

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

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

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

Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

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

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

## Comments - Commentaires

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

**Issuing Office - Bureau de distribution**

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

<b>Title - Sujet</b> ELECTRICAL REPAIRS AND INSTALLATION	
<b>Solicitation No. - N° de l'invitation</b> W0102-12B816/A	<b>Date</b> 2012-06-25
<b>Client Reference No. - N° de référence du client</b> W0102-12-B816	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$PWA-122-4895
<b>File No. - N° de dossier</b> PWA-1-64208 (122)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2012-08-07</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Atlantic Daylight Saving Time ADT
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Chinye, Chukwudi	<b>Buyer Id - Id de l'acheteur</b> pwa122
<b>Telephone No. - N° de téléphone</b> (902)496-5476 ( )	<b>FAX No. - N° de FAX</b> (902)496-5016
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE 14 WING GREENWOOD WING CONSTRUCTION ENGINEERING GREENWOOD NOVA SCOTIA B0P1N0 Canada	
<b>Security - Sécurité</b> This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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Solicitation No. - N° de l'invitation

W0102-12B816/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

pwa122

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

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1. Statement of Work
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## PART 1 - GENERAL INFORMATION

### 1. Introduction

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

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, 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, Dollar Usage Report, Insurance Requirements and Fair wage schedule.

### 2. Summary

The Department of National Defence has a requirement for a Regional Individual Standing Offer for the furnishings of all labour, material, permits, certification, licenses transportation, delivery and equipment required to perform electrical repairs and installations at 14 Wing Greenwood, Middleton Armouries, Yarmouth Armouries and CCR Barrington, Baccaro, Nova Scotia on an as and when requested basis in accordance with Annex A- Statement of Work- specification Job No. L-G111-9900/1002.

The requirement is subject to the provisions of the North American Free Trade agreement (NAFTA), World Trade Organization Agreement on Government Procurement (WTO-AGP), Agreement on Internal Trade (AIT), Canada-Peru, Canada-Chile and Canada-Colombia trade agreements.

### 3. Security Requirement

N/A

### 4. Debriefings

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

## **PART 2 - OFFEROR INSTRUCTIONS**

### **1. Standard Instructions, Clauses and Conditions**

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

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

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

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

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

#### **1.1 SACC Manual Clauses**

Condition of Material

B1000T

### **2. Submission of Offers**

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

### **3. Enquiries - Request for Standing Offers**

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

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

### **4. Applicable Laws**

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

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

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

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

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

Section I: Financial Offer ( One hard copy)

Section II: Certifications ( One hard copy)

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement

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

. 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: Financial Offer**

Offerors must submit their financial offer in accordance with the Annex A, 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 II: 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 financial evaluation criteria.

#### **1.1 Financial Evaluation**

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

### **2. Basis of Selection**

- 2.1** An offer must comply with the requirements of the Request for Standing Offers to be declared responsive. Three (3) responsive offers with the lowest evaluated price will be recommended for issuance of a standing offer.

## **PART 5 - CERTIFICATIONS**

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

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

### **1. Certifications Precedent to Issuance of a Standing Offer**

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

#### **1.1 Federal Contractors Program - Certification**

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

and if any member of the joint venture, is subject to the FCP, evidence of its commitment must be provided before the issuance of a standing offer.

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

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

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

The Offeror or the member of the joint venture

( ) is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;

( ) is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;

( ) is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC (having not bid on requirements of \$200,000 or more), in which case a duly signed certificate of commitment is attached;

( ) is subject to FCP, and has a valid certificate number as follows: \_\_\_\_\_ (e.g. has not been declared an ineligible contractor by HRSDC).

Further information on the FCP is available on the HRSDC Web site.

## 1.2 Former Public Servant Certification

Contracts with former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, offerors must provide the information required below.

### Definitions

For the purposes of this clause,

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

an individual;

an individual who has incorporated;

a partnership made of former public servants; or

a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

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



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

Former Public Servant in Receipt of a Pension

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

If so, the Offeror must provide the following information:

name of former public servant;

date of termination of employment or retirement from the Public Service.

Work Force Reduction Program

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? YES ( ) NO ( )

If so, the Offeror must provide the following information:

name of former public servant;

conditions of the lump sum payment incentive;

date of termination of employment;

amount of lump sum payment;

rate of pay on which lump sum payment is based;

period of lump sum payment including start date, end date and number of weeks;

number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

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

#### **1.4 Trade Certificates.**

All Trade persons engaged in the work for this Standing Offer must be Electrical Journey persons and Electrical apprentices and must hold a valid trade proficiency certificate(s) certified by the Nova Scotia department of labour. Specifically, only the following trade certificates will be permitted;

##### **1.0 Certified Journey person Electrician- Construction Electrician trade certificate.**

##### **2.0 Electrical Apprentice- An Electrical Apprentice Card issued by Nova Scotia Department of Labour and Advanced education.**

Copies of the trade proficiency certificate(s) must be submitted to the contracting Authority when requested prior to issuance of a Standing offer. One certificate per Electrical Journey person and one certificate per Electrical Apprentice are required.

The Offeror must provide, within **three (3) days** following a request from the Contracting Authority, the above construction trade certificate and electrical apprentice card for each Journey person Electrician and Electrical apprentice. Failure to comply with the request will result in the bid being declared non-responsive.

#### **1.5 Confirmation of Workers Compensation Coverage**

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

The Bidder must provide, within **three (3) days** following a request from the Contracting Authority, a certificate or letter from the applicable Workers' Compensation Board confirming the Bidder's good standing account. Failure to comply with the request will result in the bid being declared non-responsive

### 1.6 Status and Availability of Resources

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

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

#### Certification

By submitting an offer, the Offeror certifies that the information submitted by the Offeror in response to the above requirements is accurate and complete.

## PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

### 1. Security Requirement

N/A

### 2. Financial Capability

N/A

### 3. Insurance Requirements

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

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

## PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 1. Offer

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

#### 2. Security Requirement

N/A

### 3. Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) by number, date and title are set out in the Standard Acquisition Clauses and Conditions (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

#### 3.1 General Conditions

2005 (2012-03-02) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

#### 3.2 Standing Offers Reporting

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

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

The data must be submitted on a "quarterly basis" to the Standing Offer Authority.  
The quarterly reporting periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31;

4th quarter: January 1 to March 31.

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

### 4. Term of Standing Offer

#### 4.1 Period of the Standing Offer

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

#### 4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional **two (2), 12 month option periods**, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

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

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CCC No./N° CCC - FMS No/ N° VME

## **5. Authorities**

### **5.1 Standing Offer Authority**

The Standing Offer Authority is:

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

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

### **5.2 Project Authority**

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

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

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

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

## **6. Identified Users**

The Identified User authorized to make call-ups against the Standing Offer is: Department of National Defence, 14 Wing Greenwood, Greenwood, NS or a Delegated Authority..

## **7. Call-up Procedures**

Work arising from this standing offer will be distributed as follows:

Highest ranked or lowest offeror will receive 45% of the total value.

Second highest ranked or second lowest Offeror will receive 30% of the total value.

Third highest ranked or third lowest Offeror will receive 25% of the total value.

The total value will be calculated as the total estimated cost for services over a three year period (one year plus two option years) for all services under this requirement. Work will be distributed in aim of achieving the target value associated with each standing offer.

The estimated work distribution percentages for the above electrical repairs and installation standing offer is an estimate of the value for the required services that will be used when selecting the firm and does not infer that the value of the required services for each standing offer will be utilized or that the quantities may not be exceeded.

If fewer than three responsive offers are received, then the standing offer will be distributed with 60% of the value to the highest ranked or lowest offeror and 40% of the value to the second highest or second lowest offeror.

If fewer than two responsive offers are received, then the standing offer will be issued to the single responsive offeror.

### **Services will be called-up as follows:**

a) The Department of National Defence Project Authority will establish the scope of services to be performed. For each individual Call-Up, offerors will be considered using a computerized distribution system. This system will track all call-ups assigned to each successful offeror and will maintain a running total of the dollar value of business distributed. The system will contain for each offeror an ideal business distribution percentage which has been established as follows; [45]% of the business for the top ranked offeror or lowest bidder, [30]% for the 2nd ranked or second lowest offeror, [25]% for the 3rd ranked or third lowest offeror.

If fewer than three responsive offers are received, then the standing offer will be distributed with 60% of the value to the highest ranked or lowest offeror and 40% of the value to the second highest or second lowest offeror.

If fewer than two responsive offers are received, then the standing offer will be issued to the single responsive offeror.

The Offeror who is furthest under their respective ideal business distribution percentage in relation to the other offerors will be selected for the next call-up.

a) The Offeror shall include the category of personnel, name of personnel and the number of hours estimated/required to perform the services.

1. The offeror will be authorized in writing by the Project Authority to proceed with the services by issuance of a Call-up against the Standing Offer.

### **8. Call-up Instrument**

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

### **9. Limitation of Call-ups**

Individual call-ups against the Standing Offer must not exceed \$57,500.00 (Goods and Services Tax or Harmonized Sales Tax included).

### **10. Financial Limitation**

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

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

## 11. Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2012-03-02), General Conditions - Standing Offers - Goods or Services
- d) the supplemental general conditions LAB-180(2004-12-10)-Labour Conditions;  
the general conditions 2010C-General Conditions - Services (Medium Complexity)-2012-03-02;
- f) Annex A, Statement of Work;
- g) Annex B, Basis of Payment;
- h) Annex C, Dollar Usage Report;
- i) Annex D, Insurance Requirements;
- j) Annex E, Fair Wage Schedule;
- k) the Offeror's offer \_\_\_\_\_(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.

### 12.2 SACC Manual Clauses

Status and Availability of Resources  
Certifications

M3020C  
A3015C

## 13. Applicable Laws

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

## B. RESULTING CONTRACT CLAUSES

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

## **1. Statement of Work**

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

## **2. Standard Clauses and Conditions**

### **2.1 General Conditions**

2010C (2012-03-02), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

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

### **2.2 Supplemental General Conditions**

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

## **3. Term of Contract**

### **3.1 Period of the Contract**

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

## **4. Payment**

### **4.1 Basis of Payment**

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

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

### **4.2 Limitation of Price**

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

### **4.3 Single Payment**

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

### **4.4 SACC Manual Clauses**

T1204 - Direct Request by Customer Department

A9117C

### **4.5 Payment by Credit Card**

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

## 5. Invoicing Instructions

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed. Invoices shall be detailed as follows:

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

Wing Construction Engineering  
14 Wing Greenwood  
P.O Box 5000 Stn.Main  
Greenwood, N.S. B0P 1N0

## 6. Insurance Requirements

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

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

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

## 7. SACC Manual Clauses

Electrical Equipment	B1501C
Time Verification	C0711C
Inspection and Acceptance	D5328C
Canadian Forces Site Regulations	A9062C
Excess Goods	B7500C
Work Site Access	A1009C



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## **ANNEX "A"**

### **STATEMENT OF WORK**

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**ANNEX "B"****BASIS OF PAYMENT****Year 1:**

Column A	Column B Work Description	Column C Unit of Measurement	Column D Estimated Quantity	Column E Price per Unit	Column F Extended Price= Column D*Column E
1	<b>First Hour: Service Calls, including travel time and all related expenses and one hour of productive labour at the job site.</b>				
	During Regular Hours: 0730-16:00 Hours Monday through Friday				
	a) Certified Journey Person electrician	Hr	1	\$ _____	\$ _____
	B) Electrician apprentice	Hour	1	\$ _____	\$ _____
2	<b>Subsequent Hours Labour only.</b>				
	During Regular Hours: 0730-16:00 Hours Monday through Friday				
	a) Certified Journey Person electrician	Per hour	2000	\$ _____	\$ _____
	b) Electrician apprentice	Per hour	2000	\$ _____	\$ _____
Year one total					\$ _____

**Materials and replacement parts will be at the contractors net cost plus a mark up of 10%.**

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**Option Year 1:**

Column A	Column B Work Description	Column C Unit of Measurement	Column D Estimated Quantity	Column E Price per Unit	Column F Extended Price= Column D*Column E
1	<b>First Hour: Service Calls, including travel time and all related expenses and one hour of productive labour at the job site.</b>				
	During Regular Hours: 0730-16:00 Hours Monday through Friday				
	a) Certified Journey Person electrician	Hour	1	\$ _____	\$ _____
	b) Electrician apprentice	Hour	1	\$ _____	\$ _____
2	<b>Subsequent Hours Labour only.</b>				
	During Regular Hours: 0730-16:00 Hours Monday through Friday				
	a) Certified Journey Person electrician	Per hour	2000	\$ _____	\$ _____
	b) Electrician apprentice	Per hour	2000	\$ _____	\$ _____
Option Year one total					\$ _____

**Materials and replacement parts will be at the contractors net cost plus a mark up of 10%.**

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**Option Year 2:**

Column A	Column B Work Description	Column C Unit of Measurement	Column D Estimated Quantity	Column E Price per Unit	Column F Extended Price= Column D*Column E
1	<b>First Hour: Service Calls, including travel time and all related expenses and one hour of productive labour at the job site.</b>				
	During Regular Hours: 0730-16:00 Hours Monday through Friday				
	a) Certified Journey Person electrician	Hour	1	\$ _____	\$ _____
	b) Electrician apprentice	Hour	1	\$ _____	\$ _____
2	<b>Subsequent Hours Labour only.</b>				
	During Regular Hours: 0730-16:00 Hours Monday through Friday				
	a) Certified Journey Person electrician	Per hour	2000	\$ _____	\$ _____
	b) Electrician apprentice	Per hour	2000	\$ _____	\$ _____
Option Year two total					\$ _____

**Materials and replacement parts will be at the contractors net cost plus a mark up of 10%.**

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

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



**ANNEX "D"****INSURANCE REQUIREMENTS****Commercial General Liability Insurance**

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

n) **Litigation Rights:** Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

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

For other provinces and territories, send to:

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

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

#### **Automobile Liability Insurance**

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

#### **Environmental Impairment Liability Insurance**

1. The Contractor must obtain Contractors Pollution Liability insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$1,000,000 per accident or occurrence and in the annual aggregate.
2. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
3. The Contractors Pollution Liability policy must include the following:
  - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada as additional

insured should read as follows: Canada, represented by Public Works and Government Services Canada.

b. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.

c. Separation of Insureds: The policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.

d. Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.

### **Errors and Omissions Liability Insurance**

1. The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional Liability) insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature but for not less than \$1,000,000 per loss and in the annual aggregate, inclusive of defence costs.

2. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

3. The following endorsement must be included:

Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.



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**ANNEX "E"**  
**FAIR WAGE SCHEDULE**



## FAIR WAGE SCHEDULE FOR FEDERAL CONSTRUCTION CONTRACTS

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

### Nova Scotia - North/Central/South / Nouvelle-Écosse - Nord/Centrale/Sud

( New Glasgow, Truro, Kentville, Yarmouth)

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

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

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

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

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

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

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

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

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

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

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