

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada
1713 Bedford Row
Halifax, N.S./Halifax, (N.É.)
B3J 1T3
Bid Fax: (902) 496-5016

Request For a Standing Offer
Demande d'offre à commandes

National Master Standing Offer (NMSO)
Offre à commandes principale et nationale (OCPN)

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
Acquisitions
1713 Bedford Row
Halifax, N.S./Halifax, (N.É.)
B3J 3C9

Title - Sujet STEAM CLEAN CARPETS - GREENWOOD	
Solicitation No. - N° de l'invitation W0102-11C297/A	Date 2012-05-15
Client Reference No. - N° de référence du client W0102-11-C297	GETS Ref. No. - N° de réf. de SEAG PW-\$HAL-219-8681
File No. - N° de dossier HAL-1-66905 (219)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-05-31	
Time Zone Fuseau horaire Atlantic Daylight Saving Time ADT	
Delivery Required - Livraison exigée SEE HEREIN	
Address Enquiries to: - Adresser toutes questions à: Richard, Linda K.	Buyer Id - Id de l'acheteur hal219
Telephone No. - N° de téléphone (902)496-5261 ()	FAX No. - N° de FAX (902)496-5016
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE 14 WING GREENWOOD STN. MAIN, P.O. BOX 5000 GREENWOOD NOVA SCOTIA BOP 1N0 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

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PART 1 - GENERAL INFORMATION

1. Introduction

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

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, if applicable, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Insurance Requirements; 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 Requirement and the Basis of Payment.

2. Summary

- i. To provide all labour, material and equipment required to Steam Clean Carpets throughout various buildings at 14 Wing Greenwood, NS, as per the Statement of Work included in Annex "A".
- ii. The requirement is subject to a preference for Canadian services.

3. Security Requirement

There is no security requirement associated with this requirement of the Standing Offer.

4. Debriefings

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

PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

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

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

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

2. Submission of Offers

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

3. Optional Site Visit

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for a tour of the work site. The site visit will be held on **May 23, 2012 at 1015 at CFB Greenwood**. Bidders must communicate with the Contracting Authority no later than two days before the scheduled visit to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders who do not confirm attendance and provide the name(s) of the person(s) who will attend as required will not be allowed access to the site. Bidders will be requested to sign an attendance form. Bidders who do not attend or send a representative will not be given an alternative appointment but they will not be precluded from

submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

4. Enquiries - Request for Standing Offers

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

5. Applicable Laws

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

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

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

Prices must appear in the Basis of Payment only. No prices are to be indicated in any other section of the offer.

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

Section I: Technical Offer

In their technical offer, offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Offer

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

Payment by Credit Card

Canada requests that offerors complete one of the following:

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

The following credit card(s) are accepted:

VISA _____

Master Card _____

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

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

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

Section III - Certifications

Offerors must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

2. Basis of Selection

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

PART 5 - CERTIFICATIONS

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

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

1. Certifications Precedent to Issuance of a Standing Offer

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

1.1 Former Public Servant Certification

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

Definitions

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

- a. an individual;

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

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

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

Former Public Servant in Receipt of a Pension

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

If so, the Offeror must provide the following information:

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

Work Force Reduction Program

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

If so, the Offeror must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;

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

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

Certification

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

The Contractor must maintain its account in good standing with applicable provincial or territorial Workers' Compensation Board for the duration of the Contract.

1.2 Canadian Content Certification

SACC Manual Clause A3050T (2010-01-11) Canadian Content Definition

SACC Manual Clause M3055T (2010-01-11) Canadian Content Certification

This procurement is limited to Canadian services.

() the service offered is a Canadian service as defined in paragraph 2 of clause A3050T.

PART 6 - INSURANCE REQUIREMENTS

1. Insurance Requirements

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer

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

2. Standard Clauses and Conditions

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

2.1 General Conditions

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

3. Term of Standing Offer

3.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from award of contract to May 31, 2014, with the possibility of an option period of two additional years.

3.2 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-year period period, from June 1, 2014 to May 31, 2016 under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

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

4. Authorities

4.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Linda Richard
 Title: Supply Officer
 Public Works and Government Services Canada
 Acquisitions Branch
 Address: 5th Floor, 1713 Bedford Row
 Halifax, NS B3J 3C9
 Telephone: 902- 496- 5261
 Facsimile: 902- 496- 5016
 E-mail address:linda.k.richard@pwgsc-tpsgc.gc.ca

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

4.2 Project Authority

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

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

4.3 Offeror's Representative

Name: _____
 Address: _____

 Telephone: _____
 Fax: _____
 E-mail: _____

5. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: the Department of National Defence 14 Wing Greenwood.

6. Call-up Instrument

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

7. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$5,500 (Goods and Services Tax or Harmonized Sales Tax excluded).

8. Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2012-03-02) General Conditions - Standing Offers - Goods or Services
- d) Annex A, Requirement
- e) Annex B, Basis of Payment
- f) the Offeror's offer _____ (insert date of offer),

9. Certifications

9.1 Compliance

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

9.2 SACC Manual Clauses

M3020C (2010-01-11) Status and Availability of Resources

10. Applicable Laws

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

B. RESULTING CONTRACT CLAUSES

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

1. Requirement

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

2. Standard Clauses and Conditions

2.1 General Conditions

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

Section 13 Interest on Overdue Accounts, of 2010C (2012-03-02), General Conditions - Services (Medium Complexity) will not apply to payments made by credit cards.

3. Term of Contract

3.1 Delivery Date

All required services shall be delivered or rendered within 48 hours upon receipt of a request for delivery on Form DSS 942 Requisition against a Standing Offer, or by other methods such as telephone, acquisition card, or facsimile transceiver, and must be confirmed in writing on form DSS 942 or applicable call-up agreement.

4. Payment

4.1 Basis of Payment

The contractor will be paid in accordance with Annex "B", Basis of Payment.

4.2 Limitation of Price

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

4.3 Multiple Payments

Canada will pay the Contractor upon completion and delivery of units in accordance with the payment provisions of the Contract if:

an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
all such documents have been verified by Canada; the Work delivered has been accepted by Canada.

4.4 Payment by Credit Card

The following credit cards are accepted: _____ and _____.

5. Invoicing Instructions

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

Invoices must be distributed as follows:

The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

Solicitation No. - N° de l'invitation

W0102-11C297/A

Amd. No. - N° de la modif.

File No. - N° du dossier

HAL-1-66905

Buyer ID - Id de l'acheteur

hal219

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

W0102-11-C297

CCC No./N° CCC - FMS No/ N° VME

6. Insurance

SACC Manual clause G1005C (2008-05-12) Insurance

7. Canadian Content Certification

SACC Manual Clause M3060C (2008-05-12) Canadian Content Certification

ANNEX "A"

REQUIREMENT

SUMMARY OF WORK

1. Service to be Performed

Provide all labour, material and equipment required to Steam Clean Carpets throughout various buildings at 14 Wing Greenwood, NS.

2. Location of Site

- .1 14 Wing Greenwood is located 150 km west of Halifax and 4 km south of Highway 101 near Kingston, Kings County, Nova Scotia.

3. Description of Work

- .1 Work under this contract comprises the provision of all labour, material and equipment required to complete the work in accordance with the specifications for this project.
- .2 Specified work is to be carried out at the following locations:
 - i. As directed by the Engineer
- .3 Work of this Contract is located in an area where normal working hours are 0730 to 1600 hours, Monday to Friday, inclusive.
- .4 In general terms, the work includes the following:
 - i. The furnishing of all labour, materials and equipment required to clean carpeting in various buildings at 14 Wing Greenwood.
 - ii. Clean-up

GENERAL INSTRUCTIONS:

1. Codes and Standards

- .1 Workmanship to be of a uniformly high quality and in strict accordance with the best trade practice as interpreted by the Engineer.

-
- .2 Meet or exceed requirements of:
 - i. Contract documents.
 - ii. Specified standards, codes and referenced documents.
 - .3 References made to Domestic, National and International Standards in this specification are to be considered an integral part thereof and to be read in conjunction with these specifications.
 - .4 Perform work in accordance with the Canadian Carpet Institute.
 - .5 Mediocre or inferior workmanship to be replaced by work of first class quality without cost to DND when so ordered by the Engineer or his representative.
 - .6 In the event of conflict between standards, the most stringent shall apply.

2. Work Schedule

- .1 Prior to work commencement, the Contractor IS to arrange for an on-site meeting with the Engineering immediately following contract award to program starting dates, work schedules and to receive briefing on contract procedures.
- .2 When schedule has been approved by the Engineer, take necessary measure to complete work within scheduled time.
- .3 Do not change schedule without Engineer's approval.
- .4 The Engineer shall issue a Requisition under this Standing Offer providing a statement or service required (DSS 942).

3. Briefing Requirements

- .1 Receive briefing from Wing Fire Chief regarding Wing fire safety regulations and restrictions.
- .2 Briefings to be arranged by Engineer.

4. Contractor's Use of Site

- .1 Contractor shall be briefed by the Engineer on use of site.
- .2 Do not unreasonably encumber site with material or equipment.

.3 Internal combustion engines shall be equipped with radio interference suppressors.

5. Project Meetings

.1 A pre-job meeting will be scheduled by the Engineer at the work site prior to commencement of the contract.

.2 Hold regular meetings at times and locations arranged by the Engineer.

6. Hours of Work

.1 Comply with hours of work or as directed by Engineer.

7. Setting Out of Work

.1 Assume full responsibility for and execute work with least inconvenience to Base operations.

8. Building Smoking Environment

.1 Comply with smoking regulations and restrictions.

FIRE SAFETY REQUIREMENTS

Part 1 - General

1.1 Fire Department Briefing

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

1.2 Reporting Fires

.1 Know the location of nearest fire alarm box and telephone, including the emergency phone number.

.2 Report immediately all fire incidents to the Fire Department as follows:
a) Activate nearest alarm
b) Telephone

-
- .3 Person activating fire alarm box will remain at the box to direct Fire Department to scene of fire.
 - .4 When reporting a fire by telephone, give location of fire, name or number of building and be prepared to verify the location.

1.3 Smoking Precautions

- .1 Observe at all times smoking regulations.

1.4 Rubbish and Waste Materials

- .1 Rubbish and waste materials are to be kept to a minimum.
- .2 The burning of rubbish is prohibited.
- .3 Removal:
 - .1 Remove all rubbish from the work site at the end of the work day or shift or as directed.
- .4 Storage:
 - .1 Store oily waste in approved receptacles to ensure maximum cleanliness and safety.
 - .2 Deposit greasy or oily rags and materials subject to spontaneous combustion in an approved receptacle and remove as required in 1.4.3.1.

1.5 Flammable and Combustible Liquids:

- .1 The handling, storage and use of flammable and combustible liquids are to be governed by the current National Fire Code of Canada.
- .2 Flammable and combustible liquids such as gasoline, kerosene and naphtha will be kept for ready use in quantities no exceeding 45 litres provided they are stored in approved safety cans bearing the Underwriter's Laboratory of Canada or Factory Mutual seal of approval. Storage of quantities of flammable and combustible liquids exceeding 45 litres for work purposes requires the permission of the Fire Chief.
- .3 Transfer of flammable and combustible liquids is prohibited within buildings or jetties.
- .4 Transfer of flammable and combustible liquids will not be carried out in the vicinity of open flames or any type of heat-producing devices.

-
- .5 Flammable liquids having a flash point below 38°C such as naphtha or gasoline will not be used as solvents or cleaning agents.
 - .6 Flammable and combustible waste liquids, for disposal, will be stored in approved containers located in a safe ventilated area. Quantities are to be kept to a minimum and the Fire Department is to be notified when disposal is required.

1.6 Questions and/or Clarification

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

1.7 Fire Inspection

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

HAZARDOUS MATERIAL

1. General

- .1 Contractors and their personnel to read and be familiar with this section and its requirements.
- .2 Contractor to post, in a noticeable location on job site, the following name and emergency telephone number:
 - .1 14 Wing Greenwood:
 - i. Wing Fire Chief (WFC) - 911.
 - ii. Engineering - Local 1533 or Cell # 844-0525.
- .3 Work with hazardous materials to be done by workers who are thoroughly educated to the risks and handling procedures involved with the material and are trained in safe work practices.
- .4 Encounters with material suspected of being hazardous and not previously identified are to be reported to Engineer immediately, and work in this area of project halted until direction is received from Engineer.

-
- .5 Contractors are to comply with regulations and procedures of Federal, Provincial and local area environmental protection agency when dealing with hazardous materials.
- .6 Enquiries regarding Hazardous Materials can be directed to Engineer.

2. Reference Standards

- .1 NFC -1995 - National Fire Code of Canada 1995
- .2 CLC-Part IV - Canada Labour Code.
- .3 WHMIS - Workplace Hazardous Materials Information System (Federal Legislation Bill C-70).
- .4 Hazardous Products Act.
- .5 Hazardous Materials Information Review Act.
- .6 Occupational Health and Safety Regulations.

3. Documentation:

- .1 Where Contractor supplied materials or chemicals are of a hazardous nature, provide Engineer with two copies of Material Safety Data Sheet (MSDS) for each hazardous product. Hazardous products that do not have a Material Safety Data Sheet are not permitted on DND property.
- .2 Information (MSDS) on known or suspected hazardous materials on site can be obtained through Engineer from the Hazardous Materials Coordinator.

4. Signs and Notices

- .1 Contractor to make available a copy of the Material Safety Data Sheet for each product on site, for the information of site workers and visitors to the site.
- .1 Site workers to familiarize themselves with the Material Safety Data Sheet for each product.
- .2 Signs and/or notices for safety and instruction to be in both official languages, or commonly understood WHMIS symbols, and to be posted in prominent locations around area of work.

5. Worker Safety

- .1 Workers involved with hazardous materials on job site to be equipped with all necessary personal protective equipment (PPE) required by Labour Canada and/or Provincial Labour Department.

6. Indemnity

- .1 Contractor accepts liability and indemnifies the Department of National Defence and its employees in the event of injury or damage resulting from the use of or exposure to hazardous materials.

7. Compliance

- .1 In event of conflict between the requirements referred to throughout this section and in paragraph 2 - Reference Standards, the more stringent requirement to govern.

8. Delivery and Storage

- .1 In addition to requirements of Section 01005 - General Instructions, deliver and store hazardous materials to the following:
 - .1 Incompatible substances and chemicals to be kept segregated at all times.
 - .2 Contractor can obtain clarification and identification of subject substances and chemicals through Engineer from Base Hazardous Materials Coordinator.

9. Spills and Leaks

- .1 Notify Wing Fire Department and Engineer at 14 Wing Greenwood immediately in the event of a spill or leak. Wing Fire Chief will coordinate and direct cleanup.
- .2 Prevent injury to personnel until responsible authorities arrive and implement procedures necessary to contain and secure spill area.
- .3 Spills and leaks resulting from Contractor neglect or mishandling to be cleaned up at Contractor's expense.

10. Clean-up

- .1 Additional requirements to Section 01710 - Cleaning are listed below:

- .1 All hazardous material waste to be stored in containers as recommended by manufacturer or hazardous material and removed from site at end of each work day.
- .2 Disposal of waste material to be in accordance with the Department of the Environment regulations and to be off DND property at approved dump sites for materials to be disposed of.

CLEANING

1. General

- .1 Conduct cleaning and disposal operations to comply with local ordinances and anti-pollution laws.
- .2 Effect a daily cleanup of debris resulting from work and ensure all hazardous impediments are removed from site or stored or protected at the end of each day's work.
- .3 At all times be extremely cautious to ensure that no debris or other hazardous impediments are left lying in locations that will cause unsafe conditions.
- .4 Disposal of debris to be the Contractor's responsibility and to be off DND property at approved dump site for material to be disposed of.

2. Definitions

- .1 FOD (Foreign Object Damage): any and/or all materials and/or debris that could cause damage to aircraft. This terminology is used in airport environments of which 14 Wing Greenwood is considered as.

3. Materials

- .1 Use only cleaning materials recommended by manufacturer of surface to be cleaned, and as recommended by cleaning material manufacturer.

4. Cleaning During Construction

- .1 Provide on-site containers for collection of waste materials, and debris.
 - .1 on-site containers to be equipped with secure lids to prevent debris from being blown out by wind.

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- .2 Contractor to be responsible for preventing FOD (Foreign Object Damage) resulting from work of this contract.
 - .3 Schedule cleaning operations so that resulting dust, debris and other contaminants will not fall on wet, newly painted surfaces nor contaminate building systems.

5. Final Cleaning

- .1 Broom clean paved surfaces; rake clean other surfaces of grounds.
- .2 On completion of the work under this contract, all materials declared surplus by DND, equipment and debris shall be removed from the job site.
- .3 Final cleaning of work site to be to the Engineer's approval.

CARPET CLEANING

PART 1 - GENERAL

1.1 Reference

- .1 Perform carpet cleaning in accordance with Canadian Carpet Institute except where specified elsewhere.

1.2 Description

- .1 The work under this Section comprises the furnishing of all labour, materials and equipment required to clean carpeting in various building at 14 Wing, Greenwood, NS, in accordance with this specification.

1.3 Site Requirements

- .1 DND occupants shall be responsible for removing any furniture or other moveable objects that may interfere with cleaning procedures. Work excluded shall be items fixed in place such as theatre seats, liquor bars and/or other item(s) as approved by the Engineer to remain in place during cleaning.

1.4 Work Included

- .1 Intent
- .2 Pre-cleaning
- .3 Steam Cleaning

-
- .4 Protective Coating Application
 - .5 Clean-up

1.5 Frequency of Work

- .1 Carpeting shall be cleaned on an as and when requested basis.
- .2 Cleanings to be scheduled by the Engineer.
- .3 Carpets to be coated only when requested by the Engineer.

PART 2 - PRODUCTS

2.1 Materials

- .1 Water: only potable drinking water to be used.
- .2 Contractor shall submit specifications on all materials he proposes to or may use under this contract such as detergents, protective coating, deodorizers, stain removers, etc.
- .3 All materials shall be approved in writing by the Engineer prior to commencement of work.

2.2 Equipment

- .1 Permanently mounted truck or trailer unit with equipment capable of developing a water pressure of 147-544 kg and capable of 70-95% water recovery or a portable unit having a pressure range of 36-113 kg and cable of 70-95% water recovery.

PART 3 - EXECUTION

3.1 Intent

- .1 That when cleaning is complete and the carpet has been cleaned to the Engineer's satisfaction and that no damage has occurred to the carpet as a result of cleaning.

3.2 Pre-Cleaning

- .1 In areas of heavy soiling the Contractor shall vacuum any loose dirt from the carpet surface.

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- .2 Areas that contain a lot of moisture shall be dried sufficiently to allow proper application of the cleaning solution and water.
 - .3 The Contractor shall remove all stains, gum, etc., prior to cleaning carpeting by a method approved by the Engineer.

3.3 Steam Cleaning

- .1 The method to be used in cleaning the carpets shall be the steam cleaning method.
- .2 Move the cleaning head in 900 mm overlapping strokes in an overall pattern resembling the letter M with the solution feed on only when pulling the head back across the carpet.
- .3 Pull the vacuuming portion of the nozzle past the point where the solution was turned off to avoid an over wet spot.
- .4 Make enough passes over the area being cleaned necessary for releasing the soil.
- .5 After completing a 900 mm x 900 mm section, go over the same section with the solution off, using short overlapping back and forth strokes to provide additional vacuuming for more soil removal and to lessen the change of over wetting.
- .6 Cleaning to be to the satisfaction of the Engineer.

3.4 Protective Coating Application

- .1 When carpet cleaning is complete, apply protector to surface of carpet following Manufacturer's instructions for application.
- .2 Particular attention should be paid to the rate of application so as not to overfeed solution.
- .3 Apply deodorizer to the Manufacturer's specification and instructions.

3.5 Clean-up

- .1 Clean-up to Section 01710.
- .2 Return of tables, chairs, etc., shall be to their original location.

ANNEX 'B'
BASIS OF PAYMENT

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price, as specified in the contract. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable. Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

Price is to include all delivery charges, administration, costs and risks of transport and customs clearance, including the payment of customs duties and taxes to the destination.

Service	Estimated Usage 2 Years (a)	Pricing per Unit (b)	Extended Price (a x b)
Cleaning to be done during regular and non-regular hours	10,000 m2	\$ _____ per m2.	\$ _____
Protective Coating Application	1000m2	\$ _____ per m2.	\$ _____
Cost to allow for travel and setup time per call-up	16	\$ _____ per call-up	\$ _____
Total Price (for Evaluation Purposes)			\$ _____