

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:

**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada
Room 1650, 635 8th Ave. S.W.
Calgary
Alberta
T2P 3M3**

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/Travaux
publics et Services gouvernementaux Canada
Room 1650, 635 8th Ave. S.W.
Calgary
Alberta
T2P 3M3

Title - Sujet Crane Maintenance	
Solicitation No. - N° de l'invitation W0142-11SO24/A	Date 2012-03-09
Client Reference No. - N° de référence du client W0142-11SO24	GETS Ref. No. - N° de réf. de SEAG PW-\$CAL-128-5932
File No. - N° de dossier CAL-1-34025 (128)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-04-18	Time Zone Fuseau horaire Mountain Daylight Saving Time MDT
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Espeut, Ian	Buyer Id - Id de l'acheteur cal128
Telephone No. - N° de téléphone (403)292-5115 ()	FAX No. - N° de FAX (403)292-5786
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE B ENGR SECTION, BUILDING 363 CFB - SUFFIELD BOX 6000, STN MAIN MEDICINE HAT Alberta T1A8K8 Canada	
Security - Sécurité 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

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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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 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.

2. Summary

For the provision of maintenance inspections and regular maintenance service on overhead cranes on an "as and when requested" basis, during the period of standing offer and in accordance with specification # L-S381-9901/607, dated 02 Aug 2005, for the Department of National Defence at Canadian Forces Base Suffield in Ralston, AB. The period of the standing offer will be for a period of one year, plus two option years.

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

3. Security Requirement

There is a security requirement associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses.

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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 (2011-05-16) 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: one hundred and eighty (180) days

1.1 SACC Manual Clauses

M0019T (2007-05-25) Firm Price and/or Rates

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.

Due to the nature of the Request for Standing Offers, transmission of offers by electronic mail to PWGSC will not be accepted.

3. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than seven (7) 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 Alberta.

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

Section I: Financial Offer (1 hard copy)

Section II: Certifications (1 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 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.

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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 technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

1.1 Financial Evaluation

The estimated quantities listed under Annex "B" are for evaluation purposes only and will not form part of any resulting Standing Offer.

The total aggregate bid offer will be calculated by multiplying the unit price for each line item by the associated estimated usage and summing the values.

Calculation will be applied to each option year of pricing and all periods will be totalled to determine the total evaluated aggregate bid price of the Offer.

M0222T - Evaluation of Price (2010-01-11)

2. Basis of Selection

(M0069T, 2007-05-25)

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

PART 5 - CERTIFICATIONS

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

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

1. 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

(M2000T, 2010-08-16)

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

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

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

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

The Offeror or the member of the joint venture

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

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

(c) () is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada, but has not previously

obtained a certificate number from HRSDC (having not bid on requirements of \$200,000 or more), in which case a duly signed certificate of commitment is attached;

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

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

1.2 Former Public Servant Certification

(M3025T, 2010-01-11)

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

Definitions

For the purposes of this clause,

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

- (a) an individual;
- (b) an individual who has incorporated;
- (c) a partnership made of former public servants; or
- (d) a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

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

"pension" means, in the context of the fee abatement formula, a pension or annual allowance paid under the Public Service Superannuation Act (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the Supplementary Retirement Benefits Act, R.S., 1985, c. S-24 as it affects the 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:

- (a) name of former public servant;
- (b) date of termination of employment or retirement from the Public Service.

Work Force Reduction Program

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

If so, the Offeror must provide the following information:

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

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

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 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.

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

2.1 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).

2.2 The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.

2.3 Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.

2.4 The Contractor/Offeror must comply with the provisions of the:

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

3. Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) by number, date and title are set out in the Standard Acquisition Clauses and Conditions (<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

3.2.1 Periodic Usage Reports - Standing Offer

(M7010C, 2010-01-11)

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 "D". 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 fifteen (15) 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 against the Standing Offer is from date of issuance for a period of one (1) year.

4.2 Extension of Standing Offer

(M9014C, 2008-05-12)

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional two (2) periods of one year, from TBD to TBD 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 Ninety (90) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

5. Authorities

5.1 Standing Offer Authority

The Standing Offer Authority is:

Ian Espeut
Supply Officer
Public Works and Government Services Canada
Acquisitions Branch
Western Region Directorate
1650, 635 8 Ave SW
Calgary, AB T2P 3M3

Telephone: (403) 292-5115
Facsimile: (403) 292-5786
E-mail address: ian.espeut@pwgsc-tpsgc.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:

To be determined at issuance of 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 under 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: _____

Address: _____

Telephone: _____

Facsimile: _____

Email: _____

6. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: CFB Suffield.

7. Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form PWGSC-TPSGC 942 or electronic document.

8. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$50,000.00 (Goods and Services Tax or Harmonized Sales Tax included).

9. 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 general conditions 2010C (2011-03-02), General Conditions - Services (Medium Complexity);
- e) Annex "A", Statement of Work;

- f) Annex "B", Basis of Payment;
- g) Annex "C", Security Requirements Check List;
- h) the Offeror's offer TBD.

10. Certifications

10.1 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.

11. 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 Alberta.

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 (2012-03-02) will not apply to payments made by credit cards.

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 - Limitation of Expenditure

(C0206C, 2011-05-16)

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B, to a limitation of expenditure of \$ to be determined upon call-up. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

4.2 Payment by Credit Card (if applicable)

The following credit card is accepted: _____.

OR

The following credit cards are accepted: _____ and _____.

4.3 SACC Manual Clauses

C2000C	Taxes - Foreign-based Contractor	2007-11-30
C2604C	Customs Duties, Excise Taxes and GST/HST - Non-resident	2010-01-11
H1000C	Single Payment	2008-05-12

5. Invoicing Instructions

(H5001C, 2008-12-12)

1. 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.
2. Invoices must be distributed as follows:
 - (a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

6. Insurance Requirements

(G1001C, 2008-05-12)

The Contractor must comply with the insurance requirements specified herein. 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.

6.1 Commercial General Liability Insurance

(G2001C, 2008-05-12)

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.

6.2 Automobile Liability Insurance

(G2020C, 2008-05-12)

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.
 - e) OPCF/SEF/QEF #3 - Drive Government Automobiles Endorsement
 - f) Liability for Physical Damage to Non-owned Automobiles: Ontario OPCF 27 or 27B / Quebec: QEF #27 / Other Provinces: SEF#27

7. SACC Manual Clauses

A9039C	Salvage	2008-05-12
A9062C	Canadian Forces Site Regulations	2011-05-16
B7500C	Excess Goods	2006-06-16

8. Mandatory Health and Safety

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

1.) SPECIAL INSTRUCTIONS TO BIDDERS (SI):

WCB AND SAFETY PROGRAM

1. The recommended Bidder must provide to the Contracting Authority, prior to Contract award:
 - 1.1 a Workers Compensation Board Statement of Injury Cost Supplement - *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 must 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.

2.) SUPPLEMENTARY CONDITIONS (SC):

Workplace Safety and Health

1. EMPLOYER/CONTRACTOR

- 1.1 The Contractor must, for the purposes of the Workplace Safety and Health Act and Regulations, 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 assume the role of 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 assume, as the Contractor, the responsibility for Canada's other Contractor(s); or
 - 1.1.3.2 accept that Canada's other Contractor is 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 must 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.

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W0142-11SO24

File No. - N° du dossier

CAL-1-34025

CCC No./N° CCC - FMS No/ N° VME

ANNEX "A"

STATEMENT OF WORK

For the provision of maintenance inspections and regular maintenance service on overhead cranes on an "as and when requested" basis, during the period of standing offer and in accordance with specification # L-S381-9901/607, dated 02 Aug 2005, for the Department of National Defence at Canadian Forces Base Suffield in Ralston, AB.

See accompanying documentation.

ANNEX "B"**BASIS OF PAYMENT****Subcontracting**

No part of the work will be sub-contracted without written authorization from the Site Authority.

Invoices

When submitting invoices show repair cost breakdown, labour and materials in detail and suppliers invoices for all single items \$ 50.00 or over.

Travel and Accommodations (if applicable)

Contractor must have prior authorization of the Project Authority when there is a need for accommodation, food and additional travel and will be in accordance with Treasury Board Regulations.

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

Where a cost estimate has been submitted and accepted by the site authority, fully completed work or services will be provided at a cost no greater than 100% of such estimate.

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.

These items (see below) 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 from the Total Evaluated Price calculation shown below. It is anticipated that only one Standing Offer will be issued to the lowest compliant offeror.

A) Standing Offer Period - One Year (TBD to TBD) plus Two Option Years

	Est. Usage	SOA Period	Option Year #1	Option Year #2	Total Cost
		Cost/unit	Cost/unit	Cost/unit	
1. For all crane maintenance at CFB Suffield					
A. Travel					
Lump sum price per round trip to and from CFB Suffield, Ralston, AB for travel time (non-productive labor) and including all km/mileage charges as follows:					
i. During Regular Working Hours:					
a. Repairman	10 trips	\$_____/trip	\$_____/trip	\$_____/trip	\$_____
b. Helper	10 trips	\$_____/trip	\$_____/trip	\$_____/trip	\$_____
ii. Outside Regular Working Hours (Mon-Fri):					
a. Repairman	2 trips	\$_____/trip	\$_____/trip	\$_____/trip	\$_____
b. Helper	2 trips	\$_____/trip	\$_____/trip	\$_____/trip	\$_____
iii. Outside Regular Working Hours (Weekends & Stat Holidays):					
a. Repairman	1 trip	\$_____/trip	\$_____/trip	\$_____/trip	\$_____
b. Helper	1 trip	\$_____/trip	\$_____/trip	\$_____/trip	\$_____
B. Productive Labour in addition to 1.A. Above					
Direct or Productive labour used exclusively in work at CFB Suffield as follows (rate per hour includes all tools and equipment for repairman and helper and will include supervision):					
i. During Regular Working Hours:					
a. Repairman	75 hrs	\$_____/hr	\$_____/hr	\$_____/hr	\$_____
b. Helper	75 hrs	\$_____/hr	\$_____/hr	\$_____/hr	\$_____

ii. Outside Regular Working Hours (Mon-Fri):					
a. Repairman	15 hrs	\$_____/hr	\$_____/hr	\$_____/hr	\$_____
b. Helper	15 hrs	\$_____/hr	\$_____/hr	\$_____/hr	\$_____
iii. Outside Regular Working Hours (Weekends & Stat Holidays):					
a. Repairman	7 hrs	\$_____/hr	\$_____/hr	\$_____/hr	\$_____
b. Helper	7 hrs	\$_____/hr	\$_____/hr	\$_____/hr	\$_____
C. Emergency Service:					
1. Service Call:					
i. During Regular Working Hours:					
a. Repairman	2 calls	\$_____/call	\$_____/call	\$_____/call	\$_____
b. Helper	2 calls	\$_____/call	\$_____/call	\$_____/call	\$_____
ii. Outside Regular Working Hours (Mon-Fri):					
a. Repairman	1 call	\$_____/call	\$_____/call	\$_____/call	\$_____
b. Helper	1 call	\$_____/call	\$_____/call	\$_____/call	\$_____
iii. Outside Regular Working Hours (Weekends & Stat Holidays):					
a. Repairman	1 call	\$_____/call	\$_____/call	\$_____/call	\$_____
b. Helper	1 call	\$_____/call	\$_____/call	\$_____/call	\$_____
2. Productive Labour in addition to 1.C. Above					
i. During Regular Working Hours:					
a. Repairman	10 hrs	\$_____/hr	\$_____/hr	\$_____/hr	\$_____
b. Helper	10 hrs	\$_____/hr	\$_____/hr	\$_____/hr	\$_____
ii. Outside Regular Working Hours (Mon-Fri):					
a. Repairman	5 hrs	\$_____/hr	\$_____/hr	\$_____/hr	\$_____
b. Helper	5 hrs	\$_____/hr	\$_____/hr	\$_____/hr	\$_____
iii. Outside Regular Working Hours (Weekends & Stat Holidays):					
a. Repairman	3 hrs	\$_____/hr	\$_____/hr	\$_____/hr	\$_____

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b. Helper	3 hrs	\$_____/hr	\$_____/hr	\$_____/hr	\$_____
D. Material and replacement parts (except free issue) at laid down cost (which includes invoice cost, transportation cost, exchange, customs and brokerage charges) plus a mark up (which includes purchasing expenses, internal handling, G & A expenses and profit) excluding GST. GST to be shown as a separate item.					
Est. cost of material and replacement parts of \$4,000.00 plus mark-up of _____% =		\$_____	\$_____	\$_____	\$_____
E. Firm price lump sum for a single Semi-Annual Inspection, Maintenance & Lubrications as per Annex A, Appendices 1 of the attached specifications (L-5381-9901/607)	2 Inspect ions	\$_____	\$_____	\$_____	\$_____
F. Firm price lump sum for the Annual Load Test including load test as per Annex A, Appendices 1 of the attached specifications (L-5381-9901/607)	1 Test	\$_____	\$_____	\$_____	\$_____
Total estimated evaluated price is=					\$_____

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ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST

See accompanying documentation.

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ANNEX "D"**STANDING OFFER USAGE REPORT****Send Report to:**

Ian Espeut

Email: ian.espeut@pwgsc-tpsgc.gc.ca

Facsimile: 403-292-5786

Quarterly Usage Report Schedule:

Period of:	Report Due no later than:
April 01 - June 30	July 15
July 01 - September 30	October 15
October 01 - December 31	January 15
January 01 - March 31	April 15

Each Usage Report is to be comprised of:**a) Completed Callups:**

The Offeror hereby offers to provide information on completed Callups as per the format below:

Item No.	Call-Up No. Description	Value of the Call-Up/Contract	GST/HST

(A) Total Dollar Value Call-ups for this reporting period:	
(B) Accumulated Call-Up totals to date:	
(A+B) Total Accumulated Call-Ups:	

NIL REPORT: We have not done any business with the federal government for this period []

Prepared by: _____

Telephone no.: _____

Signature: _____

Date: _____

DEPARTMENT OF NATIONAL DEFENCE

CANADIAN FORCES BASE SUFFIELD

BASE ENGINEERING

**SPECIFICATION
FOR
OVERHEAD CRANE SERVICE**

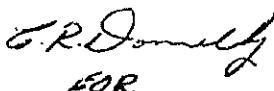
JOB NO. L-S381-9901/607

SO 24

DATE 02 AUGUST 2005



**R. WESTERS
ELEC. SVCS SUPERVISOR**


FOR

**B. BINNIE
BASE FIRE CHIEF**



**P. RUSSELL
CONTRACTS INSPECTOR**

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PART 1 General

1.1 DESCRIPTION OF WORK

- .1 Work under this Standing Offer Agreement (SOA) must include preventative maintenance, regular maintenance and 24 hour emergency services as required by the Electrical Contracts Inspector and appointment personnel (Inspector).
- .2 Contractor must provide all equipment, material, supervision and labour to provide regular maintenance service as requisitioned and a 24 hour emergency repair service, on an as and when required basis.
- .3 Preventative Maintenance (PM) inspections to be carried out in March and September of each year and approved by the Inspector on site. Dates may change as needed by Inspector. Contractor will be notified 30 days in advance.
- .4 All work is to be carried out at CFB Suffield, Ralston, Alberta.
- .5 Preventative maintenance inspections and repair work requisitioned by Inspector must be performed in accordance with Section 14310 contained in these specifications.
- .6 Equipment under this SOA will consist of overhead travelling cranes, wire rope, and chain hoists according to Annex A, Appendix 1 through 4.
- .7 Similar equipment as in para .6 may be added to Annex A after installation warranty period expires. Contractor will be informed in writing.

1.2 METHOD OF PAYMENT

- .1 The SOA will be paid based on invoices provided by the Contractor and approved by the Inspector after work has been completed.
- .2 When submitting invoices show repair cost breakdown, labour and materials in detail and suppliers invoices for all single items \$ 50.00 or over.

1.3 INSPECTION REPORT

- .1 Upon completion of a PM inspection, a preliminary inspection report will be submitted to the Inspector by the serviceman performing the inspection.
- .2 The Report will indicate the check made, conditions of the equipment, adjustments made, and parts replaced. Recommendations as to maintenance work required will also be made in the report.

1.4 CODES AND STANDARDS

- .1 Perform work in accordance with National Building Code of Canada (NBC), Canadian Standards Association (CSA), Occupational Health and Safety Regulations Alberta, and any other code of provincial or local application provided that in any case of conflict or discrepancy, the more stringent requirements must apply.

- .2 Meet or exceed requirements of:
 - .1 SOA documents.
 - .2 Specified standards, codes and reference documents.

1.5 WORK SCHEDULE

- .1 Interim reviews of work progress based on work schedule will be conducted as decided by the Inspector and schedule updated by Contractor in conjunction with and to approval of the Inspector.

1.6 COST BREAKDOWN

- .1 The Emergency & Maintenance work is to be performed, on form DSS 942, Requisition Against a Standing Offer, when ordered by the Inspector. Cost breakdown is as follows:
 - .1 Submit hourly labour rates for:
 - .1 Repairman, helper during regular working hours (Monday through Friday).
 - .2 Outside regular working hours (Monday through Friday).
 - .3 Weekends and stat holidays.
 - .2 Submit price for travel:
 - .1 Travel time and kilometre rate during regular working hours (Monday through Friday).
 - .2 Outside regular working hours.
 - .3 Weekends and stat holidays.
 - .3 Rates for food and lodging for each man per day, according to Treasury Board Regulations accompanied by receipts for lodging.
 - .4 No part of the work shall be sub-contracted without written authorization from the Inspector and a cost no greater than 110% of the amount charged to the Contractor.

1.7 CONTRACTORS USE OF SITE

- .1 Use of site, exclusive and complete for execution of work as approved by occupants.
- .2 Do not unreasonably encumber site with materials and equipment.
- .3 Move stored products or equipment which interfere with operations of occupants, Inspector, or other Contractors.
- .4 Obtain and pay for use of additional storage or work areas.

- .5 All requisitioned preventative maintenance inspection and maintenance work will be performed during normal working hours from 0800 hours to 1630 hours, Monday through Friday inclusive. Other arrangements will be considered by Inspector.

1.8 PROJECT MEETINGS

- .1 Hold regular project meetings at times and locations approved by the Inspector.

1.9 MANUFACTURER'S INSTRUCTIONS

- .1 Be responsible for obtaining manufacturer's literature and for correct servicing procedure, adjustments and parts replacement according to manufacturer's instructions.

1.10 COMMENCEMENT OF WORK

- .1 Contractor: Representative to coordinate timings for work commencement and to report to the Inspector prior to commencement of work.
- .2 Emergency and Maintenance work must commence when contractor has a signed and approved DND 942 authorizing him to perform work.
- .3 Work performed as requested by persons other than the Inspector or appointed personnel must be done at contractor's own expense.

1.11 COOPERATION

- .1 The contractor must familiarize himself with the building in which work was requested and must cooperate with others doing work in this building so that their work will not conflict with his.

1.12 INSPECTION CLEAN-UP

- .1 Thoroughly clean equipment of dirt and other foreign substances. Disconnect, clean and reconnect whenever necessary for the purpose of location and removing obstructions.
- .2 The Contractor must be responsible for the protection and maintenance of his work until job has been completed and accepted by DND. He must be responsible for the sorting of his material inside and out of the building and must clean up all refuse caused by his work.
- .3 On a daily basis maintain area of work, free from debris and waste material.

1.13 WORKMANSHIP

- .1 All work must be executed in a workmanlike manner and must present a neat and finished appearance when completed. The Contractor must keep competent, Journeyman Certified personnel on the job during progress of work.
- .2 Contractor must not place any identification stickers, maintenance stickers, etc, on any equipment without written authorization.

PART 2 Products

2.1 NOT USED

.1 Not used.

PART 3 Execution

3.1 NOT USED

.1 Not used.

END OF SECTION

PART 1 General

1.1 FIRE SAFETY PLAN

- .1 Contractor's and their personnel will be familiar with this Section and its requirements.

1.2 FIRE DEPARTMENT BRIEFING

- .1 Engineer will coordinate arrangements for contractor to be briefed on Fire Safety at their pre-work conference by the 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.

Base: 4911

Ralston (Off Base): 544-4911

- .2 Report immediately all fire incidents to Fire Department as follows:
 - .1 activate nearest fire alarm box; or
 - .2 telephone.
- .3 Person activating fire alarm box will remain at box 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 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.

1.5 FIRE EXTINGUISHERS

- .1 Supply fire extinguishers, as scaled by Fire Chief, necessary to protect work in progress and contractor's physical plant on site.

**1.6 INSTALLATION AND/OR REPAIR OF ROOF TO INCLUDE CONTRACTORS
PHYSICAL PLANT AT SITE**

- .1 Notify Fire Chief of location of any asphalt kettles and dates that kettles will be in use. Ensure personnel use and take precautions as follows :
 - .1 Use kettles equipped with thermometers or gauges in good working order.
 - .2 Locate kettles in safe place outside of building or, if approved by Fire Chief, on non-combustible roof. Locate to avoid danger of igniting combustible material below.
 - .3 Maintain continuous supervision while kettles are in operation and provide metal covers for kettles to smother any flames in case of fire. Fire extinguishers shall be provided as required in 1.5.
 - .4 Prior to start of work , demonstrate container capacities to Fire Chief.
 - .5 Use only glass fibre roofing mops.
 - .6 Used roofing mops will not be left unattended on roof and shall be stored away from building and combustible materials.
 - .7 All roofing materials will be stored in location no closer than 3 m to any structures.

1.7 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.

1.8 FIRE PRECAUTIONS

- .1 Private Contractors are responsible for providing a Fire Watcher service on a scale established in conjunction with the Base Fire Chief prior to job start up.
- .2 Base Fire Chief is to be advised of all cases involving the use of flame or spark producing devices including heating equipment in or around buildings.
- .3 Appropriate permits must be obtained prior to job start up.

1.9 SMOKING PRECAUTIONS

- .1 Although smoking is not permitted in hazardous areas, care must still be exercised in the use of smoking materials in non-restricted areas.
- .2 Smoking is not permitted in DND 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 remove as required in 1.10.3.1.

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 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 for work involving spark producing equipment, welding, burning or use of blow torches and salamanders, in buildings or facilities. Hot work permits may be issued between 0800 – 0900 hours daily.
- .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 will be assured and all sources of ignition are to be eliminated. Fire Chief is to be informed prior to and at cessation of such work.

1.13 QUESTIONS AND/OR CLARIFICATION

- .1 Direct any questions or clarification on Fire Safety in addition to above requirements to Fire Chief.

1.14 FIRE INSPECTION

- .1 Site inspections by Fire Chief will be coordinated through Engineer.
- .2 Allow Fire Chief unrestricted access to work site.
- .3 Co-operate with Fire Chief during routine fire safety inspection of work site.
- .4 Immediately remedy all unsafe fire situations observed by Fire Chief.

PART 2 Products

2.1 NOT USED

- .1 Not Used.

PART 3 Execution

3.1 NOT USED

- .1 Not Used.

END OF SECTION

PART 1 General

1.1 POWER AND WATER SUPPLY

- .1 DND can provide, free of charge, temporary electric power and water for construction purposes.
- .2 The Inspector will determine delivery points and quantitative limits. The Inspector's written permission is required before any connection is made. Connect to existing power supply in accordance with Canadian Electrical Code.
- .3 Provide, at no cost to DND, all equipment and temporary lines to bring these services to project site.
- .4 Supply of temporary services by DND is subject to DND requirements and may be discontinued by DND site representative at any time without notice, without acceptance of any liability for damage or delay caused by such withdrawal of temporary services.

PART 2 Products

2.1 NOT USED

PART 3 Execution

3.1 NOT USED

END OF SECTION

PART 1 General

1.1 CONSTRUCTION SAFETY MEASURES

- .1 Contractor's and their personnel must be familiar and comply with this section and its requirements.
- .2 Observe construction safety measures of National Building Code latest edition, National Fire Code of Canada latest edition, provincial Government, Workers'/Workmen's Compensation Board, Canada Labour Code Part II, and municipal authority provided that in any case of conflict or discrepancy, more stringent requirements must apply.

1.2 BASE SAFETY OFFICER BRIEFING

- .1 Engineer will coordinate/arrange for Contractors Senior Staff to be briefed on Base Safety requirements. This will occur at the pre-commencement meeting by the Base Safety Officer and will be completed before any work is started.
- .2 The balance of on site employees and sub-contractors for the project will be briefed as the project progresses. For employees not covered in 1.2.1, briefings will be held as follows:
 - .1 Bi-weekly safety briefings will be established in Building 94, Base Training Center. All employees will be briefed, no exceptions.
- .3 The Base Safety Briefing is valid for one year from date of orientation.

1.3 FMA SAFETY REQUIREMENTS

- .1 Contractor's doing work in the Force Maintenance Area (FMA), are to have one initial briefing per contract by the Chief Clerk in Building 229, before any work may commence. FMA includes all buildings east of the Jenner Highway.

1.4 EPG AND BASE RANGE AREA

- .1 When work is to be performed in the EPG (Experimental Proving Ground) and/or in the Base Range area, Contractor's and their personnel must attend a DRDC Field Safety Briefing and/or Range Safety Briefing from Range Control in order to obtain approval for access to site prior to any work commencing. All vehicles must be registered with the governing authority before entering the EPG and Range Control areas. The Contractor's Project superintendent will be provided with a radio that is able to communicate with the governing authority. All other Contractor vehicles must have a communication device, which will be the responsibility of the Contractor.

1.5 TOOLS AND EQUIPMENT

- .1 DND owned equipment, tools, devices, and machinery, including Personal Protective Equipment will not be provided to the Contractor.

1.6 CONFINED SPACE ENTRY POLICY

- .1 No employee shall enter or be permitted to enter any confined space unless such entry is made in compliance with the applicable provincial Occupational Health and Safety or Labour Canada Part II Standards. Contractor will make himself and employees aware of and abide by the Base Policy on confined space entry and the locations affected by said policy.

1.7 FIRE SAFETY REQUIREMENTS

- .1 Comply with requirements of Sections 01352 – Fire Safety Requirements.

1.8 SCAFFOLDING

- .1 Design and construct scaffolding in accordance with CSA S269.2.

1.9 OVERLOADING

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

1.10 WHMIS

- .1 Comply with requirements of Workplace Hazardous Materials Information System (WHMIS) regarding use, handling, storage, and disposal of hazardous materials and regarding labelling and provision of material safety data sheets acceptable to Labour Canada and Health and Welfare Canada.
- .2 All employees who handle or are exposed to hazardous materials as defined under the Hazardous Product Act (WHMIS Legislation) must be WHMIS trained in accordance with the act.
- .3 Material Safety Data Sheets (MSDS) for all materials falling under the WHMIS program must be supplied to the work site by the Contractor or user(s), and readily accessible to all on-site personnel.
- .4 Deliver copies of WHMIS data sheets to Engineer on delivery of materials.

1.11 FALL PROTECTION

- .1 Approved fall protection equipment and methods must be used in accordance with Canada Labour Code Part II.
- .2 Safety belts and lifelines must be worn where falling hazards exist. Contractor and their personnel must ensure they adhere to and strictly enforce the applicable provincial/federal regulations where it is impractical to provide adequate work platforms or staging.
- .3 All elevated work sites must have the area underneath cordoned off to prevent injuries from falling objects.

1.12 PERSONAL PROTECTIVE EQUIPMENT (PPE)

- .1 Contractors and their personnel must comply with all Provincial and Federal Safety Standards.
- .2 Hard hats and safety boots must be worn at all times at construction sites and when operating mobile equipment.
- .3 Eye and/or face protection must be worn when handling materials liable to injure or irritate eyes when engaging in any work, producing hazard from flying objects or when operating power lawn equipment or tools.
- .4 Hearing protection must be worn when entering or working in a noise hazardous area. This includes, but not limited to, constructions sites, shop operations, lawn care and operators of equipment or vehicles, which produce noise levels above 85 decibels.
- .5 Respirators must be worn when a workers is or may be exposed to an oxygen deficient area or to harmful concentration of gas, vapours, smoke, fumes, mists, dusts or as recommended by the Material Safety Data Sheets (MSDS).
- .6 Protective clothing must be worn at all times in all stores and industrial environments, construction sites and while performing any type of landscaping/lawn care activity. No shorts or non-safety footwear allowed.

PART 2 Products

2.1 NOT USED

- .1 Not used.

PART 3 Execution

3.1 NOT USED

- .1 Not used.

END OF SECTION

PART 1 General

1.1 ENVIRONMENTAL RESPONSIBILITY

- .1 All work under this contract is to be conducted in an environmentally responsible manner. Maintain awareness of particularly environmentally sensitive areas located throughout the Base.

1.2 WORK AREA

- .1 Under the direction of the Engineer, define and mark the construction area work limits prior to work commencing.
- .2 All work is to be restricted to designated work area, designated access roads and designated ancillary worksites.

1.3 FUEL MANAGEMENT

- .1 Ensure that any fuel storage and transfer areas on site are designed, operated and maintained in accordance with the requirements of current applicable federal, provincial and municipal legislation, guidelines and codes, including the 2003 *Environmental Code of Practice for Aboveground and Underground Storage Tank Systems Containing Petroleum and Allied Petroleum Products*, published by the Canadian Council for Ministers of the Environment (CCME), and the most current version of the *National Fire Code of Canada* (NFCC), from the National Research Council (NRC).
- .2 Fuel storage and handling areas must be completely contained to prevent spills or leaks from migrating outside the designated storage or handling area, per the requirements of the NFCC.
- .3 Appropriate clean-up materials shall be readily available to deal with spills or leaks.

1.4 FIRES

- .1 Fires and burning of rubbish on site are not permitted.
- .2 Additional requirements in accordance with Section 01352 – DND Fire Safety Policy

1.5 WASTE MANAGEMENT

- .1 Do not bury rubbish and waste materials on site.
- .2 Ensure that all waste materials, equipment and debris are adequately contained on site.
- .3 Remove from DND property for disposal all wastes or volatile materials, such as mineral spirits, oil or paint thinner.
- .4 Ensure that sufficient numbers of waste and recycling containers are located on site and properly maintained and emptied to prevent overloading.

- .5 Minimize amount of waste to landfills by segregating recyclable materials from the waste stream into appropriate recycling containers. Ensure separation of materials into appropriate recycling or waste bins.

- .6 Additional requirements in accordance with Section 01355 – Waste Management and Disposal

1.6 DRAINAGE

- .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 harmful substances in accordance with local authority requirements.

1.7 SOIL HANDLING

- .1 Remove topsoil before any construction procedures commence to avoid compaction of topsoil.
- .2 Handle topsoil only when it is dry and warm
- .3 Pile topsoil in berms in locations as directed by Engineer. Stockpile height not to exceed 2.5 - 3m.
- .4 Topsoil is to be replaced as the finish layer over all areas to be reseeded.
- .5 Avoid soil handling activities under high wind or unfavorable weather conditions, as directed by the Engineer.

1.8 SITE CLEARING AND PLANT PROTECTION

- .1 Minimal surface disturbance techniques are to be employed on prairie landscapes.
- .2 When vegetation or brush removal is required, such activities are to be completed using non-chemical means, unless otherwise authorized by the Engineer.
- .3 Protect trees and plants on site and adjacent properties where indicated.
- .4 Wrap in burlap, trees and shrubs adjacent to construction work, storage areas and trucking lanes, and encase with protective wood framework from grade level to height of 2 m.
- .5 Protect roots of designated trees to drip line during excavation and site grading to prevent disturbance or damage. Avoid unnecessary traffic, dumping and storage of materials over root zones.
- .6 Minimize stripping of topsoil and vegetation.
- .7 Restrict tree removals to areas indicated or designated by Engineer.

- .8 Salvage vegetation and store at approved sites for future replacement as required and directed by Engineer.

1.9 WORK ADJACENT TO WATERWAYS

- .1 Do not operate construction equipment in waterways.
- .2 Do not use waterway beds for borrow material.
- .3 Do not dump excavated fill, waste material or debris in waterways.
- .4 Design and construct temporary crossings to minimize erosion to waterways.
- .5 Do not skid logs or construction materials across waterways.
- .6 Avoid indicated spawning beds when constructing temporary crossings of waterways.
- .7 Do not blast under water or within 100 m of indicated spawning beds.
- .8 Enclose entire work area that is adjacent to waterway with an approved silt barrier to prevent addition of suspended sediments into the waterway.
- .9 In cases where silt barriers are not sufficient install additional erosion control devices as required to prevent any sediment from entering waterways.

1.10 POLLUTION CONTROL

- .1 Maintain temporary erosion and pollution control features installed under this contract.
- .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.

1.11 EQUIPMENT

- .1 Equipment that is to be used in the execution of the work shall be maintained in a manner that will not be detrimental to the environment and in compliance with the Canadian Environmental Protection Act (CEPA). Equipment that is in violation shall be removed from the site until such time as it does comply with the above requirements.
- .2 Equipment and vehicles used on the prairie shall be cleaned to remove weeds and spores prior to arriving on site.
- .3 Construction equipment shall be well maintained, free from leaks and mechanical defects.
- .4 When equipment and vehicles are not in use, they must be stored in designated areas approved by the Engineer.

1.12 STORAGE AND HANDLING

- .1 All hazardous substances (any substance that is poisonous or exhibits flammability, corrosivity, reactivity or toxicity) shall be stored and handled in a manner that is not harmful to human life and will not pollute the environment.
- .2 All hazardous substances stored outdoors will be situated in or on a secondary containment device capable of fully containing 1.5 times the quantity of the largest container stored in or on it. Storage sites shall be consolidated to the greatest extent possible to reduce the number of hazardous sites.
- .3 Where hazardous substances are stored indoors in quantities that cannot be contained safely by the building structure in the event of a leak, the Engineer may direct that such substances be stored in or on proper secondary containment devices.

1.13 RESTORATION

- .1 Disturbed vegetated areas must be reclaimed to reestablish vegetative cover.
- .2 All destabilized areas must be restabilized and restored to pre-work conditions.
- .3 Reseed using only native seeds and plants approved by the Engineer for site restoration, unless otherwise approved by the Engineer. No exceptions to native seeds will be considered for reclamation of prairie areas.
- .4 Areas to be restored must be maintained and monitored to ensure successful restoration as determined in consultation with the Engineer prior to work commencing. Areas where revegetation efforts were not successful must be reseeded, or replanted at no extra cost to the crown.

1.14 CLEAN UP

- .1 Leaks or spills of hazardous substances, regardless of the quantity of whether indoors or outdoors, shall be stopped and cleaned up immediately and be prevented from entering storm or sanitary sewer systems or contaminating soil or water.
- .2 All spilled substances and materials contaminated by the spill will be collected in leak proof containers or double bagged for disposal off DND property. Disposal shall be in a manner, which is acceptable to the local authority having jurisdiction over disposal of such substances.

1.15 REPORTING

- .1 All releases of hazardous substances into the environment (e.g., ground, water, drains, sewer systems, ditches, roads, parking areas, etc.) shall be reported to the Engineer as soon as possible.

1.16 INSPECTIONS

- .1 The project site from time to time may be inspected to ensure compliance with federal, provincial and local environmental requirements.

- .2 All spills reported under paragraph 1.15.1 of this Section are subject to inspection by the Base Environmental Officer and the Engineer to confirm cleanup and disposal have been carried out satisfactorily.

PART 2 Products

2.1 NOT USED

- .1 Not Used.

PART 3 Execution

3.1 NOT USED

- .1 Not Used.

END OF SECTION

PART 1 General

1.1 DESCRIPTION OF SERVICE

- .1 Do inspections, servicing, adjustments and repairs, to reference standards and this specification, on overhead travelling cranes and electric wire rope hoists as listed at Annex A and appendices of this specification.
- .2 Provide a written report on completion of each inspection, recording any defects or necessary repairs required, including a cost estimate of labour and materials to perform the repairs.
- .3 Provide a daily copy of work completed on each work requisition, on emergency and maintenance repairs (including manpower hours, material and travel time).

1.2 REFERENCE STANDARDS

- .1 Do inspection, servicing and repairs in accordance with:
 - .1 Canadian Electrical Code Part 1, CSA 22.1.
 - .2 Canadian Standards Association – General Purpose Electric Overhead Travelling cranes.
 - .3 Kone Manufacturing Instructions supplied by Hydramach Crane Ltd. – Nisku, Alberta.
 - .4 Electric Hoists Technical Note supplied by Richard Wilcox of Canada Ltd – London, Ontario.
 - .5 Occupational Health and Safety.

1.3 TEMPORARY STRUCTURES

- .1 Furnish and maintain all equipment such as temporary stairs, ramps, ladders, scaffolds, hoists, chutes, etc., as may be required for the proper execution of the work.
- .2 Temporary structures erected by the contractor shall remain his property and shall be removed by him from the site upon completion of the work.

1.4 REMOVAL OF REGULATORY AGENCIES

- .1 In addition to the Articles of Agreement and General Conditions supplied by Supply and services Canada, the buildings where cranes and hoists are located may be subjected to certain regulations. All bidders are directed to fully acquaint themselves with such regulations. The following are some of the more important rules and regulations.
 - .1 Security Clearances – the contractors personnel may be required to be security cleared. This requirement shall be verified with the Inspector.

- .2 Other rules and regulations may be imposed by the Inspector.
- .3 Permits: Comply with the laws and regulations having jurisdiction in the locality of the work including labour laws of the province and rules and ordinances relating to the preservation of public health and safety. Apply for and obtain the required permits, paying the fee thereof.

1.5 EMERGENCY AND REGULAR MAINTENANCE SERVICE CALLS

- .1 Service calls when so requested or ordered by the Inspector or his representative shall be as follows:
 - .1 Except as provided during inspection and servicing shall be available on a twenty-four (24) hour basis including Saturdays, Sundays, and holidays when so requested or ordered either by a signed requisition or verbally from authorized personnel.
 - .2 Any request for routine repair and service shall commence upon receipt of a call-up within two (2) normal working days.
- .2 All requests for services shall be confirmed by a Requisition Against a Standing Offer, form DSS 942, before payment can be claimed.
- .3 The contractor shall advise the Inspector of the telephone number at which he, or his representative may be contacted at all time.

1.6 ALTERATION AND SUBSTITUTIONS

- .1 Do not make any changes in the design and installation of equipment and fixtures without prior written approval of the Inspector.

1.7 REPORTS

- .1 Reports, including estimate of repairs required shall be submitted to the Inspector within fourteen (14) days after the inspection.
- .2 Urgent repairs that cannot wait until the next regular servicing shall be reported immediately on discovery for authorization of corrective action by the Inspector. These repairs will also be shown on the report.

PART 2 Products

2.1 MATERIALS

- .1 Parts:
 - .1 Replacement parts shall be those specified by the manufacturers of the equipment.
 - .2 If in an emergency, the contractor installs parts other than specified, he shall replace them with specified parts before claiming payment.

- .3 All replaced parts not under warranty, whether serviceable or unserviceable, shall be returned to the Inspector on completion of the work.
- .2 Lubricants:
 - .1 Supply proper lubricants as listed by the manufacturer for the electrical and mechanical components specified.
 - .2 Lubricants for open pinions, gearing and steel cables contain diletantes for evaporation but the use of lubricants containing petrol are to be avoided.
- .3 Cleaning Material:
 - .1 Supply proper cleaning materials for the cleaning of machines, motors, and controllers.
 - .2 Use trichloroethylene for removal of oil and grease from brake or clutch disc faces.

PART 3 Execution

3.1 INSPECTION

- .1 Conduct a visual inspection to determine:
 - .1 Condition of wire rope.
 - .2 Stress or deformation of hook.
 - .3 Tightness of welds, bolts, clamps, etc.
 - .4 Alignment of track, pulleys, chords, etc.
 - .5 Electrical wiring, connectors and grounding is intact.
- .2 Make any minor adjustments to controls, limits, belts, cables, screws, and bolts, levelling arrangements, etc., at the time of regular inspection.

3.2 TESTS

- .1 Conduct test to ensure the safe operation of equipment and their components according to reference standards and codes.

3.3 LUBRICATION

- .1 Use only manufacturer's recommended lubricants as specified by reference standards.
- .2 Follow lubricant frequencies and instructions specified in manufacturer's charts and/or check list provided at Annex A appendices of this specification.
- .3 Confirm any oil changes with Inspector, before start of PM Inspection.

3.4 TESTING AND ADJUSTING

- .1 Load Test:
 - .1 Conduct a duration test raising and lowering available load. (6) cycles (12 starts) over a 40 second cycle period.
 - .2 Check for the second speed of two speed hoists.
 - .3 During the course of this test the raise starts are carried out with the available load suspended.
- .2 Limit Test:
 - .1 Conduct a test of the limit switches for proper function.
 - .2 Reset limit switches as required.
- .3 Brake Test:
 - .1 Conduct a test run with available load to determine brake function.
 - .2 Check condition of disc or brake linings, housing bearing and temperature extremes.
 - .3 Make adjustments as required.

3.5 SERVICING

- .1 Conduct servicing to mechanical and electrical components in accordance with frequencies stipulated in the reference standards maintenance data.
- .2 Where manufacturer's frequencies or servicing schedules are not defined, the check list at Annex A, Appendix 1 and 2 will provide the minimum standard.

3.6 WIRE ROPE REPLACEMENT

- .1 Wire rope shall immediately be replaced when the number of visible wire breaks in the worst checking length equals to the table value shown at Annex A, Appendix 3.
- .2 Ropes showing any visible wire breaks will be replaced in accordance with time limit on the check list at Annex A, Appendix 2.

END OF SECTION

SEMI-ANNUAL PM INSPECTION CHECK LIST

PROCEDURE

1. Oil level: hoisting reduction gear
2. Stroke length of brakes
3. Brake Shoe: wear, cleanliness and clearance
4. Steel wire rope: condition
5. Steel wire rope: fastenings
6. Control box: button return and gland tight
7. Limit switch: function
8. Hook: condition, fastenings, axial clearance
9. Rope pulleys: wear, fastenings, bearings
10. Hoist & trolley: fastenings and locking of load parts
11. Cleanliness: electric devices, cable connections, seals.
12. Travelling wheels: wear, lubricant sufficiency
13. Coupling: condition of bushings
14. Inspect steel wire rope
15. Dismantle and clean conical brake motor
16. Duration Test

LUBRICATION CHART

OBJECT NO.	MAINTENANCE PROCEDURE	LUBRICANT GROUP	LUBRICATION INTERVAL MONTHLY		
			6	12	24
1	Lubrication of the drum bearings	3	x		
2	Lubrication of the toothed gear rim	3	X		
3	Lubrication of the limit switch bar	3	X		
4	Lubrication of the steel wire rope guide	3	X		
5	Lubrication of the open gearing in the trolley travelling machinery	4a	X		
6	Lubrication of the steel wire rope	4b	X		
7	Lubrication of the bearings in the revolving trolley	3		X	
8	Oil change of the hoisting reduction gear	1		X	
9	Oil change of the 2 stage travelling reduction gear	1		X	
10	Grease change of the 1-stage travelling reduction gear	3			X
11	Oil change of the micro-speed reduction gear (grease change like in point No. 10 if filled with grease)	3			X
12	Bearing lubrication of the rope pulleys	3			X
13	Bearing lubrication of the hoisting hook	3			X
14	Lubrication of the motor bearing	3			X
15	Lubrication of travelling wheel bearings	3			X

NUMBER OF WIRE	NUMBER OF SEEN WIRE BREAKING							
	CLASSIFICATION OF MECHANISM				CLASSIFICATION OF MECHANISM			
	Ordinary lay at length of		Langs lay at length of		Ordinary lay at length of		Lang lay at length of	
	6d	30d	6d	30d	6d	30d	6d	30d
To 50	2	4	1	2	4	8	2	4
51 to 75	3	6	2	3	6	12	3	6
76 to 100	4	8	2	4	8	16	4	8
101 to 120	5	10	2	5	10	19	5	10
121 to 140	6	11	3	6	11	22	6	11
141 to 160	6	13	3	6	13	26	6	13
161 to 180	7	14	4	7	14	29	7	14
181 to 200	8	16	4	8	16	32	8	16
201 to 220	9	18	4	9	18	35	9	18
221 to 260	10	21	5	10	21	42	10	21
261 to 280	11	22	6	11	22	45	11	22
281 to 300	12	24	6	12	24	48	12	24
Over 300	.04n.	.08.n	.02.n	.04.n	.08.n	.16.n	.04.n	.08.n

**EQUIPMENT LIST OF ELECTRIC CHAIN & WIRE ROPE HOIST
MONORAIL CRANES**

GROUP B

BLDG	LOCATION	BRAND NAME	CAPACITY	FREQUENCY	TYPE
229B	PACK SECTION	KONE	7 TONNE	TRDG	MODEL UN2683A
229B	PACK NORTH RUN UP ROOM	KONE	10 TONNE	MONORAIL	MODEL UN2437B
229B	PACK SOUTH RUN UP ROOM		3 TONNE	MONORAIL	JET MODEL #3511527
229B	EAST A LINE	KONE	10,000 KG	TRDG	HOIST MODEL UN2685A
229B	WEST A LINE	DEMAG	10,000 KG	TRDG	CRANE S/N #86239
229B	B LINE	KAVERIT	5 TONNE	URSG	CRANE S/N 2451
229B	WEST SHOP AREA	KAVERIT	25 TON	URSG	CRANE S/N 4546
556B	INSTRUMENTATION SHOP	KONE	10 TON	DGTR	S/N?
556B	GANTRY	KONE	1 TONNE	MONORAIL	HOIST S/N R10979
163B	OP FORCE MAINT	SHAWBOX	7.5 TONNE	URSG	CRANE S/N 2526
163B	OP FORCE MAIN T	P&H	7.5 TONNE	URSG	S/N?
161B	WEST	KAVERIT	10 TON	TRDG	CRANE S/N 2432
161B	EAST	KAVERIT	10 TON	TRDG	CRANE S/N 2432
396B	EAST	KAVERIT	7.5 TON	URSG	CRANE S/N 2954
203B	GUNFITTERS AREA	DEMAG	5 TONNE	URSG	CRANE S/N 440002
159B	TANK WASH PUMPHOUSE	JET	2 TONNE	SGTR	HOIST S/N 91108
159B	TANK WASH DOWN	KAVERIT	½ TON	JIB	CRANE S/N 2513
159B	TANK WASH DOWN	KAVERIT	½ TON	JIB	CRANE S/N 2514

GROUP C					
9C	NORTH GANTRY	YALE	2 TONNE	TRDG	ELECTRIC CHAIN HOIST
9C	NORTH GANTRY	BUDGIT	3 TONNE	TRDG	MANUAL CHAIN HOIST
9C	SOUTH GANTRY	BUDGIT	2 TONNE	TRDG	ELECTRIC CHAIN HOIST
9C	SOUTH GANTRY	BUDGIT	3 TONNE	TRDG	MANUAL CHAIN HOIST
9C	OUTSIDE	CYCLONE	2 TONNE	TRDG	MANUAL CHAIN HOIST
15C	AREA TARGETRY COMPLEX	BUDGIT	1 TON	MONORAIL	HOIST S/N D408-2
42C	AREA BLAST TUBE	DEMAG	3.5 TON	MONORAIL	HOIST S/N DH168H19KV24/1F4
GROUP S					
310S	HEAVY EQUIP	BUDGIT	2 TONNE	GANTRY	ELECTRIC CHAIN HOIST
312S	TIRE BAY	COFFING	¼ TONNE	MONO	CHAIN HOIST
312S	MEZZANINE	BUDGIT	½ TONNE	MONO	CHAIN HOIST
370S	WELDING SHOP	BUDGIT	½ TONNE	MONO	CHAIN HOIST
370S	STORES	BUDGIT	½ TONE	MONO	CHAIN HOIST
370S	WELDING SHOP	DEMAG	2000 KG	PK HOIST	COMPLETE WITH PUSH
325S	BASE PUMP HOUSE	BEEBEE	2-2TONNE	MONO	MANUAL CHAIN HOIST
427S	WATER TREATMENT PLANT	KITO	½ TON	JIB CRANE A	NORELCO 450K
427S	WATER TREATMENT PLANT	KITO	2 TON	JIB CRANE	NORELCO 450K
427S	WATER TREATMENT PLANT	KITO	½ TON	MONO	
308S	RIVER PUMPHOUSE	BUDGIT	1 TON	JIB CRANE	HOIST S/N 243628

NOTE: Equipment list may change without notice.

B – BATUS
C – CANADIAN
S – SHARED
TRSG – TOP RUNNING SINGLE GIRDER
URSG – UNDER RUNNING SINGLE GIRDER
TRDG – TOP RUNNING DOUBLE GIRDER
URDG – UNDER RUNNING DOUBLE GIRDER



Government of Canada
Gouvernement du Canada

REVISED #1

Contract Number / Numéro du contrat W 06 142-115024/001 / CAL
Security Classification / Classification de sécurité Unclass

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 Department of National Defence		2. Branch or Directorate / Direction générale ou Direction Base Engineering Branch, CFB Suffield, AB
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 This company will be providing overhead crane services throughout CFB Suffield. They are aware that they will be required to clear all their employees to Reliability Status to access this military property. They will not have access to classified information.		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No <input type="checkbox"/> 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"/> No <input type="checkbox"/> 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"/> No <input type="checkbox"/> 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"/> No <input checked="" type="checkbox"/> 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"/> No <input type="checkbox"/> 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"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
Unclass

Canada



Government of Canada
Gouvernement du Canada

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unclass

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Non

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

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

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

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

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

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

Special comments:

Commentaires spéciaux : to access CFB Suffield to fulfill contract

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

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

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

If Yes, will unscreened personnel be escorted?

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

☐ No ☐ Non

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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

TBS/SCT 350-103(2004/12)

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unclass

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

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

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

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

☒ No
Non

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

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



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Security Classification / Classification de sécurité unclass

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

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

Name (print) - Nom (en lettres moulées) Mr Pat RUSSELL	Title - Titre CE Inspector	Signature 	Date APR 21 - 2011
Telephone No. - N° de téléphone (403) 544-4462	Facsimile No. - N° de télécopieur (403) 544-4466	E-mail address - Adresse courriel PATRICK.RUSSELL@forces.gc.ca	

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

Name (print) - Nom (en lettres moulées) Tippy Graham - DPM Secur 3 Senior Security Analyst Tel: 613-949-1035 / Fax: 613-949-1069 E-Mail: tippy.graham@forces.gc.ca	Title - Titre Senior Security Analyst	Signature 	Date 5 May 2011
Telephone No. - N° de téléphone 613-949-1035	Facsimile No. - N° de télécopieur 613-949-1069	E-mail address - Adresse courriel tippy.graham@forces.gc.ca	

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

☐ No
☒ YES

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	Date
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	

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

Name (print) - Nom (en lettres moulées) ALAN TESSIER	Title - Titre CONTRACT SECURITY OFFICER	Signature 	Date 16-MAY-2011
Telephone No. - N° de téléphone 613-941-7327	Facsimile No. - N° de télécopieur 613-954-4171	E-mail address - Adresse courriel ALAN.TESSIER@TPSGC-PWGSC.GC.CA	