

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Public Works Government Services Canada- Bid
Receiving / Réception des soumissions
189 Prince William Street
Room 421
Saint John
New Brunswick
E2L 2B9

Request For a Standing Offer
Demande d'offre à commandes

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

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

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

Comments - Commentaires

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

Issuing Office - Bureau de distribution
Public Works Government Services Canada- Bid
Receiving / Réception des soumissions
189 Prince William Street
Room 421
Saint John
New Bruns
E2L 2B9

Title - Sujet St. Andrews General Mntnce Svcs	
Solicitation No. - N° de l'invitation E0227-132452/A	Date 2012-12-05
Client Reference No. - N° de référence du client R.031325.001	GETS Ref. No. - N° de réf. de SEAG PW-\$PWB-004-3177
File No. - N° de dossier PWB-2-35117 (004)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-01-03	
Time Zone Fuseau horaire Atlantic Standard Time AST	
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Doucet, Gisele PWB	Buyer Id - Id de l'acheteur pwb004
Telephone No. - N° de téléphone (506)636-4541 ()	FAX No. - N° de FAX (506)636-4376
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: General Maintenance Service St. Andrew's Biological Station St. Andrew's New Brunswick Canada	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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

**REQUEST FOR STANDING OFFER (RFSO)
GENERAL MAINTENANCE SERVICES
ST. ANDREWS BIOLOGICAL STATION
ST. ANDREWS, NEW BRUNSWICK**

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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 and the basis of selection;

Part 5 Certifications: includes the certifications to be provided;

Part 6 Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and

Part 7 7A, Standing Offer, and 7B, Resulting Contract Clauses:

7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Basis of Payment, Insurance Requirement, a Reminder to submit a Complete List of names of all individual who are currently directors of the Offeror, the Security Requirements Checklist and the Specification.

2. Summary

Public Works and Government Services Canada has a requirement for the establishment of a Regional Individual Standing Offer (RISO). The work covered under this Standing Offer comprises of all labour, material, tools, test equipment and equipment necessary to perform minor construction and/or minor repairs and maintenance to buildings and building equipment, including structural, landscape and painting, minor mechanical, minor repairs to water line and other underground structures with the use of a rubber tire backhoe and dump truck at the St. Andrews Biological Station, St. Andrews, New Brunswick. The period of the Standing Offer will be for a one year period from date of issuance, followed by an option to extend for two additional one year periods. All work is to be performed in accordance with the Specification attached Annex "E" forming part of the bid document.

This agreement is subject to the provisions of the Agreement on Internal Trade.

3. Security Requirement

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

4. Debriefings

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

PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

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

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

The 2006 (2012-11-19) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

1.1 SACC Manual clauses

SACC Manual clause M0019T (2007-05-25) Firm Prices 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.

Offers by facsimile will be accepted. Facsimile Number is (506) 636-4376.

3. Enquiries - Request for Standing Offers

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

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

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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 New Brunswick.

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

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PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

Section I: Financial Offer

Offerors must submit their financial offer in accordance with “Annex "A", Basis of Payment". The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers, including the financial evaluation criteria.

1.1 Financial Evaluation

1.1.1 Offerors will be evaluated on the basis of the lowest overall Total Estimated Amount in Canadian dollars, the Harmonized Sales Tax (HST) excluded. The Total Evaluated Price will be calculated using the estimated usage figures on the Pricing Schedule (See Annex "A"). Offerors are required to bid on all line items in the Pricing Schedule or their offer may be considered non-responsive.

2. Basis of Selection

2.1 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 and related documentation to be issued a standing offer. Canada will declare an offer non-responsive if the required certifications and related documentation 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 the 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, to provide the related documentation or to comply with the request of the Standing Offer Authority for additional information will also render the offer non-responsive.

1. Mandatory Certifications Required Precedent to Issuance of Standing Offer

.1 Code of Conduct and Certifications - Related documentation

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

Offerors who are incorporated, including those submitting offers as a joint venture, must provide with their offer or promptly thereafter a complete list of names of all individuals who are currently directors of the Offeror. Offerors submitting offers as sole proprietorship, including those submitting offers as a joint venture, must provide the name of the owner with their offer or promptly thereafter. Offerors submitting offers as societies, firms, partnerships or associations of persons do not need to provide lists of names. If the required names have not been received by the time the evaluation of offers is

completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to comply will render the offer non-responsive. Providing the required names is a mandatory requirement for issuance of a standing offer and award of a contract.

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

2. Additional Certifications Precedent to Issuance of a Standing Offer

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

.1 External Safety Audit

Within seven (7) days and prior to award of Standing Offer, the Offeror must provide documentation certifying that they have:

- .1 Undertaken the successful completion of an EXTERNAL SAFETY AUDIT of their safety program or:
- .2 Is enrolled/registered in a recognized "Safety Audit Program". This safety program must be successfully completed within six months of the award of the Standing Offer and must include certification of the successful completion of the External Safety Audit. This audit to be performed by an independent company/person qualified to conduct safety audits.

.2 Worker's Compensation Certification - Letter of Good Standing

Within seven (7) calendar days and prior to award of Standing Offer, the Offeror must provide a letter of good standing from Worker's Compensation Board, as well as a signed statement by Owner of company, that the company will maintain Worker's Compensation Board coverage for the life of the Standing Offer Agreement, including the subcontractor.

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3. Insurance Requirements

Proof of liability insurance for a minimum amount of two million dollars (\$2,000,000).

PART 6 - SECURITY REQUIREMENTS

6.1 Security Requirement

1. At the Request for Standing Offers closing date, the following conditions must be met:
 - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
 - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicate in Part 7A - Standing Offer;
 - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
2. For additional information on security requirements, 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 fulfill the requirement in accordance with the Specification in Annex "E".

2. Security Requirement

The Offeror must, at all times during the performance of the Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

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

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

The Offeror must comply with the provision of the:

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

3. Standard Clauses and Conditions

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

3.1 General Conditions

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

4. Term of Standing Offer

4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer will be for a one year period from date of issuance.

4.2 Extension of Standing Offer

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

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

5. Authorities

5.1 Standing Offer Authority

The Standing Offer Authority is:

Gisèle Doucet
Public Works and Government Services Canada
Acquisitions Branch
Real Property Contracting
189 Prince William, Room 421
Saint John, N.B.
E2L 2B9

Telephone: (506) 636-4541
Facsimile: (506) 636-4376
E-mail address: gisele.doucet@pwgsc.gc.ca

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

5.2 Project Technical Authority

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

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

5.3 Offeror's Representative

Name: _____

Telephone: () _____

Fax: () _____

E-mail: _____

6. Identified Users

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

7. Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form CF942.

8. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$10,000.00 (Harmonized Sales Tax extra).

8. Financial Limitation

The total cost to Canada resulting from call-ups against the Standing Offer must not exceed the sum of \$38,187.00 (Harmonized Sales Tax extra) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call-ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or 4 months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

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 (2012-11-19), General Conditions - Standing Offers - Goods or Services
- d) Supplemental General Conditions 2010C (2012-11-19), General Conditions - Services (Medium Complexity);
- e) Annex "E" - Specification;
- f) Annex "A" - Basis of Payment;
- g) Annex "D" - Security Requirements Check List;
- h) Any amendment issued or any allowable offer revision received before the date and time set for solicitation closing
- i) the Offeror's offer

10. Certifications

10.1. Compliance

Compliance with the certifications and related documentation 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, provide the related documentation or if 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 New Brunswick.

12. Estimates

SACC Manual clause M3800C (2006-08-15) Estimates

13. Insurance Requirements

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

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Standing Offer 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 Standing Offer Authority within seven (7) days after request form the Standing Offer Authority and prior to award of the Standing Offer, 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 Standing Offer Authority, forward to Canada a certified true copy of all applicable insurance policies.

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

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

The text under Subsection 4 of Section 27 - Code of Conduct and Certifications - Contract of 2010C referenced above is replaced by:

During the entire period of the Standing Offer and any call-ups made against the Standing Offer, the Offeror must diligently update, by written notice to the Standing Offer Authority, the list of names of all individuals who are directors of the Offeror whenever there is a change. As well, whenever requested by Canada, the Offeror must provide the corresponding Consent Forms.

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

Refer to "Annex "A" - Basis of Payment.

4.2 Limitation of Price

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

4.3 Single Payment

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

5. Invoicing Instructions

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.

ANNEX "A"
BASIS OF PAYMENT
Unit Price Table

"General Maintenance Services, St. Andrews Biological Station, St. Andrews, N.B."
1 Year Standing Offer

Item	Class of Labour, Plant or Material	Unit of Measure	Estimated Quantity	Price per Unit	Estimated Total Price
	For Items 1 & 2: First Hour - Services calls, including travel time and all related expenses and one person hour productive labour at the job site.				
1)	During Regular Hours (0800-1700 Hours) Monday through Friday Licensed Tradespersons:				
a)	Carpentry	Per call	20	\$ _____	\$ _____
b)	Painter and Drywall Finisher	Per call	20	\$ _____	\$ _____
c)	Mechanical (sheet metal)	Per call	5	\$ _____	\$ _____
d)	Landscape technician	Per call	5	\$ _____	\$ _____
e)	Labourer	Per call	20	\$ _____	\$ _____
2)	Outside regular hours: Monday through Sunday including all day Saturday, Sunday and holidays Licensed Tradespersons:				
a)	Carpentry	Per call	5	\$ _____	\$ _____
b)	Painter and Drywall Finisher	Per call	5	\$ _____	\$ _____
c)	Mechanical (sheet metal)	Per call	10	\$ _____	\$ _____
d)	Landscape technician	Per call	1	\$ _____	\$ _____
e)	Labourer	Per call	10	\$ _____	\$ _____
3)	Subsequent Hours - Labour only, in addition to Item (1) above. During Regular Hours: 0800-1700 hours Monday through Friday Licensed Tradespersons:				
a)	Carpentry	Per hour	400	\$ _____	\$ _____
b)	Painter and Drywall Finisher	Per hour	100	\$ _____	\$ _____
c)	Labourer	Per hour	400	\$ _____	\$ _____
4)	Subsequent Hours - Labour only, in addition to Item (2) above. Outside Regular Hours: Monday through Sunday including all day Saturday, Sunday and holidays Licensed Tradespersons:				
a)	Carpentry	Per hour	20	\$ _____	\$ _____
b)	Painter and Drywall Finisher	Per hour	5	\$ _____	\$ _____

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Item	Class of Labour, Plant or Material	Unit of Measure	Estimated Quantity	Price per Unit	Estimated Total Price
c)	Labourer	Per hour	20	\$ _____	\$ _____
5)	Allowance for material, replacement parts, required permits, certificates, assessments, special equipment ,and security at net cost, plus a markup of 10% applied to the net cost.	Allowance	N/A	N/A	\$10,000.00
TOTAL ESTIMATED AMOUNT - 1 YEAR STANDING OFFER” (HST EXTRA)					\$ _____

Note: The estimated quantity entered in column four for each item is an estimate only for services as and when required and does not infer that all the quantities for that item will be utilized or that the quantities may not be exceeded.

Unit Price Table

“General Maintenance Services, St. Andrews Biological Station, St. Andrews, N.B.” 1st Option Year

Item	Class of Labour, Plant or Material	Unit of Measure	Estimated Quantity	Price per Unit	Estimated Total Price
	For Items 1 & 2: First Hour - Services calls, including travel time and all related expenses and one person hour productive labour at the job site.				
1)	During Regular Hours (0800-1700 Hours) Monday through Friday Licensed Tradespersons:				
a)	Carpentry	Per call	20	\$ _____	\$ _____
b)	Painter and Drywall Finisher	Per call	20	\$ _____	\$ _____
c)	Mechanical (sheet metal)	Per call	5	\$ _____	\$ _____
d)	Landscape technician	Per call	5	\$ _____	\$ _____
e)	Labourer	Per call	20	\$ _____	\$ _____
2)	Outside regular hours: Monday through Sunday including all day Saturday, Sunday and holidays Licensed Tradespersons:				
a)	Carpentry	Per call	5	\$ _____	\$ _____
b)	Painter and Drywall Finisher	Per call	5	\$ _____	\$ _____
c)	Mechanical (sheet metal)	Per call	10	\$ _____	\$ _____
d)	Landscape technician	Per call	1	\$ _____	\$ _____
e)	Labourer	Per call	10	\$ _____	\$ _____
3)	Subsequent Hours - Labour only, in addition to Item (1) above. During Regular Hours: 0800-1700 hours Monday through Friday Licensed Tradespersons:				
a)	Carpentry	Per hour	400	\$ _____	\$ _____
b)	Painter and Drywall Finisher	Per hour	100	\$ _____	\$ _____
c)	Labourer	Per hour	400	\$ _____	\$ _____
4)	Subsequent Hours - Labour only, in addition to Item (2) above. Outside Regular Hours: Monday through Sunday including all day Saturday, Sunday and holidays Licensed Tradespersons:				
a)	Carpentry	Per hour	20	\$ _____	\$ _____
b)	Painter and Drywall Finisher	Per hour	5	\$ _____	\$ _____
c)	Labourer	Per hour	20	\$ _____	\$ _____

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Amd. No. - N° de la modif.

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PWB-2-35117

Buyer ID - Id de l'acheteur

pwb004

CCC No./N° CCC - FMS No/ N° VME

Item	Class of Labour, Plant or Material	Unit of Measure	Estimated Quantity	Price per Unit	Estimated Total Price
5)	Allowance for material, replacement parts, required permits, certificates, assessments, special equipment ,and security at net cost, plus a markup of 10% applied to the net cost.	Allowance	N/A	N/A	\$10,000.000
TOTAL ESTIMATED AMOUNT - 1ST OPTION YEAR (HST EXTRA)					\$ _____

Note: The estimated quantity entered in column four for each item is an estimate only for services as and when required and does not infer that all the quantities for that item will be utilized or that the quantities may not be exceeded.

Unit Price Table

“General Maintenance Services, St. Andrews Biological Station, St. Andrews, N.B.” 2nd Option Year

Item	Class of Labour, Plant or Material	Unit of Measure	Estimated Quantity	Price per Unit	Estimated Total Price
	For Items 1 & 2: First Hour - Services calls, including travel time and all related expenses and one person hour productive labour at the job site.				
1)	During Regular Hours (0800-1700 Hours) Monday through Friday Licensed Tradespersons:				
a)	Carpentry	Per call	20	\$ _____	\$ _____
b)	Painter and Drywall Finisher	Per call	20	\$ _____	\$ _____
c)	Mechanical (sheet metal)	Per call	5	\$ _____	\$ _____
d)	Landscape technician	Per call	5	\$ _____	\$ _____
e)	Labourer	Per call	20	\$ _____	\$ _____
2)	Outside regular hours: Monday through Sunday including all day Saturday, Sunday and holidays Licensed Tradespersons:				
a)	Carpentry	Per call	5	\$ _____	\$ _____
b)	Painter and Drywall Finisher	Per call	5	\$ _____	\$ _____
c)	Mechanical (sheet metal)	Per call	10	\$ _____	\$ _____
d)	Landscape technician	Per call	1	\$ _____	\$ _____
e)	Labourer	Per call	10	\$ _____	\$ _____
3)	Subsequent Hours - Labour only, in addition to Item (1) above. During Regular Hours: 0800-1700 hours Monday through Friday Licensed Tradespersons:				
a)	Carpentry	Per hour	400	\$ _____	\$ _____
b)	Painter and Drywall Finisher	Per hour	100	\$ _____	\$ _____
c)	Labourer	Per hour	400	\$ _____	\$ _____
4)	Subsequent Hours - Labour only, in addition to Item (2) above. Outside Regular Hours: Monday through Sunday including all day Saturday, Sunday and holidays Licensed Tradespersons:				
a)	Carpentry	Per hour	20	\$ _____	\$ _____
b)	Painter and Drywall Finisher	Per hour	5	\$ _____	\$ _____
c)	Labourer	Per hour	20	\$ _____	\$ _____

Solicitation No. - N° de l'invitation

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Buyer ID - Id de l'acheteur

pwb004

CCC No./N° CCC - FMS No/ N° VME

Item	Class of Labour, Plant or Material	Unit of Measure	Estimated Quantity	Price per Unit	Estimated Total Price
5)	Allowance for material, replacement parts, required permits, certificates, assessments, special equipment ,and security at net cost, plus a markup of 10% applied to the net cost.	Allowance	N/A	N/A	\$10,000.00
TOTAL ESTIMATED AMOUNT - 2ND OPTION YEAR (HST EXTRA)					\$ _____

Note: The estimated quantity entered in column four for each item is an estimate only for services as and when required and does not infer that all the quantities for that item will be utilized or that the quantities may not be exceeded.

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**SUMMARY
(1 YEAR + 2 ONE-YEAR OPTIONS)**

“Standing Offer, General Maintenance Services, St. Andrews Biological Station, St. Andrews,NB”

UNIT PRICE TABLE SUMMARY	TOTAL PRICE
1 YEAR STANDING OFFER	\$ _____
1ST YEAR OPTION	\$ _____
2ND YEAR OPTION	\$ _____
TOTAL (1 YEAR + 2 OPTION YEARS)	\$ _____

ANNEX "B"

Certifications Precedent to Standing Offer Award

1. External Safety Audit

Within seven (7) days and prior to award of Standing Offer, the Offeror must provide documentation certifying that they have:

- .1 Undertaken the successful completion of an EXTERNAL SAFETY AUDIT of their safety program or:
- .2 Is enrolled/registered in a recognized "Safety Audit Program". This safety program must be successfully completed within six months of the award of the Standing Offer and must include certification of the successful completion of the External Safety Audit. This audit to be performed by an independent company/person qualified to conduct safety audits.

2. Worker's Compensation Certification - Letter of Good Standing

Within seven (7) calendar days and prior to award of Standing Offer, the Offeror must provide a letter of good standing from Worker's Compensation Board, as well as a signed statement by Owner of company, that the company will maintain Worker's Compensation Board coverage for the life of the Standing Offer Agreement, including the subcontractor.

3. Insurance Requirements

Proof of liability insurance for a minimum amount of two million (\$2,000,000) as specified below.

INSURANCE REQUIREMENTS

Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, **but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.**
2. The Commercial General Liability policy must include the following:

-
- (a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by the Department of National Defence.
- (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.

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ANNEX C

COMPLETE LIST OF EACH INDIVIDUAL WHO IS CURRENTLY ON THE BIDDER'S BOARD OF DIRECTORS

NOTE TO OFFERORS

WRITE DIRECTOR'S SURNAMES AND GIVEN NAMES IN BLOCK LETTERS

Solicitation No. - N° de l'invitation

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ANNEX "D"
SECURITY REQUIREMENTS CHECKLIST



Contract Number / Numéro du contrat E0227-132452
Security Classification / Classification de sécurité Unclassified

**SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization Ministère ou organisme gouvernemental d'origine PWGCSC	2. Branch or Directorate / Direction générale ou Direction Real Property Branch	
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 Provision of labour + materials for general construction/maintenance services at St. Andrews Biological Station, St. Andrews, N.B.		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
6. Indicate the type of access required - Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p.ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui		
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciales sans entreposage de nuit? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" 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 checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	
Not releasable / À ne pas diffuser <input type="checkbox"/>	Restricted to / Limité à : <input type="checkbox"/>	
Restricted to / Limité à : <input type="checkbox"/>	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"/>

Security Classification / Classification de sécurité Unclassified



Contract Number / Numéro du contrat E 0227-132452
Security Classification / Classification de sécurité Unclassified

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

No / Non Yes / Oui

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

No / Non Yes / Oui

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

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

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

Special comments:
Commentaires spéciaux :

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

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?
If Yes, will unscreened personnel be escorted:
Dans l'affirmative, le personnel en question sera-t-il escorté?

No / Non Yes / Oui
 No / Non Yes / Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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

Security Classification / Classification de sécurité Unclassified





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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	NATO Confidential / NATO Confidentiel	NATO Secret	COSMIC Top Secret / COSMIC Très Secret	Protected / Protégé			Confidential / Confidentiel	Secret	Top Secret / Très Secret
											A	B	C			
Information / Assets / Renseignements / Biens																
Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

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

12. b) Will the document attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

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

Security Classification / Classification de sécurité Unclassified



Contract Number / Numéro du contrat E0227-132452
Security Classification / Classification de sécurité Unclassified

PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) <i>Marilyn Ferguson</i>		Title - Titre <i>Property + Facility Mgr</i>	Signature <i>M. Fajon</i>
Telephone no. - N° de téléphone <i>(902) 496 5121</i>	Facsimile - Télécopieur <i>(902) 496 5550</i>	E-mail address - Adresse courriel <i>Marilyn.Ferguson@pwgsc.gc.ca</i>	Date <i>2012-</i>
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) <i>Lucie Locas</i>		Title - Titre <i>Regional Chief Security Atlantic Region</i>	Signature <i>L. Locas</i>
Telephone no. - N° de téléphone <i>(902) 496 5630</i>	Facsimile - Télécopieur <i>(902) 496 5077</i>	E-mail address - Adresse courriel <i>Lucie.Locas@pwgsc.gc.ca</i>	Date <i>2012-11-07</i>
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?			<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone no. - N° de téléphone () -	Facsimile - Télécopieur () -	E-mail address - Adresse courriel	Date
17. Contracting Security Authority / Autorisé contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone no. - N° de téléphone () -	Facsimile - Télécopieur () -	E-mail address - Adresse courriel	Date

Security Classification / Classification de sécurité <i>unclassified</i>

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CCC No./N° CCC - FMS No./N° VME

ANNEX "E"
SPECIFICATION

**PUBLIC WORKS AND
GOVERNMENT SERVICES CANADA
(PWGSC)**

**ASSET AND FACILITIES MANAGEMENT SERVICES
(AFMS)**

GENERAL MAINTENANCE SERVICES

**STANDING OFFER AGREEMENT
(SOA)**

PWGSC	Standing Offer Agreement	Index
Atlantic Region	General Maintenance Services	
Description:	General Maintenance Services - Standing Offer Agreement	
Location:	St. Andrews Biological Station 531 Brandy Cover Road St. Andrews, New Brunswick E5B 2L9	
Departmental Representative:	Brian Kohler Technical Facilities Manager, AFMS Brian.Kohler@pwgsc-tpsgc.gc.ca T: 506-529-5965 F: 506-529-8387	

INDEX

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2. Special Requirements	1 - 6
3. Safety Requirements	1 - 4
4. Environment Protection	1 - 2
5. Trade Requirements	1 - 2
6. Appendix "A" - Job Slip	1

Definitions and Interpretations

The following definitions apply to the work to be directed by the Departmental Representative.

<u>Add</u>	Make an addition to.
<u>Adjust</u>	Bring components to a more effective relative position.
<u>Assemble</u>	To take apart and put together again.
<u>Balance Load</u>	To balance the three (3) phase and single phase circuits which enter (or leave) the main switchboards, by calculating new and existing loads accordingly.
<u>Breakdown Maintenance</u>	To perform repairs to damaged equipment due to failures.
<u>Check/Inspect</u>	View closely for dirt, foreign substance, lack of lubricant, wear, damage, tightness, tension, alignment, leaks, cracks, spalling, deformation, overloading and settings. Make a critical appraisal of equipment, component and parts' ability to fulfill their function to a high degree of efficiency.
<u>Clean</u>	Scrape, brush, flush and vacuum as required to remove dust, dirt and foreign matter.
<u>Energy Source</u>	Any electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other source of energy of potential harm to workers.
<u>Hot Work</u>	Hot Work includes any welding, cutting of material by use of torch or other open flame devices and grinding which produces sparks.
<u>Instruct</u>	Inform Departmental Representative of any new operating procedures. Demonstrate and explain purpose, benefit and method of implementing new procedures.
<u>Isolate</u>	To physically prevent the transmission or release of an energy source to machinery or equipment.
<u>Lubricate</u>	Apply oil or grease to joints between moving parts and joints between fixed and moving parts.
<u>Measure</u>	To determine capacity or amount in standard units using an appropriate instrument. Measure condenser and evaporator pressure drop with differential pressure meter or "U" tube manometer. Measure motor overload with instrument approved by overload manufacturer.
<u>Normal Working Hours</u>	Monday to Friday, between the hours of 0800 hrs and 1700 hrs inclusive, weekends and statutory holidays excluded.
<u>Paint</u>	Clean, prepare and paint surfaces to paint manufacturer's recommendations with paint and primer recommended by paint manufacturer for applicable surface and use.

PWGSC	Standing Offer Agreement	Definitions and Interpretations
Atlantic Region	General Maintenance Services	Page 2
<u>Predictive Maintenance</u>	To perform required repairs that have been declared in advance on the basis of observation, experience and/or scientific reasons.	
<u>Preventative Maintenance</u>	To inspect, test and recondition a system, in order to prevent failures, at regularly scheduled intervals in accordance with specific instructions.	
<u>Prove</u>	Operate and determine if operation produces intended response.	
<u>Remove</u>	Take off or away from.	
<u>Repack</u>	Fill with packing again.	
<u>Repair</u>	Restore to a sound state.	
<u>Replace</u>	Restore by removing old components and replacing with new components.	
<u>Report</u>	To Departmental Representative on-site and include work report, results of inspection and proving, note problems encountered, services required, services performed and readings taken.	
<u>Request for Isolation</u>	Authorization form to be completed (PWGSC-TPSGC13). Equipment is to be isolated and re-energized using Procedures for Isolation Form (PWGSC-TPSGC12) following the written process for the correct sequence.	
<u>Shut Down</u>	Take out of service.	
<u>Start Up</u>	Return to service.	
<u>Testing</u>	Conducting periodic physical checks on the sprinkler system such as water flow tests, alarm tests, or dry-pipe valve trip tests (see N.F.P.A. 13A).	
<u>Tighten</u>	Securely fix in place.	
<u>Torque</u>	A predetermined amount of force (work measured in Newton metres) determined by a manufacturer and executed with the use of a torque wrench to turn a nut on a bolt, relating to specific equipment or system.	
<u>Treat</u>	Act upon with agent.	

- 1. Description of Work**
- .1 Scope of work under this Standing Offer Agreement (SOA) includes but shall not be limited to the provisions of all labour, material, tools, test equipment, and equipment necessary to perform minor construction and/or minor repairs and maintenance to buildings and building equipment, including structural, landscape and painting, minor mechanical, minor repairs to water line and other underground structures with the use of a rubber tire backhoe and dump truck, as specified herein, and/or shown on SOA Drawings/Specifications and provide the services as specified here within.
- .2 PWGSC reserves the right to add or delete a facility from this SOA. The Contractor shall be given prior notice of such addition or deletion.
- 2. Location**
- .1 Work Site for this Standing Offer Agreement is:
- St. Andrews Biological Station
531 Brandy Cove Road
St. Andrews, New Brunswick
E5B 2L9
- 3. Examination of Premises**
- .1 All parties tendering should examine the site of the proposed work prior to submitting their tenders and become thoroughly acquainted with same, and obtain any and all information that may be necessary to properly execute SOA. Failure to examine the site does not excuse the Contractor from performance.
- .2 Make arrangements with PWGSC supervisor, telephone number (506) 529-5965 prior to site visit.
- 4. Work Included**
- .1 Minor carpentry construction, and/or repairs and related work.
- .2 Minor mechanical work, e.g., sheet metal, machining, welding, etc.
- .3 Minor interior finish work, e.g., drywall, wall covering, plastering, painting, flooring, ceiling tiles, etc.
- .4 Minor exterior work, e.g., Siding, painting, caulking, brick concrete and mortar repair, roof repairs, glass replacement, etc.
- .5 Minor excavation work, e.g., Repairs to water lines, backfilling grading and landscaping various areas etc.
- .6 Clean up and debris removal.
- .7 Landscaping.
- 5. Work Excluded**
- .1 Major construction and/or maintenance repairs.
- .2 Major electrical and mechanical work.
- .3 Major excavating work and or repairs.
- .4 Major painting

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6. Use of Site	.1	Limited to areas of work and storage.
	.2	Do not unreasonably encumber site with materials or equipment.
	.3	Move stored products or equipment which interferes with operations of building or other Contractors.
7. Contact and Reporting	.1	The Contractor shall maintain and provide to the Departmental Representative, current telephone, FAX and pager numbers to ensure the provision of acceptable response to requests for service of all priorities from the local Departmental Representative and/or the National Service Call Centre (NSCC). This involves ensuring that cellular phones and pages are of a type that can be contacted from the National Service Call Centre in Toronto. The Departmental Representative will provide the Contractor's response numbers to the NSCC at 1-800-463-1850. Service is to be provided on a twenty-four (24) hour, seven (7) days per week basis.
	.2	The Contractor shall maintain a staffed office at all times during normal working hours. The Contractor's office shall be equipped to receive and respond to requests for service during the hours that fall outside the designated normal working hours.
	.3	When a request for emergency service is originated from the Departmental Representative and/or the NSCC, the Contractor shall immediately proceed to the site, and repair or protect the system or equipment from further damage. When the system or equipment has been made safe, the Contractor shall provide within one (1) working day, a detailed quotation to the requesting authority for the complete repairs required to put the system or equipment into proper working order.
	.4	When responding to any priority level work that is requested by the NSCC, the Contractor shall advise the Departmental Representative at the earliest possible opportunity of the request, and shall inform both the Departmental Representative and the NSCC of the action taken to correct the problem.
	.5	The Contractor shall contact the Departmental Representative on the first working day following an "after normal working hours" emergency request for service to obtain a requisition number.
	.6	Where required, the Contractor shall register with the on-site Representative or his/her designated official upon entering and leaving the premises.
8. Priorities and Response Times	.1	The Contractor shall comply to the following Work Priorities and Response Times:
	.1	Emergency Priority A priority of "Emergency" is defined as a deficiency or breakdown that requires immediate attention to reduce the potential for damage and/or danger to the occupants, the general public, the environment and/or the facility. Work identified to be of an emergency priority shall be responded to and reported on, without delay to the appropriate authority. Emergency Response

- .2 **Routine Priority** A Priority of "Routine" is defined as essential maintenance requirements which shall be rectified at the earliest possible opportunity, within the standard response times noted. A routine priority is considered to be a deficiency or breakdown that will not impair current operations or pose any potential for damage and/or danger to the occupants, the general public, the environment and/or the facility.
- Routine Response Times**
On-site within 24 hours.

9. Contractor Responsibilities

- .1 The Contractor must have a staffed office at all times during normal business hours and a demonstrated ability to receive and respond to calls for service, after normal business hours. This involves ensuring that cellular phones and pagers are of a type that can be contacted from the National Service Call Centre (NSCC) at 1-800-463-1850 in Toronto, Ontario.
- .2 On award of SOA, the Contractor must provide names of personnel performing work on this SOA complete with proof of their qualifications.
- .3 The Contractor must report to the site with a service vehicle which is reasonably well stocked with replacement parts to carry out repairs on the systems in use in these facilities.
- .4 Electrical lock out and tag out procedures are to be strictly adhered to. Records of tags are to be made available for viewing upon request by the Departmental Representative or local authority.

10. Log Books

- .1 The Contractor shall supply and complete all applicable log books outlining all work performed in the facility. Log books shall be kept on-site. Payment may be withheld until such time that all log entries have been made.

11. Invoicing

- .1 The Contractor shall submit Job Slip(s) signed by the Departmental Representative with an invoice. No invoice will be considered for payment unless accompanied by signed Job Slip(s), as detailed in Appendix "A".
- .2 Invoice must show:
- .1 SOA number
 - .2 Work location
 - .3 Date
 - .4 Requisition number
 - .5 Name of person who authorized call
 - .6 Hours broken down as per Unit Price Table
 - .7 Material net cost and % mark-up
 - .8 Trade person's name(s) and license number(s)
- .3 In the event of a dispute, the Contractor is to make any and all records available to the Department to substantiate time and/or materials spent on any one job.
- .4 The Contractor must submit a completed "Request For Isolation" form,

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		when applicable before any invoice can be processed. (See Definitions and Interpretations.)
	.5	All invoices for the fiscal year (April 1 - March 31) must be submitted for payment before 31 March of each year.
12. Site Visits	.1	The Departmental Representative may, without prior notification, visit the site.
13. Departmental Representative(s) Authorized Personnel	.1	On award of the SOA, the Contractor will be notified of the names and phone numbers of the PWGSC Departmental Representative.

1. Codes and Legislated Requirements

- .1 The following codes and standards in effect at the time of award are subject to change/revision. The latest editions of each shall be enforced during the term of the SOA:
- .1 National Building Code of Canada
 - .2 National Fire Code
 - .3 Part II of the Canada Labour Code
 - .4 Canada Occupational Safety and Health Section of Part II of the Canada Labour Code
 - .5 Canadian Environmental Protection Act
 - .6 Fire Commission of Canada #301 Standard for Building Construction Operations
 - .7 Provincial / Territorial Acts and Regulations
 - .8 Canadian Construction and Canada Labour Safety Codes; Provincial Government, Workers' Compensation Board; and Municipal Statutes and Authorities.
 - .9 Part 7 NBC Canadian Plumbing Code
 - .10 Canadian Electrical Code, Part I, CSA C22.1.
 - .11 Contractors "Electrical Safety Requirements" which shall include Lockout Procedures.*

*Please Note:

The Contractor is responsible to be familiar with the cited Codes and Standards and to ensure that all work undertaken on behalf of Public Works and Government Services Canada is completed in a safe manner and, at a minimum, in compliance with the cited Codes and Standards. In the event there is a conflict between these Procedures and the cited Codes and standards, the cited Codes and Standards are to prevail.

- .12 Federal Halocarbon Regulations
- .13 CSA-B-139-00, Installation Code for Oil Burning Equipment
- .14 Painting and Finishing, Section 09900 (To be obtained from the Departmental Representative upon award of the SOA)
- .15 Plumbing - General, Section 15400 (To be obtained from the Departmental Representative upon award of the SOA)
- .16 Electrical - General, Section 16010 (to be obtained from the Departmental Representative upon award of the SOA)
- .17 Materials and workmanship must conform or exceed applicable standards of Canadian Government Specifications Board (CGSB), Canadian Standards Association (CSA), and American Society for Testing Materials (ASTM and referenced organizations).
- .18 The Contractor can obtain addresses for codes and standards from Departmental Representative upon request.
- .19 In the event of a conflict between any of the above codes or standards the most stringent shall apply.
- .20 These standards shall be considered an integral part of the specifications and shall be read in conjunction with the drawings and specifications. The Contractor shall be fully familiar with their contents and requirements as related to the work and materials specified.

2. Licenses, Permits and Fees

- .1 Submit necessary number of drawings and specifications to the Electrical Inspection Departmental Authority and/or any other inspection authority within their discipline for examination and approval

as requested and prior to commencement of work.

- .2 Provide the authorities having jurisdiction with all information requested.
 - .3 Pay all fees and obtain certificates and permits required.
 - .4 Furnish these certificates and permits when requested.
 - .5 Permits and certificates are not required for repair or maintenance of existing 15 ampere, 120 volt circuits or replacement of single-pole switches, duplex receptacles or existing light fixtures.
- 3. Taxes**
- .1 Pay applicable Federal, Provincial and Municipal taxes.
- 4. Examination**
- .1 Examine the existing conditions and determine those conditions affecting the work.
- 5. Existing Services**
- .1 Protect and maintain existing active services.
 - .2 Connect to existing services with minimum disturbance to occupants and building operation.
 - .3 Use existing services at no cost.
 - .4 Use designated sanitary facilities.
 - .5 Any shutdown to execute service or repair must first be approved by Departmental Representative or his designate. Normal working hours shall be construed as 0800 hrs to 1700 hrs, Monday through Friday inclusive, excluding holidays.
 - .6 Ensure that capacity of services is adequate prior to imposing additional loads. Connecting and disconnecting is the Contractor's expense and responsibility.
 - .7 Inform the Departmental Representative immediately of any code violations or required repairs which could pose a hazard to employees or building occupants.
 - .8 When connecting to, or disconnecting from an existing electrical system, ensure there is a balanced load upon completion of work.
 - .9 It shall be the sole responsibility of the Contractor to ensure that all distribution panel directories are brought up to date upon completion of any modifications or alterations to the electrical distribution system.
- 6. Cleaning**
- .1 Maintain work area free of accumulated waste and rubbish.
 - .2 Remove and dispose of debris, used and obsolete material on a daily basis.
 - .3 Remove grease, dust, dirt, stains, fingerprints and other foreign materials from sight-exposed interior and exterior finished surfaces affected by SOA work.

	.4	All materials, system components, used equipment, etc., removed or replaced in any facility remains the property of the Crown until such time as permission is given by the Departmental Representative to dispose of such.
7. Cutting, Fitting and Patching	.1	Cut, fit and patch where required for work under this SOA. Make good all disturbed surfaces to original condition.
	.2	All fire wall penetrations shall be properly sealed using approved fire rated patching material.
8. Co-ordination and Protection	.1	Execute work with minimum disturbance to occupants, public and normal use of building. Make arrangements with Department to facilitate execution of work. Maintain access and exits as work area could be occupied during execution of work.
	.2	Movement of office furniture is the Contractor's responsibility.
	.3	Furniture including desks, file cabinets, shelving units, chairs, and cabinets which are moved because of the work requirements will be moved back at the end of each work day.
	.4	Protect existing work from damage.
	.5	Where necessary, cover all building contents, materials and fittings in work areas prior to commencing work, remove covers on completion of work.
	.6	Obtain Departmental Representative's approval before cutting, boring or sleeving load bearing members.
	.7	Replace damaged existing work with material and finish or match original.
	.8	All possible safety precautions are to be taken to ensure the protection of employees, occupants and the general public during the course of the work.
	.9	The Contractor shall coordinate work with all trades in liaison with the Departmental Representative.
	.10	Prearranged work schedules shall be strictly adhered to unless otherwise approved by the Departmental Representative.
	.11	Asbestos assessment drawings, where available, are to be referenced before any interior finished surfaces is disturbed.
	.12	Obtain Departmental Representative's approval prior to isolating any security, monitoring or audible alerting devices.
	.13	In the event the Fire Alarm System has to be isolated due to ongoing work by the Contractor, a trained sentry / rounds person will be employed to carry out the functions of fire watch until such time as the system is restored.
	.14	At no time will the Fire Alarm System be made inoperable by the

Contractor without written permission from the Departmental Representative.

- 9. Product Approvals**
- .1 The Contractor shall ensure that all controlled products used in the performance of the work are classified and labeled according to the Workplace Hazardous Materials Information System (WHMIS).
 - .2 The Contractor shall submit for approval the Material Safety Data Sheets (MSDS) for all controlled products that will be used in the performance of this work.
 - .3 No controlled products are to be brought on-site without prior approved Material Safety Data Sheets (MSDS).
 - .4 Material Safety Data Sheets (MSDS) to remain on-site at all times.
- 10. Materials and Equipment**
- .1 Equipment and materials to be new, CSA certified, and manufactured to standard quoted.
 - .2 Where there is no alternative to supplying equipment which is not CSA certified, obtain special approval from an independent testing agency recognized by the provincial Department of Labour.
 - .3 Use products of one manufacturer or same type as existing, including classification, unless otherwise specified.
 - .4 Request direction from Departmental Representative prior to replacing any component.
 - .5 Unless otherwise specified, comply with manufacturer's latest printed instructions for materials and installation methods.
 - .6 Deliver, store and maintain materials with manufacturer's seals and labels intact.
 - .7 Store materials in accordance with manufacturer's and supplier's instructions.
 - .8 Do not store materials on-site without Departmental Representative's approval.
 - .9 Public Works and Government Services Canada accepts no responsibility for materials or equipment stored on site.
 - .10 When an equipment inventory numbering system exists, identify to the appropriate Departmental contact, all pertinent data relative to the new piece of equipment upon installation.
 - .11 The Contractor to supply shop drawings and manufacturer's instructions and specifications on all new installation for inclusion in the building inventory file.
 - .12 Where the Contractor supplies equipment purchased from a supplier or manufacturer, the Contractor shall obtain from the manufacturer or supplier, a warranty for the manufacturer's normal warranty period and such warranty shall be made out to Her Majesty the Queen in right of

Canada.

- 11. Personnel**
- .1 The Contractor will provide only journeymen personnel with a valid Provincial Department of Labour License for applicable trades required for this SOA. PWGSC may at any time during this SOA request to inspect a work person's certification.
 - .2 The Contractor will provide the Departmental Representative with a list of all qualified trades people working on or in Federal facilities, complete with copies of their journey person license(s). Copies of WHMIS, First Aid, CPR and any other required safety or work related training certificates are to be forwarded to the Departmental Representative. The Contractor is to ensure this list is updated immediately upon change in personnel, and personnel qualifications are to be kept current.
 - .3 The Contractor and his/her personnel must adhere to the Federal Government "NO SMOKING" policy while in Federal facilities.
 - .4 All Contractors' employees working with controlled products on Federal property and/or in Federal facilities will require WHMIS certification.
 - .5 The PWGSC Departmental Representative shall coordinate arrangements for the Contractor to be briefed on site safety within 14 days of award of SOA.
- 12. Workmanship**
- .1 All equipment panels and control covers must be replaced and properly fitted utilizing all fastening screws and/or bolts according to equipment design. All workmanship is subject to inspection and approval.
 - .2 All work shall be performed by skilled trades people and supervised by a competent supervisor at all times.
 - .3 All work deemed unsatisfactory by the Departmental Representative will be redone/replaced at no extra cost to the Department.
- 13. Site Security**
- .1 Site Security is the responsibility of the Contractor who shall erect temporary site enclosures, barricades, fencing to prevent unauthorized entry, theft and vandalism.
 - .2 Any work that may disrupt the operations of the occupying clients will be carried out after normal building operational hours. For all work carried out after normal building operational hours, the Departmental Representative will determine acceptable building security.
- 14. Security Clearance**
- .1 The required security clearance level for this SOA is Reliability Status.
 - .2 It is the Contractor's responsibility to initiate the security screening required for the personnel and the Contractor shall not have access to work site until the resources (i.e., "personnel") have the necessary clearance.
 - .3 Public Works and Government Services Canada (PWGSC) is responsible for administering the Industrial Security Program in

- .4 The Contractor shall follow the instructions at <http://ssi-iss.tpsgc-pwgsc.gc.ca> , which will include all necessary forms.

1. Compliance Requirements

- .1 Comply with the Canada Labour Code Part II and the Canada Occupational Health and Safety Regulations.
- .2 Comply with the Provincial Occupational Health and Safety Act and supporting Occupational General Safety Regulations as amended from time to time.
- .3 Observe and enforce construction safety measures required by the following statutes and authorities:
 - .1 The National Building Code of Canada, Part 8.
 - .2 The National Fire Code of Canada.
 - .3 Provincial Workers Compensation Board.
 - .4 Municipal Statutes and Ordinances.
- .4 The Contractor and his/her personnel must adhere to the Federal Government 'NO SMOKING' Policy while in Federal facilities and/or Scent Free Policy if applicable.
- .5 All sub-contractors shall adhere to the above qualifications.

2. Submittals

- .1 Prior to Award: Contractors are to provide (within seven (7) calendar days after closing), documentation certifying the Contractor has:
 - .1 Undertaken the successful completion of an EXTERNAL SAFETY AUDIT of their safety program or;
 - .2 Is enrolled / registered in a recognized "Safety Audit Program". This safety program must be successfully completed within six months of the award of this Standing Offer Agreement and must include certification of the successful completion of the EXTERNAL SAFETY AUDIT. This audit is to be performed by an independent company/person qualified to conduct safety audits.
- .2 A letter of good standing from Worker's Compensation Board.
- .3 Signed statement by Owner of company that the company will maintain Worker's Compensation Board coverage for the life of the Standing Offer Agreement (SOA) / Service Contract (SC), including sub-contractor.
- .4 Before Work Begins Contractors shall provide:
 - .1 The Contractor has prepared, through risk assessment, a site-specific health and safety management plan.

3. Training

- 1. Before Work Begins Contractors are to provide documentation:
 - .1 Certification of training for safety for all personnel that will be involved with the Standing Offer Agreement. Updated list complete with licenses shall be kept on site including personnel changes.
 - .2 Training for workers shall include (but not be limited to)
 - .1 Safe operation of tools and equipment.
 - .2 Proper use and maintenance of personal protective-equipment (PPE).
 - .3 Safe work practices and procedures for their given work tasks or function.

.4 Site conditions and minimum site safety rules.

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| 4. Disciplinary Procedures for Safety Violations | .1 | Contractors shall have their own written disciplinary procedures for violation or non-compliance of work site safety rules and regulations. |
| | .2 | Contractor shall immediately address and correct any health and safety violations and non-compliance issues. |
| | .3 | Disciplinary Procedures applied by PWGSC Departmental Representative for non-compliance and safety violations shall be as follows: <ul style="list-style-type: none"> .1 First Violation: Verbal warning issued to the Contractor for the first violation of a safety regulation, rules, policy and procedures. (Violation will be documented on SOA file, copy to Contractor and PWGSC.) .2 Second Violation: Written warning to Contractor for second violation of a safety regulation, rules policy and procedures. (Violation will be documented on SOA file, copy to Contractor and PWGSC). .3 Third Violation: A third violation of a safety regulation, rules, policy and procedures may result in the termination of the SOA with a recommendation to the Contracting Authority that the Contractor be denied access to future SOA/SC(s). (Documented to SOA file, copies to Contractor and PWGSC). .4 Serious Violation: For a serious violation of safety regulations, rules, policies and procedures as deemed by a Regulator, Project Manager or Safety Officer, a recommendation will be made to the Contracting Authority to immediately terminate the SOA/SC(s). (Violation documented on SOA file, copies to Contractor and PWGSC). .5 Charges Laid or Guilty Determination by Courts: Infractions of safety regulations, rules, policy and procedures that result in charges being laid by a Regulator against the Contractor or the Contractor being found guilty by the courts may result in that Contractor being denied access to future SOA/contracts. |
| 5. Asbestos | .1 | Within the confines of the site, the provision of products containing fibrous asbestos materials is prohibited. |
| | .2 | Demolition or disturbance of spray or trowel-applied asbestos can be hazardous to health. Should material resembling spray or trowel-applied asbestos be encountered in course of work, stop work and notify Departmental Representative immediately. Do not proceed until written instructions have been received from Departmental Representative. |
| 6. Fastening Devices Explosive Actuated | .1 | Explosive actuated devices shall not be used, until approved by Departmental Representative. |
| 7. Hot Work | .1 | All hot work activity, as defined in "Definitions and Interpretations" of this specification, is to take place with written permission from the Departmental Representative (Hot Work Permit). |
| | .2 | The ventilation system in the area of any Hot Work activity is to be |

isolated to prevent migration of fumes/smoke and to reduce any possible spread of fire to other areas of the facility.

- .3 Contractor is to employ an employee trained in the use of fire extinguishers as fire watch during any Hot Work for a minimum of 60 minutes after activity has ceased.

8. Confined Spaces

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

9. Fall Protection

- .1 All work carried out above the mandatory height restrictions, from unguarded structure or vehicle and/or from ladders, staging and scaffolding, will be done in compliance with the Canada Occupational Safety and Health Regulations, Part XII, Section 12.10.
- .2 The components of a fall protection system shall meet the standards as outlined in the Canada Occupational Safety and Health Regulations, Part XII, Section 12.10 (2).
- .3 The Contractor is to ensure fall protection equipment is maintained, inspected and tested by a qualified person as required by the Canada Occupational Safety and Health Regulations, Part XII, Section 12.3.

10. Safety Plan

- .1 The Contractor shall provide a copy of their company's Occupational Health and Safety Policy and Program. It shall meet the requirements of the Provincial Occupational Health and Safety Acts. The Departmental Representative shall advise the Contractor where the Federal Standards apply.
- .2 The Contractor shall perform site hazard assessments to establish site specific safe work practices/procedures for the safety and well being of their employees. Copies shall be made available to Departmental Representative upon request.
- .3 All copies of the formal Hazard Assessments conducted by the

Contractor throughout the duration of the work shall be retained and made available to the Departmental Representative immediately upon request.

- .4 It is the Contractor's responsibility to be familiar with all applicable Safety Acts, Regulations, Codes and SOA requirements. These must be identified and addressed in the Safety Plan, by identifying Standard Operating Procedures (SOP) and safe work practices (SWP) which incorporate clear and specific control measures, applicable rules, procedures and practices, all of which shall become mandatory.
- .5 Post the Safety Plan at a common location on the site visible to all workers and persons accessing the site. Ensure that all employees, including sub-contractor's personnel, are advised of such Safety Plan and of the posted location.
- .6 The Contractor shall ensure all workers and authorized persons entering the work site are notified of and abide by the posted Safety Plan, safety rules, procedures, safe work practices and applicable Safety Acts, Regulations, and codes. Any non-compliance person shall be subject to disciplinary procedures.
- .7 Shall ensure that all applicable personal protective equipment (PPE) is used.
- .8 The Departmental Representative shall coordinate arrangements for the Contractor to be briefed on site safety within fourteen (14) days of award of Standing Offer Agreement.
- 11. Product Approvals**
- .1 The Contractor shall ensure that all controlled products used in the performance of the work are classified and labeled according to the Workplace Hazardous Materials Information System (WHMIS).
- .2 The Contractor shall submit for approval the Material Safety Data Sheets (MSDS) for all controlled products that will be used in the performance of this work.
- .3 No controlled products are to be brought on-site without prior approved Material Safety Data Sheets (MSDS).
- .4 Material Safety Data Sheets (MSDS) to remain on-site at all times.
- 12. Lockouts**
- .1 Prepare Lockout Procedures in writing. Describe safe work practices, work function and sequence of activities to be followed on site to safely isolate all potential energy sources and lockout/tag out facilities and equipment.

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|--|----|--|
| 1. Environmental | .1 | All work is to be performed in accordance with the Federal Environmental Protection Act and the Provincial Environmental Acts and Regulations. |
| 2. Disposal of Wastes | .1 | Do not bury rubbish and waste materials on site unless approved by Departmental Representative. |
| | .2 | Do not dispose of waste or volatile materials, such as mineral spirits, oil or paint thinner into waterways, storm or sanitary sewers. |
| 3. 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. |
| 4. Site Clearing and Plant Protection | .1 | Protect trees and plants on site and adjacent properties where indicated. |
| | .2 | 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. |
| | .3 | 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. |
| | .4 | Minimize stripping of topsoil and vegetation. |
| | .5 | Restrict tree removal to areas indicated or designated by Departmental Representative. |
| 5. 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. |
| 6. Pollution Control | .1 | Maintain temporary erosion and pollution control features installed under this SOA. |

	.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.
7. Open Fire	.1	Fires on site are not permitted.

1. Journeyperson	.1	The journeyperson shall: <ul style="list-style-type: none"> .1 Conduct and assist in various types of building maintenance as requested by Public Works and Government Services Canada. Maintenance types defined in Definitions and Interpretations. .2 Relocate, install, repair or test equipment as requested by Departmental Representative. .3 Produce all certificates and permits upon request of the Departmental Representative. .4 Instruct the Departmental Representative on-site of any new operating procedures when installing or modifying new or existing equipment.
2. Structural Work General	.1	Perform all structural work in accordance with each individual requisition, as shown on the drawings and as directed by the Departmental representative.
	.2	Wood framing members shall be erected plumb, true and to the dimensions as shown on the drawings.
	.3	Doors and frames shall be set true and plumb.
	.4	All hardware shall be installed to manufacturer's instructions.
	.5	Drywall, tape and crack fill in accordance with CSA A82-31.
	.6	Patching and repairs shall match adjacent surfaces, unless otherwise specified.
3. Masonry and Concrete General	.1	Do masonry work to CAN3-S304, except where specified elsewhere.
	.2	Build masonry plumb, level and true to line, with vertical joints in proper alignment.
	.3	Mix and place concrete in accordance with CSA A23.1.
4. Painting General	.1	Perform all painting work in accordance with each individual requisition, as shown on the drawings, in the specifications and as directed by the Departmental Representative.
	.2	Perform all painting and other related work to good trade practices, applicable standards and as directed by the Departmental Representative.
5. Mechanical General	.1	Perform all mechanical work in accordance with the National Codes and standards, latest edition, as shown on the drawings, in the specifications and as directed by the Departmental Representative.
	.2	Perform all sheet metal work and other mechanical work to good trade practices and applicable standards as directed by the Departmental Representative.
	.3	All parts and equipment shall be installed to manufacturer's instructions.

6. Landscape

- .1 This includes but shall not be limited to the provision of all labour, supervision, materials, and equipment necessary to carry out spring cleaning, repair and renovating, aerating, fertilizing, watering, mowing, weeding, pest and disease control, cultivating planters and shrub beds, pruning and winter preparation.
- .2 Mowing of Lawn Areas - General
 - .1 Commence lawn mowing within two (2) days upon request of Departmental Representative. Operation must be continuous and completed within reasonable period.
 - .2 Law cutting operations include picking up and disposing of paper and refuse accumulated on landscape areas.
- .3 Mowing of Lawn Areas - Workmanship
 - .1 Cut grass at height of 40 mm. Use equipment in good working order and with sharp cutting blades. Remove grass clippings from lawn. Hand trim or use edger for grass adjacent to buildings, pavement, trees, fences, moving strips, etc. Trim grass edges around planting beds neatly in lines as in original layout.

7. Warranty and Guarantees

- .1 Where the Contractor supplies equipment purchased from supplier or manufacturer, the Contractor shall obtain a warranty for the manufacturer's normal warranty period and such warranty shall be made out to Her Majesty the Queen in Right of Canada.
- .2 The Contractor shall provide a written guarantee against defects in workmanship and materials for a period of one year. Such guarantee shall be made out to Her Majesty the Queen in Right of Canada. Guarantee to be dated from date of acceptance of work performed.
- .3 The Contractor will also provide manufacturer's written guarantee on the following products. These guarantees are to be made out to Her Majesty the Queen in Right of Canada.
 - .1 Carpet - 10 year, max. 10% wear
 - .2 Drapes
 - .3 Vertical louvre blinds

JOB SLIP

GENERAL MAINTENANCE SERVICES

Company Name: _____ **Date** _____

Tradesperson's Name:
(1) _____ **License #:** _____
(2) _____ **License #:** _____
(3) _____ **License #:** _____

Call-up Number _____ **Total Cost:** _____

Description of Work*:

Start Time: _____ **Completion Time:** _____ **Total Hours:** _____

Materials and Supplies	Cost

GST _____
PST _____
TOTAL _____

Contractor's Signature

Departmental Representative's Signature

- Include nature of problem, cause of problem and corrective action taken.