

**Solicitation Cover Page**

**RETURN BIDS TO:**

Agriculture and Agri-Food Canada

**Address:** Eastern Service Centre

**Attention:** Claudia Lauzier

**Email:** aaafc.escprocurement-cseapprovisionnement.aac@agr.gc.ca

**REQUEST FOR PROPOSAL**

**Proposal To: Agriculture and Agri-Food Canada**

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

**Comments:**

Optional Site Visit :

Thursday, March 14, 2024 at 10:00am (EDT)

**Vendor/Firm Name and Address:**

**Issuing Office**

Agriculture and Agri-Food Canada  
Eastern Service Centre

Title: Water Treatment Services - Central Experimental Farm Ottawa	
Solicitation Number 01B46-24-004	Date of solicitation: 2024-02-28
Solicitation Closes: At: 2:00pm On: 2024-03-29	Time Zone: EDT
Address Enquiries to:  Name: Claudia Lauzier, Contract Specialist Email: claudia.lauzier@agr.gc.ca	
Telephone Number: 438-455-2392	FAX Number:
Destination of Goods, Services and Construction: Central Experimental Farm Ottawa 960 Carling Avenue Ottawa, ON K1A 0C6	
<b>Instructions:</b> 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  
01B46-24-004  
Client Ref. No. - N° de réf. du client

Amd. No. - N° de la modif.  
File No. - N° du dossier  
24-004

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

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## **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.

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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](mailto:aafc.procbidreceiving-receptiondesoumissionaprov.aac@agr.gc.ca)

- b. To submit a bid using CPC Connect service, the Bidder must either:
- 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
  - 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](mailto: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, **Building 20**, 960 Carling Avenue, Ottawa, Ontario K1A 0C6 on Thursday, March 14, 2024. The site visit will begin **at 10:00am (EDT)**.

Bidders must communicate with the Contracting Authority no later than Wednesday, March 13, 2024 at 1:00pm (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.



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## 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

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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.

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## 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);

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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 from May 1<sup>st</sup>, 2024 to April 30, 2025.

### 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 two (2) year periods 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,

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Montreal, Qc H3A 3N2  
Tel.: 438-455-2392  
E-mail: [claudia.lauzier@agr.gc.ca](mailto: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 \$4,000.00. 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](http://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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Amd. No. - N° de la modif.  
File No. - N° du dossier  
24-004

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

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## **ANNEX "A"**

### **STATEMENT OF WORK**



## Annex A

### STATEMENT OF WORK Water Treatment Services

#### 1. INTRODUCTION

Agriculture and Agri-Food Canada (AAFC) requires a service program for the treatment of its water used in the open recirculating, closed heating/cooling. AAFC has many units located in different buildings. See Annex A.1 for a detailed list and location. All units are located on the Central Experimental Farm (CEF) in Ottawa, see site map attached. The services are to be performed from May 1<sup>st</sup>, 2024 to April 30, 2025 (basic year of contract) with the possibility to extend the contract for up to 2 optional periods of 2 years each.

#### 2. OBJECTIVE

The objective of this requirement is to acquire a service program including labour; supply of chemicals/reagents and also including the supply and installation of controllers or pumps when required; in order to control scaling, corrosion and bacterial growth in the open recirculating, closed heating/cooling. This is to be accomplished through careful control of cycles of concentration, therefore decreasing water and energy consumption as well as increasing the efficiency of the CEF equipment.

#### 3. SCOPE OF WORK

The Contractor must provide all necessary tools, services, labour, materials and chemicals required to execute the work on the terms and conditions contained herein. All water and related equipment must be inspected and maintained as per service schedule to ensure trouble free operation of the equipment. Cycles of concentration must be maintained between 6 and 8 for Cooling Towers and between 20 and 25 for Steam Boilers.

##### 3.1 Scheduled Service Visits

On each scheduled service visits the technician must:

- a) Perform all required analysis on steam systems and on hot water systems to determine inhibitor levels, scaling and corrosive potentials, and bleed off levels. Refer to Annex A.2 for frequency of visits.
- b) Adjust treatment levels, bleed off levels, add biocides as required, check operation of chemical feed and bleed off equipment, supply and change micron filters on closed systems. As per manufacturers requirements.
- c) Refill chemical tanks when tank is half full, take note of inventory, and deliver needed items directly to point of use.
- d) Obtain samples for glycol, deposit and bacterial or other laboratory analysis every month or as required or outlined in the services schedule.
- e) Provide, upon adequate notice, inspection of any systems or equipment treated when open for waterside inspections.
- f) Report immediately by phone and with an email follow up to the Technical Authority on any critical concerns including water losses and mechanical conditions noted.
- g) The contractor is required to change filters on the glycol systems monthly or as per manufacturers requirements. For other systems, the contractor is required to change filters when necessary.
- h) The contractor must document the scheduled visits and leave this document in the provided book located within the work area mechanical room.

##### 3.2 Legionella Sampling and Testing

###### 3.2.1 Sampling Requirements

3.2.1.1 Sampling for Legionella must be conducted on:

- Cooling towers, domestic water systems and/or HVAC systems.

3.2.1.2 Sampling for Legionella must be done four times annually.

3.2.1.3 Legionella sampling periods must be conducted between the following months:

- June, July, August and September
- one report per month

3.2.1.4 The sampling must be done at least 48 hours after the last water treatment.

3.2.2 Testing Requirements

3.2.2.1 Obtaining analytical services for water samples collected during the course of work is the sole responsibility of the Supplier. Samples must be analyzed by a laboratory holding current, valid accreditation from the Canadian Association of Laboratory Accreditation Inc. (CALA), the Standards Council of Canada (SCC) and/or equivalent, in accordance with the International Organization for Standardization/International Electro technical Commission (ISO/IEC) 17025, and the analytical parameters must be within the Laboratory's scope of testing.

3.2.2.2 All samples must be cultured and the results reported in cfu/ml for the following:

- Legionella Pneumophila Serogroup 1
- Total Legionella Pneumophila including all Serogroups
- Non-Legionella Pneumophila Legionella

3.2.2.3 Laboratory testing methods must be based on the ISO 11731.

3.2.2.4 The results are to be submitted electronically in pdf format and must include:

The signed certificate of analysis from the laboratory that performed the culture test and interpreted the results, listing the actual numerical concentration in cfu/ml of Legionella Pneumophila Serogroup 1, Total Legionella Pneumophila including all Serogroups, and Non-Legionella Pneumophila Legionella.

Chain of custody form for each sample collected and transported to the laboratory.

3.2.2.5 In the event that the collected samples are deemed not to be in a good condition, and/or compromised or for any reason results would be considered unreliable by the laboratory, the Technical Authority must be notified, by email immediately, and the entire cost including recollection and retesting of the sample will be at the expense of the contractor.

### 3.3 Chemicals

- a) Provide and add all chemicals required to maintain acceptable steel and copper corrosion inhibitor and biocide levels. Chemicals required for the cooling tower/condenser regardless of operation hours or temperatures encountered must be included. No surcharge to be assessed based on water usage.
- b) Provide all chemicals required to maintain closed systems steel and copper corrosion inhibitor levels. This includes a sufficient amount to recharge system after flushing or small losses up to three times the system volume per year and to recharge system after unexpected large losses provided water losses are repaired within thirty (30) days.

- c) Provide all chemicals required to maintain glycol systems steel and copper corrosion inhibitor levels as yearly laboratory analysis indicates. Glycol to be provided by AAFC.
- d) Provide and add any additional chemical(s) required as per all analysis and test. This includes, but not limited to, pH buffers, specialized steel and copper corrosion inhibitors and dispersants.
- e) Provide technical assistance whenever AAFC is installing controllers and/or injection pumps.
- f) All CEF installations are equipped with liquid chemical systems. The Contractor must not change any of the liquid systems without written approval of the Technical Authority.
- g) All chemicals must be added to the systems by the contractor's service personnel, documented i.e. date, location, quantity etc. and the report sent to the Technical Authority.
- h) All chemicals must be delivered directly to the point of use without assistance from AAFC. The empty containers removed and disposed of at no additional charge.
- i) Chemicals stored at each site must be kept to a minimum. At no time should more than approximately two months of supply be stored on site.
- j) Chemicals must be stored in spill proof containers with a containment tubs. MSDS sheets must be sent to the Technical Authority and also attached to the container or in close proximity.
- k) Contractor is to contact the Technical Authority prior to any work within this contract being started.
- l) Annual calibration of chemical injection systems.

### 3.3.1 Acceptable/unacceptable

- a) For **Open Recirculating Cooling Water Systems**, only all organic scale and corrosion inhibitors can be used. **Molybdate, chromate and high phosphate chemical must not be used. Only non-oxidizing biocides can be used. Chlorine and bromine based biocides must not be used.** A dual biocide program using biocides with different kill mechanics must be used to reduce chances of immunities developing. All biocides must be approved for use in recirculating water systems and labels must indicate the PCP registration number.
- b) For **Closed Heating/Cooling Systems**, only all organic or molybdate corrosion inhibitors can be used. **Nitrite, phosphate and chrome based chemicals must not be used.**
- c) For **Steam Boiler Systems**, only all organic corrosion inhibitors can be used. **Phosphate and molybdate based chemicals must not be used.**

### 3.4 Closed System Cleaners

The contractor must provide and inject cleaners to any closed system treated if deemed necessary by contractors test results or if requested by AAFC. Once flushing is complete, contractor must add the required chemicals to return system to normal operating levels.

Flushing, draining and filling the closed systems must be done by AAFC personnel. The contractor must provide advisory services to AAFC regarding the flushing of the systems.

Annual assessment of the condition of each system, and recommendation with costs.

### 3.5 Analysis and testing

- a) Provide all laboratory analyses required in order to achieve present Statement of Work.
- b) Provide microbiological identification, bacteria levels, biocide efficacy studies, complete glycol and deposit analysis as per Annex A.2.
- c) Carry out corrosion test using ASTM strip coupons in any system suspected of excess corrosion. The contractor must supply coupons.
- d) When test or analyses results show abnormal levels or readings, proceed with

corrective measures and repeat test and/or analysis until situation is back to normal. Inform Technical Authority of these corrective measures prior to completing them.

#### **4. GENERAL REQUIREMENTS**

##### **4.1 Services On-Demand (Repairs)**

- a) When requested by AAFC, the contractor must provide a detailed quote for any extra services and/or repairs that fall outside the scope of this contract.
- b) Work that falls outside of the scope of this contract will be performed by qualified technicians as per the quoted hourly rates identified in the Basis of Payment – Annex B.
- c) The Contractor must have written Technical Authority approval before undergoing any work that is outside the scope of work.
- d) When repairs are authorized on the chemical feed equipment owned by AAFC, removal and installation of this equipment must be done only by AAFC. The contractor must provide replacement chemical feed equipment, where possible, to AAFC at no charge while repairs are conducted. Any contractor owned equipment installed is the sole responsibility of the contractor.

##### **4.2 Call-Back Services / Emergency Calls**

- a) The contractor shall provide call-back service at any hour of any day when requested by the Technical Authority.
- b) The contractor's response to any emergency call-back shall be less than one (1) hour, 24/7, 365 days a year.
- c) The Contractor to provide the Technical Authority with a phone number for emergency calls.
- d) A qualified technician must be on site within forty eight (48) hours of receiving the call on a 24 hour, 7 day basis. For any emergency work that falls outside of the scope of this contract, contractor will be paid as per quoted hourly rates identified in the Basis of Payment – Annex B.
- e) The contractor must provide to the Technical Authority a written report following any call-back.

##### **4.3 Qualified Personnel**

All work to be executed by competent, qualified personnel. The contractor must provide technical support services required to achieve the objective of this requirement. If any portion of the work is to be sub-contracted indicate the scope of work and the sub-contractors name, address, contact person and telephone number. The Contractor will be fully responsible for the sub-contractors employees and workmanship while on site.

##### **4.4 Scheduling**

Regular maintenance must be performed during regular working hours, Monday through Friday, from 7:00am to 4:00pm, excluding legal holidays. Within 30 days after contract award the Contractor must provide a detailed schedule of preventive maintenance to be applied for the term of this contract. This schedule must contain and reflect the maintenance to be applied for the term of this contract. The proposed schedule and all subsequent modifications must be approved by the Technical Authority or his delegate and shall form part of this Contract. Any change to the schedule must be submitted a minimum of three (3) working days before either the scheduled or the proposed date.

#### 4.5 Safety Data Sheets

Safety Data Sheets (SDS) must be available in printed and electronic copy, in English, for all used products. Current copies of SDS, for all on-site used products, must be conspicuously posted near the on-site chemical storage. A copy of all SDS intended to be used in the implementation of the water treatment program must be submitted, in English, to the Technical Authority.

#### 4.6 WHMIS Labels and Biocide Registration

A sample label for all intended chemicals required to implement the water treatment program and a sample label for all biocides intended to be used, clearly showing the Control Products Registration Number to be used, must be submitted to the Technical Authority.

#### 4.7 Spills

The Contractor must be equipped with spill clean-up kits at all time when on site and technicians must be trained in spill clean-up.

##### General

- Contractor is responsible for conforming with all federal and provincial legislation, with particular reference to the transport, storage, handling, accidental releases, and disposal of hazardous materials.

##### Waste Disposal

- Segregate waste accordingly.
- Ensure that hazardous and non-hazardous waste are separated and disposed of according to appropriate regulations.
- All hazardous and non-hazardous materials shall be removed from the work site and disposed of at licensed facilities and in accordance with Provincial Regulations.

##### Site Maintenance and Clean up

- Maintain the working area in an orderly manner and do not encumber with equipment, materials, or debris. Accumulations of waste materials which might constitute a fire hazard will not be permitted. Spillage from the Contractor's hauling vehicles on travelled public or private roads to be promptly cleaned up. On completion of work, remove all waste materials.

##### Documentation

- Where available, provide waste disposal manifest or other documentation for all removed materials and equipment as proof it was sent and accepted by an approved provincially licensed facility.

#### 4.8 Dangerous Goods

All service personnel, working on this requirement, must be certified for the Transportation of Dangerous Goods (TDG) and maintain the appropriate TDG logs.

#### 4.9 Communication

- a) All formal communication regarding work (e.g. letters of direction, approvals, etc.) will be between the Supplier and the Technical Authority.
- b) The Technical Authority will provide the Supplier with on-site contacts, however the Technical Authority shall be copied on any communication with employees.
- c) The Technical Authority shall be kept aware of all project schedule changes, major findings and milestones.
- d) The Supplier will provide a regular status report detailing progress to date, outstanding issues, and problems encountered. This report can be sent by e-mail to the Technical Authority.
- e) Any queries about the project from the public, the media or others shall be referred

to the Departmental Representative.

- f) All documents must be submitted in English.
- g) Where samples demonstrate clear concerns early in the analysis, the laboratory must contact a designated representative by telephone and follow up by email immediately to provide an advanced warning of potential health concerns.
- h) Results of all Legionella Bacteria culture tests must be determined and reported to AAFC no more than 15 days following the collection of the sample.
- i) Within the same day of receipt of results from the laboratory, the Supplier must send electronic notification of the results of all Legionella bacteria culture tests to the Technical Authority (who will be identified upon contract award).

## 5. DELIVERABLES

The contractor must provide the following reports:

- a) Monthly Reports, paper and/or electronic. Reports in English must be submitted to the Technical Authority within two (2) weeks of the completion of the applicable monthly scheduled service and include any relevant information such as water losses and mechanical conditions.
- b) Legionella Sampling and Testing Reports, paper and/or electronic. Reports must be submitted to the Technical Authority within fifteen days following the collection of the sample and include all relevant information.
- c) Annual Report, paper and/or electronic, for each site. This report must include a table and a graphic of all test results and also show recommended control levels.
- d) All submitted reports must outline any encountered problem(s) and detail applied or recommended corrective measure(s). If a corrective measure was put in place and completed this corrective measure must be identified in this report. All submitted reports must also include:
  - date and time of service
  - building name and/or location
  - technician's name and signature
  - equipment identification (model and serial numbers)
  - work performed
  - parts replaced
  - condition of equipment

## ANNEX A.1 – DESCRIPTION AND LOCATION OF SERVICES EQUIPMENT

Location	Description	Capacity	Chemical Feed Systems
Bldg. 12	Chiller	7.5 T	Pot Feeder
	Hot Water Boiler		Pot feeder
Bldg. 18	Steam Boiler	500,000 BTU	
Bldg. 20	Cooling Tower 1	60 T	Auto Feed / Bleed / Bio
	Cooling Tower 2	150 T	Auto Feed / Bleed / Bio
	Cooling Tower x 2	450/900 T	Auto Feed / Bleed / Bio
	Chilled Water	2000 IMPG	Feeder / Filter Housing
	HWH (Reheat)		Pot feeder & Filter
	Glycol	Preheat	Feeder & Filter
	Steam Boilers x 2	500 HP – 15m BTU	
Bldg. 21	Cooling Tower	300 T	Auto Feed / Bleed / Bio
	Glycol	Preheat	Filter Housings
	Glycol	Pre & Heating	
	Hot Water Boiler 1		
	Hot Water Boiler 2		
	Hot Water Boiler 3		
	Hot Water Boiler 4		
	Steam Boilers x 2	1,000,000 BTU	
Bldg. 22	Cooling Tower	2 x 200 T	Auto Feed / Bleed / Bio
	Chilled		Feeder & Filter
	HWH Reheat		Auto Feed / Bleed / Bio
	Glycol x 2		
	Steam Boilers x 2	250 HP – 7,5m BTU	
Bldg. 23	Hot Water Boiler		
Bldg. 34	Hot Water Boiler		
Bldg. 49	Chilled		Feeder & Filter
	Steam Boiler	1,200,00 BTU	
Bldg. 50	Cooling Tower	40 T	Auto Feed / Bleed / Bio
	Steam boiler 1	3 MBTH	
	Steam boiler 2	3 MBTH	
Bldg. 54	Hot Water Heating		Filter & Pot Feeder
Bldg. 55	Hot Water Heating		Filter & Pot Feeder
	Glycol for HVAC		
Bldg. 57	Hot Water Heating		Pot Feeder
	Glycol for HVAC		Pot Feeder
Bldg. 59	Chiller/Glycol System		Filter & Pot Feeder
	Hot Water Heating		
Bldg. 60	Hot Water Heating		Pot Feeder
Bldg. 72	Steam Boiler	1,084,000 BTU	
Bldg. 74	Chiller	24 T	
	Hot Water Boiler		

<b>Location</b>	<b>Description</b>	<b>Capacity</b>	<b>Chemical Feed Systems</b>
Bldg. 75	Hot Water Heating		Pot Feeder
Bldg. 85	Hot Water Boiler		
Bldg. 88	Steam Boilers x 2	1,200,000 BTU	
<b>Location</b>	<b>Description</b>	<b>Capacity</b>	<b>Chemical Feed Systems</b>
Bldg. 91	Glycol Boiler x 2	1 MBTH (50/50 mix)	
Bldg. 94	Hot Water Boilers x 3		
Bldg. 97	Hot Water Boiler		
Bldg. 98	Hot Water Boiler		Filter & Pot Feeder
Bldg. 99	Cooling Tower	40 T	Auto Bleed / Timer Feed
	Steam Boiler	500,000 BTU	
Bldg. 106	Hot Water Boiler		
Bldg. 110	Cooling Tower	20 T	Pump / Tank / Timer
	Steam Boiler	1,054,000 BTU	
Bldg. 114	Steam Boiler	8 HP / 278,000 BTU	Pump / Tank / Timer
Bldg. 140	Cooling Tower	40 T	
Bldg. 143	Hot Water Boiler		
Bldg. 148	Glycol for Hvac Boiler		



## ANNEX A.2 – NUMBER OF SERVICE VISITS AND FREQUENCY

<b>Systems description and locations</b>	<b>Visits Frequency</b>	<b>Total number of services/visits per year</b>
<b>Building 12</b>		
Chiller	June + August	2
Hot Water Boiler	Once a month November to April	6
<b>Building 18</b>		
Steam Boiler	Twice a month October to May	16
<b>Building 20</b>		
Cooling Tower 1	Twice a month	24
Cooling Tower 2	Twice a month	24
Cooling Tower x 2	Twice a month June to September	8
Chilled Water	Twice a month June to September	8
HWH (Reheat)	Monthly	12
Glycol	November, January + March	3
Steam Boiler 1	Twice a month October to May	16
Steam Boiler 2	Twice a month October to May	16
<b>Building 21</b>		
Cooling Tower	Monthly	12
Glycol	November, January + March	3
Glycol	November, January + March	3
Hot Water Boiler 1	Once a month November to April	6
Hot Water Boiler 2	Once a month November to April	6
Hot Water Boiler 3	Once a month November to April	6
Hot Water Boiler 4	Once a month November to April	6
Steam Boiler 1	Twice a month October to May	16
Steam Boiler 2	Twice a month October to May	16
<b>Building 22</b>		
Cooling Tower	Twice a month June to September	8
Chilled	Twice a month June to September	8
HWH Reheat	Once a month November to April	6
Glycol x 2	November, January + March	3
Steam Boiler 1	Twice a month October to May	16
Steam Boiler 2	Twice a month October to May	16
<b>Building 23</b>		

<b>Systems description and locations</b>	<b>Visits Frequency</b>	<b>Total number of services/visits per year</b>
Hot Water Boiler	Once a month November to April	6
<b>Building 34</b>		
Hot Water Boiler	Once a month November to April	6
<b>Building 49</b>		
Chiller	Twice a month June to September	8
Steam Boiler	Twice a month October to May	16
<b>Building 50</b>		
Cooling Tower	Twice a month	24
Steam Boiler 1	Twice a month October to May	16
Steam Boiler 2	Twice a month October to May	16
<b>Building 54</b>		
Hot Water Heating	Once a month November to April	6
<b>Building 55</b>		
Hot Water Heating	Once a month November to April	6
Glycol for HVAC	November, January & March	3
<b>Building 57</b>		
Hot Water Heating	Once a month November to April	6
Glycol for HVAC	November, January, March	3
<b>Building 59</b>		
Chiller/Glycol System	Once a month June to September	8
Hot Water Heating	Once a month November to April	6
<b>Building 60</b>		
Hot Water Boiler	Once a month November to April	6
<b>Building 72</b>		
Steam Boiler	Twice a month October to May	16
<b>Building 74</b>		
Chiller	Once a month May, July and Sept.	3
Hot Water Boiler	Once a month November to April	6
<b>Building 75</b>		
Hot Water Heating	Once a month November to April	6
<b>Building 85</b>		
Hot Water Boiler	Once a month November to April	6
<b>Building 88</b>		
Steam Boiler 1	Twice a month October to May	16

<b>Systems description and locations</b>	<b>Visits Frequency</b>	<b>Total number of services/visits per year</b>
Steam Boiler 2	Twice a month October to May	16
<b>Building 91</b>		
Glycol Boiler 1	Once a month November to April	6
<b>Building 94</b>		
Hot Water Boiler 1	Once a month November to April	6
Hot Water Boiler 2	Once a month November to April	6
Hot Water Boiler 3	Once a month November to April	6
<b>Building 97</b>		
Hot Water Boiler	Once a month November to April	6
<b>Building 98</b>		
Hot Water Boiler	Once a month November to April	6
<b>Building 99</b>		
Cooling Tower	Twice a month	24
Steam Boiler	Twice a month October to May	16
<b>Building 106</b>		
Hot Water Boiler	Once a month November to April	6
<b>Building 110</b>		
Cooling Tower	Twice a month	24
Steam Boiler	Twice a month October to May	16
<b>Building 114</b>		
Steam Boiler	Twice a month October to May	16
<b>Building 140</b>		
Cooling Tower	Twice a month	24
<b>Building 143</b>		
Glycol for HVAC	November, January & March	3
<b>Legionella Testing</b>		
Legionella Testing on ten (10) Cooling Towers	Four times annually (June, July, August, September)	4

Solicitation No. - N° de l'invitation  
01B46-24-004  
Client Ref. No. - N° de réf. du client

Amd. No. - N° de la modif.  
File No. - N° du dossier  
24-004

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

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## **ANNEX "B"**

### **BASIS OF PAYMENT**



### ANNEX B BASIS OF PAYMENT

**Initial Contract Period : May 1<sup>st</sup>, 2024 to April 30, 2025**

Service Program – Water Treatment (Annex A – Statement of Work)					
Item	Description	Unit	Qty (A)	Unit Price Offered (B)	Total (C) = (A x B)
Year 1	Services	Month	12	\$ _____ per Month	\$ _____

*Taxes not included*

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

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

*No travel cost will be covered by this contract.*

**1<sup>st</sup> Optional Period of 2 Years: May 1<sup>st</sup>, 2025 to April 30, 2027**

Service Program – Water Treatment (Annex A – Statement of Work)					
Item	Description	Unit	Qty (A)	Unit Price Offered (B)	Total (C) = (A x B)
Year 2 and 3	Services	Month	24	\$ _____ per Month	\$ _____

*Taxes not included*

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

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

*No travel cost will be covered by this contract.*



**2<sup>nd</sup> Optional Period of 2 Years : May 1<sup>st</sup>, 2027 to April 30, 2029**

Service Program – Water Treatment (Annex A – Statement of Work)					
Item	Description	Unit	Qty (A)	Unit Price Offered (B)	Total (C) = (A x B)
Year 4 and 5	Services	Month	24	\$ _____ per Month	\$ _____

*Taxes not included*

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

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

*No travel cost will be covered by this contract.*

**SUMMARY:**

Total Cost for Initial Contract Period \_\_\_\_\_  
 Total Cost for 1<sup>st</sup> Optional Period (2 years) \_\_\_\_\_  
 Total Cost for 2<sup>nd</sup> Optional Period (2 years) \_\_\_\_\_  
**TOTAL BID COST for all years** \_\_\_\_\_

**SIGNATURE:**

Signed at \_\_\_\_\_ the \_\_\_\_\_ day of the month of \_\_\_\_\_  
 2024. (City/Province)

Name and address of the company: (Including postal code)

\_\_\_\_\_  
 \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Solicitation No. - N° de l'invitation  
01B46-24-004  
Client Ref. No. - N° de réf. du client

Amd. No. - N° de la modif.  
File No. - N° du dossier  
24-004

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

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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

<b>Organizational Structure:</b> <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  
01B46-24-004  
Client Ref. No. - N° de réf. du client

Amd. No. - N° de la modif.  
File No. - N° du dossier  
24-004

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

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## **ANNEX "D"**

### **SECURITY REQUIREMENTS CHECK LIST**



Contract Number / Numéro du contrat
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 <b>AAFC</b>		2. Branch or Directorate / Direction générale ou Direction <b>CMB</b>	
3. a) Subcontract Number / Numéro du contrat de sous-traitance <b>N/A</b>		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant <b>N/A</b>	
4. Brief Description of Work / Brève description du travail <b>The Water Treatment Services for the Hot Water and Boiler heating systems, in buildings 12, 18, 20, 21, 22, 23, 34, 49, 54, 55, 57, 59, 60, 72, 74, 75, 85, 88, 91, 94, 97, 98, 99, 106, 110, 114, 140 and 143 and including Legionella testing on 10 cooling towers on the CEF.</b>			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No / Non	<input checked="" type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>			
Restricted to: / Limité à : Specify country(ies): / Préciser le(s) pays : <input type="checkbox"/>	Restricted to: / Limité à : Specify country(ies): / Préciser le(s) pays : <input type="checkbox"/>	Restricted to: / Limité à : Specify country(ies): / Préciser le(s) pays : <input type="checkbox"/>	
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"/>	



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat
Security Classification / Classification de sécurité <b>Unclassified</b>

**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?  
If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité :  No / Non  Yes / Oui

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

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

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

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

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

Special comments:  
Commentaires spéciaux : \_\_\_\_\_

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

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

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

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

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

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

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité Unclassified
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The logo for the Government of Canada, featuring the word "Canada" in a stylized serif font with a small Canadian flag above the letter 'a'.



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

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

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

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

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

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

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

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





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

**PART D - AUTHORIZATION / PARTIE D - AUTORISATION**

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

Name (print) - Nom (en lettres moulées) Robert Ranger	Title – Titre Facility Manager	Signature <b>Ranger, Robert</b>	<small>Digitally signed by Ranger, Robert DN: C=CA, O=GC, OU=AGR, CN="Ranger, Robert" Reason: I am the author of this document Location: Date: 2023.10.27 08:52:33-04'00' Foxit PDF Editor Version: 13.0.0</small>
Telephone No. - N° de téléphone 613-759-1802	Facsimile No. - N° de télécopieur 613-759-6901	E-mail address - Adresse courriel robert.ranger@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: 2023.10.27 10:18:30 -04'00'</small>
Telephone No. - N° de téléphone 613-773-1464	Facsimile No. - N° de télécopieur 613-773-1488	E-mail address - Adresse courriel lise.levesque-masson@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?

No / Non  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



