

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**

**Bid Receiving Public Works & Government  
Services Canada/Réception des soumissions Travaux  
publics et Services gouvernementaux Canada  
1713 Bedford Row  
Halifax, N.S./Halifax,(N.E.)  
B3J 1T3  
Halifax  
Bid Fax: (902) 496-5016**

## Request For a Standing Offer Demande d'offre à commandes

Regional Individual Standing Offer (RISO)  
Offre à commandes individuelle régionale (OCIR)

Canada, as represented by the Minister of Public Works and Government Services Canada, hereby requests a Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et Services Gouvernementaux Canada, autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

## Comments - Commentaires

**Vendor/Firm Name and Address**  
**Raison sociale et adresse du**  
**fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Real Property Contracting  
1713 Bedford Row  
P.O. Box 2247/C.P.2247  
Halifax, N.S./Halifax, (N.E.)  
B3J 3C9  
Halifax

<b>Title - Sujet</b> S.O. MECHANICAL SYSTEMS MAINTENANCE	
<b>Solicitation No. - N° de l'invitation</b> W010C-12C143/A	<b>Date</b> 2012-12-03
<b>Client Reference No. - N° de référence du client</b> W010C-12-C143	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$PWA-122-4950
<b>File No. - N° de dossier</b> PWA-2-68054 (122)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2013-01-15</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Atlantic Standard Time AST
<b>Delivery Required - Livraison exigée</b> SEE HEREIN	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Chinye, Chukwudi	<b>Buyer Id - Id de l'acheteur</b> pwa122
<b>Telephone No. - N° de téléphone</b> (902)496-5476 ( )	<b>FAX No. - N° de FAX</b> (902)496-5016
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE BLDG. 7 WILLOW PARK, BOX 99000 FORMATION CONSTRUCTION ENG, STN N HALIFAX NOVA SCOTIA B3K 5X5 Canada	
<b>Security - Sécurité</b> This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

## **TABLE OF CONTENTS**

### **PART 1 - GENERAL INFORMATION**

1. Introduction
2. Summary
3. Security Requirement
4. Debriefings

### **PART 2 - OFFEROR INSTRUCTIONS**

1. Standard Instructions, Clauses and Conditions
2. Submission of Offers
3. Enquiries - Request for Standing Offers
4. Applicable Laws

### **PART 3 - OFFER PREPARATION INSTRUCTIONS**

1. Offer Preparation Instructions

### **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

1. Evaluation Procedures
2. Basis of Selection

### **PART 5 - CERTIFICATIONS**

1. Code of Conduct Certifications - Certifications Required Precedent to Issuance of a Standing Offer
2. Certifications Precedent to Issuance of a Standing Offer

### **PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS**

1. Security Requirement
2. Financial Capability
3. Insurance Requirements

### **PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**

#### **A. STANDING OFFER**

1. Offer
2. Security Requirement
3. Standard Clauses and Conditions
4. Term of Standing Offer
5. Authorities
6. Identified Users
7. Call-up Procedures
8. Call-up Instrument
9. Limitation of Call-ups
10. Financial Limitation

- 
11. Priority of Documents
  12. Certifications
  13. Applicable Laws

**B. RESULTING CONTRACT CLAUSES**

1. Statement of Work
2. Standard Clauses and Conditions
3. Term of Contract
4. Payment
5. Invoicing Instructions
6. Insurance Requirements
7. *SACC Manual* Clauses

## List of Annexes:

- |                 |   |
|-----------------|---|
| Annex A -       | Statement of Work   |
| Annex B -       | Basis of Payment  |
| Annex C -       | Security Requirements Checklist   |
| Annex D -       | Insurance Requirements  |
| <i>Annex E-</i> | Dollar Usage Report Form  |
| <i>Annex F-</i> | Code of Conduct Certifications - Certifications Precedent to Issuance of a Standing Offer |
| Annex G         | Fair wage Schedule  |

## PART 1 - GENERAL INFORMATION

### 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: includes the certifications 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 Checklist, Insurance Requirements, Dollar Usage Report Form and Code of Conduct and Certifications - Related documentation and Fair wage schedule.

### 2. Summary

Department of National Defence has a requirement for the supply of all labour, materials, certification, supervision and equipment required to provide minor maintenance, repairs, and/or replacements to various mechanical systems and associated equipment at various locations within Canadian Forces Base (CFB) Halifax, Nova Scotia on as when requested basis in accordance with Annex A- Statement of Work -Job No.W010C-12-C143. This requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT), Canada-Peru, and Canada-Colombia free trade agreements. Offerors must submit a complete list of names of all individuals who are currently directors of the Offeror. Furthermore, as determined by the Special Investigations Directorate, Departmental Oversight Branch, each individual named on the list may be requested to complete a Consent to a Criminal Record Verification form.

### 3. Security Requirement

There is a security requirement 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.

### 4. Debriefings

After issuance of a standing offer, 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.

## PART 2 - OFFEROR INSTRUCTIONS

### 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>) 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 (2012-11-19) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

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

Delete: sixty (60) days  
Insert: ninety (90) days

### 2. Submission of Offers

Offers must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the Request for Standing Offers.

### 3. 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 questions or may request that offerors do so, so that the proprietary nature of the question is

eliminated, and the enquiry can be answered with copies to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

#### **4. 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 Nova Scotia.

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.

### **PART 3 - OFFER PREPARATION INSTRUCTIONS**

#### **1. Offer Preparation Instructions**

Canada requests that offerors provide their offer in separately bound sections as follows:

Section I: Technical Offer ( one hard copy)  
 Section II: Financial Offer ( one hard copy)  
 Section III: Certifications ( one hard copy)

Prices must appear in the financial offer only. No prices must be indicated in any other section of the offer.

Canada requests that offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html)

(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>).

. To assist Canada in reaching its objectives, offerors are encouraged to:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

#### **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. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

## Payment by Credit Card

Canada requests that offerors complete one of the following:

- (a) ☐ Government of Canada Acquisition Cards (credit cards) will be accepted for payment of call-ups against the standing offer.

The following credit card(s) are accepted:

VISA \_\_\_\_\_

Master Card \_\_\_\_\_

- (b) ☐ Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of call-ups against the standing offer.

The Offeror is not obligated to accept payment by credit card.

Acceptance of credit cards for payment of call-ups will not be considered as an evaluation criterion.

## Section III: Certifications

Offerors must submit the certifications required under Part 5.

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 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.

#### 1.1. Technical Evaluation

##### 1.1.1 Mandatory Technical Criteria

**AN OFFER MUST MEET ALL OF THE MANDATORY REQUIREMENTS STATED BELOW TO BE CONSIDERED COMPLIANT. OFFERS NOT MEETING ALL OF THE MANDATORY REQUIREMENTS BELOW WILL BE DEEMED NON- RESPONSIVE AND GIVEN NO FURTHER CONSIDERATION.**

#### ***MANDATORY requirement at solicitation closing date***

Offerors must possess a minimum of five (5) years related experience in maintenance, repairs, and/or replacements of various mechanical systems . Offerors **MUST** use the tables below to list three (3) major projects/ contracts (one for each project).

<b>PROJECT/CONTRACT NO. 1</b>	
Name of client organization or Company Name: _____	
Name and title of client contact	Name: _____ Title: _____
Telephone and facsimile number of client contact	Phone No.: _____ Fax No.: _____

Solicitation No. - N° de l'invitation

W010C-12C143/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

pwa122

Client Ref. No. - N° de réf. du client

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

W010C-12-C143

PWA-2-68054

<b>Start date of Project/Contract</b>		Month _____ Year _____
<b>Completion date of Project/Contract</b>		Month _____ Year _____
<b>Brief Description of Project or Contract:</b> _____ _____ _____ _____ _____ _____ _____		
<b>PROJECT/CONTRACT NO. 2</b>		
<b>Name of client organization or Company</b> Name: _____		
<b>Name and title of client contact</b>	Name: _____ Title: _____	
<b>Telephone and facsimile number of client contact</b>	Phone No.: _____ Fax No.: _____	
<b>Start date of Project/Contract</b>	Month _____ Year _____	
<b>Completion date of Project/Contract</b>	Month _____ Year _____	
<b>Brief Description of Project or Contract:</b> _____ _____ _____ _____ _____ _____ _____		
<b>PROJECT/CONTRACT NO. 3</b>		
<b>Name of client organization or Company</b> Name: _____		
<b>Name and title of client contact</b>	Name: _____ Title: _____	
<b>Telephone and facsimile number of client contact</b>	Phone No.: _____ Fax No.: _____	
<b>Start date of Project/Contract</b>	Month _____ Year _____	
<b>Completion date of Project/Contract</b>	Month _____ Year _____	
<b>Brief Description of Project or Contract:</b> _____ _____ _____ _____ _____ _____ _____		



## 1.2 Financial Evaluation

### 1.2.1 Evaluation of Price

The price of the offer will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, FOB destination, Canadian customs duties and excise taxes included.

## 2. Basis of Selection

### 2.1 Basis of Selection - 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.

## PART 5 - CERTIFICATIONS

Offerors must provide the required certifications to be issued a standing offer. Canada will declare an offer non-responsive if the required certifications are not completed and submitted as requested.

Compliance with the certifications offerors provide to Canada is subject to verification by Canada during the offer evaluation period (before issuance of a standing offer) and after issuance of a standing offer. The Standing Offer Authority will have the right to ask for additional information to verify offerors' compliance with the certifications before issuance of a standing offer. The offer will be declared non-responsive if any certification made by the Offeror is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Standing Offer Authority for additional information will also render the offer non-responsive.

## 1. Mandatory Certifications Required Precedent to Issuance of a Standing Offer

### 1.1 Code of Conduct and Certifications - Related documentation

- 1.1.1** By submitting an offer, the Offeror certifies, for himself and his affiliates, to be in compliance with the Code of Conduct and Certifications clause of the Standard instructions. The related documentation hereinafter mentioned will help Canada in confirming that the certifications are true. By submitting an offer, the Offeror certifies that it is aware, and that its affiliates are aware, that Canada may request additional information, certifications, consent forms and other evidentiary elements proving identity or eligibility. Canada may also verify the information provided by the Offeror, including the information relating to the acts or convictions specified herein, through independent research, use of any government resources or by contacting third parties. Canada will declare non-responsive any offer in respect of which the information requested is missing or inaccurate, or in respect of which the information contained in the certifications is found to be untrue, in any respect, by Canada. The Offeror and any of the Offeror's affiliates, will also be required to remain free and clear of any acts or convictions

specified herein during the entire period of the Standing Offer and any call-ups made against the Standing Offer.

Offerors who are incorporated, including those submitting offers as a joint venture, must provide with their offer or promptly thereafter a complete list of names of all individuals who are currently directors of the Offeror. Offerors submitting offers as sole proprietorship, including those submitting offers as a joint venture, must provide the name of the owner with their offer or promptly thereafter. Offerors submitting offers as societies, firms, partnerships or associations of persons do not need to provide lists of names. If the required names 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 will render the offer non-responsive. Providing the required names is a mandatory requirement for issuance of a standing offer and award of a contract.

Canada may, at any time, request that an Offeror provide properly completed and Signed Consent Forms ([Consent to a Criminal Record Verification](http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html) form- PWGSC-TPSGC 229) (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>) for any or all individuals aforementioned within the time specified. Failure to provide such Consent Forms within the time period provided will result in the offer being declared non-responsive.

## **2. Additional Certifications Precedent to Issuance of a Standing Offer**

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

### **2.1 Federal Contractors Program - Certification**

1.The Federal Contractors Program (FCP) requires that some suppliers, including a supplier who is a member of a joint venture, bidding for federal government contracts, valued at \$200,000 or more (including all applicable taxes), make a formal commitment to implement employment equity. This is a condition precedent to the issuance of a standing offer. If the Offeror, or, if the Offeror is a joint venture and if any member of the joint venture, is subject to the FCP, evidence of its commitment must be provided before the issuance of a standing offer.

Suppliers who have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive government contracts over the threshold for solicitation of bids as set out in the Government Contracts Regulations. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP for a reason other than the reduction of their workforce to less than 100 employees. Any offers from ineligible contractors, including an offer from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

2.If the Offeror does not fall within the exceptions enumerated in 3.(a) or (b) below, or does not have a valid certificate number confirming its adherence to the FCP, the Offeror must fax (819-953-8768) a copy of the signed form LAB 1168, Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC.

3.The Offeror, or, if the Offeror is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Offeror or the member of the joint venture

a.( ) is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;  
 b.( ) is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;  
 c.( ) is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC (having not bid on requirements of \$200,000 or more), in which case a duly signed certificate of commitment is attached;  
 d.( ) is subject to FCP, and has a valid certificate number as follows: \_\_\_\_\_ (e.g. has not been declared an ineligible contractor by HRSDC).  
 Further information on the FCP is available on the HRSDC Web site.

## 2.2 Former Public Servant Certification

Contracts with 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 with FPS, offerors must provide the information required below.

### 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, in the context of the fee abatement formula, 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 FPS. 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

Is the Offeror a FPS in receipt of a pension as defined above? YES ( ) NO ( )

If so, the Offeror must provide the following information:

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

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? 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 reduction program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including the Goods and Services Tax or Harmonized Sales Tax.

### **2.3 Confirmation of Workers Compensation Coverage**

The Offeror must have an account in good standing with the applicable provincial or territorial Workers' Compensation Board.

The Offeror must provide, within **seven (7) days** following a request from the Contracting Authority, a certificate or letter from the applicable Workers' Compensation Board confirming the Bidder's good standing account. Failure to comply with the request will result in the bid being declared non-responsive.

### **2.4 Millwright Construction Certification**

The offeror must provide a minimum of one certified construction millwright journey person. The construction millwright certificate **MUST** be issued on or before January 01, 2008.

The Offeror must provide, within seven (7) days following a request from the Contracting Authority, a construction millwright certificate issued on or before January 01, 2008. If the Millwright construction certificate has been renewed or re-issued prior to January 01, 2008 a copy of the previous construction millwright certificate must be submitted with the current millwright construction certificate. Failure to comply with the request will result in the bid being declared non-responsive.

### **2.5 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.

## PART 6 - SECURITY AND INSURANCE REQUIREMENTS

### 1. Security Requirement

1. At the Request for Standing Offers closing date, the following conditions must be met:
  - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
  - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicate in Part 7A - Standing Offer;
  - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
2. For additional information on security requirements, offerors should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Web site.

### 2. Insurance Requirements

The Offeror must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a standing offer as a result of the request for standing offer, can be insured in accordance with the Insurance Requirements specified in Annex D .

If the information is not provided in the offer, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.

## PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 1. Offer

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

#### 2. Security Requirement

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:  
PWGSC FILE # W010C-12-C143

1. The Offeror must, at all times during the performance of the Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC. Until the security screening of the Offeror personnel required by this Standing Offer has been completed satisfactorily by the CISD, PWGSC, the Offeror personnel MAY NOT ENTER sites without an escort.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. The Offeror must comply with the provisions of the:
  - (a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
  - (b) Industrial Security Manual (Latest Edition).

### 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>) issued by Public Works and Government Services Canada.

#### 3.1 General Conditions

2005 (2012-11-19) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

#### 3.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex "E". If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "nil" report.

The data must be submitted on a quarterly basis to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31;

4th quarter: January 1 to March 31.

The data must be submitted to the Standing Offer Authority no later than fourteen (14) calendar days after the end of the reporting period.

#### **4. Term of Standing Offer**

##### **4.1 Period of the Standing Offer**

The period for making call-ups and providing services against the Standing Offer is from \_\_\_\_\_ to \_\_\_\_\_ inclusive ( To be determined at Issuance of Standing Offer).

##### **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 **two (2),12 month option periods**, 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

#### **5. Authorities**

##### **5.1 Standing Offer Authority**

The Standing Offer Authority is:

Name: Chukwudi Chinye  
 Title: Contracting Officer  
 Public Works and Government Services Canada  
 Acquisitions Branch  
 Atlantic Region  
 Address: 1713 Bedford Row  
 Halifax, Nova Scotia  
 B3J 1T3  
 Telephone: 902- 496- 5476  
 Facsimile: 902- 496- 5016  
 E-mail address: chukwudi.chinye@pwgsc.gc.ca

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

##### **5.2 Project Authority**

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

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

**5.3 Offeror's Representative (To be completed by Offeror)**

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Facsimile: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

**6. Identified Users**

The Identified User authorized to make call-ups against the Standing Offer is: Atlantic Formation Construction Engineering or a delegated authority

**7. Call-up Procedures**

The Identified User will provide the offeror with statement of work required and the Offeror must provide the identified User with an estimate of the cost of performing the specified work in accordance with the pricing provision of the standing offer. The offeror must not undertake any of the specified work unless and until a call-up is issued by the identified User. The estimated cost stated in the call-up must not be exceed without the specific written authorization of the Identified User.

**8. Call-up Instrument**

The Work will be authorized or confirmed by the Identified User(s) using form PWGSC-TPSGC 942, Call-up Against a Standing Offer.

**9. Limitation of Call-ups**

Individual call-ups against the Standing Offer must not exceed \$46,000.00 (Goods and Services Tax or Harmonized Sales Tax included).

**10. Financial Limitation**

The total cost to Canada resulting from call-ups against the Standing Offer must not exceed the sum of **\$550,000.00** (Goods and Services Tax or Harmonized Sales Tax excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call-ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

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

**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 call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;



- c) the general conditions 2005 (2012-11-19), General Conditions - Standing Offers - Goods or Services
- d) the supplemental general conditions; (LAB 180, 2004-12-10- Labour Conditions)
- e) the general conditions; (2010C, - 2012-11-19 - Services Medium Complexity)
- f) Annex A, Statement of Work;
- g) Annex B, Basis of Payment;
- h) Annex C, Security Requirements Check List;
- i) Annex D, Insurance Requirements;
- j) Annex E, Dollar Usage Report Form
- k) *Annex F*- Code of Conduct Certifications - Certifications Precedent to Issuance of a Standing Offer
- l Annex G Fair wage Schedule
- m) the Offeror's offer dated \_\_\_\_\_ (*insert date of offer*).

## 12. Certifications

### 12.1 Compliance

Compliance with the certifications provided by the Offeror is a condition of authorization of the Standing Offer and subject to verification by Canada during the term of the Standing Offer and of any resulting contract that would continue beyond the period of the Standing Offer. In the event that the Offeror does not comply with any certification or it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

## 13. 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 Nova Scotia.

## 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.

### 1. Statement of Work

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

### 2. Standard Clauses and Conditions

#### 2.1 General Conditions

2010C ( 2012-11-19 ), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

Section (13) Interest on Overdue Accounts, of (2010C-2012-11-19-Services Medium Complexity) will not apply to payments made by credit cards.

#### 2.2 Supplemental General Conditions

(LAB-180-2004-12-10-Labour Conditions), apply to and form part of the Contract.

### 3. Term of Contract

#### 3.1 Period of the Contract

The Work must be completed in accordance with the call-up against the Standing Offer.

### 4. Payment

#### 4.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit prices, as specified in Annex B. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

#### 4.2 Limitation of Price

*SACC Manual* clause C6000C (2011-05-16) Limitation of Price

#### 4.3 Single Payment

*SACC Manual* clause H1000C (2008-05-12) Single Payment

#### 4.4 SACC Manual Clauses

T1204 - Direct Request by Customer Department

2007-11-30

A9117C

#### 4.5 Payment by Credit Card

The following credit cards are accepted: \_\_\_\_\_ and \_\_\_\_\_.

### 5. 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 shall be detailed as follows:

- (a) The original and two (2) copies must be forwarded to the following address for certification and Payment no later than seven days after the end of the service.

Formation Construction Engineering  
Maritime Forces Atlantic  
PO Box 99000 Station Forces  
Willow Park, Building #7  
Halifax, N.S. B3K 5X5

Each invoice must be supported by:

- a. Contract number
- b. Work Order/Serial Number;
- c. Building number and location
- d. Dates during which work was accomplished.
- e. A detailed description of work performed, with itemized list of materials and labour (a copy of the contractors invoice from their material supplier will also be included plus any other costs being charged), labour, overhead, profit and applicable taxes will be included separately on the invoice.
- f. Labour costs are to be broken down by trade and sub trade. Labour time sheets will also be provided upon request
- g. a copy of time sheets to support the time claimed;

## 6. Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex D . The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

## 7. SACC Manual Clauses

Estimates	M3800C
Canadian Forces Site Regulations	A9062C
Time Verification	C0711C
Inspection and Acceptance	D5328C
Workers Compensation	A0285C
Electrical Equipment	B1501C
Status and Availability of Resources	M3020C

Solicitation No. - N° de l'invitation

**W010C-12C143/A**

Client Ref. No. - N° de réf. du client

W010C-12-C143

Amd. No. - N° de la modif.

File No. - N° du dossier

PWA-2-68054

Buyer ID - Id de l'acheteur

**pwa122**

CCC No./N° CCC - FMS No/ N° VME

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**ANNEX "A"**

**STATEMENT OF WORK**

(attached below)

Solicitation No. - N° de l'invitation

W010C-12C143/A

Client Ref. No. - N° de réf. du client

W010C-12-C143

Amd. No. - N° de la modif.

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PWA-2-68054

Buyer ID - Id de l'acheteur

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**ANNEX "B"**

**BASIS OF PAYMENT**

**Year 1:**

Column A	Column B Work Description	Column C Unit of Measurement	Column D Estimated Quantity	Column E Price Per Unit	Column F Extended Price (Column D*Column E)
1	Labourer	Per hour	2,100	\$ _____	\$ _____
2	Certified Millwright	Per hour	2,100	\$ _____	\$ _____
Total (Year 1 )					\$ _____

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

W010C-12C143/A

pwa122

Client Ref. No. - N° de réf. du client

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

W010C-12-C143

PWA-2-68054

**Option Year 1:**

Column A	Column B Work Description	Column C Unit of Measurement	Column D Estimated Quantity	Column E Price Per Unit	Column F Extended Price (Column D*Column E
1	Labourer	Per hour	2,100	\$_____	\$_____
2	Certified Millwright	Per hour	2,100	\$_____	\$_____
Total (Option Year 1)					\$_____

Solicitation No. - N° de l'invitation

W010C-12C143/A

Client Ref. No. - N° de réf. du client

W010C-12-C143

Amd. No. - N° de la modif.

File No. - N° du dossier

PWA-2-68054

Buyer ID - Id de l'acheteur

pwa122

CCC No./N° CCC - FMS No/ N° VME

**Option Year 2:**

Column A	Column B Work Description	Column C Unit of Measurement	Column D Estimated Quantity	Column E Price Per Unit	Column F Extended Price (Column D*Column E)
1	Labourer	Per hour	2,100	\$ _____	\$ _____
2	Certified Millwright	Per hour	2,100	\$ _____	\$ _____
Total (Option Year 2 )					\$ _____

**Total Amount = Total (Year 1) + Total (Option Year 1) + Total (Option Year 2) =**  
\$ \_\_\_\_\_

**The Total amount will be the amount that will be considered during evaluation of all bids tendered**

Solicitation No. - N° de l'invitation

**W010C-12C143/A**

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

**pwa122**

Client Ref. No. - N° de réf. du client

**W010C-12-C143**

File No. - N° du dossier

**PWA-2-68054**

CCC No./N° CCC - FMS No/ N° VME

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**ANNEX "C"**

**SECURITY REQUIREMENTS CHECK LIST**

(attached below)



## ANNEX "D"

### INSURANCE REQUIREMENTS

#### Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
  - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
  - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
  - m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
  - n. Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

Director Business Law Directorate,  
Quebec Regional Office (Ottawa),  
Department of Justice,  
284 Wellington Street, Room SAT-6042,  
Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:

---

Senior General Counsel,  
Civil Litigation Section,  
Department of Justice  
234 Wellington Street, East Tower  
Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

**Automobile Liability Insurance**

1. The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence.
2. The policy must include the following:
  - a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
  - b. Accident Benefits - all jurisdictional statutes
  - c. Uninsured Motorist Protection
  - d. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

W010C-12C143/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

pwa122

Client Ref. No. - N° de réf. du client

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

W010C-12-C143

PWA-2-68054

## ANNEX "E"

# DOLLAR USAGE REPORT FORM

[illegible]

Solicitation No. - N° de l'invitation

W010C-12C143/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

pwa122

Client Ref. No. - N° de réf. du client

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

W010C-12-C143

PWA-2-68054

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**ANNEX "F"**

**Code of Conduct and Certifications - Related documentation**

Offeror's List of Directors below: Please provide a list of names of all individuals who are currently Directors **in** accordance with **PART 5-CERTIFICATION**.

**Directors:** (Please print clearly)

NAME	NAME	NAME	NAME

Attach additional names on a separate sheet if required.

Solicitation No. - N° de l'invitation

**W010C-12C143/A**

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

**pwa122**

Client Ref. No. - N° de réf. du client

**W010C-12-C143**

File No. - N° du dossier

**PWA-2-68054**

CCC No./N° CCC - FMS No/ N° VME

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## **Annex G**

### **FAIR WAGE SCHEDULE**

Department of National Defence



Specification

Standing Offer Agreement

**General Mechanical Repairs  
Various Locations**

CFB Halifax, NS

<u>Section</u>	<u>Title</u>	<u>Pages</u>
<u>Division 01 - General Requirements</u>		
01 11 00	GENERAL INSTRUCTIONS	9
01 35 30	HEALTH AND SAFETY REQUIREMENTS	6
01 35 35	DND FIRE SAFETY REQUIREMENTS	4
01 35 36	SECURITY, SAFETY AND FIRE REGULATIONS CFAD BEDFORD, NS	5
01 35 37	ACCESS TO DRDC ATLANTIC COMPLEX	1
01 35 73	CONFINED SPACES REQUIREMENTS	8
01 74 11	CLEANING	2
<u>Division 23 - Heating, Ventilating and Air-Conditioning (HVAC)</u>		
23 05 00	MECHANICAL REQUIREMENTS	7

PART 1 - GENERAL

- |                                |    |  |
|--------------------------------|----|--|
| <u>1.1 RELATED SECTIONS</u>    | .1 | Section 01 35 73 Confined Spaces.  |
|                                | .2 | Section 23 05 00 Mechanical requirements.  |
|                                |    |  |
| <u>1.2 DESCRIPTION OF WORK</u> | .1 | Work under this Standing Offer Agreement comprises the furnishing of all labour, material, tools, equipment, and supervision required to provide minor maintenance, repairs, and/or replacements to various mechanical systems and associated equipment, as directed by the Engineer, for all buildings of CFB Halifax.  |
|                                |    |  |
| <u>1.3 ENGINEER</u>            | .1 | All reference to the Engineer in this specification, who is the Contract Inspector which is representing the Formation Construction Engineering Officer(FCEO).   |
|                                | .2 | The address of the Engineer is:<br><br>Formation Construction Engineering<br>Maritime Forces Atlantic<br>PO 99000 Stn Forces Willow Park Bldg 7<br>Halifax, NS, B3K 5X5<br>Attn: Contract Inspector<br>Tel: (902)720-1534<br>Fax: (902)720-1591  |
|                                | .3 | The Engineer will provide the Contractor with a list of his/her authorized representatives at the pre-job meeting.   |
|                                |    |  |
| <u>1.4 WORK INCLUDED</u>       | .1 | Work included in this Standing Offer Agreement includes but will not be limited to the following:<br><br>.1 Provide minor building maintenance, repairs, and/or replacement work to mechanical systems and associated equipment.<br><br>.2 Provide emergency repairs service to building mechanical systems and associated equipment as requested by Engineer.<br><br>.3 Confined space entry as required.<br><br>.4 Clean up. |
-



1.5 LOCATIONS OF  
JOB SITES

- .1 Areas covered under this specification include but not limited to the following locations:
- .1 Stadacona - Halifax, NS;
  - .2 Windsor Park - Halifax, NS;
  - .3 Willow Park - Halifax, NS;
  - .4 Halifax Armoury - Halifax, NS;
  - .5 HMC Dockyard - Halifax, NS;
  - .6 Royal Artillery(RA) Park - Halifax, NS;
  - .7 Damage Control Division - Herring Cove, NS;
  - .8 Dockyard Annex(NAD) - Dartmouth, NS;
  - .9 DRDC Atlantic - Dartmouth, NS;
  - .10 Wright's Cove Degaussing Range - Dartmouth, NS;
  - .11 CFAD Bedford - Bedford, NS;
  - .12 Bedford Rifle Range - Bedford, NS;
  - .13 12 Wing Shearwater - Eastern Passage, NS;
  - .14 Osbourne Head - Cow Bay, NS;
  - .15 Ferguson's Cove - Ferguson's Cove, NS;
  - .16 NRS Mill Cove - Mill Cove, NS;
  - .17 NRS Newport Corner - Newport Corner, NS; and
  - .18 Windsor Armoury - Windsor, NS.

1.6 SITE ACCESS

- .1 Access to the site is under the direction of the Department of National Defence. All visitors entering areas issuing a daily pass will be aware of the requirement for search as a condition of issue.
- .2 While within the confines of CFB Halifax all employees and representatives of the Contractor must comply with all of the Standing Orders as promulgated by Base Authorities.

- 
- |   |    |   |
|---|----|---|
| <u>1.7 PRE-JOB MEETING</u>  | .1 | Immediately upon receipt of award of Standing Offer Agreement, the successful Contractor will contact the Engineer to arrange a pre-job meeting prior to commencement of any work.  |
| <br>  |    |   |
| <u>1.8 ADDITIONAL SECURITY REQUIREMENTS FOR 12 WING SHEARWATER AIRFIELD OPERATIONS ZONE</u> | .1 | The Contractors and sub-contractor's employees with the minimum "Reliability Status" must be escorted at all times in restricted areas.   |
|   | .2 | Vehicle access to the Airfield Operations Zone(Ops Z) is restricted. Vehicles that require access to the Ops Z areas must be escorted by a commissionaire RAMP DCC qualified at all times. Employees must attend a security/safety briefing to access the Ops Z areas.                                      |
|   | .3 | The Contractor must inform the Engineer as soon as possible of any requirements for vehicles requiring access to the Ops Z areas. The Engineer will coordinate a schedule with the Ops Planning officer.  |
| <br>  |    |   |
| <u>1.9 CONTRACTOR QUALIFICATIONS</u>  | .1 | The Contractor must satisfy the Engineer that he/she has adequate and qualified staff to perform the service expected. This includes all service calls within an acceptable time period and having adequate parts on hand to meet the requirements of the job, both during silent and normal working hours. |
|   | .2 | Whenever the Contractor uses sub-contractors, they too must perform to and comply with all requirements of this Standing Offer.   |
| <br>  |    |   |
| <u>1.10 WORKMANSHIP</u>   | .1 | Workmanship must be the best quality executed by workers experienced and skilled in the respective duties for which they are employed.  |
|   | .2 | Do not employ any unfit person or anyone unskilled in their required duties. The Engineer reserves the right to require the dismissal from the site, workers deemed incompetent, careless, insubordinate or otherwise objectionable.  |
|   | .3 | Decisions as to the quality or fitness of workmanship in cases of dispute rest solely with the Engineer whose decision is final.  |
|   | .4 | The Contractor will employ a competent and experienced supervisor with the authority to speak on his behalf on day-to-day routine matters.  |
-

1.11 CONTRACTOR'S  
USE OF SITE

- .1 Contractor will be briefed on use of site by the Engineer.
- .2 Do not unreasonably encumber site with materials or equipment.
- .3 Move stored products or equipment which interferes with operations of Engineer or other Contractors.
- .4 The Engineer will brief the Contractor on access to restricted areas.

1.12 CODES AND  
STANDARDS

- .1 Perform work in accordance with the latest edition of National Building Code of Canada(NBCC), Canadian Electrical Code Part I, Canada Labour Code Part II, and any other Provincial or municipal regulations and by-laws provided that in any case of conflict or discrepancy, the more stringent requirements will apply.
- .2 Meet or exceed requirements of Standing Offer documents, specified standards, codes and referenced documents.

1.13 LICENSES  
AND PERMITS

- .1 The Contractor will be responsible for obtaining and paying for all licenses and permits required to perform the Work.

1.14 NORMAL  
WORKING HOURS

- .1 Normal working hours will be 0730 to 1600 hours, Monday to Friday. Any work carried out other than normal working hours must be authorized by the Engineer.

1.15 PROTECTION OF  
EXISTING FACILITIES

- .1 The Contractor must take all necessary precautions to ensure against damage to existing facilities. Any damage to such facilities as a result of the Contractor's operations must be repaired or replaced by the Contractor at his own expense, as soon as is reasonably possible.
- .2 Special coverings and protection must be provided to protect plants, walls, projections and adjacent work where materials are being removed, installed or hoisted.
- .3 The Contractor must protect all occupant owned furnishings and equipment, and the building from damage during execution of the Contract.
- .4 Where the Engineer considers it necessary, provide and erect warning signs and barriers.

1.16 ALTERATIONS,  
ADDITIONS OR  
REPAIRS TO EXISTING  
BUILDING

- .1 Execute work with least possible interference or disturbance to occupants, public and normal use of premises. Arrange with Engineer to facilitate execution of work.
- .2 Where security has been reduced by work of Contract, provide temporary means to maintain security.
- .3 Provide temporary dust screens, barriers, warning signs in locations where renovation and alteration work is adjacent to areas used by public or government staff.
- .4 Use only elevators existing in building for moving workers and material.
  - .1 Protect walls of passenger elevators, to approval of Engineer prior to use.
  - .2 Accept liability for damage, safety of equipment and overloading of existing equipment.

1.17 EXISTING  
SERVICES

- .1 Where Work involves breaking into or connecting to existing services, give 48 hours notice for necessary interruption of mechanical or electrical service throughout course of work. Minimize duration of interruptions. Carry out work at times as directed by governing authorities with minimum disturbance to pedestrian and vehicular traffic.
- .2 Establish location and extent of service lines in area of work before starting Work. Notify Engineer of findings.
- .3 Submit schedule to and obtain approval from Engineer for any shut-down or closure of active service or facility including power and communications services. Adhere to approved schedule and provide notice to affected parties.
- .4 Where unknown services are encountered, immediately advise Engineer and confirm findings in writing.

1.18 CUTTING,  
FITTING AND  
PATCHING

- .1 Execute cutting, fitting and patching required to make work fit properly.
- .2 Where new work connects with existing and where existing work is altered, or cut; patch and make good to match existing work.
- .3 Obtain Engineer's approval before cutting, boring or sleeving load-bearing members.
- .4 Make cuts with clean, true, smooth edges. Make patches inconspicuous in final assembly.

- 
- 1.19 CONCEALMENT .1 Conceal pipes, ducts and wiring in floor, wall and ceiling construction of finished areas except where directed otherwise by the Engineer.
- 1.20 POWER AND WATER SUPPLY .1 DND may provide, free of charge, temporary electric power and water for construction purposes.
- .2 Engineer will determine delivery points and quantitative limits. Engineer's written permission is required before any connection is made. Connect to existing power supply in accordance with Canadian Electrical Code.
- .3 Provide, at no cost to DND, all equipment and temporary lines to bring these services to project site.
- .4 Supply of temporary services by DND is subject to DND requirements and may be discontinued by DND site representative at any time without notice, without acceptance of any liability for damage or delay caused by such withdrawal of temporary services.
- .5 After the temporary service lines are no longer required, the Contractor must remove all lines and equipment, restore the connection points to their original condition and return the land to its original contour.
- 1.21 HEATING AND VENTILATING .1 Provide temporary heat and ventilation as required to:
- .1 Facilitate progress of work;
- .2 Protect work and products against dampness and cold;
- .3 Prevent moisture condensation on surfaces;
- .4 Provide ambient temperatures and humidity levels for storage, installation and curing of materials.
- .5 Provide adequate ventilation to meet health regulations for safe working environment.
- .2 Maintaining strict supervision of operation of temporary heating and ventilating equipment to:
- .1 Conform with applicable codes and standards.
- .2 Enforce safe practices.
- .3 Prevent abuse of services.
- .4 Prevent damage to finishes.
-

1.21 HEATING  
AND VENTILATING  
(Cont'd)

- .2 (Cont'd)  
.5 Vent direct-fired combustion units to outside.

1.22 INSPECTION

- .1 All work and materials covered by this specification will be subject to inspection at any time by the Engineer or his/her representative.

1.23 NOTIFICATION  
OF REQUIREMENT

- .1 A «Call-up Against a Standing Offer»(PWGSC-TPSGC 942) will be issued by the Engineer to notify the Contractor of requirements against this Standing Offer.
- .2 Prior to commencing work, an estimated cost must be submitted to the Engineer in writing including the total costs of labour and materials for all works as requested.
- .3 Contractor must provide to Engineer, an adequate breakdown of quotation to show how costs were incurred.

1.24 SERVICE CALLS

- .1 The Contractor must provide service during regular hours when requested by the Engineer on an eight(8) hour per day five(5) days per week basis.
- .2 The Contractor must provide emergency service when requested by Engineer on a 24 hours, 7 days per week basis. The Contractor must maintain and provide Engineer with current office phone, fax, pager and cell phone numbers.
- .3 Response time must not exceed four(4) hours for emergency repairs. The Contractor must notify the Engineer of the telephone number at which the Contractor or his representative may be contacted at all times.
- .4 The Contractor will be advised of the personnel authorized to request emergency service. Services undertaken at the request of unauthorized persons will be done at the Contractor's risk, with regards to payment.
- .5 Report service calls executed outside normal working hours to the Engineer, immediately on the next working day.

1.25 ADDITIONAL DRAWINGS	.1	Engineer may provide additional drawings for clarification. These additional drawings have same meaning and intent as if they were included with plans referred to in Contract documents.
1.26 RECORD DRAWINGS	.1	On all new or alteration work, the Engineer will provide two(2) sets of white prints for record drawing purposes.
	.2	Maintain project record drawings and record accurately deviations from Contract drawings.
	.3	Mark changes in red.
	.4	Record following information: <ul style="list-style-type: none"><li>.1 Horizontal and vertical location of underground utilities and appurtenances referenced to permanent surface improvement.</li><li>.2 Location of internal utilities and appurtenances concealed in construction, referenced to visible and accessible features of structure.</li><li>.3 Field changes of dimension and detail.</li><li>.4 Changes made by Change Order or Field Order.</li></ul>
	.5	At completion of project and prior to final inspection, neatly transfer notations to second set and submit both sets to Engineer.
1.27 PROJECT CLOSEOUT	.1	<b>Systems demonstration:</b> <ul style="list-style-type: none"><li>.1 Prior to final inspection, demonstrate operation of each system to the Engineer.</li><li>.2 Instruct appropriate DND personnel in operation , adjustment, and maintenance of equipment and systems, using provided operation and maintenance data as basis for instruction.</li></ul>
	.2	<b>Documents:</b> <ul style="list-style-type: none"><li>.1 Collect reviewed submittals and assemble documents executed by sub-contractors, suppliers, and manufacturers.</li><li>.2 Submit material prior to final application for payment.</li><li>.3 Submit operation and maintenance data, record(as-built) drawings.</li></ul>

1.28 REPORTING  
IRREGULARITIES

- .1 The Contractor must notify the Engineer of irregularities in the work area, such as structural defects, mechanical and/or electrical problems and/or any beyond the scope of work.

1.29 GUARANTEE/  
WARRANTY

- .1 All labour, materials, and equipment supplied under this Supply Arrangement will be warranted for a period of one(1) year after completion of the Contract.
- .2 Where the Contractor supplies equipment purchased from a supplier or manufacturer, he must obtain from such supplier or manufacturer a warranty for the term specified and such warranty must be made out to DND.
- .3 For all items where the manufacturer's normal guarantee/warranty periods exceed that specified the Contractor must obtain from the manufacturer or supplier, a warranty for the manufacturer's normal warranty period.
- .4 All warranties must be in accordance with the requirements of the Contract documents and must be passed to the Engineer at the time of handing over the project.

PART 2 - PRODUCTS

Not used.

PART 3 - EXECUTION

Not used.



## PART 1 - GENERAL

### 1.1 CONSTRUCTION SAFETY MEASURES

- .1 Observe and enforce construction safety measures by complying with the requirements of the following statutes and authorities:
  - .1 Canada Labour Code Part II and the Canada Occupational Health and Safety Regulations.
  - .2 The Nova Scotia Occupational Health and Safety Act and supporting Occupational General Safety Regulations as amended from time to time.
  - .3 Most recent amendments to the National Building Code of Canada, Part 8 and National Fire Code of Canada.
- .2 Refer to Section 01 35 35, DND Fire Safety Requirements.
- .3 Engineer will provide a copy of any relevant special written instructions to be followed.
- .4 **Before Work Begins**
  - .1 Bidder/Tender to provide documentation if requested by the Crown, indicating all safety training attained for each person who will be involved with the Standing Offer.
- .5 The following disciplinary measures will be taken for any violations of safety under this Standing Offer Agreement:
  - .1 **First Violation:** Verbal warning issued to the Contractor for the first violation of a safety regulation(Violation will be documented on Standing Offer file, copy to Contractor DCC or PWGSC).
  - .2 **Second Violation:** Written warning to Contractor for second violation of a safety regulation(Violation will be documented on Standing Offer file, copy to Contractor, DCC or PWGSC).
  - .3 **Third Violation:** A third violation of a safety regulation may result in the termination of the Standing Offer with a recommendation to the Contracting Authority that the Contractor be denied access to Formation Construction Engineering contracts(Documented to Standing Offer file, copies to Contractor, DCC or PWGSC).
  - .4 **Serious Violation:** For a serious violation of a safety regulation as deemed by a regulator, project manager or safety officer a recommendation will be made to the Contracting Authority to immediately terminate the Contract/Standing Offer(Violation documented on Standing Offer file, copies to Contractor, DCC or PWGSC).

1.1 CONSTRUCTION  
SAFETY MEASURES  
(Cont'd)

- .5 (Cont'd)  
.5 **Charges Laid or Guilty Determination by Courts:**  
Infractions of safety regulations that result in charges being laid by a regulator against the Contractor or the Contractor being found guilty by the courts may result in that Contractor being denied access to Formation Construction Engineering contracts.

1.2 HAZARD  
ASSESSMENTS

- .1 Contractor must implement and carry out a health and safety hazard assessment program as part of the Work. Program to include:
- .1 **Initial Hazard Assessment:** Carried out upon notification of Contract award and/or prior to commencement of Work.
- .2 **On-going Hazard Assessments:** Performed during the progress of Work identifying new or potential health risks and safety hazards not previously known. As a minimum, hazards assessments must be carried out when:
- .1 New sub-trade work, new sub-contractor(s) or new workers arrive at the site to commence another portion of the Work.
- .2 The scope of Work has been changed.
- .3 Work conducted in confined spaces.
- .4 Potential hazard or weakness in current health and safety practices are identified by the Engineer.
- .2 Hazard assessments will be project and site specific, based on review of Standing Offer documents and site.
- .3 Each hazard assessment to be made in writing. Keep copies of all assessments on site for duration of Work. Upon request, make available to Engineer.
- .4 The Contractor must notify the Engineer of suspected hazardous material during work and not apparent from drawings, specifications, or report pertaining to work(e.g. lead, asbestos etc.). Do not disturb such material pending instructions from the Engineer. The Engineer will make the necessary arrangements for testing the material as required.

1.3 ASBESTOS  
PRODUCT & ASBESTOS  
ACTIVITY

- .1 Within the confines of the Base, the provision of new products containing fibrous asbestos materials is prohibited.
- .2 Demolition or disturbance of spray or trowel-applied asbestos can be hazardous to health. Should material resembling spray or trowel-applied asbestos be encountered in course of work, stop work and notify Engineer immediately. Do not proceed until written instructions have been received from Engineer.

1.4 FASTENING  
DEVICES EXPLOSIVE  
ACTUATED

- .1 Explosive actuated devices must not be used.

1.5 HOT WORK

- .1 All hot work activity is to take place with Engineer's approval and written permission from the Formation Fire Chief(Hot work permit). Hot work permits and fire-watch requirements will be provided by the Dockyard Fire Hall at 427-3500.
- .2 The ventilation system in the area of any Hot Work activity is to be isolated to prevent migration of fumes/smoke and to reduce any possible spread of fire to other areas of the facility.
- .3 Contractor is to employ an employee trained in the use of fire extinguishers as fire watch during any Hot Work for a minimum of 30 minutes after activity has ceased.

1.6 CONFINED SPACES

- .1 All work in confined spaces will be carried out in compliance with the Canada Occupational Safety and Health Regulations, Part XI.
- .2 The Contractor to provide and maintain all equipment as required by any person to enter and/or perform work in a safe manner, in compliance with the Canada Occupational Safety and Health Regulations, Part XI.
- .3 The Contractor to provide and maintain training, as required by the Canada Occupational Safety and Health Regulations, Part XI.
  - .1 The Contractor and/or his employees must provide proof of training and qualifications when requested by the Engineer.
- .4 The Contractor to provide the Engineer with a copy of an «Entry Permit» for each and every entry into the confined space to ensure compliance with the Canada Occupational Safety and Health Regulations, Part XI.
- .5 The Contractor to have a hazard assessment of the confined space performed.

1.6 CONFINED SPACES .5  
(Cont'd)

(Cont'd)

- .1 The Contractor to provide the Engineer with a copy of the hazard assessment.

1.7 FALL PROTECTION .1

All work carried out above the mandatory height restrictions, from unguarded structure and/or scaffolding, will be done in compliance with the Canada Occupational Safety and Health Regulations, Part XII, Section 12.10.

- .2 The components of a fall protection system must meet the standards as outlined in the Canada Occupational Safety and Health Regulations, Part XII, Section 12.10(2).

- .3 The Contractor is to ensure fall protection equipment is maintained, inspected and tested by a qualified technician as required by the Canada Occupational Safety and Health Regulations, Part XII, Section 12.3.

1.8 ARC FLASH .1

The Contractor is to ensure all electrical equipment such as switchboards, panel boards, motor control centres and meter socket enclosures be marked to warn persons of potential electric shock and arc flash hazards. This labeling is required for all new & modified installations.

- .2 The warning label must also include information regarding «arc flash hazard category(0 to 4)» and the «Flash Protection Boundary» as defined in NFPA 70E. All projects specifications must include short circuit study and flash hazard analysis.

- .3 In accordance with the new CSA Standards Z462-08 para 4.3.3.3 Electrical Contractors are now required to perform a shock and flash hazard analysis to select the appropriate PPE to wear. Electrical Contractors are now required Arc-rated personal protective equipment while troubleshooting and diagnostic testing that cannot be performed unless the electrical conductor or circuit part is energized. All Contractor work practices must protect each employee from arc flash and from contact with live parts directly with any part of the body or indirectly through some other conductive object.

1.9 SAFETY .1

The Contractor must perform site hazard assessments to establish site specific safe work practice procedures for the safety and well being of his/her employees. Copies must be made available to Department of National Defence upon request.

- .2 All copies of the formal Hazard Assessments conducted by the Contractor throughout the duration of the work will be retained and made available to the Engineer immediately upon request.

1.9 SAFETY  
(Cont'd)

- .3 It is the Contractor's responsibility to be familiar with all applicable Safety Acts, Regulations, Codes and Standing Offer requirements. These must be identified and addressed in the Safety Plan, by identifying Standard Operating Procedures(SOP) and safe work practices(SWP) which incorporate clear and specific control measures, applicable rules, procedures and practices, all of which will become mandatory.
- .4 The Contractor must ensure all workers and authorized persons entering the work site are notified of and abide by the posted Safety Plan, safety rules, procedures, safe work practices and applicable Safety Acts, Regulations, and codes. Any person not complying with these will not be permitted on the site.
- .5 Contractor must ensure that all applicable personal protective equipment(PPE) is used.
  - .1 All personnel are required to wear hard hats, in accordance with CSA Z94.1-05.
  - .2 All personnel are required to wear safety footwear, in accordance with CSA Z195-09.
  - .3 All personnel are required to wear eye & face protection, in accordance with CSA Z94.3.1-09.
  - .4 When and where noise level is above 85 decibels; all personnel are required to wear hearing protection, in accordance with CAN/CSA Z94.2-02(R2007).
  - .5 Where toxic or noxious gas fumes, or oxygen deficiency or excessive dust may occur, so as to create a hazard to life, safety or health; all personnel are required to wear respiratory protection, in accordance with CAN/CSA Z94.4-02(R2007).
- .6 The Engineer will coordinate arrangements for the Contractor to be briefed on site safety within fourteen(14) days of award of Standing Offer Agreement.

1.10 SITE SIGNS  
AND NOTICES

- .1 Safety and instruction signs and notices:
  - .1 Signs and notices for safety and instruction must be in both official languages. Graphic symbols must conform to CAN/CSA Z321-96(R2006).

PART 2 - PRODUCTS

Not used.

PART 3 - EXECUTION

Not used.

PART 1 - GENERAL

<u>1.1 EMERGENCY REPORTING</u>	.1	Telephone number: Dial 9-1-1.
<u>1.2 FIRE SAFETY ENFORCEMENT</u>	.1	Within the confines of the Base, the prescription and enforcement of mandatory fire safety measures will be exercised under the authority of the Formation Fire Chief.
	.2	Comply with and enforce compliance by all Contractor personnel with all requirements of this specification section, and with the most recent edition of the National Building Code of Canada(NBCC) and the National Fire Code of Canada(NFC), including all subsequent revisions issued by the National Research Council of Canada.
	.3	The Engineer reserves the right to require the dismissal from site of persons deemed careless or otherwise in violation of the fire safety requirements.
<u>1.3 FIRE SAFETY BRIEFING</u>	.1	Prior to commencement of work under this Standing Offer, the Engineer will arrange a meeting of all parties concerned to review and clarify requirements for fire safety measures. This may involve a briefing by the Formation Fire Chief.
	.2	The Engineer will provide direction for reporting of fire including the emergency telephone number for fire reporting and location of fire alarms within or adjacent to work area.
<u>1.4 FIRE WATCH</u>	.1	For hot work activity, the Contractor will provide the service of fire-watch persons on a scale and schedule as prescribed by the Dockyard Fire Hall at the time of issuance of the hot work permit.
<u>1.5 FIRE EXTINGUISHERS</u>	.1	Supply fire extinguishers, as prescribed by the Formation Fire Chief, necessary to protect work in progress and contractor's physical plant on site.
<u>1.6 SMOKING PRECAUTIONS</u>	.1	In accordance with these fire safety requirements particular to the work area and site, the Engineer and Formation Fire Chief will designate hazardous areas as well as non-restricted areas where smoking may be permitted.

- |   |    |   |
|---|----|---|
| 1.6 SMOKING<br>PRECAUTIONS<br>(Cont'd)                            | .2 | Smoking is prohibited in all buildings.   |
|   | .3 | In all other areas, exercise care and comply with written or oral directives of the Engineer for the use of smoking materials.  |
| 1.7 REPORTING<br>FIRE INCIDENTS                                   | .1 | Report immediately all fire incidents as follows:   |
|   | .1 | Activate nearest fire alarm, or   |
|   | .2 | Dial 9-1-1 or designated number given at the time of briefing.  |
|   | .3 | Telephone the Engineer.   |
|   | .2 | Persons activating fire alarm must remain at the alarm to direct the Fire Department to the scene of the fire.  |
|   | .3 | When reporting a fire by telephone, give location of fire, name and number of building and be prepared to direct the Fire Department to the scene of the fire.  |
| 1.8 INTERIOR &<br>EXTERIOR FIRE<br>PROTECTION AND<br>ALARM SYSTEM | .1 | Notify Formation Fire Chief at least 48 hours prior to scheduling any work that may require fire alarm and/or protection systems to be:   |
|   | .1 | Obstructed in any way.  |
|   | .2 | Shut-off.   |
|   | .3 | Left inactive at the end of a working day or shift.   |
|   | .2 | Do not commence any such work until Engineer confirms approval and direction by the Formation Fire Chief.   |
|   | .3 | Fire hydrants, standpipes and hose systems must not be used for other than fire fighting purposes unless authorized by the Engineer and the Formation Fire Chief.   |
| 1.9 BLOCKAGE OF<br>ACCESS FOR FIRE<br>APPARATUS                   | .1 | Obtain approval of the Engineer and Formation Fire Chief 24 hours prior to commencing any work that by any means would impede access for fire fighting apparatus. Immediately notify the Engineer of any infringement on minimum vertical or horizontal clearances either inside or outside buildings, as prescribed by the Formation Fire Chief. |



1.10 RUBBISH &  
WASTE MATERIAL

- .1 Storage:
  - .1 Where it is necessary to store oily waste in work areas exercise extreme care to ensure maximum possible safety and cleanliness.
  - .2 Greasy or oily rags or materials subject to spontaneous combustion must be deposited and kept in a receptacle approved by the Formation Fire Chief and removed as directed by the Engineer.
- .2 The burning of rubbish is prohibited.
- .3 Removal:
  - .1 All rubbish must be removed from the work site at the end of the work day or shift or as directed by the Engineer.

1.11 FLAMABLE  
LIQUIDS

- .1 The handling, storage and use of flammable liquids are to be governed and guided by the requirements established by the Formation Fire Chief and in accordance with the approved fire safety plan.
- .2 Indoor storage of flammable liquids must not exceed thirty(30) litres provided that they are stored in areas and containers approved by the Formation Fire Chief.
- .3 The Engineer reserves the right to require removal from the site any storage containers not acceptable to the Formation Fire Chief.
- .4 The Engineer will not permit indoor storage of quantities of flammable liquids exceeding thirty(30) litres for on-site work purposes, without the written permission of the Formation Fire Chief.
- .5 Transfer of flammable liquids within buildings is prohibited.
- .6 Transfer of flammable liquids must not be carried out in the vicinity of open flames or any type of heat producing devices.
- .7 Flammable liquids having a flash point below twenty-two(22) degrees C such as naphtha or gasoline must not be used as solvents or cleaning agents.
- .8 Flammable waste liquids, for disposal, must be stored in approved containers located in a safe ventilated area. Quantities are not to exceed thirty(30) litres. Dumping or burning of flammable liquids on site is prohibited.

1.12 HAZARDOUS  
SUBSTANCES

- .1 Exercise special precautions necessary to safeguard life and property from damage by fire or explosives.
- .2 If the work entails the use of any toxic or hazardous materials, chemicals or explosives, or otherwise creates a hazard to life, safety or health, work must be in accordance with the most recent edition of the requirements of the National Fire Code of Canada, and measures prescribed by the Formation Fire Chief.

1.13 HAZARDOUS  
HOT WORK

- .1 Prior to commencing any «Hot Work» involving open flame, burning, welding or heating, the Contractor must obtain a «hot work permit» issued by the Formation Fire Chief at the Dockyard Fire Hall, 427-3500.

PART 2 - PRODUCTS

Not used.

PART 3 - EXECUTION

Not used.

PART 1 - GENERAL

**CONTRACTOR MUST ENSURE THAT ALL THEIR PERSONNEL ARE FAMILIAR WITH THESE REGULATIONS AND REQUIREMENTS.**

- |  |        |  |
|--|--------|--|
| <u>1.1 GENERAL</u>                                 | .1     | The following is a summary of the security, safety and fire regulations of Canadian Forces Ammunition Depot, Bedford, as promulgated by the Base Commander, CFB Halifax and administered by the Superintendant CFAD Bedford NS.  |
|  | .2     | Contractor's personnel will be subject to all of the regulations while working within confines of CFAD Bedford.  |
| <br><u>1.2 PRE JOB SECURITY AND SAFETY MEETING</u> | <br>.1 | <br>Prior to commencement of Work, the Contractor must meet with the Site Security, Safety and Fire Safety Regulations Officers. In accordance with direction of Engineer and these site officers, ensure that all employees of the Contractor are given thorough instructions on security, safety and fire precautions peculiar to an Ammunition Depot and that the regulations are fully compiled with, at all times, by all Contractor personnel. |
| <br><u>1.3 SECURITY PASSES</u>                     | <br>.1 | <br>Contractors must report to the NCO I/C Commissionaires at Building 153; submit names of all their personnel and description of all their vehicles to arrange the issue of the required temporary passes prior to proceeding to work within the the confines of the depot.  |
| <br><u>1.4 CONDITIONS FOR ACCESS</u>               | <br>.1 | <br>All visitors will be issued a daily pass and will be required to sign an acknowledgement that they are aware of and consent to the following conditions for access.  |
|  | .2     | The person to whom this pass is issued agrees to return the pass to the Security Guard at the gate when the Contract or employment at CFAD Bedford expires.  |
|  | .3     | All vehicles entering and leaving CFAD Bedford may be searched to ensure that no prohibited articles are taken into nor contraband articles are taken out of the Ammunition Depot.   |
| <br><u>1.5 FIRE SERVICE CFAD BEDFORD</u>           | <br>.1 | <br>Fire service at CFAD Bedford is provided by DND Fire Service from 0730 until 1600 hours, Monday to Friday. All Contract work will be ended by 1530 hours daily. Fire response at all other times is provided by HRM. Before any work is carried out during   |

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- 1.5 FIRE SERVICE  
CFAD BEDFORD  
(Cont'd)
- .1 (Cont'd)  
silent hours, the Dockyard Platoon Chief must be contacted at 427-0550, local 3500.
- 1.6 SEARCHES
- .1 The Canadian Corps of Commissionaires may conduct a personal search of individuals at any time within the Ammunition Depot. Vehicles entering or leaving the Depot may be searched to ensure that contraband articles are not taken into the Explosives Area and that property is not taken out without authorization.
- 1.7 ALARMS
- .1 **Depot Alarms:** A siren is sounded only in the event of an emergency such as a fire, explosion, thunderstorm or evacuation. A siren is also sounded to signify «All Clear».
- .2 **Fire Emergency:** A series of «Hi-Lo» sounds on the Depot Alarm System signifies an emergency in the explosive area. Contractors must cease operations and proceed in their own vehicles to the nearest exit gate out of the explosive area. If no vehicle available proceed to the nearest «Fire Assembly Point» at Buildings 169 or 143.
- .3 **Thunder and Lightning:** A series of «Beeps» on the Depot Alarm System signifies a thunder/lightning storm warning. Contractors must cease operations and proceed in their own vehicles to the nearest exit gate out of the explosive area. If no vehicle available proceed to the nearest «Fire Assembly Point» at Buildings 169 or 143.
- .4 **Evacuation:** A series of «Slow Whoops» on the Depot Alarm System signifies that evacuation in the explosive area has been ordered by the Superintendent. The evacuation could be extended to include the non-explosive area as well as so ordered by the Superintendent.
- .5 **All Clear:** A continuous blast on the Depot Alarm System signifies that the emergency situation is «All Clear».
- 1.8 REPORTING OF FIRES
- .1 All fires, regardless of whether they have been extinguished or not, must be reported immediately to the Base Fire Department.
- .2 All Contractors and employees must familiarize themselves with the locations of the nearest fire alarm box or telephone.
- .3 Fires may be reported by ringing the nearest street alarm box or by telephoning 911. Persons reporting the fire must remain at the alarm box or telephone until the Fire Department arrives and be prepared to direct Fire Fighters to the scene of the fire.
-

1.9 PROHIBITED  
ARTICLES

- .1 The following articles are prohibited and/or controlled from being taken inside the explosive area. Permission by the Superintendent may be granted for certain articles:
- .1 Matches or other flame producing equipment(including vehicle lighters);
  - .2 Pipes, smoking appliances, tobacco products, or smoking materials in any form;
  - .3 Explosives or chemicals;
  - .4 Lights, lamps or electrical devices/tools which are not explosion proof;
  - .5 Cameras;
  - .6 Food and drink; and
  - .7 Radio transmitting devices(i.e. mobile radios, cellular phones, remote car starters, and garage door openers, etc).
- .2 No persons will introduce, possess or consume alcoholic beverages, narcotics or any intoxicant within the confines of the Ammunition Depot.
- .3 The site security officers will seize and hold at the gate, any such materials found by search.

1.10 SAFETY AND  
FIRE REGULATIONS

- .1 **Smoking:** Is strictly prohibited in explosive areas.
- .2 **Buildings:** Smoking is prohibited in all buildings.
- .3 **Safety Precautions Electrical/Electronic Equipment:** All personnel operating or maintaining electrical/electronic equipment involving the use of voltage higher than 50V must brief the Site Safety and Fire Safety Officers concerning all safety rules in the operating and instructional manuals covering the equipment.
- .4 **Flammables, Explosives or Chemicals:** As required, may be allowed into the explosive area provided that the Depot Safety Officer and the Depot Fire Department are made aware of this and that approval by the Superintendent is given. These items after approval may be transported by the Contractors provided the transportation route is known by the Depot Fire Department and adequate fire extinguishers are available.
- .5 **Open Flame or Welding:** Prior approval must be obtained before commencing any work involving cutting, welding or use of open flame appliances in or around buildings containing explosives. The Fire Safety Officer will check out the work area and ensure

1.10 SAFETY AND  
FIRE REGULATIONS  
(Cont'd)

- .5 Open Flame or Welding:(Cont'd)  
that adequate fire extinguishers and first aid appliances are available and that fire watchers have been posted.
- .6 **Fuel Dispensing Containers:** Contractors must ensure that all of their fuel dispensing containers meet or exceed the following standards:
  - .1 Type II safety container, leakproof, Terne plate construction, UL listed and FM approved.
  - .2 Container must have spring-operated spout cap which opens to allow vapours to escape and self closes on release of internal pressures.
  - .3 Container must have flexible or rigid built-in metal dispensing nozzle to prevent static sparks.
  - .4 Standard of Acceptance: Protectoseal, Model Nos. 247, 249, 8410 and 8420.
  - .5 Other acceptable products: Safe-T-Way.
  - .6 Any other model must be approved by the BFC.
  - .7 Violation of any of the above regulations will result in immediate cancellation of the offender's Security Pass and expulsion from the site.

1.11 TRAFFIC  
REGULATIONS

- .1 **Vehicles:** All operators must adhere strictly to the following rules while proceeding through the Ammunition Depot.
  - .1 Drivers must not leave the motors of their vehicles running or leave the vehicles unattended when parked between buildings or traverses.
  - .2 Drivers must not drive vehicles in the direction opposite to that indicated by the «One-Way» signs.
  - .3 No one will operate a vehicle within the Depot area at a speed greater than 25 kilometers per hour at any time.
  - .4 No one will operate a vehicle within the Depot area at a speed greater than 8 kilometers per hour at any time, while passing between blast walls and buildings.
  - .5 No one will leave a vehicle unattended within 10 metres of a fire hydrant or within 30 metres of a building containing explosives.

1.11 TRAFFIC  
REGULATIONS  
(Cont'd)

- .1 Vehicles:(Cont'd)
  - .6 All vehicles must be equipped with a fire extinguisher of a suitable size and type so that it may be used to extinguish any fire originating in that vehicle.
  - .7 Violation of any of the above regulations will result in immediate cancellation of the offender's Vehicle Pass and expulsion from the site.
- .2 **Roadways:** In the event of a fire or emergency all roads and buildings within CFAD Bedford must be accessible at all times. Contractors required to disrupt roadways during the course of their work, must ensure that at least one lane of each roadway is passable, at all times. Vehicles not required to transport personnel to the nearest exit gate must be parked on the side of the road and away from the nearest building.
- .3 **Fueling:** Fueling of vehicles within the explosive areas is prohibited. Small equipment(lawn mowers, chainsaws, etc.) may be re-fueled, but only at sites designated by the Safety Officer and Fire Safety Officer. Comply with all safety practices pertaining to re-fueling hot equipment. Provide adequate fire extinguishers of types prescribed by the Fire Safety Officer. Only approved safety dispensing containers, as specified at sub-paragraph 1.10.6, will be permitted within the confines of the Ammunition Depot.
- .4 Violation of any of the above regulations will result in immediate cancellation of the vehicle pass and expulsion of the offender from the site.

PART 2 - PRODUCTS

Not used.

PART 3 - EXECUTION

Not used.

## PART 1 - GENERAL

- 1.1 SITE ACCESS .1 Contractors' personnel are required to report to the main desk each morning, sign the register and obtain an identification badge which must be displayed on their person at all times. Upon leaving the Complex at the end of the day, or at lunch time, the Contractors' personnel must report to the main desk, return the badge and be signed off the register.
- 1.2 PARKING .1 Contractors' vehicles will be allowed into the inner compound only under the following conditions; namely, for short periods of time, to load or unload equipment and supplies and then remove to the upper parking lot adjacent to Windmill Road or to the street. The site supervisor of the contracting firm will be allowed to park his/her vehicle, for short periods of time, in one of the visitor's parking slots or, if filled, he/she will be permitted to park in the inner compound while making periodic progress visits. It is emphasized that Contractors' vehicles entering the inner compound can be subject to search by the Commissionaire on duty upon their departure. DRDC reserves the right to limit the above-mentioned parking privileges if they are being abused.

## PART 2 - PRODUCTS

Not used.

## PART 3 - EXECUTION

Not used.



PART 1 - GENERAL

- |                             |    |  |
|-----------------------------|----|--|
| <u>1.1 RELATED SECTIONS</u> | .1 | Section 01 11 00 General Instructions.   |
|                             | .2 | Section 23 05 00 Mechanical.   |
|                             |    |  |
| <u>1.2 REFERENCES</u>       | .1 | Canada Occupational Health and Safety Regulations, Part XI (latest edition including all amendments).  |
|                             | .2 | American Conference of Governmental Industrial Hygienists publication "Threshold Limit Values For Chemical Substances and Physical Agents and Biological Indices"(latest edition including all amendments).  |
|                             |    |  |
| <u>1.3 DESCRIPTION</u>      | .1 | This section outlines the mandatory regulations which must be followed to ensure safe operations in and around potentially hazardous confined spaces and the emergency procedures that are to be followed.   |
|                             | .2 | The safety standards in this section are applicable to Contractors and consultants, their employees(including subcontractors), materials, works and buildings throughout Canadian Forces Base Halifax.   |
|                             | .3 | All personnel entering a confined space, acting as an observer, or as a rescuer will be thoroughly trained in all procedures in accordance with above reference, No.1.   |
|                             | .4 | The Contractor will be responsible for and ensure compliance with the provisions of this Section and of the Standards in above reference, No.1.  |
|                             |    |  |
| <u>1.4 RESTRICTIONS</u>     | .1 | No Contractor, Subcontractor, Consultant, or their employee must:  |
|                             | .1 | Be permitted to enter a hazardous confined space without receiving an evaluation, written in language which is understood by the employee/contractor, concerning the level of hazard in the confined space. Entry must be made in compliance with this Section and with the requirements in reference, No.1. |
|                             | .2 | Enter a hazardous confined space without a safe entry permit posted at the site of work and a copy on file.  |
-

## 1.5 DEFINITIONS

- .1 For the purpose of this Section the following definitions will apply:
- .1 **Confined space:** A tank, process vessel, underground vault, tunnel or other enclosure not designed or intended for human occupancy, except for the purpose of performing work:
    - .1 That has limited number of openings for entry and exit;
    - .2 That has poor natural ventilation;
    - .3 In which there may be an oxygen deficient atmosphere; or
    - .4 In which there may be an airborne dangerous substance.
  - .2 **Dangerous substance:** A hazardous substance or a chemical, physical or biological agent that, because of a property it possesses, is hazardous to the safety or health of a person exposed to it.
  - .3 **Qualified person:** In respect to a specified duty, a person who, because of their knowledge, training and experience is qualified to perform that duty safely and properly.
  - .4 **Class of confined space:** A group of at least two confined spaces that are likely, by reason of their similarity, to present the same hazards to persons entering, exiting or occupying them. Confined spaces are identified as Class A, B, or C by DND depending on hazard assessment.
    - .1 **Class A - Hazardous confined space:** Any confined space that cannot be made safe by ventilation and maintained in this safe condition even when lock-out, blank and bleed, and all other actions have been taken.
    - .2 **Class B - Confined space:** Hazards exist but can be eliminated by ventilation, lock-out, and blank and bleed.
    - .3 **Class C - Considered confined space:** Conditions could arise to make the area a confined space.

## 1.6 COMMON HAZARDS.

- .1 Hazards common to confined spaces that Contractors must watch for are:
- .1 Toxic vapours from sludge or leakage into the space;

1.6 COMMON HAZARDS.1  
(Cont'd)

- (Cont'd)
- .2 Flammable gases and vapours with potential fire or explosion hazards;
  - .3 Oxygen below 19.5% or over 23%(normal 20.9%);
  - .4 Electric shock from tools, lights or other electrical equipment;
  - .5 Chemical burns from corrosives or injury from dermatitis producing materials;
  - .6 Burns from high pressure steam, hot water or fuel oil;
  - .7 High pressure air;
  - .8 Physical hazards from slips, falls, protruding objects or falling objects; and
  - .9 Excess corrosion on metal components.

1.7 SAFE ENTRY  
PERMIT

- .1 Where the Contractor must enter a confined space, a Safe Entry Permit must be obtained from the Engineer, completed in triplicate and returned to the Engineer before access will be permitted. One copy must be posted at site of work. Original copy must be sent to the Unit General Safety Officer.

1.8 VERIFICATIONS

- .1 Prior to entering a confined space the Contractor must provide a qualified person to ensure/verify:
- .1 That there are openings for entry and exit from the confined space of sufficient size to allow the safe passage of a person using protective equipment. This opening can be:
    - .1 a manhole; or
    - .2 other clear opening.
  - .2 That the entry of any liquid or free flowing solid or hazardous material has been prevented by secure means of disconnection or by blanking off the flanges from any source of these materials. In addition, that any liquid in which the person could drown, or free flowing solid in which they could be entrapped, has been removed.
  - .3 That all electrical/mechanical equipment which may present a hazard to the person has been disconnected from it's power source, either real or residue, and has been locked out in the off position by the person entering

1.8 VERIFICATIONS .1  
(Cont'd)

(Cont'd)

.3 (Cont'd)

the space. Note: The key must be held by the person who locked out the equipment until such time as the work is complete and the lock out is removed by the individual. As well, the removal of fuses is encouraged.

.4 Tests for oxygen levels, combustibility, and toxicity of hazardous substances(in that order) are conducted and evaluated(e.g. oxygen, explosive gases or vapours, hydrogen sulfide, and then carbon monoxide).

.1 Tests for oxygen levels and combustibility and toxicity must be made with a probe at the point of entry to the confined space with cover in place. If no hazard is detected the cover will then be removed.

.2 If oxygen deficient, combustible atmosphere, or toxic substances are detected, the space must not be entered until such time as the space is rendered safe through appropriate purging and ventilation.

.3 The entire space will then be tested for oxygen deficiency, combustibility and toxicity. Note: In the event the possibility exists for oxygen deficiency, combustible atmosphere or the presence of hazardous substances which could exceed allowable limits, despite purging and ventilation, these tests will only be conducted by a person who is wearing the required Personal Protective Equipment(PPE) such as air supplied respirator, gloves/hand protection, harness, etc.(if tests are to be done in the confined space).

.5 That verification, by means of tests, is conducted to ensure that the following specifications can be achieved and maintained during the duration of time the person will be in the confined space, namely:

.1 The concentration of any chemical agent, or combination of chemical agents in the confined space to which the person is likely to be exposed:

.1 Will not result in a value exceeding the value for that chemical agent, or for any chemical agent in the combination of chemical agents, other than grain dust, as prescribed by reference No.2.

.2 Will not result in an airborne grain dust, respirable and non respirable, in excess of 10 mg/m<sup>3</sup>, subject to para. 1.8.1.5.2; and

1.8 VERIFICATIONS .1  
(Cont'd)

(Cont'd)  
.5 (Cont'd)

.3 Is less than 50 percent of the lower explosive limit of the chemical agent or combination of chemical agents, subject to para. 1.8.1.5.2.

.2 Where a source of ignition exists the concentration does not exceed 10 percent of the lower explosive limit of the airborne chemical agent or combination of airborne chemical agents.

.3 The concentration of airborne hazardous substances, other than chemical agents, in the confined space is not hazardous to the safety or health of the person.

.4 The percentage of oxygen in the air in the confined space is not less than 19.5 percent by volume and not more than 23 percent by volume, at normal temperature.

.6 The space has been purged and ventilated to provide and continue to provide a safe working atmosphere, and that in the event of ventilation equipment failure there is:

.1 Sufficient time available for the employee to escape the confined space hazard before contamination of the atmosphere.

.2 The ventilation equipment is either equipped with an approved alarm or monitored by an employee who is in constant attendance on the ventilation equipment and in constant contact with the worker(s) in the confined space.

.7 The qualified person must, in a signed report, set out the results of the preceding sections, including any test results and a list of test equipment used and must ensure these results are given to the Engineer and Safety Officer.

## PART 2 - PRODUCTS

- 2.1 EQUIPMENT .1 All PPE identified on the area work permit must be utilized during entry into the confined space. The appropriate PPE depends upon the nature of the exposure, and may include goggles, hardhats, safety footwear, a complete body covering or suitable breathing apparatus. It is stressed that PPE is not a substitute for proper ventilation. Where the Hazard Assessment Form deems it necessary, workers must wear an emergency five minute constant air flow self contained breathing apparatus(SCAT-PAK by SCOTT) and must have an air monitoring device with them at all times while in the confined space. Contractor will supply appropriate PPE for their employees.
- .2 A safety harness with an attached lifeline must be worn by all workers, entering a confined space: with only one manhole or opening at the top or where rescue may be difficult; or where dangerous gases, vapours, mists, fumes, dusts, oxygen deficiency or extremes of temperature are likely to be present; or where respiratory protection is necessary. The free end of the lifeline attached must be secured outside the enclosed space. The lifeline must be of sufficient length to reach from an outside support to any point of work inside the confined space, and must be of sufficient strength to bear the weight of the worker. A tripod hoist and lifting device(vertical use only) must be in place prior to and during work in the confined space. Appropriate positive pressure air supplied respiratory protection must be available at the site for use in the rescue/extraction of persons working in the space. Contractor will supply all required rescue equipment.
- .3 Minimum equipment requirement:
- .1 **Class A confined space:** Ventilator, multi-gas detector, communication system, safety harness, retrieval system, SCBA or air line system(to be worn at all times), and duplicate equipment above kept at entrance of confined space for emergency rescue.
- .2 **Class B confined space:** Ventilator, multi-gas detector, communication system, safety harness, retrieval system, and SCBA or air line system on hand at entrance of confined space for emergency rescue.
- .3 **Class C confined space:** Multi-gas detector, communication system, and SCAT-PAK.

## PART 3 - EXECUTION

### 3.1 CONDITIONS OF ENTRY

- .1 The following conditions must be met, prior to entry, so that response to any emergency can be made in the shortest time frame:
  - .1 A minimum of one person must be posted outside a confined space as an observer and must:
    - .1 Have no other tasking which would detract from his function of observing the person(s) in the space.
    - .2 Control the lifeline(s) attached to the person(s) in the space and ensure that the lifeline is attached to a solid object.
    - .3 Be equipped with a safety harness.
    - .4 Ensure continuous radio contact with the persons in the space or be able to observe the person(s) in the space (Note: radios are not to be used if combustible atmosphere is present).
    - .5 Have a means of summoning assistance (qualified personnel) in case of an emergency situation.
    - .6 Be trained in rescue procedures and Standard First Aid.
  - .2 In addition to the observer, for Class A confined spaces, an additional individual (a rescuer) must be present at the entrance to the confined space. The individual must:
    - .1 Be wearing all required PPE including harness, lifeline and positive pressure air supplied respiratory protection (where required).
    - .2 Be present at all times when person(s) are working in the confined space.
    - .3 Be trained in rescue procedures and Standard First Aid.
    - .4 Must not enter the space unless to rescue the person(s) working in the space and only after additional assistance has been summoned and all required protective equipment is worn.
  - .3 In the event that the observer or the additional person (rescuer, if present) is required to leave the entrance to the space, the space must be vacated by those working in it until such time as the observer and the additional person

3.1 CONDITIONS OF ENTRY  
(Cont'd)

- .1 (Cont'd)
- .3 (Cont'd)  
return. Before re-entering the confined space, the conditions set out in para 1.7 and 1.8 must be followed.
- .4 The minimum number of persons present during entry into and work in a confined space must be three(3) for Class A confined spaces(worker, observer, and rescuer) and two(2) for Class B and C confined spaces(the worker and the observer). Where conditions warrant, an additional person to respond in emergencies is required.
- .5 The contact for additional assistance will be DND Fire Department at local 427-3333.
- .6 No person will enter any confined space for the purpose of rescuing an individual until they are wearing all required PPE including positive pressure air supplied respiratory protection and an observer is on site.

3.2 TESTING & MAINTENANCE OF EQUIPMENT

- .1 All testing equipment, safety harnesses, lifelines, breathing apparatus, ventilation equipment and any other equipment used in connection with entry into a confined space by the Contractor will be inspected, maintained and tested by a qualified person as frequent as is necessary to ensure that it is in safe condition for use at all times, but not less frequent than is recommended by the manufacturer or as directed in writing by the Engineer or Safety Officer.

3.3 REGULATIONS

- .1 In the event of conflict or discrepancy between this Section and the source document(Canada Occupational Safety and Health Regulations, Part XI, including all amendments) the more stringent requirements will apply.



PART 1 - GENERAL

1.1 PROJECT  
CLEANLINESS

- .1 Maintain Work in tidy condition, free from accumulation of waste products and debris, other than that caused by Owner or other Contractors.
- .2 Remove waste materials from site at daily regularly scheduled times or dispose of as directed by Engineer. Do not burn waste materials on site.
- .3 Make arrangements with and obtain permits from authorities having jurisdiction for disposal of waste and debris.
- .4 Dispose of waste materials and debris off site.
- .5 Clean interior areas prior to start of finishing work, and maintain areas free of dust and other contaminants during finishing operations.
- .6 Store volatile waste in covered metal containers, and remove from premises at end of each working day.
- .7 Provide adequate ventilation during use of volatile or noxious substances. Use of building ventilation systems is not permitted for this purpose.
- .8 Use only cleaning materials recommended by manufacturer of surface to be cleaned, and as recommended by cleaning material manufacturer.
- .9 Schedule cleaning operations so that resulting dust, debris and other contaminants will not fall on wet, newly painted surfaces nor contaminate building systems.

1.2 FINAL CLEANING

- .1 When Work is Substantially Performed remove surplus products, tools, construction machinery and equipment not required for performance of remaining Work.
- .2 Remove waste products and debris other than that caused by others, and leave Work clean and suitable for occupancy.
- .3 Prior to final review remove surplus products, tools, construction machinery and equipment.
- .4 Remove waste products and debris other than that caused by Owner or other Contractors.
- .5 Remove stains, spots, marks and dirt from decorative work, electrical and mechanical fixtures, furniture fitments, walls, and floors.

- |  |  |
|--|--|
| <u>1.2 FINAL CLEANING<br/>(Cont'd)</u> | <div style="display: flex; align-items: flex-start;"><div style="margin-right: 10px;">.6</div><div>Inspect finishes, fitments and equipment and ensure specified workmanship and operation.</div></div> <div style="margin-top: 10px;"><div style="display: flex; align-items: flex-start;"><div style="margin-right: 10px;">.7</div><div>Broom clean and wash exterior walks, steps and surfaces; rake clean other surfaces of grounds.</div></div><div style="margin-top: 10px;"><div style="display: flex; align-items: flex-start;"><div style="margin-right: 10px;">.8</div><div>Remove dirt and other disfiguration from exterior surfaces.</div></div><div style="margin-top: 10px;"><div style="display: flex; align-items: flex-start;"><div style="margin-right: 10px;">.9</div><div>Clean equipment and fixtures to sanitary condition; clean or replace filters of mechanical equipment.</div></div><div style="margin-top: 10px;"><div style="display: flex; align-items: flex-start;"><div style="margin-right: 10px;">.10</div><div>Remove debris and surplus materials from crawl areas and other accessible concealed spaces.</div></div></div></div></div></div> |
|--|--|

PART 2 - PRODUCTS

Not used.

PART 3 - EXECUTION

Not used.

PART 1 - GENERAL

- 1.1 RELATED SECTIONS
- .1 Section 01 11 00 General Instructions.
  - .2 Section 01 35 73 Confined Spaces.

- 1.2 MANUFACTURER'S INSTRUCTIONS
- .1 Unless otherwise specified, obtain and comply with manufacturer's latest printed instructions for materials and installation methods.
  - .2 Notify Engineer in writing of any conflict between his instructions and the manufacturer's instructions. Engineer will designate which document is to be followed.
  - .3 Provide a copy of appropriate manufacturer's instructions to the Engineer prior to installing materials or equipment.

PART 2 - PRODUCTS

- 2.1 MATERIALS
- .1 Provide all materials and equipment as required to provide a complete and operational system as directed by the Engineer and/or as per the supplied drawings and specifications.
  - .2 Use new materials and equipment unless directed otherwise by the Engineer.
  - .3 Provide products of same make and model as existing materials and equipment. If such products are not readily available, the Engineer may accept alternative products of quality and capability to perform at ratings equivalent to those published for original equipment for such products. Submit product data for Engineer to review and written approval.
  - .4 The Engineer will inform the Contractor when any material or equipment removed has salvage value and will instruct the Contractor of location to deliver such. Details of salvage will be noted on PWGSC-TPGSC 942.
  - .5 Material or equipment removed which the Engineer deems to have no salvage value must be removed from the site by the Contractor at own expense.

PART 3 - EXECUTION

- 3.1 GENERAL .1 Repair and/or replace all equipment or systems in accordance with the Engineer's directions along with the referenced drawings and specifications, if available, and in accordance with the manufacturer's instructions and all applicable codes.
- 3.2 EQUIPMENT INSTALLATION .1 **Unions or flanges:** Provide for ease of maintenance and disassembly.
- .2 **Space for servicing, disassembly and removal of equipment and components:** Provide as recommended by manufacturer or as indicated.
- .3 **Equipment drains:** Pipe to floor drains.
- .4 Install equipment, rectangular cleanouts and similar items parallel to or perpendicular to building lines.
- 3.3 ANCHOR BOLTS AND TEMPLATES .1 Supply and install anchor bolts and templates as per the equipment and bolt manufacturer's instructions.
- 3.4 PROTECTION OF OPENINGS .1 Protect equipment and systems openings from dirt, dust, and other foreign materials with materials appropriate to system.
- 3.5 ELECTRICAL .1 All electrical work must conform with CSA C22.1 Canadian electrical code, part I.
- 3.6 MOTORS .1 Provide motors for mechanical equipment as specified or directed by the Engineer.
- .2 If delivery of specified motor will delay completion or commissioning work, install motor approved by Engineer for temporary use. Work will only be accepted when specified motor is installed.
- 3.7 BELT DRIVES .1 Fit reinforced belts in sheave matched to drive. Multiple belts to be matched sets.
-

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- 3.7 BELT DRIVES  
(Cont'd)
- .2 Use cast iron or steel sheaves secured to shafts with removable keys unless otherwise specified.
  - .3 **For motors under 10 HP:** Standard adjustable pitch drive sheaves, having plus or minus 10% range. Use mid-position of range for specified r/min.
  - .4 **For motors 10 HP and over:** Sheave with split tapered bushing and keyway having fixed pitch unless specifically required for item concerned. Provide sheave of correct size to suit balancing.
  - .5 Correct size of sheave determined during commissioning.
  - .6 **Minimum drive rating:** 1.5 times nameplate rating on motor. Keep overhung loads within manufacturer's design requirements on prime mover shafts.
  - .7 Motor slide rail adjustment plates to allow for centre line adjustment.
- 3.8 DRIVE GUARDS
- .1 Provide guards for unprotected drives.
  - .2 **Guards for belt drives:**
    - .1 Expanded metal screen welded to steel frame.
    - .2 Minimum 1.2mm thick sheet metal tops and bottoms.
    - .3 38mm diameter holes on both shaft centres for insertion of tachometer.
    - .4 Removable for servicing.
  - .3 Provide means to permit lubrication and use of test instruments with guards in place.
  - .4 Install belt guards to allow movement of motors for adjusting belt tension.
  - .5 **Guard for flexible coupling:**
    - .1 "U" shaped, minimum 1.6mm thick galvanized mild steel.
    - .2 Securely fasten in place.
    - .3 Removable for servicing.
  - .6 **Unprotected fan inlets or outlets:**
    - .1 Wire or expanded metal screen, galvanized, 19mm mesh.
    - .2 Net free area of guard: Not less than 80% of fan openings.
-

3.8 DRIVE GUARDS  
(Cont'd)

- .6 Unprotected fan inlets or outlets:(Cont'd)
  - .3 Securely fasten in place.
  - .4 Removable for servicing.

3.9 SLEEVES

- .1 **Pipe sleeves:** At points where pipes pass through masonry, concrete or fire rated assemblies and as indicated.
- .2 Schedule 40 steel pipe.
- .3 **Sleeves with annular fin continuously welded at midpoint:**
  - .1 Through foundation walls.
  - .2 Where sleeve extends above finished floor.
- .4 **Sizes:** Minimum 6mm clearance all around, between sleeve and uninsulated pipe or between sleeve and insulation.
- .5 Terminate sleeves flush with surface of concrete and masonry walls, concrete floors on grade and 25mm above other floors.
- .6 Fill voids around pipes:
  - .1 Caulk between sleeve and pipe in foundation walls and below grade floors with waterproof fire retardant non-hardening mastic.
  - .2 Where sleeves pass through walls or floors, provide space for firestopping. Where pipes/ducts pass through fire rated walls, floors and partitions, maintain fire rating integrity.
  - .3 Ensure no contact between copper tube or pipe and ferrous sleeve.
  - .4 Fill future-use sleeves with lime plaster or other easily removable filler.
  - .5 Coat exposed exterior surfaces of ferrous sleeves with heavy application of zinc rich paint to CGSB 1-GP-181M-78.

3.10 PREPARATION  
FOR FIRESTOPPING

- .1 **Uninsulated unheated pipes not subject to movement:** No special preparation.
- .2 **Uninsulated unheated pipes subject to movement:** Wrap with non-combustible smooth material to permit pipe to move without damaging firestopping material.

3.10 PREPARATION  
FOR FIRESTOPPING  
(Cont'd)

- .3 **Insulated pipes and ducts:** Ensure integrity of insulation and vapour barrier at fire separation.

3.11 ESCUTCHEONS

- .1 On pipes passing through walls, partitions, floors and ceilings in finished areas.
- .2 Chrome or nickel plated brass or type 302 stainless steel, one piece type with set screws.
- .3 Outside diameter to cover opening or sleeve.
- .4 Inside diameter to fit around finished pipe.

3.12 TESTS

- .1 Give 24 hours written notice of date for tests.
- .2 Insulate or conceal Work only after testing and approval by Engineer.
- .3 Conduct tests in presence of Engineer.
- .4 Bear costs including retesting and making good.
- .5 **Piping:**
- .1 General: Maintain test pressure without loss for 4 hours unless otherwise specified.
- .2 Hydraulically test steam and hydronic piping systems at 1-1/2 times system operating pressure or minimum 860kPa, whichever is greater.
- .6 **Equipment:** Test as specified in relevant sections.
- .7 Prior to tests, isolate all equipment or other parts which are not designed to withstand test pressures or test medium.

3.13 PAINTING  
REPAIRS AND  
RESTORATION

- .1 Apply at least one coat of corrosion resistant primer paint to ferrous supports and site fabricated work.
- .2 Prime and touch up marred finished paintwork to match original.
- .3 Restore to new condition, finishes which have been damaged.

- 
- 3.14 ACCESS DOORS .1 Supply access doors to concealed mechanical equipment for operating, inspecting, adjusting and servicing.
- .2 Flush mounted 600mm x 600mm for body entry and 300mm x 300mm for hand entry unless otherwise noted. Doors to open 180°, have rounded safety corners, concealed hinges, screwdriver latches and anchor straps.
- .3 **Material:**
- .1 Special areas such as tiled or marble surfaces: Use stainless steel with brushed satin or polished finish as directed by the Engineer.
- .2 Remaining areas: Use prime coated steel.
- .4 **Installation:**
- .1 Locate so that concealed items are accessible.
- .2 Locate so that hand or body entry(as applicable) is achieved.
- .3 Installation is specified in applicable sections.
- 3.15 DIELECTRIC COUPLINGS .1 **General:**
- .1 To be compatible with and to suit pressure rating of piping system.
- .2 Where pipes of dissimilar metals are joined.
- .2 **Pipes NPS 2 and under:** Isolating unions.
- .3 **Pipes NPS 2-1/2 and over:** Isolating flanges.
- 3.16 DRAIN VALVES .1 Locate at low points and at section isolating valves unless otherwise specified.
- .2 **Minimum NPS 3/4 unless otherwise specified:** Bronze, with hose end male thread and complete with cap and chain.
- 3.17 SHOP DRAWINGS AND PRODUCT DATA .1 When requested by the Engineer, shop drawings and product data must show:
- .1 Mounting arrangements.
-



- 3.17 SHOP DRAWINGS AND PRODUCT DATA (Cont'd) .1 (Cont'd)  
.2 Operating and maintenance clearances(e.g. access door swing space).
- .2 Shop drawings and product data must be accompanied by:
- .1 Detailed drawings of bases, supports, and anchor bolts.  
.2 Acoustical sound power data, where applicable.  
.3 Points of operation on performance curves.  
.4 Manufacturer to certify as to current model production.  
.5 Certification of compliance to applicable codes.
- 3.18 CLEANING .1 Clean interior and exterior of all systems including strainers. Vacuum interior of ductwork and air handling units.
- 3.19 DEMONSTRATION .1 Supply tools, equipment and personnel to demonstrate and instruct operating and maintenance personnel in operating, controlling, adjusting, trouble-shooting and servicing of all systems and equipment during regular work hours, prior to acceptance.
- 3.20 PROTECTION .1 Protect equipment and systems openings from dirt, dust, and other foreign materials with materials appropriate to system.



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat

W010C-12-C143

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 CFB HALIFAX		2. Branch or Directorate / Direction générale ou Direction FCE CONTRACTS - MARLANT	
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail WORK UNDER THIS SOA COMPRISES OF THE FURNISHING OF ALL LABOUR, MATERIAL, TOOLS, EQUIPMENT, AND SUPERVISION REQUIRED TO PROVIDE MINOR MAINTENANCE, REPAIRS, AND/OR REPLACEMENTS TO VARIOUS MECHANICAL SYSTEMS AND ASSOCIATED EQUIPMENT, AS DIRECTED BY THE ENGINEER, FOR ALL BUILDINGS OF CFB HALIFAX.			
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? (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"/>	
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"/>	
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

W010C-12-C143

Security Classification / Classification de sécurité

UNCLASSIFIED

**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes  
Non 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 ☐ Yes  
Non 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

☒ RELIABILITY STATUS  
COTE DE FIABILITÉ

☐ CONFIDENTIAL  
CONFIDENTIEL

☐ SECRET  
SECRET

☐ TOP SECRET  
TRÈS SECRET

☐ TOP SECRET-- SIGINT  
TRÈS SECRET -- SIGINT

☐ NATO CONFIDENTIAL  
NATO CONFIDENTIEL

☐ NATO SECRET  
NATO SECRET

☐ COSMIC TOP SECRET  
COSMIC TRÈS SECRET

☐ SITE ACCESS  
ACCÈS AUX EMPLACEMENTS

Special comments:

Commentaires spéciaux : ESCORT WILL BE PROVIDED WHEN REQUIRED

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 ☒ Yes  
Non Oui

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté?

☐ No ☒ Yes  
Non 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 ☐ Yes  
Non 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 ☐ Yes  
Non 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 ☐ Yes  
Non 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 ☐ Yes  
Non 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 ☐ Yes  
Non Oui



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat  
W010C-12-C143

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	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
											A	B	C			
Information / Assets Renseignements / Biens																
Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No ☐ Yes  
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?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No ☐ Yes  
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 indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).





Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat  
W010C-12-C143

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)

WO RUSS ANSTEY

Title - Titre

FCE CONTRACTS 2IC

Signature

Telephone No. - N° de téléphone  
902-722-1811

Facsimile No. - N° de télécopieur  
902-722-4458

E-mail address - Adresse courriel  
russell.anstey@forces.gc.ca

Date  
22-Aug-12

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

Name (print) - Nom (en lettres moulées)

Tippy Graham

Senior Security Analyst

Tel: 613-949-1035 / Fax: 613-949-1069

E-mail: tippy.graham@forces.gc.ca

Signature

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date  
06 Sept. 2012

**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)

CHUKWUDI

CHINYE

Title - Titre

SUPPLY OFFICER

Signature

Telephone No. - N° de téléphone  
902-496-5476

Facsimile No. - N° de télécopieur  
902-496-5016

E-mail address - Adresse courriel  
chukwudi.chinYE@pwgsc.gc.ca

Date  
Dec 8 2012

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

Name (print) - Nom (en lettres moulées)

Whitney Ball

Contract Security Officer, Contract Security Division

Whitney.Ball@tpsgc-pwgsc.gc.ca

Tel/Tél: 613-948-1659 / Fax/Félec: 613-954-4171

Title - Titre

Signature

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date  
2012/09/21



**FOR GOVERNMENT USE ONLY  
POUR USAGE DU GOUVERNEMENT SEULEMENT**

Special Investigations Directorate File No.  
N° de dossier de la Direction des enquêtes spéciales

Date Received (Y-A M D-J)  
Date de réception

**CONSENT TO A CRIMINAL RECORD VERIFICATION  
CONSENTEMENT À LA VÉRIFICATION DE L'EXISTENCE D'UN CASIER JUDICIAIRE**

**This form must be completed and signed by each individual who is currently a director of the Bidder/Offeror/Supplier and provided with the Bid/Offer/Arrangement.**

**Le présent formulaire doit être rempli et signé par chaque individu qui est actuellement un administrateur du soumissionnaire/de l'offrant/du fournisseur et fourni avec la soumission/l'offre/l'arrangement.**

**A PRIVACY ACT STATEMENT  
ÉNONCÉ CONCERNANT LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS**

The personal information requested on this form is collected under the authority of subsection 750(3) of the *Criminal Code*, paragraph 42(1(c)) of the *Financial Administration Act*, and sections 7 and 21 of the *Department of Public Works and Government Services Act*. The information will be used for validating the criminal conviction certifications necessary for obtaining and maintaining a procurement instrument. It may be shared with other government departments, agencies, as well as provincial, territorial, and federal courts, within the limits of what is required to conduct the criminal conviction verification.

A refusal to provide information will result in the bid/offer/arrangement being rejected or the contract terminated, the standing offer being set-aside or the supply arrangement being cancelled, as applicable.

The personal information is described in personal information bank PWGSC PPU 184 - Integrity Assessment Program. Individuals have a right of access to, correction of and protection of their information in accordance with the *Privacy Act*.

Les renseignements personnels demandés dans le présent formulaire sont recueillis en vertu du paragraphe 750(3) du *Code criminel*, du paragraphe 42(1(c)) de la *Loi sur la gestion des finances publiques* et des articles 7 et 21 de la *Loi sur le ministère des Travaux publics et des Services gouvernementaux*. Ces renseignements seront utilisés pour valider les attestations de condamnation au criminel nécessaires pour obtenir et conserver un instrument d'approvisionnement. Les renseignements peuvent être diffusés à d'autres ministères et organismes fédéraux, ainsi qu'à des tribunaux provinciaux, territoriaux et fédéraux, dans les limites de ce qui est requis pour la vérification des condamnations au criminel.

À défaut de fournir les renseignements demandés, la soumission/l'offre/l'arrangement sera rejeté ou le contrat résilié, l'offre à commandes sera mise de côté ou l'arrangement en matière d'approvisionnement sera annulé, selon le cas.

Les renseignements personnels sont décrits dans les fichiers de renseignement personnels n° TPSGC PPU 184 - Programme de l'évaluation de l'intégrité. Les personnes ont le droit d'accéder aux renseignements personnels qui les concernent, ainsi que de les faire corriger ou protéger, conformément à la *Loi sur la protection des renseignements personnels*.

**B BIOGRAPHICAL INFORMATION - Must be completed by the individual  
RENSEIGNEMENTS BIOGRAPHIQUES - À remplir par l'individu**

Family Name (Last Name) - Nom (de famille)

Family Name at Birth - Nom de famille à la naissance

Full Given Names (No initials) - Prénoms au complet (aucune initiale)

All other previously used names (i.e. maiden name, previously married names, legal name change, nicknames)  
Tout autre nom utilisé (tel que nom de jeune fille, noms maritaux précédents, changement de nom légaux, sobriquets)

Gender - Sexe

☐

Male  
Masculin

☐

Female  
Féminin

Date of Birth - Date de naissance (Y-A M D-J)

**Current Permanent Residential Information  
Information résidentielle permanente actuelle**

Apartment No. - N° d'appartement

Street No. - N° civique

Street Name - Nom de la rue

City - Ville

Province/State - État

Country - Pays

Postal Code/Zip Code - Code postal/Code zip

<b>C</b>	<b>CONSENT - Must be signed by the individual CONSENTEMENT - Doit être signé par l'individu</b>
----------	---

I, the undersigned, confirm that I have read and understand the above *Privacy Act* statement and that I consent to the collection and use of my personal information as described therein.

Je, soussigné, confirme avoir pris connaissance de l'Énoncé concernant la *Loi sur la protection des renseignements personnels* et consens à la collecte et à l'utilisation des renseignements personnels fournis aux présentes.

Signature	
Print Name - Nom en lettres moulées	Date (Y-A M D-J)

<b>D</b>	<b>ADMINISTRATIVE INFORMATION - Internal Government Use Only RENSEIGNEMENTS ADMINISTRATIFS - Pour usage interne du gouvernement seulement</b>	
Requesting Branch/Sector/Directorate/Division - Direction générale/Secteur/Direction/Division requérante		
Solicitation/Proposed Contract No. - N° de la demande de soumission/N° du contrat		Date of Request (Y-A M D-J) Date de la demande
Requesting Contact Person - Personne-ressource requérante	Contact Person Tel. No. - N° de tél. de la personne-ressource	



## FAIR WAGE SCHEDULE FOR FEDERAL CONSTRUCTION CONTRACTS

## ÉCHELLE DE JUSTES SALAIRES POUR LES CONTRATS FÉDÉRAUX DE CONSTRUCTION

**Nova Scotia - Halifax**  
**Effective August 13, 2007 / En vigueur 13 août 2007**

Construction trades workers on the federal government construction contract listed in this appendix must be paid a regular hourly wage rate no less than the rate on this schedule for the type of work they are doing under the contract.

The apprentice wage rates are included into this schedule by reference to the *Apprenticeship and Trades Qualifications Act* (ATQA) of the province. Thus, where the ATQA refers to a percentage of a corresponding journey person's wage for a specific occupation, that percentage shall be applied against the wages listed below.

Les travailleurs de métiers de la construction, sur un contrat fédéral de construction, doivent être payés à un taux de salaires non moindre que le taux de cette échelle pour le type de travail effectué en vertu du contrat en question.

Le salaire des apprentis est inclus dans cette échelle en faisant référence à *Loi sur « Apprenticeship and Trades Qualifications Act (ATQA) »* de la province. Ainsi, là où l'ATQA prescrit que le salaire d'un apprenti doit correspondre au pourcentage du salaire d'un ouvrier qualifié de la même occupation, le calcul sera effectué en utilisant les taux ci-dessous.

### CLASSIFICATION OF LABOUR CATÉGORIE DE MAIN-D'OEUVRE

### FAIR WAGE RATE PER HOUR NOT LESS THAN TAUX DE JUSTE SALAIRE NON INFÉRIEUR À

Electricians Electriciens	24.46
Plumbers Plombiers	24.50
Pipefitters, Steamfitters Tuyauteurs, monteurs de tuyaux à vapeur	27.31
Sprinkler System Installers Monteurs de réseaux d'extincteurs automatiques	26.61
Sheet Metal Workers Toliers (ouvriers de feuilles de métal)	23.58
Ironworkers Monteurs de charpentes métalliques et ferrailleurs	24.65
Carpenters Charpentiers-menuisiers	22.35
Bricklayers Briqueurs-maçons	23.05
Cement Finishers Finiisseurs de béton ou ciment	18.56
Tilesetters (including terrazzo, marble setters) Poseurs de carrelage (de céramique, de marbre, etc.)	19.19
Lathers, Interior System Mechanics/Drywall Installers Latteurs, mec. de syst. int/poseurs de cloisons sèches	23.87
Plasterers, Drywall Finishers and Tapers Platriers, jointoyeurs de cloisons sèches	22.80
Roofers Couvreurs de toits multicouches	18.68



Glaziers Vitriers	<b>16.09</b>
Insulators Poseurs de matériaux isolants	<b>25.03</b>
Painters Peintres	<b>16.99</b>
Construction Millwrights Mécaniciens de chantier	<b>23.86</b>
Heavy Duty Equipment Mechanics Mécaniciens de machinerie lourde	<b>21.18</b>
Refrigeration and Air Conditioning Mechanics Mécaniciens en réfrigération et climatisation	<b>27.29</b>
Crane Operators Conducteurs/opérateurs de grue	<b>22.07</b>
Straight Truck Drivers Conducteurs de camions unitaires	<b>15.48</b>
Road Tractor Drivers for Semi-Trailers and Trailers Cond. de tracteurs routiers pour semi-remorques ou remorques	<b>16.43</b>
Operators Heavy Equipment (ex. Cranes, Graders Asphalt Paving) Conducteurs de machine. lourde sauf grue niveleuse, pavage et asphalte	<b>18.18</b>
Grader Operators Conducteurs de niveleuse (grader)	<b>16.51</b>
Paver and Asphalt Plant Operators Conducteurs de machinerie de pavage et d'asphaltage	<b>15.76</b>
Packer (Road-Roller) Operators Conducteurs de rouleau compresseur (Packer)	<b>14.74</b>
Traffic Accomodation Person (Flagperson) Ouvrier chargé de diriger la circulation	<b>9.59</b>
Form Setters Coffreur de béton (Installateur de coffrage préfabriqué)	<b>15.77</b>
Asphalt Layers (by hand – includes rakers) Poseurs et étendeurs d'asphalte (à la main et en se servant d'un râteau)	<b>15.53</b>
Trade Helpers, Labourers (ex. Asphalt Layers, Flagpersons, Form setter) Manoeuvres (sauf asph., circul., Coffreur béton)	<b>15.65</b>

Fair wage schedule prepared by:  
Labour Standards and Workplace Equity Branch  
Labour Program, Human Resources and Social Development Canada  
based on The National Construction Industry Wage Rate Survey (2006)  
conducted by the Small Business and Special Surveys Division, Statistics Canada.

L'échelle des justes salaires préparée par:  
Normes de travail et équité en milieu de travail  
Programme du travail, Ressources humaines et Développement social du Canada  
basée sur l'Enquête nationale sur les taux salariaux dans le secteur de la construction (2006)  
faite par la Division des petites entreprises et enquêtes spéciales, Statistique Canada.

CONTRACTORS SHOULD NOTE:	L'ENTREPRENEUR DOIT NOTER :
<p>a. THAT DURING THE TERM OF THIS CONTRACT, THE RATES LISTED HEREIN MAY BE REVISED IN ACCORDANCE WITH THE LABOUR CONDITIONS; AND</p> <p>b. THAT IN CARRYING OUT ANY OF THE WORK CONTEMPLATED BY THIS CONTRACT, THE CONTRACTOR IS ALSO SUBJECT TO ANY APPLICABLE PROVINCIAL LAWS AND REGULATIONS; and</p> <p>C. OVERTIME MUST BE PAID ACCORDING TO PROVINCIAL LEGISLATION CONCERNING HOURS OF WORK AT A RATE EQUAL TO AT LEAST ONE AND ONE-HALF TIMES THE FAIR WAGE RATE; and</p> <p>d. SCHEDULE RATES ARE 'STRAIGHT' WAGES AND DO NOT INCLUDE COMPENSATION IN THE FORM OF BENEFITS (FOR EXAMPLE, MEDICAL, DENTAL OR PENSION PLANS).</p>	<p>a. QUE PENDANT LA DURÉE DE CE CONTRAT, LES TAUX DE SALAIRES ÉNUMÉRÉS DANS L'ANNEXE PEUVENT ÊTRE RÉVISÉS EN CONFORMITÉ AVEC LES CONDITIONS DE TRAVAIL, ET</p> <p>b. QUE DANS L'EXÉCUTION DE TOUT TRAVAIL PRÉVU PAR LE CONTRAT, L'ENTREPRENEUR EST AUSSI ASSUJÉTI AUX LOIS ET RÈGLEMENTS PROVINCIAUX, et</p> <p>C. LE TEMPS SUPPLÉMENTAIRE DOIT ÊTRE RÉMUNÉRÉ CONFORMÉMENT AUX LOIS PROVINCIALES RELATIVES AUX HEURES DE TRAVAIL À UN TAUX ÉQUIVALENT AU MOINS UNE FOIS ET DEMI LE TAUX DES JUSTES SALAIRES, et</p> <p>d. LES TAUX DE L'ÉCHELLE FAIT RÉFÉRENCE À LA RÉMUNÉRATION EN SALAIRE ET NE COMPRENNENT PAS LA RÉMUNÉRATION SOUS FORME D'AVANTAGES SOCIAUX (PAR EXEMPLE, LES PLANS D'ASSURANCE MÉDICALE OU DENTAIRE, OU LES RÉGIMES DE PENSION).</p>

<p>FOR INFORMATION CONCERNING THESE SCHEDULES AND THE <i>FAIR WAGES AND HOURS OF LABOUR ACT</i> UNDER WHICH THEY ARE DEVELOPED, OR TO LODGE A COMPLAINT, CONTACT YOUR NEAREST LABOUR PROGRAM DISTRICT OFFICE LISTED IN THE BLUE PAGES OF YOUR TELEPHONE DIRECTORY UNDER <b>GOVERNMENT OF CANADA, HUMAN RESOURCES AND SOCIAL DEVELOPMENT CANADA</b> OR CALL <b>1-800-OCANADA</b>.</p>	<p>POUR OBTENIR DE L'INFORMATION SUR LES ÉCHELLES ET LA <i>LOI SUR LES JUSTES SALAIRES ET LES HEURES DE TRAVAIL</i> SOUS LESQUELS ILS ONT ÉTÉ DÉVELOPPÉ, OU POUR DÉPOSER UNE PLAINTÉ, CONTACTEZ LE BUREAU LOCAL DU PROGRAMME DU TRAVAIL LE PLUS PRÈS DE CHEZ VOUS EN CHERCHANT DANS LES PAGES BLEUES DE VOTRE ANNUAIRE SOUS <b>GOVERNEMENT DU CANADA, RESSOURCES HUMAINES ET DÉVELOPPEMENT SOCIAL DU CANADA</b>. VOUS POUVEZ ÉGALEMENT TÉLÉPHONER AU <b>1-800-OCANADA</b>.</p>
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## FAIR WAGE SCHEDULE FOR FEDERAL CONSTRUCTION CONTRACTS

## ÉCHELLE DE JUSTES SALAIRES POUR LES CONTRATS FÉDÉRAUX DE CONSTRUCTION

**Nova Scotia - North/Central/South / Nouvelle-Écosse - Nord/Centrale/Sud**  
( New Glasgow, Truro, Kentville, Yarmouth)

**Effective August 13, 2007 / En vigueur le 13 août 2007**

Construction trades workers on the federal government construction contract listed in this appendix must be paid a regular hourly wage rate no less than the rate on this schedule for the type of work they are doing under the contract.

The apprentice wage rates are included into this schedule by reference to the *Apprenticeship and Trades Qualifications Act* (ATQA) of the province. Thus, where the ATQA refers to a percentage of a corresponding journeyperson's wage for a specific occupation, that percentage shall be applied against the wages listed below.

### CLASSIFICATION OF LABOUR CATÉGORIE DE MAIN-D'OEUVRE

Les travailleurs de métiers de la construction, sur un contrat fédéral de construction, doivent être payés à un taux de salaires non moindre que le taux de cette échelle pour le type de travail effectué en vertu du contrat en question.

Le salaire des apprentis est inclus dans cette échelle en faisant référence à *Loi sur « Apprenticeship and Trades Qualifications Act (ATQA) »* de la province. Ainsi, là où l'ATQA prescrit que le salaire d'un apprenti doit correspondre au pourcentage du salaire d'un ouvrier qualifié de la même occupation, le calcul sera effectué en utilisant les taux ci-dessous.

### FAIR WAGE RATE PER HOUR NOT LESS THAN TAUX DE JUSTE SALAIRE NON INFÉRIEUR À

Electricians Electriciens	20.08
Plumbers Plombiers	19.06
Pipefitters, Steamfitters Tuyauteurs, monteurs de tuyaux à vapeur	26.48
Sprinkler System Installers Monteurs de réseaux d'extincteurs automatiques	26.61
Sheet Metal Workers Toliers (ouvriers de feuilles de métal)	20.46
Ironworkers Monteurs de charpentes métalliques et ferrailleurs	24.65
Carpenters Charpentiers-menuisiers	17.66
Bricklayers Briqueteurs-maçons	23.08
Cement Finishers Finisseurs de béton ou ciment	19.91
Tilesetters (including terrazo, marble setters) Poseurs de carrelage (de céramique, de marbre, etc.)	18.72
Lathers, Interior System Mechanics/Drywall Installers Latteurs, mec. de syst. int./poseurs de cloisons sèches	23.87

Plasterers, Drywall Finishers and Tapers Plâtriers, jointoyeurs de cloisons sèches	<b>21.21</b>
Roofers Couvreur de toits multicouches	<b>18.96</b>
Glaziers Vitriers	<b>16.78</b>
Painters Peintres	<b>14.36</b>
Construction Millwrights Mécaniciens de chantier	<b>23.12</b>
Heavy Duty Equipment Mechanics Mécaniciens de machinerie lourde	<b>18.26</b>
Refrigeration and Air Conditioning Mechanics Mécaniciens en réfrigération et climatisation	<b>20.56</b>
Crane Operators Conducteurs/opérateurs de grue	<b>22.07</b>
Straight Truck Drivers Conducteurs de camions unitaires	<b>13.18</b>
Road Tractor Drivers for Semi-Trailers and Trailers Cond. de tractrs routiers pour semi-remorques ou remorques	<b>13.60</b>
Operators Heavy Equipment (ex. Cranes, Graders, Asphalt Paving) Conducteurs-machin. lourde sauf grue niveleuse, pavage et asphalt	<b>16.02</b>
Grader Operators Conducteurs de niveleuse (grader)	<b>15.86</b>
Paver and Asphalt Plant Operators Conducteurs de machinerie de pavage et d'asphaltage	<b>14.93</b>
Packer (Road-Roller) Operators Conducteurs de rouleau compresseur (Packer)	<b>12.73</b>
Traffic Accommodation Person (Flagperson) Ouvrier chargé de diriger la circulation	<b>10.57</b>
Form Setters Coffreurs de béton (Installateur de coffrage préfabriqué)	<b>16.31</b>
Asphalt Layers (by hand – includes rakers) Poseurs et étandeurs d'asphalte (à la main et en se servant d'un râteau)	<b>15.53</b>
Trade Helpers, Labourers (excluding Asphalt Layers, Flag person, Formsetter) Manoeuvres (sauf asph., circul., Coffreur béton)	<b>14.50</b>
<p>Fair wage schedule prepared by: Labour Standards and Workplace Equity Branch Labour Program, Human Resources and Social Development Canada based on The National Construction Industry Wage Rate Survey (2006) conducted by the Small Business and Special Surveys Division, Statistics Canada.</p>	
<p>L'échelle des justes salaires préparée par: Normes de travail et équité en milieu de travail Programme du travail, Ressources humaines et Développement social du Canada basée sur l'Enquête nationale sur les taux salariaux dans le secteur de la construction (2006) faite par la Division des petites entreprises et enquêtes spéciales, Statistique Canada.</p>	

CONTRACTORS SHOULD NOTE:	L'ENTREPRENEUR DOIT NOTER :
<p>a. THAT DURING THE TERM OF THIS CONTRACT, THE RATES LISTED HEREIN MAY BE REVISED IN ACCORDANCE WITH THE LABOUR CONDITIONS; AND</p> <p>b. THAT IN CARRYING OUT ANY OF THE WORK CONTEMPLATED BY THIS CONTRACT, THE CONTRACTOR IS ALSO SUBJECT TO ANY APPLICABLE PROVINCIAL LAWS AND REGULATIONS; and</p> <p>C. OVERTIME MUST BE PAID ACCORDING TO PROVINCIAL LEGISLATION CONCERNING HOURS OF WORK AT A RATE EQUAL TO AT LEAST ONE AND ONE-HALF TIMES THE FAIR WAGE RATE; and</p> <p>d. SCHEDULE RATES ARE 'STRAIGHT' WAGES AND DO NOT INCLUDE COMPENSATION IN THE FORM OF BENEFITS (FOR EXAMPLE, MEDICAL, DENTAL OR PENSION PLANS).</p>	<p>a. QUE PENDANT LA DURÉE DE CE CONTRAT, LES TAUX DE SALAIRES ÉNUMÉRÉS DANS L'ANNEXE PEUVENT ÊTRE REVISÉS EN CONFORMITÉ AVEC LES CONDITIONS DE TRAVAIL, ET</p> <p>b. QUE DANS L'EXÉCUTION DE TOUT TRAVAIL PRÉVU PAR LE CONTRAT, L'ENTREPRENEUR EST AUSSI ASSUJETTI AUX LOIS ET RÈGLEMENTS PROVINCIAUX, et</p> <p>C. LE TEMPS SUPPLÉMENTAIRE DOIT ÊTRE RÉMUNÉRÉ CONFORMÉMENT AUX LOIS PROVINCIALES RELATIVES AUX HEURES DE TRAVAIL À UN TAUX ÉQUIVALENT AU MOINS UNE FOIS ET DEMI LE TAUX DES JUSTES SALAIRES, et</p> <p>d. LES TAUX DE L'ÉCHELLE FAIT RÉFÉRENCE À LA RÉMUNÉRATION EN SALAIRE ET NE COMPRENNENT PAS LA RÉMUNÉRATION SOUS FORME D'AVANTAGES SOCIAUX (PAR EXEMPLE, LES PLANS D'ASSURANCE MÉDICALE OU DENTAIRE, OU LES RÉGIMES DE PENSION).</p>

<p>FOR INFORMATION CONCERNING THESE SCHEDULES AND THE <i>FAIR WAGES AND HOURS OF LABOUR ACT</i> UNDER WHICH THEY ARE DEVELOPED, OR TO LODGE A COMPLAINT, CONTACT YOUR NEAREST LABOUR PROGRAM DISTRICT OFFICE LISTED IN THE BLUE PAGES OF YOUR TELEPHONE DIRECTORY UNDER <b>GOVERNMENT OF CANADA, HUMAN RESOURCES AND SOCIAL DEVELOPMENT CANADA</b> OR CALL <b>1-800-OCANADA</b>.</p>	<p>POUR OBTENIR DE L'INFORMATION SUR LES ÉCHELLES ET LA <i>LOI SUR LES JUSTES SALAIRES ET LES HEURES DE TRAVAIL</i> SOUS LESQUELS ILS ONT ÉTÉ DÉVELOPPÉ, OU POUR DÉPOSER UNE PLAINTÉ, CONTACTEZ LE BUREAU LOCAL DU PROGRAMME DU TRAVAIL LE PLUS PRÈS DE CHEZ VOUS EN CHERCHANT DANS LES PAGES BLEUES DE VOTRE ANNUAIRE SOUS <b>GOVERNEMENT DU CANADA, RESSOURCES HUMAINES ET DÉVELOPPEMENT SOCIAL DU CANADA</b>. VOUS POUVEZ ÉGALEMENT TÉLÉPHONER AU <b>1-800-OCANADA</b>.</p>
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