

RETURN BIDS TO:

Agriculture and Agri-Food Canada

Address: Eastern Service Centre

Attention: Claudia Lauzier

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

REQUEST FOR PROPOSAL

Proposal To: Agriculture and Agri-Food Canada

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

Comments:

Optional Site Visit :

Monday, November 20, 2023 at 1:00pm (EST)

Vendor/Firm Name and Address:

Issuing Office

Agriculture and Agri-Food Canada

Eastern Service Centre

Title: Fire Life and Safety Equipment Inspections, Testing and Maintenance Services - Ottawa Central Experimental Farm (CEF)	
Solicitation Number 01B46-23-018	Date of solicitation: 2023-11-02
Solicitation Closes: At: 2:00 pm On: 2023-12-12	Time Zone: EST
Address Enquiries to: Claudia Lauzier, Contracts Officer Name: Claudia Lauzier Email: claudia.lauzier@agr.gc.ca	
Telephone Number: 438-455-2392	FAX Number:
Destination of Goods, Services and Construction: Central Experimental Farm (CEF) 960 Carling Avenue K.W. Neatby Bldg Ottawa, ON K1A 0C6	
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	

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Solicitation No. - N° de l'invitation
01B46-23-18
Client Ref. No. - N° de réf. du client

Amd. No. - N° de la modif.
File No. - N° du dossier
23-018

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

ANNEX "D"

SECURITY REQUIREMENTS CHECK LIST

PART 1 - GENERAL INFORMATION

1.1 Security Requirements

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

1.2 Statement of Work

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

1.3 Debriefings

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

1.4 Canada Post Corporation's (CPC) Connect service

This bid solicitation allows bidders to use the CPC Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The **2003** (2023-06-08) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: 60 days
Insert: 120 days

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

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

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

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

a) Section 08, Transmission by facsimile or by Canada Post Corporation's (CPC) Connect service

DELETE: Subsection 1 and 2 in its entirety.

INSERT:

08 (2022-03-29) Canada Post Corporation's (CPC) Connect service

1. Canada Post Corporation's Connect service

- a. Unless specified otherwise in the bid solicitation, bids may be submitted by using the [Connect service](#) provided by Canada Post Corporation.

The only acceptable email address to use with CPC Connect for responses to bid solicitations issued by Agriculture and Agri-Food Canada is: aafc.procbidreceiving-receptiondesoumissionaprov.aac@agr.gc.ca

- b. To submit a bid using CPC Connect service, the Bidder must either:
- i. send directly its bid only to the specified AAFC Bid Receiving Unit, using its own licensing agreement for CPC Connect provided by Canada Post Corporation; or
 - ii. send as early as possible, and in any case, at least six business days prior to the solicitation closing date and time, (in order to ensure a response), an email that includes the bid solicitation number to the specified AAFC Bid Receiving Unit requesting to open a CPC Connect conversation. Requests to open a CPC Connect conversation received after that time may not be answered.
- c. If the Bidder sends an email requesting CPC Connect service to the specified AAFC Bid Receiving Unit in the bid solicitation, an officer of the AAFC Bid Receiving Unit will then initiate a CPC Connect conversation. The CPC Connect conversation will create an email notification from Canada Post Corporation prompting the Bidder to access and action the message within the conversation. The Bidder will then be able to transmit its bid afterward at any time prior to the solicitation closing date and time.

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- d. If the Bidder is using its own licensing agreement to send its bid, the Bidder must keep the CPC Connect conversation open until at least 30 business days after the solicitation closing date and time.
 - e. The bid solicitation number should be identified in the CPC Connect message field of all electronic transfers.
 - f. It should be noted that the use of CPC Connect service requires a Canadian mailing address. Should a bidder not have a Canadian mailing address, they may use the AAFC Bid Receiving Unit address specified in the solicitation in order to register for the CPC Connect service.
 - g. For bids transmitted by CPC Connect service, Canada will not be responsible for any failure attributable to the transmission or receipt of the bid including, but not limited to, the following:
 - i. receipt of a garbled, corrupted or incomplete bid;
 - ii. availability or condition of the CPC Connect service;
 - iii. incompatibility between the sending and receiving equipment;
 - iv. delay in transmission or receipt of the bid;
 - v. failure of the Bidder to properly identify the bid;
 - vi. illegibility of the bid;
 - vii. security of bid data; or,
 - viii. inability to create an electronic conversation through the CPC Connect service.
 - h. AAFC Bid Receiving Unit will send an acknowledgement of the receipt of bid document(s) via the CPC Connect conversation, regardless of whether the conversation was initiated by the supplier using its own license or AAFC Bid Receiving Unit. This acknowledgement will confirm only the receipt of bid document(s) and will not confirm if the attachments may be opened nor if the content is readable.
 - i. Bidders must ensure that they are using the correct email address for the AAFC Bid Receiving Unit when initiating a conversation in CPC Connect or communicating with the AAFC Bid Receiving Unit and should not rely on the accuracy of copying and pasting the email address into the CPC Connect system.
 - j. A bid transmitted by CPC Connect service constitutes the formal bid of the Bidder and must be submitted in accordance with section 05.

2.2 Submission of Bids

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

OR

Bids must be submitted using Canada Post Corporation's (CPC) Connect service to the email address specified below by the date, time and place indicated in the bid solicitation:

aafc.procbidreceiving-receptiondesoumissionaprov.aac@agr.gc.ca

Note: Bids will not be accepted if emailed directly to this email address. This email address is to be used to open a CPC Connect conversation, as detailed in Section 2 of this solicitation, or to send bids through a CPC Connect message if the bidder is using its own licensing agreement for CPC Connect service.

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

2.3 Former Public Servant

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

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

2.4 Enquiries - Bid Solicitation

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

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

2.5 Applicable Laws

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

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

2.6 Optional Site Visit

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at Central Experimental Farm, K.W. Neatby Building, 960 Carling Avenue, Ottawa, Ontario K1A 0C6 on Monday, November 20, 2023. The site visit will begin **at 1:00pm (EST)**.

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

2.7 Bid Challenge and Recourse Mechanisms

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

Section I: Financial Bid
Section II: Certifications

Section I: Financial Bid

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

3.1.2 Exchange Rate Fluctuation

[C3011T](#) (2013-11-06), Exchange Rate Fluctuation

Section II: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.2 Financial Evaluation

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

4.2 Basis of Selection

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

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Security Requirements – Required Documentation

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

5.2.3 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder 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 a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

5.2.4 Additional Certifications Precedent to Contract Award

5.2.4.1 Status and Availability of Resources

SACC Manual clause [A3005T](#) (2010-08-16) Status and Availability of Resources

5.2.4.2 Education and Experience

SACC Manual clause [A3010T](#) (2010-08-16) Education and Experience

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

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

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

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

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

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

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

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

6.2 Statement of Work

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

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

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

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is 3 years from the date of award.

6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year period under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment – Annex B.

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

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

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

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

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

6.5.2 Project Authority

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

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

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

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

6.5.3 Contractor's Representative

The Contractor's Representative for the Contract is:
(will be provided at contract award)

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

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

6.6 Proactive Disclosure of Contracts with Former Public Servants

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

6.7 Payment

6.7.1 Basis of Payment

For the services provided, Agriculture and Agri-Food Canada will pay the Contractor in accordance with the Basis of Payment – Annex B for Work performed pursuant to the Contract.

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

6.7.2 Limitation of Expenditure

For the services and/or goods provided on a “as and when requested” basis the Contractor will be pay in accordance with the Basis of Payment – Annex B. Canada’s total liability to the Contractor under the Contract must not exceed \$10,000.00. Customs duties are included and Applicable Taxes are extra.

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

- a. when it is 75% committed, or
- b. four months before the contract expiry date, or
- c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada’s liability.

6.7.3 Direct Deposit

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

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

Additional information is available at:

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

6.8 Invoicing Instructions

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed. Invoices must be forwarded to the address shown on page 1 of the Contract for certification and payment.

6.9 Certifications and Additional Information

6.9.1 Compliance

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

6.10 Applicable Laws

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

6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010C (2022-12-01), Services (Medium Complexity) apply to and form part of the Contract;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Integrity Provisions;
- (f) Annex D, Security Requirements Check List;
- (g) the Contractor's bid dated _____ (*insert date of bid*).

6.12 Dispute Resolution

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

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ANNEX "A"

STATEMENT OF WORK

ANNEX A

STATEMENT OF WORK

Fire Life and Safety Equipment

1. INTRODUCTION

Agriculture and Agri-Food Canada (AAFC) requires monthly and annual inspection, testing and maintenance services for its fire life and safety equipment. AAFC has fire life and safety equipment located in 72 different buildings, all located on the Central Experimental Farm (CEF) in Ottawa.

2. OBJECTIVE

The objective of this requirement is to ensure the security of all occupants and buildings by ensuring the compliance of all AAFC's fire life and safety equipment to the latest version of the National Building Code, the National Fire Code, the National Fire Protection Association (NFPA), or any other law and regulation that may be applicable to such equipment.

3. SCOPE OF WORK

For the purpose of this requirement, the fire life and safety equipment includes: fire extinguishers, fire hoses, exit signs, and emergency lights.

3.1 The Contractor must ensure compliance of all fire life and safety equipment to the following codes and standards in effect at the time of award are subject to change/revision. The latest edition of each shall be enforced during the term of the contract.

- Treasury Board of Canada
 - Canada Standards Association
 - Canadian Environmental Protection Act
 - National Building Code of Canada
 - National Fire code
 - Part II of the Canada Labour Code
 - Canadian Occupational Safety and Health Section of Part II of the Canada labour Code
 - Fire Commissioner of Canada FC 301 Standard for Construction Operations
 - Provincial and Territorial Acts and Regulations
 - Canadian Construction and Labour Safety Codes; Provincial Government Workers' Compensation board and Municipal Statutes and Authorities
 - Canadian Electrical Code, Part I, CSA 22.1-1998
 - Canadian Plumbing Code
 - Materials and workmanship must conform to or exceed applicable standards of Canadian Government Specification Board (CGSB),
 - Canadian Standards Association (CSA),
 - American National Fire Protection Association (NFPA)
 - Society for Testing Materials (ASTM) and referenced organizations
- “In the event of a conflict between any of the above codes or standards, the most stringent shall apply.”

3.2 The Contractor must provide all necessary tools, services, materials, and labour required to inspect, test, and maintain the CEF fire life and safety equipment unless otherwise stated. The work must be executed in a careful and workmanlike manner and follow all applicable codes, laws, regulation

guidelines, and schedules, in effect during the period of the contract. The work must include the following:

3.2.1 Fire Extinguishers

3.2.1.1 One (1) Annual inspection and Eleven (11) monthly inspections of all fire extinguishers. The annual inspection will be completed in the month of October of each year. See Appendix A for the fire extinguisher inventory list.

3.2.1.2 The Contractor must ensure that all fire extinguishers are at their designated location, have not been actuated or tampered with, show no signs of physical damage or condition to prevent operation, and are all fully charged.

3.2.1.3 The Contractor will use AAFC’s supplied fire extinguishers while tests are being done.

3.2.1.4 Immediate removal of non-operating or damaged fire extinguishers to be replaced with the same equipment. AAFC will provide spare extinguishers.

3.2.1.5 One (1) Annual conductivity test on carbon dioxide extinguisher hose assemblies to be included in the annual inspection

3.2.1.6 Hydrostatic tests on fire extinguishers will be completed in various years during the contract. The test shall be completed in the month of October. See the chart below of the expected tests for the duration of the contract. See Appendix A – for a detailed list of fire extinguisher inventory and the expected dates for testing.

3.2.1.7 Six-year maintenance on fire extinguishers will be completed in various years of the contract. The maintenance shall be completed in October. The Contractor will use AAFC’s supplied equipment to replace any equipment while it is being maintained. See the chart below of expected tests for the contract duration.

3.2.1.8 The contractor is to return serviced or tested fire extinguishers to their original location

Expected Tests and Maintenance Required – Year 1			
Size (lbs.)	ABC		CO2
	Hydrostatics Test	6 Y Maintenance	Hydrostatics Test
2.5	0	0	0
5	58	0	4
10	73	2	5
20	0	0	0
Expected Tests and Maintenance Required – Year 2			
Size (lbs.)	ABC		CO2
	Hydrostatics Test	6 Y Maintenance	Hydrostatics Test
2.5	0	0	0
5	4	5	19
10	1	17	1
20	0	2	0

Expected Tests and Maintenance Required – Year 3			
Size (lbs.)	ABC		CO2
	Hydrostatics Test	6 Y Maintenance	Hydrostatics Test
2.5	0	0	0
5	27	3	0
10	51	17	0
20	0	0	0
Expected Tests and Maintenance Required –Option Year 1			
Size (lbs.)	ABC		CO2
	Hydrostatics Test	6 Y Maintenance	Hydrostatics Test
2.5	0	0	0
5	12	0	7
10	31	2	8
20	0	0	0
Expected Tests and Maintenance Required –Option Year 2			
Size (lbs.)	ABC		CO2
	Hydrostatics Test	6 Y Maintenance	Hydrostatics Test
2.5	0	4	0
5	22	36	5
10	21	70	2
20	0	4	0

3.2.2 Emergency Lights

3.2.2.1 One (1) Annual inspection and Eleven (11) monthly inspections of all emergency lights. The annual inspection will be completed in the month of October. Replace the batteries if required, the batteries will be supplied by the contractor. See Appendix C for emergency lights equipment list.

3.2.3 Exit Signs

3.2.3.1 One (1) Annual inspection and Eleven (11) monthly inspections of all exit signs. The annual inspection will be completed in the month of October. The replacement of the bulbs will be supplied by the contractor. See Appendix C for exit lights equipment list.

3.2.4 Fire Hoses

3.2.4.1 One (1) Annual inspection and Eleven (11) monthly inspections of all fire hoses, including One (1) annual re-racking. The annual inspection and re-racking will be completed in October. See Appendix B for fire hose equipment List.

3.3 Advise the Department Representative of any change to codes, laws, and regulations related to fire and life safety equipment.

3.4 CSA Tags or labels must be attached to each fire extinguisher, emergency light, and fire hose cabinet. All tags or labels must indicate the date of inspection and the initials of the qualified technician who

performed the inspection. If the existing tag is full contractor to provide a new CSA-approved tag or label and return the old tag(s) to the Departmental Representative.

3.5 The Contractor will provide one (1) annual inspection report and eleven (11) monthly inspection reports within fifteen (15) calendar days from the date of inspection. The reports must list all encountered problems and/or deficiencies with recommendations on corrective measures, and a quote for the repairs/deficiencies. **The first page of each monthly and annual inspection/testing report shall include a clear list of any and all deficiencies, as well as a quote for the repairs.**

3.6 The Contractor must report immediately any serious or life-threatening deficiencies to the departmental representative.

4. EXTRA WORK - REPAIR SERVICES

4.1 Work that falls outside of the scope of this contract will be performed by licensed technicians as per the quoted hourly rates identified in the Basis of Payment – Annex B.

4.2 The Contractor will not proceed with any repair services without prior written approval from the AAFC Departmental Representative. The Contractor will provide repair services at a date/time mutually agreed upon with the Departmental Representative.

5. GENERAL REQUIREMENTS

5.1 The Contractor must provide the number and description of the equipment subject to a hydrostatic test or 6-year maintenance, for the duration of the contract, and invoiced at the prices indicated in Annex B – Basis of Payment.

5.2 All keys and access cards entrusted to the Contractor must be fully protected at all times, not leave the CEF, and returned every day, before site departure. In the event keys are lost while in his custody (signed), the Contractor must pay for expenses incurred for the replacement of all locks and keys affected by the loss.

5.3 Hours of work: Contractors must perform all work during regular business hours, Monday to Friday from 7 am to 5 pm, excluding legal/statutory holidays.

5.4 The Contractor shall supply all tools and equipment required to provide work under the contract.

5.5 Qualifications: All technicians must be qualified to perform the work under this contract. Proof of certification might be requested by the Departmental Authority at any time. Person(s) completing the work must not undertake work beyond the scope of his or her certificate or qualifications or training.

5.6 The Contractor shall provide a copy of their company's Occupational Health and Safety Policy and Program. It shall meet the more stringent of the Federal and Provincial Occupational Health and Safety Acts.

5.7 The Contractor shall ensure that all applicable personal protective equipment (PPE) is used.

5.8 The Contractor upon award of service contract shall furnish the designated representative a copy of the Contractor's Workers Compensation Certificate and Liabilities.

5.9 No employee of the Contractor shall be allowed on site until security clearances have been established. This requirement must be updated when staff changes occur. The contractor to pay all costs incurred.

5.10 The Contractor shall report to the designated representative upon arrival on site and sign in at the reception desk.

5.11 The Contractor will be responsible for maintaining the integrity of the existing facility. Any damage caused by the Contractor must be repaired or replaced to its original condition.

5.12 Equipment and materials must be new, and CSA certified.

5.13 The Contractor shall provide AAFC with an invoice complete with a detailed breakdown of all parts, material and labour used.

6. DELIVERABLES

6.1 The contractor must provide a report after every inspection within fifteen (15) days after completion of the inspection. The report must include the following:

- 6.1.1** Summarized page of all deficiencies, recommendation on corrective measures and quote for repairs for every monthly and annual inspection
- 6.1.2** Date and time of service
- 6.1.3** Building name/number, floor, and location of serviced equipment
- 6.1.4** Technician's name
- 6.1.5** General condition of the inspected equipment
- 6.1.6** All encountered problems and/or deficiencies with recommendations on corrective measures.
- 6.1.7** Details of all inspected, tested, or serviced equipment; to include:
 - For Emergency Lights & Exit Signs, list:
 - Manufacturer
 - Battery Type (V, Ah)
 - Number of Batteries
 - Volts
 - Watts
 - Duration of bulb illumination
 - Technician's notes
 - For Fire Extinguishers, list:
 - Manufacturer
 - Type
 - Size (lbs.)
 - Agent
 - Serial number

- Manufacturer Date
- Last Hydrostatic Test Date (year)
- Last 6-Year Test Date (year)
- Next Hydrostatic Test Date (year)
- Next 6-Year Test Date (year)
- Technician's Notes
- For Fire Hoses, list:
 - Length
 - Manufacturing Date
 - Last Hydrostatic Test (year)
 - Next Hydrostatic Test (year)
 - Technician's Notes

7. SERVICED EQUIPMENT

Fire extinguishers: See Appendix A

Fire hoses: See Appendix B

Exit signs: See Appendix C

Emergency lights and remote heads: See Appendix C

Emergency light battery packs: See Appendix C

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ANNEX "B"

BASIS OF PAYMENT

Annex B - Basis of Payment

PART A – Initial contract period of 3 years from the date of award

**Prices must exclude taxes*

A.1 Equipment Inspections as per described in Annex A – Statement of Work

Year of contract	Monthly Inspection (A)	Qty	Annual Inspection (B)	Qty	TOTAL (C) (Ax11)+(Bx1)
Year 1	\$	11		1	\$
Year 2	\$	11		1	\$
Year 3	\$	11		1	\$
TOTAL A.1					\$

A.2 – Expected Tests and Maintenance as per described in Annex A – Statement of Work

YEAR 1 (Y1)						
Size (lbs)	ABC				CO2	
	Hydrostatics Test (HT1)	QTY (units)	6-Year Maintenance (6Y)	QTY (units)	Hydrostatics Test (HT2)	QTY (units)
2.5	\$	0	\$	0	\$	0
5	\$	58	\$	0	\$	4
10	\$	73	\$	2	\$	5
20	\$	0	\$	0	\$	0
Sub-total	\$		\$		\$	
	Sub-total = Sum of HT1 x Qty (units) per equipment size		Sub-total = Sum of 6Y x Qty (units) per equipment size		Sub-total = Sum of HT2 x Qty (units) per equipment size	
TOTAL A.2 (Y1) (HT1) + (6Y) + (HT2)					\$	
YEAR 2 (Y2)						
Size (lbs)	ABC				CO2	
	Hydrostatics Test (HT1)	QTY (units)	6-Year Maintenance (6Y)	QTY (units)	Hydrostatics Test (HT2)	QTY (units)
2.5	\$	0	\$	0	\$	0
5	\$	4	\$	5	\$	19
10	\$	1	\$	17	\$	1
20	\$	0	\$	2	\$	0

Sub-total	\$	\$	\$			
	Sub-total = Sum of HT1 x Qty (units) per equipment size	Sub-total = Sum of 6Y x Qty (units) per equipment size	Sub-total = Sum of HT2 x Qty (units) per equipment size			
TOTAL A.2 (Y2) (HT1) + (6Y) + (HT2)			\$			
YEAR 3 (Y3)						
Size (lbs)	ABC			CO2		
	Hydrostatics Test (HT1)	QTY (units)	6-Year Maintenance (6Y)	QTY (units)	Hydrostatics Test (HT2)	QTY (units)
2.5	\$	0	\$	0	\$	0
5	\$	27	\$	3	\$	0
10	\$	51	\$	17	\$	0
20	\$	0	\$	0	\$	0
Sub-total	\$	\$	\$			
	Sub-total = Sum of HT1 x Qty (units) per equipment size	Sub-total = Sum of 6Y x Qty (units) per equipment size	Sub-total = Sum of HT2 x Qty (units) per equipment size			
TOTAL A.2 (Y3) (HT1) + (6Y) + (HT2)			\$			

PART A : Cost for Initial contract period: 3 years from the date of award

A.1 TOTAL for equipment inspection	\$
A.2 TOTAL for expected tests (Y1+Y2+Y3)	\$
TOTAL for Initial contract period	\$

A.3 For Extra Work On-demand – Repair Services described in Annex A Statement of Work, Point 4.1 and 4.2

		Hourly Rate Licensed Technician
a)	During Regular Work Hours Monday to Friday	\$ _____ /hr
b)	Outside Regular Work Hours Saturday & Sunday	\$ _____ /hr

PART B – OPTIONAL YEAR 1

*Prices must exclude taxes

B.1 Equipment Inspections as per described in Annex A – Statement of Work

Optional Year	Monthly Inspection (A)	Qty	Annual Inspection (B)	Qty	TOTAL (C) (Ax11)+(Bx1)
1 st optional year	\$	11		1	\$

B.2 – Expected Tests and Maintenance as per described in Annex A – Statement of Work

OPTION YEAR 1 (OY1)						
Size (lbs)	ABC				CO2	
	Hydrostatics Test (HT1)	QTY (units)	6-Year Maintenance (6Y)	QTY (units)	Hydrostatics Test (HT2)	QTY (units)
2.5	\$	0	\$	0	\$	0
5	\$	12	\$	0	\$	7
10	\$	31	\$	2	\$	8
20	\$	0	\$	0	\$	0
Sub-total	\$		\$		\$	
	Sub-total = Sum of HT1 x Qty (units) per equipment size		Sub-total = Sum of 6Y x Qty (units) per equipment size		Sub-total = Sum of HT2 x Qty (units) per equipment size	
TOTAL B.2 (OY1) (HT1) + (6Y) + (HT2)					\$	

PART B : Cost for optional year 1

B.1 TOTAL for equipment inspection	\$
B.2 TOTAL for expected tests (OY1)	\$
TOTAL for Optional Year 1	\$

B.3 For Extra Work On-demand – Repair Services described in Annex A Statement of Work, Point 4.1 and 4.2

		Hourly Rate Licensed Technician
a)	During Regular Work Hours Monday to Friday	\$ _____ /hr
b)	Outside Regular Work Hours Saturday & Sunday	\$ _____ /hr

PART C – OPTIONAL YEAR 2

*Prices must exclude taxes

C.1 Equipment Inspections as per described in Annex A – Statement of Work

Optional Year	Monthly Inspection (A)	Qty	Annual Inspection (B)	Qty	TOTAL (C) (Ax11)+(Bx1)
2nd optional year	\$	11		1	\$

C.2 – Expected Tests and Maintenance as per described in Annex A – Statement of Work

OPTION YEAR 2 (OY2)						
Size (lbs)	ABC				CO2	
	Hydrostatics Test (HT1)	QTY (units)	6-Year Maintenance (6Y)	QTY (units)	Hydrostatics Test (HT2)	QTY (units)
2.5	\$	0	\$	4	\$	0
5	\$	22	\$	36	\$	5
10	\$	21	\$	70	\$	2
20	\$	0	\$	4	\$	0
Sub-total	\$		\$		\$	
	Sub-total = Sum of HT1 x Qty (units) per equipment size		Sub-total = Sum of 6Y x Qty (units) per equipment size		Sub-total = Sum of HT2 x Qty (units) per equipment size	
TOTAL C.2 (OY2) (HT1) + (6Y) + (HT2)					\$	

Name and address of vendor/Company: (including Postal Code)

Name of bidder: _____

Bidder's Position: _____

Bidder's Signature: _____

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ANNEX "C"

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: _____

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ANNEX "D"

SECURITY REQUIREMENTS CHECK LIST



Contract Number / Numéro du contrat 23-2021
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 AAFC	2. Branch or Directorate / Direction générale ou Direction CMB
--	--

3. a) Subcontract Number / Numéro du contrat de sous-traitance N/A	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant N/A
---	--

4. Brief Description of Work / Brève description du travail
Inspection services for the fire, life and safety equipment, buildings 12, 18, 19, 20, 21, 22, 22A, 23, 26, 32, 34, 36, 37, 39, 40, 45, 47, 48, 49, 50, 54, 55, 56, 57, 59, 60, 72, 74, 75, 75C, 76, 77, 82, 84, 85, 88, 91, 92, 94, 95, 97, 98, 99, 103, 104, 106, 107, 108, 110, 111, 114, 115, 117, 118, 134, 136, 138, 140, 142, 143, 144, 145, 146, 148, 149, 151 and 152 of the CEF Ottawa.

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"/>



Contract Number / Numéro du contrat 23-2021
Security Classification / Classification de sécurité Unclassified

PART A (continued) / PARTIE A (suite)

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

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No / Non Yes / Oui
Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

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

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

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



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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL / 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).



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PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Rachael Johnston		Title - Titre Contracts and Special Projects Officer	Signature Johnston, Rachael
<small>Digitally signed by Johnston, Rachael DN: C=CA, O=GC, OU=AGR, CN="Johnston, Rachael" Reason: I am the author of this document Location: Date: 2023.01.19 15:46:51-0500' Foxit PDF Editor Version: 12.0.2</small>			
Telephone No. - N° de téléphone 343-548-4918	Facsimile No. - N° de télécopieur n/a	E-mail address - Adresse courriel rachael.johnston@agr.gc.ca	Date
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Lise Levesque-Masson		Title - Titre SRCL Coordinator	Signature Lise Levesque-Masson
<small>Digitally signed by Lise Levesque-Masson Date: 2023.04.03 11:28:10 -04'00'</small>			
Telephone No. - N° de téléphone 613-773-1464	Facsimile No. - N° de télécopieur 613-773-1488	E-mail address - Adresse courriel lise.levesquemasson@canada.ca	Date
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date