

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

**Public Works and Government Services Canada  
Telus Plaza North/Plaza Telus Nord  
10025 Jasper Ave./10025 ave. Jaspe  
5th floor/5e étage  
Edmonton  
Alberta  
T5J 1S6  
Bid Fax: (780) 497-3510**

## 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

THIS DOCUMENT CONTAINS A SECURITY  
REQUIREMENT

**Vendor/Firm Name and Address**

Raison sociale et adresse du fournisseur/de l'entrepreneur

**Issuing Office - Bureau de distribution**

Public Works and Government Services Canada  
Telus Plaza North/Plaza Telus Nord  
10025 Jasper Ave./10025 ave Jasper  
5th floor/5e étage  
Edmonton  
Alberta  
T5J 1S6

<b>Title - Sujet</b> Asbestos Abatement	
<b>Solicitation No. - N° de l'invitation</b> W0134-12CYIN/A	<b>Date</b> 2012-05-04
<b>Client Reference No. - N° de référence du client</b> DND	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$PWU-308-9407
<b>File No. - N° de dossier</b> PWU-1-34804 (308)	<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 2012-05-29</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Mountain Daylight Saving Time MDT
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Dong (RPC), Michael	<b>Buyer Id - Id de l'acheteur</b> pwu308
<b>Telephone No. - N° de téléphone</b> (780)497-3874 ( )	<b>FAX No. - N° de FAX</b> (780)497-3510
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE WCE CONTRACTS 4 WING COLD LAKE P.O.BOX 6550 STN FORCES COLD LAKE ALBERTA T9M2C6 CANADA	
<b>Security - Sécurité</b> This request for a Standing Offer includes provisions for security. Cette Demande d'offre à commandes comprend des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

Solicitation No. - N° de l'invitation

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DND

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File No. - N° du dossier

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THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

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(i) GC1 General Provisions	R2810D (2011-05-16);
(ii) GC2 Administration of the Contract	R2820D (2011-05-16);
(iii) GC3 Execution and Control of the Work	R2830D (2010-01-11);
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(v) GC5 Terms of Payment	R2550D (2010-01-11);
(vi) GC6 Delays and Changes in the Work	R2865D (2008-05-12);
(vii) GC7 Default, Suspension or Termination of Contract	R2870D (2008-05-12);
(viii) GC8 Dispute Resolution	R2884D (2008-05-12);
(ix) GC9 Insurance	R2590D (2011-05-16);

### Supplementary Conditions, if any;

Fair Wages and Hours of Labour - Labour Conditions	R2940D (2010-01-11);
Allowable Costs for Contract Changes Under GC6.4.1	R2950D (2007-05-25);

## ANNEXES

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## PART 1 - GENERAL INFORMATION

### 1. Introduction

The Request for Standing Offers (RFSO) template 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, if applicable, 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, Health & Safety, Usage Reports, Offer, SRCL, and any other annexes.

### 2. Summary

Asbestos Abatement Standing Offer, 4 Wing, CFB Cold Lake, AB.

Work under this standing offer includes the provision of skilled licensed labour, tools, equipment, supervision and material as requested by Department of National Defence in the form of call ups for removal of Asbestos in various buildings at 4 Wing, CFB Cold Lake, AB.

Services are to be provided on an "as required" basis. It is anticipated that one (1) firm will be issued a standing offer. The standing offer will be issued for a term of three (3) years. The total expenditures over the term is estimated at \$525,000.00 (GST/HST included).

There is a security requirement associated with this requirement. For additional information, see Security requirements outlined in the Request For a Standing Offer document.

There is a security requirement associated with this requirement. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7A - Standing Offer. Offerors should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" document " (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) on the Departmental Standard Procurement Documents Web site.

**3. Health & Safety Requirements**

There are Health & Safety requirements associated with this requirement. See Annex "C"

**4. Debriefing**

After issuance of a standing offer, offerors may request a debriefing on the results of the request for standing offers. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of notification that their offer was unsuccessful. The debriefing may be provided in writing, by telephone or in person. The debriefing will include an outline of the reasons the submission was not successful, making reference to the evaluation criteria. The confidentiality of information relating to other submissions will be protected.

**5. 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.

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## PART 2 - STANDING OFFER - INSTRUCTIONS TO OFFERORS

### 1. Standard Instructions and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers RFSO by title, number and date are set out in the Standard Acquisition Clauses and Conditions Manual issued by Public Works and Government Services Canada (PWGSC). The Manual is available on the PWGSC Web site: <http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>

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

The 2006 (2012-03-02) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

### 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.

#### 2.1 Revision of Offer:

An offer submitted in accordance with these instructions may be revised by letter or facsimile, provided that the revision is received at the office designated for the receipt of offers (Bidding address) on or before the date and time set for the closing of the RFSO. The facsimile shall be on the offeror's letterhead or bear a signature that identifies the offeror.

A revision to the unit price schedule must clearly identify the change(s) in the unit price(s) and the specific item(s) to which each change applies.

A letter or facsimile submitted to confirm an earlier revision shall be clearly identified as a confirmation.

Failure to comply with any of the above provisions shall result in the rejection of the non-compliant revision(s) only. The bid shall be evaluated based on the original offer submitted and all other compliant revision(s).

Facsimile number for receipt of revisions: **(780) 497-3510**

#### 2.2 Firm Price and/or Rates:

The Offeror is required to submit firm prices, rates or both that will apply for the entire period of the Standing Offer.

#### 2.3 Form: Offers not submitted on the prescribed Offer Form will not be considered.

#### 2.4 Alterations: Any alteration to the pre-printed or pre-typed sections of the Offer Form, or any condition or qualification placed upon the offer may be cause for disqualification of the offer. Alterations, corrections, changes or erasures made to statements or figures entered on the Offer Form by the offeror shall be initialed by the person or persons signing the offer. Initials shall be original(s). Alterations, corrections, changes or erasures that are not initialed shall be deemed void and without effect.

#### 2.5 Incomplete Offers: Incomplete offers may be rejected.

## 2.6 Taxes

The offeror is responsible for all applicable taxes.

Offerors are not to include any amounts for the Goods and Services Tax (GST) or Harmonized Sales Tax (HST), whichever is applicable. Any amount levied in respect of the GST/HST shall be billed as a separate item on invoices submitted by the contractor, and shall be paid in addition to the amount approved by Canada for work performed under any resulting Contract. The Contractor shall be required to remit the appropriate amount to the Canada Revenue Agency in accordance with the applicable legislation.

The Federal Government is exempt from the Quebec Sales Tax (QST). Offerors shall not include in their prices any amount that is intended to cover the QST on goods and services performed in the execution of the Work except for such amounts for which an Input Tax Refund is not available. The successful Offeror should make arrangements directly with the Province of Quebec to recover any QST paid by it in performing the Work under the resulting Contract.

## 2.7 Performance Evaluation

Offerors shall take note that the performance of the Contractor during and upon completion of the work shall be evaluated by Canada. The evaluation shall be based on the quality of workmanship; timeliness of completion of the work; project management, contract management and management of health and safety. Should the Contractor's performance be considered unsatisfactory, the Contractor's bidding privileges on future work may be suspended indefinitely.

An electronic version of the form PWGSC-TPSGC 2913, SELECT - Contractor Performance Evaluation Report Form, used to record the performance is available on the Public Works and Government Services Canada (PWGSC) Web site.

## 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 the province of work.



## PART 3 - OFFER PREPARATION INSTRUCTIONS

### 1. General

1.1 Insert the hourly rate or unit price against each class of labour, plant, or item of specified material listed on the Unit Price Schedule of the Offer form. Insert the percentage mark-up for Unspecified Material, if any; mathematical extensions against all items including the Contractor's Mark-up on Unspecified Material if applicable, and Total Estimated Amount, GST/HST extra.

The estimated quantities will be used for cost evaluation purposes only and do not constitute a guarantee or commitment on behalf of Canada of the quantity or amount to be used under the Standing Offer.

1.2 A rate must be entered for each item.

The Offeror agrees that the Price(s) per Unit as tendered govern in calculating the Total Evaluated Price. The Offeror understands that any errors in the extension of the Price per Unit, in the addition of the Estimated Total Price, and Estimated Total Amount will be corrected in order to obtain the Total Evaluated Price.

1.3 Type or legibly print the offeror's full business name and address in the spaces provided for that purpose in the offer. Indicate the offeror's telephone, emergency telephone and facsimile numbers.

1.4 Sign and date the Offer form in the space provided.

### 2. Offer Preparation Instructions

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

Section I: Technical Offer

Section II: Annex E - Financial Offer

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>).

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

- 1) use 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.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.
- (c) Offers shall be evaluated on the basis of the lowest compliant offer being recommended for issuance of a Standing Offer(s).

#### 1.1 Technical Evaluation

##### 1.1.1 Mandatory Technical Criteria

##### **A) MANDATORY REQUIREMENTS - Required with the Offer**

*Offers not meeting the following Mandatory Requirements at the time of closing will be deemed non-compliant and receive no further consideration.*

- i) Mandatory Technical Criteria
- ii) Signature and Submission - Page 1 of the Request for Standing Offer (RFSO), and any requisite certificates or licenses identified in the RFSO (eg: Journeyman Tickets) MUST be submitted with ANNEX E - OFFER portion including all appendices. Offers must be submitted to the office designated for the receipt of offers, and must be received on or before the date and time set for solicitation closing shown on page 1 of the RFSO.

##### **B) MANDATORY REQUIREMENTS - Precedent to issuance of a Standing Offer**

*Failure to comply with the following Mandatory Requirements will result in rejection of the offer.*

- i) Health & Safety Requirements - per attached Annex C.
- ii) Proof of Insurance - upon request, per Part 6.
- iii) Proof of Financial Capability - upon request, per Part 6.
- iv) Security Requirements - per Part 6.

#### 1.2. Financial Evaluation

- 1.2.1 Price Schedule - A rate must be entered for each item.
- 1.2.2 Offers retained pursuant to Part 4, will be evaluated on the basis of the total estimated amount quoted, GST/HST extra. It is anticipated that one (1) standing offer will be issued to the lowest compliant offeror.

### 2. Basis of Selection

#### 2.1 Basis of Selection - Lowest Evaluated Price

An offer must comply with the requirements of the Request for Standing Offers to be declared responsive. The responsive offers with the lowest evaluated price will be recommended for issuance of a standing offer.

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## **PART 5 - CERTIFICATIONS**

Not Applicable

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

### **1. Security Requirement**

1. Before issuance of a standing offer, the following conditions must be met:
  - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
  - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7A - Standing Offer;
  - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.
3. For additional information on security requirements, bidders 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. Financial Capability**

Financial Statements: In order to confirm a bidder's financial capability to perform the Contract, the Contracting Authority may during the bid evaluation phase, request from that bidder current financial information. The requested financial information may include, but is not limited to, a bidder's most recent audited financial statements or financial statements certified by a bidder's chief financial officer. The information provided will be considered in the bid evaluation and selection process. If a bid is found to be non-responsive on the basis that a bidder is considered financially incapable of performing the Contract, that bidder will receive a written notification from the Contracting Authority.

Should a bidder provide the requested information to Canada in confidence while indicating that the disclosed information is confidential, Canada will treat the information in a confidential manner in accordance with the Access to Information Act, R.S. 1985, c.A-1.

### **3. Insurance Requirements**

SACC Manual clause M9015T Insurance Requirements (2011-05-16)

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 SACC Manual clause R2590D GC9 - Insurance (2011-05-16)

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 - CLAUSES & CONDITIONS

### PART 7(A) - STANDING OFFER

#### 1. Offer - attached at ANNEX E

- .1 General Provisions
- .2 Financial Terms
- .3 Prices
  - Appendix 1
  - Credit Card Payments

#### 2. Security Requirement

1. The Contractor/Offeror must, at all times during the performance of the Contract/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 Contractor/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 Contractor personnel required by this Contract has been completed satisfactorily by the CISD, PWGSC, the Contractor 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 Contractor/Offeror must comply with the provisions of the:

- (a) Security Requirements Check List and security guide (if applicable), attached at Annex F;
- (b) Industrial Security Manual (Latest Edition).

For additional information on security requirements, proponents should consult the Industrial Security web site at: <http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>.

#### 3. Standard Clauses and Conditions

- 1) .1 General Conditions - Standing Offer, 2005 (2012-03-02)
- 2) The documents identified by title, number and date in paragraph 1) are incorporated by reference and are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Web site:

<http://sacc.pwgsc.gc.ca/sacc/query.do?lang=en&id=r&date=current&title=&detail=&type=all&action=search>

- 3) Schedules of Wage Rates for Federal Construction Contracts is included by reference and may be accessed from the Web site:  
[http://www.hrsdc.gc.ca/en/labour/employment\\_standards/contracts/schedule/index.shtml](http://www.hrsdc.gc.ca/en/labour/employment_standards/contracts/schedule/index.shtml)

**4. Term of Standing Offer - see Annex E - Offer****5. Authorities****5.1 Standing Offer Authority**

The Standing Offer Authority is:

Name: *see front page of Standing Offer for details*  
Public Works and Government Services Canada  
Acquisitions Branch

Directorate: Real Property Contracting

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, they are 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 (Departmental Representative) 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.

**6. Identified users**

The Identified User authorized to make call-ups against the Standing Offer is : Department of National Defence - Cold Lake Alberta.

**7. Call-up Procedures**

1. Best Standing Offer: the offer that provides lowest prices will be retained.

The Project Authority will establish the scope of work to be performed by the successful firm and negotiate the level of effort required to perform the work based on the hourly rates contained in the Standing Offer.

### **7.1 Overview of Call-Up Procedure**

Prior to Call-up, when a specific work is identified for a given city centre, PWGSC will determine the minimum mandatory relevant area of experience of the Firm and the minimum years of experience of personnel required to perform the work. PWGSC will consider the highest ranked Firm who has indicated in their submission that they possess the required area of experience relevant to the work.

When approached, the firm will include with their offer the names of their current (ie. at time of Call-up) personnel that meet the minimum years of experience whom the firm is proposing to perform the specific work. The Firm will furnish evidence of years of experience as may be requested by PWGSC.

Firms will be given a twenty-four (24) hours turnaround time period to indicate their availability to provide the services needed within the required time frame. Should the selected firm not be able to meet the time requirements, the next ranked firm (who has also indicated in their submission that they possess the required area of experience relevant to the work) may be approached.

This will be followed until an agreement is reached. The Offeror will be authorized by the Standing Offer Authority to proceed with the services by issuance of a Call-up against the Standing Offer.



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**8. CALL-UP INSTRUMENT**Public Works and  
Government Services  
CanadaTravaux publics et  
Services gouvernementaux  
Canada**CALL-UP AGAINST A STANDING OFFER**  
**COMMANDE SUBSÉQUENTE À UNE OFFRE**  
**PERMANENTE**In accordance with  
STANDING OFFER NO.: \_\_\_\_\_Conformément à  
L'OFFRE PERMANENTE No. \_\_\_\_\_Call-up no.  
- No de  
commandeDated \_\_\_\_\_  
and the terms and conditions therein, you are  
Requested to carry out the work described below.En date du \_\_\_\_\_  
Et les modalités qui y sont énumérées, vous êtes prié  
d'exécuter les travaux décrits ci-après.

Contractor's name and address - Nom et adresse de l'entrepreneur		Send invoice to - Expédier la facture à
Fax No. ( )		attention:
Project no. - No du projet	Note: Quote standing offer number, project number and call-up number on your invoice. Inscrire le numéro de l'offre permanente, le numéro du projet et le numéro de commande sur la facture.	
Location of work - Endroit des travaux	Call-up cost, GST/HST extra - Coût de la commande, TPS en plus	

Work description - Description des travaux

Certified pursuant to subsection 32 (1) of the Financial Administration Act  
Certifié en vertu du paragraphe 32 (1) de la Loi sur la gestion des finances publiques\_\_\_\_\_  
Signature\_\_\_\_\_  
Date

Departmental Representative - Représentant du ministère

\_\_\_\_\_  
Signature\_\_\_\_\_  
Date

PWGSC-TPSGC 2829 (03/2006)

**9. Limitation of Call-ups - see Annex E - Offer****10. Financial Limitation - see Annex E - Offer****11. Priority Documents**

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

- a) the call up against the Standing Offer, including any annexes and any amendments;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2012-03-02), General Conditions - Standing Offers - Goods or Services
- d) any amendment or variation in the Standing Offer that is made in accordance with the terms and conditions of the Standing Offer;
- e) the general conditions dated and listed in Part 7B, Resulting Contract Clauses;
- f) the supplemental general conditions;
- g) Annexes:  
Annex A, Statement of Work / Specifications, and any amendment to the solicitation document incorporated in the Standing Offer before the date of the Standing Offer;  
Annex B, Basis of Payment;  
Annex C, Health & Safety Requirements - Manitoba; (*insert applicable province of work*)  
Annex D, Periodic Usage Report Form; and  
Annex F; Security Requirement Check List (SRCL).
- h) the Offeror's offer Annex E, 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 the province of work.

**14. Estimates**

Where an estimate of the cost of performing specific work is required, the Identified User will provide the Offeror with a statement of the 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 exceeded without the specific written authorization of the Identified User.

## PART 7 (B) - RESULTING CONTRACT CLAUSES

- 1) The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer:
    - (a) Statement of Work - The Contractor must perform the Work described in the call-up against the Standing Offer;
    - (b) General Conditions:
 

(i)	GC1	General Provisions	R2810D	(2011-05-16);
(ii)	GC2	Administration of the Contract	R2820D	(2011-05-16);
(iii)	GC3	Execution and Control of the Work	R2830D	(2010-01-11);
(iv)	GC4	Protective Measures	R2840D	(2008-05-12);
(v)	GC5	Terms of Payment	R2550D	(2010-01-11);
(vi)	GC6	Delays and Changes in the Work	R2865D	(2008-05-12);
(vii)	GC7	Default, Suspension or Termination of Contract	R2870D	(2008-05-12);
(viii)	GC8	Dispute Resolution	R2884D	(2008-05-12);
(ix)	GC9	Insurance	R2590D	(2011-05-16);
    - (c) Supplementary Conditions, if any;
    - (d) Fair Wages and Hours of Labour - Labour Conditions R2940D (2010-01-11);
    - (e) Allowable Costs for Contract Changes Under GC6.4.1 R2950D (2007-05-25);
    - (f) Schedules of Wage Rates for Federal Construction Contracts;
    - (g) Any amendment issued or any allowable bid revision received before the date and time set for solicitation closing;
    - (h) Any amendment incorporated by mutual agreement between Canada and the Contractor before acceptance of the bid; and
    - (i) Any amendment or variation of the contract documents that is made in accordance with the General Conditions.
  - 2) The documents identified by title, number and date in paragraph 1) are incorporated by reference and are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Website:
 

<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/rqqr.do?lang=eng&verb=rese&id=r&date=current&ttrl=&detail=&type=all&action=search>
  - 3) Schedules of Wage Rates for Federal Construction Contracts is included by reference and may be accessed from the Website:
 

[http://www.hrsdc.gc.ca/eng/labour/employment\\_standards/contracts/schedule/index.shtml](http://www.hrsdc.gc.ca/eng/labour/employment_standards/contracts/schedule/index.shtml)
- NOTE: Contractors should note that a copy of the Labour Conditions and the Fair Wage Schedule applicable to the project location must be posted at the work site in a convenient, easily accessible location.*
- 4) The language of the contract documents shall be the language of the Bid and Acceptance Form submitted.
  - 5) A contract is formed between Canada and the Offeror only when a Call-up duly signed is issued by the Departmental Representative and accepted by the Offeror\*. The Offeror shall then be referred to as "the Contractor" and the Contract includes the Offer, the Specifications referred to in the Unit Price Schedule, the General Conditions, and the Call-up .

## 6) Interpretation

*"Accepted by the Offeror"* \* means that the Offeror has agreed to, and commenced performance of the work.

*"Minister"* includes a person acting for the Minister, the Minister's successor in office, their lawful deputy and their representatives appointed for the purpose of the Standing Offer.

*"Departmental Representative"* means the Project Authority who 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.

*"Superintendent" or "Supervisor"* means the employee or representative of the Contractor designated by the Contractor to act as Superintendent;

*"Unit Price Table"* means the table of prices per unit set out in the Offer; and

*"Work"* means, subject only to any express stipulation in the Contract to the contrary, everything that is necessary to be done, furnished or delivered by the Contractor to perform the Contract in accordance with the work as described in each Call-up, and in the technical specifications or statement of work.

## 1. SUPPLEMENTAL CONDITIONS

**INSERT** the following supplementary conditions in the resulting General Conditions:

### 1.1. T1204 - Direct Request by Customer Department

1.1.1 Pursuant to paragraph 221 (1)(d) of the Income Tax Act, R.S. 1985, c.1 (5th Supp.), payments made by departments and agencies to contractors under applicable services contracts (including contracts involving a mix of goods and services) must be reported on a T1204 Government Service Contract Payments slip.

1.1.2 To enable departments and agencies to comply with this requirement, the Contractor must provide Canada, upon request, its business number or Social Insurance Number, as applicable. (These requests may take the form of a general call-letter to contractors, in writing or by telephone).

### 1.2. Periodic Reports

1.2.1 The Offeror shall provide to the Contracting Authority biannual reports on usage of the Standing Offer, showing the number and total value of call-ups by each consignee. Reports shall be submitted in the format shown on the attached Annex D "Periodic Usage Report Form" and forwarded to the Contracting Authority no later than fifteen (15) days after the designated reporting period.

1.2.2 The Offeror understands that failure to comply may result in the setting aside of the Standing offer.

## 2. Term of Contract

### 2.1 Period of the Contract

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

## 3. Payment

### 1.3. CHANGES TO GC5 R2550D - TERMS OF PAYMENT

**DELETE** GC5.4, GC5.5, and GC5.6 and **INSERT** the following:

#### GC5.4 Payment

##### .1 Terms of Payment

1. Where the duration of the work identified in a call-up is greater than 30 days, the Contractor may submit monthly progress claims, and shall be entitled to receive progress payments at monthly or other agreed intervals. Subject to verification by the Departmental Representative, payment of the Contractor's invoice for work satisfactorily completed shall be made not later than 30 days after receipt thereof. The due date shall be the 30th day following receipt of a properly submitted invoice.
2. The Contractor shall submit a separate invoice for each Call-up to the Departmental Representative in accordance with any invoicing instructions set out herein. The properly submitted invoice shall be delivered to the Departmental Representative in the agreed format with sufficient detail, information, and backup to permit verification.  
The Contractor's invoice shall show the following, as separate items:
  - (a) the amount of the progress payment being claimed for Work satisfactorily performed excluding GST/HST;
  - (b) the amount for any tax calculated (GST/HST) in accordance with the applicable federal tax legislation; and
  - (c) the total amount which shall be the sum of the amounts referred to in (a) and (b) above.
3. The amount of the tax shown on the invoice shall be paid by Canada to the Contractor in addition to the amount of the progress payment for Work satisfactorily performed.
4. If, within 15 days of receipt of the invoice, additional information is requested by the Departmental Representative for the purpose of verification, the 30 day payment period shall commence upon receipt of the requested information. Payment shall be made prior to or on the thirtieth (30) day after receipt of the corrected invoice or the required information.
  - .1 Any monthly progress payment made to the Contractor may be subject to a 10% holdback which shall be released to the Contractor with the final payment unless the amount held back is required by Canada to remedy any defect in the Contractor's work.
  - .2 Where the duration of the Work identified in a call-up is equal to or less than thirty (30) days, the Contractor may receive a single payment as full consideration for the Work performed.
5. Upon completion of the Work in the progress claim, the Contractor maybe requested to provide a completed and signed statutory declaration containing a declaration that, up to the date of the progress claim, the Contractor has complied with all lawful obligations with respect to the Labour

Conditions and that, in respect of the Work, all lawful obligations of the Contractor to its Subcontractors and Suppliers, referred to collectively in the declaration as "subcontractors and suppliers", have been fully discharged before any further payment is made.

6. Upon written notice by a Sub-Contractor, with whom the Contractor has a direct contract, of an alleged non payment to the Sub-Contractor, the Departmental Representative may provide the Sub-Contractor with a copy of the latest approved progress payment made to the Contractor for the Work.
7. Upon the satisfactory completion of all Work, the amount due, less any payments already made, shall be paid to the Contractor not later than thirty (30) days after receipt of a properly submitted invoice, and upon request, with a Statutory Declaration in accordance with paragraph 5 above.

#### **4.1 Basis of Payment - see Annex B**

#### **4.2 Limitation of Price**

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

#### **4.3 Supplemental Invoicing Instructions**

##### **.1 Invoices**

- .1 All invoices submitted for payment shall show:
  - .1 Construction Engineering Work Order Number,
  - .2 Construction Engineering File Number,
  - .3 Requisition Number, DSS 942 (Requisition on Contract),
  - .4 Public Works and Government Services Canada (PWGSC) Standing Offer Number, and
  - .5 same address as on PWGSC contract.
- .2 Invoices are to include a breakdown as follows:
  - .1 Hourly rate per the Offer and hours of work for each tradesperson.
  - .2 An itemized list of materials used, by cost, shall be shown on all invoices submitted for payment.
  - .3 Extended total.
  - .4 Good and Services Tax (GST/HST) shall be shown as a separate item.
  - .5 Where subcontracting is involved a copy of subcontractor's invoice shall accompany the invoice against the requisition.
  - .6 Where discount or markup is applicable, indicate separately.
- .3 Invoices submitted for payment against this contract that are not properly identified will be returned to the Contractor for proper annotation before certification for payment is made.

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#### **4.4 Payment of Invoices by Credit Card**

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

Section GC5.11 Delay in Making Payment, Interest on Overdue Accounts, of GC5 - Terms of Payment R2550D (2010-01-11) will not apply to payments made by credit cards.

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## ANNEXES

Annex A	Statement of Work
Annex B	Basis of Payment
Annex C	Health & Safety Requirements
Annex D	Periodic Usage Report Form
Annex E	Offer
Annex F	Security Requirements Checklist



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## ANNEX A

### Statement of Work

*As per attached document*

**ANNEX B****.1 Basis of Payment**

Payments in respect of the agreed price shall be made upon satisfactory performance of the Work, and upon approval of the Departmental Representative, but such payments shall not exceed the amount(s) as specified in the Call Up, for the Work without written authorization.

In consideration of the Contractor satisfactorily completing all of its obligations under the resulting Contract, the Contractor will be paid a firm price, Goods and Services Tax or Harmonized Sales Tax extra.

**.1 Hourly Rates:**

The Contractor will be paid firm hourly rates as follows, for work performed in accordance with the Contract.

See attached for details

## ANNEX C

### MANDATORY HEALTH AND SAFETY - *for Work in the Province of Alberta*

#### WCB AND SAFETY PROGRAM

- 1) The recommended Bidder shall provide to the Contracting Authority, prior to Standing Offer issue:
  - 1.1 a Workers Compensation Board Premium Rate Statement - Alberta, or equivalent documentation from another jurisdiction;
  - 1.2 a Workers Compensation Board letter of good standing, also listing covered Directors, Principals, Proprietor(s) or Partners who will be or who are anticipated to be present on the work site(s), or equivalent documentation from another jurisdiction; and
  - 1.3 a Certificate of Recognition (COR) or Registered Safety Plan (RSP). A health and safety policy and program, as required by other provincial/territorial Occupational Health and Safety Acts, will be acceptable in lieu of a COR or RSP.
- 2) The recommended Bidder shall deliver all of the above documents to the Contracting Authority on or before the date stated (usually 3-5 days after notification) by the Contracting Authority. Failure to comply with the request may result in the bid being declared non-compliant.

#### Workplace Safety and Health

##### 1. EMPLOYER/PRIME CONTRACTOR

- 1.1 The Contractor shall, for the purposes of the Occupational Health and Safety Act, Alberta, and for the duration of the Work:
  - 1.1.1 act as the Employer, where there is only one employer on the work site, in accordance with the Authority Having Jurisdiction;
  - 1.1.2 accept the role of Prime Contractor, where there are two or more employers involved in work at the same time and space at the work site, in accordance with the Authority Having Jurisdiction; and
  - 1.1.3 agree, in the event of two or more Contractors working at the same time and space at the work site, without limiting the General Conditions, to Canada's order \* to:
    - 1.1.3.1 accept, as the Prime Contractor, the responsibility for Canada's other Contractor(s);  
or
    - 1.1.3.2 accept that Canada's other Contractor is Prime Contractor and conform to that Contractor's Site Specific Health and Safety Plan.

\* "order" definition: *after contract award, Contractor is ordered by a Change Order*

## 2. SUBMITTALS

### 2.1 The Contractor shall provide to Canada:

- 2.1.1 prior to the pre-construction meeting, a transmittal and copy of a completed Notice of Project form PWGSC - TPSGC 458 (form will be provided to the proposed contractor prior to award), as sent to the Authority Having Jurisdiction (AHJ); and
- 2.1.2 prior to commencement of work and without limiting the terms of the General Conditions:
  - 2.1.2.1 copies of all other necessary permits, notifications and related documents as called for in the scope of work/specifications and/or by the AHJ; and
  - 2.1.2.2 a site specific Health and Safety Plan as requested.

*NOTE: Please do not include any forms that include personal 3rd party information such as the names of the contractor's employees and their related claims information.*

## 3. LABOUR AUTHORITY CONTACT:

*The contact below represents the Labour Authority in the jurisdiction (AHJ). They are not representatives of the Workers Compensation.*

Do not contact the people referenced below for issues pertaining to WCB or WCB Clearances. Those queries must be directed specifically to the WCB, and where the WCB has both a Labour and Compensation component, WCB issues must be directed to the Compensation/Employer Services sections.

### **ALBERTA South**

Alberta Human Resources and Employment  
Workplace Health and Safety  
600 – 727, 7th Avenue S.W.  
Calgary, Alberta, T2P 0Z5

Telephone: 1(866) 415-8690  
Facsimile: (403) 297-7893

### **ALBERTA North**

Alberta Human Resources and Employment  
Workplace Health and Safety  
10th Floor, 7th Street Plaza  
10030-107 Street  
Edmonton, Alberta, T5J 3E4

Telephone: 1(866) 415-8690  
Facsimile: (780) 427-0999

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**ANNEX D**  
**Periodic Usage Report Form**

As a requirement of this Request for Standing Offer, a report shall be submitted as follows:

Return to:

Michael Dong	780-497-3510	michael.dong@pwgsc-tpsgc.gc.ca
<i>Name</i>	<i>Fax</i>	<i>Email Address</i>

at:

Public Works and Government Services Canada  
Real Property Contracting, Acquisitions Branch  
Ste. 100 - 167 Lombard Avenue  
P.O. Box 1408  
Winnipeg, Manitoba  
R3C 2Z1

**REPORT ON THE VOLUME OF BUSINESS**

SUPPLIER: \_\_\_\_\_

REPORT FOR THE PERIOD ENDING: \_\_\_\_\_

Description of Work	Call-up #	TOTAL BILLIN G

**NIL REPORT:** We have not done any business with the federal government for this period \_\_\_\_\_.

**PREPARED BY:**

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TELEPHONE NO.: \_\_\_\_\_

## ANNEX E OFFER

**Description of Work:** Asbestos Abatement - Cold Lake, Alberta

### 1. OFFER

- .1 This Standing Offer, hereinafter called the "Offer", is made by the undersigned Offeror, hereinafter called the "Offeror", to Her Majesty the Queen in right of Canada, hereinafter called "Her Majesty", as represented by the Minister of Public Works and Government Services, hereinafter called the "Minister";
- .2 This Offer is to furnish all necessary tools, plant, equipment, services, materials and labour to execute and complete the Work described above in careful and workmanlike manner;
- .3 The Work shall be more particularly described in individual Call-ups to be issued by the Departmental Representative, hereinafter called the "Departmental Representative";
- .4 The individual Call-ups may be issued, from time to time, during the period of (3) Three Years following the date of this Offer, hereinafter called the "Term", or until the maximum amount as described in subsection 3.1 below is expended, whichever comes first.

### 2. GENERAL PROVISIONS

- .1 This Offer when signed by or on behalf of the Offeror, the Specifications referred to in the Unit Price Schedule below and the General Conditions shall constitute the complete Offer subject to the provisions contained therein;
- .2 The Hourly Rate and the Unit Price, as offered, govern in calculating each Estimated Total Price; any errors in the extension of the Unit Price and in the addition of the Estimated Total Prices will be corrected in order to obtain the actual Total Estimated Amount;
- .3 This Offer supersedes and cancels all communications, negotiations and agreements relating to the Work other than those contained in the Offer;
- .4 that this tender may not be withdrawn for a period of 60 days following the tender closing time,

The Offeror agrees

- .1 to carry out individual work projects as requisitioned from time to time by the Departmental Representative in **Call- ups Against a Standing Offer**, form PWGSC/TPSGC 2829 or 942, copies of which the Offeror acknowledges to have in its possession, in accordance with the requirements set out therein and in consideration of payment of amounts to be determined pursuant to section 3. Below;
- .2 to provide, on demand from the Departmental Representative, a detailed price estimate, calculated in accordance with section 4 below, and a proposed work schedule for each work project; and

- .3 to commence Work promptly upon receipt of each Call-up issued pursuant to this Offer, duly signed by the Departmental Representative.
- .5 This Offer does not constitute a binding contract between Her Majesty and the Offeror. The Departmental Representative shall have the right to issue a Call-up with those other offerors which have also submitted offers to Her Majesty.
- .6 A contract is formed between Her Majesty and the Offeror only when a Call-up duly signed is issued by the Departmental Representative and accepted by the Offeror. The Offeror shall then be referred to as "the Contractor" and the Contract includes the Offer, the Specifications referred to in the Unit Price Schedule below, the General Conditions and the Call-up .
- .7 The estimated number of hours, the quantities of material and plant, and the amount of the Allowance for Unspecified material set out in the Unit Price Schedule are for the purpose of comparative evaluation of the offers and do not express an obligation on the part of Her Majesty to order any or all of the work, material or plant listed therein.
- .8 The Offeror declares that no bribe, gift or benefit has been or will be paid, given, promised or offered directly or indirectly to any official or employee of Her Majesty or to a member of the family of such person, with a view to influence the entry into or the administration of any contract which may result from this Offer.

### 3. FINANCIAL TERMS

- .1 The maximum amount payable by Her Majesty for all call ups issued pursuant to the Standing Offer(s) shall not exceed the amount of **\$525,000.00 GST/HST included.**
- .2 The amount payable by Her Majesty for Work associated with a Call-up against this Offer shall be based on the Unit Prices set out in section 4 of the Offer or established pursuant thereto. The maximum amount payable for Work associated with any one Call-up shall not exceed the sum of **\$60,000.00, GST/HST included.** This maximum amount shall be established precisely from said Unit Prices, prior to the issuance of a Call-up. This maximum amount may include an amount not to exceed \$5,000.00. GST/HST included, for a portion of the work which cannot be established precisely from said Unit Prices.
- .3 The Offeror shall notify the Departmental Representative when 80% of the amount shown in subsection 3.1 is expended or when there are three (3) months left on the Term of this Offer.
- .4 Each item specified in the Unit Price Schedule in subsection 4.1 includes wages, traveling time and costs, allowances, supervision, liabilities as employer, insurance, and the use of all tools, tackle, etc., overhead, profit and all other liabilities whatsoever.
- .5 Unspecified Material shall be reimbursed at net cost, as supported by invoices, plus Markup as established in section 4 of this Offer. "Net Cost" means all amounts reasonably and properly paid by the Offeror in respect of materials required for and used in the Work, and includes packing, handling and delivery charges, less any trade discounts received by the Offeror. The Offeror's Markup on Unspecified Material covers overheads, profit, and all other expenses whatsoever.

- 
- .6 The prices inserted in section 4 of this Offer include all applicable federal, provincial, and municipal taxes.
- .1 However, they do not include any amount for the Goods and Services Tax Goods and Services Tax (GST) or Harmonized Sales Tax (HST). The appropriate GST/HST amounts will be paid by her Majesty to the Offeror in addition to the amounts paid against the amount of the contract. The Offeror shall make appropriate remittances to Revenue Canada in accordance with the legislation.
- .2 The prices do not include the Québec Sales Tax. The Offeror shall arrange directly with the Province of Québec for the reimbursement of Provincial Sales Tax paid to this Province for the purpose of any contract resulting from this Offer.
- .7 Payment by Her Majesty for the Offeror's own special equipment not covered by the Unit Price Schedule and required at the job site will be no greater than the local going rental rate for such equipment or the rate published by the local construction association for such equipment, whichever is the lower.
- .8 The cost of subcontract work, including special equipment rentals approved by the Project Authority, shall be reimbursed at actual cost with the addition of ten (10) percent to cover overheads, profit, and all other expenses whatsoever. "Actual cost" means all amounts reasonably and properly paid by the Contractor for those parts of the Work carried out by subcontractors.
- .9 Pricing
- .1 The prices requested in the Offer are:
- .1 hourly rates for regular hours;
- .2 hourly rate for each hour outside of regular hours; and
- .3 mark up on allowance for unspecified material, replacement parts, required permits and certificates. for purposes of evaluation.
- .2 The hourly rates requested in the offer and acceptance for specific types of service shall be the total cost to perform the work including but not limited to:
- .1 labour including supervision, allowances and liability insurance;
- .2 travel time;
- .3 transportation/vehicle expenses;
- .4 tools and tackle;
- .5 overhead and profit;
- .6 any other incidental expenses other than supply of materials and replacement parts relating to the delivery of labour.
- .3 It is considered that regular hours of work fall between 0700 and 1800 hours, Monday to Friday.



**4. PRICES**

The Offeror agrees that the following are the prices referred to in sections 2 and 3 above:

**4.1 Unit Price Schedules - Rates****SCHEDULE A) Initial Year**

Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6
Item	Class of Labour, material or plant	Unit	Estimated Hours/Quantity	Unit Price	Estimated total price
<b>1</b>	<b>Obtain and have asbestos sample tested.</b>	/sample	25 samples	\$_____/sample	\$_____
<b>2</b>	<b>Price per callout: includes the first hour on site of productive labour and including but not limited to set-up, take down, respirators, disposable coveralls, gloves, HEPA vacuum, waste disposal and all other tools and equipment to complete the job.</b>				
a	Asbestos Abatement	/call	25 calls	\$_____/call	\$_____
b	PVC Bag Method	/call	25 calls	\$_____/call	\$_____
c	Asbestos cement shingles, siding and panels	/call	15 calls	\$_____/call	\$_____
<b>3</b>	<b>Price for labour after the first hour of productive labour, in addition to the above (including equipment list above)</b>				
<b>a</b>	<b>Asbestos Abatement</b>				
i	Journeyman (within normal working hours)	/hr	200 hrs	\$_____/hr	\$_____
ii	Helper (within normal working hours)	/hr	200 hrs	\$_____/hr	\$_____
iii	Journeyman (outside normal working hours)	/hr	50 hrs	\$_____/hr	\$_____
iv	Helper (outside normal working hours)	/hr	50 hrs	\$_____/hr	\$_____
<b>b</b>	<b>PVC Bag Method</b>				
i	Journeyman (within normal working hours)	/hr	200 hrs	\$_____/hr	\$_____
ii	Helper (within normal working hours)	/hr	200 hrs	\$_____/hr	\$_____
iii	Journeyman (outside normal working hours)	/hr	50 hrs	\$_____/hr	\$_____
iv	Helper (outside normal working hours)	/hr	50 hrs	\$_____/hr	\$_____
<b>c</b>	<b>Asbestos cement shingles, siding and panels</b>				
i	Journeyman (within normal working hours)	/hr	200 hrs	\$_____/hr	\$_____
ii	Helper (within normal working hours)	/hr	200 hrs	\$_____/hr	\$_____
iii	Journeyman (outside normal working hours)	/hr	50 hrs	\$_____/hr	\$_____
iv	Helper (outside normal working hours)	/hr	50 hrs	\$_____/hr	\$_____

4	Consumable equipment/materials				
a	10" Horizontal safe-t strip glove bag.	/ea	200 ea.	\$_____/ea	\$_____
b	10" Vertical safe-t strip glove bag.	/ea	200 ea.	\$_____/ea	\$_____
c	10" Valve safe-t strip glove bag.	/ea	200 ea.	\$_____/ea	\$_____
d	10" Tee safe-t strip glove bag.	/ea	200 ea.	\$_____/ea	\$_____
5	Misc. equipment rentals (shall be provided at the Contractors cost plus a mark up. Verification of Contractors cost must be submitted with invoices) est. \$10,000.00 x _____% (markup)	\$10,000.00			\$_____
Sub Total A): Estimated Total Amount Year 1 GST/HST Extra					\$_____

**SCHEDULE B) Year 2**

Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6
Item	Class of Labour, material or plant	Unit	Estimated Hours/Quantity	Unit Price	Estimated total price
<b>1</b>	<b>Obtain and have asbestos sample tested.</b>	/sample	20 samples	\$_____/sample	\$_____
<b>2</b>	<b>Price per callout: includes the first hour on site of productive labour and including but not limited to set-up, take down, respirators, disposable coveralls, gloves, HEPA vacuum, waste disposal and all other tools and equipment to complete the job.</b>				
a	Asbestos Abatement	/call	25 calls	\$_____/call	\$_____
b	PVC Bag Method	/call	25 calls	\$_____/call	\$_____
c	Asbestos cement shingles, siding and panels	/call	15 calls	\$_____/call	\$_____
<b>3</b>	<b>Price for labour after the first hour of productive labour, in addition to the above (including equipment list above)</b>				
<b>a</b>	<b>Asbestos Abatement</b>				
i	Journeyman (within normal working hours)	/hr	200 hrs	\$_____/hr	\$_____
ii	Helper (within normal working hours)	/hr	200 hrs	\$_____/hr	\$_____
iii	Journeyman (outside normal working hours)	/hr	50 hrs	\$_____/hr	\$_____
iv	Helper (outside normal working hours)	/hr	50 hrs	\$_____/hr	\$_____
<b>b</b>	<b>PVC Bag Method</b>				
i	Journeyman (within normal working hours)	/hr	200 hrs	\$_____/hr	\$_____
ii	Helper (within normal working hours)	/hr	200 hrs	\$_____/hr	\$_____
iii	Journeyman (outside normal working hours)	/hr	50 hrs	\$_____/hr	\$_____

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iv	Helper (outside normal working hours)	/hr	50 hrs	\$_____/hr	\$_____
c	Asbestos cement shingles, siding and panels				
i	Journeyman (within normal working hours)	/hr	200 hrs	\$_____/hr	\$_____
ii	Helper (within normal working hours)	/hr	200 hrs	\$_____/hr	\$_____
iii	Journeyman (outside normal working hours)	/hr	50 hrs	\$_____/hr	\$_____
iv	Helper (outside normal working hours)	/hr	50 hrs	\$_____/hr	\$_____
4	Consumable equipment/materials				
a	10" Horizontal safe-t strip glove bag.	/ea	200 ea.	\$_____/ea	\$_____
b	10" Verical safe-t strip glove bag.	/ea	200 ea.	\$_____/ea	\$_____
c	10" Valve safe-t strip glove bas.	/ea	200 ea.	\$_____/ea	\$_____
d	10" Tee safe-t strip glove bag.	/ea	200 ea.	\$_____/ea	\$_____
5	Misc. equipment rentals (shall be provided at the Contractors cost plus a mark up. Verification of Contractors cost must be submitted with invoices) est. \$10,000.00 x ____% (markup)	\$10,000.00			\$_____
Sub Total B): Estimated Total Amount Year 2 GST/HST Extra					\$_____

Continued

**SCHEDULE C) Year 3**

Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6
Item	Class of Labour, material or plant	Unit	Estimated Hours/Quantity	Unit Price	Estimated total price
1	Obtain and have asbestos sample tested.	/sample	20 samples	\$_____/sample	\$_____
2	Price per callout: includes the first hour on site of productive labour and including but not limited to set-up, take down, respirators, disposable coveralls, gloves, HEPA vacuum, waste disposal and all other tools and equipment to complete the job.				
a	Asbestos Abatement	/call	25 calls	\$_____/call	\$_____
b	PVC Bag Method	/call	25 calls	\$_____/call	\$_____
c	Asbestos cement shingles, siding and panels	/call	15 calls	\$_____/call	\$_____
3	Price for labour after the first hour of productive labour, in addition to the above (including equipment list above)				
a	Asbestos Abatement				
i	Journeyman (within normal working hours)	/hr	200 hrs	\$_____/hr	\$_____
ii	Helper (within normal working hours)	/hr	200 hrs	\$_____/hr	\$_____
iii	Journeyman (outside normal working hours)	/hr	50 hrs	\$_____/hr	\$_____
iv	Helper (outside normal working hours)	/hr	50 hrs	\$_____/hr	\$_____
b	PVC Bag Method				
i	Journeyman (within normal working hours)	/hr	200 hrs	\$_____/hr	\$_____
ii	Helper (within normal working hours)	/hr	200 hrs	\$_____/hr	\$_____
iii	Journeyman (outside normal working hours)	/hr	50 hrs	\$_____/hr	\$_____
iv	Helper (outside normal working hours)	/hr	50 hrs	\$_____/hr	\$_____
c	Asbestos cement shingles, siding and panels				
i	Journeyman (within normal working hours)	/hr	200 hrs	\$_____/hr	\$_____
ii	Helper (within normal working hours)	/hr	200 hrs	\$_____/hr	\$_____
iii	Journeyman (outside normal working hours)	/hr	50 hrs	\$_____/hr	\$_____
iv	Helper (outside normal working hours)	/hr	50 hrs	\$_____/hr	\$_____

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4	Consumable equipment/materials				
a	10" Horizontal safe-t strip glove bag.	/ea	200 ea.	\$_____/ea	\$_____
b	10" Vertical safe-t strip glove bag.	/ea	200 ea.	\$_____/ea	\$_____
c	10" Valve safe-t strip glove bag.	/ea	200 ea.	\$_____/ea	\$_____
d	10" Tee safe-t strip glove bag.	/ea	200 ea.	\$_____/ea	\$_____
5	Misc. equipment rentals (shall be provided at the Contractors cost plus a mark up. Verification of Contractors cost must be submitted with invoices) est. \$10,000.00 x _____% (markup)	\$10,000.00			\$_____
Sub Total C): Estimated Total Amount Year 3 GST/HST Extra					\$_____

**4.2 TOTAL EVALUATED PRICE (Initial 1 Year Term + 2nd Year + 3rd Year)**

Col. 1	Col. 2	Col. 3	Col. 4
Sub Total SCHEDULE A) Initial Year Term	Sub Total SCHEDULE B) 2nd Year	Sub Total SCHEDULE B) 3rd Year	Total Evaluated Price (col.1 + col.2 + col. 3 = col.4)
\$ _____	\$ _____	\$ _____	\$ _____ GST/HST Extra

These items will be used for cost evaluation purposes only and do not constitute a guarantee or commitment on behalf of Canada of the quantity or amount to be used under the Standing Offer.

A rate must be entered for each item.

The Offeror agrees that the Price(s) per Unit as tendered govern in calculating the Total Evaluated Price. The Offeror understands that any errors in the extension of the Price per Unit, in the addition of the Estimated Total Price, and Estimated Total Amount will be corrected in order to obtain the Total Evaluated Price.

**Cost will be evaluated on the Total Evaluated Price in Column 4. It is anticipated that one (1) standing offer will be issued to the lowest compliant offerors.**

SIGNATURE:

\_\_\_\_\_  
Name and title of person authorized to sign on behalf of Bidder (Type or print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

---

## APPENDIX 1

### H3027T Payment of Invoices by Credit Card

Canada requests that bidders complete one of the following:

☐ Government of Canada Acquisition Cards (credit cards) will be accepted for payment of invoices.

The following credit card(s) are accepted:

☐ VISA

☐ MasterCard

OR

☐ Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of invoices.

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

Acceptance or credit cards for payment of invoices will not be considered as an evaluation criterion.

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Buyer ID - Id de l'acheteur

pwu308

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## ANNEX F

### Industrial Security

*As per attached document*



**DEPARTMENT OF NATIONAL DEFENCE  
4 WING - CFB COLD LAKE  
WING CONSTRUCTION ENGINEERING**

**STANDING OFFER AGREEMENT (SOA)  
FOR**

**Asbestos Abatement**



**Job Number:  
Date:  
Design OPI:  
Contract Engineer:**

**L-C252-9900/367  
2012-01-09  
Dwight Schock A.Sc.T.  
MCpl Steve Talaber.**



<u>Section</u>	<u>Title</u>	<u>Pages</u>
<u>Division 01 - General Requirements</u>		
01 00 00	Annexes and Drawings	1
01 00 01	General Instructions	9
01 33 00	Submittal Procedures	5
01 35 27	Special Procedures: Airports in Use	3
01 35 30	Health and Safety Requirements	7
01 35 35	Fire Safety Requirements	5
01 35 43	Environmental Procedures	4
01 42 00	References	5
01 51 00	Temporary Utilities	3
01 52 00	Construction Facilities	4
01 74 11	Cleaning	4
01 77 00	Closeout Procedures	2
01 78 00	Closeout Submittals	10
<u>Division 02 - Existing Conditions</u>		
02 82 10	Asbestos Abatement Minimum Precautions	4
02 82 11	Asbestos Abatement Intermediate Precautions	7
02 82 12	Asbestos Abatement Maximum Precautions	17



LIST OF ANNEXES

<u>ANNEX NO.</u>	<u>TITLE</u>
ANNEX A	4 Wing Ground Disturbance Notice
ANNEX B	Hot Work Permit
ANNEX C	4 Wing Confined space Entry Permit
ANNEX D	Prime Contractor Agreement
ANNEX E	4 Wing Road Closure Notice
ANNEX F	4 Wing Environmental Incident & Emergency Plan

LIST OF DRAWINGS

TITLE

DRAWING NB.

END



PART 1 - GENERAL

- |                                    |    |   |
|------------------------------------|----|---|
| <u>1.1 Description of Work</u>     | .1 | .1 Work under this Contract comprises the material, labour, equipment and supervision required for the asbestos abatement from various buildings 4 Wing Cold Lake, Cold Lake, AB.   |
|                                    | .2 | Exact extent and location of work as per Engineer's instruction with each request for abatement services.   |
| <u>1.2 Security Authorization</u>  | .1 | This project will be issued with an SRCL.   |
| <u>1.3 Contract Administration</u> | .1 | This contract will be administered in English.  |
| <u>1.4 Documents Required</u>      | .1 | Maintain at job site, one copy each of the following:<br>.1 Contract drawings.<br>.2 Specifications.<br>.3 Addenda.<br>.4 Reviewed shop drawings.<br>.5 Change orders.<br>.6 Other modifications to Contract.<br>.7 Copy of approved work schedule.<br>.8 Manufacturers' installation and application instructions. |
| <u>1.5 Work Schedule</u>           | .1 | Provide within 10 working days after Contract award, construction schedule showing anticipated progress stages and final completion of work within time period required by Contract documents.  |
|                                    | .2 | Interim reviews of work progress based on work schedule will be conducted as deemed by DND Rep and schedule updated by Contractor in conjunction with and to approval of DND Rep.   |
-

1.6 Contractor's Use of Site

Exclusive and complete for execution of work except as follows:

.1 Movement around site shall be subject to restrictions imposed by Wing Commander and/or DND Rep.

.2 Do not unreasonably encumber site with materials or equipment.

.2 PLER/Jimmy Lake special precautions:

.1 Day to day restrictions enroute to Jimmy Lake site may occur from time to time while military live range missions are underway. These restrictions are usually of short duration in terms of hours however may result in a full day.

.2 No work will be permitted during the multi-nation Maple Flag exercises.

.3 Normal working hours are from 0730 to 1600 but are subject to change.

.4 Weekend work is permitted with special arrangements.

.5 Obtain permission from Wing Operation Range Control 48hrs before proceeding to site.

1.7 Property Damage

.1 Contractor is responsible to make good any damage to DND property resulting from his work conducted on site. Repairs shall be carried out at the contractors expense.

.2 The contractor shall immediately notify the DND Rep or Contracting Authority of any damage incident. Damage to any surface feature or underground utility are included in this definition such as gas lines, power lines, water lines, buildings, survey markers, etc.

.3 Any tree removed or damaged during the work must be replaced with a trees equalling the total diameter of trees removed. The replacement trees should be no less than half the calliper of the trees that are damaged/removed. CE Roads and Grounds (Loc 8432) should be contacted for a list of preferred species; each area will have specific requirements based on location, soils proximity to paved areas, moisture etc.



- 1.8 Codes and Standards .1 Perform work in accordance with the latest edition of National Building Code of Canada (NBC), and any other code of provincial or local application provided that in any case of conflict or discrepancy, the more stringent requirements shall apply.
- 1.9 Workmanship .1 Workmanship:  
.1 Workmanship shall be executed by workers qualified in respective duties for which they are employed.  
.2 Decisions as to quality or fitness of workmanship, in case of dispute, rest solely with DND Rep, whose decision is final.
- .2 Qualification:  
.1 All work shall be carried out by qualified journeyman or apprentice in accordance with the conditions of the Alberta Provincial Act respecting manpower, vocational training and qualification.  
.2 Apprenticed employees registered in the provincial apprenticeship program shall be permitted to work only under the direct supervision of a qualified journeyman.
- 1.10 Project Meetings .1 DND Rep will arrange project meetings, assume responsibility for setting times and recording and distributing minutes.
- 1.11 Project Layout .1 Assume full responsibility for and execute complete layout of work to locations, lines and elevations indicated.
- .2 Provide devices as required to lay out and construct project.
- .3 Supply such devices as straight edges and templates required to facilitate DND Rep's inspection of work.
- .4 Supply stakes and other survey markers required for project layout.
-

1.12 Location of  
Equipment and  
Fixtures

- .1 Location of equipment, fixtures and outlets indicated or specified are to be considered as approximate.
- .2 Locate equipment, fixtures and distribution systems to provide minimum interference and maximum usable space and in accordance with manufacturer's recommendations for safety, access and maintenance.
- .3 Inform DND Rep of impending installations and obtain approval for actual location.
- .4 Submit field drawings to indicate relative position of various services and equipment as required by DND Rep.
- .5 Before the start of construction, the Contractor will be responsible to identify and preserve DND Survey Monuments.
- .6 If during construction, Contractor discovers a DND Survey Monument, (complete with marker post, 50 mm round pipe with 75 x 100 mm aluminium plate), do not disturb the area, carefully preserve survey monuments and inform DND Rep before proceeding.
- .7 Should a DND Survey Monument be disturbed during construction, the Contractor will be responsible to re-survey and replace if the Monument if necessary, by a certified land surveyor approved by DND Rep.

1.13 Cutting and  
Patching

- .1 Execute cutting, including excavation, fitting and patching required to allow proper fitting of construction elements.
- .2 Where new elements connect with existing and where existing are altered, cut, patch and make good to match existing.
- .3 Obtain DND Rep's approval before cutting, boring or sleeving load-bearing members.
- .4 Make cuts with clean, true, smooth edges. Make patches inconspicuous in final assembly.
- .5 Fit construction elements to pipes, sleeves, ducts and conduits.

1.14 Existing  
Services

- .1 It is the Contractor's ultimate responsibility to obtain a properly completed "4 Wing Ground Disturbance Form" (Annex A) to establish the location and extent of service lines in the area of work, before any clearing/digging is started.
- .2 Ten working days prior to the scheduled start date, the Contractor shall complete the "4 Wing Ground Disturbance Form".
- .3 The DND Rep will arrange for the form to be completed and signed by the authorized representative for:
  - .1 Electrical Distribution.
  - .2 POL Distribution.
  - .3 Sewer/Water/Drainage System.
  - .4 Heating Plant.
  - .5 Fire Department.
  - .6 UGSO (Unit General Safety Officer).
  - .7 W TIS
  - .8 Wing Operations.
  - .9 Commercial Utility Companies.
  - .10 Telus(Ticket Number)
  - .11 Alberta First Call
- .4 Where work involves breaking into or connecting to existing services, carry out work at times directed by governing authorities, with minimum of disturbance to pedestrian and vehicular traffic.
- .5 Submit schedule to and obtain approval from DND Rep for any shut-down or closure of active service or facility. Adhere to approved schedule and provide notice to affected parties.
- .6 Where unknown services are encountered, immediately advise DND Rep and confirm findings in writing.
- .7 Remove abandoned service lines within 2 m of structures. Cap or otherwise seal lines at cut-off points as directed by DND Rep.
- .8 Record locations of maintained, re-routed and abandoned service lines.

- |  |    |   |
|--|----|---|
| <u>1.15 Additional Drawings</u>                                    | .1 | DND Rep may furnish, if requested, additional copies of drawings and specifications.  |
| <u>1.16 Alterations, Additions or Repairs to Existing Building</u> | .1 | Execute work with least possible interference or disturbance to occupants, public and normal use of premises. Arrange with DND Rep to facilitate execution of work.   |
|  | .2 | Where security has been affected by work of Contract, provide temporary means to maintain security.   |
|  | .3 | Where elevators or conveyors exist in building, only those assigned for Contractor's use may be used for moving men and material within building. Protect walls of passenger elevators to approval of DND Rep before use. Accept liability for damage, safety of equipment and overloading of existing equipment. |
|  | .4 | Provide temporary dust screens, barriers, and warning signs in locations where renovation and alteration work is adjacent to areas used by public or government staff.  |
| <u>1.17 Restoration of Disturbed Surfaces</u>                      | .1 | The Contractor shall be responsible for the restoration of all disturbed areas including adjacent areas to excavations, disturbed grassed areas, hard surfaces and any other area damaged due to work carried out, as indicated and to the satisfaction of the DND Rep.   |
| <u>1.18 Measurement for Payment</u>                                | .1 | It is the intent to let this contract on the basis of lump sum.   |
| <u>1.19 Building Smoking Environment</u>                           | .1 | 4 Wing Cold Lake has a smoking policy in effect. Contractor is to obtain a copy from DND Rep and adhere to it.  |
| <u>1.20 Security</u>   | .1 | Access<br>.1 Work carried out under the terms of this contract will be conducted within the General Restricted Area (GRA) where special and unique  |
-

1.20 Security  
(Cont'd)

- .1 (Cont'd)
  - .1 (Cont'd)

security regulations are enforced. Individuals without authorized passes in their possession will not be permitted to enter the GRA.
- .2 Clearances
  - .1 Work clearance will be granted in two possible ways, please see clause 1.2 for authorization:
    - .1 Security Mitigation Measures
    - .2 Security Requirements Check List.
- .3 Security Mitigation Measures
  - .1 In the case of Security Mitigation Measures, contractor will have access to the GRA only under full time escort.
  - .2 At no time shall the contractor's employees or sub-contractors be found within the GRA without an authorized pass and escort.
  - .3 Every effort will be made to provide escorts according to the provided construction schedule.
  - .4 The Contractor shall give minimum 48 hours notice (two working days) for the processing of the information and subsequent issue of the passes. The Contractor shall ensure that all employees are advised not to enter the GRA without prior authorization (GRA pass) and government issued photo identification.
- .4 Security Requirements Check List
  - .1 All personnel employed by the Contractor and performing work within the GRA will be subject to a Reliability screening performed by Public Works and Government Services Canada Security Division. Prior to commencement of the Work, the Contractor and each of his personnel involved in the performance of the Contract must be security screened by the Canadian and International Industrial Security Division of the Department of Public Works and Government Services at the level of RELIABILITY STATUS.
  - .2 Information that the contractor must provide for this screening include: Date of Birth; Address; Country of Origin; Education/Professional qualifications; Employment history; and References/Personal character. The security Division will perform Criminal Record check and Credit check on each applicant. If significant adverse information arises during the conduct of a security assessment, the individual will be notified,

1.20 Security  
(Cont'd)

- .4 (Cont'd)
- .2 (Cont'd)
- in person, and given an opportunity to explain the circumstances. If the Deputy Minister, PWGSC, after reviewing a security assessment, denies the granting of RELIABILITY STATUS, the individual(s) concerned shall be so notified in writing along with information relating to their right of appeal and subsequent admission to the GRA will be prohibited, pending the outcome of any appeal.
- .3 The Contractor shall obtain GRA passes from the Wing Military Police Identification Section from information provided by the Contractor to the Contracting Authority or Contract Inspector. The Contractor shall give minimum 48 hours notice (two working days) for the processing of the information and subsequent issue of the passes. The Contractor shall ensure that all employees are advised not to enter the GRA without prior authorization (GRA pass) and government issued photo identification.
- .4 The Contractor shall be responsible for his sub-contractors, ensuring all security related requirements are met.
- .5 The Contractor shall provide a list of employees and sub-contractors, complete with telephone numbers, who may be contacted during non-working hours in the event of any emergency.
- .6 The Contractor shall ensure that all passes issued to his designated employees and sub-contractors are returned for cancellation prior to issuance of the DND Rep's final certificate of completion.
- .5 CLAWR (Cold Lake Air Weapons Range) Special conditions.
- .1 The contractor shall provide DND a list of personnel who need access to the area to perform work under the terms of the contract.
- .2 All personnel are required to attend a 1 hour "Range Safety Briefing" prior to conducting any work or accessing the PLER site.
- .3 Contractor shall provide schedule minimum 14 days in advance of scheduled work on site. Any changes to this schedule shall be provided to the inspector at a minimum of 48 hours advance notice (two working days) for processing of information and subsequent clearances to PLER. The Contractor shall ensure that all employees are advised not to enter the PLER without prior authorization.

1.20 Security  
(Cont'd)

- .5 (Cont'd)
- .4 Information that the contractor must provide for access: name of individual(s), dates and times for access, location of work, phone number, drivers licence.
- .5 Work clearance will be granted by DND through Wing Operations Mr Dick Brakely @ local 7978.
- .6 The Contractor shall be responsible for his sub-contractors, ensuring all security related requirements are met.
- .7 Garbage or refuse shall be removed off the CLAWR.
- .8 Feeding wildlife is prohibited.
- .9 All meals must be prepared and consumed in a suitable enclosed space or building.
- .10 Report to Range Safety Officer (RSO) as required by DND.
- .11 The Contractor shall provide a list of employees and sub-contractors, complete with telephone numbers, who may be contacted during non-working hours in the event of any emergency.

PART 2 - PRODUCTS

2.1 Not Used .1 Not Used.

PART 3 - EXECUTION

3.1 Not Used .1 Not Used.





PART 1 - GENERAL

- |                             |   |
|-----------------------------|---|
| <u>1.1 Section Includes</u> | .1 Shop drawings and product data.<br>.2 Samples.   |
| <u>1.2 Precedence</u>       | .1 For Federal Government projects, Division 1 Sections take precedence over technical specification sections in other Divisions of this Project Manual.  |
| <u>1.3 Administrative</u>   | .1 Submit to DND Rep submittals listed for review. Submit with reasonable promptness and in orderly sequence so as to not cause delay in Work. Failure to submit in ample time is not considered sufficient reason for an extension of Contract Time and no claim for extension by reason of such default will be allowed.<br><br>.2 Work affected by submittal shall not proceed until review is complete.<br><br>.3 Present shop drawings, product data, samples and mock-ups in SI Metric units.<br><br>.4 Where items or information is not produced in SI Metric units converted values are acceptable.<br><br>.5 Review submittals prior to submission to DND Rep. This review represents that necessary requirements have been determined and verified, or will be, and that each submittal has been checked and co-ordinated with requirements of Work and Contract Documents. Submittals not stamped, signed, dated and identified as to specific project will be returned without being examined and shall be considered rejected.<br><br>.6 Notify DND Rep, in writing at time of submission, identifying deviations from requirements of Contract Documents stating reasons for deviations.<br><br>.7 Verify field measurements and affected adjacent Work are coordinated. |
-

1.3 Administrative  
(Cont'd)

- .8 Contractor's responsibility for errors and omissions in submission is not relieved by DND Rep's Consultant's review of submittals.
- .9 Contractor's responsibility for deviations in submission from requirements of Contract Documents is not relieved by DND Rep Consultant review.
- .10 Keep one reviewed copy of each submission on site.

1.4 Shop Drawings

- .1 The term "shop drawings" means drawings, diagrams, illustrations, schedules, performance charts, brochures and other data which are to be provided by Contractor to illustrate details of a portion of Work.
- .2 Indicate materials, methods of construction and attachment or anchorage, erection diagrams, connections, explanatory notes and other information necessary for completion of Work. Where articles or equipment attach or connect to other articles or equipment, indicate that such items have been coordinated, regardless of Section under which adjacent items will be supplied and installed. Indicate cross references to design drawings and specifications.
- .3 Allow 14 days for DND Rep's review of each submission.
- .4 Adjustments made on shop drawings by DND Rep are not intended to change Contract Price. If adjustments affect value of Work, state such in writing to DND Rep prior to proceeding with Work.
- .5 Make changes in shop drawings as DND Rep may require, consistent with Contract Documents. When resubmitting, notify DND Rep in writing of any revisions other than those requested.
- .6 Accompany submissions with transmittal letter containing:
  - .1 Date.
  - .2 Project title and number.
  - .3 Contractor's name and address.
  - .4 Identification and quantity of each shop drawing, product data and sample.
  - .5 Other pertinent data.

1.4 Shop Drawings  
(Cont'd)

- .7 Submissions shall include:
  - .1 Date and revision dates.
  - .2 Project title and number.
  - .3 Name and address of:
    - .1 Subcontractor.
    - .2 Supplier.
    - .3 Manufacturer.
  - .4 Contractor's stamp, signed by Contractor's authorized representative certifying approval of submissions, verification of field measurements and compliance with Contract Documents.
  - .5 Details of appropriate portions of Work as applicable:
    - .1 Fabrication.
    - .2 Layout, showing dimensions, including identified field dimensions, and clearances.
    - .3 Setting or erection details.
    - .4 Capacities.
    - .5 Performance characteristics.
    - .6 Standards.
    - .7 Operating weight.
    - .8 Wiring diagrams.
    - .9 Single line and schematic diagrams.
    - .10 Relationship to adjacent work.
- .8 After DND Rep's review, distribute copies.
- .9 Submit prints, number as required by contractor plus two(2) copies to be retained by DND Rep, of shop drawings for each requirement requested in specification Sections and as consultant may reasonably request.
- .10 Submit prints, number as required by contractor plus two(2) copies to be retained by DND Rep, of product data sheets or brochures for requirements requested in specification Sections and as requested by DND Rep where shop drawings will not be prepared due to standardized manufacture of product.
- .11 Delete information not applicable to project.
- .12 Supplement standard information to provide details applicable to project.
- .13 If upon review by DND Rep, no errors or omissions are discovered or if only minor corrections are made, copies will be returned and fabrication and installation of Work may proceed. If shop drawings are rejected, noted copy will be returned and resubmission of corrected shop drawings, through same

- 1.4 Shop Drawings (Cont'd)
- .13 (Cont'd)  
procedure indicated above, must be performed before fabrication and installation of Work may proceed.
- .14 The review of shop drawings by Department of National Defence (DND) is for sole purpose of ascertaining conformance with general concept. This review shall not mean that DND approves detail design inherent in shop drawings, responsibility for which shall remain with Contractor submitting same, and such review shall not relieve Contractor of responsibility for errors or omissions in shop drawings or of responsibility for meeting all requirements of construction and Contract Documents. Without restricting generality of foregoing, Contractor is responsible for dimensions to be confirmed and correlated at job site, for information that pertains solely to fabrication processes or to techniques of construction and installation and for co-ordination of Work of all sub-trades.
- 1.5 Product Data
- .1 Manufacturers' catalogue sheets, brochures, literature, performance charts and diagrams, used to illustrate standard manufactured products.
- .2 Submit 2 copies of product data.
- .3 Sheet size: 215 x 280 mm.
- .4 Delete information not applicable to project.
- .5 Supplement standard information to provide details applicable to project.
- .6 Cross-reference product data information to applicable portions of Contract documents.
- 1.6 Samples
- .1 Submit for review samples in duplicate as requested in respective specification Sections. Label samples with origin and intended use.
- .2 Deliver samples prepaid to DND Rep.
- .3 Notify DND Rep in writing, at time of submission of deviations in samples from requirements of SOA Documents.

- |                                 |    |  |
|---------------------------------|----|--|
| <u>1.6 Samples<br/>(Cont'd)</u> | .4 | Where colour, pattern or texture is criterion, submit full range of samples.   |
|                                 | .5 | Adjustments made on samples by DND Rep are not intended to change Contract Price. If adjustments affect value of Work, state such in writing to DND Rep prior to proceeding with Work. |
|                                 | .6 | Make changes in samples which DND Rep may require, consistent with Contract Documents.   |
|                                 | .7 | Reviewed and accepted samples will become standard of workmanship and material against which installed Work will be verified.  |

PART 2 - PRODUCTS

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| <u>2.1 Not Used</u> | .1 | Not Used. |
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PART 3 - EXECUTION

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| <u>3.1 Not Used</u> | .1 | Not Used. |
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## PART 1 - GENERAL

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| <u>1.1 Precedence</u>                          | .1 | For Federal Government projects, Division 1 Sections take precedence over technical specification sections in other Divisions of this Project Manual.  |
| <u>1.2 General Protection</u>                  | .1 | Do not disrupt airport business except as permitted by DND Rep .   |
|  | .2 | Provide temporary protection for safe handling of public, personnel, pedestrians and vehicular traffic:  |
|  | .3 | Provide barricades and lights where directed.  |
| <u>1.3 Movement of Equipment and Personnel</u> | .1 | In areas of airport not closed to aircraft traffic:<br>.1 Obtain DND Rep's approval on scheduling of Work.<br>.2 Control movements of equipment and personnel as directed by DND Rep .<br>.3 Provide qualified field personnel at locations designated by DND Rep to relay signals from airport traffic control tower to equipment and personnel wishing to cross live traffic areas.<br>.4 Obey signals from airport traffic control tower instantly. |
| <u>1.4 Unserviceable Areas</u>                 | .1 | Mark off areas made unserviceable for aircraft by Work of this Contract by providing plainly visible danger markings by day and red lights by night. Open flames and inflammable fuels are not permitted.  |
|  | .2 | Park equipment not in use and stockpile materials so that stockpile tops are below 50 to 1 ratio from ends of useable landing strip and below 20 to 1 ratio from sides of aircraft traffic areas. Mark tops with red lights.   |
-

- 1.5 Trenching .1 Obtain DND Rep's written permission to undertake trenching on pavements open to aircraft traffic which cannot be completed, backfilled and sealed within one working day.
- 1.6 Airport Facilities .1 DND Rep will arrange for the location of underground facilities such as cables, pipes and ducts. Notify DND Rep of work areas sufficiently in advance of operations so that underground facilities can be located.
- 1.7 Paint Markings .1 Any paint applied to the aerodrome surface must be approved by DND Rep.
- .2 All markings must be of non permanent type such as chalk or water soluble paint.
- 1.8 Radio Communications .1 Base authority will assign call signs.
- .2 Do not use control tower frequencies for idle chatter.
- 1.9 Flight Safety .1 Prior to permitting personnel to cross active runways, taxiways, parking aprons or working within 60 m of active facility, establish radio contact with control tower and obtain specific clearances.
- .2 Prior to starting work, obtain necessary closure of adjacent facilities.
- .3 Maintain continuous radio watch. Obey all instructions promptly and explicitly.
- .4 Radio:
- .1 The Contractor's personnel and equipment authorized to enter the security area, will be given a DND two-way radio. If no radio are available, the Contractor shall be escorted to cross runways, taxiways or parking aprons.
- .2 Any Contractor's employee found outside of the work site limit, will have his security pass revoked and will no longer be allowed inside the security area.
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- 1.10 Cleaning FOD .1 Where travel routes cross active runways, taxiways or parking aprons, broom clean immediately.
- .2 Where access routes cross active runways, taxiways or parking aprons, keep crossings free of mud and debris at all times.
- .3 See Section 01 74 11 - Cleaning for further FOD info.

PART 2 - PRODUCTS

- 2.1 Not Used .1 Not Used.

PART 3 - EXECUTION

END



## PART 1 - GENERAL

- 1.1 Precedence .1 For Federal Government projects, Division 1 Sections take precedence over technical specification sections in other Divisions of this Project Manual.
- .2 The contractor will be acting as the Prime Contractor for this contract and will certify this agreement in writing with the DND representative. Refer to Annex D for prime contractors's Agreement.
- 1.2 References .1 Canada Labour Code, Part 2, Canada Occupational Safety and Health Regulations.
- .2 Province of Alberta Occupational Health and Safety Act, R.S.A. 1980.
- 1.3 Submittals .1 Make submittals in accordance with Section 01 33 00 - Submittal Procedures.
- .2 Submit site-specific Health and Safety Plan: Within 7 days after date of Notice to Proceed and prior to commencement of Work. Health and Safety Plan must include:
- .1 Results of site specific safety hazard assessment.
- .2 Results of safety and health risk or hazard analysis for site tasks and operation found in work plan.
- .3 Submit copies of Contractor's authorized representative's work site health and safety inspection reports to DND Rep weekly.
- .4 Submit copies of reports or directions issued by Federal, Provincial and Territorial health and safety inspectors.
- .5 Submit copies of incident and accident reports.
- .6 Submit Material Safety Data Sheets (MSDS) to DND Rep.
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|--|-----|---|
| <u>1.3 Submittals<br/>(Cont'd)</u>     | .7  | DND Rep will review Contractor's site-specific Health and Safety Plan and provide comments to Contractor within 10days after receipt of plan. Revise plan as appropriate and resubmit plan to DND Rep within 10 days after receipt of comments from DND Rep.    |
|  | .8  | DND Rep 's review of Contractor's final Health and Safety plan should not be construed as approval and does not reduce the Contractor's overall responsibility for construction Health and Safety.  |
|  | .9  | Medical Surveillance: Where prescribed by legislation, regulation or safety program, submit certification of medical surveillance for site personnel prior to commencement of Work, and submit additional certifications for any new site personnel to DND Rep. |
|  | .10 | On-site Contingency and Emergency Response Plan: Address standard operating procedures to be implemented during emergency situations.   |
| <u>1.4 Filing of<br/>Notice</u>        | .1  | File Notice of Project with Provincial authorities prior to commencement of Work.   |
| <u>1.5 Safety<br/>Assessment</u>       | .1  | Perform site specific safety hazard assessment related to project.  |
| <u>1.6 Meetings</u>                    | .1  | Schedule and administer Health and Safety meeting with DND Rep prior to commencement of Work.   |
| <u>1.7 Project/Site<br/>Conditions</u> | .1  | Work at site may involve contact with:<br>.1 Asbestos.<br>.2 Lead Paint   |
| <u>1.8 General<br/>Requirements</u>    | .1  | Develop written site-specific Health and Safety Plan based on hazard assessment prior to commencing any site Work and continue to implement, maintain, and enforce plan until final demobilization from site. Health and  |

1.8 General  
Requirements  
(Cont'd)

- .1 (Cont'd)  
Safety Plan must address project specifications.
- .2 DND Rep may respond in writing, where deficiencies or concerns are noted and may request re-submission with correction of deficiencies or concerns.

1.9 Responsibility

- .1 Be responsible for health and safety of persons on site, safety of property on site and for protection of persons adjacent to site and environment to extent that they may be affected by conduct of Work.
- .2 Comply with and enforce compliance by employees with safety requirements of Contract Documents, applicable federal, provincial, territorial and local statutes, regulations, and ordinances, and with site-specific Health and Safety Plan.

1.10 Compliance  
Requirements

- .1 Comply with Occupational Health and Safety Act, General Safety Regulation, Alberta. Reg. 1980. and 4 Wing Safety Measures listed below;
- .2 Contractors and their personnel shall be familiar with this section and its requirements.
- .3 Observe and enforce construction safety measures required by National Building Code 2005, Part 8; Provincial Government, Workmen's Compensation Board and municipal statutes and authorities.
- .4 Hard hats and safety boots shall be worn at all times at construction site.
- .5 Hard hats and safety boots shall be worn at all times while operating mobile equipment.
- .6 Eye or face protection shall be worn when handling any material liable to injure or irritate the eyes or when engaging in any work producing hazard from flying objects or when operating power lawn equipment and tools.
- .7 Hearing protection shall be worn when entering or working in a noise hazardous area. This is to include, but not limited, to the

1.10 Compliance  
Requirements  
(Cont'd)

- .7 (Cont'd)  
flight line when aircraft are running, shop operations where sound levels exceed 85 decibels and operators of vehicles or equipment which produce excessive noise.
- .8 Respirators shall be worn when a worker is or may be exposed to an oxygen deficient area or to harmful concentration of gas, vapours, smoke, fumes, mist or dust.
- .9 All employees who handle or are exposed to hazardous materials as defined under the Hazardous Product Act (WHMIS Legislation) shall be WHMIS trained in accordance with the act.
- .10 Material safety data sheets (MSDS) for all materials falling under the WHMIS program shall be supplied to the work site by the Contractor/Sub-contractor or user(s), and readily accessible to all on-site personnel.
- .11 No employee shall enter or be permitted to enter a hazardous confined space unless such entry is made in compliance with Occupational Safety and Health and Labour Canada Standards.
- .12 Confined spaces entry permit must be obtained from the Fire Department and completed prior to the entry into a confined space.
- .13 Safety belts and lifelines shall be worn when working at heights greater than 3.26 metres above floor level where it is impractical to provide adequate work platforms or staging.
- .14 All elevated work sites shall have the area underneath cordoned off to prevent injuries from falling debris.
- .15 All construction sites which present a potential hazard to the public shall be properly cordoned off and signs prominently placed, warning of possible dangers.
- .16 No burning, cutting, welding or use of any heat producing device is allowed without a hot work permit from the Fire Department (Annex B). A pre-work inspection and post-work inspection is mandatory.
  - .1 Fire Department phone number for Safety/Fire Inspector is:
    - .1 840-8000 ext 8198.

1.10 Compliance  
Requirements  
(Cont'd)

- .17 All accidents are to be reported through the DND Rep immediately.
- .18 In addition to these 4 Wing Cold Lake's General Safety Contractor Regulations, all Alberta Occupational Health and Safety Regulations shall be adhered to at all times.
- .19 In event of conflict between any provisions of above authorities the most stringent provisions govern.
  - .1 The following are the known hazardous substances and/or hazardous conditions at the work site which will be considered as health or environmental hazards and shall be properly managed should they be encountered as part of the work.
  - .2 Specific hazards that may impact significantly on the contract or present significant risk:
    - a. Excavation
    - b. Hot work
    - c. Fall Hazards
    - d. Heavy Equipment
    - e. Overhead/underground Utilities
    - f. Traffic
  - .3 Contractors are required to be aware of the known hazardous substances and/or hazardous conditions and are to include in their tender price all work associated in working with, in and around the hazards.
  - .4 The above lists shall not be construed as being complete and inclusive of all safety and health hazards encountered as a result of the Contractor's operations during the course of work. Include the above items into the hazard assessment program specified herein.

1.11 Cell Phones

- .1 Use of cellular phones are prohibited within Refueling Compounds.
- .2 Cell phones shall not be operated within 15M of an aircraft.

1.12 Overloading

- .1 Ensure no part of work is subjected to loading that will endanger its safety or will cause permanent deformation.

- 1.13 Hazardous Material .1 All hazardous material must be identified and labelled in accordance with the Workplace Hazardous Material Information System (WHMIS) and copies of the Material Safety Data Sheet (MSDS) shall be supplied to both the Wing Fire Chief and DND Rep.
- 1.14 Unforeseen Hazards .1 Should any unforeseen or peculiar safety-related factor, hazard, or condition become evident during performance of Work, and follow procedures in place for Employee's Right to Refuse Work in accordance with Acts and Regulations of Province having jurisdiction. Advise DND Rep verbally and in writing.
- 1.15 Health and Safety Co-ordinator .1 Employ and assign to Work, competent and authorized representative as Health and Safety Co-ordinator. Health and Safety Co-ordinator must:
- .1 Have minimum 2 years' site-related working experience specific to construction activities taking place.
  - .2 Have working knowledge of occupational safety and health regulations.
  - .3 Be responsible for completing Contractor's Health and Safety Training Sessions and ensuring that personnel not successfully completing required training are not permitted to enter site to perform Work.
  - .4 Be responsible for implementing, enforcing daily and monitoring site-specific Contractor's Health and Safety Plan.
  - .5 Be on site during execution of any hazardous Work and report directly to and be under direction of site supervisor.
- 1.16 Posting of Documents .1 Ensure applicable items, articles, notices and orders are posted in conspicuous location on site in accordance with Acts and Regulations of Province having jurisdiction, and in consultation with DND Rep.
-



- 1.17 Correction of Non-Compliance .1 Immediately address health and safety non-compliance issues identified by authority having jurisdiction or by DND Rep.
- .2 Provide DND Rep with written report of action taken to correct non-compliance of health and safety issues identified.
- .3 DND Rep may stop Work if non-compliance of health and safety regulations is not corrected.
- 1.18 Work Stoppage .1 Give precedence to safety and health of public and site personnel and protection of environment over cost and schedule considerations for Work.

## PART 2 - PRODUCTS

- 2.1 Not Used .1 Not used.

## PART 3 - EXECUTION

- 3.1 Not Used .1 Not used.

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END

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## PART 1 - GENERAL

- 1.1 Precedence .1 For Federal Government projects, Division 1 Sections take precedence over technical specification sections in other Divisions of this Project Manual.
- 1.2 Fire Department Briefing .1 DND Rep will coordinate arrangements for contractor to be briefed on Fire Safety at their pre-work conference by Fire Chief before any work is commenced.
- 1.3 Reporting Fires .1 Know location of nearest fire alarm box and telephone, including emergency phone number.
- .2 Report immediately all fire incidents to the Fire Department as follows:
- .1 Activate nearest fire alarm box, or
- .2 Telephone 911 in case of EMERGENCY ONLY.
- .3 Person activating fire alarm box will remain at the front entrance to direct Fire Department to scene of fire.
- .4 When reporting fire by telephone, give location of fire, name or number of building and be prepared to verify the location.
- 1.4 Fire Safety Plan .1 Submit a fire safety plan for the construction site prior to commencement of construction work. The fire safety plan shall conform to the National Fire Code of Canada.
- .2 Post the fire safety plan at the entrance to the construction site or near the construction site's health and safety board.
- .3 The fire safety plan shall conform to the National Fire Code of Canada, and shall contain, at minimum:
- .1 Emergency procedures to be used in case of fire, including
- .1 Sounding the fire alarm;
- .2 Notifying the fire department;
- .3 Instructing occupants on procedures to be followed when the fire alarm sounds;
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- |   |    |   |
|---|----|---|
| 1.4 Fire Safety Plan  | .3 | (Cont'd)  |
| (Cont'd)  | .1 | (Cont'd)  |
|   | .4 | Evacuating occupants, including special provisions for persons requiring assistance; and  |
|   | .5 | Confining, controlling and extinguishing fires.   |
|   | .2 | The appointment and organization of designated supervisory staff to carry out fire safety duties.   |
|   | .3 | The training of supervisory staff and other occupants in their responsibilities for fire safety.  |
|   | .4 | Documents including diagrams, showing the type, location and operation of building fire emergency systems.  |
|   | .5 | The holding of fire drills (where applicable).  |
|   | .6 | The control of fire hazards in the building.  |
|   | .7 | The inspection and maintenance of building facilities provided for the safety of occupants.   |
| 1.5 Interior and Exterior Fire Protection and Alarm Systems | .1 | Fire protection and alarm system will not be:   |
|   | .1 | obstructed;   |
|   | .2 | shut-off; and   |
|   | .3 | left inactive at end of working day or shift without authorization from Fire Chief.   |
|   | .2 | Fire hydrants, standpipes and hose systems will not be used for other than fire-fighting purposes unless authorized by Fire Chief.  |
| 1.6 Fire Protection System Impairment                       | .1 | Notify the DND Representative and Fire Chief 48 hours prior to shutting down any active fire protection system, including water supply, fire suppression, fire detection and life safety systems. |
|   | .2 | Implement all fire protection system impairments in accordance with the National Fire Code of Canada and departmental policy.   |
| 1.7 Fire Extinguishers                                      | .1 | Supply fire extinguishers, as scaled by Fire Chief, necessary to protect work in progress and contractor's physical plant on site.  |

1.8 Blockage of  
Roadways

- .1 Advise Fire Chief of any work that would impede fire apparatus response. This includes violation of minimum overhead clearance, as prescribed by Fire Chief, erecting of barricades and digging of trenches.
- .2 Wing Transport shall be advised of any work that would impede "Emergency" vehicles located at:
  - .1 Building 4 - Fire Hall
  - .2 Building 5 - Wing Transport
  - .3 Building 785 - MP Station
  - .4 Building 75 - Ambulance location
- .3 Minimum horizontal clearance: clear width of not less than 5m.
- .4 Minimum vertical clearance: overhead height of not less than 6m.

1.9 Smoking  
Precautions

- .1 Smoking is prohibited in all DND buildings. Observe posted smoking restrictions near existing buildings.

1.10 Rubbish and  
Waste Materials

- .1 Rubbish and waste materials are to be kept to a minimum.
- .2 Burning of rubbish is prohibited.
- .3 Removal:
  - .1 Remove all rubbish from work site at end of work day or shift or as directed.
- .4 Storage:
  - .1 Store oily waste in approved receptacles to ensure maximum cleanliness and safety.
  - .2 Deposit greasy or oily rags and materials subject to spontaneous combustion in approved receptacles and removed as specified above.

1.11 Flammable and  
Combustible Liquids

- .1 Handling, storage and use of flammable and combustible liquids are to be governed by the current National Fire Code of Canada.
- .2 Flammable and combustible liquids such as gasoline, kerosene and naphtha will be kept for ready use in quantities not exceeding 45 litres provided they are stored in approved

1.11 Flammable and  
Combustible Liquids  
(Cont'd)

- .2 (Cont'd)  
safety cans bearing Underwriters' Laboratory of Canada or Factory Mutual seal of approval. Storage of quantities of flammable and combustible liquids exceeding 45 litres for work purposes requires permission of Fire Chief.
- .3 Transfer of flammable and combustible liquids is prohibited within buildings or jetties.
- .4 Transfer of flammable and combustible liquids will not be carried out in vicinity of open flames or any type of heat-producing devices.
- .5 Flammable liquids having a flash point below 38° C such as naphtha or gasoline will not be used as solvents or cleaning agents.
- .6 Flammable and combustible waste liquids, for disposal, will be stored in approved containers located in a safe ventilated area. Quantities are to be kept to a minimum and Fire Department is to be notified when disposal is required.

1.12 Hazardous  
Substances

- .1 Work entailing use of toxic or hazardous materials, chemicals and/or explosives, or otherwise creating hazard to life, safety or health, will be in accordance with National Fire Code of Canada.
- .2 Obtain from Fire Chief a "Hot Work" permit (Annex B) for work involving welding, burning or use of blow torches and salamanders, in buildings or facilities.
- .3 When Work is carried out in dangerous or hazardous areas involving use of heat, provide fire watchers equipped with sufficient fire extinguishers. Determination of dangerous or hazardous areas along with level of protection necessary for Fire Watch is at discretion of the Fire Chief. Contractors are responsible for providing fire watch service for work on a scale established and in conjunction with Fire Chief at pre-work conference.
- .4 Where flammable liquids, such as lacquers or urethanes are to be used, proper ventilation shall be provided and all sources of ignition are to be eliminated. Fire Chief is to be

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|---|----|---|
| <u>1.12 Hazardous<br/>Substances<br/>(Cont'd)</u>   | .4 | (Cont'd)<br>informed prior to and at cessation of such<br>work.   |
| <u>1.13 Questions<br/>and/or<br/>Clarifications</u> | .1 | Direct any questions or clarification on Fire<br>Safety in addition to above requirements to<br>the DND representative. DND is responsible to<br>obtain clarifications from the Fire Chief. |
| <u>1.14 Fire<br/>Inspection</u>                     | .1 | Site inspections by Fire Chief will be<br>coordinated through DND Rep.  |
|   | .2 | Allow Fire Chief unrestricted access to work<br>site.   |
|   | .3 | Co-operate with Fire Chief during routine<br>fire safety inspection of work site.   |
|   | .4 | Immediately remedy all unsafe fire situations<br>observed by Fire Chief.  |

PART 2 - PRODUCTS

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| <u>2.1 Not Used</u> | .1 | Not Used. |
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PART 3 - EXECUTION

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|---------------------|----|-----------|
| <u>3.1 Not Used</u> | .1 | Not Used. |
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PART 1 - GENERAL

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|-------------------------------|----|---|
| <u>1.1 General</u>            | .1 | Comply with all federal, provincial, and municipal regulatory requirements and guidelines for environmental protection and natural resource conservation  |
| <u>1.2 Precedence</u>         | .1 | For Federal Government projects, Division 1 Sections take precedence over technical specification sections in other Divisions of this Project Manual.   |
| <u>1.3 Fires</u>              | .1 | Fires and burning of rubbish on site not permitted.   |
| <u>1.4 Disposal of Wastes</u> | .1 | Do not bury rubbish and waste materials on site unless approved by DND Rep.   |
|                               | .2 | Do not dispose of waste or volatile materials, such as mineral spirits, oil or paint thinner into waterways, storm or sanitary sewers.  |
|                               | .3 | The contractor shall dispose of all rubbish and residue in accordance with existing provincial and/or municipal regulations and/or bylaws. A disposal manifest will be delivered to the Project Authority to ensure the waste has been accepted by a proper facility. |
|                               | .4 | Costs associated with appropriate removal, transportation and disposal of ALL WASTE is the responsibility of the Contractor   |
| <u>1.5 Drainage</u>           | .1 | Provide temporary drainage and pumping as necessary to keep excavations and site free from water.   |
|                               | .2 | Do not pump water containing suspended materials into waterways, sewer or drainage systems.   |
|                               | .3 | Control disposal or runoff of water containing suspended materials or other   |
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|---|----|---|
| <u>1.5 Drainage<br/>(Cont'd)</u>                      | .3 | (Cont'd)<br>harmful substances in accordance with local<br>authority requirements.  |
| <u>1.6 Site Clearing<br/>and Plant<br/>Protection</u> | .1 | Protect trees and plants on site and adjacent<br>properties where indicated.  |
|   | .2 | Wrap in burlap, trees and shrubs adjacent to<br>construction work, storage areas and trucking<br>lanes, and encase with protective wood<br>framework from grade level to height of 2 m.                     |
|   | .3 | Protect roots of designated trees to dripline<br>during excavation and site grading to prevent<br>disturbance or damage. Avoid unnecessary<br>traffic, dumping and storage of materials over<br>root zones. |
|   | .4 | Minimize stripping of topsoil and vegetation.   |
|   | .5 | Restrict tree removal to areas indicated or<br>designated by DND Rep. See Section 01 00 01<br>1.6.3 for tree replacement requirements.  |
| <u>1.7 Work Adjacent<br/>to Waterways</u>             | .1 | Do not operate construction equipment in<br>waterways.  |
|   | .2 | Do not use waterway beds for borrow material.   |
|   | .3 | Do not dump excavated fill, waste material or<br>debris in waterways.   |
|   | .4 | Design and construct temporary crossings to<br>minimize erosion to waterways.   |
|   | .5 | Do not skid logs or construction materials<br>across waterways.   |
|   | .6 | Avoid indicated spawning beds when<br>constructing temporary crossings of waterways.  |
|   | .7 | Do not blast under water or within 100 m of<br>indicated spawning beds.   |
| <u>1.8 Pollution<br/>Control</u>                      | .1 | Maintain temporary erosion and pollution<br>control features installed under this<br>contract.  |
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- 1.8 Pollution Control (Cont'd)
- .2 Control emissions from equipment and plant to local authorities emission requirements.
  - .3 Prevent sandblasting and other extraneous materials from contaminating air beyond application area, by providing temporary enclosures.
  - .4 Cover or wet down dry materials and rubbish to prevent blowing dust and debris. Provide dust control for temporary roads.
- 1.9 Protection of Monitoring Wells
- .1 Protect any and all existing groundwater monitoring wells. Report any disturbances or damage to the Project Authority immediately. Wing Environment will need to be informed
- 1.10 Halocarbons
- .1 Refrigeration units will comply with the Federal Halocarbon Regulations (FHR), 2003.
  - .2 Halocarbon refrigerants shall be R410A or a suitable CFC free substitute. Non-halocarbon refrigerants are still acceptable.
  - .3 When the unit is installed, serviced, or decommissioned by a contractor, the Halocarbon Reporting Form must be completed and submitted to the Project Authority.
  - .4 Report all halocarbon releases to the Project Authority, Wing Fire Hall and Wing Environment.
- 1.11 Spill Response and Report
- .1 Spill kits will be on site where there is potential for spillage onto the ground.
  - .2 Personnel on site will be educated in the use of spill kits and spill response based on the equipment on site.
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- .3 Secondary containment will be provided for generators or other fuel-powered equipment. This equipment will not be located within 30m of a waterway.
- .4 Secondary containment for temporary fuel storage tanks, held on site by the contractor, will be implemented.
- .5 Any spill, regardless of size, will be reported immediately to the Project Authority following the Environmental Incident and Emergency Plan, so proper reporting procedures can be implemented.
- .6 An Environmental Incident Report will be completed and submitted to Wing Environment to report the spill within 24 hrs, follow-up may be required. Environmental Incident Report forms are available from W Env or Project Authority.
- .7 Should the spill exceed the capabilities of the spill kits and the personnel on site, the Fire Department shall be contacted.

## PART 2 - PRODUCTS

2.1 Not Used .1 Not Used.

## PART 3 - EXECUTION

3.1 Not Used .1 Not Used.

END

## PART 1 - GENERAL

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|-------------------------|-----|---|
| <u>1.1 Precedence</u>   | .1  | For Federal Government projects, Division 1 Sections take precedence over technical specification sections in other Divisions of this Project Manual.   |
| <u>1.2 Associations</u> | .1  | ANSI - American National Standards Institute, 25 West 43rd Street, 4th Floor, New York, New York, U.S.A. 10036 URL <a href="http://www.ansi.org">http://www.ansi.org</a>                                |
|                         | .2  | ARI - Air Conditioning and Refrigeration Institute, 4100 N Fairfax Drive, Suite 200, Arlington, Virginia, U.S.A. 22203 URL <a href="http://www.ari.org">http://www.ari.org</a>                          |
|                         | .3  | ASHRAE - American Society of Heating, Refrigeration and Air-Conditioning Engineers, 1791 Tullie Circle NE, Atlanta, Georgia, U.S.A. 30329 URL <a href="http://www.ashrae.org">http://www.ashrae.org</a> |
|                         | .4  | ASTM - American Society for Testing and Materials, 100 Barr Harbor Drive West, Conshohocken, Pennsylvania 19428-2959 URL <a href="http://www.astm.org">http://www.astm.org</a>                          |
|                         | .5  | AWPA - American Wire Producer's Association, 801 N Fairfax Street, Suite 211, Alexandria, VA U.S.A. 22314-1757 URL <a href="http://www.awpa.org">http://www.awpa.org</a>                                |
|                         | .6  | AWPA - American Wood Preservers' Association, P.O. Box 5690, Granbury Texas, U.S.A. 76049-0690 URL <a href="http://www.awpa.com">http://www.awpa.com</a>  |
|                         | .7  | AWS - American Welding Society, 550 N.W. LeJeune Road, Miami, Florida U.S.A. 33126 URL <a href="http://www.amweld.org">http://www.amweld.org</a>  |
|                         | .8  | CCA Canadian Construction Association, 75 Albert St., Suite 400 Ottawa, Ontario, K1P 5E7 URL <a href="http://www.cca-acc.com">http://www.cca-acc.com</a>  |
|                         | .9  | CCDC Canadian Construction Documents Committee, Refer to ACEC, CCA, CSC or RAIC   |
|                         | .10 | CFFM - Canadian Forces Fire Marshal, 101 Colonel By Drive, 8NT MGen George R. Pearkes Bldg., Ottawa, Ontario K1A 0K2  |
|                         | .11 | CGSB - Canadian General Standards Board, Place du Portage, Phase III, 6B1, 11 Laurier   |

1.2 Associations  
(Cont'd)

- .11 (Cont'd)  
Street, Hull, Quebec K1A 0S5 URL  
<http://w3.pwgsc.gc.ca/cgsb>
- .12 CISC - Canadian Institute of Steel  
Construction, 201 Consumers Road, Suite 300,  
Willowdale, Ontario M2J 4G8 URL  
<http://www.cisc-icca.ca>
- .13 CLA - Canadian Lumbermen's Association, 27  
Goulburn Avenue, Ottawa, Ontario, K1N 8C7 URL  
<http://www.cla-ca.ca>
- .14 CRCA - Canadian Roofing Contractors  
Association, 155 Queen Street, Suite 1300,  
Ottawa, Ontario K1P 6L1 URL  
<http://www.roofingcanada.com>
- .15 CSA - Canadian Standards Association  
International, 178 Rexdale Blvd., Toronto,  
Ontario M9W 1R3 URL  
<http://www.csa-international.org>
- .16 CSC - Construction Specifications Canada, 120  
Carlton Street, Suite 312, Toronto, Ontario  
M5A 4K2 URL <http://www.csc-dcc.ca>
- .17 CSDMA - Canadian Steel Door Manufacturers  
Association, One Yonge Street, Suite 1801,  
Toronto, Ontario M5E 1W7
- .18 CSSBI - Canadian Sheet Steel Building  
Institute, 652 Bishop St. N., Unit 2A,  
Cambridge, Ontario N3H 4V6 URL  
<http://www.cssbi.ca>
- .19 CWC - Canadian Wood Council, 1400 Blair  
Place, Suite 210, Ottawa, Ontario K1J 9B8 URL  
<http://www.cwc.ca>
- .20 EC - Environment Canada, Conservation and  
Protection, Inquiry Centre, 351 St. Joseph  
Blvd, Hull, Québec KIA 0H3 URL  
<http://www.ec.gc.ca>
- .21 MPI - The Master Painters Institute, 4090  
Graveley Street, Burnaby, BC V5C 3T6 URL  
<http://www.paintinfo.com>
- .22 NABA - National Air Barrier Association, PO  
Box 2747, Winnipeg, Manitoba R3C 4E7 URL  
<http://www.naba.ca>

## 1.2 Associations (Cont'd)

- .23 NLGA - National Lumber Grades Authority,  
406-First Capital Place, 960 Quayside Drive,  
New Westminster, B.C. V3M 6G2
- .24 NRC - National Research Council, Building  
M-58, 1200 Montreal Road, Ottawa, Ontario K1A  
0R6 URL <http://www.nrc.gc.ca>
- .25 NSPE National Society of Professional  
Engineers, 1420 King Street, Alexandria, VA  
U.S.A. 22314-2794 URL <http://www.nspe.org>
- .26 QPL - Qualification Program List, c/o  
Canadian General Standards Board, Place du  
Portage, Phase III, 6B1, 11 Laurier Street,  
Hull, Quebec K1A 1G6 URL  
<http://www.pwgsc.gc.ca/cgsb>
- .27 RAIC Royal Architectural Institute of Canada,  
55 Murray Street, Suite 330, Ottawa, Ontario,  
K1N 5M3 URL <http://www.raic.org>
- .28 SCC - Standards Council of Canada, 270 Albert  
Street, Suite 2000, Ottawa, Ontario K1P 6N7  
URL <http://www.scc.ca>
- .29 UL - Underwriters' Laboratories, 333  
Pfingsten Road, Northbrook, Illinois, U.S.A.  
60062-2096 URL <http://www.ul.com>
- .30 ULC - Underwriters' Laboratories of Canada, 7  
Crouse Road, Toronto, Ontario M1R 3A9 URL  
<http://www.ulc.ca>

## 1.3 Reference Standards

- .1 Within the text of the specifications,  
reference may be made to the following  
standards:
    - .1 AA - Aluminum Association
    - .2 ACI - American Concrete Institute
    - .3 ACEC - Association of Consulting  
Engineers of Canada
    - .4 AISC - American Institute of Steel  
Construction
    - .5 ANSI - American National Standards  
Institute
    - .6 API - American Petroleum Institute
    - .7 ASPT - Association for Asphalt Paving  
Technologists
    - .8 ASME - American Society of Mechanical  
Engineers
    - .9 ASTM - American Society for Testing and  
Materials
-

1.3 Reference  
Standards  
(Cont'd)

- .1 (Cont'd)
- .10 AWMAC - Architectural Woodwork Manufacturers Association of Canada
  - .11 AWWA - American Wire Producers Association
  - .12 AWS - American Welding Society
  - .13 CCA - Canadian Construction Association
  - .14 CCDC - Canadian Construction Documents Committee
  - .15 CCME - Canadian Council of Ministers of the Environment
  - .16 CEC - Canadian Electrical Code (published by CSA)
  - .17 CEMA - Canadian Electrical Manufacturer's Association
  - .18 CEPA - Canadian Environmental Protection Act
  - .19 CGSB - Canadian General Standards Board
  - .20 CISC - Canadian Institute of Steel Construction
  - .21 CLA - Canadian Lumberman's Association
  - .22 CPCA - Canadian Painting Contractors' Association
  - .23 CPCI - Canadian Prestressed Concrete Institute
  - .24 CPMA - Canadian Paint Manufacturers Association
  - .25 CRCA - Canadian Roofing Contractors Association
  - .26 CSA - Canadian Standards Association
  - .27 CSC - Construction Specifications Canada
  - .28 CSSBI - Canadian Sheet Steel Building Institute
  - .29 ECP - Environmental Choice Program
  - .30 EIMA - EIFS Industry Manufacturer's Association
  - .31 EPA - Environmental Protection Agency
  - .32 FGMA - Flat Glass Manufacturers Association
  - .33 FM - Factory Mutual Engineering Corporation
  - .34 GRI - Geosynthetic Research Institute
  - .35 ICEA - Insulated Cable Engineers Association
  - .36 IEEE - Institute of Electrical and Electronic Engineers
  - .37 IPCEA - Insulated Power Cable Engineers Association
  - .38 LSGA - Laminators Safety Glass Association
  - .39 MSS Manufacturers Standardization Society of the Valve and Fittings Industry
  - .40 NAAMM - National Association of Architectural Metal Manufacturers
  - .41 NBC - National Building Code



1.3 Reference Standards (Cont'd)	.1	(Cont'd)
		.42 NEMA - National Electrical Manufacturers Association
		.43 NFPA - National Fire Protection Association
		.44 NHLA - National Hardwood Lumber Association
		.45 NLGA - National Lumber Grades Authority
		.46 NSPE - National Society of Professional Engineers
		.47 RAIC - Royal Archtectural Institute of Canada
		.48 SSPC - Steel Structures Painting Council
		.49 TTMAC - Terrazzo, Tile and Marble Association of Canada
		.50 ULC - Underwriters' Laboratories of Canada

## PART 2 - PRODUCTS

2.1 Not Used	.1	Not Used.
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## PART 3 - EXECUTION

.2	Not Used.
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## PART 2 - PRODUCTS

2.1 Not Used	.1	Not Used.
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## PART 3 - EXECUTION

3.1 Not Used	.1	Not Used.
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END



## PART 1 - GENERAL

- |                                      |    |   |
|--------------------------------------|----|---|
| <u>1.1 Precedence</u>                | .1 | For Federal Government projects, Division 1 Sections take precedence over technical specification sections in other Divisions of this Project Manual.   |
| <u>1.2 Installation and Removal</u>  | .1 | Provide temporary utilities controls in order to execute work expeditiously.  |
|                                      | .2 | Remove from site all such work after use.   |
|                                      | .3 | Remove temporary facilities from site when directed by Engineer.  |
| <u>1.3 Dewatering</u>                | .1 | Provide temporary drainage and pumping facilities to keep excavations and site free from standing water.  |
| <u>1.4 Water Supply</u>              | .1 | DND can provide, free of charge, temporary water for construction purposes.   |
|                                      | .2 | Engineer will determine delivery points and quantitative limits. Engineer's written permission is required before any connection is made.   |
|                                      | .3 | Provide, at no cost to DND, all equipment and temporary lines to bring these services to work area.   |
|                                      | .4 | Supply of temporary services by DND is subject to DND requirements and may be discontinued by Engineer at any time without notice, without any acceptance of any liability for damage or delay caused by such withdrawal of temporary services. |
| <u>1.5 Temporary Power and Light</u> | .1 | DND can provide, free of charge, temporary electric power for construction purposes   |
|                                      | .2 | Engineer will determine delivery points and quantitative limits. Engineer's written   |

1.5 Temporary Power .2  
and Light  
(Cont'd)

- (Cont'd)
- 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 work area.
- .4 Supply of temporary services by DND is subject to DND requirements and may be discontinued by Engineer at any time without notice, without any acceptance of any liability for damage or delay caused by such withdrawal of temporary services.
- .5 Provide and maintain temporary lighting throughout project. Ensure level of illumination on all floors and stairs is not less than 162 lx.
- .6 Electrical power and lighting systems installed under this Contract may be used for construction requirements only with prior approval of Engineer provided that guarantees are not affected. Make good damage to electrical system caused by use under this Contract. Replace lamps which have been used for more than 3 months.

1.6 Temporary  
Communication  
Facilities

- .1 Provide and pay for temporary telephone, fax, data hook up, lines and equipment necessary for own use.

1.7 Fire  
Protection

- .1 Provide and maintain temporary fire protection equipment during performance of Work required by governing codes, regulations and bylaws.
- .2 Burning rubbish and construction waste materials is not permitted on site.

PART 2 - PRODUCTS

2.1 Not Used .1 Not Used.

PART 3 - EXECUTION

3.1 Not Used .1 Not Used.

END



PART 1 - GENERAL

<u>1.1 Section Includes</u>	.1	Construction aids.
	.2	Office and sheds.
	.3	Parking.
	.4	Project identification.
<u>1.2 Precedence</u>	.1	For Federal Government projects, Division 1 Sections take precedence over technical specification sections in other Divisions of this Project Manual.
<u>1.3 Related Sections</u>	.1	Section 01 51 00 - Temporary Utilities.
<u>1.4 References</u>	.1	Canadian General Standards Board (CGSB) .1 CGSB 1-GP-189M, Primer, Alkyd, Wood, Exterior. .2 CAN/CGSB-1.59-97, Alkyd Exterior Gloss Enamel.
	.2	Canadian Standards Association (CSA International) .1 CAN/CSA-A23.1-00, Concrete Materials and Methods for Concrete Construction/Method of Test for Concrete. .2 CSA O121-M1978 (R1998), Douglas Fir Plywood. .3 CSA Z321-96, Signs and Symbols for the Occupational Environment.
<u>1.5 Installation and Removal</u>	.1	Provide construction facilities in order to execute work expeditiously.
	.2	Remove from site all such work after use.
	.3	Remove temporary facilities from site when directed by DND Rep.

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- 1.6 Scaffolding
- .1 Design and construct scaffolding in accordance with CAN/CSA-S269.2-M87 (R1998).
  - .2 Construct and maintain scaffolding in rigid, secure and safe manner.
  - .3 Erect scaffolding independent of walls. Remove promptly when no longer required.
  - .4 Provide and maintain scaffolding, ramps, ladders, swing staging, platforms or temporary stairs.
- 1.7 Hoisting
- .1 Provide, operate and maintain hoists required for moving of workers, materials and equipment. Make financial arrangements with Subcontractors for use thereof.
  - .2 Hoists shall be operated by qualified operator.
- 1.8 Elevators
- .1 Designated existing and permanent elevators may be used by construction personnel and transporting of materials. Co-ordinate use with DND Rep .
  - .2 Provide protective coverings for finish surfaces of cars and entrances.
- 1.9 Site Storage/Loading
- .1 Confine work and operations of employees by Contract Documents. Do not unreasonably encumber premises with products.
  - .2 Do not load or permit to load any part of Work with a weight or force that will endanger the Work.
- 1.10 Construction Parking
- .1 Parking will be permitted on site provided it does not disrupt performance of Work.
  - .2 Provide and maintain adequate access to project site.
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|---|----|--|
| <u>1.10 Construction<br/>Parking<br/>(Cont'd)</u>         | .3 | Build and maintain temporary roads where indicated and provide snow removal during period of Work.   |
|   | .4 | If authorized to use existing roads for access to project site, maintain such roads for duration of Contract and make good damage resulting from Contractors' use of roads.                  |
|   | .5 | Clean runways and taxi areas where used by Contractor's equipment.   |
| <u>1.11 Security</u>                                      | .1 | Erect temporary site enclosure using new 1.2 m high snow fence wired to rolled steel "T" bar fence posts spaced at 2.4 m oc. Provide one lockable truck gate. Maintain fence in good repair. |
|   | .2 | Provide and pay for responsible security personnel to guard site and contents of site after working hours and during holidays as directed by DND Rep.  |
| <u>1.12 Equipment,<br/>Tool and Materials<br/>Storage</u> | .1 | Provide and maintain, in a clean and orderly condition, lockable weatherproof sheds for storage of tools, equipment and materials.   |
|   | .2 | Locate materials not required to be stored in weatherproof sheds on site in a manner to cause least interference with work activities.   |
| <u>1.13 Sanitary<br/>Facilities</u>                       | .1 | Provide sanitary facilities for work force in accordance with governing regulations and ordinances.  |
|   | .2 | Post notices and take such precautions as required by local health authorities. Keep area and premises in sanitary condition.  |
|   | .3 | Permanent facilities may be used on approval of DND Rep.   |
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- |                                  |    |  |
|----------------------------------|----|--|
| <u>1.14 Construction Signage</u> | .1 | Signs and notices for safety and instruction shall be in English or Graphic symbols and shall conform to Z321-96.  |
|                                  | .2 | Maintain approved signs and notices in good condition for duration of project, and dispose of off site on completion of project or earlier if directed by DND Rep. |

PART 2 - PRODUCTS

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|---------------------|----|-----------|
| <u>2.1 Not Used</u> | .1 | Not Used. |
|---------------------|----|-----------|

PART 3 - EXECUTION

- |                     |    |           |
|---------------------|----|-----------|
| <u>3.1 Not Used</u> | .1 | Not Used. |
|---------------------|----|-----------|

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END

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PART 1 - GENERAL

1.1 Section <u>Includes</u>	.1	Progressive cleaning.
	.2	Final cleaning.
1.2 <u>Precedence</u>	.1	For Federal Government projects, Division 1 Sections take precedence over technical specification sections in other Divisions of this Project Manual.
1.3 <u>Related Section</u>	.1	Section 01 77 00 - Closeout Procedures.
1.4 <u>Project Cleanliness</u>	.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 regularly scheduled times or dispose of as directed by DND Rep. Do not burn waste materials on site.
	.3	Clear snow and ice from access to building, bank/pile snow in designated areas only.
	.4	Make arrangements with and obtain permits from authorities having jurisdiction for disposal of waste and debris.
	.5	Remove all waste materials and debris from site and dispose off DND property. Provide following information to DND Rep: .1 Provide a Certificate of Disposal indicating the following: .1 Date of disposition. .2 Time of disposition. .3 Location of disposition. .4 Name of Vehicle operator. .5 Vehicle License Number.
	.6	Provide on-site containers for collection of waste materials and debris.
	.7	Provide and use clearly marked separate bins for recycling.

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1.4 Project  
Cleanliness  
(Cont'd)

- .8 Remove waste material and debris from site at end of each working day.
- .9 Clean interior areas prior to start of finish work, and maintain areas free of dust and other contaminants during finishing operations.
- .10 Store volatile waste in covered metal containers, and remove from premises at end of each working day.
- .11 Provide adequate ventilation during use of volatile or noxious substances. Use of building ventilation systems is not permitted for this purpose.
- .12 Use only cleaning materials recommended by manufacturer of surface to be cleaned, and as recommended by cleaning material manufacturer.
- .13 Schedule cleaning operations so that resulting dust, debris and other contaminants will not fall on wet, newly painted surfaces nor contaminate building systems.
- .14 Foreign Object Damage control or FOD will be exercised on a continuous basis in vicinity of aircraft, runways or aprons. Control all blowing debris at all times. DND Rep will coordinate and approve Contractors plans to fulfill this requirement.

1.5 Final Cleaning

- .1 In preparation for acceptance of the project, on an interim or final certificate of completion, perform final cleaning.
- .2 When Work is Substantially Performed, remove surplus products, tools, construction machinery and equipment not required for performance of remaining Work.
- .3 Remove waste products and debris other than that caused by others, and leave Work clean and suitable for occupancy.
- .4 Prior to final review, remove surplus products, tools, construction machinery and equipment.

1.5 Final Cleaning  
(Cont'd)

- .5 Remove waste products and debris other than that caused by Owner or other Contractors.
- .6 Make arrangements with and obtain permits from authorities having jurisdiction for disposal of waste and debris.
- .7 Clean and polish glass, mirrors, hardware, wall tile, stainless steel, chrome, porcelain enamel, baked enamel, plastic laminate, and mechanical and electrical fixtures. Replace broken, scratched or disfigured glass.
- .8 Remove stains, spots, marks and dirt from decorative work, electrical and mechanical fixtures, furniture fitments, walls, and floors.
- .9 Clean lighting reflectors, lenses, and other lighting surfaces.
- .10 Vacuum clean and dust building interiors, behind grilles, louvres and screens.
- .11 Wax, seal, shampoo or prepare floor finishes, as recommended by manufacturer.
- .12 Inspect finishes, fitments and equipment and ensure specified workmanship and operation.
- .13 Broom clean and wash exterior walks, steps and surfaces; rake clean other surfaces of grounds.
- .14 Remove dirt and other disfiguration from exterior surfaces.
- .15 Clean and sweep roofs, gutters, areaways, and sunken wells.
- .16 Sweep and wash clean paved areas.
- .17 Clean equipment and fixtures to a sanitary condition; clean or replace filters of mechanical equipment.
- .18 Clean roofs, downspouts, and drainage systems.
- .19 Remove debris and surplus materials from crawl areas and other accessible concealed spaces.
- .20 Remove snow and ice from access to building.

.21 Leave entire work area neat and clean.

PART 2 - PRODUCTS

2.1 Not Used .1 Not Used.

PART 3 - EXECUTION

3.1 Not Used .1 Not Used.

END

PART 1 - GENERAL

- |                                       |    |  |
|---------------------------------------|----|--|
| <u>1.1 Section Includes</u>           | .1 | Administrative procedures preceding preliminary and final inspections of Work.   |
| <u>1.2 Precedence</u>                 | .1 | For Federal Government projects, Division 1 Sections take precedence over technical specification sections in other Divisions of this Project Manual.  |
| <u>1.3 Related Sections</u>           | .1 | Section 01 78 00- Closeout Submittals.   |
| <u>1.4 Inspection and Declaration</u> | .1 | Contractor's Inspection: Contractor and all Subcontractors shall conduct an inspection of Work, identify deficiencies and defects, and repair as required to conform to Contract Documents.<br>.1 Notify DND Rep in writing of satisfactory completion of Contractor's Inspection and that corrections have been made.<br>.2 Request DND Rep's Inspection.   |
|                                       | .2 | DND Rep's Inspection: DND Rep and Contractor will perform inspection of Work to identify obvious defects or deficiencies. Contractor shall correct Work accordingly.   |
|                                       | .3 | Completion: submit written certificate that following have been performed:<br>.1 Work has been completed and inspected for compliance with Contract Documents.<br>.2 Defects have been corrected and deficiencies have been completed.<br>.3 Equipment and systems have been tested, adjusted and balanced and are fully operational.<br>.4 Operation of systems have been demonstrated to Owner's personnel.<br>.5 Work is complete and ready for Final Inspection. |
|                                       | .4 | Final Inspection: when items noted above are completed, request final inspection of Work by DND Rep , and Contractor . If Work is deemed   |
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1.4 Inspection and Declaration (Cont'd)	.4	Final Inspection:(Cont'd) incomplete by DND Rep , complete outstanding items and request reinspection.
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PART 2 - PRODUCTS

<u>2.1 Not Used</u>	.1	Not Used.
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PART 3 - EXECUTION

<u>3.1 Not Used</u>	.1	Not Used.
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END



PART 1 - GENERAL

<u>1.1 Section Includes</u>	.1	As-built, samples, and specifications.
	.2	Equipment and systems.
	.3	Product data, materials and finishes, and related information.
	.4	Operation and maintenance data.
	.5	Spare parts, special tools and maintenance materials.
	.6	Warranties and bonds.
	.7	Final site survey.
<u>1.2 Precedence</u>	.1	For Federal Government projects, Division 1 Sections take precedence over technical specification sections in other Divisions of this Project Manual.
<u>1.3 Related Sections</u>	.1	Section 01 77 00 - Closeout Procedures.
<u>1.4 Submission</u>	.1	Prepare instructions and data using personnel experienced in maintenance and operation of described products.
	.2	Prior to Substantial Performance of the Work, submit to the DND Rep, three final copies of operating and maintenance manuals in English.
	.3	Ensure spare parts, maintenance materials and special tools provided are new, undamaged or defective, and of same quality and manufacture as products provided in Work.
	.4	If requested, furnish evidence as to type, source and quality of products provided.
	.5	Defective products will be rejected, regardless of previous inspections. Replace products at own expense.
	.6	Pay costs of transportation.

1.5 Format

- .1 Assemble, coordinate, bind and index required data into Operation and Maintenance Manual. Organize data in the form of an instructional manual.
- .2 Organize data into same numerical order as contract specifications.
- .3 Provide O & M manual in PDF format on CD. Manual is to be FULLY INDEXED or BOOKMARKED.
- .4 Provide 1:1 scaled CAD files in dwg format on CD.
- .5 Only If requested by the DND Rep provide O % M Manuals in Binders: vinyl, hard covered, 3 'D' ring, loose leaf 219 x 279 mm with spine and face pockets.
- .6 Drawings: provide with reinforced punched binder tab. Bind in with text; fold larger drawings to size of text pages.
- .7 When multiple binders are used, correlate data into related consistent groupings. Identify contents of each binder on spine.
- .8 Cover: Identify each binder with type or printed title 'Project Record Documents'; list title of project and identify subject matter of contents.
- .9 Provide tabbed fly leaf for each separate product and system, with typed description of product and major component parts of equipment.
- .10 Text: Manufacturer's printed data, or typewritten data.

1.6 Contents - Each Volume

- .1 Cover sheet containing:
  - .1 Date submitted.
  - .2 Project title, location and project number.
  - .3 Names and addresses of Contractor, and all Sub-contractors.
- .2 Table of Contents.
- .3 Warranties, guarantees.
- .4 Copies of approvals, and certificates.

- 1.6 Contents - Each .5  
Volume  
(Cont'd)
- .5 Provide data as specified in individual sections of this specification with schedule of products and systems, indexed to content of volume.
- .6 For each product or system: list names, addresses and telephone numbers of subcontractors and suppliers, including local source of supplies and replacement parts.
- .7 Nameplate information including equipment number, make, size, capacity, model number and serial number.
- .8 Parts list.
- .9 Installation details.
- .10 Operating instructions.
- .11 Maintenance instructions for equipment.
- .12 Maintenance instructions for finishes.
- .13 One complete set of reviewed final shop drawings and product data.
- .14 Drawings: supplement product data to illustrate relations of component parts of equipment and systems, to show control and flow diagrams.
- .15 Typewritten Text: as required to supplement product data. Provide logical sequence of instructions for each procedure, incorporating manufacturer's instructions.
- 1.7 As-builts and .1  
Samples
- .1 In addition to requirements in General Conditions, maintain one record copy of:
- .1 Contract Drawings.
- .2 Specifications.
- .3 Addenda.
- .4 Change Orders and other modifications to the Contract.
- .5 Reviewed shop drawings, product data, and samples.
- .6 Field test records.
- .7 Inspection certificates.
- .8 Manufacturer's certificates.
- .2 Store record documents and samples in field office apart from documents used for
-

- 1.7 As-builts and Samples  
(Cont'd)
- 
- .2 (Cont'd)  
construction. Provide files, racks, and secure storage.
- .3 Label record documents and file in accordance with Section number listings in List of Contents of this Project Manual. Label each document "PROJECT RECORD" in neat, large, printed letters.
- .4 Maintain record documents in clean, dry and legible condition. Do not use record documents for construction purposes.
- .5 Keep record documents and samples available for inspection by DND Rep.
- .6 Identify each drawing in lower right hand corner in letters 12 mm high to read: "As Built Drawings", with Signature of Contractor and Date.
- 1.8 Recording Actual Site Conditions
- 
- .1 Record information on set of black lineopaque drawings, provided by DND Rep
- .2 Provide felt tip marking pens, maintaining separate colours for each major system, for recording information.
- .3 Maintain project record drawings and record accurately any deviations from Contract documents.
- .4 Record information concurrently with construction progress to show all work as actually installed including change orders. Do not conceal Work until required information is recorded.
- .5 Contract Drawings and shop drawings: legibly mark each item to record actual construction, including:
- .1 Measured depths of elements of foundation in relation to finish first floor datum.
- .2 Measured horizontal and vertical locations of underground utilities and appurtenances, referenced to permanent surface improvements.
- .3 Measured locations of internal utilities and appurtenances, referenced to visible and accessible features of construction.
- .4 Field changes of dimension and detail.
-

- |  |    |   |
|--|----|---|
| 1.8 Recording<br>Actual Site<br>Conditions<br>(Cont'd) | .5 | Contract Drawings and shop drawings: (Cont'd)<br>.5 Changes made by change orders.<br>.6 Details not on original Contract Drawings.<br>.7 References to related shop drawings and modifications.  |
|  | .6 | Specifications: legibly mark each item to record actual construction, including:<br>.1 Manufacturer, trade name, and catalogue number of each product actually installed, particularly optional items and substitute items.<br>.2 Changes made by Addenda and change orders.  |
|  | .7 | Other Documents: maintain manufacturer's certifications, inspection certifications, field test records, required by individual specifications sections.   |
| 1.9 As Built<br>Drawings                               | .1 | At completion of project and prior to final inspection, transfer as-built notations to second paper drawing set and submit to DND Rep for review.<br>.1 Prepare as-built drawings in AutoCAD format following same conventions used for original design drawings or use DND CAD Standards ie: levels, colors, weights, etc.<br>.2 In addition to as-built printed set, drawings shall be submitted in electronic file format (both AutoCAD and PDF) on CD or DVD media. |
| 1.10 As Built<br>Survey Drawings                       | .1 | Provide "As-Built Survey" with project deviations relative to DND survey monuments and obtain an accurate record of all manhole locations, catch basins, storm outfalls, sewer alignment, utilities (ie: elec, gas, telecom, etc), paint lines, roads, sidewalks, etc. pertinent to the project.  |
|  | .2 | Submit survey with final record drawing submission.   |
|  | .3 | Use GPS and Total station to survey new installations and surface features, including underground utility lines.  |
|  | .4 | All surveys to be performed by a Registered Alberta Land Surveyor.  |

1.10 As Built  
Survey Drawings  
(Cont'd)

- .5 Horizontal and vertical accuracy shall be minimum Third Order. Vertical and horizontal control in the vicinity of survey shall be used.
- .6 All control point information and coordinate system (NAD 83-UTM) used must be obtained at 4 Wing WCE GIS cell prior to starting the survey.
- .7 Accuracy: Horizontal - third order (Northing & Easting coordinates); Vertical (control points, Building floor elevation, Manhole & catchbasin only), - third order. Vertical (all other features), total station elevations.
- .8 Control points and temporary iron bars used, along with their coordinates and elevations must be indicated on each survey drawing.
- .9 An electronic drawing copy of existing site will be provided by WCE GIS.
- .10 Provide one as-built hard copy drawing set. Submit final drawing set on full size media using DND CAD Standard Drawing Sheet.
- .11 In addition to as-built printed set, drawings shall be submitted in electronic file format (both AutoCAD and PDF) on CD/DVD.
- .12 Provide as-built electronic copy in AutoCAD 3D file format. Ensure all features are drawn in 3D (x y z).
- .13 Follow DND CAD and GIS Standards for easy incorporation of data into existing GIS spatial database.
- .14 Provide comma delimited ASCII text file for each survey point: Point Number, Easting, Northing, Elevation, Feature Class Name/Layer Name/Survey Code and optional description.
- .15 For information regarding WCE GIS system contact: 4WCE GIS Co-ordinator at (780)840-8000 ext 8251.

1.11 Water Valve  
Markers

- .1 Install DND supplied blue marker stake at each water valve location. Markers are provided by DND WCE Plumbing Shop @ loc 8427.

1.12 Equipment and  
Systems

- .1 Each Item of Equipment and Each System: include description of unit or system, and component parts. Give function, normal operation characteristics, and limiting conditions. Include performance curves, with engineering data and tests, and complete nomenclature and commercial number of replaceable parts.
- .2 Panel board circuit directories: provide electrical service characteristics, controls, and communications.
- .3 Include installed colour coded wiring diagrams.
- .4 Operating Procedures: include start-up, break-in, and routine normal operating instructions and sequences. Include regulation, control, stopping, shut-down, and emergency instructions. Include summer, winter, and any special operating instructions.
- .5 Maintenance Requirements: include routine procedures and guide for trouble-shooting; disassembly, repair, and reassembly instructions; and alignment, adjusting, balancing, and checking instructions.
- .6 Provide servicing and lubrication schedule, and list of lubricants required.
- .7 Include manufacturer's printed operation and maintenance instructions.
- .8 Include sequence of operation by controls manufacturer.
- .9 Provide original manufacturer's parts list, illustrations, assembly drawings, and diagrams required for maintenance.
- .10 Provide installed control diagrams by controls manufacturer.
- .11 Provide Contractor's coordination drawings, with installed colour coded piping diagrams.
- .12 Provide charts of valve tag numbers, with location and function of each valve, keyed to flow and control diagrams.

1.12 Equipment and  
Systems  
(Cont'd)

- .13 Provide list of original manufacturer's spare parts, current prices, and recommended quantities to be maintained in storage.
- .14 Include test and balancing reports.
- .15 Additional requirements: As specified in individual specification sections.

1.13 Materials and  
Finishes

- .1 Building Products, Applied Materials, and Finishes: include product data, with catalogue number, size, composition, and colour and texture designations. Provide information for re-ordering custom manufactured products.
- .2 Instructions for cleaning agents and methods, precautions against detrimental agents and methods, and recommended schedule for cleaning and maintenance.
- .3 Moisture-protection and Weather-exposed Products: include manufacturer's recommendations for cleaning agents and methods, precautions against detrimental agents and methods, and recommended schedule for cleaning and maintenance.
- .4 Additional Requirements: as specified in individual specifications sections.

1.14 Spare Parts

- .1 Provide spare parts, in quantities specified in individual specification sections.
- .2 Provide items of same manufacture and quality as items in Work.
- .3 Deliver to location as directed; place and store.
- .4 Receive and catalogue all items. Submit inventory listing to DND Rep. Include approved listings in Maintenance Manual. Include the following:
  - .1 Part number.
  - .2 Identification of equipment or system for which parts are applicable.
  - .3 Installation instructions as applicable.
  - .4 Name and address of nearest supplier.
- .5 Obtain receipt for delivered products and submit prior to final payment.



- |  |    |   |
|--|----|---|
| <u>1.15 Maintenance Materials</u>            | .1 | Provide maintenance and extra materials, in quantities specified in individual specification sections.  |
|  | .2 | Provide items of same manufacture and quality as items in Work.   |
|  | .3 | Deliver to location as directed; place and store.   |
|  | .4 | Receive and catalogue all items. Submit inventory listing to DND Rep. Include approved listings in Maintenance Manual.  |
|  | .5 | Identify, on carton or package, colour, room No., system or area as applicable where item is used   |
|  | .6 | Obtain receipt for delivered products and submit prior to final payment.  |
| <u>1.16 Special Tools</u>                    | .1 | Provide special tools, in quantities specified in individual specification section.   |
|  | .2 | Provide items with tags identifying their associated function and equipment.  |
|  | .3 | Deliver to location as directed; place and store.   |
|  | .4 | Receive and catalogue all items. Submit inventory listing to DND Rep. Include approved listings in Maintenance Manual and Include the following:<br>.1 Identification tag reference.<br>.2 Identification of equipment or system for which tools are applicable.<br>.3 Instruction on intended use of tool. |
| <u>1.17 Storage, Handling and Protection</u> | .1 | Store spare parts, maintenance materials, and special tools in manner to prevent damage or deterioration.   |
|  | .2 | Store in original and undamaged condition with manufacturer's seal and labels intact.   |
|  | .3 | Store components subject to damage from weather in weatherproof enclosures.   |
|  | .4 | Store paints and freezable materials in a heated and ventilated room.   |

<u>1.17 Storage, Handling and Protection (Cont'd)</u>	.5	Remove and replace damaged products at own expense and to satisfaction of DND Rep.
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<u>1.18 Warranties and Bonds</u>	.1	Separate each warranty or bond with index tab sheets keyed to Table of Contents listing.
	.2	List subcontractor, supplier, and manufacturer, with name, address, and telephone number of responsible principal.
	.3	Obtain warranties and bonds, executed in duplicate by subcontractors, suppliers, and manufacturers, within ten days after completion of the applicable item of work.
	.4	Except for items put into use with Owner's permission, leave date of beginning of time of warranty until the Date of Substantial Performance is determined.
	.5	Verify that documents are in proper form, contain full information, and are notarized.
	.6	Co-execute submittals when required.
	.7	Retain warranties and bonds until time specified for submittal.

## PART 2 - PRODUCTS

<u>2.1 Not Used</u>	.1	Not Used.
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## PART 3 - EXECUTION

<u>3.1 Not Used</u>	.1	Not Used.
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PART 1 - GENERAL

- |                                |    |   |
|--------------------------------|----|---|
| <u>1.1 Outline of Work</u>     | .1 | Comply with the requirements of this Section when performing the following work:<br>.1 Removing products containing asbestos at locations specified by Engineer.<br>.2 Cutting, shaping, grinding, drilling or abrading materials containing asbestos using hand powered tools, or using power tools equipped with a HEPA filter. |
| <u>1.2 Definitions</u>         | .1 | HEPA vacuum: High Efficiency Particulate Air<br>□filtered vacuum equipment with a filter system capable of collecting and retaining fibres greater than 0.3 microns in any direction at 99.97% efficiency.  |
|                                | .2 | Amended water: water with a non-ionic surfactant wetting agent added to reduce water tension to allow thorough wetting of fibres.   |
| <u>1.3 Regulatory Agencies</u> | .1 | Comply with Federal, Provincial, and local requirements pertaining to asbestos, provided that in any case of conflict among these requirements or with these specifications the more stringent requirement shall apply.   |
| <u>1.4 Submittals</u>          | .1 | Submit proof satisfactory to the Engineer that suitable arrangements have been made to dispose of asbestos-containing waste in accordance with requirements of authority having jurisdiction.   |
| <u>1.5 Existing Conditions</u> | .1 | Reports and information pertaining to material containing asbestos to be handled, removed, or otherwise disturbed during this project are available for inspection with Engineer.   |
|                                | .2 | Notify the Engineer of friable material discovered during the work and not apparent from report pertaining to the work. Do not disturb such material pending instructions from the Engineer.  |

1.6 Instruction  
and Training

- .1 Before commencing work provide to the Engineer satisfactory proof that every worker has had instruction and training in the hazards of asbestos exposure, in personal hygiene and work practices, and in the use, cleaning, and disposal, of respirators and protective clothing.
- .2 Instruction and training related to respirators shall include instruction and training related to:
  - .1 The limitations of the equipment.
  - .2 The inspection and maintenance of the equipment.
  - .3 The fitting of the equipment.
  - .4 The disinfecting of the equipment.

1.7 Worker  
Protection

- .1 Respirators: Provide workers with personally issued and marked as to efficiency and purpose non-powered reusable or replaceable filter type air purifying respirators suitable for protection against asbestos and acceptable to the Provincial Authority having jurisdiction.
- .2 Protective Clothing: Provide workers with full body disposable type coveralls.
- .3 Eating, drinking, chewing, and smoking, are not permitted in the work area.
- .4 Before leaving the work area workers shall decontaminate their protective clothing using a HEPA vacuum or by damp wiping. Store protective clothing in clean plastic bag for reuse, or if protective clothing is not to be reused, dispose of as contaminated waste.
- .5 Workers shall wash hands and face when leaving the work area. Facilities for washing are located as indicated by Engineer.

1.8 Hours of Work

- .1 Work shall be performed as directed by Engineer.
-

## PART 2 - PRODUCTS

- 2.1 Materials
- .1 Drop Sheets: 0.15 mm thick polyethylene.
    - .1 Polyethylene: 0.15 mm thick.
    - .2 FR polyethylene: 0.15 mm thick woven fibre reinforced fabric bonded both sides with polyethylene.
  - .2 Wetting Agent: 50% polyoxyethylene ester and 50% polyoxyethylene ether mixed with water in a concentration to provide thorough wetting of asbestos-containing material.
  - .3 Waste Containers: waste shall be contained in two separate containers. The inner container shall be a 0.15 mm thick sealable polyethylene waste bag. The outer container shall be a sealable metal or fibre type where there are sharp objects included in the waste material; otherwise the outer container may be a sealable metal or fibre type or a second 0.15 mm thick sealable polyethylene bag. Waste containers shall have a preprinted cautionary asbestos warning in both official languages clearly visible when ready for removal to disposal site.

## PART 3 - EXECUTION

- 3.1 Procedures
- .1 Before beginning work remove visible dust from surfaces in the work area where dust is likely to be disturbed during the course of the work. Use HEPA vacuum, or damp cloths where damp cleaning does not create a hazard and is otherwise appropriate. Do not use compressed air to clean up or remove dust from any surface.
  - .2 Prevent the spread of dust from the work area using measures appropriate to the work to be done. Use FR polyethylene drop sheets over flooring such as carpeting that absorbs dust and over all flooring in work areas where dust and contamination cannot otherwise be safely contained.
  - .3 Wet materials containing asbestos to be cut, ground, abraded, drilled, or otherwise disturbed unless wetting creates a hazard or causes damage. Use garden reservoir type low

3.1 Procedures  
(Cont'd)

- .3 (Cont'd)  
velocity fine mist sprayer. Perform work in a manner to reduce dust creation to lowest levels practicable. All work will be subject to visual inspection and air monitoring. Any contamination of surrounding areas indicated by visual inspection or air monitoring will require the complete enclosure and clean-up of the affected areas.
- .4 Cleanup:  
.1 Frequently during the work and immediately after completion of the work clean up dust and waste containing asbestos using a HEPA vacuum or by damp mopping.  
.2 Place dust and waste containing asbestos in sealed dust-tight waste bags. Drop sheets and disposable protective clothing shall be treated as asbestos waste and shall be wetted and folded to contain dust and then placed in waste bags.  
.3 Immediately before their removal from the work area, and disposal, clean each filled waste bag using damp cloths or HEPA vacuum and place in second clean waste bag.  
.4 Seal and remove from site. Dispose of in accordance with requirements of Provincial and Federal authority having jurisdiction. Supervise dumping and ensure that dump operator is fully aware of hazardous nature of material to be dumped and that guidelines and regulations for asbestos disposal are followed.  
.5 Perform final thorough cleanup of work areas and adjacent areas affected by the work using HEPA vacuum.

PART 1 - GENERAL

- |                                |    |   |
|--------------------------------|----|---|
| <u>1.1 Outline of Work</u>     | .1 | Comply with the requirements of this Section when performing the following work:<br>.1 Removing suspended ceilings, or parts thereof, as indicated by Engineer.<br>.2 Removal of asbestos-containing material from piping, equipment or other materials containing asbestos as indicated by Engineer.<br>.3 Enclosure of friable asbestos-containing material as indicated by Engineer.<br>.4 The application of tape or sealant or other covering to pipe and boiler insulation containing asbestos. |
| <u>1.2 Definitions</u>         | .1 | HEPA vacuum: High Efficiency Particulate Air filtered vacuum equipment with a filter system capable of collecting and retaining fibres greater than 0.3 microns in any dimension at 99.97% efficiency.  |
|                                | .2 | Amended water: Water with a non-ionic surfactant wetting agent added to reduce water tension to allow wetting of fibres.  |
|                                | .3 | Authorized visitor: the Engineer or his representative, and persons representing regulatory agencies.   |
| <u>1.3 Regulatory Agencies</u> | .1 | Comply with Federal, Provincial, and local requirements pertaining to asbestos, provided that in any case of conflict among these requirements or with these specifications the more stringent requirement shall apply.   |
| <u>1.4 Submittals</u>          | .1 | Submit proof satisfactory to the Engineer that suitable arrangements have been made to dispose of asbestos-containing waste in accordance with requirements of authority having jurisdiction.   |

- 1.5 Existing Conditions
- .1 Reports and information pertaining to material containing asbestos to be handled, removed, or otherwise disturbed during this project are available for inspection with Engineer.
  - .2 Notify the Engineer of friable material discovered during the work and not apparent from the report pertaining to the work. Do not disturb such material pending instructions from the Engineer.
- 1.6 Instruction and Training
- .1 Before commencing work provide to the Engineer satisfactory proof that every worker has had instruction and training in the hazards of asbestos exposure, in personal hygiene and work practices, and in the use, cleaning, and disposal, of respirators and protective clothing.
  - .2 Instruction and training related to respirators shall include instruction and training related to:
    - .1 The limitations of the equipment.
    - .2 The inspection and maintenance of the equipment.
    - .3 The fitting of the equipment.
    - .4 The disinfecting of the equipment.
- 1.7 Worker Protection
- .1 Respirators: Provide workers with personally issued and marked as to efficiency and purpose non-powered reusable or replaceable filter type air purifying respirators suitable for protection against asbestos and acceptable to the Provincial Authority having jurisdiction. Workers shall wear and use the equipment while in the work area.
  - .2 Protective Clothing: Provide workers with protective clothing that does not readily retain or permit penetration of asbestos fibres, and consists of full-body covering including head covering with snug fitting cuffs at wrists, ankles, and neck. Every worker who enters the work area shall wear protective clothing.
  - .3 Eating, drinking, chewing, and smoking, are not permitted in the work area.
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- 1.7 Worker Protection (Cont'd)
- .4 Before leaving the work area workers shall decontaminate their protective clothing using a HEPA vacuum or by damp wiping. Store clean protective clothing in clean plastic bag for reuse, or, if protective clothing is not to be reused, dispose of as contaminated waste.
  - .5 Workers shall wash hands and face when leaving the work area. Facilities for washing are located as indicated by Engineer.

- 1.8 Visitor Protection
- .1 Provide protective clothing and approved respirators to authorized visitors to the work areas.
  - .2 Instruct authorized visitors in the use of protective clothing, respirators, and procedures.

- 1.9 Hours of Work
- .1 Work shall be performed as indicated by Engineer.

## PART 2 - PRODUCTS

- 2.1 Materials
- .1 Drop & Enclosure Sheets:
    - .1 Polyethylene: 0.15 mm thick.
    - .2 FR polyethylene: 0.15 mm thick woven fibre reinforced fabric bonded both sides with polyethylene.
  - .2 Wetting Agent: 50% polyoxyethylene ester and 50% polyoxyethylene ether mixed with water in a concentration to provide thorough wetting of asbestos-containing material.
  - .3 Waste Containers: Waste shall be contained in two separate containers. The inner container shall be a 0.15 mm thick sealable polyethylene bag or where the glove bag method is used, the glove bag itself. The outer container shall be a sealable metal or fibre type where there are sharp objects included in the waste material; otherwise the outer container may be sealable metal or fibre type or a second 0.15 mm thick sealable polyethylene bag. Waste containers shall have a preprinted cautionary asbestos warning, in both official languages, clearly

- 2.1 Materials  
(Cont'd)
- .3 Waste Containers:(Cont'd)  
visible when ready for removal to disposal site.
  - .4 Glove-bag:
    - .1 Acceptable materials: Safe-T-Strip products in configuration suitable for work, or Alternative material approved by addendum during the tendering period in accordance with the Instructions to Tenderers. Bags intended for use at more than one location shall have internal zipper fasteners.
  - .5 Tape: Tape suitable for sealing polyethylene to surfaces under both wet conditions using amended water, and dry conditions.
  - .6 Slow drying sealer: non-staining, clear, water dispersible type that remains tacky on surface for at least 8 hours and designed for the purpose of trapping residual asbestos fibres. Sealer shall have flame spread and smoke developed rating less than 50 and be compatible with new fireproofing.

### PART 3 - EXECUTION

- 3.1 Procedures
- .1 Before beginning work, at each access to work areas, install warning signs in upper case 'Helvetica Medium' letters reading as follows: 'Caution Asbestos Hazard Area (25 mm) No Unauthorized Entry (19 mm) Wear Assigned Protective Equipment (19 mm) Breathing Asbestos Dust May Cause Serious Bodily Harm (7 mm) '.
  - .2 Before beginning work remove visible dust from surfaces in the work area where dust is likely to be disturbed during the course of the work. Use HEPA vacuum, or damp cloths where damp cleaning does not create a hazard and is otherwise appropriate. Do not use compressed air to clean up or remove dust from any surface.
  - .3 Prevent the spread of dust from the work area using measures appropriate to the work to be done. Use FR polyethylene drop sheets over flooring such as carpeting that absorbs dust and over all flooring in work areas where dust or contamination cannot otherwise be safely contained. When removing suspended ceilings

3.1 Procedures  
(Cont'd)

- .3 (Cont'd)  
and the walls themselves do not enclose the work area and when removing asbestos containing material from piping or equipment and the "glove-bag" method is not used erect an enclosure of polyethylene sheeting around the work area, shut off the mechanical ventilation system serving the work area and seal ventilation ducts to and from the work area.
- .4 When removing suspended ceilings, after gaining access to ceiling space, remove friable material on upper surfaces, as removal of ceiling panels progresses, using HEPA vacuum equipment.  
.1 Clean ceiling panels using HEPA vacuum, wrap clean panels in 0.10 mm thick polyethylene, and store in building as directed by Engineer.  
.2 Clean "T" grid suspension system, disconnect, wrap in 0.10 mm thick polyethylene, and store in building as directed by Engineer.
- .5 Other than loose material which shall be removed by HEPA vacuum, friable material containing asbestos to be removed or disturbed shall be thoroughly wetted before and during work unless wetting creates a hazard or causes damage. Use garden reservoir type low velocity fine mist sprayer. Perform work in a manner to reduce dust creation to lowest levels practicable.
- .6 Pipe Insulation Removal Using Glove-Bag:  
.1 Place tools necessary to remove insulation, in tool pouch. Wrap the bag around pipe and close zippers. Seal bag to pipe with cloth straps.  
.2 Place hands in gloves and use necessary tools to remove insulation. Arrange insulation in bag to obtain full capacity of bag.  
.3 Insert nozzle of spray pump into bag through valve and wash down pipe and interior of bag thoroughly. Wet surface of insulation in lower section of bag.  
.4 Waste material in bags intended for use at more than one location and which are equipped with internal zippers to seal off waste, shall be sealed off in lower sections of bag before bag is removed from pipe. Reinstall bag in new location before opening zip-lock.

3.1 Procedures  
(Cont'd)

- .6 (Cont'd)
- .5 If bag is to be moved along pipe, loosen straps, move bag, re-seal to pipe using double-pull zipper to pass hangers. Repeat stripping operation.
- .6 To remove bag after completion of stripping wash top section and tools thoroughly. Pull polyethylene waste container over glove-bag before removing from pipe. Release one strap and remove freshly washed tools. Place tools in water. Remove second strap and zipper. Fold over into waste container and seal.
- .7 After removal of bag ensure that pipe is free of all residue. Remove all residue using HEPA vacuum or wet cloths. Ensure that surfaces are free of sludge which after drying could release asbestos dust into atmosphere. Seal exposed surfaces of pipe and ends of insulation with slow-drying sealer to seal in any residual fibres.
- .8 Upon completion of work shift, cover exposed ends of remaining pipe insulation with polyethelene taped in place.
- .7 All work will be subject to visual inspection and air monitoring. Any contamination of surrounding areas indicated by visual inspection or air monitoring will require the complete enclosure and clean-up of affected areas.
- .8 Cleanup:
- .1 Frequently during the work and immediately after completion of the work clean up dust and waste containing asbestos using a HEPA vacuum or by damp mopping.
- .2 Place dust and waste containing asbestos in sealed dust-tight waste bags. Drop sheets and disposable protective clothing shall be treated as asbestos waste and shall be wetted and folded to contain dust and then placed in waste bags.
- .3 Immediately before their removal from the work area, and disposal, clean each filled waste bag using damp cloths or HEPA vacuum and place in second clean waste bag.
- .4 Seal and remove double-bagged waste from site. Dispose of in accordance with requirements of Provincial and Federal authority having jurisdiction. Supervise dumping and ensure that dump operator is fully aware of hazardous nature of material to be dumped and that guidelines and regulations for asbestos disposal are followed.

- 3.1 Procedures (Cont'd) .8 Cleanup: (Cont'd)  
.5 Perform final thorough cleanup of work areas and adjacent areas affected by the work using HEPA vacuum.
- 3.2 Air Monitoring .1 From commencement of work until completion of cleaning operations air samples will be taken outside of work area enclosures in accordance with Health and Welfare Canada recommendations.
- .2 If air monitoring shows that areas outside work area enclosures are contaminated, these areas shall be enclosed, maintained and cleaned, in the same manner as that applicable to work areas.

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END

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## PART 1 - GENERAL

- |     |                        |    |   |
|-----|------------------------|----|---|
| 1.1 | <u>Outline of Work</u> | .1 | Remove as specified all spray or trowel-applied asbestos-containing material located as indicated by Engineer except where removal is considered impracticable by Engineer.   |
|     |                        | .2 | Seal as specified all spray or trowel-applied asbestos-containing material located as indicated as indicated by Engineer and where removal is considered by Engineer to be impracticable.   |
|     |                        | .3 | Seal areas where asphaltic adhesive coating under spray or trowel-applied asbestos-containing material prevents complete removal of spray or trowel-applied asbestos-containing material.   |
|     |                        | .4 | Enclose as specified all spray or trowel-applied asbestos-containing material located as indicated by Engineer.   |
| 1.2 | <u>Definitions</u>     | .1 | HEPA vacuum: High Efficiency Particulate Air filtered vacuum equipment with a filter system capable of collecting and retaining fibres greater than 0.3 microns in any direction at 99.97% efficiency.  |
|     |                        | .2 | Polyethylene sheeting sealed with tape: polyethylene sheeting of type and thickness specified sealed with tape along all edges, around penetrating objects, over cuts and tears, and elsewhere as required to provide a continuous polyethylene membrane to protect underlying surfaces from water damage or damage by sealants, and to prevent escape of asbestos fibres through the sheeting into a clean area. |
|     |                        | .3 | Authorized visitor: the Engineer or his representative, and persons representing regulatory agencies.   |
|     |                        | .4 | Work Areas: where actual removal and sealing and enclosure of spray or trowel- applied asbestos-containing materials take place.  |
|     |                        | .5 | Negative pressure: a system which extracts air directly from work area, filters such extracted air through a High Efficiency  |

- |     |                         |  |
|-----|-------------------------|--|
| 1.2 | Definitions<br>(Cont'd) | <p>.5 Negative pressure: (Cont'd)<br/>Particulate Air filtering system, and discharges this air directly outside work area to exterior of building. This system shall maintain a minimum pressure differential of 5 Pa relative to adjacent areas outside of work areas, be equipped with an alarm to warn of system breakdown, and be equipped with an instrument to continuously monitor and automatically record pressure differences.</p> <p>.6 Amended water: water with a non-ionic surfactant wetting agent added to reduce water tension to allow thorough wetting of asbestos fibres.</p> <p>.7 Airlock: a system for permitting ingress or egress without permitting air movement between a contaminated area and an uncontaminated area, typically consisting of two curtained doorways at least 2 m apart.</p> <p>.8 Curtained doorway: an arrangement of closures to allow ingress and egress from one room to another while permitting minimal air movement between rooms, typically constructed by placing two overlapping sheets of polyethylene over an existing or temporarily framed doorway, securing each along the top of the doorway, securing the vertical edge of one sheet along one vertical side of the doorway, and securing the vertical edge of the other sheet along the opposite vertical side of the doorway. All free edges of polyethylene shall be reinforced with duct tape and the bottom edge shall be weighted to ensure proper closing. Each polyethylene sheet shall overlap openings not less than 1.5 m on each side.</p> |
| 1.3 | Regulatory Agencies     | <p>.1 Comply with Federal, Provincial, and local requirements pertaining to asbestos, provided that in any case of conflict among those requirements or with these specifications the more stringent requirement shall apply.</p>  |
| 1.4 | Submittals              | <p>.1 Before commencing work:<br/>.1 Obtain from the appropriate agency and submit to Engineer all necessary permits for transporting and disposal of asbestos waste. Ensure that dump operator is fully aware of hazardous nature of material being dumped, and</p>   |



- |                            |    |   |
|----------------------------|----|---|
| 1.4 Submittals<br>(Cont'd) | .1 | (Cont'd)<br>.1 (Cont'd)<br>proper methods of disposal. Submit proof satisfactory to Engineer that suitable arrangements have been made to receive and properly dispose of asbestos waste.<br>.2 Submit proof satisfactory to Engineer that all employees have had instruction on the hazards of asbestos exposure, respirator use, dress, use of showers, entry and exit from work areas, and all aspects of work procedures and protective measures. The Contractor's Superintendent shall have attended an asbestos abatement course, of not less than two days duration, approved by the Engineer. The Association of the Wall and Ceiling Industry (AWCI), D.J. Pinchin Technical Consulting Ltd., and Ontario Research Foundation, mount acceptable courses. Submit proof of attendance in the form of a certificate.<br>.3 Submit layout of proposed enclosures and decontamination facilities to Engineer for review.<br>.4 Submit documentation including test results for sealer proposed for use. |
| 1.5 Existing<br>Conditions | .1 | Results of tests of asbestos-containing materials taken from surfaces within the scope of this project are available for inspection with Engineer. These are for general information only and are not necessarily representative of all asbestos- containing materials contained within the scope of this project.  |
| 1.6 Worker<br>Protection   | .1 | Instructions: before commencing work instruct workers in use of respirators, dress, showers, entry and exit from work areas, and all aspects of work procedures and protective measures.  |
|                            | .2 | Respirators: provide workers with personally issued and marked as to efficiency and purpose respiratory equipment acceptable to Labour Canada or provincial labour department as suitable for the asbestos exposure in the work area. If disposable type filters are used, provide sufficient filters so that workers can install new filters following disposal of used filters and before re-entering contaminated areas.   |

1.6 Worker  
Protection  
(Cont'd)

- .3 Protective Clothing: provide workers with full body disposable type coveralls. Alternatively, reusable protective clothing may be used if it is left in Equipment and Access Room until the end of asbestos abatement work, at which time such items shall be disposed of as asbestos waste. Provide other body protection required under applicable safety regulations.
- .4 Each worker shall:
- .1 Remove street clothes in clean change room and put on respirator with new filters or reusable filters that have been tested as satisfactory, clean coveralls and head covers before entering Equipment and Access Rooms or work area. If reusable protective clothing is used each worker shall don respirator only before entering Equipment and Access Rooms where clothing is stored. All street clothes, uncontaminated footwear, towels, and similar uncontaminated articles shall be stored in clean change room.
- .2 Remove gross contamination from clothing before leaving work area then proceed to Equipment and Access Room and remove all clothing except respirators. Place contaminated worksuits in receptacles for disposal with other asbestos contaminated materials. Leave reusable items except respirator in Equipment and Access Room. Still wearing the respirator proceed naked to the showers. Clean outside of respirator with soap and water while showering; remove respirator; remove filters and wet them and dispose of filters in the container provided for the purpose; and wash and rinse the inside of the respirator. When not in use in the work area, store work footwear in Equipment and Access Room. Upon completion of asbestos abatement, dispose of footwear as contaminated waste or clean thoroughly inside and out using soap and water before removing from work area or from Equipment and Access Room.
- .3 Following showering and drying off, proceed to clean change room and dress in street clothes at the end of each day's work, or in clean coveralls before eating, smoking, or drinking. If re-entering work area, follow procedures outlined in 1.6.4.1 above.
- .4 Enter the unloading room from outside dressed in clean coveralls to remove waste containers and equipment from the Holding Room of the Container and Equipment Decontamination Enclosure system. No worker shall use this

- 1.6 Worker Protection (Cont'd)
- .4 Each worker shall: (Cont'd)
    - .4 (Cont'd) system as a means to leave or enter the work area.
  - .5 Workers shall not eat, drink, smoke or chew gum or tobacco at the work site except in established clean room.
  - .6 Workers shall be fully protected with respirators and protective clothing during preparation of system of enclosures prior to commencing actual asbestos abatement.
  - .7 Provide and post in Clean Change Room and in Equipment and Access Room the procedures described in above, in both official languages.
- 1.7 Visitor Protection
- .1 Provide protection clothing and approved respirators to authorized visitors to work areas.
  - .2 Instruct authorized visitors in the use of protective clothing and respirators.
  - .3 Instruct authorized visitors in proper procedures to be followed in entering into and exiting from work areas.
- 1.8 Notification
- .1 Not later than ten (10) days before commencing work on this project notify the following in writing:
    - .1 The appropriate Regional or Zone Director of Medical Services Branch, Health and Welfare Canada.
    - .2 Regional Office of Labour Canada.
    - .3 Provincial Department of Labour.
    - .4 Disposal Authority.
-

## PART 2 - PRODUCTS

- 2.1 Materials
- .1 Polyethylene: minimum 0.15 mm thick unless otherwise specified; in sheet size to minimize joints.
  - .2 FR polyethylene: minimum 0.15 mm thick, woven fibre reinforced fabric bonded both sides with polyethylene.
  - .3 Tape: fiberglass reinforced duct tape suitable for sealing polyethylene under both wet conditions using amended water, and dry conditions.
  - .4 Wetting agent: 50% polyoxyethylene ester and 50% polyoxyethylene ether, or other material approved by Engineer, mixed with water in a concentration to provide adequate penetration and wetting of asbestos-containing material.
  - .5 Asbestos waste containers: metal or fibre type acceptable to dump operator with tightly fitting covers and 0.15 mm minimum thickness sealable polyethylene liners. Containers shall be labelled in accordance with Occupational Safety and Health Administration, United States Department of Labour (OSHA) Asbestos Regulations (29 CFR 1910.1001). Labelling shall be in both official languages.
  - .6 Sealers: Type 2 surface film forming type Class A water based conforming to CGSB 1-GP-205M and approved by the Fire Commissioner of Canada.
  - .7 Sprayed fireproofing: ULC labelled and listed asbestos-free cementitious to provide the degree of fire or thermal protection required by current NBC standards.
  - .8 Slow drying sealer: non-staining, clear, water dispersible type that remains tacky on surface for at least 8 hours and designed for the purpose of trapping residual asbestos fibres. Sealer shall have flame spread and smoke developed rating less than 50 and be compatible with new fireproofing.
-

### PART 3 - EXECUTION

#### 3.1 Preparation .1

##### Work Areas:

- .1 Shut off air handling and ventilation systems to prevent contamination and fibre dispersal to other areas of the building during work phase.
- .2 Preclean moveable objects and carpeting within proposed work areas using HEPA vacuum and remove such objects from work areas to a temporary location as directed by Engineer.
- .3 Preclean fixed casework, plant, and equipment within proposed work areas, using HEPA vacuum and cover with polyethylene sheeting sealed with tape.
- .4 Clean proposed work areas using, where practicable, HEPA vacuum cleaning equipment. If not practicable, use a wet cleaning method. Do not use methods that raise dust, such as dry sweeping, or vacuuming using other than HEPA vacuum equipment.
- .5 Put negative pressure system in operation and operate continuously from the time the first polyethylene is installed to seal openings until final completion of the work including final cleanup. Provide continuous monitoring of pressure difference using an automatic recording instrument.
- .6 Seal off all openings such as corridors, doorways, windows, skylights, ducts, grilles, and diffusers, with polyethylene sheeting sealed with tape.
- .7 Cover floor and wall surfaces with polyethylene sheeting sealed with tape. Use two layers of FR polyethylene on floors. Cover floors first so that polyethylene extends at least 300 mm up walls then cover walls to overlap floor sheeting.
- .8 Build airlocks at all entrances to and exits from work areas so that work areas are always closed off by one curtained doorway when workers enter or exit.
- .9 At each access to work areas install warning signs in upper case "Helvetica Medium" letters reading as follows: "CAUTION ASBESTOS HAZARD AREA (25 mm) NO UNAUTHORIZED ENTRY (19 mm) WEAR ASSIGNED PROTECTIVE EQUIPMENT (19 mm) BREATHING ASBESTOS DUST MAY CAUSE SERIOUS BODILY HARM (7 mm)"
- .10 After work area isolation remove heating, ventilating, and air conditioning filters, pack in sealed plastic bags 0.15 mm minimum thick and treat as contaminated

3.1 Preparation  
(Cont'd)

- .1 Work Areas: (Cont'd)
- .10 (Cont'd)
- asbestos waste. Remove ceiling mounted objects such as lights, partitions, other fixtures not previously sealed off, and other objects that interfere with asbestos removal, as directed by Engineer. Use localized water spraying during fixture removal to reduce fibre dispersal.
- .11 Maintain emergency and fire exits from work areas, or establish alternative exits satisfactory to Fire Commissioner of Canada and Provincial Fire Marshall.
- .12 Where application of water is required for wetting asbestos-containing materials, shut off electrical power, provide 24 volt safety lighting and ground fault interrupter circuits on power source for electrical tools, in accordance with applicable CSA Standard. Ensure safe installation of electrical lines and equipment.
- .13 After preparation of work areas and Decontamination Enclosure Systems remove ceiling panels and tiles within work areas progressively and carefully, clean using HEPA vacuum and damp sponge, wrap clean panels in 0.10 mm minimum thick polyethylene, and store in building as directed by Engineer and dispose of as contaminated waste. Clean "T" grid suspension system within work areas using wet sponge, disconnect grid from hangers, wrap grid members in 0.10 mm minimum thick polyethylene and store in building as directed by Engineer.
- .14 After preparation of work areas and Decontamination Enclosure Systems remove plaster ceilings, including lath, furring, channels, hangers, wires, clips, and dispose of as contaminated waste in specified containers. Spray ceiling debris and immediate work area with amended water to reduce dust, as work progresses.
- .2 Worker Decontamination Enclosure System:
- .1 Worker Decontamination Enclosure System shall comprise an Equipment and Access Room, a Shower Room, and a Clean Room, as follows:
- .1 Equipment and Access Room: build an Equipment and Access Room between Shower Room and work areas, with two curtained doorways, one to the Shower Room and one to work areas. Install portable toilet, waste receptor, and storage facilities for workers' shoes and any protective clothing to be reworn in work areas. The

3.1 Preparation  
(Cont'd)

.2 (Cont'd)  
.1 (Cont'd)

Equipment and Access Room shall be large enough to accommodate specified facilities, any other equipment needed, and at least one worker allowing him sufficient space to undress comfortably.

.2 Shower Room: build a Shower Room between the Clean Room and Equipment and Access Room, with two curtained doorways, one to the Clean Room and one to Equipment and Access Room. Provide one shower for every five workers. Provide a constant supply of hot and cold or warm water. A cold water source is available as indicated by Engineer. A hot water source is available as indicated by Engineer. Drains to common sewers are available where indicated by Engineer. Provide piping and connect to water sources and drains. Pump waste water through a 5 micrometre filter system acceptable to Engineer before directing into drains. Provide soap, clean towels and appropriate containers for disposal of used respirator filters.

.3 Clean Room: build a Clean Room between the Shower Room and clean areas outside of enclosures, with two curtained doorways, one to outside of enclosures and one to Shower Room. Provide lockers or hangers for workers street clothes and personal belongings. Provide storage for clean protective clothing and respiratory equipment. Install a mirror to permit workers to fit respiratory equipment properly, and sufficient hangers and hooks.

.3 Container and Equipment Decontamination Enclosure System:

.1 Container and Equipment Decontamination Enclosure System shall comprise a Staging Area within the work area, a Washroom, a Holding Room, and an Unloading Room. The purpose of this system is to provide a means to decontaminate waste containers, scaffolding, waste and material containers, vacuum and spray equipment, and other tools and equipment for which the Worker Decontamination Enclosure System is not suitable.

.1 Staging Area: designate a Staging Area in the work area for gross removal of dust and debris from waste containers

3.1 Preparation  
(Cont'd)

.3 (Cont'd)  
.1 (Cont'd)

and equipment, labelling and sealing of waste containers, and temporary storage pending removal to Washroom. Staging Area shall have a curtained doorway to the Washroom.

.2 Washroom: build a Washroom between the Staging Area and Holding Room with two curtained doorways, one to the Staging Area and one to the Holding Room. Provide high pressure low volume sprays for washing of waste containers and equipment. Pump waste water through 5 micrometre filter system before directing into drains. Provide piping and connect to water sources and drains.

.3 Holding Room: build a Holding Room between the Washroom and Unloading Room, with two curtained doorways, one to the Washroom and one to the Unloading Room. The Holding Room shall be of sufficient size to accommodate at least two waste containers and the largest item of equipment used.

.4 Unloading Room: build an Unloading Room between the Holding Room and outside, with two curtained doorways, one to the Holding Room and one to outside.

.4 Construction of Decontamination Enclosures:

.1 Build suitable framing for enclosures or use existing rooms where convenient, and line with polyethylene sheeting sealed with tape. Use two layers of FR polyethylene on floors.

.2 Build curtained doorways between enclosures so that when people move through or when waste containers and equipment are moved through a doorway, one of the two closures comprising the doorway always remains closed.

.5 Separation of Work Areas from Occupied Areas:

.1 Separate parts of the building required to remain in use as indicated by Engineer from parts of the building used for asbestos abatement by means of an airtight barrier system constructed as follows:

.1 Build suitable floor to ceiling lumber or metal stud framing, cover with polyethylene sheeting sealed with tape, and apply 9 mm minimum thick plywood. Seal all joints between plywood sheets and between plywood and adjacent



3.1 Preparation .5  
(Cont'd)

(Cont'd)  
.1 (Cont'd)

materials with surface film forming type sealer, to create an airtight barrier.

.2 Cover plywood barrier with polyethylene sealed with tape, as specified for work areas.

.6 Maintenance of Enclosures:

.1 Maintain enclosures in tidy condition.

.2 Ensure that barriers and polyethylene linings are effectively sealed and taped. Repair damaged barriers and remedy defects immediately upon discovery.

.3 Visually inspect enclosures at the beginning of each working period.

.4 Use smoke methods to test effectiveness of barriers when directed by Engineer.

.7 Asbestos Abatement work shall not commence until:

.1 Arrangements have been made for disposal of waste.

.2 For wet stripping techniques, arrangements have been made for containing, filtering, and disposal of waste water.

.3 Work areas and decontamination enclosures and parts of the building required to remain in use are effectively segregated.

.4 Tools, equipment and materials waste containers are on hand.

.5 Arrangements have been made for building security.

.6 Warning signs specified in 3.1.1.9 are displayed where access to contaminated areas is possible.

.7 All notifications have been completed and other preparatory steps have been taken.

3.2 Asbestos .1  
Removal

Before removing asbestos:

.1 Prepare site.

.2 Spray asbestos material with water containing the specified wetting agent, using airless spray equipment capable of providing a "mist" application to prevent release of fibres. Saturate the asbestos material sufficiently to wet it to the substrate without causing excess dripping. Spray the asbestos material repeatedly during work process to maintain saturation and to minimize asbestos fibre dispersion.

3.2 Asbestos  
Removal  
(Cont'd)

- .2 Remove the saturated asbestos material in small sections. Do not allow saturated asbestos to dry out. As it is being removed pack the material in sealable plastic bags 0.15 mm minimum thick and place in labelled containers for transport.
- .3 Seal filled containers. Clean external surfaces thoroughly by wet sponging. Remove from immediate working area to Staging Area. Clean external surfaces thoroughly again by wet sponging before moving containers to decontamination Washroom. Wash containers thoroughly in decontamination Washroom, and store in Holding Room pending removal to Unloading Room and outside. Ensure that containers are removed from the Holding Room by workers who have entered from uncontaminated areas dressed in clean coveralls.
- .4 After completion of stripping work, all surfaces from which asbestos has been removed shall be wire brushed and wet-sponged to remove all visible material. During this work the surfaces shall be kept wet.
- .5 Where Engineer decides complete removal of asbestos- containing material is impossible due to obstructions such as structural members or major service elements, or because asbestos- containing material was originally applied to an asphaltic coating and provides a written direction, seal the material as follows:
  - .1 Apply surface film forming type sealer to provide 0.635 mm minimum dry film thickness over sprayed asbestos surfaces. Apply using airless spray equipment to avoid blowing off fibres. Use different colour for each coat. Use colour as indicated by Engineer for final coat. Apply penetrating type sealer to penetrate existing sprayed asbestos surfaces to uniform depth of 25 mm minimum or apply penetrating type sealer to penetrate existing sprayed asbestos surfaces uniformly to substrate as indicated by Engineer.
- .6 After wire brushing and wet sponging to remove visible asbestos, and after sealing asbestos- containing material impossible to remove, wet clean the entire work area including the Equipment and Access Room, and equipment used in the process. After a 24 hour period to allow for dust settling, wet clean

3.2 Asbestos  
Removal  
(Cont'd)

- .6 (Cont'd)  
these areas and objects again. During this settling period no entry, activity, or ventilation will be permitted. After a second 24 hour period under the same conditions, clean these areas and objects again using HEPA vacuum followed by wet cleaning. After inspection by Engineer apply continuous coat of slow-drying sealer to all surfaces of work space. Allow at least 16 hours with no entry, activity, ventilation or disturbance other than operation of negative pressure units during this period.

3.3 Asbestos  
Sealing

- .1 Before sealing asbestos:  
.1 Prepare site.  
.2 Vacuum surfaces in work areas except those to be sealed, using HEPA vacuum to remove all loose debris and dust particles.  
.3 Repair damaged and missing areas of existing sprayed asbestos to obtain a suitable base for sealing and to restore continuity of fireproofing. Use the specified asbestos-free fireproofing material. Prepare surfaces and apply fireproofing in accordance with manufacturer's printed instructions.  
.4 Remove loose asbestos and pack in sealable plastic bags 0.15 mm minimum thick and place in labelled waste containers for transport.  
.5 Seal filled waste containers. Remove from immediate working area to Staging Area. Clean external surfaces thoroughly again by wet sponging before moving containers to decontamination washroom. Wash waste containers thoroughly in decontamination Washroom, and store in Holding Room pending removal to Unloading Room and outside. Ensure that waste containers are removed from holding areas by workers who have entered from uncontaminated areas dressed in clean coveralls.
- .2 Apply surface film forming type sealer to provide 0.635 mm minimum dry film thickness over sprayed asbestos surfaces. Apply using airless spray equipment to avoid blowing off fibres. Use different colour for each coat. Use colour for final coat as indicated by Engineer. Apply penetrating type sealer to penetrate existing sprayed asbestos surfaces to uniform depth of 25 mm minimum or apply penetrating type sealer to penetrate existing

- 3.3 Asbestos Sealing (Cont'd)
- .2 (Cont'd)  
sprayed asbestos surfaces uniformly to substrate as indicated by Engineer.
- .3 After sealing asbestos surfaces wet clean the entire work area including Equipment and Access Room, and equipment used in the process. After a 24 hour period to allow for dust settling, wet clean these areas and objects again. During this settling period no entry, activity, or ventilation will be permitted. After a second 24 hour period under the same conditions, clean these areas and objects again using HEPA vacuum followed by wet cleaning.
- .4 Install warning signs in both official languages in 25 mm sans serif letters worded as follows: WARNING - SEALED ASBESTOS/ATTENTION AMIANTE SCELLE. Install signs at locations indicated by Engineer. A total number of signs will be determined by Engineer.
- 3.4 Asbestos Enclosure
- .1 Before enclosing asbestos:
- .1 Prepare site.
- .2 Vacuum all surfaces in work areas, except asbestos surfaces, using HEPA vacuum equipment to remove all loose debris and dust particles.
- .3 Spray areas to be disturbed while securing hangers and other fixing devices. Use water containing the specified wetting agent. Keep asbestos material damp to prevent release of airborne fibres.
- .4 Remove loose asbestos and pack in sealable plastic bags 0.15 mm minimum thickness and place in labelled containers for transport.
- .5 Seal filled waste containers. Remove from immediate working area to Staging Area. Clean external surfaces thoroughly again by wet sponging before moving containers to decontamination washroom. Wash waste containers thoroughly in decontamination Washroom, and store in Holding Room pending removal to Unloading Room and outside. Ensure that waste containers are removed from holding areas by workers who have entered from uncontaminated areas dressed in clean coveralls.
-

3.4 Asbestos  
Enclosure  
(Cont'd)

- .2 After installation of hangers and other fixing devices and before enclosing asbestos, repair damaged and missing areas of existing sprayed-on material using the specified asbestos-free fireproofing material. Prepare surfaces and apply fireproofing or thermal insulation in accordance with manufacturer's printed instructions.
- .3 After enclosing asbestos surfaces, wet clean the entire work area including Equipment and Access Room, and equipment used in the process. After a 24 hour period to allow for dust settling, wet clean these areas and objects again. During this settling period no entry, activity, or ventilation will be permitted. After a second 24 hour period under the same conditions, clean these areas and objects again using HEPA vacuum followed by wet cleaning.
- .4 Install warning signs at locations directed by Engineer in both official languages in 25 mm sans serif letters worded as follows:  
WARNING: ENCLOSED ASBESTOS/ATTENTION: AMIANTE CONFINE.

3.5 Final Cleanup

- .1 Following cleaning specified above, and when air sampling shows that asbestos levels on both sides of seals do not exceed 0.10 fibres/cc as determined by the membrane filter method at 400-500X magnification phase contrast illumination, as described in NIOSH technical report 70-127 or equivalent, proceed with final cleanup.
- .2 Remove polyethylene sheet by rolling it away from walls to centre of work area. Vacuum all visible asbestos-containing particles observed during cleanup, immediately, using HEPA vacuum equipment.
- .3 Place polyethylene seals, tape, cleaning material, clothing, and other contaminated waste in plastic bags and sealed labelled waste containers for transport.
- .4 Work areas, Equipment and Access Room, Washroom, Shower Room, and other enclosures that may be contaminated shall be included in the clean-up.

- 3.5 Final Cleanup (Cont'd)
- .5 Sealed waste containers and all equipment used in the work shall be included in the cleanup and shall be removed from work areas, via the Container and Equipment Decontamination Enclosure System, at an appropriate time in the cleaning sequence.
  - .6 A final check shall be carried out to ensure that no dust or debris remains on surfaces as a result of dismantling operations and air-monitoring shall be carried out again to ensure that asbestos levels in the building do not exceed 0.10 fibres/cc. Repeat cleaning using HEPA vacuum equipment, or wet cleaning methods where feasible, in conjunction with sampling until levels meet this criteria.
  - .7 As work progresses, and to prevent exceeding available storage capacity on site, remove sealed and labelled containers containing asbestos waste and dispose of to authorized disposal area in accordance with requirements of disposal authority. Ensure that each shipment of containers transported to dump is accompanied by Contractor's representative who shall ensure that dumping is done in accordance with governing regulations.
- 3.6 Re-establishment of Objects and Systems
- .1 When cleanup is complete:
    - .1 Re-establish objects moved to temporary locations in the course of the work, in their proper positions.
    - .2 Re-secure mounted objects removed in the course of the work in their former positions.
  - .2 Re-establish mechanical and electrical systems in proper working order. Install new filters.
  - .3 Repair or replace objects damaged in the course of the work, as directed by Engineer.
- 3.7 Air Monitoring
- .1 From commencement of work until completion of cleaning operations air samples will be taken outside of work area enclosures in accordance with Health and Welfare Canada recommendations.
  - .2 If air monitoring shows that areas outside work area enclosures are contaminated, these areas shall be enclosed, maintained and

3.7 Air Monitoring .2 (Cont'd)  
(Cont'd) cleaned, in the same manner as that applicable  
to work areas.

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END

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# ANNEX A

## 4 Wing Ground Disturbance & Clearance Notice

R-2010-08-010

<b>Project Name:</b> _____	<b>Project File No.:</b> _____
<b>Contact Name:</b> _____	<b>Telephone #:</b> _____
<b>Organization:</b> _____	<b>Work Start Date:</b> _____
<b>Work Location</b> (incl. Base address and Legal with diagram/sketch attached) _____	<b>Disturbance Depth:</b> _____
<b>Description of Work:</b> _____	<b>Site pre-marked:</b> _____

Utility / Contact Information	Remarks & Date	Name and sign-off
<b>Wing Operations</b> Loc 8006/Fax 780-840-7341		
<b>4 Wing Fire Dept</b> Loc 8401/Fax 780-840-7317		
<b>PMO - GIS Records</b> Loc 8251/Fax 780-840-7316		
<b>Wing Environment</b> Loc 8430/ Fax 780-840-7305		
<b>TIS Line/Help Desk</b> Loc 7053 /Fax 780-840-7349	Remedy Ticket #	
<b>Electrical- CE Electrical</b> Loc 8429/ Fax 780-840-4029		
<b>Water/Sewer/Steam/Gas -CE Plumbing</b> Loc 8427/ Fax 780-840-4000		
<b>WFE</b> Loc 8960/8411/ Fax 780-840-7314		
<b>Alberta 1-Call</b> Phone: 1-800-242-3447	Ticket #	<i>No response required</i>
<b>Eastlink</b> Fax 780-826-7028		
<b>Canada Locators</b> Fax 1-780-636-3575	(Telus)	
<b>Alberta Supernet</b> Fax 1-780-488-9875		
<b>ATCO Electric</b> Fax 780-594-3090		
<b>ATCO Gas</b> Fax 780-594-3090		
<b>ATCO PIPELINES</b> 1-780-808-0777		
<b>ALTA GAS</b> Fax 780-826-4712		
<b>DCC</b> Loc 7058 Fax: 780-594-6161	<i>Information only</i>	<i>No response required</i>

### INSTRUCTIONS:

- \* ALLOW MINIMUM 5 WORKING DAYS NOTICE FOR COMPLETION OF NOTICE LOCATES.
- In case of any delay beyond 14 days or conditions at job site change the entire ground disturbance permit process must be completed again.
- A person does not commit an offence under the act if he can demonstrate that he made all reasonable efforts to procure inspection and supervision required for the undertaking.
- The contractor shall confirm to their satisfaction that the work area is clearly staked/ marked and correctly color coded to Standards. Contractor shall not proceed with any ground disturbance if work area is not properly identified or if doubts to actual location of marked utilities.
- ALL ground disturbances within 1 meter of marked/flagged electrical/communications and within 5 meters of gas lines must be hand exposed by hand digging (or hydrovac) prior to use of mechanical equipment.



# Annex B

## 4 WING COLD LAKE HOT WORK AUTHORIZATION PERMIT # \_\_\_\_\_

Date : \_\_\_\_\_ Start Time : \_\_\_\_\_ Expiry Time : \_\_\_\_\_ Date : \_\_\_\_\_

INSPECTOR : Rank \_\_\_\_\_ Name \_\_\_\_\_ LOCATION : \_\_\_\_\_

Type of work : ☐ Welding/Cutting ☐ Soldering ☐ Hot Roofing ☐ Other \_\_\_\_\_

CONFINED SPACE : ☐ Yes ☐ No

Confined Space Entry Permit on site ☐ Yes ☐ No

- Note : If a confined space entry permit is required and not on site, then a hot work authorization chit may not be issued.
- Before approving any hot work, the Fire Inspector shall inspect the work site and surrounding area to confirm that all precautions have been taken to prevent fire IAW NFPA 51B.
- If hot work is to be done in a Hangar, all Aircraft SHALL be removed.

<b>GENERAL PRECAUTIONS</b> <input type="checkbox"/> Sprinkler/alarms in service. (if applicable) <input type="checkbox"/> Welding Equipment in good repair.	<b>FIRE WATCH</b> <input type="checkbox"/> To be provided during and 30 min after operation. <input type="checkbox"/> Serviceable Fire Extinguisher. <input type="checkbox"/> Trained in Action in event of a Fire.
<b>WITHIN 11M OF WORK AREA</b> <input type="checkbox"/> Combustible Products removed from area. <input type="checkbox"/> Combustible floors wet down or covered with non combustible material. <input type="checkbox"/> Flammable and Combustible liquids removed or safely stored. <input type="checkbox"/> Wall and floor openings covered. <input type="checkbox"/> If practice, covers suspended beneath work to collect sparks.	<b>WORK WITHIN WALLS OR CEILINGS</b> <input type="checkbox"/> Non combustible construction and without combustible coverings. <input type="checkbox"/> Combustibles removed from other side of partition. <b>HERMAN NELSON HEATERS</b> <input type="checkbox"/> Personnel trained in proper start-up, shut down and re-fueling procedures prior to use. <input type="checkbox"/> Fire extinguisher available.
<b>HOT ROOFING OPERATIONS</b> <input type="checkbox"/> Tar kettle located in a safe location at least 5 meters from an exit or combustible materials, including walls, or on a non-combustible roof (unless approved by WFC). <input type="checkbox"/> Thermostat on the kettle is operational and kettle is constantly supervised. <input type="checkbox"/> Serviceable Dry Chemical or CO2 fire extinguisher available. <input type="checkbox"/> A metal lid that can be closed in case of a fire. <input type="checkbox"/> Inform the contractor that : used mops and rags shall be cleaned and stored away from the building and other combustible materials at the end of each work day or disposed separate from other waste. <p style="text-align: center;"><b>NOT LEFT ON THE ROOF.</b></p>	

CONTRACTOR : Name : \_\_\_\_\_ COMPANY \_\_\_\_\_

Address : \_\_\_\_\_

Phone Number : \_\_\_\_\_ Cell Phone : \_\_\_\_\_

I have received the Fire Department briefing and agree to comply with all regulations. The Fire Department shall be notified of any changes affecting the operations authorized by this permit.

Failure to comply with these safety precautions may result in you or your company being held responsible for any damages incurred.

The Fire Department is to be notified at 840-8000 Loc 8401 when the inspection 30 minutes after the completion of any hot work for that day has been completed.

Signature of on site Supervisor \_\_\_\_\_

Approved by \_\_\_\_\_ Wing Fire Department.

Fire Department Emergency Number 840-8333 OR Loc. 8333



**ANNEX C**  
**4 Wing Confined Space Entry Permit**

**NOTE:** This permit is valid only for the work and time described!

Fire Hall must be notified prior to entry Ph 840-8000 Ext 8401 **EMERGENCY RESCUE PHONE EXT 911**

Permit # \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time of Entry: \_\_\_\_ Hrs Expiration: \_\_\_\_ Hrs

Type/Class of Space: \_\_\_\_\_ Location: \_\_\_\_\_

Unit/Section: \_\_\_\_\_ Supervisor: \_\_\_\_\_

**Description of Work:** \_\_\_\_\_

**ATMOSPHERIC TESTER** Make: \_\_\_\_\_ Model: \_\_\_\_\_ Ser#: \_\_\_\_\_

Date of Last Calibration: \_\_\_\_/\_\_\_\_/\_\_\_\_ Calibrator: \_\_\_\_\_

Pre Entry Test Results						
TEST	ACCEPTABLE LEVEL		AMOUNT TESTED	SIGNATURE		
Oxygen	Min 19.5% Max 23%					
Explosive Gases	5% LEL					
Carbon Monoxide (CO)	10 ppm (max)					
Hydrogen Sulfide (H <sub>2</sub> S)	5 ppm (max)					
Toxic Gases	50% of TLV (max)					
EQUIPMENT REQ'D	Y	N	TYPE USED	PRE ENTRY REQUIREMENTS	Y	N
Respirators				Hazard Assessment Report Reviewed		
Air Line Respirators				Bleed Pressure		
SCBA Equip				Drain		
Ventilation Equip				Purge		
Communications				Ventilation		
Fall Arrest Equip				Electrical Lockout/Tagout		
Mechanical Lifting Device				Blinding/Blanking		
Personal Alarms				Hot Work Permit (Fire Hall)		
Fire Extinguishers				All Safety Equip on Site		
Life Jackets				Barricades/Signs Erected		
Barricades				Fire Hall Notified		
Non Sparking Tools				Others (Specify)		

**Special Instructions** \_\_\_\_\_

I certify that I have performed all required tests and preventive measures (IAW the Hazard Assessment Report) for the safe entry into this confined space.

\_\_\_\_\_  
Qualified Person (Print) Signature  
I certify that I have reviewed the Hazard Assessment Report and have been briefed on all tests and preventive measures required for safe entry into this confined space.

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

First Name (print) Last Name (print) Signature  
I certify that all personnel have exited this confined space and the Fire Hall has been notified.

\_\_\_\_\_  
Name (print) Signature

**NOTE: This report is to be retained by the supervisor for a minimum of two years**



## ANNEX D

Date:

Subject: Prime Contractor Agreement

Contract Description:

Project No.:

Contract No.:

Award Date:

Completion Date:

DCC Site Office:

Site Office Address:

Contractors Name:

Contractors Address:

Provincial / Territory  
Reference:

(Alberta Occupational Health & Safety Act, Section 3)

The "Contractor" is required to fully comply with all Provincial / Territory Safety Acts, Codes and Regulations. For this reason, this letter is to certify that the "Contractor" referenced above will be acting as the "Prime (Principal) Contractor" for this contract.

\_\_\_\_\_  
(Contractors Representative: Print Name and Title)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)





## ANNEX E

### 4 Wing Road Closure Notice

R-2010-08-10

<b>Project Name:</b> _____	<b>Project File No.:</b> _____
<b>Contact Name:</b> _____	<b>Telephone #:</b> _____
<b>Organization:</b> _____	<b>RETURN FAX #:</b> _____
	<b>Road Closure Start Date:</b> _____
	<b>Road Closure Start Time:</b> _____
	<b>Road Closure End Date:</b> _____
	<b>Road Closure End Time:</b> _____

**Work Location** (incl. Base address and Legal with diagram/sketch attached) \_\_\_\_\_

**Description of Work:** \_\_\_\_\_

Contact Information	Remarks & Date	Name and sign-off
<b>4 Wing Fire Dept</b> Loc 8401/Fax 780-840-7317		
<b>Wing Ops O</b> Fax 780-840-7341 (If within GRA)		
<b>Wing Logistics</b> Fax 780-840-7366		<i>John White</i>
<b>NCO I/C GPV</b> Fax 780-840-4028		
<b>Wing Secur O</b> Fax 780-840-7339		
<b>DCC</b> Loc 7058 Fax: 780-594-6161	<i>Information only</i>	<i>No response required</i>

#### INSTRUCTIONS:

- \* ALLOW MINIMUM 7 WORKING DAYS NOTICE FOR COMPLETION OF NOTICE.
- In case of any delay during an active closure past the stated "work end date" the entire road closure permit process must be completed again a minimum of 48 hours in advance.
- A person does not commit an offence under the act if he can demonstrate that he made all reasonable efforts to procure inspection and supervision required for the undertaking.
- The contractor shall provide traffic accommodation to the satisfaction of the designated 4 Wing Representative.
- The contractor shall provide road closure notice to effected businesses and or residents a minimum of 48 hours in advance of scheduled closure as required by 4 Wing Representative.
- Contractor shall not proceed with any closure of work area prior to sign off from above 4 Wing representative sections listed above.
- The following closure(s) will apply to all except authorized and emergency vehicles.



**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		National Defence		2. Branch or Directorate / Direction générale ou Direction	
				4 Wing Cold Lake	
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 Asbestos Abatement and Maintenance					
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?				<input checked="" type="checkbox"/> Yes Oui	<input type="checkbox"/> No Non
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"/> Yes Oui	<input type="checkbox"/> No Non
6. Indicate the type of access required / Indiquer le type d'accès requis					
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)				<input checked="" type="checkbox"/> Yes Oui	<input type="checkbox"/> No Non
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"/> Yes Oui	<input checked="" type="checkbox"/> No Non
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"/> Yes Oui	<input type="checkbox"/> No Non
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès					
Canada <input type="checkbox"/>		NATO / OTAN <input type="checkbox"/>		Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion					
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>		All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>		No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>					
Restricted to: / Limité à : <input type="checkbox"/>		Restricted to: / Limité à : <input type="checkbox"/>		Restricted to: / Limité à : <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays :		Specify country(ies): / Préciser le(s) pays :		Specify country(ies): / Préciser le(s) pays :	
7. c) Level of information / Niveau d'information					
PROTECTED A PROTÉGÉ A <input type="checkbox"/>		NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>		PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input type="checkbox"/>		NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>		PROTECTED B PROTÉGÉ B <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>		NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>		PROTECTED C PROTÉGÉ C <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>		NATO SECRET NATO SECRET <input type="checkbox"/>		CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	
SECRET SECRET <input type="checkbox"/>		COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>		SECRET SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>				TOP SECRET TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>				TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	





Government  
of Canada

Gouvernement  
du Canada

Contract Number / Numéro du contrat

W0134 12 CYIN

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

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

Special comments:

Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

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





**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
				CONFIDENTIEL		TRÈS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL		COSMIC COSMIC TRÈS SECRET	A	B	C	CONFIDENTIEL		TRÈS SECRET
Information / Assets Renseignements / Biens																
Production																
IT Media / Support TI																
IT Link / Lien électronique																

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

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

☒ No  
Non ☐ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

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

☒ No  
Non ☐ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).