



A1. HEALTH CANADA BID RECEIVING UNIT

Bid submission are to be emailed to the following 2 addresses prior to, July 22, 2024 at 02:00 pm eastern time.

Email address: rene.beauchamp@hc-sc.gc.ca & rania.johnston@hc-sc.gc.ca

Invitation to Tender (ITT)

A2. TITLE ALL Fume hood-BSC Certification	
A3. SOLICITATION NUMBER 1000256095	A4. SOLICITATION DATE 2024-07-02
A5. AUTHORITY The Authority for this ITT is: René Beauchamp Procurement and Contracting Officer Chief Financial Officer Branch Health Canada Ottawa, Ontario. Telephone: 613-716-5315 Email: rene.beauchamp@hc-sc.gc.ca	

THIS ITT CONTAINS A SECURITY REQUIREMENT

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[R2710T GENERAL INSTRUCTIONS - CONSTRUCTION SERVICES](#) – (2022-01-28)

The following GI's are included by reference and are available on the above link.

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**INVITATION TO TENDER
IMPORTANT NOTICE TO BIDDERS**

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

For further instructions please consult “Special Instruction to Bidders”, SI10, “Security Related Requirements” and “Supplementary Conditions” SC1 “Security Related Requirements, Document Safeguarding Location”.

SUPPORT THE USE OF APPRENTICES

Through Canada’s Economic Action Plan 2013, the Government of Canada proposes to support the employment of apprentices in federal construction and maintenance projects. Refer to SI11.

INTEGRITY PROVISIONS - BID

Important changes have been made to the Integrity Provisions - Bid as of July 3rd 2015. See GI1, Integrity Provision-Bid of R2710T of the General Instructions for more information.

SECTION I – SPECIAL INSTRUCTIONS TO BIDDERS (SI)

SI1. INTEGRITY PROVISIONS – DECLARATION OF CONVICTED OFFENCES

As applicable, pursuant to GI1 of the Declaration of Convicted Offences, paragraph 10 (copied below) of the General Instructions R2710T, the Bidder must provide with its bid, a completed [Declaration Form](#), to be given further consideration in the procurement process.

Declaration of Convicted Offences

Where a Bidder or its Affiliate is unable to certify that it has not been convicted of any of the offences referenced under the Canadian Offences Resulting in Legal Incapacity, the Canadian Offences and the Foreign Offences subsections, the Bidder must provide with its bid the completed [Declaration Form](#), to be given further consideration in the procurement process

SI2. BID DOCUMENTS

SI2.1 The following are the bid documents:

- a. Invitation to Tender – Cover Page;
- b. Special Instructions to Bidders;
- c. General Instructions - Construction Services - Bid Security Requirements R2710T (2018-06-21);
- d. Clauses & Conditions identified in “Contract Documents”;
- e. 1000256095 – ALL Fumehood-BSC Certification Master List;
- f. Bid and Acceptance Form and related Appendix(s); and
- g. Any amendment issued prior to solicitation closing

Submission of a bid constitutes acknowledgement that the Bidder has read and agrees to be bound by these documents

SI2.2 General Instructions - Construction Services - Bid Security Requirements R2710T is incorporated by reference and is set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Web site: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R>

SI3. ENQUIRIES DURING THE SOLICITATION PERIOD

1. Enquiries regarding this bid must be submitted in writing to the Contracting Officer named on the Invitation to Tender - Page 1 as early as possible within the solicitation

period. Except for the approval of alternative materials as described in GI15 of R2710T, enquiries should be received no later than five (5) calendar days prior to the date set for solicitation closing to allow sufficient time to provide a response. Enquiries received after that time may not result in an answer being provided.

2. To ensure consistency and quality of the information provided to Bidders, the Contracting Officer shall examine the content of the enquiry and shall decide whether or not to issue an amendment.
3. All enquiries and other communications related to this bid sent throughout the solicitation period are to be directed ONLY to the Contracting Officer named on the Invitation to Tender - Page 1. Failure to comply with this requirement may result in the bid being declared non-responsive.

SI4. OPTIONAL SITE VISIT

A site visit can be scheduled, bidders are asked to email the contracting authority 10 (ten) calendar days prior to closing date.

SI5. REVISION OF BID

A bid may be revised by letter or E-mail to the contracting authority in accordance with GI10 of R2710T.

SI6. EVALUATION PROCEDURES

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

It is Health Canada's intention is to award a contract to the lowest overall priced technically responsive bid.

TOTAL EVALUATED BID PRICE:

Sum of Basis of Payment, Pricing Schedule 1 (Weight 80%),

Sum of Basis of Payment, Pricing Schedule 2 (weight 20%),

SI7. INSUFFICIENT FUNDING

In the event that the lowest compliant bid exceeds the amount of funding allocated for the Work, Canada in its sole discretion may

- a. cancel the solicitation; or

- b. obtain additional funding and award the Contract to the Bidder submitting the lowest compliant bid; and/or negotiate a reduction in the bid price and/or scope of work of not more than 15% with the Bidder submitting the lowest compliant bid. Should an agreement satisfactory to Canada not be reached, Canada shall exercise option (a) or (b).

SI8. BID VALIDITY PERIOD

1. Canada reserves the right to seek an extension to the bid validity period prescribed in BA4 of the Bid and Acceptance Form. Upon notification in writing from Canada, Bidders shall have the option to either accept or reject the proposed extension.
2. If the extension referred to in paragraph 1 of SI8 is accepted, in writing, by all those who submitted bids, then Canada shall continue immediately with the evaluation of the bids and its approvals processes.
3. If the extension referred to in paragraph 1 of SI8 is not accepted in writing by all those who submitted bids then Canada shall, at its sole discretion, either
 - a. continue to evaluate the bids of those who have accepted the proposed extension and seek the necessary approvals; or
 - b. cancel the invitation to tender.
4. The provisions expressed herein do not in any manner limit Canada's rights in law or under GI11 of R2710T.

SI9. BID FINANCIAL SECURITY

Bidders must provide a bid bond form [PWGSC-TPSGC 504](#), which must be accepted as security by one of the bonding companies, in accordance with the *Guidance on Source Lists of Companies Licensed to provide Surety Within Canada*.

- **E0003T (2014-09-25) Security Deposit - Bid and Contract Financial Security Required**

1. Canada will hold the security deposit as security to entry into a contract. If a successful bidder refuses to enter into contract, the amount of the security deposit will be forfeited to Canada or a demand for payment will be made against the letter of credit by Canada. The amount forfeited or payment demand will not exceed the difference between the bid price and the amount of the Contract awarded by Canada for the requirement.
2. Canada will return all non-forfeited security deposits to unsuccessful bidders after contract award, and to the successful Bidder upon receipt of the required contract financial security. If no contract is awarded, Canada will return all security deposits at the expiration of the bid validity period, including any extension.

SI10. SECURITY RELATED REQUIREMENTS

1. **At bid closing, the Bidder must hold a valid Security Clearance** as indicated in section SC1 of the Supplementary Conditions. Failure to comply with this requirement will render the Bid non-compliant and no further consideration will be given to the Bid.
2. The Successful Bidder's personnel, as well as any subcontractor and its personnel, who are required to perform any part of the Work pursuant to the subsequent contract must meet the mandatory security requirement as indicated in section SC1 of the Supplementary Conditions. **Individuals who do not have the required level of security will not be allowed on site.** It is the responsibility of the successful bidder to ensure that the security requirements are met throughout the performance of the contract. Canada will not be held liable or accountable for any delays or additional costs associated with the successful bidder's non-compliance with the mandatory security requirement.

SI11. WEB SITES

The connection to some of the Web sites in the solicitation documents is established by the use of hyperlinks. The following is a list of the addresses of the Web sites:

Bid Bond (form PWGSC-TPSGC 504)

<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/504.pdf>

Buy and Sell

<https://www.achatsetventes-buyandsell.gc.ca>

Canadian economic sanctions

<http://www.international.gc.ca/sanctions/index.aspx?lang=eng>

Construction and Consultant Services Contract Administration Forms Real Property Contracting

<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>

Contractor Performance Evaluation Report (Form PWGSC-TPSGC 2913)

<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/2913.pdf>

Declaration Form

<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html>

PWGSC, Industrial Security Services

<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>

PWGSC, Code of Conduct and Certifications

<http://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/contexte-context-eng.html>

Standard Acquisition Clauses and Conditions (SACC) Manual

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R>

Treasury Board Appendix L, Acceptable Bonding Companies

<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=14494§ion=text#appL>

SECTION II – SUPPLEMENTARY CONDITIONS (SC)

SC1. SECURITY RELATED REQUIREMENTS,

The following security requirement (SRCL and related clauses) applies and form part of the Contract.

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: Reliability:

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.

SC2. INSURANCE TERMS

SC2.1 Insurance Contracts

The Contractor must, at the Contractor's expense, obtain and maintain insurance contracts in accordance with the requirements of the Certificate of Insurance. Coverage must be placed with an Insurer licensed to carry out business in Canada.

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

SC2.2 Period of Insurance

The policies required in the Certificate of Insurance must be in force from the date of contract award and be maintained throughout the duration of the Contract.

The Contractor must be responsible to provide and maintain coverage for Products/Completed Operations hazards on its Commercial General Liability insurance policy, for a period of six (6) years beyond the date of the Certificate of Substantial Performance.

SC2.3 Proof of Insurance

Before commencement of the Work, and no later than thirty (30) days after acceptance of its bid, the Contractor must deposit with Canada a Certificate of Insurance on the form attached herein.

Upon request by Canada, the Contractor must provide originals or certified true copies of all contracts of insurance maintained by the Contractor pursuant to the Certificate of Insurance.

SC2.4 Insurance Proceeds

In the event of a claim, the Contractor must, without delay, do such things and execute such documents as are necessary to effect payment of the proceeds.

SC2.5 Deductible

The payment of monies up to the deductible amount made in satisfaction of a claim must be borne by the Contractor.

SECTION III – CONTRACT DOCUMENTS (CD)

1. The following are the contract documents:
 - a. Contract Cover Page when signed by Canada;
 - b. Duly completed Bid and Acceptance Form and any Appendices attached thereto;
 - c. Drawings and Specifications;
 - d. SACC Clause [2010C](#) (2022-12-01) General Conditions – Medium Complexity Services
 - e. General Conditions and clauses

GC1	General Provisions – Construction Services	R2810D	(2022-12-01);
GC2	Administration of the Contract	R2820D	(2016-01-28);
GC3	Execution and Control of the Work	R2830D	(2019-11-28);
GC4	Protective Measures	R2840D	(2008-05-12);
GC5	Terms of Payment	R2550D	(2019-11-28);
GC6	Delays and Changes in the Work	R2860D	(2019-05-30);
GC7	Default, Suspension or Termination of Contract	R2870D	(2018-06-21);
GC8	Dispute Resolution	R2880D	(2019-11-28);
GC9	Contract Security	R2890D	(2022-12-01);
GC10	Insurance	R2900D	(2008-05-12);
	Allowable Costs for Contract Changes Under GC6.4.1	R2950D	(2015-02-25);

Supplementary Conditions

 - a. Any amendment issued or any allowable bid revision received before the date and time set for solicitation closing;
 - b. Any amendment incorporated by mutual agreement between Canada and the Contractor before acceptance of the bid; and
 - c. Any amendment or variation of the contract documents that is made in accordance with the General Conditions.
2. The documents identified by title, number and date above are incorporated by reference and are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Web site: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>
3. The language of the contract documents is the language of the Bid and Acceptance Form submitted.

SECTION IV – BID FORM (BF)**BF1. IDENTIFICATION**

ALL Fume hood-BSC Certification

251 Sir Frederick Banting Driveway, Ottawa, ON

100 Eglantine Driveway, Ottawa, ON

775 Brookfield Road, Ottawa, ON

BF2. BUSINESS NAME AND ADDRESS OF BIDDER

Name: _____

Address: _____

Telephone: _____ Fax: _____

PBN: _____

BF3. THE OFFER

The Bidder offers to Canada to perform and complete the Work for the above named project in accordance with the Bid Documents for the **total bid amount indicated in appendix 1**.

It is Health Canada's intention is to award a contract to the lowest overall priced technically responsive bid.

TOTAL EVALUATED BID PRICE:**Sum of Basis of Payment, Pricing Schedule 1 (Weight 80%),****Sum of Basis of Payment, Pricing Schedule 2 (weight 20%),****BF4. BID VALIDITY PERIOD**

The bid shall not be withdrawn for a period of *(thirty) 30* days following the date of solicitation closing.

BF5. ACCEPTANCE AND CONTRACT

Upon acceptance of the Contractor's offer by Canada, a binding Contract shall be formed between Canada and the Contractor. The documents forming the Contract shall be the contract documents identified in Contract Documents (CD).

BF6. CONSTRUCTION TIME

The Contractor shall perform the Work within *2 (two)* weeks from the date of notification of acceptance of the offer.

BF7. BID SECURITY

The Bidder is enclosing bid security with its bid in accordance with SI9.

BF8. SIGNATURE

Name and title of person authorized to sign on behalf of Bidder (Type or print)

Name

Title

Signature

Date

APPENDIX 1 – COMBINED PRICE FORM (2 PAGE)

1. The prices per unit shall govern in establishing the Total Extended Amount. Any arithmetical errors in this Appendix will be corrected by Canada.
2. Canada may reject the bid if any of the prices submitted do not reasonably reflect the cost of performing the part of the work to which that price applies.

UNIT PRICE TABLE

The Unit Price Table designates Work to which a Unit Price Arrangement applies.

- (a) Work included in each item is as described in the referenced specification section.
- (b) The Price per Unit shall not include any amounts for Work that is not included in that unit price Item.

Price Schedule 1 (weighted 80%)

Item	YEAR 1 (Aug 1 st to March 31 st 2025)	YEAR 2 (April 1 st 2025 to March 31 st 2026)	YEAR 3 (April 1 st 2026 to March 31 st 2027)	YEAR 4 (April 1 st 2027 to March 31 st 2028)	YEAR 5 (April 1 st 2028 to March 31 st 2029)	Extend price for all years (Year 1 to 5)
1. Sir Frederick Banting	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2. Laboratory Centre for Disease Control	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
3. Radiation Protection Bureau	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Total item 1-2-3 for all 5 years/ buildings						\$ _____

Additional Work Request Process (AWR) (as and when required)

The Contractor must provide additional work request as described in the Statement of Work – Additional Work Request Process (AWR).

Written authorization must be obtained from the Technical Authority prior to conducting any additional services. Additional services will be paid firm all-inclusive rates including overhead, profit and all related costs (excluding GST/HST).

Price Schedule 2 (weighted 20%)

Item	Labour: Firm Hourly Rate per Qualified Personnel	YEAR 1 (Aug 1 st to March 31 st 2025)	YEAR 2 (April 1 st 2025 to March 31 st 2026)	YEAR 3 (April 1 st 2026 to March 31 st 2027)	YEAR 4 (April 1 st 2027 to March 31 st 2028)	YEAR 5 (April 1 st 2028 to March 31 st 2029)
1.	Firm Hourly Rate - Monday-Friday - Regular hours: 7am-5pm	\$ _____/HR	\$ _____/HR	\$ _____/HR	\$ _____/HR	\$ _____/HR
2.	**Estimated quantity of hours per year	50	50	50	50	50
3.	Extended Price (item 1 x 2)	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	Total of item 3 (including 5 years):					\$ _____

APPENDIX 2 – INTEGRITY PROVISIONS (LIST OF NAMES)

If the required list of names has 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 provide the names within the time frame specified will render the bid non-responsive. Providing the required names is a mandatory requirement for contract award.

Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder.

Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s).

Bidders bidding as societies, firms or partnerships do not need to provide lists of names.

APPENDIX 3 – DEPARTMENTAL REPRESENTATIVE’S AUTHORITY

To be completed and provided to the contractor at time of contract award.

CONTRACTING AUTHORITY:

Name : _____

Title : _____

Department: _____

Division : _____

Telephone : ____ - ____ - _____

e-mail : _____

TECHNICAL AUTHORITY:

Name : _____

Title : _____

Department: _____

Division : _____

Telephone : ____ - ____ - _____

e-mail : _____

ANNEX A – STATEMENT OF WORK

1. TITLE
ALL Fume hood-BSC Certification

2. SCOPE

3.

3.1. Introduction

The National Capital Real Property Division (NCRPD) of Health Canada requires services to verify its chemical fume hoods. All verifications are to be carried out in accordance with the CSA Z316.5-15 Fume Hoods and Associated Exhaust Systems standard, which includes ASHRAE 110-1995 Method of Testing Performance of Laboratory Fume Hoods.

NCRPD also intends to certify its Biological Safety Cabinets at Health Canada laboratories in the NCR in accordance with NSF/ANSI 49-2014 Biosafety Cabinetry: Design, Construction, Performance, and Field Certification -Annex F.

The type of equipment that will be used as well as the procedure will be a requirement of the resulting contract. This information is to be included in the Bidder's Proposal.

3.2. Objectives of the Requirement

Health Canada has a requirement to verify all Chemical Fume Hoods and certify all Biological Safety Cabinets, on an annual basis in Three (3) buildings located in the National Capital Region, Ottawa, Ontario:

Sir Frederick Banting Building, 251 Sir Frederick Banting Driveway.

- 191 Fume Hoods
- 87 Biosafety Cabinets
- 37 Ductless Hoods
- 7 PerChloric Hoods

Radiation Protection Building, 775 Brookfield Road.

- 37 Fume Hoods
- 10 Biosafety Cabinets
- 2 Ductless Hoods
- 1 PerChloric Hood

Laboratory Centre for Disease Control, 100 Eglantine Driveway.

- 9 Fume Hoods
- 22 Biosafety Cabinets
- 1 Ductless Hoods

3.3. Background and Specific Scope of the Requirement

The Contractor will be required to verify all existing Chemical Fume Hoods in accordance with CSA Z316.5-15 Fume Hoods and Associated Exhaust Systems and PWGSC MD 15129 (2006) Guidelines for Perchloric Acid Fume Hoods and Their Exhaust Systems.

The Contractor will be required to certify all Biological Safety Cabinets in the NCR in accordance with NSF/ ANSI 49-2014 Biosafety Cabinetry: Design, Construction, Performance, and Field Certification - Annex F.

The verification of fume hoods and certification of biological safety cabinets will occur on an annual basis.

4. REQUIREMENTS

4.1. Tasks, Activities, Deliverables and/or Milestones

Contractor to provide all necessary parts and labour required to:

Verify the following Laboratory Equipment on an annual basis in accordance with the appropriate standards. Biological Safety Cabinets are to be tested in the spring starting in April, and then the CFH's and DFH's are to be tested in the fall starting in September.

- a) Chemical Fume Hoods
- b) Perchloric Fume Hoods
- c) Biological Safety Cabinets
- d) Ductless Fume Hoods

Certify the following laboratory equipment on an annual basis in accordance with the appropriate standards:

- a) Class II Biological Safety Cabinets

All work to take place during regular hours.

Additional Work Request Process (AWR)

1. Additional Work Request is a process for the implementation and delivery of minor project and repair work outside what is otherwise defined in the Contract documents as the Contractor's responsibility for operation and maintenance.

2. Funding for Additional Work Requests will fluctuate from year to year depending on budget allocations and may be adjusted annually to reflect actual services provided or required. Health Canada has allocated \$40,000 (including tax) for AWR for this fiscal year 2024-2025. Health Canada does not guarantee that the AWR budget will be spent annually.

3. The implementation and delivery of AWRs will vary depending on the value, complexity and type of work requested. The value and type of work requested will range considerably. Regardless of the type or complexity of work, no individual work request will exceed \$40,000.00 (including tax).

4.2. Specifications and Standards

The following are the standards that are required to verify and certify the fume hoods and biological safety cabinets listed under 2.2.3, 2.2.4 and 2.2.5 and located in their respective buildings:

-
- a) CSA 2316.5-15 Fume Hoods and Associated Exhaust Systems.
 - b) PWGSC, MD15129 (2006) - Perchloric Acid Fume Hoods and their Exhaust Systems.
 - c) ASH RAE 110 - Method of Testing Performance of Laboratory Fume Hoods.
 - d) NSF/ ANSI 49-2014 Biosafety Cabinetry: Design, Construction, Performance, and Field Certification -Annex F

NOTE 1: Testing is limited to Face Velocity Test, Visual Smoke Test, Cross Draft Test

4.3. Technical, Operational and Organizational Environment

The contractor will have to follow site specific health and safety and operational procedures.

4.4. Method and Source of Acceptance

The work will be accepted when all work will be completed and inspected as per the proposal.

4.5. Reporting Requirements

The Contractor will be reporting to the Project Authority on each phase and will provide written documentation on the following:

- a) Testing and performance reports on the client accepted form.
- b) Verification results provided on the appropriate Chemical Fume Hoods.
- c) Certification results provided on the appropriate Biological Safety Cabinets.

For any unit that fails the testing criteria the contractor shall:

- a) Immediately provide the full test report of the failure to HC
- b) Immediately notify the HC Authority, and users if present
- c) Note the failure on the sticker

For any unit that passes the testing criteria the contractor shall:

- Within 7 business days provide the full test report of the pass to HC

*Reports for each are to be provided individually in pdf format.

4.6. Project Management Control Procedures

After work is completed, the Project Authority will monitor and look at the work completed prior making payment.

5. ADDITIONAL INFORMATION

5.1. Canada's Obligations

- The bidder is to provide all material, equipment for the requested project
- The bidder must hold Reliability clearance

5.2. Contractor's Obligations

-
- Unless otherwise specified, the Contractor must use its own equipment for the performance of this Statement of Work.
 - Title to the equipment/furnishings charged against this Contract shall vest in Canada upon payment of invoiced amounts and must remain so vested at all times.
 - For each item of equipment that is purchased, 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.
 - The Contractor must label all equipment as being the property of Canada.
 - Notwithstanding the fact that the equipment under this Contract become vested in Canada, the equipment/furnishings must remain within the custody and control of the Contractor until such time as the Project Authority provides instructions for its delivery. During this period of time, the Contractor must take reasonable and proper care of the equipment.
 - The contractor is to clean, pick up garbage and to leave the areas clear at all time.

5.3. Location of Work, Work site and Delivery Point

Work will be performed at the following locations:

251 Sir Frederick Banting Driveway, Ottawa, ON
100 Eglantine Driveway, Ottawa, ON
775 Brookfield Road, Ottawa, ON

Language of Work

Work can be performed in English or French

5.4. Travel and Living

Travel, Living expenses fees will be at the contractor expense

6. PROJECT SCHEDULE

Work to be performed between August 1st 2024 until March 31st 2029.

ANNEX B SECURITY REQUIREMENT CHECKLIST (SRCL)

Contract Number / Numéro du contrat PR # 1000256095
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 Health Canada		2. Branch or Directorate / Direction générale ou Direction CSB / RPSD / NAMLOD
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 Annual certification of the fumehoods and of the bio-safety cabinets located in the 3 Health Canada		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	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"/>



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PART A (continued) / PARTIE A (suite)

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

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

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

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

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

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

Special comments:
Commentaires spéciaux : _____

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

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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



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

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

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

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).



Government of Canada
Gouvernement du Canada

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Security Classification / Classification de sécurité Unclassified

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

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

Name (print) - Nom (en lettres moulées) Yves Bouvier-Belanger	Title - Titre Property & Facilities Manager	Signature BouvierBelanger, Yves	<small>Digitally signed by BouvierBelanger, Yves DN: C=CA, O=GC, OU=HC-SC, CN=BouvierBelanger, Yves Reason: I am the author of this document Location: Date: 2023.09.12 10:10:55-04'00' Foxit PDF Editor Version: 12.1.2</small>
Telephone No. - N° de téléphone 613-614-7181	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel yves.bouvierbelanger@hc-sc.gc.ca	Date 2023-09-12

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

Name (print) - Nom (en lettres moulées) Connor Turner	Title - Titre SC	Signature Turner, Connor	<small>Digitally signed by Turner, Connor DN: C=CA, O=GC, OU=HC-SC, CN=Turner, Connor Reason: I am the author of this document Location: Date: 2023.12.08 10:26:32-05'00' Foxit PDF Editor Version: 12.1.2</small>
Telephone No. - N° de téléphone 3435725984	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel connor.turner@hc-sc.gc.ca	Date 2023-12-08

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

No / Non Yes / Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature Beauchamp, Rene	<small>Digitally signed by Beauchamp, Rene DN: C=CA, O=GC, OU=HC-SC, CN=Beauchamp, Rene Reason: I am the author of this document Location: Date: 2024.06.26 11:34:45-04'00' Foxit PDF Editor Version: 12.1.2</small>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

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

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature Turner, Connor	<small>Digitally signed by Turner, Connor DN: C=CA, O=GC, OU=HC-SC, CN=Turner, Connor Reason: I am the author of this document Location: Date: 2023.12.08 10:26:45-05'00' Foxit PDF Editor Version: 12.1.2</small>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
Unclassified



ANNEX C – CONDITIONS PRECEDENT TO CONTRACT AWARD

It is recommended that bidders provide as much of the following information as possible with their bid. All of the following information will be required prior to contract award unless specified otherwise.

- C1 - The Bidder must provide proof of all employees' WHIMS certification.
- C2 - The Bidder must provide proof e.g. letter/certificate and number demonstrating they are in good standing with WSIB (Workmen's Compensation) and covered for the duration of the project.
- C3 - The Bidder must provide a copy of their Health and Safety Policy and Program and site specific safety plan for the Proposed work prior to contract award.
- C4 - The Bidder must provide a copy of a certificate from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the ITT, can be insured in accordance with the Commercial General Liability Insurance requirements specified in (Insurance Conditions) as indicated in the ITT, in the amount of \$2,000,000.00.
- C5 - At bid closing, the Bidder must hold a valid Security Clearance as indicated in section SC1 of the Supplementary Conditions. Failure to comply with this requirement will render the Bid non-compliant and no further consideration will be given to the Bid.**
- C6 - The type of equipment that will be used as well as the procedure will be a requirement of the resulting contract. This information is to be included in the Bidder's Proposal.**