

RETURN BIDS TO:
Agriculture and Agri-Food Canada

Address:

Attention:

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

REQUEST FOR STANDING OFFER

Offer to: Agriculture and Agri-Food Canada
Canada, as represented by the Minister of Agriculture and Agri-Food Canada hereby requests a Standing Offer on behalf of the Identified Users herein

Comments:
Optional Site Visit :

August 16, 2023 at 9:00am (Charlottetown Local Time)

Vendor/Firm Name and Address:

Issuing Office
Agriculture and Agri-Food Canada

Eastern Service Centre

Title: Refrigeration and Air Conditioning Services - Charlottetown Research and Development Centre	
Solicitation Number 01B46-23-085	Date of solicitation: 2023-07-21
Solicitation Closes: At: 2:00 pm On: 2023-09-01	Time Zone: EDT
Address Enquiries to:	
Name: Claudia Lauzier Email: claudia.lauzier@agr.gc.ca	
Telephone Number: 438-455-2392	FAX Number:
Destination of Goods, Services and Construction: Charlottetown Research and Development Centre 440 University Avenue Charlottetown, PE C1A 4N6	
Instructions: Municipal taxes are not applicable. Unless otherwise specified herein all prices quoted must include all applicable Canadian customs duties, GST/HST, excise taxes and are to be delivered Delivery Duty Paid including all delivery charges to destination(s) as indicated. The amount of the Goods and Services Tax/Harmonized Sales Tax is to be shown as a separate item.	
Delivery required:	Delivery offered:
Vendor/Firm Name and Address:	
Name and title of person authorized to sign on behalf of vendor/firm (type or print)	
Signature	
Date	

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION	3
1.1 INTRODUCTION	3
1.2 SUMMARY	3
1.3 SECURITY REQUIREMENTS	4
1.4 DEBRIEFINGS	4
1.5 ANTICIPATED MIGRATION TO AN E-PROCUREMENT SOLUTION (EPS).....	4
1.6 KEY TERMS	4
PART 2 - OFFEROR INSTRUCTIONS	5
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	5
2.2 SUBMISSION OF OFFERS	5
2.3 FORMER PUBLIC SERVANT	6
2.4 ENQUIRIES - REQUEST FOR STANDING OFFERS.....	7
2.5 APPLICABLE LAWS	7
2.6 OPTIONAL SITE VISIT.....	7
2.7 BID CHALLENGE AND RECOURSE MECHANISMS.....	8
PART 3 - OFFER PREPARATION INSTRUCTIONS.....	8
3.1 OFFER PREPARATION INSTRUCTIONS.....	8
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION	8
4.1 EVALUATION PROCEDURES	8
4.2 BASIS OF SELECTION.....	9
PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION	9
5.1 CERTIFICATIONS REQUIRED WITH THE OFFER.....	9
5.2 CERTIFICATIONS PRECEDENT TO THE ISSUANCE OF A STANDING OFFER AND ADDITIONAL INFORMATION.....	10
PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS	11
6.1 SECURITY REQUIREMENTS	11
PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES	11
A. STANDING OFFER	11
7.1 OFFER	11
7.2 SECURITY REQUIREMENTS	11
7.3 STANDARD CLAUSES AND CONDITIONS.....	12
7.4 TERM OF STANDING OFFER.....	12
7.5 AUTHORITIES	12
7.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS.....	13
7.7 IDENTIFIED USERS	13
7.8 CALL-UP PROCEDURES	14
7.9 CALL-UP INSTRUMENT	14
7.10 LIMITATION OF CALL-UPS.....	14
7.11 FINANCIAL LIMITATION	14
7.12 PRIORITY OF DOCUMENTS	14
7.13 CERTIFICATIONS AND ADDITIONAL INFORMATION	15
7.14 APPLICABLE LAWS.....	15
7.15 TRANSITION TO AN E-PROCUREMENT SOLUTION (EPS).....	15
B. RESULTING CONTRACT CLAUSES	15
7.1 STATEMENT OF WORK.....	15

7.2	STANDARD CLAUSES AND CONDITIONS	16
7.3	TERM OF CONTRACT	16
7.4	PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS	16
7.5	PAYMENT	16
7.6	INVOICING INSTRUCTIONS	17
7.7	FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - DEFAULT BY THE CONTRACTOR	17
7.8	DISPUTE RESOLUTION	17

ANNEX "A"

STATEMENT OF WORK

ANNEX "B"

BASIS OF PAYMENT

ANNEX "C"

TECHNICAL EVALUATION

ANNEX "D"

INTEGRITY PROVISIONS

ANNEX "E"

SECURITY REQUIREMENTS CHECK LIST

PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

The Annexes include the Statement of Work, the Basis of Payment and the Technical Evaluation.

1.2 Summary

- 1.2.1 The Charlottetown Research and Development Centre (CRDC) requires the services of one Refrigeration and air conditioning Contracting Firm that employs on a full time basis and is capable of supplying skilled labour and services as identified in the Financial Proposal. The Contractor will be required to overhaul refrigeration and air conditioning equipment in any of the buildings at the Charlottetown Research and Development Centre (CRDC) and the Harrington Farm on an "As and when Requested" basis.

The period of the Standing Offer will be from September 19, 2023 to September 18, 2024 (basic year) with the possibility to extend the Standing Offer for four (4) additional one (1) year period under the same conditions.

The total estimated budget for the SOs will be \$50,000.00 per year for a total of \$250,000.00 (Goods and Services tax or Harmonized sales tax not included).

1.3 Security Requirements

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, offerors should refer to the [Contract Security Program](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.

1.4 Debriefings

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

1.5 Anticipated migration to an e-Procurement Solution (EPS)

Canada is currently developing an online EPS for faster and more convenient ordering of goods and services. In support of the anticipated transition to this system and how it may impact any resulting Standing Offer that is issued under this solicitation, refer to 7.15 Transition to an e-Procurement Solution (EPS).

The Government of Canada's [press release](#) provides additional information.

1.6 Key Terms

In the Request for Standing Offer "RFSO",

- 1.6.1 "Canada", "Crown", "His Majesty", "the Government" or "Agriculture and Agri-Food Canada" or "AAFC" means His Majesty the King in right of Canada, as represented by the Minister of Agriculture and Agri-Food;
- 1.6.2 "Call-up", "Contract" means an order issued by an Identified User duly authorized to issue a call-up against a particular standing offer. Issuance of a call-up to the Offeror constitutes acceptance of its offer and results in the creation of a contract between His Majesty the King in right of Canada and the Offeror for the goods, services or both described in the Call-up;
- 1.6.3 "Identified User" means a person or entity identified in the Standing Offer and authorized by the Standing Offer Authority to make call-ups against the Standing Offer;
- 1.6.4 "Standing Offer" means the written offer from the Offeror, the clauses and conditions set out in full text or incorporated by reference from these general conditions, annexes and any other document specified or referred to as forming part of the Standing Offer;
- 1.6.5 "Offeror", "Contractor" means the person or entity whose name appears on the signature page of the Standing Offer and who offers to provide goods, services or both to Canada under the Standing Offer;
- 1.6.6 "Minister" means the Minister of Agriculture and Agri-Food or anyone authorized to act on his/her behalf;
- 1.6.7 "Proposal" means an offer, submitted in response to a request from a Contracting Authority, that constitutes a solution to the problem, requirement or objective in the request;
- 1.6.8 "Bidder" means a person or entity submitting a Proposal in response to this RFSO;

1.6.9 "Work" means the whole of the activities, services, materials, equipment, software, matters and things required to be done, delivered or performed by the Contractor in accordance with the terms of this RFSO.

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) 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.

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

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

Subsection 5.4 of [2006](#), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 120 days

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

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

Delete "PWGSC"
Insert "AAFC".

Subsection 5.2 of Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements 2006 is amended as follows:

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

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

2.2 Submission of Offers

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

Due to the nature of the RFSO, offers transmitted by facsimile to AAFC will not be accepted.

2.3 Former Public Servant

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

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

2.4 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than five (5) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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

2.6 Optional Site Visit

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at the main entrance of Charlottetown Research and Development Centre, 440 University Avenue, Charlottetown, PE C1A 4N6 on **Wednesday, August 16, 2023**. The site visit will begin at **9:00 am**, local time.

Bidders are requested to communicate with the Contracting Authority no later than Tuesday, August 15, 2023 at 2:00pm (EDT) 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.

2.7 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential offerors to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages offerors 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) Offerors should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Offerors should therefore act quickly when they want to challenge any aspect of the procurement process.

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

Canada requests that the offer be gathered per section and separated as follows:

Section I: Technical Offer
Section II: Financial Offer
Section III: Certifications

Section I: Technical Offer

In their technical offer, offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work. In accordance with Annex C – Technical Evaluation.

Section II: Financial Offer

Offerors must submit their financial offer in accordance with the Annex B Basis of Payment.

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

- (c) The evaluation team will determine if there are two (2) or more bids with a valid Canadian content certification with the bids coming from two or more Bidders that are not affiliated within the meaning used in the *Competition Act*, R.S.C., 1985, c. C-34. In that event, only those bids with a valid certification will be eligible to be awarded a contract; otherwise, all bids will be eligible. If at any point in the evaluation process it is found, whether by determination of invalidity of certifications, determination that bids are non-responsive or withdrawal of bids by Bidders, that there are no longer two (2) or more responsive bids with a valid certification, then all responsive bids will be eligible to be awarded a contract. Canada may conduct the validation of Canadian content certifications at any time in the evaluation process including doing so concurrently with other steps.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria (MC1 and MC2)

Mandatory technical evaluation criteria are included in Annex C.

4.1.2 Financial Evaluation

4.1.2.1 Evaluation of Price

SACC Manual Clause [M0220T](#) (2016-01-28), Evaluation of Price – Offer. Refer to Annex “B” Basis of Payment which will form the Financial Proposal.

4.2 Basis of Selection

4.2.1 Mandatory Technical Criteria Only

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria (Annex C) to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and additional information to be issued a standing offer.

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

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

5.1 Certifications Required with the Offer

Offerors must submit the following duly completed certifications as part of their offer.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

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

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list) available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

5.2.3 Additional Certifications Precedent to Issuance of a Standing Offer

5.2.3.1 Status and Availability of Resources

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

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

5.2.3.2 Education and Experience

The Offeror certifies that all the information provided in the résumés and supporting material submitted with its offer, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Offeror to be true and accurate. Furthermore, the Offeror warrants that every individual offered by the Offeror for the requirement is capable of performing the Work resulting from a call-up against the Standing Offer.

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

6.1 Security Requirements

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

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

- 7.1.1 The Offeror offers to perform the Work in accordance with the Statement of Work at Annex "A".

7.2 Security Requirements

- 7.2.1 The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of the Standing Offer :
1. The contractor/offeror personnel requiring access to sensitive work site(s) must **each** hold a valid **reliability status**, granted or approved by AAFC;
 2. The contractor and/or its employees MUST NOT have access to PROTECTED and/or CLASSIFIED information or assets;

3. The contractor and/or its employees MUST NOT remove any PROTECTED and/or CLASSIFIED information or assets from the identified work site(s);
4. The contractor and/or its employees MUST NOT use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data;
5. Subcontracts which contain security requirements are **not** to be awarded without the prior written permission of the AAFC; and
6. The contractor/offeror must comply with the provisions of the:
Security Requirements Check List.

7.3 Standard Clauses and Conditions

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

7.3.1 General Conditions

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

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from September 19, 2023 to September 18, 2024.

7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer by up to four (4) additional one (1) year period, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 30 calendar days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

7.5 Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Claudia Lauzier
Contracts Specialist
Agriculture and Agri-Food Canada
2001 Robert-Bourassa, Room 671-TEN,

Montréal, Qc H3A 3N2
Tel.: 438-455-2392
E-mail: claudia.lauzier@agr.gc.ca

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

7.5.2 Project Authority

The Project Authority for the Standing Offer is:
(will be provided at award)

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

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

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

7.5.3 Offeror's Representative

The Offeror's Representative for the Standing Offer is:

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

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

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Identified Users

The Identified Users authorized to make call-ups against the Standing Offer include any government department, agency or Crown corporation listed in Schedules I, I.1, II, III, of the [Financial Administration Act](#), R.S.C., 1985, c. F-11.

7.8 Call-up Procedures

One Standing Offer:

Where only one standing offer will be authorized for use as the result of a competitive RFSO, the resulting call-ups are considered competitive and the competitive call-up authorities can be used.

7.9 Call-up Instrument

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

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.

7.10 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$18,000.00 (Applicable Taxes Excluded).

7.11 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$50,000.00 per year (Applicable Taxes excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or three (3) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

7.12 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2022-01-28), General Conditions - Standing Offers - Goods or Services;
- d) the general conditions 2010C (2022-01-28), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Technical Evaluation;
- h) Annex D, Integrity Provisions;
- i) Annex E, Security Requirements Check List;
- j) the Offeror's offer dated _____ (*insert date of offer*),

7.13 Certifications and Additional Information

7.13.1 Compliance

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

7.13.2 Federal Contractors Program for Employment Equity - Setting aside

The Offeror understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Offeror and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Standing Offer. If the AIEE becomes invalid, the name of the Offeror will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC may result in the setting aside of the Standing Offer.

7.13.3 SACC Manual Clauses

[M3020C](#) (2016-01-28) Status of Availability of Resources

7.14 Applicable Laws

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

7.15 Transition to an e-Procurement Solution (EPS)

During the period of the Standing Offer, Canada may transition to an EPS for more efficient processing and management of individual call-ups for any or all of the SO's applicable goods and services. Canada reserves the right, at its sole discretion, to make the use of the new e-procurement solution mandatory.

Canada agrees to provide the Offeror with at least a three-month notice to allow for any measures necessary for the integration of the Offer into the EPS. The notice will include a detailed information package indicating the requirements, as well as any applicable guidance and support.

If the Offeror chooses not to offer their goods or services through the e-procurement solution, the Standing Offer may be set aside by Canada.

B. RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

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

7.3 Term of Contract

7.3.1 Period of the Contract

The Work must be performed during the period of the Call-up against the Standing Offer.

7.4 Proactive Disclosure of Contracts with Former Public Servants

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

7.5 Payment

7.5.1 Basis of Payment

For the services provided, Agriculture and Agri-Food Canada will pay the Contractor in accordance with the attached Basis of Payment, Annex "B" for work performed pursuant to the Call-up.

7.5.2 Method of Payment

Payment by AAFC for the Work will be made following delivery, inspection and acceptance of the Work, and upon presentation of invoices and any other substantiating documentation as AAFC requires.

AAFC 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 AAFC;
- c) the Work delivered has been accepted by AAFC

7.5.3 Electronic Payment of Invoices – Call-up

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

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

Additional information is available at:

www.tpsgc-pwgsc.gc.ca/recgen/txt/depot-deposit-eng.html

7.6 Invoicing Instructions

The Offeror must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Duly supported by specified release documents and other documents called for under the Call-up.

One (1) original of the invoice together with attachments, shall be forwarded to the Project Authority at the address noted in Part 7, Article 7.5.2.

7.7 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

7.8 Dispute Resolution

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

Solicitation No. - N° de l'invitation
01B46-23-085
Client Ref. No. - N° de réf. du client

Amd. No. - N° de la modif.
File No. - N° du dossier
23-085

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

ANNEX "A"
STATEMENT OF WORK

ANNEX A - STATEMENT OF WORK

1.0 General Information for Bidders

1.1 Organization of Specification

- 1.1.1 Section 1 provides general information for interested bidders.
- 1.1.2 Section 2 provides information on typical refrigeration and Air conditioning work found at the Charlottetown Research and Development Centre (CRDC) which includes the Harrington Farm.
- 1.1.3 Section 3 outlines Mandatory Site requirements for services provided including equipment and materials supplied and installed under the Refrigeration Standing Offer at the Charlottetown Research and Development Centre (CRDC) including the Harrington Farm.

1.2 Background

The Charlottetown Research and Development Centre (CRDC) is a major research facility with several buildings located in both Charlottetown and in Harrington. The buildings can house a multitude of scientific and administrative activities. The Centre therefore has an ongoing requirement for routine and emergency refrigeration and air conditioning services such as installation, removal and repair of refrigeration and air conditioning services on an “As and when Requested” basis.

In order to ensure ongoing and efficient operations and due to the age of certain refrigeration components, we require access to a Refrigeration and air condition. Contracting Firm that can provide personnel to overhaul, replace, repair and maintain our existing systems and ensure that current acts, codes and regulations are met.

The Charlottetown property includes the Main Complex located at 440 University Avenue as well as all buildings on the Home Farm which is accessible via Mount Edward Road. The Harrington property includes several buildings located at 1200 Brackley Point Road in Harrington. Services required at both sites form part of our requirement.

1.3 General Requirement

One Refrigeration and air conditioning Contracting Firm that employs on a full time basis and is capable of supplying skilled labour and services as identified in the Financial Proposal. The Contractor will be required to overhaul refrigeration and air conditioning equipment in any of the buildings at the Charlottetown Research and Development Centre (CRDC) and the Harrington Farm on an “As and when Requested” basis.

The Contractor shall supply all equipment, tools and supervision required to provide refrigeration and air conditioning services such as installation, removal and repair on refrigeration and air conditioning systems, safety equipment and permits if applicable to complete the work as outlined herein. Inspections by Technical Authorities will be the responsibility of the Refrigeration Contractor where required by law.

1.4 Coordination of Work

Work will only be coordinated through the Facility Manager and Site Authority for Agriculture & Agri-Food Canada. The Contractor or their employees will take no direction from any other staff members at the Research Centre.



1.5 Procedures for Call Up Against Standing Offer

When non-emergency refrigeration and air conditioning work is required, the Contractor shall meet with the Facility Manager at his request to discuss and define the scope of work within 2 days of a telephone/email request. The Contractor shall provide an estimate to complete the work. Based on the estimate provided, a call up against standing offer will be completed on a standard departmental call-up form and issued to the Contractor. The Contractor shall not proceed or incur expenses on a job until a signed call-up is received for the work requested by the Facility Manager.

Emergency service or repair work will be acted on by the Contractor immediately after being contacted by the Facility Manager and must be onsite within 2 hours of receiving this type of request by phone or email. The Facility Manager will inform the procurement office by email including details related to the emergency so a call-up can be prepared as soon as possible.

1.6 Procedures on Site

The Contractor must be prepared to start work within two (2) days from receipt of a routine call up against a Standing Offer. Each day the Contractors employees working on site must report to the Facility Manager to discuss the work plan for that day and any systems or equipment that will require a shutdown, the Facility Manager will notify staff when systems or equipment must be taken out of service.

Any shut down of services required for overhaul work must be planned with the Facility Manager well in advance to allow adequate time to advise research staff and to minimize disruptions to research activities.

The Contractor will take all precautions to protect existing equipment, electrical components, wiring and control systems from damage during work.

1.7 Service Reports and Invoicing

1.7.1 The Refrigeration Contractor must keep accurate records of hours worked and materials used for billing purposes. All skilled trades will complete daily service reports which detail the job number/work order, time onsite, trade level, work done and any other details related to the job. This service report will be reviewed and signed by the Facility Manager or a designated Facility staff member before the Contractor leaves the premises. All service reports for the same Call up will reference the same job number until the work has been completed.

1.7.2 Invoices must provide a detailed breakdown of hours worked by each worker, the applicable hourly rate as per their Financial Proposal; the materials used on each job, applicable travel time and mark-up for parts and materials and be accompanied by copies of the related service reports. The Facility Manager may request at any time, a copy of the Contractors invoice from a supplier showing prices charged to the Contractor for materials and supplies being marked-up and charged to Agriculture & Agri-Food Canada as a result of this Standing Offer Agreement.

1.7.3 All submitted invoices for each individual call-up will be checked and approved by the Facility Manager before processing. All invoices received relating to a call-up identification number will be final, no additional charges against that call-up number will be accepted by Agriculture & Agri-Food Canada.



1.8 Site Authority Quotation Requests

Due to funding restrictions for some individual projects the Contractor will supply to the Facility Manager, upon request, a firm quotation to perform a specific project or scope of work. This will enable the Facility Manager to stay within budget and plan for other projects throughout the fiscal year. All quotations will be supplied at no charge to Agriculture & Agri-Food Canada.

The Contractor will provide the Facility Manager with a quote for all costs which include but are not limited to; labour as per the Financial Proposal, materials, equipment, travel, commissioning services, testing and disposal of used materials, plus HST.

1.9 On Site Security and Identification

1.9.1 The Contractors employees including any sub-contractors will be responsible for all costs related to obtaining their Security Clearance to work at the Charlottetown Research and Development Centre. Once cleared, the Contractor must provide a copy of the security clearance to the Facility Manager. Contractor employees including any sub-contractors will not be permitted access to the site without Security Clearance.

1.9.2 The Contractors employees will report to the Facility Manager each day before starting work. Employees are to follow site specific security rules and regulations which include signing in and out of the building.

1.9.3 Identification cards will be worn at all times by the Contractors employees.

1.9.4 If any portion of the work is to be sub-contracted, the scope of work must include this information as well as the sub-contractors name, address, contact person and telephone number. The Refrigeration and air conditioning Contractor will be fully responsible for the sub-contractors employees and workmanship while on site. As an example, the Refrigeration and air conditioning Contractor may require a factory certified technician to perform a start-up or calibrations on new equipment as part of a commissioning process. The Refrigeration and air conditioning Contractor will be responsible for the supervision of all sub-trades and site coordination with the Facility Manager or their designate.

1.10 Site Health and Safety

1.10.1 The Federal Government takes Health and Safety for all persons granted access to the workplace very seriously. In accordance with the Canada Labour Code part 2 all reasonable care to ensure that all persons granted access to the workplace, other than the employer's employees, are informed of every known or foreseeable health and safety hazard to which they are likely to be exposed to in the workplace. The Contractor's staff will be briefed by the Facility Manager outlining known risks prior to commencing work in specific areas of the Facility.

1.10.2 Observe all Federal/Provincial and Local Health and Safety Rules and Regulations.

1.10.3 Contractors employees are to be supplied with appropriate safety gear and devices while working on site, this safety gear must be used at all times. Examples of such equipment are safety goggles, breathing apparatus, gloves, safety shoes, hard hats, fall arrest harnesses, coveralls, welding shields, welding screens, CSA approved ladders and scaffold equipment. This is only a partial list, in any case follow applicable safety rules and regulations while on the site.

1.10.4 Contractors employees must be provided with safety signs, barriers, tapes and screens so they can barrier off dangerous areas while work is being performed.



- 1.10.5 File a fire safety plan with the Facility Manager for large repairs.
- 1.10.6 File a health and safety plan with the Facility Manager for large repairs.
- 1.10.7 The Contractor's employees are not allowed to stop or start any equipment associated with the operation of CRDC without the approval of the Facility Manager.
- 1.10.8 The Contractor's employees will report immediately any damage or dangerous conditions that exist within the work area, report this information to the Facility Manager and stop all work until the situation is rectified.
- 1.10.9 The Contractor's employees are to maintain a clean work site. Always clean up the site before leaving, do not leave fluids and standing water on floors as this may cause a slip and fall incident.
- 1.10.10 The Contractor's employees upon leaving the site at the end of a day, will never leave doors in an open or unlocked position. Ensure that fire exits are not blocked or egress doors are closed.
- 1.10.11 The Contractor and their employees will under no circumstances adjust, disconnect or alter in any way a Fire Safety System or Life Safety System in operation at the CRDC. Any person working on such systems will hold a current licence in the Province of Prince Edward Island to work on Fire Safety Systems or Backup Power Generation Systems. This work is scheduled with and performed by a Certified Contractors only.
- 1.10.12 Regarding personnel safety, A Designated Substances Report is available on site; this list is available to the Contractor at all times.
- 1.10.13 Regarding Asbestos Pipe/Duct Insulation, removal is not part of this Standing Offer Requirement. All employees of the Contractor are not to disturb asbestos material. If they encounter asbestos material while working, they are to stop work immediately and notify the Facility Manager.

1.11 Hours of Work

In general, all work shall be carried out between 8:00 AM to 4:00 PM Monday through Friday. However, in circumstances where it is deemed necessary by the Facility Manager to work on equipment during off hours, work during off hours will be authorized on a case by case basis.

1.12 Hand Tools and Small Equipment

The Contractor must supply all tools and consumable supplies required to carry out the work. Use of Government tools and supplies will not be permitted. The Standing Offer Agreement will not cover tool rental or replacement costs for broken tools.

Any costs associated with renting large equipment such as a Boom Truck, Backhoe, Trencher as well as the cost of a licensed operation etc. will be included in the Contractor's quote and must indicate the related mark-up if applicable.

The Contractor's skilled trade's hourly rate will include the supply of all tools and equipment required by the individual tradesmen and/or helper to perform the work. Delivery and pick-up of tools and job/tool boxes to the site will be included in the travel costs for the individual skilled trades. Any extra charges will not be paid by the CRDC.

1.13 Electric Power

Electric power required for operation of hand tools will be supplied by the CRDC at no cost to the Contractor. The Contractor will not make electrical connections for power tools directly to the Facility electrical grid. When special electrical outlets are required the Contractor must discuss with the Facility Manager. At this Facility all electrical wiring will be in accordance with the requirements of the Canadian Electrical and Safety Code.

1.14 Permits, Fees and Codes Where Applicable

It is the responsibility of the Contractor to obtain all required permits, pay all fees and adhere to all applicable codes, acts and regulations affecting the work to be performed.

1.15 Removal of Surplus Materials from Site

Surplus materials are not to be removed from the site without prior approval of the Facility Manager.

2.0 Overview of Refrigeration Work

This Section outlines the type of Refrigeration Work found at the CRDC which includes the Harrington Farm.

The extent of work to be performed during the course of the standing offer will be determined by the availability of funds, research requirements, maintenance requirements and unforeseen breakdowns. The scope of work will be defined at the time of each call up against the standing offer. Notwithstanding the above, the following is a general list of the type of work that would normally be encountered at the Charlottetown and Harrington facilities.

2.1 Greenhouse Areas General

Artic coolers, greenhouse compartment fans, air conditioning for growth cabinet room, air conditioning for LAN room, HRV for main area and other general refrigeration and air conditioning repairs.

2.2 Central Power Plant Equipment and Systems

Make repairs to piping systems, valves, pumps and other equipment associated with the operation of the cooling systems.

2.3 Air Handling Systems

Install new cooling coils and control valve systems.

2.4 Pipe Insulation Work

Provide insulation mechanics as required to repair or replace insulation on various piping systems and equipment, this is required for complete equipment installations and service.

2.5 Provide Licenced Personnel to Perform Legislated Testing

Provide Licenced personnel to perform tests and inspections and provide hard copy reports as required by the Facility Manager.

2.6 Fabricate and Install Duct Systems

Modify sheet metal ductwork as required to supply conditioned air to work spaces. Install new ductwork as required for supply and return air systems within the facility. Install ceiling diffusers, return air grilles and service mixing boxes as required.

2.7 New Equipment Operation/Drawings and Maintenance Requirements

Supply engineering design criteria, plans, equipment specifications and cost estimates as required to replace or modify all major system components operating within the facility. Example, provide design criteria for replacement pumps, fans, roof top units, special valves and other components for review by Facility Manager.

Supply all engineering data, operating characteristics, drawings and maintenance instructions for all replacement equipment supplied and installed under this standing offer agreement.

The Contractor shall provide, if applicable, training to the CRDC maintenance employees and to the user groups on the operating and maintenance procedures for all new or modified systems/equipment.

2.8 Building Management Control System

If the Contractor is required to install a complete operating system and building management control systems are required to be installed as part of the work, the Refrigeration Contractor must obtain pricing from the appropriate local Building Management Control Company to perform the work-

All buildings in Charlottetown use Delta Controls.
All buildings in Harrington use Automated Logic Controls.

3.0 Mandatory on Site Requirements

3.1 General

In general all work shall be performed and inspected in accordance with applicable codes, acts and regulations related to plumbing, gas fitting, steam fitting, ventilation, pressure vessels, laboratory safety, federal fire code, Canadian Electrical and Safety Code and CSA certifications for wiring and electrical equipment in Prince Edward Island.

Other acts, codes and regulations apply, Provincial, Federal and Municipal requirements exist and relate to the scope of work herein as follows:

- 3.1.1 Canadian Electrical Code (CEC)
- 3.1.2 National Building Code (NBC)
- 3.1.3 National Fire Code (NFC)
- 3.1.4 Canadian Plumbing Code
- 3.1.5 Canadian General Standards Board (CGSB)
- 3.1.6 Canadian Standards Association (CSA)
- 3.1.7 Underwriters Laboratories of Canada (ULC)
- 3.1.8 Trade Qualification Apprenticeship Authority (TQAA)
- 3.1.9 Apprenticeship and Certification Act (ACA)
- 3.1.10 Environment Canada and Agriculture Canada Halocarbon Regulations



3.2 Number of available licensed tradespersons available to work

- 3.2.1 A minimum of two (2) licensed refrigeration tradespersons must be available to perform work at the CRDC. This is to ensure continuity during Contractor staff holidays or absences.
- 3.2.2 Only journeymen shall perform the repairs. An apprentice may perform work only when it has been previously approved by the Facility Manager and there is a journeyman present in the area.

3.3 Equipment Rebuilding

Unless otherwise noted by the Facility Manager, equipment shall be rebuilt to original specifications and according to manufacturer's instructions. Where available, copies of original drawings and specifications will be made available to the Contractor.

3.4 Service Required

The Types of service include but are not limited to:

1. Oil changes
2. Repair of compressors
3. Repairs of refrigeration package control system
4. Troubleshooting and repairs to all associated low voltage wiring
5. Leak check total systems
6. Repairs to the walk-in coolers and freezer and their controls
7. Repairs to all refrigeration piping and associated equipment
8. Repairs to any equipment leaks and equipment malfunctions
9. Repairs to all air conditioning and ventilation systems.

3.5 Pressure Vessel Inspection

In instances where work is performed on high pressure piping and pressure vessels, the piping or pressure vessels must be inspected by a Provincial Pressure Vessel Inspectors. Any problems encountered by an inspector are to be promptly rectified by the Contractor. Visits by inspectors are to be arranged by the Contractor in collaboration with the Facility Manager.

3.6 Pipe, Pipe Supports and Valve Standards

Valves used on piping systems must meet or exceed the quality and service rating of the original equipment. Pipe and fittings must be of the proper type, wall thickness and rating for the type of service it provides. Neatly label all piping systems upon completion of the work, large legible colour coded labels with directional arrows are required.

Apply pipe insulation to meet application, ensure vapour barrier is installed on cold and chilled water piping, finish pipe insulation with various coverings such as canvas, PVC and or aluminium jackets as directed by the AAFC Site Authority. Ensure hot pipes and vessels are well insulated to prevent heat loss and burns to employees.

All piping shall be supported with uni-strut, pipe clamps and/or pipe hangers in accordance with good plumbing and pipe fitting practice.

3.7 Warranty and Technical Literature Support Documents

The Refrigeration and air conditioning Contractor will furnish to AAFC all warranty documents concerning warranty guarantee's for workmanship, parts and labour. Documents will specify period and type of guarantee. Supply to the Facility Manager all technical literature and maintenance instructions supplied by the factory for new equipment for filing and future reference.

The Contractor shall be capable of providing warranty support and replacement parts for all systems installed as part of this Refrigeration Standing Offer Agreement.

3.8 Equipment, Components and Supplies

All equipment and components supplied and installed as part of a project will be compatible with existing systems operating at the CRDC and approved for use in Canada. All equipment, components and supplies installed at this facility will be new, used parts are not acceptable. The Contractor will ensure that all systems and system components are tested and that each system is fully commissioned. Commissioning will be supervised by the Facility Manager. Additions, relocations or removal of equipment or systems are to be recorded, dated and initialled by the Contractor on the as-built prints where applicable

3.9 Disposal of Waste Materials

The Contractor will dispose of all debris in an environmentally acceptable manner. Separate and dispose of used materials into recycle waste where applicable.

3.10 Equipment and Structural Measurements

All site, equipment and structural measurements are the responsibility of the Contractor.

3.11 Damage to Federal Property

Any damage to Federal property or equipment by the Contractors employees or sub-contractors will be the responsibility of the Contractor.

3.12 Material Deliveries, Off-Loading and Site Storage

The Contractor will be responsible for off-loading all materials associated with any job at CRDC. AAFC equipment and personnel will not handle the Contractors material at any time. The Contractor's employees will not use or move Federal Government motor vehicles or motorized equipment found on either site., When vehicles or other motorized equipment requires moving contact the Facility Manager. The Contractor will sign for all materials that are delivered to the site and associated with any project, AAFC employees are not authorized to sign for materials delivered to Contractors.

The Contractor will be allowed to store supplies and materials on the site, but must take responsibility for loss or damage.

3.13 Identification and Labelling

The Contractor will ensure that all new control panels, pipe systems, electrical breakers/disconnects are neatly labelled for safety and operational purposes. The drop location to be determined by the Facility Manager.

Solicitation No. - N° de l'invitation
01B46-23-085
Client Ref. No. - N° de réf. du client

Amd. No. - N° de la modif.
File No. - N° du dossier
23-085

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

ANNEX "B"

BASIS OF PAYMENT



ANNEX B BASIS OF PAYMENT - Part A Rates Offered for the Duration of the Standing Offer

This section will be part of the Standing Offer. All future call-ups will be based on the rates offered below.

Table with 12 columns: Item #, Skilled Trades, Unit, Basic Year (Regular/Outside Regular Working Hours), Optional Year I (Regular/Outside Regular Working Hours), Optional Year II (Regular/Outside Regular Working Hours), Optional Year III (Regular/Outside Regular Working Hours), Optional Year IV (Regular/Outside Regular Working Hours). Rows include Journeyman HVAC-R Technician, Apprentice HVAC-R Technician, and Mark up % Rate.

For any emergency call requiring immediate action, as per described in Annex A – Statement of Work

Summary table with 5 columns: Basic Year, Optional Year I, Optional Year II, Optional Year III, Optional Year IV. Each column has sub-columns for Regular Working Hours and Outside Regular Working Hours. Row 4 shows a template for rates: \$ / hr.

Name of Offeror: _____ Name of Authorized Signatory: _____ Signature: _____

Position of Signatory: _____ Date: _____



ANNEX B BASIS OF PAYMENT - Part B Financial Evaluation

**This section will not be part of the Standing Offer; it is for evaluation purposes only.
Rates in this section must be identical to rates submitted in Annex B, Part A**

BASIC YEAR – First year from date of award

Item #	Skilled Trades	Unit	Regular Working Hours \$	Estimated Qty per year	Total A (Hour rate multiplied by Estimated Qty.)	Outside Regular Working Hours \$	Estimated Qty per year	Total B (Hour rate multiplied by Estimated Qty.)	Total per Trade (Total A + Total B)
1	Journeyman HVAC-R Technician	Per hour		X 300			X 50		
2	Apprentice HVAC-R Technician	Per hour		X 100			X 15		
3	Mark up % Rate parts, materials, equipment	%		X 10 000					
4	Emergency Calls	Hour		X 20					
						TOTAL EVALUATED COST FOR BASIC YEAR:			

OPTIONAL YEAR I – Second year from date of award

Item #	Skilled Trades	Unit	Regular Working Hours \$	Estimated Qty per year	Total A (Hour rate multiplied by Estimated Qty.)	Outside Regular Working Hours \$	Estimated Qty per year	Total B (Hour rate multiplied by Estimated Qty.)	Total per Trade (Total A + Total B)
1	Journeyman HVAC-R Technician	Per hour		X 300			X 50		
2	Apprentice HVAC-R Technician	Per hour		X 100			X 15		
3	Mark up % Rate parts, materials, equipment	%		X 10 000					
4	Emergency Calls	Hour		X 20					
						TOTAL EVALUATED COST FOR OPTIONAL YEAR I :			



OPTIONAL YEAR II – Third year from date of award

Item #	Skilled Trades	Unit	Regular Working Hours \$	Estimated Qty per year	Total A (Hour rate multiplied by Estimated Qty.)	Outside Regular Working Hours \$	Estimated Qty per year	Total B (Hour rate multiplied by Estimated Qty.)	Total per Trade (Total A + Total B)
1	Journeyman HVAC-R Technician	Per hour		X 300			X 50		
2	Apprentice HVAC-R Technician	Per hour		X 100			X 15		
3	Mark up % Rate parts, materials, equipment	%		X 10 000					
4	Emergency Calls	Hour		X 20					
						TOTAL EVALUATED COST FOR OPTIONAL YEAR II :			

OPTIONAL YEAR III – Fourth year from date of award

Item #	Skilled Trades	Unit	Regular Working Hours \$	Estimated Qty per year	Total A (Hour rate multiplied by Estimated Qty.)	Outside Regular Working Hours \$	Estimated Qty per year	Total B (Hour rate multiplied by Estimated Qty.)	Total per Trade (Total A + Total B)
1	Journeyman HVAC-R Technician	Per hour		X 300			X 50		
2	Apprentice HVAC-R Technician	Per hour		X 100			X 15		
3	Mark up % Rate parts, materials, equipment	%		X 10 000					
4	Emergency Calls	Hour		X 20					
						TOTAL EVALUATED COST FOR OPTIONAL YEAR III :			



OPTIONAL YEAR IV – Fifth year from date of award

Item #	Skilled Trades	Unit	Regular Working Hours \$	Estimated Qty per year	Total A (Hour rate multiplied by Estimated Qty.)	Outside Regular Working Hours \$	Estimated Qty per year	Total B (Hour rate multiplied by Estimated Qty.)	Total per Trade (Total A + Total B)
1	Journeyman HVAC-R Technician	Per hour		X 300			X 50		
2	Apprentice HVAC-R Technician	Per hour		X 100			X 15		
3	Mark up % Rate parts, materials, equipment	%		X 10 000					
4	Emergency Calls	Hour		X 20					
						TOTAL EVALUATED COST FOR OPTIONAL YEAR IV :			

Total evaluated cost for Basic Year \$ _____

Total evaluated cost for Optional Year I \$ _____

Total evaluated cost for Optional Year II \$ _____

Total evaluated cost for Optional Year III \$ _____

Total evaluated cost for Optional Year IV \$ _____

Total for the five (5) years \$ _____

(This amount will be compared against other receivable bids to determine the winner)

Name of Offeror: _____

Address of Offeror: _____

Name of Authorized Signatory: _____

Position of Signatory: _____

Signature: _____

Date: _____

Solicitation No. - N° de l'invitation
01B46-23-085
Client Ref. No. - N° de réf. du client

Amd. No. - N° de la modif.
File No. - N° du dossier
23-085

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

ANNEX "C"
TECHNICAL EVALUATION

ANNEX C – TECHNICAL EVALUATION

Failure to comply with any of the following mandatory requirements will render the Proposal non-compliant and the Proposal will receive no further consideration.

MC1 – Proposed Personnel – Certificate of qualifications

The offeror must provide a list of licensed journeyman and apprentice HVAC-R technicians in their present employ that would be sent to the site to perform any part of the general scope of work.

For each individual, offerors must provide copies of valid certificate of qualification.

	Name	Journeyman or Apprentice	Valid certificate attached
1.			<input type="checkbox"/>
2.			<input type="checkbox"/>
3.			<input type="checkbox"/>
4.			<input type="checkbox"/>
5.			<input type="checkbox"/>
6.			<input type="checkbox"/>
7.			<input type="checkbox"/>
8.			<input type="checkbox"/>
9.			<input type="checkbox"/>
10.			<input type="checkbox"/>

MC2 – Contractor’s Experience and Past Performance

The offeror must have experience in similar projects. To demonstrate this experience the offeror must provide details on two (2) similar projects managed by the firm:

PROJECT/CONTRACT REFERENCE	
Name of client organization or Company	Name:
Name and title of client contact	Name:
	Title:

Telephone number and e-mail address of client contact	Phone No.: E-Mail :
Location/site of the contract:	
Type of operating environment, i.e. factory, office, care/medical facility etc.	
Length of time the contractor has provided service for the operating environment	
Population supported / served	
Type of service provided and the extent of service provided	

PROJECT/CONTRACT REFERENCE	
Name of client organization or Company	Name:
Name and title of client contact	Name: Title:
Telephone number and e-mail address of client contact	Phone No.: E-Mail :
Location/site of the contract:	
Type of operating environment, i.e. factory, office, care/medical facility etc.	
Length of time the contractor has provided service for the operating environment	
Population supported / served	

Type of service provided and the extent of service provided

'Similar projects' means:

a) The service was provided in a commercial or institutional environment

b) Type of service provided includes all of the following:

- Maintenance and service on refrigeration and air conditioning equipment up to 60 tonnes;*
- Installation of new refrigeration and air conditioning equipment.*

Solicitation No. - N° de l'invitation
01B46-23-085
Client Ref. No. - N° de réf. du client

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23-085

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

ANNEX "D"
INTEGRITY PROVISIONS

INTEGRITY PROVISION

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

The Bidder, regardless of their status under the [Ineligibility and Suspension Policy](#), must submit a list of names prior to award of a contract. Bidders must provide the information requested below.

Requirements

Section 17 of the [Ineligibility and Suspension Policy](#) (the Policy) requires suppliers, regardless of their status under the Policy, to submit a list of names when participating in a procurement process. The required list differs depending on the Bidder's or Offeror's organizational structure:

- Suppliers including those bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all current directors.
- Privately owned corporations must provide a list of the owners' names.
- Suppliers bidding as sole proprietors, including sole proprietors bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all owners.
- Suppliers that are a partnership do not need to provide a list of names.

Suppliers may use this form to provide the required list of names with their bid or offer submission. Failure to submit this information with a bid or offer, where required, will render a bid or offer non-responsive, or the supplier otherwise disqualified for award of a contract or real property agreement. Please refer to [Information Bulletin: Required information to submit a bid or offer](#) for additional details.

Supplier Information

Organizational Structure: <input type="checkbox"/> Corporate Entity <input type="checkbox"/> Privately Owned Corporation <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership
--

List of Names

Name	Title

Declaration

I, _____, (*name*)

_____, (*position*) of

_____, (*supplier's name*) declare that the information provided in this Form is, to the best of my knowledge and belief, true, accurate and complete. I am aware that failing to provide the list of names will render a bid or offer non-responsive, or I will be otherwise disqualified for award of a contract or real property agreement. I am aware that during the bid or offer evaluation stage, I must, within 10 working days, inform the Contracting Authority in writing of any changes affecting the list of names submitted. I am also aware that after contract award I must inform the Registrar of Ineligibility and Suspension within 10 working days of any changes to the list of names submitted.

Signature: _____

Date: _____

Solicitation No. - N° de l'invitation
01B46-23-085
Client Ref. No. - N° de réf. du client

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23-085

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

ANNEX "E"

SECURITY REQUIREMENTS CHECK LIST



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

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Agriculture and Agri-Food Canada	2. Branch or Directorate / Direction générale ou Direction Corporate Branch
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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
Refrigeration Services at the Main Complex, 440 University Avenue, Charlottetown and Home Farm and at the Harrington Farm, 1200 Brackley Point Road, Harrington, PE

5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées? No / Non 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? No / Non 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) No / Non 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. No / Non 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? No / Non 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"/>

Security Classification / Classification de sécurité
--



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

PART A (continued) / PARTIE A (suite)

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

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

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

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

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

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

Special comments:
 Commentaires spéciaux : _____

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

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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

Security Classification / Classification de sécurité
--



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

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

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

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

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

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

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

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



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

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Gary Williamson		Integrated Services Manager	Williamson, Gary <small>Digitally signed by Williamson, Gary Date: 2023.07.21 10:29:44 -03'00'</small>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
902-365-8499	902-365-8585	gary.williamson@agr.gc.ca	
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Lise Levesque Masson		SRCL Coordinitor	Lise Levesque-Masson <small>Digitally signed by Lise Levesque-Masson Date: 2023.07.21 09:46:24 -04'00'</small>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
613-773-1464	613-773-1468	lise.levesque-masson@canada.ca	
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

Security Classification / Classification de sécurité
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