



**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**

Public Health Agency of Canada

Attn: Jeremy Mallon

Email: Jeremy.mallon@hc-sc.gc.ca

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

Proposal To: Public Health Agency of Canada

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

**Proposition à:
Agence de la santé publique du Canada**

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

**Instructions : See Herein
Instructions: Voir aux présentes**

Issuing Office – Bureau de distribution
Public Health Agency of Canada / Agence de la santé publique du Canada
200, Eglantine Driveway
Tunney's Pasture
Ottawa Ontario K1A 0K9

Title – Sujet: Chilled Water System Services	
Solicitation No. – N° de l'invitation 1000243690	Date February 07, 2023
Solicitation Closes at – L'invitation prend fin à on / le date March 9, 2023 – @ 2:00p.m.	Time Zone Fuseau horaire EST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à : Name: Jeremy Mallon Email: Jeremy.mallon@hc-sc.gc.ca Telephone – téléphone : 613-371-3237	
Destination – of Goods, Services, and Construction: Destination – des biens, services et construction : See Herein – Voir ici	
Delivery required - Livraison exigée See Herein – Voir ici	
Vendor/firm Name and address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Facsimile No. – N° de télécopieur : Telephone No. – N° de téléphone :	
Name and title of person authorized to sign on behalf of Vendor/firm Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur	
<hr/> (type or print)/ (taper ou écrire en caractères d'imprimerie)	
<hr/> Signature	<hr/> Date



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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security Requirements: includes specific requirements that must be addressed by Bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist, the Task Authorization Form and any other annexes.

1.2 Summary

The Canadian Science Centre for Human and Animal Health (CSCHAH) has a requirement for repair, maintenance, troubleshooting, programming, calibration and installation of components related to chilled water systems greater than 1800 ton.

The Work will be performed at the Canadian Science Centre for Human and Animal Health (CSCHAH) located at 1015 Arlington Street, Winnipeg Manitoba, Canada.

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

1.3 Debriefings

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



PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

2.2 Submission of Bids

Bids must be submitted only to jeremy.mallon@hc-sc.gc.ca at the time and place indicated on the front page of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by e-post or facsimile 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 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 Manitoba.

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 Improvement of Requirement During Solicitation Period



Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least 10 days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

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 1015 Arlington St, Winnipeg MB on Feb 21, 2023. The site visit will begin at 1:00pm CST, in the lobby of 1015 Arlington St.

Bidders are requested to communicate with the Contracting Authority no later than 12:00pm on February 21 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.

2.8 Bid Challenge and Recourse Mechanisms

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Due to the nature of the bid solicitation, bids transmitted by epost Connect service and by facsimile will not be accepted.

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid electronic copy by email

Section II: Financial Bid electronic copy by email

Section III: Certifications electronic copy by email



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

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use a numbering system that corresponds to the bid solicitation.

Section I: Technical Bid

In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Section II: Financial Bid

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

Section III: Certifications

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

- 3.1.1** The Company Security Officer must ensure through the [Contract Security Program](#) that the Bidder and proposed individuals hold a valid security clearance at the required level, as indicated in Part 6 – Security, Financial and Other Requirements.



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial 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

The bid must meet the mandatory criteria set out below. The Bidder must provide the necessary documentation to support compliance. Bids which fail to meet the mandatory criteria will be declared non-responsive. Mandatory criteria are evaluated on a simple pass or fail basis. This will be evaluated as either "Yes" or a "No."

Mandatory Technical Criteria (MT)			
Number	Mandatory Technical Criterion	Bid Preparation Instructions	Reference to Page / Proposal
MT1	The Bidder must have the ability to receive and respond to calls during normal business hours as well as emergency calls 24 hours per day, 365 days per year.	The bidder must clearly demonstrate the following: <ul style="list-style-type: none"> • How the bidder will ensure non-urgent calls received during regular working hours on normal working days will be responded to within one (1) working day of being contacted • How the bidder will ensure emergency or urgent calls received will be responded to within two (2) hours of being contacted 24 hours per day, 365 days per year. 	
MT2	<p>Corporate Experience The Bidder must demonstrate, by providing project/job descriptions completed within the last three (3) years, that they have experience providing chilled water repair, maintenance, troubleshooting, programming, calibration and installation services of similar scope* to the current requirement.</p> <p>*Similar scope is defined as projects/jobs that possess all of the following specifications:</p> <ul style="list-style-type: none"> • Comprised of at least one centravac chiller; 	<p>The Bidder must provide the information required for items 1-4 for two (2) projects/jobs:</p> <ol style="list-style-type: none"> 1) The name and location of the organization for whom service was provided; 2) The start and end dates of the project/job; 3) A short description of facility type/function and the services provided; 4) Type and capacity of the chiller serviced; 5) Contact information (name, telephone number) 	



	<ul style="list-style-type: none"> Must be of at least 600 ton refrigeration capacity 	<p>and/or email address) for the client.</p> <p>Canada reserves the right to contact references to validate experience.</p>	
MT3	<p>Personnel The Bidder must provide a signed attestation that they have the required personnel to fulfill the requirements stated in Annex A: Statement of Work section 2.3.</p>		

4.2 Basis of Selection - Mandatory Technical Criteria

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 Integrity declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real property agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-) (<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.

PART 6 - SECURITY AND INSURANCE REQUIREMENTS

6.1 Security Requirements

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

6.2 Insurance Requirements

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

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

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

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.1.1 Task Authorization



The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

7.1.1.1 Task Authorization Process

1. The Project Authority will provide the Contractor with a description of the task using the Task Authorization form specified in Annex E
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis(bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within 2 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

7.1.2.2 Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of \$_____ (*insert at contract award*), Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Contracting Authority before issuance.

7.1.2.3 Canada's Obligation - Portion of the Work - Task Authorizations

Canada's obligation with respect to the portion of the Work under the Contract that is performed through task authorizations is limited to the total amount of the actual tasks performed by the Contractor.

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

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

7.2.2 Supplemental General Conditions

7.2.2.1 Compliance with on-site measures, standing orders, policies, and rules

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

7.2.2.2 On-Site Maintenance



The Contractor must perform on-site maintenance and related services with respect to Canada-owned equipment and components located at the site(s) identified at Annex "A". The Work will be performed on an as-and-when requested basis in accordance with the Statement of Work at Annex "A".

7.3 Security Requirements

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

1. The Contractor personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by Health Canada/PHAC or the Canadian Industrial Security Directorate (CISD), Public Services and Procurement Canada (PSPC).
2. The Contractor MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of Health Canada/PHAC.

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from Contract Award to June 30, 2025 inclusive.

Details on required service periods available in the Basis of Payment.

7.4.2 Option to Extend the Contract

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

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

7.4.3 Optional Goods and/or Services

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described in the statement of work (Part G) of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

7.5 Authorities

7.5.1 Contracting Authority

Name: Jeremy Mallon
Title: Procurement Officer
Telephone: 613-371-3237
E-mail address: jeremy.mallon@hc-sc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform



work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

7.5.2 Project Authority (to be identified at contract award)

The Project Authority for the Contract is:

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

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

7.5.3 Contractor's Representative (to be identified at contract award)

Name: _____
Title: _____
Organization: _____
Telephone: ____-____-_____
E-mail address: _____

7.6 Proactive Disclosure of Contracts with Former Public Servants

this clause may be removed from the contract pending the results of the evaluation

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: 2012-2](#) of the Treasury Board Secretariat of Canada.

7.7 Payment

7.7.1 Basis of Payment – Scheduled Services

For the Work described the Statement of Work in Annex A:

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid firm unit prices as specified in Annex B for a cost of \$ _____ (insert the amount at contract award). Customs duties are excluded and Applicable Taxes are extra.

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

7.7.2 Basis of Payment - Task Authorizations

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid the firm unit price(s) in accordance with the Basis of Payment, in Annex B, as specified in the authorized TA. Customs duties are included and Applicable Taxes are extra.

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



7.7.2.1 Limitation of Expenditure - Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ _____. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.7.3 Method of Payment

7.7.3.1 Scheduled Services - Monthly Payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

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

7.7.3.2 Task Authorizations

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

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

7.8 Invoicing Instructions

1. 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.
2. Each invoice must indicate the following information:



- (a) Contract number
 - (b) Work Order number
 - (c) Work location
 - (d) Date
 - (e) Description of work activities
 - (f) Hours itemized as per Basis of Payment (individual time sheet for each work order identifying work done, date and hours required to complete the work).
 - (g) Material - list price less discount;
 - (h) Indicated on each invoice whether it is a progress billing or if all work is completed;
 - (i) Provide a copy of the suppliers invoice for parts and equipment acquired by the Contractor for final supply to CSCHAH.
3. The Contractor shall submit copies of actual invoices from their supplier when submitting claims for payment.
 4. Invoices must be distributed as follows:
 - a. One copy must be forwarded to the Project Authority and to p2p.invoices-factures@hc-sc.gc.ca for certification and payment.

7.9 Certifications and Additional Information

7.9.1 Compliance

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

7.10 Applicable Laws

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

7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b)
- (c) the general conditions 2010C (2022-12-01) General Conditions – Services (Medium Complexity);
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Insurance Requirements;
- (g) Annex D, Security Requirement Checklist;
- (h) the signed Task Authorizations (including all of its annexes, if any);
- (i) the Contractor's bid dated _____

7.12 Insurance Requirements



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

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

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



ANNEX "A" - STATEMENT OF WORK

1. Scope of Work

1.1. Title

Chilled Water System Services

1.2. Objectives of the Requirement

The Canadian Science Centre for Human and Animal Health (CSCHAH) has a requirement for repair, maintenance, troubleshooting, programming, calibration and installation of components related to chilled water systems greater than 1800 ton.

The Scope of Work detailed herein includes, but shall not be limited to, the provision, by the Contractor, of all labour, supervision, material and equipment necessary to complete the work and provide the services as detailed herein.

1.3. Background

Canada's National Microbiology Laboratory Branch (NMLB) is known around the world for its scientific excellence. The NMLB works with public health partners in Canada and abroad to prevent the spread of infectious diseases. The NMLB has multiple sites across Canada including the Canadian Science Centre for Human and Animal Health (CSCHAH).

The Canadian Science Centre for Human and Animal Health (CSCHAH) is unique in both Canada and the world. CSCHAH is recognized as a leading-edge facility in an elite group of centres around the world equipped with laboratories ranging from biosafety level 2 to level 4 designed to accommodate the most basic to the most deadly infectious organisms. It is the first high-containment laboratory in the world where both animal and human disease research are conducted within the same facility.

1.4. Location of Work, Work Site and Delivery Point

The Work will be performed at the Canadian Science Centre for Human and Animal Health (CSCHAH) located at 1015 Arlington Street, Winnipeg Manitoba, Canada.

2. Requirements

2.1. Tasks, Activities, Deliverables and Milestones

- 2.1.1. The Contractor must provide repair, maintenance, troubleshooting, programming, calibration and installation on a scheduled and as and when requested basis for chilled water systems including but not limited to two (2) Trane Model CVHF 910 Centravac Water Chillers, cooling towers and circulating pumps. These activities must follow industry accepted procedures and all legislative and regulatory provisions applicable to the performance of the Work.
- 2.1.2. The Contractor must ensure that all work that could result in a release of a halocarbon be performed by certified/licenced refrigeration Journeymen.
- 2.1.3. The Contractor must maintain the equipment operating at a level of high efficiency in accordance with manufacturer's specifications.
- 2.1.4. The work includes:
 - **Spring Start-up**
 - Start up service on Chillers
 - **Mid-Season**
 - Routine service which includes oil sample testing and reports



- **Major Service (off-season shutdown)**
 - Includes leak test
 - To be performed when units are off line
 - **Maintenance and Servicing**
 - Includes services identified in work schedule (Appendix 1) and / or Contractor supplied log sheet
 - **Eddy Current Test (includes)**
 - Removal/replacement (with new gaskets/seals) condenser and evaporator heads
 - Brushing condenser (x2) and evaporator tubes (x1)
 - Chemical cleaning of condenser tubes
 - Perform Eddy Current inspection complete with report/recommendations
 - Documentation of work through completion of reports as appropriate, log sheets, leak test notices (including those affixed to each unit serviced), work order documents and work schedules
 - Emergency and urgent repairs and / or specific tasks identified and / or requested by CSCHAH
 - Failure of equipment or systems to perform their basic functions is considered an emergency
 - Advising the Project Authority and Program Operation Staff on site of any new operating procedures when installing or modifying new or existing equipment
 - Being compliant with codes and safety regulations by using blueprints and specification documents to determine size, extent of project and requirements
 - Assembling, erecting or installing material and personnel handling devices, scaffolds, ropes, slings and hoists
- 2.1.5. Following completion of work the Contractor must prepare a written report detailing the work performed and readings taken. The Contractor must submit a copy of the report to the Project Authority within ten (10) working days of completing the work.
- 2.1.6. The Contractor must, upon notice from the Project Authority, rectify at the Contractor's expense, any defect that appears in the work within twelve (12) months of the date of completing the work.
- 2.1.7. The Contractor must use installation procedures and methods of product modification and reconstruction that match the existing facility specification, product specification and to the satisfaction of the Project Authority or designate.
- 2.1.8. Unless otherwise specified, the Contractor must comply with manufacturer's latest printed instructions for materials and installation methods.
- 2.1.9. The Contractor must identify to the Project Authority any product defect or damage the Contractor may come across or cause in the performance of the work by way of written report. The report will describe the condition of all equipment, maintenance performed, and recommendations for remedial maintenance and upgrades.
- 2.1.10. The Contractor must obtain a work order number from the Project Authority prior to work commencing.
- 2.1.11. When the request for service occurs after normal business hours and/or on weekends, the Contractor must contact the Project Authority on the first working day following the request to obtain a work order number.
- 2.1.12. Regular business hours are 0600 to 1800 hours, Monday through Friday inclusive, excluding holidays. Building operation is 365 days per year 24 hours per day.
- 2.1.13. When requested by the Project Authority, the Contractor must submit a written plan of operation for approval to ensure all work is being performed in a safe manner and will not cause damage to property or equipment, nor impact on critical laboratory programs.



- 2.1.14. Title to the equipment / furnishings purchased for CSCHAH against this Contract shall vest in Canada upon payment of invoiced amounts and shall remain so vested at all times.
- 2.1.15. For each item of equipment / furnishings purchased for CSCHAH against this Contract, the Contractor is to record the name, manufacturer, model number, serial number, optional equipment, supplier and price and forward this information to the Project Authority.
- 2.1.16. The Contractor must attend meetings on site when requested by the Project Authority.

2.2. Response Times

- 2.2.1. **“Routine”** - non-urgent service call which is to be performed during regular working hours and on normal working days. The Contractor must respond to request for services within one (1) working day of being notified by the Project Authority.
- 2.2.2. **“Emergency or Urgent”** – Contractor availability is 24 hours a day, 365 days a year and is to respond via telephone within two (2) hours and if required, to proceed to the site within four (4) hours (or as mutually agreed upon during the initial telephone contact) fully equipped with all necessary tools and parts required to facilitate general maintenance repairs. The Contractor is to repair or protect the system and/or equipment from further damage. Once the system has been made safe, provide within one (1) working day, a detailed estimate of time to complete repairs and put the equipment in proper working order.
- 2.2.3. The Contractor must provide telephone numbers for regular service calls and the contact names and telephone numbers for emergency calls. The Contractor is responsible for advising the Project Authority in writing any changes to after-hour personnel schedule changes (weekend / holiday coverage) with a minimum of seven (7) calendar days' notice.

2.3. Personnel

- 2.3.1. The Contractor must, throughout the term of the Contract provide a minimum of two (2) factory trained Refrigeration Journeymen licensed in the Province of Manitoba, each with a minimum of one (1) year experience working in the trade.
- 2.3.2. The Contractor's Refrigeration Journeymen must have and maintain valid licenses and certifications for the entire period of the Contract.
- 2.3.3. The Contractor must ensure that all on-site personnel have valid [Manitoba Ozone Protection Industry Association \(MOPIA\)](#) Certification.
- 2.3.4. The Contractor must ensure that all work that could result in a release of a halocarbon be performed by certified/licenced refrigeration Journeymen.
- 2.3.5. The Contractor must ensure that all on-site personnel have valid [Workplace Hazardous Materials Information System \(WHMIS\)](#) certification.
- 2.3.6. The Contractor may use apprentices to assist Refrigeration Journeymen in the performance of their duties as allowable by law.
- 2.3.7. The Contractor must ensure that any on-site apprentices assisting Refrigeration Journeymen are under the direct supervision of a licensed Journeyman.
- 2.3.8. On-site personnel may at any time during the Contract be required to produce a copy of their valid refrigeration license / certificate.
- 2.3.9. The Contractor's on-site personnel must be trained and certified before performing the following: Operation of Scissor Lifts, Scaffold Erection, Confined Space access and Fall Protection. Any required training and associated cost will be the Contractor's responsibility. On-site personnel will be required to produce valid certifications upon request.

2.4. Drawings and Maintenance Manuals



- 2.4.1. Maintenance manuals, specifications and plans are available for viewing from the Project Authority. Copies of the service manuals will not be issued by CSCHAH.
- 2.4.2. Any deviations to the original prints, including additions, relocation and removal of equipment, must be recorded, dated and initialed by the Contractor or the Project Authority on the "as-built" prints where applicable.
- 2.4.3. The Contractor must update equipment service manuals and/or equipment logs to reflect any changes and/or modifications to equipment for future repairs.

2.5. Materials

- 2.5.1. The Contractor's on-site personnel must leave packing or delivery slips for materials or replacement parts, at the time of delivery, with the person or persons appointed by the Project Authority. All materials delivered to the facilities must be delivered to CSCHAH shipping and receiving.
- 2.5.2. Where the Contractor supplies equipment purchased from a supplier or manufacturer, obtain from the supplier or manufacturer, a warranty for the manufacturer's normal warranty period and such warranty shall be made out to Her Majesty the Queen in Right of Canada and included in the O&M Manuals for the Project Authority.
- 2.5.3. The Contractor must deliver, store and maintain materials with manufacturer's seals and labels intact.
- 2.5.4. The Contractor must ensure that parts and materials are stored in accordance with manufacturer and supplier's instructions.
- 2.5.5. The Contractor must obtain Project Authority approval prior to storing materials on site. CSCHAH does not accept responsibility for materials or equipment stored on site.
- 2.5.6. The Contractor must identify to the Project Authority all pertinent data relative to the new piece of equipment when an equipment inventory numbering system exists.
- 2.5.7. The Contractor must use materials and replacement parts that match existing building standard and code requirements. Alternative materials must have prior approval of the Project Authority. Any changes are to be approved by the Project Authority.
- 2.5.8. The Contractor must use products of same type as existing, including classifications, unless otherwise approved by the Project Authority. For new products approved, the Contractor must use products from one manufacturer only.
- 2.5.9. The Contractor must use new materials that conform to, or exceed the minimum applicable standards of the [Canadian Standards Association \(CSA\)](#) and / or the [National Building Code of Canada](#).
- 2.5.10. Where there is no alternative to supplying equipment which is not CSA certified, the Contractor must obtain special approval from Provincial Department of Labour.
- 2.5.11. The Contractor must ensure that all materials used in the workplace are classified and labeled according to the [Workplace Hazardous Materials Information Systems \(WHMIS\)](#).
- 2.5.12. The Contractor must provide copies of the Material Safety Data Sheets (MSDS) for products used on the premises to the Project Authority.
- 2.5.13. The Contractor must maintain a sufficient supply of common replacement parts to prevent extended down time. Defective parts must be replaced within twenty-four (24) hours and removed from the site.

3. General Requirements

3.1. Specifications and Standards

- 3.1.1. The Contractor must pay all fees, obtain certificates and permits as required by code and provide the appropriate authorities having jurisdiction with all required information.
- 3.1.2. The Contractor must provide these certificates and permits for work to the Project Authority.



3.1.3. The Contractor must comply with all legislative and regulatory provisions whether federal, provincial or municipal applicable to the performance of the work. The Work is to be executed to meet or exceed the requirements of:

- a) Applicable Federal, Provincial and Municipal statutes, codes, regulations and acts;
- b) American Society of Mechanical Engineers Codes;
- c) National Building Code of Canada;
- d) Canadian Biosafety Standards and Guidelines (CBSG);
- e) National Fire Protection Association Standards;
- f) National Fire Code of Canada;
- g) Canada Labour Code, Part II;
- h) Fire Commission of Canada #301 Standard for building Construction Operations 1981;
- i) Canadian Construction Safety Code, Provincial Government, Worker's Compensation Board and Municipal statutes and authorities;
- j) Materials and workmanship must conform to or exceed applicable standards of Canada Government Specifications Board (CGSB), Canadian Standards Association (CSA), and American Society for Testing Materials (ASTM) and reference organizations;
- k) Equipment or system manufacturer's specifications and calibration settings, instruction manuals and / or leaflets;
- l) Federal Halocarbons Regulations;
- m) Building specifications; and
- n) Workplace Hazardous Materials Information System (WHMIS)
- o) In the event of a conflict between any of the codes, regulations, acts or standards outlined in herein, the most stringent shall apply.

The latest editions of the above codes and standards are applicable throughout the period of the contract including any changes / revisions made during the contract period.

3.2. Existing Services

The Contractor must:

- 3.2.1. Protect and maintain existing active services.
- 3.2.2. Connect to existing services, with minimum disturbance to occupants and building operation.
- 3.2.3. Use existing services at no cost.
- 3.2.4. Advise the Project Authority of any equipment required to be shut down to execute service or repair. The Project Authority or his/her designate shall shut down the equipment, or, at the discretion of CSCHAH or JWIDRC, be shut down by the Contractor under the supervision of the Project Authority.
- 3.2.5. Inform the Project Authority immediately of any code violation or required repairs which could pose a hazard to employees or building occupants.

3.3. Cleaning and Waste

The Contractor must:

- 3.3.1. Maintain work area free of accumulated waste and rubbish.
- 3.3.2. Remove and dispose of debris, used and obsolete material on a daily basis. Reuse and recycle wherever possible, onsite or offsite.
- 3.3.3. Remove grease, dust, dirt, stains, fingerprints and other foreign materials from sight-exposed interior and exterior finished surfaces affected by the Contract work.

3.4. Cutting, Fitting and Patching



The Contractor must cut, fit and patch where required for work under this Contract.
Make good all disturbed surfaces to original condition.

3.5. Co-ordination and Protection

The Contractor must:

- 3.5.1. Execute work with minimum disturbance to occupants, public, and normal use of building.
- 3.5.2. Make arrangements with the Project Authority to facilitate execution of work.
- 3.5.3. Maintain access points and exits as work area could be occupied during execution of work.
- 3.5.4. Move office furniture* as required. Moving laboratory equipment and furniture will require prior approval from the Project Authority prior to moving.
- 3.5.5. Relocated office furniture* or lab equipment must be moved back at the end of each workday unless otherwise specified by the Project Authority.
- 3.5.6. Where necessary, cover furniture and fittings in work areas prior to commencement of work; remove covers upon completion of work.
- 3.5.7. Perform any work that may disrupt the operations of the occupying clients after regular work hours (regular work hours are 0600 – 1800 Monday to Friday).
- 3.5.8. Obtain Project Authority's approval before cutting, boring or sleeving load bearing members. If engineering service are required to provide design and inspection of site, the Contractor is responsible to obtain the service.
- 3.5.9. Maintain an as-built drawing showing the exact location of any changes made to the building, systems and equipment as per Section 2.4
- 3.5.10. Ensure Hot Works procedures are adhered to at all times.
- 3.5.11. Protect existing work from damage.
- 3.5.12. Ensure all possible safety precautions are taken to protect employees or occupants during the course of the work.

* Furniture including but not limited to desks, file cabinets, shelving units, chairs, and cabinets.

3.6. Work Done by Other Means

This Contract does not create an exclusive right of the Contractor to perform the services specified herein. CSCHAH and JWIDRC reserve the right to have any work done by other means.

3.7. Workmanship

- 3.7.1. All reconstruction and modification work must match or exceed the quality of fit and finish of the original or existing work. All workmanship is subject to inspection and approval by the Project Authority.
- 3.7.2. The Contractor shall replace all work unsatisfactory to the Project Authority without extra cost.

3.8. Technical, Operational and Organizational Environment

- 3.8.1. The Contractor's work will be coordinated by the Contractor's Representative under the direction of the CSCHAH staff responsible for the work.
- 3.8.2. The work will take place in the general areas and mechanical areas of the facilities.
- 3.8.3. The Contractor must perform the services within the identified Response Time as identified by the Project Authority.

3.9. Method and Source of Acceptance

- 3.9.1. Each requested task will be considered complete when the work order is completed to the satisfaction of the Project Authority and signed by the Project Authority.



3.10. Project Management Control Procedures

- 3.10.1. The Project Authority will monitor the progress of a project through the use of timesheets and work orders. The Project Authority will sign off on timesheets and work orders only when hours have been verified and the services have been completed to the satisfaction of the Project Authority.
- 3.10.2. When requested by the Project Authority, the Contractor must attend progress meetings on-site.
- 3.10.3. All labour hours submitted on invoices will be verified against the timesheets or work orders submitted to the Project Authority.

4. Additional Information

4.1. Canada's Obligations:

- i. A work order number will be provided by the Project Authority for each request for service.
- ii. Ensure that on-site personnel have the required licenses/certificates to perform the work detailed in the SOW. The Project Authority may, at any time during the Contract request to inspect or obtain a copy of each tradesperson's license / certificate.
- iii. Provide access to manuals, specifications and blueprints.
- iv. Provide all Personal Protective Equipment (PPE) and tools required to work in containment level 3 and 4.

4.2. Contractor's Obligations:

- i. All required licenses, certifications and permits must be kept current throughout the entire term of this contract.
- ii. The Contractor must, throughout the term of the Contract, maintain a minimum of two (2) qualified (as detailed in 2.3 Personnel), security cleared Journeymen personnel.
- iii. The Contractor's Representative will ensure the scope of work is brought in on time, on budget and of an acceptable quality.
- iv. Contractor will provide the necessary material and equipment needed to carry out these activities.
- v. The Contractor must have all equipment and materials to be used pre-approved by the Project Authority
- vi. Unless otherwise specified, the Contractor shall use its own equipment and software for the performance of this Statement of Work.
- vii. The Contractor must be prepared to work with CSCHAH staff to carry out verifications.
- viii. The Contractor must have the ability to receive and respond to calls during normal business hours and to emergency calls outside regular hours.
- ix. The Contractor must not list, publicize or use for business promotion purposes, the address of the work of this Contract, the name of the facility, Agency or the Government of Canada.
- x. The Contractor must contact the Project Authority a minimum of ten (10) days prior to the commencement of scheduled maintenance.

4.3. Language of Work

The Work shall be performed in English.

5. Special Requirements

5.1. Immunization and Health Certificate of Contractor's Personnel

- 5.1.1. Immunization and a health assessment may be required depending on the work location in the building and level of risk. Risk assessment will be completed prior to



any work of this nature being undertaken and the Contractor will be advised of any requirements. If required. As a minimum, the following shall apply:

- 5.1.1.1. Basic requirements for entry into the facility and CL02: Current TD (tetanus) booster; i.e. within the past 10 years; Hepatitis B highly recommended. Costs associated with these requirements will be the responsibility of the Contractor and/or the Contractor's personnel;
- 5.1.1.2. For CL03 Entry – based on a “case by case” risk assessment, the following activities will be performed on site as required: Health history (Cat II medical with Occupational Health Nurse or Cat III medical with physician if deemed necessary). Costs associated with these requirements will be the responsibility of NMLB.
- 5.1.2. CL03 TB lab Only Mantoux TB skin test. Costs associated with this requirement will be the responsibility of NMLB.
- 5.1.3. When requested, proof of testing and/or immunization must be provided to the Project Authority.

5.2. Site Safety

- 5.2.1. The Contractor must comply with the Canadian Code for Construction safety, The Manitoba Workplace Safety and Health Act and the requirements of the Fire Commissioner of Canada relating to the safety of persons on the worksite or the protection of the property against loss or damage from any cause including fire.
- 5.2.2. All persons including Contractors, sub trades, suppliers, delivery services, etc. must wear Grade 1 or 2 CSA approved Safety Footwear and other safety equipment necessary when working in or moving through the facility. On occasion CSCHAH may have requirements above minimum safety requirements.
- 5.2.3. The Contractor and his/her employees are to comply with Laboratory Bio-Safety procedures and protocol which will be reviewed during the CSCHAH orientation session on building policies.

5.3. Site Security

- 5.3.1. Site security is the responsibility of the Contractor who shall erect temporary site or dust enclosures to prevent dust or other contaminants from escaping into other areas; barricades or fencing to prevent unauthorized entry.
- 5.3.2. For all work carried out after regular building operational hours, the Manager, Security Operations will determine acceptable building security.

5.4. Facility Access

- 5.4.1. Only those employees whose names appear on the Contractors approval list will be allowed access to the site under this Contract.
- 5.4.2. The Contractor and their on-site personnel must provide valid photo identification and register with CSCHAH Security on-site when entering and leaving the facility to obtain and return a facility access pass.
- 5.4.3. All keys and/or proximity cards entrusted to the Contractor and their on-site personnel for the fulfillment of this Contract must be returned to the security desk before departure from the building at the end of each working day. All lost keys or cards must be immediately reported to the security desk or the Project Authority.
- 5.4.4. The Contractor's on-site personnel shall be subject to questioning and search of tools and supplies in relation to security matters by designated security staff.
- 5.4.5. After regular working hours, the Contractor will provide an authorized contact available through a phone number.

5.5. Building Policies



- 5.5.1. The Contractor and his/her on-site personnel shall follow building policies and regulations including fire evacuation procedures, laboratory protocol, security requirements, and any directive issued from time to time by the Project Authority.
- 5.5.2. All approved on-site personnel of the Contractor must attend an orientation session on CSCHAH building policies. This session is paid for by NMLB and subsequent orientation sessions will be made available for any new employees of the Contractor during the duration of this Contract.
- 5.5.3. The CSCHAH are LATEX GLOVE FREE facilities. No latex gloves are permitted in the facilities.
- 5.5.4. Fastening devices – Explosive actuated – Powder activated devices using explosive shells are not permitted in the facility.
- 5.5.5. CSCHAH will supply tools and Personal Protective Equipment (PPE) inside of the containment level 3 and 4 areas of the laboratory. These tools are the property of CSCHAH and will not be allowed to leave these areas. The Contractor shall contact the Project Authority if insufficient and/or specialty tools are not available within the containment area.
- 5.5.6. Provisions of tools and PPE by CSCHAH for work performed in containment areas are in accordance with building policies and applicable regulatory directives.
- 5.5.7. The Contractor must conserve energy and non-renewable resources with due regard for property protection, safety of workers and employees and override by-laws and regulations.
- 5.5.8. Do not list, publicize or use for business promotion purposes, the address of the work of this Contract, the name of the facility, Agency or the Government of Canada.
- 5.5.9. Respect the Government of Canada's No Smoking policy on these premises.
- 5.5.10. The use of AM/FM radios and other similar devices will not be allowed in mechanical spaces, corridors and related areas.
- 5.5.11. All on-site personnel shall refrain from wearing / listening to any personal entertainment device, or any other device that might limit hearing and vision in all laboratory and mechanical spaces. This includes, but is not limited to iPods or MP3 players.
- 5.5.12. All on-site personnel are prohibited from using personal or business related portable electronic devices to take photos/videos or personnel or government assets. This applies to all areas of the facility.
- 5.5.13. Wherever possible, the use of scented products is to be minimized. Contractor's personnel working on-site at the CSCHAH are to be advised to limit the use of scented personal products (perfumes, aftershaves, etc.).
- 5.5.14. Due to the ongoing COVID-19 pandemic, on occasion, the CSCHAH may require the Contractor's personnel follow additional mandated health and safety measures prior to entering and while within Government of Canada buildings. These mandated practices will be communicated to the Contractor as they arise.

5.6. Laboratory Bio Safety Guidelines

- 5.6.1. The [Canadian Biosafety Standards and Guidelines \(CBSG\)](#) provide information regarding the controls and restrictions when working in containment laboratories. Chapter 4 – Operational Practice Requirements, in particular describes the operational practice requirements designed to mitigate risks.
- 5.6.2. Note: Maintenance personnel and service contractors are not required and/or permitted to enter a CL4 space to perform repairs or installations unless the laboratory is shut down and decontaminated.

5.7. Parking



- 5.7.1. Parking will be made available at 1015 Arlington Street to the Contractor. Only vehicles with proper signage, operated by the Contractor who is on-site for facility related business will be given parking. Contractors must park their vehicles on the gravel lot located at the North East corner of the parking lot. (If no spaces are available on the gravel lot, the vehicle owner will be required to find alternative parking offsite of the CSCHAH parking lot).
- 5.7.2. Each vehicle must be parked front end in first. Backing into the parking spot is not allowed in order to protect the electrical posts.
- 5.7.3. Contractor and their personnel must register their vehicle at the security reception desk. Failure to do so may result in the vehicle being towed.
- 5.7.4. There will be no parking in the fire lane, which is clearly marked with "No Parking" signs. Any vehicles parking in the fire lane will be subject to being towed at the owner's expense.
- 5.7.5. There will be no overnight parking or storage of a vehicle allowed.
- 5.7.6. CSCHAH does not take any responsibility for vehicles parked on the lot. Parking on the lot is at the owner's risk.
- 5.7.7. Unauthorized vehicles will be subject to tow at the owner's expense



OPTION TO PURCHASE – MAJOR OVERHAUL

Provide "Major Overhaul" of Chiller meeting manufacturer's specifications for parts and meeting or exceeding all regulations (for example, not limited to - The Federal Halocarbon Regulations). Work must be performed by certified refrigeration technicians with experience doing this type of work on low pressure (R123) centrifugal chillers. Unless otherwise stated all tasks, activities, deliverables or milestones identified below must be completed by the Contractor:

1. Disassembly

- 1.1. The chiller must be shut down using lockout and tagout procedure. Refrigerant must be removed utilizing approved refrigerant recovery equipment. Refrigerant vapour and liquid recovery must conform to regulations and refrigerant must be measured (recorded) and stored in approved containers. (It is the owner's responsibility to communicate any reportable shortage found after recovery of the refrigerant).
- 1.2. Refrigerant sample must be taken and submitted to manufacturer's approved laboratory for testing.
- 1.3. Oil sump must be drained and oil charge must be disposed of in accordance with regulations.
- 1.4. Chiller discharge, suction, and economizer lines must be removed and inspected for corrosion.
- 1.5. Compressor must be dismantled for renewal.

2. Inspection and Reassembly

The following inspection steps must be done. Where additional repairs are required not covered under the details of this specification, the Chiller Maintenance Contractor must get approval for additional charges before proceeding with the repairs.

- 2.1. Inspect and verify to manufacturer's specifications the inlet guide vane assembly, motor shaft, labyrinth seals, and the impellers.
- 2.2. Motor inspection including a rotor bar and resistance analysis of the motor to manufacturer's specifications.
- 2.3. Verification and adjustment of the controls and measuring devices.
- 2.4. Inspection of the overload controls, contactors, wiring, and other starter components.
- 2.5. Cleaning and inspection of the lubrication system including the oil pump, regulator, filters, heating elements, and sump.
- 2.6. Cleaning and inspection of economizer and liquid line flanges.
- 2.7. The compressor motor must be reassembled with new manufacturer approved compressor motor bearings.
- 2.8. The compressor rotor and impellers must be speed balanced as one operating assembly prior to reassembly of the compressor.
- 2.9. The centrifugal compressor, auxiliary vapour and liquid lines, and sight glasses must be reassembled with all new manufacturer approved gaskets.
- 2.10. The motor terminal board must be installed using new manufacturer approved gaskets and terminal O-rings.
- 2.11. The pressure relief "rupture guard" must be inspected and gaskets must be replaced.
- 2.12. After reassembly, the chiller must be evacuated and leak tested to manufacturer's specifications.
- 2.13. The unit must be charged with refrigerant with cleanliness conforming to manufacturer's requirements. The charge quantity must be adjusted as necessary. (Any additional refrigerant required must be purchased, as an additional item, by the Owner. Owner's approval will be required if refrigerant cleaning or additional refrigerant is needed.)
- 2.14. Replace the compressor oil pump and motor with new.
- 2.15. Clean, inspect, and bake the chiller motor at manufacturer's approved facility. Install upgraded chiller bearing set.

3. Startup



- 3.1. A certified refrigeration technician must start up the chiller, check its operation, and verify that operating parameters and chiller adjustment are per the chiller's original specifications.

4. Warranty

- 4.1. The Contractor must issue a 2 year Parts and Labour warranty certificate covering compressor motor failure, compressor motor bearing failure, and compressor lubrication system failure. The terms of the warranty may include verbiage indicating conditions of chiller operating under normal use and also the manufacturer's recommended service intervals and tasks.



Appendix 1: Inspection Tasks

SERVICE ITEM OR COMPONENT	COMPLETED	SERVICE ITEM OR COMPONENT	COMPLETED
INSPECT:			
"O" Ring Leakage		Purge Solenoid Leakage	
Oil Level		Estimated Refrigerant Level: <input type="checkbox"/> May be low; or <input type="checkbox"/> No change	
Unusual Noise		Unusual Vibration	
ADD AS REQUIRED:			
Oil Charge		Refrigerant	
PROVE (via HMI some instances):			
Purge Unit		Starter	
Indicating Lights		Load Limit Relay	
Low Chilled Water Cut Out		High Condenser Control	
Motor Amperage Setting		Low Refrigerant Control	
Chiller Water Flow Switch		Chilled Water Pump Auxiliary	
Adjustable Frequency Drive		Oil Pump Time Delay Relay	
Starter Anti-Recycle Timer		Oil Pump Auxiliary Contacts	
Oil Pre-Lube Timer, before starting compressor			
ADJUST – AS REQUIRED (via HMI some instances):			
Low Chilled Water Cut-Out		Low Refrigerant Control	
High Condenser Control		Low Oil Failure Control	
Motor Overload Signal		Motor Amperage Setting	
Chilled Water Flow Switch		Oil Pump Time Delay Relay	
Load Limit Relay		Starter Anti-Recycle	
Oil Pump Auxiliary Contacts		Oil Pre-Lube Timer, before Starting Compressor	



SERVICE ITEM OR COMPONENT	COMPLETED	SERVICE ITEM OR COMPONENT	COMPLETED
MEASURE:			
Oil System pressure		Oil System Temperature	
Cooling System Pressure		Cooling System Temperature	
Condenser System Pressure		Condenser System Temperature	
INSTRUCT:			
Operational Changes (if any)			
REPORT:			
Oil Level		Estimated Refrigerant Level: <input type="checkbox"/> May be low; or <input type="checkbox"/> No change	
Oil System Pressure		Oil System Temperature	
Leakage: Suspected: <input type="checkbox"/> Yes <input type="checkbox"/> No Observed: <input type="checkbox"/> Yes <input type="checkbox"/> No			
START UP:			
Chiller			

Items to be completed during Annual Task (when units are out of service):			
SERVICE ITEM OR COMPONENT	COMPLETED	SERVICE ITEM OR COMPONENT	COMPLETED
INSPECT:			
Oil Heater for Continuity		Controls	
Oil Demister		Dash Pot Oil	
Contacts		Motor Ground	
Overload Heater V.S		Motor Running Load	
Condenser Tubes – Visual inspection only (when caps are off)			
CLEAN:			
Contacts		Refrigerant Filter	
Purge Sight Glass		Purge Float Chamber	
Purge Condenser		Controls	
MEASURE:			
Motor Continuity		Motor Ground	
Megger each Phase of Chiller		Megger each Phase of Oil Pump Motor	
REPORT:			
Continuity of Motor		Grounding of Motor	
Megger at Oil Pump Motor Phases		Oiling System Pressure	
Oiling System Temperature		Oil Heater Continuity	
Oil Laboratory Analysis Results		Refrigerant Laboratory Analysis Result	
Condenser Tube Condition – Visual inspection only (when caps are off)			
Perform Annual Leak Test			



TIGHTEN:			
Terminals			
REPLACE:			
Purge Compressor Oil		Oil Pump Reservoir Oil	
Filter Cooling Section Oil		Oil Filters	
Purge Sight Glass Gasket			



Appendix 2: Maintenance Service Report

TITLE: Chilled Water System Services

Project No.:		Project Date:	
Chiller Model #1:		Serial No.:	
Chiller Model #2:		Serial No.:	
Condenser Design Capacity:	To _____ (g/m) (L/s) _____ ° (F) (C)		_____ (Pw) (kPa)
Evaporator Design Capacity:	To _____ (g/m) (L/s) _____ ° (F) (C)		_____ (Pw) (kPa)

OBTAIN	SOURCE	READING (as applicable)
1.1 Oil Pressure	Gauge	(psig) (kPa)
1.2 Purge Pressure (Operating)	Gauge	(psig) (kPa)
1.3 Oil Sump Temperature	Thermometer	° (F) (C)
1.4 Bearing Oil	Thermometer	° (F) (C)
1.5 Sump Oil Level	Sight Glass	(psig) (kPa)
1.6 Condenser Pressure	Gauge	° (F) (C)
1.7 Evaporator Condenser Temperature	Chart	° (F) (C)
1.8 Condenser Drop Leg Temperature	Thermometer	° (F) (C)
1.9 Equivalent Non-Condensable Temperature	Thermometer	° (F) (C)
1.10 Condenser Water Temperature Leaving	Thermometer	° (F) (C)
1.11 Condenser Water Temperature Entering	Thermometer	° (F) (C)
1.12 Condenser Water Pressure Drop	Meter	
1.13 Evaporator Water Temperature Leaving	Thermometer	° (F) (C)
1.14 Evaporator Water Temperature Entering	Thermometer	° (F) (C)
1.15 Refrigerant Temperature	Thermometer	° (F) (C)
1.16 Evaporator Water Pressure Drop	Meter	(psig) (kPa)
1.17 Starter Amperage:		
a. Phase 1	Ammeter	A
b. Phase 2	Ammeter	A
c. Phase 3	Ammeter	A
1.18 Starter Voltage:		
a. Phase 1	Voltmeter	V
b. Phase 2	Voltmeter	V
c. Phase 3	Voltmeter	V
1.19 Purge Operation Frequency	Operator	times/d

CALCULATE	FORMULA	RESULT (as applicable)
2.1 Condenser Temperature Range	(1.10) - (1.11) =	° (F) (C)
2.2 Condenser Spread	(1.8) - (1.10) =	° (F) (C)
2.3 Evaporator Water Temperature Range	(1.14) - (1.15) =	° (F) (C)
2.4 Evaporator Spread	(1.16) - (1.14) =	° (F) (C)
2.5 Condenser Capacity Used (Full Load)	_____ (2.1) x 100 =	%
2.6 Evaporator Capacity Used (Full Load)	_____ x 100 = Design Full Load Range	%
2.7 Average Capacity Used (Full Load)	((2.5) + (2.6)) x 100 = (2)	%



2.8	Equivalent Capacity Spread (Full Load)	$\frac{100 \times (2.2)}{(2.7)} \times 100 =$	%
2.9	Excess Spread Due to Condenser (Full Load)	$(2.8) - (7^{\circ} (F) - 4^{\circ} (C)) =$	$^{\circ} (F) (C)$



ANNEX “B” - BASIS OF PAYMENT

Rates MUST include ALL costs associated with providing the service in accordance with the Annex A - Statement of Work, attached herein. Applicable Taxes are extra. Payment will be made in accordance with the pricing identified in the Basis of Payment.

The hourly rates requested in the proposal / offer shall be the total cost to perform the work including but not limited to:

1. Labour including supervision, allowances and liability insurance
2. Travel time
3. Transportation / vehicle expenses
4. Tools and tackle
5. Overhead and profit
6. Any other incidental expense other than the supply of materials and replacement parts relating to the delivery of labour

The cost of subcontract work including special equipment rentals approved by the Project Authority, shall be reimbursed at actual cost with the addition of ten (10) percent to cover overheads, profit, and all other expenses whatsoever. “Actual cost” means all amounts reasonably and properly paid by the Contractor for those parts of the Work carried out by subcontractors.

**Contract Year 1 – January 1, 2023 to December 31, 2023
Pricing Schedule 1 – Orientation Session**

Orientation Session – The Contractor will be paid the following firm all-inclusive hourly rate for each designated Contractor’s Resources to attend the Orientation Session on CSCHAH building policies.					
Line Num.	Description	Qty.	Unit of Issue	Firm Unit Price	Extended Price
1.	Orientation Session for Contractor’s On-Site Personnel. Estimated two (2) Personnel Duration of Session: 1 Hour	2	Hourly	\$	\$

Pricing Schedule 2 – Scheduled Services

Scheduled Services: The Contractor will be paid the following firm unit prices for work performed, inclusive of all materials, commodities, articles, services and things required for incorporation into the Work, in accordance with the Statement of Work at Annex A.					
Scheduled Services:					
Line	Description	Qty	Unit of Issue	Firm Unit Price	Extended Price
1.	Spring Start-Up for one (1) chiller	2	EACH	\$	\$
2.	Mid-Season Maintenance & Inspection for one (1) chiller	2	EACH	\$	\$
3.	Major Service (Off-Season Shutdown) Maintenance & Inspection for one (1) Chiller	2	EACH	\$	\$
Pricing Table 2 Total:					\$

Pricing Schedule 3 – As and When Requested Work

As and When Requested: The Contractor will be paid the following firm rates, for work performed pursuant to this Contract, in accordance with the Statement of Work at Annex A.					
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Line	Description	Est'd Qty	Unit of Issue	Unit Price	Extended Price
3.1 Task Authorizations – “As and When Requested”					
1.	Regular Business Hours (Monday to Friday): Firm all-inclusive hourly rates of on-site productive labour.				
i.	Refrigeration Journeymen	140	HOUR	\$	\$
ii.	Refrigeration Apprentice	140	HOUR	\$	\$
2.	Outside Regular Business Hours (Monday to Friday): Firm all-inclusive hourly rates of on-site productive labour.				
i.	Refrigeration Journeymen	15	HOUR	\$	\$
ii.	Refrigeration Apprentice	15	HOUR	\$	\$
3.	Outside Regular Business Hours (Saturday, Sunday and Statutory Holidays): Firm all-inclusive hourly rates of on-site productive labour.				
i.	Refrigeration Journeymen	20	HOUR	\$	\$
ii.	Refrigeration Apprentice	20	HOUR	\$	\$
3.2	Materials/Replacement Parts (except free issue):				
i.	<p>Materials/Replacement Parts: (except free issue) may be charged at the Contractor's laid down cost plus a mark-up of _____% not to exceed the Manufacturer's suggested retail price. Cost must be supported by copies of the contractor's paid invoices being submitted with invoice to CSCHAH. (Estimated Usage \$10,000.00).</p> <p>Note: Free Issue is defined as the material/replacement parts supplied without charge to the Contractor, up to the Contractor's plant, in order that it be incorporated into the Work, including all materials, commodities, articles, services and things required for incorporation into the Work.</p> <p>Laid Down Cost is defined as the cost incurred by a vendor to acquire a specified product or service for resale to the government. This includes the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage, but excludes sales taxes. Mark-Up is defined as the difference between the vendor's laid-down cost for a product or service and the resale price to the government (exclusive of sales taxes) consisting of the cost of necessary services, applicable overhead and profit.</p>				<p>[Estimated Usage x % of Mark-up]</p> <p>\$15,000.00 x _____% =</p> <p>\$</p>
<p>The cost of subcontract work, including special equipment rentals approved by the Project Authority, shall be reimbursed at actual cost with the addition of ten (10) percent to cover overheads, profit, and all other expenses whatsoever. “Actual cost” means all amounts reasonably and properly paid by the Contractor for those parts of the Work carried out by subcontractors.</p>					
Pricing Table 3 (3.1 + 3.2) Total:					\$

**Contract Year 2 – January 1, 2024 to December 31, 2024
Pricing Schedule 1 – Orientation Session**

Orientation Session – The Contractor will be paid the following firm all-inclusive hourly rate for each designated Contractor's Resources to attend the Orientation Session on CSCHAH building policies.



Line Num.	Description	Qty.	Unit of Issue	Firm Unit Price	Extended Price
1.	Orientation Session for Contractor's On-Site Personnel. Estimated two (2) Personnel Duration of Session: 1 Hour	2	Hourly	\$	\$

Pricing Schedule 2 – Scheduled Services

Scheduled Services: The Contractor will be paid the following firm unit prices for work performed, inclusive of all materials, commodities, articles, services and things required for incorporation into the Work, in accordance with the Statement of Work at Annex A.					
Scheduled Services:					
Line	Description	Qty	Unit of Issue	Firm Unit Price	Extended Price
1.	Spring Start-Up for one (1) chiller	2	EACH	\$	\$
2.	Mid-Season Maintenance & Inspection for one (1) chiller	2	EACH	\$	\$
3.	Major Service (Off-Season Shutdown) Maintenance & Inspection for one (1) Chiller	2	EACH	\$	\$
Pricing Table 2 Total:					\$

Pricing Schedule 3 – As and When Requested Work

As and When Requested: The Contractor will be paid the following firm rates, for work performed pursuant to this Contract, in accordance with the Statement of Work at Annex A.					
Line	Description	Est'd Qty	Unit of Issue	Unit Price	Extended Price
3.1 Task Authorizations – “As and When Requested”					
1.	Regular Business Hours (Monday to Friday): Firm all-inclusive hourly rates of on-site productive labour.				
iii.	Refrigeration Journeymen	140	HOUR	\$	\$
iv.	Refrigeration Apprentice	140	HOUR	\$	\$
2.	Outside Regular Business Hours (Monday to Friday): Firm all-inclusive hourly rates of on-site productive labour.				
iii.	Refrigeration Journeymen	15	HOUR	\$	\$
iv.	Refrigeration Apprentice	15	HOUR	\$	\$
3.	Outside Regular Business Hours (Saturday, Sunday and Statutory Holidays): Firm all-inclusive hourly rates of on-site productive labour.				
iii.	Refrigeration Journeymen	20	HOUR	\$	\$
iv.	Refrigeration Apprentice	20	HOUR	\$	\$
3.2	Materials/Replacement Parts (except free issue):				
ii.	Materials/Replacement Parts: (except free issue) may be charged at the Contractor's laid down cost plus a mark-up of _____% not to exceed the Manufacturer's suggested retail price. Cost must be supported by copies of the contractor's paid invoices being submitted with invoice to CSCHAH. (Estimated Usage \$10,000.00).				[Estimated Usage x % of Mark-up]



	<p>Note: Free Issue is defined as the material/replacement parts supplied without charge to the Contractor, up to the Contractor's plant, in order that it be incorporated into the Work, including all materials, commodities, articles, services and things required for incorporation into the Work.</p> <p>Laid Down Cost is defined as the cost incurred by a vendor to acquire a specified product or service for resale to the government. This includes the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage, but excludes sales taxes. Mark-Up is defined as the difference between the vendor's laid-down cost for a product or service and the resale price to the government (exclusive of sales taxes) consisting of the cost of necessary services, applicable overhead and profit.</p>	<p>\$15,000.00 x _____ % =</p> <p>\$</p>
<p>The cost of subcontract work, including special equipment rentals approved by the Project Authority, shall be reimbursed at actual cost with the addition of ten (10) percent to cover overheads, profit, and all other expenses whatsoever. "Actual cost" means all amounts reasonably and properly paid by the Contractor for those parts of the Work carried out by subcontractors.</p>		
Pricing Table 3 (3.1 + 3.2) Total:		\$

**Option Year 1 – January 1, 2025 to December 31, 2025
Pricing Schedule 1 – Orientation Session**

<p>Orientation Session – The Contractor will be paid the following firm all-inclusive hourly rate for each designated Contractor's Resources to attend the Orientation Session on CSCAH building policies.</p>					
Line Num.	Description	Qty.	Unit of Issue	Firm Unit Price	Extended Price
1.	Orientation Session for Contractor's On-Site Personnel. Estimated two (2) Personnel Duration of Session: 1 Hour	2	Hourly	\$	\$

Pricing Schedule 2 – Scheduled Services

<p>Scheduled Services: The Contractor will be paid the following firm unit prices for work performed, inclusive of all materials, commodities, articles, services and things required for incorporation into the Work, in accordance with the Statement of Work at Annex A.</p>					
2.1 Scheduled Services:					
Line	Description	Qty	Unit of Issue	Firm Unit Price	Extended Price
1.	Spring Start-Up for one (1) chiller	2	EACH	\$	\$
2.	Mid-Season Maintenance & Inspection for one (1) chiller	2	EACH	\$	\$
3.	Major Service (Off-Season Shutdown) Maintenance & Inspection for one (1) Chiller	2	EACH	\$	\$
Pricing Table 2 Total:					\$



Pricing Schedule 3 – As and When Requested Work

As and When Requested: The Contractor will be paid the following firm rates, for work performed pursuant to this Contract, in accordance with the Statement of Work at Annex A.					
Line	Description	Est'd Qty	Unit of Issue	Unit Price	Extended Price
3.1 Task Authorizations – “As and When Requested”					
1.	Regular Business Hours (Monday to Friday): Firm all-inclusive hourly rates of on-site productive labour.				
v.	Refrigeration Journeymen	140	HOUR	\$	\$
vi.	Refrigeration Apprentice	140	HOUR	\$	\$
2.	Outside Regular Business Hours (Monday to Friday): Firm all-inclusive hourly rates of on-site productive labour.				
v.	Refrigeration Journeymen	15	HOUR	\$	\$
vi.	Refrigeration Apprentice	15	HOUR	\$	\$
3.	Outside Regular Business Hours (Saturday, Sunday and Statutory Holidays): Firm all-inclusive hourly rates of on-site productive labour.				
v.	Refrigeration Journeymen	20	HOUR	\$	\$
vi.	Refrigeration Apprentice	20	HOUR	\$	\$
3.2	Materials/Replacement Parts (except free issue):				
iii.	<p>Materials/Replacement Parts: (except free issue) may be charged at the Contractor’s laid down cost plus a mark-up of _____% not to exceed the Manufacturer’s suggested retail price. Cost must be supported by copies of the contractor’s paid invoices being submitted with invoice to CSCHAH. (Estimated Usage \$10,000.00).</p> <p>Note: Free Issue is defined as the material/replacement parts supplied without charge to the Contractor, up to the Contractor's plant, in order that it be incorporated into the Work, including all materials, commodities, articles, services and things required for incorporation into the Work.</p> <p>Laid Down Cost is defined as the cost incurred by a vendor to acquire a specified product or service for resale to the government. This includes the supplier’s invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage, but excludes sales taxes. Mark-Up is defined as the difference between the vendor’s laid-down cost for a product or service and the resale price to the government (exclusive of sales taxes) consisting of the cost of necessary services, applicable overhead and profit.</p>				<p>[Estimated Usage x % of Mark-up]</p> <p>\$15,000.00 x _____% =</p> <p>\$</p>
<p>The cost of subcontract work, including special equipment rentals approved by the Project Authority, shall be reimbursed at actual cost with the addition of ten (10) percent to cover overheads, profit, and all other expenses whatsoever. “Actual cost” means all amounts reasonably and properly paid by the Contractor for those parts of the Work carried out by subcontractors.</p>					
Pricing Table 3 (3.1 + 3.2) Total:					\$

**Option Year 2 – January 1, 2026 to December 31, 2026
Pricing Schedule 1 – Orientation Session**



Orientation Session – The Contractor will be paid the following firm all-inclusive hourly rate for each designated Contractor’s Resources to attend the Orientation Session on CSCHAH building policies.					
Line Num.	Description	Qty.	Unit of Issue	Firm Unit Price	Extended Price
1.	Orientation Session for Contractor’s On-Site Personnel. Estimated two (2) Personnel Duration of Session: 1 Hour	2	Hourly	\$	\$

Pricing Schedule 2 – Scheduled Services

Scheduled Services: The Contractor will be paid the following firm unit prices for work performed, inclusive of all materials, commodities, articles, services and things required for incorporation into the Work, in accordance with the Statement of Work at Annex A.					
2.1 Scheduled Services:					
Line	Description	Qty	Unit of Issue	Firm Unit Price	Extended Price
1.	Spring Start-Up for one (1) chiller	2	EACH	\$	\$
2.	Mid-Season Maintenance & Inspection for one (1) chiller	2	EACH	\$	\$
3.	Major Service (Off-Season Shutdown) Maintenance & Inspection for one (1) Chiller	2	EACH	\$	\$
Pricing Table 2 Total:					\$

Pricing Schedule 3 – As and When Requested Work

As and When Requested: The Contractor will be paid the following firm rates, for work performed pursuant to this Contract, in accordance with the Statement of Work at Annex A.					
Line	Description	Est'd Qty	Unit of Issue	Unit Price	Extended Price
3.1 Task Authorizations – “As and When Requested”					
1.	Regular Business Hours (Monday to Friday): Firm all-inclusive hourly rates of on-site productive labour.				
vii.	Refrigeration Journeymen	140	HOUR	\$	\$
viii.	Refrigeration Apprentice	140	HOUR	\$	\$
2.	Outside Regular Business Hours (Monday to Friday): Firm all-inclusive hourly rates of on-site productive labour.				
vii.	Refrigeration Journeymen	15	HOUR	\$	\$
viii.	Refrigeration Apprentice	15	HOUR	\$	\$
3.	Outside Regular Business Hours (Saturday, Sunday and Statutory Holidays): Firm all-inclusive hourly rates of on-site productive labour.				
vii.	Refrigeration Journeymen	20	HOUR	\$	\$
viii.	Refrigeration Apprentice	20	HOUR	\$	\$
3.2	Materials/Replacement Parts (except free issue):				



iv.	<p>Materials/Replacement Parts: (except free issue) may be charged at the Contractor's laid down cost plus a mark-up of _____% not to exceed the Manufacturer's suggested retail price. Cost must be supported by copies of the contractor's paid invoices being submitted with invoice to CSCHAH. (Estimated Usage \$10,000.00).</p> <p>Note: Free Issue is defined as the material/replacement parts supplied without charge to the Contractor, up to the Contractor's plant, in order that it be incorporated into the Work, including all materials, commodities, articles, services and things required for incorporation into the Work.</p> <p>Laid Down Cost is defined as the cost incurred by a vendor to acquire a specified product or service for resale to the government. This includes the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage, but excludes sales taxes. Mark-Up is defined as the difference between the vendor's laid-down cost for a product or service and the resale price to the government (exclusive of sales taxes) consisting of the cost of necessary services, applicable overhead and profit.</p>	<p>[Estimated Usage x % of Mark-up]</p> <p>\$15,000.00 x _____% =</p> <p>\$</p>
<p>The cost of subcontract work, including special equipment rentals approved by the Project Authority, shall be reimbursed at actual cost with the addition of ten (10) percent to cover overheads, profit, and all other expenses whatsoever. "Actual cost" means all amounts reasonably and properly paid by the Contractor for those parts of the Work carried out by subcontractors.</p>		
Pricing Table 3 (3.1 + 3.2) Total:		\$

**Option Year 3 – January 1, 2027 to December 31, 2027
Pricing Schedule 1 – Orientation Session**

Orientation Session – The Contractor will be paid the following firm all-inclusive hourly rate for each designated Contractor's Resources to attend the Orientation Session on CSCHAH building policies.					
Line Num.	Description	Qty.	Unit of Issue	Firm Unit Price	Extended Price
1.	Orientation Session for Contractor's On-Site Personnel. Estimated two (2) Personnel Duration of Session: 1 Hour	2	Hourly	\$	\$

Pricing Schedule 2 – Scheduled Services

Scheduled Services: The Contractor will be paid the following firm unit prices for work performed, inclusive of all materials, commodities, articles, services and things required for incorporation into the Work, in accordance with the Statement of Work at Annex A.					
2.1 Scheduled Services:					
Line	Description	Qty	Unit of Issue	Firm Unit Price	Extended Price
1.	Spring Start-Up for one (1) chiller	2	EACH	\$	\$
2.	Mid-Season Maintenance & Inspection for one (1) chiller	2	EACH	\$	\$
3.	Major Service (Off-Season Shutdown) Maintenance & Inspection for one (1) Chiller	2	EACH	\$	\$
Pricing Table 2 Total:					\$



Pricing Schedule 3 – As and When Requested Work

As and When Requested: The Contractor will be paid the following firm rates, for work performed pursuant to this Contract, in accordance with the Statement of Work at Annex A.					
Line	Description	Est'd Qty	Unit of Issue	Unit Price	Extended Price
3.1 Task Authorizations – “As and When Requested”					
1.	Regular Business Hours (Monday to Friday): Firm all-inclusive hourly rates of on-site productive labour.				
ix.	Refrigeration Journeymen	140	HOUR	\$	\$
x.	Refrigeration Apprentice	140	HOUR	\$	\$
2.	Outside Regular Business Hours (Monday to Friday): Firm all-inclusive hourly rates of on-site productive labour.				
ix.	Refrigeration Journeymen	15	HOUR	\$	\$
x.	Refrigeration Apprentice	15	HOUR	\$	\$
3.	Outside Regular Business Hours (Saturday, Sunday and Statutory Holidays): Firm all-inclusive hourly rates of on-site productive labour.				
ix.	Refrigeration Journeymen	20	HOUR	\$	\$
x.	Refrigeration Apprentice	20	HOUR	\$	\$
3.2	Materials/Replacement Parts (except free issue):				
v.	<p>Materials/Replacement Parts: (except free issue) may be charged at the Contractor’s laid down cost plus a mark-up of _____% not to exceed the Manufacturer’s suggested retail price. Cost must be supported by copies of the contractor’s paid invoices being submitted with invoice to CSCHAH. (Estimated Usage \$10,000.00).</p> <p>Note: Free Issue is defined as the material/replacement parts supplied without charge to the Contractor, up to the Contractor's plant, in order that it be incorporated into the Work, including all materials, commodities, articles, services and things required for incorporation into the Work.</p> <p>Laid Down Cost is defined as the cost incurred by a vendor to acquire a specified product or service for resale to the government. This includes the supplier’s invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage, but excludes sales taxes. Mark-Up is defined as the difference between the vendor’s laid-down cost for a product or service and the resale price to the government (exclusive of sales taxes) consisting of the cost of necessary services, applicable overhead and profit.</p>				<p>[Estimated Usage x % of Mark-up]</p> <p>\$15,000.00 x _____% =</p> <p>\$</p>
<p>The cost of subcontract work, including special equipment rentals approved by the Project Authority, shall be reimbursed at actual cost with the addition of ten (10) percent to cover overheads, profit, and all other expenses whatsoever. “Actual cost” means all amounts reasonably and properly paid by the Contractor for those parts of the Work carried out by subcontractors.</p>					
Pricing Table 3 (3.1 + 3.2) Total:					\$

Option to Purchase – Major Overhaul



The Contractor grants to Canada the irrevocable option to acquire the services described below under the same conditions and at the firm unit price indicated below. The Option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a Contract amendment.

The Contracting Authority may exercise the option at any time prior to the expiry date of the Contract by sending a written notice to the Contractor.

Option to Purchase – Major Overhaul – The Contractor will be paid the following firm unit prices for work performed, inclusive of all materials, commodities, articles, services and all items required for incorporation into the Work, in accordance with the Statement of Work at Annex A.					
Line	Description	Qty	Unit of Issue	Firm Unit Price	Extended Price
1.	Major Overhaul of Trane Model CVHF 910 Centravac Water Chiller Serial No.: L94E05475	1	EACH	\$ _____	\$ _____
2.	Major Overhaul of Trane Model CVHF 910 Centravac Water Chiller Serial No.: L94F05694	1	EACH	\$ _____	\$ _____
Total					\$ _____

Option to Purchase – Eddy Current Test

The Contractor grants to Canada the irrevocable option to acquire the services described below under the same conditions and at the firm unit price indicated below. The Option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a Contract amendment.

The Contracting Authority may exercise the option at any time prior to the expiry date of the Contract by sending a written notice to the Contractor.

If exercised, it is estimated that the Eddy Current Test will be required during the 5th and final year of the Contract.

Option to Purchase – Eddy Current Test – The Contractor will be paid the following firm unit prices for work performed, inclusive of all materials, commodities, articles, services and all items required for incorporation into the Work, in accordance with the Statement of Work at Annex A.					
Line	Description	Qty	Unit of Issue	Firm Unit Price	Extended Price
1.	Eddy Current Test	1	EACH	\$ _____	\$ _____
Total					\$ _____



ANNEX "C" – INSURANCE REQUIREMENT

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
 - m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.



- n. All Risks Tenants Legal Liability - to protect the Contractor for liabilities arising out of its occupancy of leased premises.
- o. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
- p. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

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

For other provinces and territories, send to:

*Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8*

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



ANNEX "D" – SECURITY REQUIREMENT CHECKLIST



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat 1000243690
Security Classification / Classification de sécurité UNCLASSIFIED

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Public Health Agency of Canada	2. Branch or Directorate / Direction générale ou Direction NMLB/SOR/LI/FPMD	
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 Child Water System Services		
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? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui (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.)		
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"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED





Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat

1000243690

Security Classification / Classification de sécurité
UNCLASSIFIED

PART A (continued) / PARTIE A (suite)

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

If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

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

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

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

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

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

Special comments:

Commentaires spéciaux : _____

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

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

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

If Yes, will unscreened personnel be escorted?

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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

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Security Classification / Classification de sécurité
UNCLASSIFIED





Contract Number / Numéro du contrat 1000243690
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PART C - (continued) / PARTIE C - (suite)

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".**
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.
12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).**
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



ANNEX "E" - TASK AUTHORIZATION FORM

Contract Number:			
Task Authorization (TA) No. / PO Number:			
TA Validity Period:		Start:	End:
Financial Coding:			
Contractor's Name and Address			
.			
Original Authorization			
Total Estimated Cost of Task (GST/HST extra) before any revisions:			
TA Revisions Previously Authorized (as applicable)			
TA Revision No.	Authorized Increase or Decrease (GST/HST extra): \$		
TA Revision No.	Authorized Increase or Decrease (GST/HST extra): \$		
TA Revision No.	Authorized Increase or Decrease (GST/HST extra): \$		
New TA Revision (as applicable)			
TA Revision No.	Authorized Increase or Decrease (GST/HST extra):		
Total Estimated Cost of Task (GST/HST extra) after this revision:			
Contract Security Requirements (as applicable)			
This task includes security requirements.			
<input type="checkbox"/> No <input type="checkbox"/> Yes. Refer to the Security Requirements Checklist (SRCL) annex of the Contract.			



Required Work
SECTION A - Task Description of the Work required
SECTION B - Applicable Basis of Payment
SECTION C - Cost Breakdown of Task
SECTION D - Applicable Method of Payment

Authorization
By signing this TA, the Project Authority certifies that the content of this TA is in accordance with the Contract.
Name of Project Authority _____
Signature _____ Date: _____
Contractor's Signature
Name and title of individual authorized to sign for the Contractor _____
Signature _____ Date _____