizations

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

4 Scope of Work

Scheduled testing and inspections dates required under this contract.

| | |
|--|---|
| Annual Fire Alarm System Testing and Inspection | Work to be completed with the Month of September, A specific date to be determined by Facilities Manager three weeks in advance . |
| Monthly Fire Alarm System Testing and Inspection | Work to be completed on the first Monday of the Month, All work that will occur on a civic holiday will be rescheduled by Facilities Manager, Fire Alarms will be tested at 7:00 AM |
| Annual Sprinkler Testing and Inspection | Work to be completed with the Month of September, A specific date to be determined by Facilities Manager three weeks in advance |
| Annual Fire Pump Testing and Inspection | Work to be completed with the Month of September, A specific date to be determined by Facilities Manager three weeks in advance |
| Annual Fire Hydrant Testing and Inspection | Work to be completed with the Month of September, A specific date to be determined by Facilities Manager three weeks in advance |

4.1 Annual Fire Alarm System Test and Inspection (Unassisted)

The work covers 100% test and inspection of the Fire Alarm System performed in accordance with CAN/ULC-S536-M2004 includes but not limited to.

- a) 100% Transponder Tests on all applicable Transponders.
- b) 100% Panel Tests on all applicable Panels.
- c) 100% Annunciator Tests on all command center.
- d) All Smoke Detectors checked for proper operation using "Multi-Mist™" "Smoke-up™" dry aerosol only.
- e) Smoke detectors will be visually inspected for cleanliness. When required, cleaning shall be in accordance with manufacturer's recommendations.
- f) Each smoke detector sensitivity valve shall be tested to confirm that it is within its operated range, using manufactures recommend test procedures.

- g) A smoke detector whose sensitivity is not within the required operating range shall be cleaned, and sensitivity re tested, and if still not within its rated sensitivity will be replaced. (responsibility of owner)
- h) Sensitivity results and/or cleaning dates are to be recorded for each device.
- i) The sampling tube differential pressure in air duct type smoke detectors shall be tested **to confirm that it is within manufacture's specified limits.**
- j) Restorable heat detectors will be tested with a heat lamp c/w built in one minute time delay and proper temperature distribution.
- k) Non restorable heat detectors shall have the circuits tested by simulating its electrical operation at the wiring connection.
- l) All Pull Stations checked for proper operation. Single stage and two stage operations.
- m) All Visual and Audible Signals to be activated for proper operation.
- n) All Sprinkler Water flow Detecting Devices (pressure and/or paddle type) including associated input circuits, shall be tested by an appropriate water flow means and time delay setting shall be recorded in the individual device record.
- o) Each shut off valve position supervisory switch shall be tested to determine that within two turns of the valve handle, or when the stem of the valve has moved 20% from its normal position, it shall result in an audible common trouble signal and a visual indication.
- p) Each pressure device shall be inspected and tested to confirm the operability by decreasing/increasing pressure beyond the set limit resulting in a audible trouble signal and a visual indication.
- q) Each power loss supervisory device shall be tested by disconnecting the main power supply to the equipment, resulting in an audible trouble signal and visual indication.
- r) Other fixed type extinguishing systems that are connected to the fire alarm control unit, the owner to coordinate the operation of the output contracts to verify it initiates the specified system functions at the fire alarm control unit (e.g., alarm, trouble).
- s) One device to be disconnected in each zone to determine proper supervision of wiring.
- t) Above listed items are some of the required annual inspections procedures, complete documentation of the entire Fire Alarm Test and Inspection will be supplied at completion of inspection.

4.2 Unassisted Test and Inspection

- a) Two trained technician(s) will perform the test and inspection without direct assistance from the Facilities Manager. All ALARM testing to be done outside of regular hours.
- b) The AAFC will provide access to all peripheral equipment. Should access not be available, the Facilities Manager will be responsible for any lost time.
- c) Should special equipment (i.e. – Jinni Boom, Scaffolding, etc.) be required to perform the test and inspection, AAFC will provide the necessary equipment on request only by The Contractor.

- d) The Facilities Manager will be responsible for making all arrangements with the Contractor who may be required to provide assistance such as elevator, escalator, sprinkler, monitoring, etc. so all devices can be inspected.
- e) The Facilities Manager will also be responsible for notifying tenants in regards to the date, times, etc. when testing will be performed.

4.3 Monthly Fire Alarm Test and Inspection

Every month, the following inspections and tests shall be conducted, under emergency power, to confirm the operability of the fire alarm system as per ULC. S536-M2004:

- a) One manual pull station shall be operated on a rotational basis and the system checked for operation.
- b) An alert signal or an alarm signal confirmed on a rotational basis to a minimum of one zone.
- c) The primary enunciator inspected to determine that the tested device annunciated correctly.
- d) Operation of the common audible and visual trouble signals
- e) Batteries shall be inspected for the following:
 - f) Terminals are clean and lubricated.
 - g) Terminals clamps are secure.
 - h) Electrolyte level and specific gravity, where applicable, are as specified by the manufacturer.
 - i) One emergency telephone shall be tested on a rotational basis for two-way communication and correct indication at the control unit; and
 - j) Voice paging capability to one zone confirmed on a rotational basis.
- k) Supply a complete set of documentation of the devices tested.

4.4 Annual Sprinkler System Test and Inspection

A Complete Annual Test and Inspection of the Sprinkler System as per NFPA 25 shall be conducted to include the following:

Common:

- a) Inspect and test Control Valves to ensure that they are in the appropriate open or closed position.
- b) Check valves that are in the normally opened position to ensure that they are locked, or equipped with a Tamper Switch.
- c) Conduct Main Drain Flow Test of the sprinkler system water supply.

- d) Inspect and test associated access pressure pumps and jockey pumps to ensure that they are in good condition and can perform intended function.
- e) Inspect Fire Departments connections to ensure that they are in good condition (i.e., couplings free, caps in place, etc.)
- f) Inspect and test that water motor gong, electric alarms and supervisory alarm test satisfactorily.
- g) Check spare sprinkler heads and wrench.
- h) Supply a complete set of documentation of the Test and Inspection.

Wet: (Alarm valves complete with pressure type flow switches and/or vein type flow switches)

- a) Conduct a Sprinkler System Alarm test using the hydraulically most remote test valve.
- b) Conduct a complete visual inspection of all exposed sprinkler heads, hangers and piping for proper installation.
- c) Conduct testing on antifreeze system(s) (if applicable)

4.5 Annual Fire Pump Test and Inspection

Annual Test and Inspection of Fire pumps as per NFPA 25 shall be conducted.

An annual test of each pump assembly shall be conducted under minimum, rated and peak flows of the fire pump by controlling the quality of water discharged through approved test devices. The testing shall include the following requirements.

- a) Check circulation relief valve for operation to discharge water.
- b) Check pressure relief valve (if installed) for proper operation.
- c) Continue test for ½ hour.
- d) Record electric motor voltage and current (all lines)
- e) Record pump speed in rpm.
- f) Record simultaneous (approximately) reading of pump suction and discharge pressures and pump discharge flow.
- g) Observe operation of any alarm indicators or any visible abnormalities.
- h) Supply a complete set of documentation of the Test and Inspection.

4.6 Annual Fire Hydrant Test and Inspection

Annual Test and Inspection of Fire Hydrants as per NFPA 25.

4.7 On-Demand Services

To insure we always are meeting Local Fire Code requirements we require that any trouble/alarm/supervisory that is showing on the Main Life and Safety Systems Panel be addressed by the fire protection company on an as required basis. All troubles trigger a call to

the company that monitors our alarms. A trouble could be an issue with a sprinkler, pull station, smoke detector, horn, the main panel's being down, etc. These need to be assessed and repaired as soon as possible and can happen at any time. For minor troubles, visits can happen within 24 hours. For more serious issues, for example a panel being down, that create significant safety issues response needs to be within 4 hours.

5 Terms and Conditions of Work:

- 5.1 The Contractor upon award of service contract shall furnish the Facility Manager (or designated representative) a copy of the Contractors Workers Compensation Certificate and Liabilities.
- 5.2 Only Certified Fire System Technicians shall perform the repairs.
- 5.3 Services is to be provided by one (1) technician at a time only, unless a specific request is made in writing to the Facility Manager (or designated representative) and approved by the Facility Manager (or designated representative).
- 5.4 Upon award of contract AAFC will submit the names of the people proposed to do the work, as listed in the mandatory section, to Government of Canada's Security to undergo screening for enhanced security clearances. No employee of the Contractor shall be allowed on site until clearances have been established. This requirement must be updated when staff changes occur. The contractor to pay all costs incurred.
- 5.5 The Contractor shall report to the Facility Manager (or designated representative) upon arrival on site and sign in at the Reception desk.
- 5.6 The Contractor must be available 24 hours a day, 7 days a week, via phone, cell phone or pager number.
- 5.7 The Contractor must be on site within 3 hour from the time a phone call for services has been initiated by Facilities Manager.
- 5.8 The Contractor shall warrant all services performed under this contract will at the time of acceptance, be free from defects in workmanship. If the Contractor is required to correct or replace the work or any portion thereof, it shall be at no cost to AAFC, and any work corrected or replaced by the Contractor shall be subject to all provisions of the contract to the same extent as work initially performed. The warranty is "one year for parts and 90 days for labour."
- 5.9 The Contractor will be responsible for maintaining the integrity of the existing facility. Any damages caused by the Contractor must be repaired or replaced to its original condition.
- 5.10 The Contractor shall provide training to AAFC's maintenance staff and user groups on operation and maintenance procedures of all new installations. The Contractor shall supply shop drawings and manufacturer's instructions and specifications on all new installations.
- 5.11 The Contractor shall execute the work with minimum disturbance to the occupants, public and normal use of the building.
- 5.12 Protect and maintain existing active services.
- 5.13 Any shutdown to execute service or repair must first be approved by the Facility Manager or his designate.

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- 5.14 Power activated devices using explosives shall not be used.
 - 5.15 The Contractor shall at his own cost, remove and dispose of debris, used and obsolete material on completion of work.
 - 5.16 The Contractor shall supply all tools and equipment required to provide work under the contract.
 - 5.17 Equipment and materials must be new and CSA certified. Deliver, store and maintain materials with manufacture's seal and labels intact.
 - 5.18 Additions, relocations or removal of equipment or systems are to be recorded, dated and initialed by the Contractor on the "as-built" prints where applicable.
 - 5.19 The Contractor shall submit a detailed work order detailing the work undertaken to the Facility Manager (or designated representative) before leaving the site.
 - 5.20 The Contractor shall provide AAFC an invoice complete with a detailed breakdown of all parts, material and labour used. This invoice must clearly reference all work sheets associated with the call-up.
 - 5.21 The Contractor may, upon request, provide AAFC with a wholesaler's invoice complete with parts pricing.
 - 5.22 While on-site, Contractor and Contractor's employees shall adhere to all AAFC's safety and workplace policies. A copy of the policy will be provided to the Contractor by the Facilities Manager (or designated representative).
 - 5.23 The Contractor shall provide a copy of their company's Occupational Health and Safety Policy and Program. It shall meet the more stringent of the Federal and Provincial Occupational Health and Safety Acts.
 - 5.24 The Contractor shall perform site hazard assessments to establish site specific safe work practice procedures for the safety and well-being of his/her employees. Copies shall be made available to the Departmental Representative.
 - 5.25 All copies of the formal Hazard Assessments conducted by the Contractor throughout the duration of the work shall be retained and supplied to the Facilities Manager.
 - 5.26 Post the Safety Plan at a common location on the site visible to all workers and persons accessing the site. Ensure that all employees, including sub-contractors' personnel are advised of such Safety Plan and of the posted location.
 - 5.27 The Contractor shall ensure all workers authorized to enter the work site are notified of and abide by the posted Safety Plan, safety rules, regulations, safe work practices and applicable Safety Acts, Regulations and Codes. Any person not complying with these shall not be permitted on the work site.
 - 5.28 The Contractor shall ensure that all applicable personal protective equipment (PPE) is used.
 - 5.29 All of the Contractor's employees working with controlled products on Federal property and/or in Federal facility will require WHMIS certification
 - 5.30 All Contractors must provide a copy of the Material Safety Data Sheet (MSDS) to the Facilities Manager (or designated representative).
 - 5.31 The Contractor may be required to provide a written estimate for repair work and new installations to the Facilities Manager (or designated representative) when needed.

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- 5.32 The contract does not create an exclusive right of the Contractor to perform all the work that may be required. AAFC reserves the right to have any work done by other means.
- 5.33 AAFC reserves the right to supply the Parts and Material to the Contractor. All materials must be approved by the Facility Manager (or designated representative) prior to ordering or installation.

Appendix A-1 EQUIPMENT AND DEVICE LISTS Fire

Protection Equipment

5.34 Blair House

Panel- Edwards EST1 Note: Interconnected to Heating Plant Panel

Devices

| | |
|----------------------------|-----------------------------------|
| FIRST FLOOR | |
| | |
| SIDE ENTRANCE | MANUAL PULL STATION |
| KITCHEN AREA | SMOKE DETECTOR - IONIZATION |
| STAIRCASE AT MAIN ENTRANCE | SMOKE DETECTOR - IONIZATION |
| | |
| BASEMENT | |
| | |
| BASEMENT BOTTOM OF STAIRS | MANUAL PULL STATION |
| BASEMENT BESIDE FURNACE | HEAT DETECTOR - FIXED TEMPERATURE |
| BASEMENT BOTTOM OF STAIRS | HEAT DETECTOR - FIXED TEMPERATURE |
| BASEMENT BOTTOM OF STAIRS | END OF LINE RESISTORS |
| | |
| UPSTAIRS OFFICES | |
| | |
| TOP OF MAIN STAIRCASE | MANUAL PULL STATION |
| REAR STAIRCASE | SMOKE DETECTOR - IONIZATION |

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|----------------------------|-----------------------------|
| HALLWAY | SMOKE DETECTOR - IONIZATION |
| | |
| | |
| BELL CIRCUITS | |
| BASEMENT | BELL |
| BASEMENT | END OF LINE RESISTORS |
| STAIRCASE AT MAIN ENTRANCE | BELL |
| TOP OF MAIN STAIRCASE | BELL |

5.35 Main Building
Panel- Simplex 4010

Devices

| | |
|-----------------------------------|-----------------------|
| ZONE 1 - MECH ROOM A-1 | |
| MECH ROOM #1 | MANUAL PULL STATION |
| MECH ROOM #1 (HEATING PLANT SIDE) | MANUAL PULL STATION |
| MECH ROOM #1 | END OF LINE RESISTORS |
| | |
| ZONE 2 - A-1 PULL STATIONS | |
| RECEIVING | MANUAL PULL STATION |
| CORRIDOR TO MECH ROOM 1 | MANUAL PULL STATION |
| CORRIDOR NEAR B-131 OR A-105 | END OF LINE RESISTORS |
| CORRIDOR NEAR B-131 OR A-105 | MANUAL PULL STATION |
| | |
| ZONE 3 - B-1 PULL STATIONS | |
| MAIN ENTRANCE | MANUAL PULL STATION |
| CORRIDOR TO CI NEAR CAFETERIA | MANUAL PULL STATION |
| EXIT TO CI NEAR CAFETERIA | MANUAL PULL STATION |
| NEAR ROOM B144 | MANUAL PULL STATION |
| NEAR ROOM B125 | MANUAL PULL STATION |
| IN B1 | END OF LINE RESISTORS |
| | |
| ZONE 4 - C-1 PULL STATIONS | |

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| | |
|--|-----------------------------------|
| GREENHOUSE | MANUAL PULL STATION |
| GREENHOUSE | MANUAL PULL STATION |
| WEST EXIT | MANUAL PULL STATION |
| ROOM 2149 | MANUAL PULL STATION |
| WEST EXIT | END OF LINE RESISTORS |
| NEAR GREENROOM D 214 | MANUAL PULL STATION |
| | |
| | |
| ZONE 9 - C-3 PULL STATIONS | |
| SOUTH STAIRS NEAR COMPUTER ROOM | MANUAL PULL STATION |
| WEST STAIRS | MANUAL PULL STATION |
| NEAR NORTH STAIRS | MANUAL PULL STATION |
| | |
| | |
| ZONE 10 - C-4 PULL STATIONS | |
| | MANUAL PULL STATION |
| PENTHOUSE | MANUAL PULL STATION |
| PENTHOUSE | END OF LINE RESISTORS |
| | |
| | |
| ZONE 11 - HEATING PLANT LV. 1 | |
| MAIN ENTRANCE | MANUAL PULL STATION |
| CORRIDOR BY LUNCH ROOM TO STAIRS | MANUAL PULL STATION |
| EXIT FROM BOILER ROOM | MANUAL PULL STATION |
| FIRE PUMP ROOM | MANUAL PULL STATION |
| SIDE EXIT FROM BOILER | MANUAL PULL STATION |
| | |
| | |
| ZONE 12 - HEATING PLANT LV. 2 | |
| MEZZ. BOILER ROOM | MANUAL PULL STATION |
| FAN ROOM/FREEZER ROOM EXIT | MANUAL PULL STATION |
| LAB REAR EXIT | MANUAL PULL STATION |
| LAB EXIT | MANUAL PULL STATION |
| MEZZANINE LOADING | MANUAL PULL STATION |
| | |
| | |
| ZONE 13 - MAIN ELECTRICAL ROOM A1 | |
| ELECTRICAL ROOM A1 | HEAT DETECTOR - FIXED TEMPERATURE |
| ELECTRICAL ROOM A1 | HEAT DETECTOR - FIXED TEMPERATURE |

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|---|---------------------------|
| | |
| | |
| ZONE 14 - SPRINKLER BLOCK C/D | |
| SPRINKLER RISER MECH. 1 | SPRINKLER PRESSURE SWITCH |
| | |
| | |
| ZONE 15 - SPRINKLER BLOCK A/B | |
| SPRINKLER RISER MECH. 1 | SPRINKLER PRESSURE SWITCH |
| SPRINKLER RISER MECH. 1 | END OF LINE RESISTORS |
| | |
| | |
| ZONE 16 - SPRINKLER HEATING PLANT | |
| BEGINNING OF TUNNEL TO OTHER BUILDING | SPRINKLER PRESSURE SWITCH |
| BEGINNING OF TUNNEL TO OTHER BUILDING | END OF LINE RESISTORS |
| | |
| | |
| ZONE 17 - SPARE | |
| | |
| | |
| ZONE 18 - SMOKE DETECTORS A-1 MECH RM. 1 | |
| SUPPLY AIR 1A COLD DECK MECH RM #1 | DUCT SMOKE DETECTOR |
| RETURN AIR 1A COLD DECK MECH ROOM #1 | DUCT SMOKE DETECTOR |
| SUPPLY AIR 1B HOT DECK MECH RM #1 | DUCT SMOKE DETECTOR |
| RETURN AIR 1B HOT DECK MECH RM #1 | DUCT SMOKE DETECTOR |
| SUPPLY AIR 2 (NEW) | DUCT SMOKE DETECTOR |
| RETURN AIR 2 (NEW) | DUCT SMOKE DETECTOR |
| SUPPLY AIR 3 (NEW) | DUCT SMOKE DETECTOR |
| RETURN AIR 3 | DUCT SMOKE DETECTOR |
| RETURN AIR 4 | DUCT SMOKE DETECTOR |
| SUPPLY AIR 4 (NEW) | DUCT SMOKE DETECTOR |
| MECH ROOM A-1 | END OF LINE RESISTORS |
| | |
| | |
| ZONE 19 - SMOKE C-1 MECH. ROOM 2 | |
| SUPPLY AIR 5A (NEW) | DUCT SMOKE DETECTOR |
| RETURN AIR 5A (NEW) | DUCT SMOKE DETECTOR |
| C1 | END OF LINE RESISTORS |
| SUPPLY AIR 5B (NEW) | DUCT SMOKE DETECTOR |
| RETURN AIR 5B (NEW) | DUCT SMOKE DETECTOR |

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| | |
|---|-----------------------------------|
| SUPPLY AIR 6 | DUCT SMOKE DETECTOR |
| RETURN AIR 6 | DUCT SMOKE DETECTOR |
| | |
| | |
| ZONE 20 - SMOKE D-2 MECH. ROOM 3 | |
| MECH RM #3 SUPPLY AHU # 7 | DUCT SMOKE DETECTOR |
| ENTRANCE TO MECH RM #3 RETURN AHU #7 | DUCT SMOKE DETECTOR |
| GLASS STORAGE | END OF LINE RESISTORS |
| | |
| | |
| ZONE 21 - SMOKE HEATING PLANT | |
| MEZZ. SUPPLY 8 | DUCT SMOKE DETECTOR |
| MEZZ. SUPPLY 8 | DUCT SMOKE DETECTOR |
| MEZZ. | END OF LINE RESISTORS |
| | |
| | |
| ZONE 22 SMOKE DETECTORS IN PIPECHASE | |
| SERVICE CORE | SMOKE DETECTOR - PHOTOELECTRIC |
| SERVICE CORE | SMOKE DETECTOR - PHOTOELECTRIC |
| SERVICE CORE | END OF LINE RESISTORS |
| | |
| | |
| ZONE 23 - MAIN ENTRANCE | |
| ABOVE RECEPTION | SMOKE DETECTOR - PHOTOELECTRIC |
| ABOVE RECEPTION | SMOKE DETECTOR - PHOTOELECTRIC |
| ABOVE RECEPTION | END OF LINE RESISTORS |
| | |
| | |
| ZONE 24 - CHEMICAL STORAGE | |
| MAIN FOYER | HEAT DETECTOR - FIXED TEMPERATURE |
| ALCOHOL STORAGE | HEAT DETECTOR - FIXED TEMPERATURE |
| STORAGE ROOM 1 | HEAT DETECTOR - FIXED TEMPERATURE |
| STORAGE ROOM 2 | HEAT DETECTOR - FIXED TEMPERATURE |
| CHEMICAL STORAGE | END OF LINE RESISTORS |
| | |

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|--|--------------------------------|
| ZONE 25 - SPRINKLER VALVE A-1 | |
| MECH ROOM 1 | SPRINKLER TAMPER SWITCH |
| MECH ROOM 1 | SPRINKLER TAMPER SWITCH |
| MECH ROOM 1 | SPRINKLER TAMPER SWITCH |
| MECH ROOM 1 | SPRINKLER TAMPER SWITCH |
| MECH ROOM 1 | END OF LINE RESISTORS |
| | |
| ZONE 26 - SPRINKLER VALVE HEATING PLANT | |
| BEGINNING TUNNEL BELOW STAIRS | SPRINKLER TAMPER SWITCH |
| BEGINNING TUNNEL BELOW STAIRS | SPRINKLER TAMPER SWITCH |
| BEGINNING TUNNEL BELOW STAIRS | END OF LINE RESISTORS |
| | |
| ZONE 27 - SPRINKLER PUMP ROOM | |
| FIRE PUMP ROOM | SPRINKLER TAMPER SWITCH |
| FIRE PUMP ROOM | SPRINKLER TAMPER SWITCH |
| FIRE PUMP ROOM | SPRINKLER TAMPER SWITCH |
| FIRE PUMP ROOM | SPRINKLER TAMPER SWITCH |
| FIRE PUMP ROOM | SPRINKLER TAMPER SWITCH |
| FIRE PUMP ROOM | SPRINKLER TAMPER SWITCH |
| FIRE PUMP ROOM | SPRINKLER TAMPER SWITCH |
| FIRE PUMP ROOM | SPRINKLER TAMPER SWITCH |
| FIRE PUMP ROOM | SPRINKLER TAMPER SWITCH |
| FIRE PUMP ROOM | SPRINKLER TAMPER SWITCH |
| FIRE PUMP ROOM | SPRINKLER TAMPER SWITCH |
| FIRE PUMP ROOM | SPRINKLER TAMPER SWITCH |
| FIRE PUMP ROOM | SPRINKLER TAMPER SWITCH |
| FIRE PUMP ROOM | SPRINKLER TAMPER SWITCH |
| FIRE PUMP ROOM | SPRINKLER TAMPER SWITCH |
| FIRE PUMP ROOM | SPRINKLER TAMPER SWITCH |
| FIRE PUMP ROOM | SPRINKLER TAMPER SWITCH |
| FIRE PUMP ROOM | SPRINKLER TAMPER SWITCH |
| FIRE PUMP ROOM | END OF LINE RESISTORS |
| | |
| ZONE 28 - SPRINKLER LOW WATER | |
| WATER TANK | SPRINKLER SUPERVISORY (NOTE 3) |
| FIRE PUMP ROOM | END OF LINE RESISTORS |
| | |
| ZONE 29 - SPRINKLER HIGH WATER | |
| WATER TANK | SPRINKLER SUPERVISORY (NOTE 3) |

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| FIRE PUMP ROOM | END OF LINE RESISTORS |
|-------------------------------------|--------------------------------|
| | |
| | |
| ZONE 30 - PESTICIDE BUILDING | |
| PESTICIDE MAIN ENTRY | HEAT DETECTOR - RATE OF RISE |
| PESTICIDE HERBICIDE ROOM | HEAT DETECTOR - RATE OF RISE |
| PESTICIDE FUNGICIDE ROOM | HEAT DETECTOR - RATE OF RISE |
| PESTICIDE EXPERIMENTAL | HEAT DETECTOR - RATE OF RISE |
| PESTICIDE SERVICES | HEAT DETECTOR - RATE OF RISE |
| PESTICIDE EXIT SHIPPING | MANUAL PULL STATION |
| PESTICIDE EXIT MAIN ENTRY | MANUAL PULL STATION |
| PESTICIDE EXIT | END OF LINE RESISTORS |
| PESTICIDE | BELL |
| | |
| | |
| ZONE 32 - SPARE | |
| | |
| | |
| ZONE 33 - STAIR #5 | |
| A BLOCK EAST | SMOKE DETECTOR - PHOTOELECTRIC |
| A BLOCK EAST | END OF LINE RESISTORS |
| | |
| | |
| ZONE 34 - STAIR #2 | |
| C BLOCK NORTH | SMOKE DETECTOR - PHOTOELECTRIC |
| C BLOCK NORTH | END OF LINE RESISTORS |
| | |
| | |
| ZONE 35 - STAIR #3 | |
| C BLOCK CENTRE | SMOKE DETECTOR - PHOTOELECTRIC |
| C BLOCK CENTRE | END OF LINE RESISTORS |
| | |
| | |
| ZONE 36 - STAIR #4 | |
| B BLOCK | SMOKE DETECTOR - PHOTOELECTRIC |
| B BLOCK | END OF LINE RESISTORS |
| | |
| | |
| ZONE 37 - STAIR #1 | |
| C BLOCK WEST | SMOKE DETECTOR - PHOTOELECTRIC |

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| | |
|--|----------------------------------|
| C BLOCK WEST | END OF LINE RESISTORS |
| | |
| ZONE 38 - STAIR #6 | |
| HEATING PLANT | SMOKE DETECTOR - PHOTOELECTRIC |
| HEATING PLANT | END OF LINE RESISTORS |
| | |
| | |
| ZONE 39 - BLAIR HOUSE | |
| BLAIR HOUSE | RELAY |
| | |
| PILOT PLANT SUPPRESSION RELEASED AT EXHAUST HOOD | INTERFACE ADDRESS MODULE |
| | |
| 4009 NAC EXTENDER (NAC #5 PESTICIDE BLDG BELLS) | NOTIFICATION APPLICATION CIRCUIT |
| | |
| | |
| C1 - BELLS | |
| MECH. ROOM 1 - B | BELL |
| MECH. ROOM 1 - B | BELL |
| MECH. ROOM 1 - B | BELL |
| MECH. ROOM 2 - B | BELL |
| MECH. ROOM 2 - B | BELL |
| NEAR C-130 - B | BELL |
| NEAR C-101 - B | BELL |
| CORRIDOR NEAR C107 - B | BELL |
| C3 CORRIDOR NEAR NORTH STAIR - B | BELL |
| NEAR C204 - B | BELL |
| NEAR C215 - B | BELL |
| NEAR C234 CORRIDOR - B | BELL |
| NEAR C258 CORRIDOR - B | BELL |
| NEAR C304 - B | BELL |
| CORRIDOR NEAR C115 - B | BELL |
| CORRIDOR NEAR C354 - B | BELL |
| CORRIDOR NEAR C336 - B | BELL |
| PENTHOUSE C4 - B | BELL |
| PENTHOUSE C4 - B | BELL |
| HEAT PLANT CORRIDOR LUNCH ROOM - B | BELL |
| BOILER ROOM - B | BELL |
| FIRE PUMP ROOM - B | BELL |
| SIDE EXIT BOILER ROOM - B | BELL |
| MEZZ. BOILER ROOM - B | BELL |

| | |
|--|----------------------------|
| MEZZ. - B | BELL |
| C - 262 | HORN - KLAXTON TYPE |
| PHOTO LAB | HORN - KLAXTON TYPE |
| PHOTO LAB | HORN - KLAXTON TYPE |
| CONTROL ROOM / HEATING PLANT | BELL |
| | |
| | |
| D2 - BELLS (S.U.B.PANEL) | |
| GREENHOUSE | BELL |
| GREENHOUSE | BELL |
| GREENHOUSE | BELL |
| GREENHOUSE #3 | BELL |
| GREENHOUSE 4 | BELL |
| GREENHOUSE | BELL |
| GREENHOUSE | BELL |
| NEAR CORRIDOR ROOM D | BELL |
| NEAR STERILIZER ROOM | BELL |
| ROOM 2149 GROWTH CABINETS | BELL |
| MECHANICAL ROOM 3 | HORN - KLAXTON TYPE |
| CORRIDOR (GREENHOUSE) NEAR 2149-24 STORAGE | BELL |
| | |
| | |
| B2 - BELLS | |
| CORRIDOR NEAR D202 | BELL |
| CORRIDOR NEAR LIBRARY | BELL |
| CORRIDOR NEAR B-246 | BELL |
| CORRIDOR NEAR B-236 | BELL |
| CORRIDOR NEAR B-217 | BELL |
| CORRIDOR MAIN LOBBY | BELL |
| NEAR B276 | BELL |
| | |
| | |
| B1 BELLS | |
| CORRIDOR NEAR B-119 | BELL |
| CORRIDOR NEAR B-154 | BELL |
| CORRIDOR NEAR B-103 | BELL |
| CORRIDOR NEAR B-148 | BELL |
| CORRIDOR NEAR CAFETERIA | BELL |
| A1 NEAR MECH. ROOM 1 & A1016 TOOL STORAGE | BELL |
| NEAR B-134 | BELL |
| NEAR B-131 | BELL |
| A2 PROCESSING | BELL |
| A2 STORAGE (NEAR RECEIVING) | BELL |
| | |
| COOLER 1042 IN RECEIVING | HORN - KLAXTON TYPE |

| | |
|---|---|
| COOLER 1039 IN RECEIVING Elevator Shaft Device S (smoke) Circuit No. M1-86 | HORN - KLAXTON TYPE Smoke Detector - PHOTOELECTRIC |
|---|---|

5.36 Wet Systems

- a) Wings A+B 6in. Grimes Model B-1
- b) Wings C+D 6in. Grimes Model B-1
- c) Alarm Valve 4in. #891 Grimes Model B-1 (20 supervised control valves)

5.37 FIRE PUMPS

New Fire Pump Number: 1
Centrifugal Pump
Model No. 6AEF14
GPM –1000
Stage – One
Impeller Diameter: 11.77 inches
Serial Number: 9927090882-10A
Rated BHP: 43
Maximum Suction: 100psi
Maximum BHP: 49
Maximum PSI: 62

Fire Pump Controller: Torna Tech Electric Fire Pump Controller
Model No: GPU-600/50/3/60

Electric Fire Pump Number: 2

Frame: 326TS
HP: 50
Volts: 575
HZ: 60
RPM: 1770
PH: 3
Amp: 50
Serial: 169231
Code: TV3615
Centrifugal Pump (Fairbank Morse)
Stage - One
F. Fire Pump: 5824
GPM: 1000 at 55 psi.
Pos. suction: 50
BHP: 56.1
RPM: 1770 at 66 psi.
inch dia. Imp. 12.35
Serial #: K3D1603270

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1. Fire Pump Controller: Torna Tech Electric Fire Pump Controller

Model No: GPU-600/50/3/60

5.38 Hydrants

9 Model M67 McAvity Hydrants

1 Model M59M McAvity

HydrantCR

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ANNEX "B"

Basis of Payment

ANNEX “B” – BASIS OF PAYMENT

PART A – RATES OFFERED FOR THE DURATION OF THE CONTRACT

All rates offered for the Legislated Fire System Testing and Certification and the On Demand Services for the duration of the Contract shall be **all-inclusive rates** and represent the maximum obligation of AAFC and shall therefore include all costs and expenses associated with the full execution of the services as well as profits.

*** Prices to exclude taxes ***

1. Legislated Fire System Testing and Certification

| | Year 1 | Option Year 1 | Option Year 2 | Option Year 3 | Option Year 4 |
|---|-------------------|----------------------|----------------------|----------------------|----------------------|
| Annual Fire Alarm System Testing and Inspection | \$ (Per year) | \$ (Per year) | \$ (Per year) | \$ (Per year) | \$ (Per year) |
| Annual Sprinkler Testing and Inspection | \$ (Per year) | \$ (Per year) | \$ (Per year) | \$ (Per year) | \$ (Per year) |
| Annual Fire Pump Testing and Inspection | \$ (Per year) | \$ (Per year) | \$ (Per year) | \$ (Per year) | \$ (Per year) |
| Annual Fire Hydrant Testing and Inspection | \$ (Per year) | \$ (Per year) | \$ (Per year) | \$ (Per year) | \$ (Per year) |
| Monthly fire Alarm System Testing and Inspection | \$ (Per month) | \$ (Per month) | \$ (Per month) | \$ (Per month) | \$ (Per month) |

2. Hourly rates for On-Demand Services (Service calls)

On-Demand Services have all-inclusive hourly rates regardless of day of the week or time of the day.

The estimated amount per year is \$10 000.00 (plus applicable taxes). This amount is not guaranteed and will be used at AAFC’s discretion.

| | Year 1 | Option Year 1 | Option Year 2 | Option Year 3 | Option Year 4 |
|---------------------------------------|------------------|------------------|------------------|------------------|------------------|
| Certified Fire Alarm Technician | \$ (Per hour) | \$ (Per hour) | \$ (Per hour) | \$ (Per hour) | \$ (Per hour) |
| Certified Sprinkler System Technician | \$ (Per hour) | \$ (Per hour) | \$ (Per hour) | \$ (Per hour) | \$ (Per hour) |

3. Materials and Replacement Parts

Materials and Replacement Parts shall include any required permits, certificates, assessments, special equipment and security.

In no event shall the total amount of Material and Replacement Parts, including the mark-up, exceed the maximum \$5,000.00 per year.

| | Year 1 | Option Year 1 | Option Year 2 | Option Year 3 | Option Year 4 |
|---------------------|---------------|---------------|---------------|---------------|---------------|
| Mark-up (Up to 10%) | Markup _____% | Markup _____% | Markup _____% | Markup _____% | Markup _____% |

Signature

Name and address of Company:

Bidder's Name: _____

Bidder's Position: _____

Signature: _____

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ANNEX "C"

Security Requirement Check List



| |
|--|
| Contract Number / Numéro du contrat TBD |
| 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 AAFC | 2. Branch or Directorate / Direction générale ou Direction Science and Technology |
| 3. a) Subcontract Number / Numéro du contrat de sous-traitance | 3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant |

4. Brief Description of Work / Brève description du travail
Requirement for the supply of all labour, material, equipment, transportation and supervision necessary to provide Legislated Fire System Testing and Certification, for Agriculture and Agri-Food Canada (AAFC), Kentville Research Centre, 32 Main Street, Kentville, Nova Scotia, as and when requested, during the period of the Standing Offer.

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

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

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

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

| | | |
|---------------------------------|--------------------------------------|---|
| Canada <input type="checkbox"/> | NATO / OTAN <input type="checkbox"/> | Foreign / Étranger <input type="checkbox"/> |
|---------------------------------|--------------------------------------|---|

7. b) Release restrictions / Restrictions relatives à la diffusion

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

7. c) Level of information / Niveau d'information

| | | |
|--|---|--|
| PROTECTED A PROTÉGÉ A <input type="checkbox"/> | NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/> | PROTECTED A PROTÉGÉ A <input type="checkbox"/> |
| PROTECTED B PROTÉGÉ B <input type="checkbox"/> | NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/> | PROTECTED B PROTÉGÉ B <input type="checkbox"/> |
| PROTECTED C PROTÉGÉ C <input type="checkbox"/> | NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/> | PROTECTED C PROTÉGÉ C <input type="checkbox"/> |
| CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/> | NATO SECRET NATO SECRET <input type="checkbox"/> | CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/> |
| SECRET SECRET <input type="checkbox"/> | COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/> | SECRET SECRET <input type="checkbox"/> |
| TOP SECRET TRÈS SECRET <input type="checkbox"/> | | TOP SECRET TRÈS SECRET <input type="checkbox"/> |
| TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/> | | TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/> |



| |
|--|
| Contract Number / Numéro du contrat TBD |
| 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 : Request to be able to escort unscreened personnel until security clearance has been granted.

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

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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

| |
|--|
| Security Classification / Classification de sécurité |
|--|



| |
|--|
| Contract Number / Numéro du contrat TBD |
| Security Classification / Classification de sécurité |

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

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

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

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

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

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

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



| |
|--|
| Contract Number / Numéro du contrat TBD |
| 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) Janice Carter | | Title - Titre Integrated Services Manager | Signature Janice Carter <small>Digitally signed by Janice Carter Date: 2022.09.02 15:18:09 -03'00'</small> |
| Telephone No. - N° de téléphone 902-599-4317 | Facsimile No. - N° de télécopieur 902-365-8455 | E-mail address - Adresse courriel janice.carter@agr.gc.ca | Date |
| 14. Organization Security Authority / Responsable de la sécurité de l'organisme | | | |
| Name (print) - Nom (en lettres moulées) Lise Levesque-Masson | | Title - Titre Coordinator, SRCL and Passport Officer | Signature Lise Levesque-Masson <small>Digitally signed by Lise Levesque-Masson Date: 2022.09.08 11:31:19 -04'00'</small> |
| Telephone No. - N° de téléphone 613-773-1464 | Facsimile No. - N° de télécopieur 613-773-1488 | E-mail address - Adresse courriel lise.levesque-masson@agr.gc.ca | Date |
| 15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes? | | | <input checked="" 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 |

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ANNEX "D"

Integrity Form



Integrity Declaration Form

An Integrity declaration form must be submitted when one or more of the following conditions apply:

1. the **supplier** has, in the past three years, been charged with or convicted of one of the offences listed in the [Ineligibility and Suspension Policy](#) (the “policy”); and/or
2. the **supplier** has, in the past three years, been charged with or convicted of a criminal offence in a country other than Canada that, to the best of the supplier’s knowledge and belief, may be similar to one of the offences listed in the policy; and/or
3. one of the **supplier’s affiliates**¹ has, in the past three years, been convicted of one of the offences listed in the policy, or has, in the past three years, been convicted of a criminal offence in a country other than Canada that, to the best of the supplier’s knowledge and belief, may be similar to one of the offences listed in the policy; and/or
4. the supplier is unable to provide any of the certifications required by the [Integrity provisions](#).

SECTION 1: SUPPLIER INFORMATION

| | |
|---|--|
| Supplier’s legal name: | |
| Supplier’s address: | |
| Supplier’s procurement business number (PBN): | |
| Lease or solicitation number: | |
| Date of bid, offer submission date or closing date of Invitation to Offer: (YYYY-MM-DD) | |

SECTION 2: FOREIGN CRIMINAL OFFENCES

If applicable, please provide a complete list of all foreign criminal charges and convictions received in the past three years, pertaining to you, and foreign criminal convictions pertaining to your affiliates that, to the best of your knowledge and belief, may be similar to one of the domestic criminal offences listed in the Policy.

If there is more than one potentially similar foreign charge or conviction, please identify all additional charges and convictions received in the past three years, including the information below, in a separate document under the heading **Foreign Criminal Offences**, to be included with this form.

| | |
|---|--|
| Name of party with charge or conviction | |
|---|--|

| | |
|---|--|
| Relationship of party to supplier | |
| Foreign country and jurisdiction where charge/conviction occurred | |
| Specify whether charge or conviction | |
| Section number and law under which charge/conviction occurred | |
| Date of charge/conviction (YYYY-MM-DD) | |
| Domestic offence that may be similar | |
| Additional Comments: | |

Additional charges/convictions are identified in a separate document included with this form:

Yes No

SECTION 3: INABILITY TO PROVIDE A CERTIFICATE

A. FOREIGN CRIMINAL CHARGES AND CONVICTIONS

If you are unable to certify that you have provided the required list of all foreign criminal charges and convictions received in the past three years, you must explain why. The explanation should be provided in a separate document under the heading Inability to Certify as to Foreign Criminal Charges and Convictions, to be included with this form. Public Works and Government Services Canada (PWGSC) may request additional information from you.

An explanation regarding foreign criminal charges and convictions received in the past three years is provided in a separate document included with this form:

Yes No

B. DOMESTIC CRIMINAL OFFENCES AND OTHER CIRCUMSTANCES

If a domestic criminal offence or other circumstance described in the Policy applies to you or one of your affiliates, you must identify that offence or circumstance, below. By marking a box beside an offence, you are acknowledging that the identified party, be it you or an affiliate, has been charged with, convicted of or pleaded guilty to, that offence in the past three years. In the row titled Comments, you must identify the affected party by name and specify how the particular offence you have identified applies to the named party.

| Offence | Supplier | Affiliate |
|---|--------------------------|--------------------------|
| Financial Administration Act | | |
| 80(1)(d): False entry, certificate or return | <input type="checkbox"/> | <input type="checkbox"/> |
| 80(2): Fraud against Her Majesty | <input type="checkbox"/> | <input type="checkbox"/> |
| 154.01: Fraud against Her Majesty | <input type="checkbox"/> | <input type="checkbox"/> |
| Criminal Code | | |
| 121: Frauds on the government and contractor subscribing to election fund | <input type="checkbox"/> | <input type="checkbox"/> |
| 124: Selling or purchasing office | <input type="checkbox"/> | <input type="checkbox"/> |
| 380: Fraud – committed against Her Majesty | <input type="checkbox"/> | <input type="checkbox"/> |
| 418: Selling defective stores to Her Majesty | <input type="checkbox"/> | <input type="checkbox"/> |
| Criminal Code | | |
| 119: Bribery of judicial officers | <input type="checkbox"/> | <input type="checkbox"/> |
| 120: Bribery of officers | <input type="checkbox"/> | <input type="checkbox"/> |
| 346: Extortion | <input type="checkbox"/> | <input type="checkbox"/> |
| 366: Forgery | <input type="checkbox"/> | <input type="checkbox"/> |
| 367: Punishment for forgery | <input type="checkbox"/> | <input type="checkbox"/> |
| 368: Use, trafficking or possession of a forged document | <input type="checkbox"/> | <input type="checkbox"/> |
| 382: Fraudulent manipulation of stock exchange transactions | <input type="checkbox"/> | <input type="checkbox"/> |
| 382.1: Prohibited insider trading | <input type="checkbox"/> | <input type="checkbox"/> |
| 397: Falsification of books and documents | <input type="checkbox"/> | <input type="checkbox"/> |
| 422: Criminal breach of contract | <input type="checkbox"/> | <input type="checkbox"/> |
| 426: Secret commissions | <input type="checkbox"/> | <input type="checkbox"/> |
| 462.31: Laundering proceeds of crime | <input type="checkbox"/> | <input type="checkbox"/> |
| 467.11: Participation in activities of criminal organization | <input type="checkbox"/> | <input type="checkbox"/> |
| 467.12: Commission of offence for criminal organization | <input type="checkbox"/> | <input type="checkbox"/> |
| 467.13: Instructing commission of offence for criminal organization | <input type="checkbox"/> | <input type="checkbox"/> |
| Competition Act | | |
| 45: Conspiracies, agreements or arrangements between competitors | <input type="checkbox"/> | <input type="checkbox"/> |
| 46: Foreign directives | <input type="checkbox"/> | <input type="checkbox"/> |
| 47: Bid rigging | <input type="checkbox"/> | <input type="checkbox"/> |
| 49: Agreements or arrangements of federal financial institutions | <input type="checkbox"/> | <input type="checkbox"/> |
| 52: False or misleading representation | <input type="checkbox"/> | <input type="checkbox"/> |
| 53: Deceptive notice of winning a prize | <input type="checkbox"/> | <input type="checkbox"/> |
| Corruption of Foreign Public Officials Act | | |

| | | | |
|--|---|--------------------------|--------------------------|
| 3: | Bribing a foreign public official | <input type="checkbox"/> | <input type="checkbox"/> |
| 4: | Accounting | <input type="checkbox"/> | <input type="checkbox"/> |
| 5: | Offence committed outside Canada | <input type="checkbox"/> | <input type="checkbox"/> |
| Controlled Drugs and Substances Act | | | |
| 5: | Trafficking in substance | <input type="checkbox"/> | <input type="checkbox"/> |
| 6: | Importing and exporting | <input type="checkbox"/> | <input type="checkbox"/> |
| 7: | Production of substance | <input type="checkbox"/> | <input type="checkbox"/> |
| Lobbying Act | | | |
| Registration of Lobbyists | | | |
| 5: | Consultant Lobbyists | <input type="checkbox"/> | <input type="checkbox"/> |
| 7: | In-house Lobbyists (Corporations and Organizations) | <input type="checkbox"/> | <input type="checkbox"/> |
| Income Tax Act | | | |
| 239: | False or deceptive statements | <input type="checkbox"/> | <input type="checkbox"/> |
| Excise Tax Act | | | |
| 327: | False or deceptive statements | <input type="checkbox"/> | <input type="checkbox"/> |
| Other circumstances (specify) | | | |
| Comments | | | |

C. INABILITY TO CERTIFY AS TO A DETERMINATION OF INELIGIBILITY OR SUSPENSION

If you are aware of a determination of ineligibility or suspension with respect to yourself, one of your affiliates or a proposed first-tier subcontractor², you should explain the circumstances in this form, including details relating to your capacity to participate in a federal contracting process. With respect to an ineligible or suspended subcontractor, include a copy of the written consent provided by the contracting department or agency to propose the ineligible or suspended subcontractor.

If you are otherwise unable to certify that you are unaware of a determination of ineligibility or suspension with respect to yourself, one of your affiliates or a proposed first-tier subcontractor you must explain why.

All required explanations should be provided in a separate document under the heading Inability to Certify as to a Determination of Ineligibility or Suspension, to be included with this form.

PWGSC may request additional information from the supplier.

An explanation regarding a determination of ineligibility or suspension is provided in a separate document included with this form:

Yes No

Declaration

I, (name) _____, (position) _____, of (supplier's name) _____ declare that the information provided in this form is, to the best of my knowledge and belief, true, accurate and complete. PWGSC may request additional information relating to this declaration. I am aware that a false or misleading certification or declaration will result in my proposal or offer being deemed non-responsive. I am also aware that Canada may terminate a contract or real property agreement for default when a supplier has provided a false or misleading certification or declaration and, further to the Policy, the supplier will be ineligible for award of a contract or real property agreement for 10 years.

Signature, Date

Telephone number

Email address

With Thanks

We appreciate your interest in doing business with the Government of Canada and your understanding of the additional steps that must be taken to protect the integrity of Canada's procurement and real property processes.

Guidance Document for the Declaration Form

This Integrity declaration form is for use by bidders in procurement processes and by vendors, purchasers, tenants and lessors in real property transactions. In this form, the term “supplier” includes bidders, vendors, purchasers, tenants and lessors. The term “party” is used in this form to include suppliers and affiliates.

The Integrity provisions contained in instruments involved in procurement processes and real property transactions require a supplier to submit an Integrity declaration form when one or more of the following conditions apply:

1. the **supplier** has, in the past three years, been charged with or convicted of one of the offences listed in the [Ineligibility and Suspension Policy](#) (the “policy”); and/or
2. the **supplier** has, in the past three years, been charged with or convicted of a criminal offence in a country other than Canada that, to the best of the supplier’s knowledge and belief, may be similar to one of the offences listed in the policy; and/or
3. one of the **supplier’s affiliates**¹ has, in the past three years, been convicted of one of the offences listed in the policy, or has, in the past three years, been convicted of a criminal offence in a country other than Canada that, to the best of the supplier’s knowledge and belief, may be similar to one of the offences listed in the policy; and/or
4. the supplier is unable to provide any of the certifications required by the [Integrity provisions](#).

An Integrity Declaration Form must be submitted only when one of these circumstances applies to the supplier. When no form is submitted, it will be understood to mean that none of these circumstances apply to the supplier.

A supplier that provides a false or misleading certification or declaration will have its proposal or offer deemed non-responsive. Canada may also terminate a contract or real property agreement for default in such circumstances. Moreover, further to the Policy, a supplier will be ineligible for award of a contract or real property agreement for 10 years.

1. Foreign Criminal Offences

The Policy provides, among other things, that a supplier may be ineligible for award of a contract or real property agreement when the supplier has, in the past three years, been charged with or the supplier or one of its affiliates has, in the past three years, been convicted of a similar offence in a foreign jurisdiction. The Integrity provisions require a supplier to provide a complete list of all foreign criminal charges and convictions, received in the past three years, pertaining to itself, and all foreign criminal convictions pertaining to its affiliates that, to the best of its knowledge and belief, may be similar to one of the domestic criminal offences listed in the Policy. The domestic offences listed in the Policy, including their section numbers, are identified in section B of this form, under the heading **Domestic Criminal Offences and Other Circumstances**. PWGSC determines whether a foreign

offence and an offence listed in the Policy are similar. PWGSC may seek additional information from a supplier for purposes of making this determination.

If there is more than one potentially similar foreign charge or conviction, please identify all additional charges and convictions, including all necessary information, in a separate document under the heading **Foreign Criminal Offences**, to be included with this form.

2. Inability to Provide a Certificate

The Integrity provisions provide that, by submitting a bid or offer, a supplier is certifying to the truth of the statements described by the provisions.

Generally speaking, a supplier is certifying that:

1. it has read and understands the Policy, including that it may be declared ineligible to enter into a contract or real property agreement with Canada in certain circumstances;
2. none of those circumstances that will or may result in the supplier being ineligible to enter, or suspended from entering, a contract or real property agreement apply to it; and
3. it has provide a complete list of all foreign criminal charges and convictions received in the past three years, pertaining to itself, and all foreign criminal convictions pertaining to its affiliates that, to the best of its knowledge and belief, may be similar to one of the domestic offences listed in the Policy.

When a supplier is unable to provide any of the certifications required by the Integrity provisions, it must complete and submit this Form with its bid or offer.

A. Foreign Criminal Charges and Convictions

As noted above, the Integrity provisions require a supplier to provide a complete list of all foreign criminal charges and convictions, received in the past three years, pertaining to itself, and all foreign criminal convictions pertaining to its affiliates filed in the past three years that, to the best of its knowledge and belief, may be similar to one of the domestic criminal offences listed in the Policy. The complete list of foreign criminal charges and convictions, if any, must be submitted using this form. By submitting a bid or offer, a supplier is certifying that it has provided a complete list of all such foreign criminal charges and convictions, if any.

If a supplier is unable to certify that it has provided the required list of all foreign criminal charges and convictions received in the past three years, it must explain why. The explanation should be provided in a separate document under the heading **Foreign Criminal Charges and Convictions**, to be included with this form. PWGSC may request additional information from the supplier.

B. Domestic Criminal Offences and Other Circumstances

The Integrity provisions require a supplier to certify that, in the past three years, none of the domestic criminal offences listed in sections 6(a) to (c) of the Policy, as identified in section 3.B of this form, and other circumstances described in the Policy, that will or may result in a determination of ineligibility or suspension, apply to it or one of its affiliates. A criminal offence applies to a party where the party has been charged with, convicted of or pleaded guilty to, the offence in the past three years and has not received a pardon for the offence.³ Other circumstances identified in the Policy that will or may result in ineligibility or suspension include entering into a first-tier subcontract with an ineligible or suspended supplier [Policy, s. 6(d)], providing a false or misleading certification or declaration [Policy, s. 6(e)] and breaching a term or condition of an Administrative Agreement with PWGSC [Policy, s. 7(c)].

When a criminal offence or other circumstance described in the Policy, occurring in the past three years, applies to a supplier or one of its affiliates, the supplier must identify that offence or circumstance. By marking a box beside an offence, a supplier is acknowledging that in the past three years, the identified party, be it the supplier, an affiliate or a first-tier subcontractor, has been charged with, convicted of or pleaded guilty to, that offence. In the row titled Comments, the supplier must identify the affected party by name and specify how the particular offence it has identified applies to the named party.

C. Inability to Certify as to a Determination of Ineligibility or Suspension

The Integrity provisions require a supplier to certify that it is not aware of a determination of ineligibility or suspension issued by PWGSC that applies to it, one of its affiliates or a proposed first-tier subcontractor. The process for determining the status of a party under the Policy is described in section 16(b) of the Policy. When a supplier is unable to provide this certification, it must complete this form.

Under section 15 of the Policy, titled Public Interest Exception (“PIE”), a contracting authority may enter into a contract or real property agreement with an ineligible or suspended supplier in narrow circumstances if the relevant Deputy Head or equivalent considers that doing so is in the public interest. Subject to receiving a PIE, an ineligible or suspended supplier that participates in a competitive solicitation or real property transaction will be declared non-responsive [Policy, s. 13(c)]. A supplier seeking a PIE in a competitive process would be unable to certify as to the absence of a determination with respect to itself.

Similarly, under section 16(e) of the Policy, a supplier may seek, in advance, the written consent of the relevant Deputy Head or equivalent to propose an ineligible or suspended first-tier subcontractor in a competitive process. Such request should be made through the named contracting or real property authority. A supplier that has obtained, in advance, written consent to use an ineligible or suspended first-tier subcontractor would

be unable to certify as to the absence of a determination with respect to the subcontractor.

It should be noted, however, that a Deputy Head or equivalent cannot provide consent to contract with a supplier that has lost its capacity to contract with Canada, further to subsection 750(3) of the *Criminal Code*. Similarly, consent cannot be provided for a supplier to enter into a first-tier subcontract with a subcontractor that has lost its capacity to receive any benefit under a contract between Canada and any other person, further to subsection 750(3) of the *Criminal Code*.

When a supplier is aware of a determination of ineligibility or suspension with respect to itself, one of its affiliates or a proposed first-tier subcontractor it should explain the circumstances of its participation in the competitive process. If the supplier is seeking a PIE, it should explain why it is in the public interest to be awarded the contract. With respect to an ineligible or suspended subcontractor, the supplier should include a copy of the written consent to propose the ineligible or suspended subcontractor.

When a supplier is otherwise unable to certify that it is unaware of a determination of ineligibility or suspension with respect to itself, one of its affiliates or a proposed first-tier subcontractor it must explain why.

All required explanations should be provided in a separate document under the heading **Inability to Certify as to a Determination of Ineligibility or Suspension**, to be included with this Form. PWGSC may request additional information from the supplier.

Footnotes

Footnote 1

Please refer to the policy for the definition of affiliate. An affiliate of a business entity includes persons, such as the senior officers of the business entity, and associated entities such as parent companies and subsidiaries.

Footnote 2

The term “first-tier subcontractor” is defined in section 16(a) of the policy. A proposed first-tier subcontractor is a first-tier subcontractor that is identified by name in a bid submission, offer, lease, etc. by a supplier in a procurement process or real property transaction.

Footnote 3

See, policy, section 8, for information on pardons and record suspensions. A pardon would apply only to a conviction.