

RETURN BIDS TO:
Agriculture and Agri-Food Canada

Address:

Attention: Carol Rahal

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

REQUEST FOR STANDING OFFER

National Individual Standing Offer (NISO)

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

Comments:
Optional Site Visit

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at the main entrance of Saint-Jean-sur-Richelieu Research and Development Centre, 430 Gouin Boulevard, Saint-Jean-sur-Richelieu, QC J3B 3E6 on Tuesday, July 9th, 2024. The site visit will begin at 9:00AM, local time

Vendor/Firm Name and Address:

Issuing Office
Agriculture and Agri-Food Canada

Title: Electrician Services for Saint-Jean-sur-Richelieu Research and Development Centre	
Solicitation Number 01B46-24-046	Date of solicitation: 2024-06-18
Solicitation Closes: At: 2:00PM On: 2024-07-18	Time Zone: EST
Address Enquiries to: Name: Carol Rahal Email: carol.rahal@agr.gc.ca	
Telephone Number: 514-231-3209	FAX Number:
Destination of Goods, Services and Construction: Agriculture and Agri-Food Canada Saint-Jean-sur-Richelieu Research and Development Centre 430 Gouin boulevard Saint-Jean-sur-Richelieu, QC J3B 3E6	
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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PART 1 – GENERAL INFORMATION

1.1 Introduction

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

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

The Annexes include the Statement of Work, the Basis of Payment, Security requirement check list and the Integrity provisions form.

1.2 Summary

Agriculture and Agri-Food Canada's Saint-Jean-sur-Richelieu Research and Development Centre (SaintJean RDC) is seeking to establish a standing offer (SO) with one (1) electrical contractor, in order to receive services for the maintenance, repair and installation of electrical systems at its centre located at 430 Gouin Blvd., Saint-Jean-sur-Richelieu, Quebec J3B 3E6, as well as at its L'Acadie Experimental Farm (the Farm) located at 1134 Route 219, Saint-Jean-sur-Richelieu, Quebec J2Y 1C4.

The period of the Standing Offer will be from the date of award for a period of one year with the possibility to extend the Standing Offer for three (3) additional one (1) year period under the same conditions.

The total estimated budget for the SOs will be \$35,000.00 per year for a total of \$140,000.00 (Goods and Services tax or Harmonized sales tax not included).

1.3 Security Requirements

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

1.4 Debriefings

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

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

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

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

1.6 Key Terms

In the Request for Standing Offer "RFSO",

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

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

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The [2006](#) (2023-06-08) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation, and are amended as follows:

- a. Section 05, Submission of Bids, subsection 5.2:

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;

- b. Section 05, Submission of Bids, subsection 5.4:

DELETE: 60 days

INSERT: 120 days

- c. Section 06, Late Bids and Section 07, Delayed Bids:

DELETE: "PWGSC"

INSERT: "AAFC"

- d. 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.
- 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.

e. Section 20, Further Information:

DELETE: Subsection 2 in its entirety.

2.2 Submission of Offers

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

Or

Bids can 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 FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror 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 offer 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 Offeror a FPS in receipt of a pension? **YES () NO ()**

If so, the Offeror must provide the following information, for all FPS 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, Offerors agree that the successful Offeror'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 Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES () NO ()**

If so, the Offeror must provide the following information:

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

2.4 Enquiries - Request for Standing Offers

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

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

2.5 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province of Quebec.

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

2.6 Optional Site Visit

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at the main entrance of Saint-Jean-sur-Richelieu Research and Development Centre, 430 Gouin Boulevard, Saint-Jean-sur-Richelieu, QC J3B 3E6 on Tuesday, July 9th, 2024. The site visit will begin **at 9:00 am**, local time.

Bidders are requested to communicate with the Isabelle Lizée at isabelle.lizee@AGR.GC.CA no later than Monday, July 8, 2024 to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders may be requested to sign an attendance sheet. Bidders who do not attend or do not send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

2.7 Bid Challenge and Recourse Mechanisms

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

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

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

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

Section I: Technical Offer

In their technical offer, offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Offer

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

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria (M1 and M2)

If the company or its resources do not meet all of the mandatory technical requirements, the proposal will be declared non-compliant and will be rejected.

M1-PROPOSED STAFF

Bidders must employ full-time staff and be able to provide all qualified labour, trades and services in accordance with the Basis of Payment (Annex B).

All electrical specialty work must be performed by experienced electricians, who hold a construction permit issued by the Commission de la construction du Québec and a permit from the Corporation des maîtres électriciens du Québec.

Bidders must have sufficient resources to mobilize a team of two (2) licensed electricians to replace major electrical distribution systems.

In order to demonstrate that the proposed personnel meet the qualifications specified above, bidders must provide:

1. The name and number of years of experience of two (2) licensed electricians who hold a construction permit issued by the Commission de la construction du Québec and a permit issued by the Corporation des maîtres électriciens du Québec and who would be dispatched to the site to perform any part of the work.
2. Provide a copy of the permit/certificate issued by the Commission de la construction du Québec for each proposed person clearly indicating the name of the holder, their permit number and the date of validity.
3. Provide a copy of the permit issued by the Corporation des maîtres électriciens du Québec for each proposed person clearly indicating the name of the holder, their permit number and the date of validity.

M2- BIDDER'S EXPERIENCE

Only bidders with corporate experience in the maintenance, installation and upgrading of electrical systems in institutional/commercial buildings will be deemed qualified for the performance of the work.

In order to demonstrate that they meet the qualifications specified above, bidders must provide:

Details of at least two (2) similar projects they have completed, including:

1. Full name and contact information of the company where similar electrical services were performed;
2. A brief description of the services that are or have been provided, explaining how the projects are similar to the RFSO requirements;
3. The duration of the project and/or the period during which the service was rendered;
4. Type of operating environment (e.g. government or transportation, purchasing convention centres or warehouses).

****If one of the mandatory requirements M1 or M2 above is missing, the proposal will be declared non-responsive.**

4.1.2 Financial Evaluation

4.1.2.1 Evaluation of Price

The price of the offer will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

4.2 Basis of Selection

4.2.1 Mandatory Technical Criteria Only

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

In the event that two (2) equal bids are received, the Bidder with the most experience, as demonstrated in 4.1.1.1 **Mandatory Technical Criteria (M1 and M2), M2- BIDDER'S EXPERIENCE**, will be awarded the Standing Offer.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Offer

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

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

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

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

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

5.2.3 Additional Certifications Precedent to Issuance of a Standing Offer

5.2.3.1 Status and Availability of Resources

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

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

5.2.3.2 Education and experience

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

6.1 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 7 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.

2. 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.

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

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

7.2 Security Requirements

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

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

7.3 Standard Clauses and Conditions

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

7.3.1 General Conditions

[2005 \(2022-12-01\)](#), General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from the date of award of the standing offer for a period of one year.

7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional 3 period, of 1 year each under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

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

7.5 Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Carol Rahal
Title: Team Lead
Agriculture and Agri-Food Canada
Corporate Management Branch
Telephone: 514-231-3209
E-mail address: carol.rah@agr.gc.ca

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

7.5.2 Project Authority

The Project Authority for the Standing Offer is:

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

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

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

7.5.3 Offeror's Representative

The Offeror's Representative is:

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

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

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Saint-Jean-sur-Richelieu Research and Development.

7.8 Call-up Procedures

One Standing Offer:

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

7.9 Call-up Instrument

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

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

7.10 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$20 000.00 (Applicable Taxes Excluded).

7.11 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$35 000.00 per year (*Applicable Taxes excluded*) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

7.12 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2022-12-01), General Conditions - Standing Offers - Goods or Services;
- e) the general conditions 2010C (2022-12-01)- General Conditions- Services ;
- f) Annex A, Statement of Work;
- g) Annex B, Basis of Payment;
- h) Annex C, Security Requirements Check List;
- i) Annex D-1 and D-2, Integrity Provision
- j) the Offeror's offer dated _____ (*insert date of offer*),

7.13 Certifications and Additional Information

7.13.1 Compliance

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

7.13.2 SACC Manual Clauses

Status of Availability of Resources

If for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its offer, the Offeror may propose a substitute with similar qualifications and experience. The Offeror must advise the Standing Offer Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Offeror: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Offeror is unable to provide a substitute with similar qualifications and experience, Canada may set aside the standing offer.

7.14 Applicable Laws

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

7.15 Transition to an e-Procurement Solution (EPS)

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

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

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

B. RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

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

7.3 Term of Contract

7.3.1 Period of the Contract

The Work is to be performed during the period indicated on the Call-up against the standing offer.

7.4 Proactive Disclosure of Contracts with Former Public Servants

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

7.5 Payment

7.5.1 Basis of Payment

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

7.5.2 Method of Payment

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

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

- a) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;

- b) all such documents have been verified by AAFC;
- c) the Work delivered has been accepted by AAFC

7.5.3 Electronic Payment of Invoices – Call-up

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

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

Additional information is available at:

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

7.6 Invoicing Instructions

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

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

7.7 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
01B46-24-046

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

ANNEX "A"

STATEMENT OF WORK



Section 1: GENERAL INFORMATION

1.0 OBJECTIVE

Agriculture and Agri-Food Canada's Saint-Jean-sur-Richelieu Research and Development Centre (Saint-Jean RDC) is seeking to establish a standing offer (SO) with one (1) electrical contractor, in order to receive services for the maintenance, repair and installation of electrical systems at its centre located at 430 Gouin Blvd., Saint-Jean-sur-Richelieu, Quebec J3B 3E6, as well as at its L'Acadie Experimental Farm (the Farm) located at 1134 Route 219, Saint-Jean-sur-Richelieu, Quebec J2Y 1C4.

The contractor will be required to perform electrical work on an as-and-when-requested basis for the Saint-Jean RDC, according to the response time, materials and prices defined in the standing offer and by providing the skilled labour, expertise, transportation, tools, equipment, accessories and all other supplies or knowledge needed to perform the work. All work must be carried out by the selected contractor's personnel; subcontracting to other contracting firms to carry out any part of the work is only allowed with the approval of the project authority.

2.0 BACKGROUND

The main CRD Saint-Jean site is located in Saint-Jean-sur-Richelieu. The Saint-Jean RDC and the Farm include laboratories, greenhouses, growth chambers, rearing rooms, cold storage rooms and a spraying room, all of which are fitted with state-of-the-art equipment.

The Saint-Jean RDC is open five days a week, Monday to Friday, from 8:00 a.m. to 4:30 p.m., although some scientific experiments are conducted around the clock over extended periods of time.

3.0 COORDINATION OF WORK

All work is to be coordinated with the technical authority of this standing offer or their representative. The Contractor or its employees will not respond to any request or order from any other Saint-Jean RDC staff member.

The electrical contractor will not be required to supply on-site supervision for their staff working on site. All electricians designated to perform the work will be Journeymen or Apprentices accompanied by a Journeyman. Under the terms of the standing offer agreement, Agriculture and Agri-Food Canada will not pay any travel expenses.

3.1 Hours of work

All work must be carried out during regular business hours i.e. from 8:00 a.m. to 4:30 p.m., Monday through Friday. However, in circumstances where it is deemed necessary by the project authority to perform work on equipment outside regular business hours, the Contractor will be provided instructions to do so beforehand, on a case by case basis.

3.2 Response time

For the purposes of the work, the contractor must be available 24/7 and have a telephone or cellphone number where it can be contacted.

3.2.1 Regular work

For any regular (non-emergency) work requested, the Contractor must be prepared to start work within two (2) days following receipt of a call-up against the standing offer.



3.2.2 Emergency service or repair work

For any emergency call requiring immediate action, the Contractor must be on site within two (2) hours of receiving this type of request by telephone or email from the project authority. The Contractor must provide the technical authority with an emergency telephone number.

3.2.3 Communications

The Contractor and its employees must provide services in French.

Section 2: STATEMENT OF WORK

The contractor must supply all necessary labour, supervision, transportation, hardware, tools and equipment to carry out this standing offer agreement for maintenance, minor repairs and installation of electrical systems and shall provide the services described herein.

4.0 SCOPE OF WORK

The scope of work to be performed as part of this standing offer will be determined by the availability of funds, the program needs and electrical problems encountered at the RDC. The scope of work will therefore be defined when each call-up against the Standing Offer is forwarded to the service provider. Notwithstanding the above, the electrical contractor's personnel must be experienced and capable of performing the following type of work throughout the term of the standing offer:

4.1 Controlled environment equipment

Modify, repair, test and install controlled environment chamber lighting systems, microprocessor controllers, refrigeration system electrical controls, interlocks and alarm circuits. It will sometimes be necessary to install new power supplies for growing chambers moved to the Research Centre.

4.2 Buildings and barns

Upgrade electrical services, and install branch circuits and new electrical equipment in outbuildings and storage barns as required. Install lighting systems, service transformers and power feed lines that provide electrical power to these structures. A combination of overhead and underground electrical systems can be found in the Research Centre.

4.3 Agricultural chemical storage building

Install wiring and controls to exhaust fans serving chemical storage rooms for fume removal in explosion proof environments. Maintain lighting systems located within the building.

4.4 Greenhouse systems

Install new electrical services to supply power for lighting systems and controls. Troubleshoot electrical problems associated with greenhouse compartments, lighting, fogging, exhaust fans with motorized louvers, shade curtain systems, pumps and hot water heating systems.

4.5 Greenhouse control systems

Install new electrical systems to operate fertilizer injection systems and air conditioning control systems.

4.6 Building lighting systems

Upgrade the existing electrical supply system in the main office area to supply electrical power for office machines, computers and lighting. Relocate lighting fixtures in rooms being upgraded or reconfigured.



4.7 Main computer room requirements

Work with local IT managers to determine electrical power and uninterruptable power supply requirements.

4.8 Laboratory equipment

Install electrical power supplies, overload protection and uninterruptible power supplies to new and relocated laboratory equipment.

4.9 Installation of overhead and underground systems

Install underground and overhead electrical services and transformers to buildings and equipment as required.

4.10 Inspection and repair of greenhouse equipment

Conduct inspections of greenhouse electrical equipment to determine electrical faults or code violations that exist. Report faults and make necessary repairs.

4.11 Maintenance work on cooling contactors

Maintain the electrical equipment of the coolants on the roofs and outside

4.12 Maintenance of electrical equipment—MCC panels

Clean, adjust and test all motor control equipment associated with motor control centres (MCC) in the technical facilities. Maintain and install, program, repair or replace electric motor speed drives associated with air circulation systems.

As required, clean, adjust or replace all laboratory exhaust fan and laboratory fume hood motor starter contactors, disconnects and indicator lamps in penthouse K-D-L motor control centres (MCC).

4.13 Central heating and cooling plant equipment

Repair all electrical equipment and systems, such as pumps, generators, air compressors, vacuum pumps and fan motors associated with cooling towers. Variable-speed drives are associated with most of the pumps and fans in the central heating and cooling plant.

4.14 Maintenance of building lighting systems

Service all building lighting systems and lighting system components as required, both interior and exterior pole lighting systems.

4.15 Research Centre Residence

Inspect RDC residence for electrical defects and upgrade as required so as to meet code.

4.16 Thermography

Provide the equipment and reports for preventive maintenance using the thermal camera.

4.17 Exhaust fans

Service exhaust fan circuits, controls and motors as required on all ventilation equipment.



4.18 Laboratory equipment maintenance

To support research activities, maintain and repair various pieces of laboratory equipment, and conduct testing.

4.19 Installation and maintenance of variable speed controls

Install and service variable-speed motor control systems associated with the air circulation system fans and pumps.

4.20 Offices

Install plug outlets, switches and lighting systems as required in office areas.

4.21 Cleaning valves for laboratory fume hoods

Install electrical systems in laboratory steam collectors. All wiring must be explosion proof.

4.22 Ground fault equipment

Install and test ground fault equipment in all areas of the RDC.

4.23 24-hour emergency service

Provide 24-hour emergency service as required.

4.24 Electric motor repair services

Provide repair, rewinding and installation services for electric motors. Specify pickup and delivery administration costs, if provided.

4.25 Fire alarm system

This application does not cover the maintenance, testing and repair of fire alarm systems.

4.26 High voltage maintenance

High voltage (27.7 KV) transformer and feeder maintenance will not be covered under this request.

Section 3: WORK QUALITY STANDARDS

5.0 TERMS AND CONDITIONS OF WORK

The following codes and standards that are in effect upon release of this document are subject to change or revisions. The most recent version must be complied with throughout the term of the standing offer. In the event of a conflict between any of the following codes or standards, the strictest standard or code shall prevail.

1. Canadian Standards Association;
2. *Canadian Environmental Protection Act*;
3. *National Building Code of Canada*;
4. Provincial and federal legislation and regulations;
5. *Canadian Electrical Code, First Part, CSA 22.1-F18*;
6. The equipment used in and the performance of the work must comply with or exceed the applicable standards of the Canadian General Standards Board and of the Canadian Standards Association (CSA).



5.1 Staff required for the work

- 5.1.1 A minimum of two (2) licensed electrical tradespersons, under the contractor's full-time employment, must be available to perform work at the Saint-Jean RDC. This is to ensure continuity of work during the contractor's staff holidays or absences.
- 5.1.2 Only qualified employees may perform the work at the Saint-Jean RDC. AAFC reserves the right to determine if an apprentice electrician can assist the journeyman in carrying out the work requested and will specify it at the time of each service call (Call-up against the standing offer).

5.2 Instructions for work to be carried out

- 5.2.1 The Contractor must supply all the tools, instrumentation, equipment, services, materials and labour required to perform and complete, with care and by using best practices, the work set out in this SOW.
- 5.2.2 Prior to performing the work, the Contractor will be required to submit, in writing to the project manager, an estimate for repair work and new installations required for the work requested. This estimate must be consistent with the Contractor's Basis of Payment.
- 5.2.3 The Contractor must perform the work as described in the call-up against the Standing Offer.
- 5.2.4 The Contractor must provide the project manager with a detailed work order explaining the work undertaken.
- 5.2.5 The Contractor must perform the work with minimum disturbance to the occupants, public and normal use of the building.
- 5.2.6 The Contractor must dispose of items that have been replaced (e.g. old cabling, ballasts, old florescent lights) and remove, at its own expense, the waste, leftover materials and old equipment and components, in accordance with the Green Code.

5.3 Workmanship

The Contractor must warrant that all services performed under this standing offer are, at the time of acceptance, free from defects in workmanship. If the Contractor is required to correct or replace the work or any portion thereof, AAFC will not be liable for costs incurred. All work corrected or redone by the Contractor shall be subject to the same provisions of the Standing Offer as the original work.

5.4 Equipment, materials and new installations

- 5.4.1 Equipment and materials must be new and CSA certified. The Contractor must deliver, store and maintain equipment with the manufacture's seal and labels intact.
- 5.4.2 Additions, relocations or removal of equipment or systems must be recorded, dated and initialled by the Contractor on the printed documentation concerning the finished work where applicable.
- 5.4.3 All materials must be approved by the project authority prior to ordering or installation. AAFC reserves the right to supply the parts and materials to the Contractor.
- 5.4.4 The Contractor must provide training for maintenance employees and AAFC user groups on the operation and maintenance procedures for all new installations. The Contractor must supply shop drawings and manufacturer instructions and specifications for all new installations.



5.5 Warranty

The warranty is one year for parts and 60 days for labour.

The Contractor must provide AAFC all warranty documents concerning the warranty guarantee for workmanship, parts and labour. Documents will specify period and type of guarantee. The Contractor must supply the identified user or their designate with all technical literature and maintenance instructions supplied by the manufacturer for new equipment for filing and future reference.

5.6 Damage to federal property

The Contractor must maintain the integrity of the existing facilities. The Contractor will be held responsible for any damage caused to the property or equipment belonging to the Crown, in the event that the damage is caused by the Contractor, its employees or its subcontractors. Any damage caused by the Contractor must be repaired.

Section 4: REQUIREMENTS AND SPECIFIC CONDUCT ON THE PREMISES

6.0 ON-SITE SECURITY AND IDENTIFICATION

Photo identification is required for all of the Contractor's employees, including any subcontracted staff, working at the Saint-Jean RDC. These cards must be worn at all times by employees of the electrical contractor.

All of the Contractor's employees, including any subcontracted staff, must follow security rules and regulations specific to the site, including but not limited to having the required security clearances to be granted access to RDC premises, and signing in and out of the building.

6.3 Upon arrival at the site, the Contractor must report to the project authority, provide identification and sign in at reception at the Saint-Jean RDC or at the Farm. The Contractor must also discuss the work plan for the day and inform the project authority of any systems or equipment that will need to be halted.

6.4 The Contractor must report to the site with a service vehicle that is well stocked with replacement parts to carry out repairs on the systems in use in these facilities.

6.5 Before leaving the site, the Contractor must submit to the project authority a detailed work order explaining the work undertaken.

6.6 The Contractor must fill out all required logs for every visit before leaving the premises and list all the work done at the facility.

7.0 STARTING AND STOPPING OF EQUIPMENT AND DISRUPTION OF SERVICES

7.1 Protect and maintain existing active services.

7.2 The Contractor's employees are not allowed to stop or start any equipment associated with the operation of the RDC without the project authority's approval. The project authority will notify staff when systems or equipment must be shut down.

7.3 Any shutdown of services required for overhaul work must be planned with the project authority well in advance to allow adequate time to advise research staff and to minimize disruptions to research activities.

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



8.0 HEALTH AND SAFETY ON SITE

- 8.1 The federal government takes health and safety of all persons granted access to the workplace very seriously. In accordance with the *Canada Labour Code, Part II*, all reasonable care must be taken to ensure that all persons granted access to the workplace, other than the Contractor's employees, are informed of every known or foreseeable health and safety hazard to which they are likely to be exposed in the workplace. The Contractor's staff will be briefed by the project authority regarding known risks prior to commencing work in specific areas.
- 8.2 The Contractor's representatives must observe all federal, provincial and local health and safety regulations while working on the site. As required, a meeting may be arranged to discuss health and safety-related concerns with the project authority.
- 8.3 The Contractor's employees must have the appropriate materials, devices and safety equipment (safety boots, anti-noise protection, etc.) when they are working on site and must follow the on-site safety rules at all times.
- 8.4 The Contractor must perform site hazard assessments in order to establish site-specific safe work procedures to ensure the safety and well-being of its employees. Copies of the assessment reports must be made available to the project authority.

All copies of formal hazard assessments conducted by the Contractor throughout the duration of the work must be retained and supplied to the project authority.

- 8.5 The Contractor must post the safety plan in a highly visible area of the site that is accessed by all employees. It must ensure that all employees and sub-contractors and their staff are aware of its existence and know where it is posted.
- 8.6 The Contractor must ensure that all workers and authorized personnel entering the work site are notified of and abide by the posted safety plan, safety rules, regulations, safe work practices and applicable safety acts, regulations and codes. Any person not complying with these will not be permitted on the work site.
- 8.7 All of the Contractor's employees who use controlled products on the properties or at the facilities belonging to the federal government must have a Workplace Hazardous Materials Information System (WHMIS) certificate, fall prevention certification and confined space certification.
- 8.8 The Contractor must provide a copy of the safety data sheet for the materials used to the project authority.
- 8.9 The Contractor must provide all the safety equipment required by its staff; no equipment will be lent by AAFC.

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01B46-24-046

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

ANNEX "B"

BASIS OF PAYMENT



**ANNEX B
PRICE PROPOSAL FORM (Basis of Payment)**

1.0 GENERAL

Payment will be made in accordance with item 2.0 All deliverables FOB destination, Canadian custom duties and excise tax (if applicable) must be indicated. If applicable, applicable taxes for labour will be shown separately.

2.0 PRICING BASIS

The Contractor will be paid in accordance with the following (Part A), for work performed under the call-up. Part B will be used for proposal evaluation purposes only.

**BASIS OF PAYMENT—PART A
STANDING OFFER RATES—ELECTRICAL SERVICES**

- Prices must exclude taxes.
- No trucking, mileage or travel costs will be covered by this Standing Offer.

2.1 For regular work as identified in Annex A—Statement of Work, 3.2.1 Regular Work.

Item No.	Specialized trade	Unit	Base year 1st year of contract award		Option Year I 2nd year from date of contract award		Option Year II 3rd year from date of contract award		Option Year III 4th year from date of contract award	
			Regular business hours (\$)	Outside regular business hours (\$)	Regular business hours (\$)	Outside regular business hours (\$)	Regular business hours (\$)	Outside regular business hours (\$)	Regular business hours (\$)	Outside regular business hours (\$)
1	Certified journeyman electrician	Per hour								
2	Apprentice electrician	Per hour								
3	Profit margin parts, materials, equipment	%								

2.2 For any emergency call requiring immediate action, as identified in Annex A—Statement of Work, 3.2.2 Emergency Service or Repair Work.

	Base year 1st year of contract award		Option Year I 2nd year from date of contract award		Option Year II 3rd year from date of contract award		Option Year III 4th year from date of contract award	
	Regular business hours (\$)	Outside regular business hours (\$)	Regular business hours (\$)	Outside regular business hours (\$)	Regular business hours (\$)	Outside regular business hours (\$)	Regular business hours (\$)	Outside regular business hours (\$)
4	\$ ____ / hr	\$ ____ / hr	\$ ____ / hr	\$ ____ / hr	\$ ____ / hr	\$ ____ / hr	\$ ____ / hr	\$ ____ / hr

Name of bidder: _____ Name of signing authority: _____ Signature: _____

Position of the signing authority: _____

Date: _____



**ANNEX B
PRICE PROPOSAL FORM (Basis of Payment)**

PART B—FINANCIAL EVALUATION OF RATES OFFERED

This section will be part of the Standing Offer. The hourly rates in this section must be identical to the rates submitted in Part A.

**** The estimated quantities provided below are not to be construed as a work forecast. These will only be used for the evaluation of proposals.**

BASE YEAR—1st year of contract award

Item No.	Specialized trade	Unit	Rate regular working hours \$	Estimated qty per year	Total A Hourly rate X Estimated qty	Rate outside regular working hours \$	Estimated qty per year	Total B Hourly rate X Estimated qty	Grand Total Total A + Total B
1	Certified journeyman electrician	Per hour		X 300			X 50		
2	Apprentice electrician	Per hour		X 100			X 15		
3	Profit margin parts, materials, equipment	%		X 7,000					
4	Emergency call	Per hour		X 20					
						TOTAL ESTIMATED COSTS FOR BASE YEAR:			

OPTION YEAR I—2nd year from date of contract award

Item No.	Specialized trade	Unit	Rate regular working hours \$	Estimated qty per year	Total A Hourly rate X Estimated qty	Rate outside regular working hours \$	Estimated qty per year	Total B Hourly rate X Estimated qty	Grand Total Total A + Total B
1	Certified journeyman electrician	Per hour		X 300			X 50		
2	Apprentice electrician	Per hour		X 100			X 15		
3	Profit margin parts, materials, equipment	%		X 7,000					
4	Emergency call	Hour		X 20					
						TOTAL ESTIMATED COSTS FOR OPTION YEAR I:			



ANNEX B
PRICE PROPOSAL FORM (Basis of Payment)

OPTION YEAR II—3rd year from date of contract award

Item No.	Specialized trade	Unit	Rate regular working hours \$	Estimated qty per year	Total A Hourly rate X Estimated qty	Rate outside regular working hours \$	Estimated qty per year	Total B Hourly rate X Estimated qty	Grand Total Total A + Total B
1	Certified journeyman electrician	Per hour		X 300			X 50		
2	Apprentice electrician	Per hour		X 100			X 15		
3	Profit margin parts, materials, equipment	%		X 7,000					
4	Emergency call	Hour		X 20					
						TOTAL ESTIMATED COSTS FOR OPTION YEAR II:			

OPTION YEAR III—4th year from date of contract award

Item No.	Specialized trade	Unit	Rate regular working hours \$	Estimated qty per year	Total A Hourly rate X Estimated qty	Rate outside regular working hours \$	Estimated qty per year	Total B Hourly rate X Estimated qty	Grand Total Total A + Total B
1	Certified journeyman electrician	Per hour		X 300			X 50		
2	Apprentice electrician	Per hour		X 100			X 15		
3	Profit margin parts, materials, equipment	%		X 7,000					
4	Emergency call	Hour		X 20					
						TOTAL ESTIMATED COSTS FOR OPTION YEAR III:			

ANNEX B
PRICE PROPOSAL FORM (Basis of Payment)

FINANCIAL EVALUATION OF RATES OFFERED—Consolidated

Total costs for base year _____ \$

Total costs for option year I _____ \$

Total costs for option year II _____ \$

Total costs for option year III _____ \$

Total estimated costs for the four (4) years _____ \$ (taxes excluded)

(This amount will be compared to other responsive bids to determine the winner.)

Name of Bidder _____

Bidder Address _____

Name of Signing Authority _____

Position of Signing Authority _____

Signature _____

Date _____

Solicitation No. - N° de l'invitation
01B46-24-046
Client Ref. No. - N° de réf. du client

Amd. No. - N° de la modif.
File No. - N° du dossier
01B46-24-046

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

ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST



**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	AAC	2. Branch or Directorate / Direction générale ou Direction Gestion des biens
3. a) Subcontract Number / Numéro du contrat de sous-traitance 01756-2024-38	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant Sera déterminé lorsque le contrat sera octroyé	

4. Brief Description of Work / Brève description du travail
L'entrepreneur doit fournir l'ensemble de la main-d'œuvre, des matériaux et de l'équipement pour effectuer les travaux électriques

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: 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"/>



PART A (continued) / PARTIE A (suite)

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

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

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

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

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

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

Special comments:
Commentaires spéciaux : _____

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

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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



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	<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"/>	<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"/>	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

No / Non Yes / Oui

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

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

No / Non Yes / Oui

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



PART D - AUTHORIZATION / PARTIE D - AUTORISATION

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

Name (print) - Nom (en lettres moulées) Isabelle Lizée		Title – Titre Chef d'équipe finances et appro	Signature Lizee, Isabelle <small>Signature numérique de Lizee, Isabelle Date : 2023.09.12 11:34:03 -04'00'</small>
Telephone No. - N° de téléphone 514-226-9156	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel isabelle.lizee@agr.gc.ca	Date 2023-09-12

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

Name (print) - Nom (en lettres moulées) Lise Lévesque-Masson		Title – Titre Coordonatrice LVERS	Signature Lise Levesque-Masson <small>Digitally signed by Lise Levesque-Masson Date: 2023.09.12 14:19:06 -04'00'</small>
Telephone No. - N° de téléphone (613) 773-1464	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel lise.levesque-masson@agr.gc.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) Isabelle Lizée		Title – Titre Chef d'équipe finances et appro	Signature Lizee, Isabelle <small>Signature numérique de Lizee, Isabelle Date : 2023.09.12 11:34:36 -04'00'</small>
Telephone No. - N° de téléphone 514-226-9156	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel isabelle.lizee@agr.gc.ca	Date 2023-09-12

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

Solicitation No. - N° de l'invitation
01B46-24-046
Client Ref. No. - N° de réf. du client

Amd. No. - N° de la modif.
File No. - N° du dossier
01B46-24-046

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

ANNEX "D"

INTEGRITY PROVISION



List of Names for Integrity Verification Form

When to complete this form

Section 13 of the [Ineligibility and Suspension Policy](#) (the Policy) requires suppliers to provide a list of names for verification when submitting a bid or offer.

Regardless of a supplier's status under the Policy, this is a mandatory requirement for the award of a contract or real property agreement to which the Policy applies.

The list of names differs depending on the supplier's organizational structure, as listed below.

The following names must be provided for verification:

- For a sole proprietor, the name of the owner
- For a private corporation, the names of all directors and the names of all individuals or entities that hold 5% or more of ownership
- For a public corporation, the names of all directors
- For a non-profit, the names of all directors
- For a general partnership, the names of all of the partners
- For limited partnerships (LP) and limited liability partnerships (LLP):
 - the names of all the general partners, in addition:
 - if the general partner is a public or non-profit corporation, the names of all directors
 - if the general partner is a private corporation, the names of all of the directors as well as the names of all individuals or entities that hold 5% or more of ownership
- For a trust, the names of the trustee(s):
 - if the trustee is a public or non-profit corporation, the names of all directors must also be included
 - if the trustee is a private corporation, the names of all of the directors as well as the names of all individuals or entities that hold 5% or more of ownership

Failure to submit this information with an offer, where required, will render the offer non-compliant, or the supplier otherwise disqualified for award of a contract or real property agreement.

Fields marked with an asterisk (*) are mandatory.

Privacy statement

The personal information is collected pursuant to the [Criminal Code of Canada](#), section 750(3), the [Financial Administration Act](#), paragraph 42(1)(c), the [Department of Public Works and Government Services Act](#) and in accordance with the [Ineligibility and Suspension Policy](#). The personal information will be used by the Departmental Oversight Branch of Public Services and Procurement Canada for the purpose of enhancing the integrity of the contracting process. The personal information is described in the Personal Information Bank, [PWGSC PPU 184 - Integrity Assessment Program](#). Your personal information is protected, used, and disclosed in accordance with the [Privacy Act](#). Under the [Privacy Act](#), you have the right to access and correct your personal information, if erroneous or incomplete. The personal information provided in this process will be retained for a period of seven years after the last administrative action, and then destroyed.

If you require clarification about this privacy notice, you may contact Public Services and Procurement Canada's Access to Information and Privacy Directorate by email at TPSGC.ViePrivee-Privacy.PWGSC@tpsgc-pwgsc.gc.ca. If you are not satisfied with the response to your privacy concern or if you want to file a complaint about the handling of your personal information, you may wish to contact the [Office of the Privacy Commissioner of Canada](#).

Information to provide

Supplier information

Legal name *

Supplier's procurement business number	Solicitation or transaction number *
--	--------------------------------------

Date of bid, offer submission or closing date of Invitation to Offer (YYYYMMDD) *

Organizational structure *

- Sole proprietor
- Private corporation
- Public corporation
- Non profit corporation
- General partnerships
- Limited partnerships (LP) and Limited Liability Partnerships (LLP)
- Trust

Official business address * Canadian address International address

Canadian address

Post office box or civic (street) address *

City/Town *	Province/Territory *	Postal code (A9A9A9) *
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International address

Post office box or civic (street) address *

City/Town *	Province/State/Region *	Postal/Zip code *
-------------	-------------------------	-------------------

Country *

Name of owner

Name *

Name of Trustees

Name 1 *

Name 2

Name 3

Name 4

Name 5

Name 6

Name 7

Names of Partners

Name 1 *

Name 2

Name 3

Name 4

Name 5

Name 6

Name 7

Names of individuals or entities that hold 5% or more of ownership (if applicable)

Name 1

Name 2

Name 3

Name 4

Name 5

Name 6

Name 7

Names of all Directors (if applicable)

Name 1

Name 2

Name 3

Name 4

Name 5

Name 6

Name 7

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 the offer non-compliant or I will be otherwise disqualified for award of a contract or real property agreement. I am aware that during the offer evaluation stage, I must, within 10 business 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 contracting authority within 22 business days of any changes to the list of names submitted.

Signature *

Date (YYYYMMDD) *

Please include with your offer.